

PTIW – Intermediate Works Framework Report

This document is to be used to request access to the Intermediate works Framework from inception to Award. Purchasing Routes associated with a project and only considers the options recommended.



Department Highlighted in Yellow
City Procurement not Highlighted

Overview

Introduction

City Procurement Project Reference:			
Project / Contract Title:	Baynard House Ventilation & Smoke Clearance		
Lot Type	Mechanical & Electrical (M&E)		
Project Lead & Contract Manager:	Chris Sharpe	Lead Department:	City Surveyor's
Category Manager:		Other Contact:	Richard Low-Foon
Total Estimated Contract Value (ex VAT):	£610,000	Contract Duration (inc. start date and extension options):	12 weeks
Budget approved Capital/Revenue:	Yes/No Capital/Revenue	Capital Project reference (if applicable):	16100426
Site Visit:	Chris Sharpe		
Gateway Approval Process			
<ul style="list-style-type: none"> - Is this project subject to the Gateway process? Yes/No - If so, what was the last Gateway report, and date of approval, and what is the next Gateway report and scheduled date for recommendation for approval? 			
<p>Last GW: 1234 Approval: December 2019 Next GW Report: 5 Next GW Date: January 2021</p>			
Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)?			

Assumptions

<p>We will be following the below guidelines as identified in the Framework Conditions</p> <ul style="list-style-type: none"> ○ All Framework Suppliers Will be Invited. <ul style="list-style-type: none"> ○ Lot 1 – Building Fabric ○ Sykes & Son ○ SW Bruce ○ ENGIE Regeneration ○ Neilcott Construction ○ Lot 2 – Mechanical and Electrical ○ Sykes & Son ○ SW Bruce ○ CBRE ○ ETec ○ This Framework is the Route to Market if requested in the Gateway Report. ○ Call-off Contracts valued at not more than £400,000 will be based on the City's Standard Conditions. JCT IC 2016 based Conditions will be reserved primarily for use on Call-off Contracts valued over £400,000. There is an option for JCT ICD 2016 based Conditions if Contractor design input is required. Is this option required? <ul style="list-style-type: none"> ○ Yes/No ○ The Specification will need to specify if the Supplier is required to be a Principal Contractor ○ Is retention required? If so please state percentage here: 5% ○ Standard Insurances apply include amounts <ul style="list-style-type: none"> ○ Public Liability - £10,000,000 ○ Products Liability - £10,000,000
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- Employers' Liability - £10,000,000
- Contractor's All Risks – not less than the reinstatement value of the Works
- Data Protection Impact Assessment – will be included within the framework call off

Pre-Tender

Specification and Evaluation Overview

Summary of the main requirements: Design, supply, install, test, commission and maintain ventilation and smoke clearance system to car park, including all associated mechanical, electrical and building works.	
Technical and Pricing evaluation ratio maximum weight for Technical 50%, Maximum for Commercial 50%. Both should equal 100% 50% (Technical) / 50% (Price)	
Overview of the key Evaluation areas (if known at this stage): 1. HSE 2. Mechanical works 3. Electrical works 4. Building works	
Does contract delivery involve a higher than usual level of Health & Safety, Insurance, or Business risk to be allowed in the procurement strategy? <ul style="list-style-type: none"> • Enhanced level of health and safety because of works 	
Are there any accompanying documents with this report? e.g. PTO/outlined project plan identifying roles and responsibilities as appropriate If yes, please include information in the appendices section below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will this project require the winning supplier(s) to process personal data on our behalf?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit Designing Specifications under GDPR . You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to category board (for information).	
Evaluation Panel – Please enter Names and Departments below (if known)	
Chris Sharpe	Richard Low-Foon
Are LAD's required? Yes/No Insert LADs here or state if you would like procurement to calculate the LADs Complete	

Evaluation Criteria

No	Evaluation Criteria –At least 3 Questions should be asked	Weighting (Must Equal 100%)
1	HSE: The Tenderer is to detail the traffic management plan for the works, maintaining use of car park to public on minimum of four out of five floors at any one time. (Text limited to one side of A4 at minimum size 11 font)	25%
2	Mechanical: The Tenderer is to outline potential mechanical risks associated with this project and an outline plan of how they will manage or overcome them, to leave a fully functional ventilation and smoke clearance system upon completion. (Text limited to one side of A4 at minimum size 11 font)	25%
3	Electrical: The Tenderer is to outline potential electrical risks associated with this project and an outline plan of how they will manage or overcome them (Text limited to one side of A4 at minimum size 11 font)	25%
4	Building: The proposed works are to be undertaken within an operational car park. Part of the work will involve creating openings into thick reinforced concrete walls for the installation of damper grilles. A notable risk is the generation of dust. Can you provide a proposal for these works and discuss the controls and measure that	25%

	you will implement to manage the risks; hazardous substance, protecting the public, property (cars), for example. (Text limited to one side of A4 at minimum size 11 font)	
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Contract Strategy

Please identify your Procurement Strategy
Traditional with Contractors Design.

Price Mechanism

Option 1– priced Bill of Quantities/Specification/Works Schedule supplied by the City

Advantages to this Option:

- This give a more granular overview on each element, identifying how much each install is for a sized property.
- It allows easier calculations for variation if additional properties require work or unforeseen requests.
- Variations require less administration to action.

Disadvantages to this Option:

- Easier for the project team to become relied on the variations and add additional work to the contact.
- Does not allow for works outside of the specification to be completed even in emergency situations.

