



Bracknell Forest Council

Education Capital Programme

Invitation to Tender

For

The alteration, extension and refurbishment of

CROWN WOOD PRIMARY SCHOOL, PHASE 3

December 2012

Introduction

This document represents the Invitation to tender (ITT) and comprises two parts:

Part A- Project Information This provides basic information about the project which will help the bidder understand the project, its context and the key drivers for Bracknell Forest Council (BFC).

It is provided as information which will help the bidder provide a bid for the project.

Part B- Tender Information This section provides details about the format for the bid itself together with information about how it will be evaluated.

It also provides information on which the bid should be based.

Reference should be made to the Instructions to Tenderer's in Part B in particular when responding to this bid.

The intent of this procurement exercise is to appoint a contractor for the alteration, extension and refurbishment of Crown Wood Infant & Primary School (Phase 3). It is expected that the appointed contractor will work with the project team in a collaborative environment. In broad terms we will seek to evaluate the following main elements:

(1) A fixed price lump sum for the construction of Phase 3 Works.

(2) Technical submission as outlined in the deliverables section B2.1.

The detail of what is to be provided and how the tenders are to be evaluated are set out in Section B.2 of this document.

SECTION A – PROJECT INFORMATION

A1.1 Overview of requirements

Crown Wood Primary School is located on a level 2.73 ha site to the west side of Opladen Way, approximately 1.8 miles from Bracknell town centre. The school is surrounded by residential properties and is positioned adjacent to the Crown Row neighbouring facilities and Community Centre. The school accommodation comprises a traditionally constructed teaching block and modular accommodation providing space for the upper school classrooms, main entrance and administration / management facilities.

Access into the site comprises a single in/out vehicular entrance from Opladen Way shared with the community centre and leased accommodation. Pedestrians access the site either at the main entrance or via a pedestrian gate from the footpath to the south of the site. Vehicle access to the school car park is currently restricted to staff, official visitors and deliveries

Project Description:

The project will comprise of the alteration, extension and refurbishment of Crown Wood Infant & Primary School, as part of the Education Capital Programme (ECP) in Bracknell. This project is to provide additional accommodation through new a build extension, plus minor internal remodelling and refurbishment.

The works are being procured as a single stage Design and Build contract from RIBA stage D and includes the following:

- A two storey extension as detailed within the tender documents.
- External landscaping, drainage and car park remodelling works
- BREEAM – ‘very good’ required
- Provision of decant accommodation for pupils and school administration facilities.

Procurement and Contract Approach:

EC Harris has developed the project to RIBA stage D design. They are also providing Project Management, Employer’s Agent, Quantity Surveying, BREEAM Assessor and CDM Co-ordination services. The design team comprises EC Harris (Design) and Rolton (Mechanical and Electrical and Structural Engineers). The contractor is expected to take the design responsibility forward.

The project will be procured on a single stage Design and Build basis using the JCT Design & Build Contract 2011 with Bracknell Forest Council’s standard amendments in order to meet these objectives.

Statutory Approvals:

The planning application has been submitted but the contractor will be required to submit and obtain Building Control approval and discharge the Planning conditions imposed. The Building Control will be carried out by Bracknell Forest Council.

Project Programme and Milestones:

The works are programmed to commence in April 2012, following Client approval. Sectional completion is required for an element of the Phase 3 works. This entails of provision for an additional KS2 classroom on top of the 3 number classrooms and ancillary areas decanted on demolition of the modular wing. This additional classroom is to be provided for the start of the new school term in September 2013. The estimated Practical Completion date is 6th December 2013, subject to Contractor's proposals. Access is required for the Client's appointed FF&E and ICT sub-contractors.

Surveys and Investigations:

The following surveys and investigations have been identified and procured.

- Geotechnical & Geo-environmental Survey
- Existing site services (including Drainage CCTV) & Topographical
- Arboricultural Survey
- Refurbishment and Demolition Survey
- Flood Risk Assessment (Planning)
- Ecological Scoping Survey (Planning)
- BREEAM Pre Assessment

SECTION B – TENDER INFORMATION

B1 Instructions to Tenderers

B.1.1 Introduction

You are invited on behalf of the Council to tender for the Project. The ITT is being made available by the Council to a short-list of six Tenderers.

