

UHI | SHETLAND

RESPONSE TO CLARIFICATIONS RECEIVED IN RELATION TO:

INVITATION TO TENDER (ITT)

**TENDER FOR: ARCHITECT, ENGINEERING AND PROFESSIONAL SERVICES FOR UHI SHETLAND CAMPUS REDEVELOPMENT
PROJECT**

TENDER REFERENCE: CRPPAH001

No.	Clarification	Response	Date
001	We were trying to find Port Arthur House on Google maps to get an idea of the size and type of building?	Port Arthur House can be found at the following location on Google Maps: 60°07'57.5"N 1°17'15.2"W.	28/03/2024
002	Is there a project value for the proposed redevelopment?	The total project value for the whole redevelopment of the Scalloway campus is £2.3 million. The redevelopment of Port Arthur House, which is the sole element within this ITT, from the Feasibility Study produced in August 2023, has been estimated at £741,270 excluding VAT and Professional Fees. This information is contained within Appendix P Feasibility Study Information.	28/03/2024
003	Do you know what the Contract Fee Value is likely to be?	No, the Contract Fee will form part of the Tender Evaluation, see Section 15 of the ITT Document.	28/03/2024
004	We note this ITT is for Stage 4 services onwards, can you clarify whether there an incumbent design team that has developed the project so far to Stage 3 and if so, will they be competing for these ongoing services or remaining as client advisors?	There is no incumbent design team. The ITT has been published on PCS as an open tender and the University is not aware of who will be submitting a tender for the contract.	28/03/2024
005	I see from the documents there is to be a site walk around on the 9th April @ 9.30am. Is this still your intention to do this on this date?	A physical site visit for any potential tenders has been arranged for the 9 April 2024 at 09:30am. Anyone wishing to attend, please simply arrive and report to the Scalloway Campus Reception at Port Arthur, Scalloway, Shetland Isles ZE1 0UN for 09:30am. There is no need to book a space or confirm attendance. The Project manager, Stephen Martin, and a team from UHI Shetland will conduct the tour. Any information, questions and answers provided at the site tour will be published in an updated version of this document on the 10 April 2024.	28/03/2024
006	The ITT and supporting documents states £10 million worth of Professional Risk Indemnity Insurance. Is this correct?	A typing mistake has been made within the ITT and supporting documents, with the value for Insurance - Professional Risk Indemnity and Insurance - Public Liability being switched. The correct values of insurance required are: Professional Risk Indemnity £5 million Public Liability £10 million. This has been corrected in the following documents, which	09/04/2024

		<p>have been updated on the University's website:</p> <p>1 – Architect Tender Document Final</p> <p>2 – Appendix A</p> <p>3 – Appendix F</p>	
007	<p>Can you confirm whether you are making the provision of an M&E engineer a requirement for the tender?</p>	<p>The ITT sets out the Scope of Work within Section 2 for the project. The University will be appointing an architect as the Principal Designer for the project and the Principal Designer, either through their practice or through consortia or sub-contracting arrangements, are required to provide all the necessary engineering, quantity surveying and professional services to deliver the project including contract administrator once the construction works starts.</p> <p>The University will not be engaging any other professionals required to complete this project and a submitted tender should cover all the necessary roles and costs for the project, including an M&E engineering required.</p> <p>In relation to M&E engineering Appendix P, Feasibility Study Information, presents two options in relation to the potential 'heating' for Port Arthur House. The University are minded to progress with option B, "wet heating only to office & meeting room accommodation", potentially using the current system.</p> <p>The current situation is that Port Arthur House and the John Goodlad Centre (an adjacent building) are currently both heated through an existing Oil-Fired boiler. The University are currently in the process of conducting a feasibility study to power the entire Scalloway Campus (either as part of a district heating system in Scalloway or standalone) through a Marine Source Heat Pump.</p> <p>A final decision will be made on technical advice from the Principal Designer in relation to planning permission constraints.</p>	09/04/2024
008	<p>We would normally expect separate appointments for all the design team members for this size of project. A single appointment would require us to enter into sub consultancy agreement which requires all design team members to carry the same level of PI insurance. Can you please confirm</p>	<p>Please see answer to Question 007.</p> <p>The Insurance levels are required for the architect or a consortia if such is formed and is the body which enters into the contract with the University.</p>	09/04/2024

	what you are expecting?	The level of insurance required between the architect and any sub-contractors it uses, is a decision for the architect.	
009	We note that you have stated that the project will be from RIBA workstage 4 and onward. These workstages can be a bit wooly and a bit confusing for everyone involved. RIBA stage 3 however includes Planning Permission and detailed design associated with this. It maybe you also need planning permission, but it is unclear what we should allow for in our tender.	The University are of the view that planning permission could be required for the works to be carried out. The ground floor of Port Arthur House is currently used for Student Accommodation. The top floor of Port Arthur House has not been used for any purposes for the last five years. Before this, it was also used for Student Accommodation. Section 2 of the ITT says during the project the contractor will carry out the above RIBA stages above, including: - Pre-application discussions with relevant Planning Officers during the Technical Design stage, to obtain written confirmation if development and then works can progress without planning permission. - Progress the submission of a full planning application for the development if such is required.	09/04/2024
010	Is the strength of the floors suitable for use as office accommodation?	The University has provided the full report it obtained on the floor of Port Arthur House in the ITT, Appendix O, and the Feasibility Study, Appendix P, on the redevelopment of the first floor for use as office accommodation. Any further tests or investigations the Principal Designer requires to provide a full design as required by the ITT should be included within their bid.	09/04/2024
011	Does Port Arthur House have any dedicated parking spaces?	Port Arthur House sits within the Scalloway campus, and its users have access to the car parking spaces within the campus. Currently one disabled parking space next to the building is the only parking space that has been specifically allocated for use by users of Port Arthur House.	09/04/2024
012	Will the ground floor of Port Arthur House be empty during the construction phase?	The University will find temporary accommodation for any students residing in Port Arthur House during the construction phase, so the entire building will be empty during the construction phase. It is currently planned that the construction will be carried out between January 2025 and April 2025.	09/04/2024