Please highlight benefits and possible risks associated with this option relative to the specifics of the project:

- Compliancy can set in for variation and the ease in which the contract can be amended

Option 2: –fixed sum priced by Contract Sum Analysis or Schedule of Rates supplied by the Contractor

Advantages to this Option:

- Control of programme and cost risk
- Once price paid for the delivery of the specification and schedule.
- A contractual arrangement where the fee is capped, and the supplier accepts the risk.
- Gives a clear cost, which aids reporting and budget management.

Disadvantages to this Option:

- Their price may contain added on cost due to the risk.

Please highlight benefits and possible risks associated with this option relative to the specifics of the project:
Variations to the amount of locations and requirements, maybe amended and would cause issues when variant the contract.

Contract Strategy

Please identify your Pricing Strategy and theory behind it
Fixed sum for control of time and cost risk

Time Table

Please give estimated timescales below, please pay particular attention that City Procurement recommends a 4 week tender period as a minimum. You will also need to take into consideration the following stages that also needs to be taken into consideration during the tender period as a whole:

- Clarifications during the tender process.
- Evaluation of tenderers.
- Approvals for Committee/Chief Officers

Date Form sent to City Procurement	20/10/2020
Estimated Tender out Date	02/11/2020
Estimated Tender return Date (4 Weeks)	05/12/2020

Post Tender

High Level Summary

Proposed Provider	SW Bruce
Cost (ex. VAT)	Construction amount = £598,776.90 Pre-tender estimate (as at Gateway 3/4) ex vat = £610,000
Potential Risks	No Procurement process risks are foreseen.

Detailed Summary

Summary
Details of what needs to be approved and a list of key areas covered by the report
Approval to award SW Bruce Ltd to carry out Baynard House Ventilation & Smoke Clearance

Recommendations
Details of who the contract is to be awarded to, proposed contract term, extensions and other relevant details
SW Bruce Ltd will deliver the works as set out in the pre-liminary and other associated documents.

Evaluation Summary
Overview of the tender process including SQ and ITT outcomes; evaluation criteria and weighting, evaluation outcomes including overview of the top 3 ranked suppliers.
City Procurement agreed to a project team request to source bidders by above OJEU, Mini-Competition via a framework: <ol style="list-style-type: none">1. Tender Publication – 30/10/20202. Tender Response – 11/12/20203. Evaluation agreed – 30/12/2020
Tender Results
Rank 1 – SW Bruce
Rank 2 – Sykes and Son
Rank 3 – Etec

Savings, efficiencies and benefits
Pricing overview, including cost type (fixed cost, schedule of rates etc) and cashable and non-cashable savings achieved.
<ul style="list-style-type: none">• The average quality score for all tenders received is __. The quality score achieved by the recommended tender is __% above/below the average quality score.• The construction service fee offered by the recommended tenderer is __% above/below the average fee tendered.• The estimated total cost of works in connection with the recommended contractors offer is £_____, which is __% below a PTE of £_____ recorded prior to commencement of the procurement.• No other efficiencies are noted for this project at this time.

Lessons Learnt
In terms of the lessons learnt, we have observed the following: We did not envisage any other lessons learnt.

Contract Management Plan
Details of persons managing the contract covering roles and responsibilities of individual staff.
Chris Sharpe will be responsible for management of the contract when awarded. City Procurement retains an interest in the basis for a subsequent recommendation and award of the contract in due course.

Customer Satisfaction Survey
Please complete this survey to help us improve our service. Responses can be made anonymously and are reported to Procurement Leadership team on a quarterly basis.
https://www.surveymonkey.co.uk/r/X9233JG

Approval Sign Off	
Name of Approver	Michael Harrington
Position	Category Manager

Date approved	
Approver comments	

Appendices Final evaluation score summary, savings certificate, etc

Question	Weight	Evaluator	Etec	SW Bruce	Sjkes and Son
HSE: The Tenderer is to detail the traffic management plan for the works, maintaining use of car park to public on minimum of four out of five floors at any one time. (Text limited to one side of A4 at minimum size 11 font)	25	Chris Sharpe	5	20	25
		Paresh Vekaria	10	15	15
		Evaluator 3	0	0	0
		Moderated	8	18	20
Mechanical: The Tenderer is to outline potential mechanical risks associated with this project and an outline plan of how they will manage or overcome them, to leave a fully functional ventilation and smoke clearance system upon completion. (Text limited to one side of A4 at minimum size 11 font)	25	Chris Sharpe	5	20	20
		Paresh Vekaria	10	15	10
		Evaluator 3	0	0	0
		Moderated	8	18	15
Electrical: The Tenderer is to outline potential electrical risks associated with this project and an outline plan of how they will manage or overcome them (Text limited to one side of A4 at minimum size 11 font)	25	Chris Sharpe	5	15	15
		Paresh Vekaria	10	15	10
		Evaluator 3	0	0	0
		Moderated	8	15	13
Building: The proposed works are to be undertaken within an operational car park. Part of the work will involve creating openings into thick reinforced concrete walls for the installation of damper grilles. A notable risk is the generation of dust. Can you provide a proposal for these works and discuss the controls and measure that you will implement to manage the risks; hazardous substance, protecting the public, property (cars), for example. (Text limited to one side of A4 at minimum size 11 font)	25	Chris Sharpe	10	25	20
		Paresh Vekaria	10	20	15
		Evaluator 3	0	0	0
		Moderated	10	23	18
Weighted Total Must total 100	100				

Score from Quality split	16	36	33
Pricing Score	46	47	50
Total	62.7	83.3	82.5
Rank	3	1	2