Tenderers wishing to bid for the Project should complete and return the Tender submission in accordance with these instructions. The deadline for receipt of Tenders is xxxxx. Tenders received later than this time and date may not be considered.

The Tenderer is required to submit a fixed priced bid in accordance with the Conditions of Contract and in full compliance with the Employer's Requirements, and the price offer is to remain 90 days from the date of return of tenders.

B.1.2 ITT Documentation

The documentation sent to Tenderer's consists of one electronic copy of the ITT inclusive of all appendices.

The Tenderer will be expected to enter into a Contract based on the forms and conditions of the JCT Design and Build Contract 2011 and specific BFC contract amendments. Reference should be made to the Preliminaries in Employer's Requirement document Volume 1, sections 1.1-1.6. Acceptance to the contract amendments is to be declared and returned on the Employer's Requirements & Contract Compliance Statement included in the tender pack.

B.1.3 Procurement Programme

The current master programme has been finalised and the high level dates are anticipated for the procurement and appointment of the contractor as follows:

	Event	Date
1	Despatch of ITT	3 December
2	Contractor site visit	10 January 2012
3	Last Clarification from Tenderers	17 January 2013
4	Return of Tenders	28 January 2013
5	Contractor Interviews	12 February 2013
6	Award of Contract	April 2013
7	Contract Start Date	April 2013

B.1.4 Site Visits

Contractor site visits at the school are scheduled for **Thursday 10th January 2013**. Ensure you arrange to visit site with all relevant project team members. If you are interested in visiting site please contact the Project Manager, contact details below to confirm a time slot.

XXXXXXX

The Council intends to award the contract on the basis of the most economically advantageous tender. However, the Council has reserved the right to abandon or recommence a contract award procedure in the event that it is unable to select a winner.

Nothing contained in the ITT is, or should be relied on as, a promise or representation as to the future intentions of the Council. The Council reserves the right to withdraw from the procurement process and no expense incurred by any Tenderer or its advisers in connection with participation in the procurement process for the Project will be reimbursed. BFC reserves the right not to award a contract for any reason. BFC is not bound to accept the most economically advantageous, or any tender.

Following award decision, the Council will observe Regulation 32 of the Public Contract Regulations 2006 as amended, and the requirement to notify all Bidders and Tenderer's, in writing by the most rapid means possible, of its decision to award the contract. In practice it is envisaged that this shall be by email.

B.1.6 Standard Bid

All Tenderer's are required to submit a compliant standard Tender submission. A standard Tender submission consists of a response to the Tender Deliverables described in B.2.1 of this ITT and returning all documents outlined in the tender return checklist on page 15.

B.1.7 Variant Bid(s)

The Council is not looking for variant bids. However, any Tenderer wishing to submit a variant submission should contact the Senior Quantity Surveyor (details in section

whether this will be permitted.

B.1.8 Tender Submission

Each Tender, should provide the required response to each Deliverable described in Section B2.1 of this ITT, adopting the following structure for the Tender submission:

- Part A – Technical
- Part B – Commercial

In addition, the Tender submission should include the completed Form of Tender, Certificate of Non-Collusion, Schedule of Reserved Information (Freedom of Information declaration), Employer's Requirements & Contract Compliance Statement and tender checklist included within the tender information pack.

The tender is to conform to the requirements as set out within these documents and should be exclusive of Value Added Tax (VAT).

Within each section, the response to each deliverable should be clearly identified and any supporting documentation clearly cross-referenced. Submissions which are not easy to follow will be marked down in the evaluation process.

Tenderers must return 1 hard copy **printed double sided**, together with three electronic copies on CD.

In the event of discrepancy between the CD and the hard copies, the hard copies will take precedence.

Hard copy drawings should be provided at A3 size printed single sided.

All documentation must be typed in English, using Arial 10 point font and submitted in A4 portrait format except where this is impracticable i.e. drawings and the like.

Each section above should contain sufficient information to enable the Council to establish whether the section meets the requirements of the relevant Deliverables. Failure to provide a Tender to the level of detail required to make a comparative evaluation will, in the first instance, attract a lower evaluation score and may lead to the rejection of the Tender.