013	<p>With reference to response to question 010. Appendix O and Appendix P appear not to rule out further structural assessment will be required for office loading (e.g., testing). Can you please confirm this should be allowed for in all tender submissions?</p>	<p>The University have supplied all the information it holds on the strength of the first floor of Port Arthur House. If the tenderer believes, based on the information provided, that further structural testing is required this should be included in their tender submission. An explanation for the reason(s) for them including such further structural assessment can be provided in 4C3A, if they so wish.</p> <p>If the tenderer, in their professional opinion, believes they have all the evidence to say that no further structural assessment is required and that the floor of Port Arthur House is suitable for them to produce full designs and the rest of the requirements of the ITT, then they will not include further structural assessments in their tender. An explanation for the reason(s) for them not including such further structural assessment can be provided in 4C3A, if they so wish.</p> <p>The University are not able to rule in or rule out the need for further structural assessments, this being a professional decision for the tenderer based on the information provided.</p>	16/04/2024
014	<p>With reference to response to Question 009. The Pricing document Appendix F does not allow for a price to be inserted in Plan of Work Stage 3 (Developed Design). Where do you expect fees for pre-planning and planning application to be inserted?</p>	<p>The Commercial Questionnaire, Appendix B, contains on Page 2 a section for Planning Permission Fees. The tenderer should include here, any fees for pre-planning and planning application.</p>	16/04/2024
015	<p>On the site walk around it was mentioned about possible changes to the office layout. Any developed design works would be Plan of Work Stage 3. To ensure all tenders are being submitted on the same basis can you please confirm what the extent of these possible changes are, or if we should just price for commencement at Stage 4?</p>	<p>Following further internal discussions, the University can confirm that they are not looking for any changes to the plans presented in the Feasibility Study for the first floor of Port Arthur House for the office accommodation.</p> <p>In relation to pricing please see Q014.</p>	16/04/2024
016	<p>With reference to Appendix F. If any services within Conditions of Appointment (pages 13 – 19) are not required, would it be possible to provide updated Appendix F with any services not required stroked out for clarity?</p>	<p>The University are not able to do this now.</p>	16/04/2024

017	We note reference to 'Architect' in e.g., ITT Title , Appendix F and question responses. Can you please confirm you require ARB registered Architect as part of the project team?	The University can confirm that an ARB registered Architect is required. This is covered in Question 4A2A, which is a pass/fail question.	16/04/2024
018	Question 4C4 in Appendix A and the Invoicing and Payment section in the ITT appear to relate more to supply contracts rather than service contracts. Is question 4C4 applicable?	Question 4C4 is applicable and forms part of the assessment criteria. As described in the complementary information, the answer should detail how the tenderer commits to fair work practices for its employees and any sub-contractors it is proposing to use. Examples of how a tenderer commits to fair work practices could include reference to Health and Wellbeing policies, Flexible/Hybrid working practices, access to additional benefits such as discount schemes, favorable private health insurance, the approach to Continued Professional Development, Fair Recruitment Policy, Gender Pay Gap details, and must include details of the tenderers prompt payment to is sub-contractors.	16/04/2024
019	It would seem that 60% of the weighting of the tender is based on two questions in section C (4C.3 and 4C.4) it would be helpful to understand exactly what you are wanting us to provide. Could you possibly clarify what both of these questions mean?	See Q018. Question 4C3 should detail the policies, procedures, control measures, checks, supervision, etc it, and any sub-contractors, have in place to ensure that it delivers a high standard of work and that its customers are happy with the work delivered. Where a tenderer has work with a specific sub-contractor before, it should detail how it monitors and checks the continued deliver of high-standards from the sub-contractor. Where a tenderer has not worked with a specific sub-contractor before, the tenderer should detail the checks it has made to endure that the sub-contractor delivers a high quality of work that its customers are happy with and what measures and checks will be put into place to check that a high quality service is delivered on this contract. .	16/04/2024
020	Are expecting a single point of appointment (sub consultancy agreement) or whether separate appointments with individual professionals would be acceptable?	It is for the tenderer to determine which form of appointment it wishes to use with any sub-contractors. The use of separate sub-contract appointments with individual	16/04/2024

		sub-contractors is acceptable to the University if that is what the Tenderer chooses.	
021	For the 3 x relevant project examples – are the examples to be spread across the multi-disciplinary team or to be provided by the architect only?	The examples provided to answer Q4C.1/4C1.2 should provide evidence of the Architects work on similar projects. Where the Architect has worked on projects with their proposed wider professionals/sub-contractors before, then these case studies should be provided. Where the Architect has not worked on projects with the proposed wider professionals/sub-contractors before, this questions should not include case studies from the wider professionals/sub-contractors. Case studies of similar projectors that have been worked upon may be given as part of the answer to Q4C3 in showing how the Architect has quality checked their proposed new sub-contractors.	16/04/2024
022	The level of PI insurance seems to be disproportionate to the size of the project, are you able to explain the reasoning behind the high level requirement?	See Q006.	16/04/2024
023	We understand the commercial questionnaire is to be provided via the portal and the quality response via email, could we please check we have understood this correctly to be provided by the two different methods?	The completed tender is to be emailed to: stephen.martin@uhi.ac.uk with no submission to the PCS portal. Page 18 of the ITT Document contains the details of how the tender is to be submitted.	16/04/2024