The Council, whose decision in this matter shall be final, may reject a Tender that does not comply with the Instructions to Tenderers. Tenderers should also note that failure to respond in a clear and concise manner will attract a lower evaluation score.

The completed Tender submission should be securely sealed in an envelope or box marked as 'TENDER Private and Confidential' and issued as follows:

xxxxxx

It is the Tenderers responsibility to take all steps to ensure that the tender is delivered in time as late tenders may not be considered.

The envelope/package containing the Tender should not identify the tendering organisation or carry any corporate insignia.

The deadline for receipt of the submission is xxxxxx.

B.1.10 Clarifications

Under the restricted procedure, Tenderer's are permitted to clarify the Council's requirements, as set out in the ITT, and the Council may require a Tenderer to clarify or supplement the information it submits in its Tender, provided that to do so will not distort the competition. However, all negotiations with Tenderers on fundamental aspects of contracts, variations which are likely to distort competition, and in particular on prices, are ruled out.

Tenderers may also request, via email or telephone, further information or clarification of the ITT from the Senior Quantity Surveyor, Stephen Beckett. Where applicable, telephone communication should be backed up by a confirmation email. The contact details are as follows:

xxxxx

NB Tenderers should note that the deadline for clarifications is Thursday 17th January 2013.

The Council makes no guarantee that such information can or will be made available at this stage. The Council will ensure equality of treatment among all Tenderer's and will not provide information in a discriminatory manner which may give one Tenderer an advantage over others. Therefore, where appropriate, the Council will provide all Tenderer's with any further information made available during this stage. All confirmed queries will be logged on an information sheet and will be made available to all Tenderers.

B.1.11 Commercially sensitive information

If a Tenderer considers that any information requested should not be disclosed to other Tenderer's because of its commercial sensitivity, then it should highlight the information that it considers should not be disclosed together with reasons for considering it to be commercially sensitive. Information highlighted in this way should be limited to information which is genuinely confidential and which may be exempted from disclosure under the Freedom of Information Act 2000, and the Environmental Information Regulations 2004 (together "**FOI Law**").

In circumstances where the Council considers that a response to a request containing commercially sensitive information should be disclosed to all Tenderers, the Council will exercise its discretion as to whether in its view the highlighted information should be treated as commercially sensitive. If the Council agrees with the Tenderer's position, then the Council will treat the information as being commercially sensitive. If the Council disagrees with the Tenderer's position, such that it considers any response to the request should be shared with other Tenderer's, the Tenderer will be permitted to first withdraw the request, and in the event that it chooses to do so, no further action will be taken by the Council.

This process shall in no way prejudice the Council's obligation to consider and potentially disclose all information which it holds in respect of information requests made under FOI Law.

B.1.12 Qualified Tenders

The need to resolve qualified tenders can lead to unacceptable delays in the award of contracts and the cost of doing so can be considerable, which bears on Tenderer's and the Council alike. It is therefore in both your interests and the interests of the Council to refrain from this practice. You should therefore examine the ITT documentation IMMEDIATELY upon receipt and bring to the Senior Quantity Surveyor's attention for resolution any point of doubt, or uncertainty of interpretation BEFORE THE DATE FOR RETURN OF TENDERS. Thereafter you should have no need to qualify your tender and savings in time and cost will be achieved.

In essence, each Tender submission should be contractually certain and capable of acceptance by the Council.

B.2 Tender Deliverables & Evaluation

B.2.1 Tender Deliverables

The Tenderer's shall provide the following Tender Deliverables as part of their bid in a format that reflects the references given below. Please ensure that all information submitted is specific to the project.

Ref	Deliverable Description	
A	Technical submission	
A1	<i>Organigram, Team Structure & Roles & Responsibilities, CV's</i>	<p>Tenderers should provide a detailed organisation chart and more importantly a detailed team structure identifying personnel both site based and office based. With clear definition of roles, responsibilities and reporting lines. It should be confirmed that the personnel identified within this section will form the project team.</p> <p>The proposal should demonstrate a well balanced team with the right mix of skills, with clear evidence of the collective groups and individuals abilities to deliver roles and responsibilities.</p>

A2	<i>Health & Safety</i>	Provide a <u>project specific</u> Construction Phase Health and Safety Plan for the project, identifying project specific risks. Provide details of protocols / processes to be adopted to ensure the smooth running of the project and ensure the health and safety of all operatives, personnel and visitors is well considered. Demonstrate / advice how compliance with all CDM will be achieved.
A3	<i>Risk Register</i>	Based upon your knowledge of the project, develop a <u>project specific</u> risk register. Identify potential responsibilities and impact of those items, opportunity for mitigating actions and identify opportunities to redress if they occurred. Please explain your approach to managing risk to be adopted on the project.
A4	<i>Programme & Information Required Schedule</i>	Provide a detailed programme, clearly identifying start, completion, detailed itemised sequencing, critical path, long lead items, when any provisional sums might require instruction and client direct installations. The programme and schedule will be assessed on its completeness and viability, it should identify key elements of the works such as decant, commissioning periods, client ffe installations, ICT cabling etc. Evidence of clear understanding of further information / clarification required and timescales to ensure delivery of the programme are sensible and achievable.
A5	<i>Construction Sequencing / Methodology</i>	The Tenderer should provide a detailed description / plan for the construction of the project including installation methodologies for site accommodation, site set up and location (including changes required as construction progresses) A comprehensive explanation of the proposed decant strategy and the construction works, including external works and landscaping. The tenderer should demonstrate a good understanding of the challenges and how they might be overcome. Provide details of challenges overcome on other education projects.
A6	<i>Logistics Strategy</i>	The Tenderer is required to provide detailed plans and proposals for the locations of his site accommodation, welfare facilities, temporary site services (power, water, radios etc), waste management, security, internal & external scaffolding, contractor parking, surveying and setting out, distribution of materials, deliveries, site access / egress , locations of decant buildings etc.

A7	<i>Outline Design proposals/ Contractor's proposals</i>	In addition to the issue of the tender and CP's, the Tenderer should provide details of how the release of CDP information will be managed and the process by which he will support the Design Team in discharging Planning Conditions.
A8	<i>BREEAM / sustainability</i>	The Tenderer is required to provide a detailed response to the Sustainability Statement, a copy of which will be provided. A detailed explanation of how the contractor will liaise with the BREEAM assessor and design team to achieve all of the credits targeted within the BREEAM pre-assessment should be submitted.
A9	<i>Added Value</i>	Identify details of any areas where the Tenderer could add value to the client and users. Provide details of proposals implemented on other projects where improvements to function, specification / provisions have been achieved without compromising budget. Identify opportunities for value engineering alternative specification / product etc. and proposals for how these might be developed with the team and incorporated. In addition, the tenderer should demonstrate the benefit they will bring to the pupils and staff in the form of innovative and informative schemes that will demonstrate a good understanding of the possible benefits to be gained from the experience.
A10	<i>Contract Terms & Conditions</i>	The Tenderer is required to confirm his agreement to the Terms and Conditions of the Invitation to Tender and proposed Contract. The assessment criteria is as follows a) Failure to confirm and / or provide comments on T & C's. b) Identifies desire 'to discuss' T&C's c) Identifies requirement for major changes / amendments d) Identifies requirement for minor changes / amendments and e) Confirms acceptance of Terms & Conditions.
B	Commercial Submission	
B1	<i>Cost Schedule</i>	Complete the Pricing Document including all supporting cost documentation as necessary.

B.2.2 Evaluation Procedure

Each compliant Tenderer's submission will be evaluated in accordance with the Council's detailed evaluation methodology, using the award criteria described below.

The Tenderer's will be evaluated by the Council and its advisers to determine the most economically advantageous tender, with a view to awarding the contract for the Project. Evaluation of the Tenderer's will be undertaken by:

Project Sponsor	Bracknell Forest Council
Project Manager	EC Harris LLP
Quantity Surveyor	EC Harris LLP
CDM Co-ordinator	EC Harris LLP
Designers	EC Harris LLP, Rolton

The Council and its advisers will take steps to ensure that all evaluations are conducted in a fair and non-discriminatory manner.

The following scoring mechanism will be used as a tool with the objective of helping to determine clearly compliance with the Council's requirements, whether in part or totally:

Description	Score
Very good or fully compliant submission – which meets all requirements and is fully explained in comprehensive detail.	9-10
Good or fully compliant submission – which meets all the requirements and is explained in reasonable detail.	7-8
Satisfactory or compliant submission – which meets the essential requirements and is explained in adequate detail.	5-6
Weak or partially compliant (minor issues) submission – which in some areas falls short of requirements and is poorly explained.	3-4
Unacceptable or non-compliant (major issues) submission which fails meet requirements and is not explained.	1-2

Award Criteria

Each Tenderer will be evaluated using the following award criteria:

Evaluation Area	Weighting (%)
1. Technical	40
2. Commercial	60
Total Weighting	100%

Tenderer's responses to the Tender Deliverables identified in B.2.1 will be evaluated and 'scored' against the evaluation criteria and thresholds set out in the tender evaluation spreadsheet.

B.2.3 Evaluation Commentary and Thresholds

General Thresholds

A threshold of 50% will be set for the overall scoring (i.e. the total for the Technical and Commercial, sections) and only those Tenderer's who reach this level and pass the other threshold tests will be deemed to have passed the evaluation.

The Council may, at it's discretion and acting fairly and in a non-discriminatory manner fail any Tenderer whose overall score meets the 50% threshold referred to above but:

- who scored less than 30% for the Technical or Commercial sections; or
- who scored 1 or less against the Evaluation Criteria identified in the above table.

For the avoidance of doubt, if Tenderers do not meet the above thresholds the Council may, at it's discretion and acting fairly and in a non-discriminatory manner consider that the Tenderer should not be considered further and will not be invited to make a presentation or participate in an interview.

Clarification Process

During the evaluation, any clarifications that are made will be reflected in the Tenderer's scores, as appropriate.

Reference shall be made to item B.1.13 (Clarifications) in the Instructions to Tenderer's

Commercial

The completed Pricing Document (reference Deliverable B.1) will be evaluated after aligning the Bids by a process of 'normalising'. This will involve the removal of any exclusions and/or clarifications made to the tendered bid by pricing so that bids are evaluated on a common basis.

The lowest 'normalised' compliant bid will be provided with the maximum score and each higher normalised Bid will reduce accordingly.

Legal

Tenderer's should note that any comments such as 'agreed in principal' or 'subject to further discussion' in respect of the legal comments and mark-up (reference Deliverable A.10) will be assumed to indicate disagreement or and as such will attract low marks in the evaluation process / and or may render the Tender non-compliant.

Tenderer Presentation and Interviews

Only Tenderer's who have satisfied the threshold tests described above will take part in this stage. The Tenderer's presentation will be on the Technical aspects of the submission only, followed by an opportunity for the Evaluation Panel to clarify the responses to the Technical elements and revise the preliminary Technical scores.

It is anticipated that the Commercial, Legal and Financial elements will have been clarified during the desktop evaluation exercise. However, if there are aspects that flow from the interview that impact on the evaluation of these elements, the scores may be revised accordingly.

The interview is not an opportunity for Tenderer's to negotiate the terms of the Tender.

Further details of the venue for the presentation and interviews will be provided by the Project Manager in due course.

Evaluation of Variant Submissions

Variant submissions from the Tenders, if submitted, will be evaluated on the same basis as described above.

Canvassing

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

Whistle blowing policy

Your attention is drawn to the Council's whistle blowing policy which can be found on the Procurement website at: www.bracknell-forest.gov.uk/procurement

Tender Checklist

Please tick checklist to indicate that copies of all relevant documents are enclosed.

<i>Section</i>	<i>Required Documents</i>	<i>Document enclosed Yes/No</i>	<i>Comments</i>
	Contractors Proposals including:		
	Organigram, Team Structure & Roles & Responsibilities, CV's		
	Health & Safety		
	Risk Register		
	Programme & Information Required Schedule		
	Construction Sequencing / Methodology		
	Logistics Strategy		
	Outline Design proposals / Contractor's proposals		

	BREEAM / sustainability		
	Added Value		
	Contract Terms & Conditions		
	Pricing		
	Contract Sum Analysis for Phase 3		
	Schedules		
	Employer's Requirements & Contract Compliance Statement		
	Schedule of Reserved Information		
	Tender Checklist		
	Certificate of Non-collusion		
	Form of Tender		