

**UK-Wolverhampton: architectural services for buildings**

OJ S 93/2012 16/05/2012

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Wolverhampton City Council as administering authority for the West Midlands Pension Fund

Postal address: West Midland Pension Fund, 5th Floor, Mander House, Mander Centre

Town: Wolverhampton

Postal code: WV1 3NB

Country: United Kingdom

Contact person: Investments Division, West Midlands Pension Fund

For the attention of: Mike Hardwick

E-mail: [mhardwick@bloomberg.net](mailto:mhardwick@bloomberg.net)

Telephone: +44 1902552089

**Internet address(es):**

General address of the contracting authority: <http://www.wolverhampton.gov.uk/>

**Additional information can be obtained from:**

Official name: Buro Four Project Services

Postal address: 1 Naoroji Street

Town: London

Postal code: WC1X 0GB

Country: United Kingdom

Contact person: Buro Four Project Services

For the attention of: Rob Lane

E-mail: [rlane@burofour.com](mailto:rlane@burofour.com)

Telephone: +44 2078325500

Fax: +44 2078325599

Internet address: <http://www.burofour.com>

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Buro Four Project Services

Postal address: 1 Naoroji Street

Town: London

Country: United Kingdom

Contact person: Buro Four Project Services

For the attention of: Rob Lane

E-mail: [rlane@burofour.com](mailto:rlane@burofour.com)

Telephone: +44 2078325500

Fax: +44 2078325599

Internet address: <http://www.burofour.com>

**Tenders or requests to participate must be submitted:** Official name: Buro Four Project Services

Postal address: 1 Naoroji Street

Town: London  
Country: United Kingdom  
Contact person: Buro Four Project Services  
For the attention of: Rob Lane  
E-mail: [rlane@burofour.com](mailto:rlane@burofour.com)  
Telephone: +44 2078325500  
Fax: +44 2078325599  
Internet address: <http://www.burofour.com>

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

---

**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

St Andrews House, St. Andrew Street, London - refurbishment - architectural services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 12: Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services

Main site or place of performance: London.

NUTS code UKI1 Inner London

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

Architectural Services in relation to St Andrew's House.

Constructed in the late 1980's this purpose built office, circa 51 000 sqft, is arranged over basement, part mezzanine, ground and eight upper floors.

The building is of steel-framed construction with upper floors of suspended concrete construction. The building is air conditioned but it is envisaged that the existing services will be replaced as part of the works.

The sloping terrain around St Andrew's House results in the ground floor access at the rear from Thanvies Inn being at 1st floor level on St Andrew Street. The lower ground floors have the potential for a change of use.

Planning consent is granted for a single storey roof extension which expires in November 2013.

The building will be handed back to the Fund in late September 2013 and it is planned to be refurbished to a high standard in order for it to be re-let to achieve the maximum rental income and presented to the market in the third Quarter of 2014, this is to include:

The Cat A refurbishment of the office space.

Comprehensive ground floor and office reception refurbishment and all common parts and facilities.  
The refurbishment/reconfiguration of the cores.  
Roof top extension.  
New services throughout.  
Enhancement of the energy performance to achieve Breeam very good rating as a minimum.  
British Council for offices compliant.  
The development budget to be in the region of 7 000 000 GBP.

**II.1.6. CPV code(s)**

71221000 Architectural services for buildings

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

Architectural Services appointment of approximately 26 month duration with a value in the range set out below.

Estimated value excluding VAT:

Range: between 150 000,00 and 350 000,00 GBP

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: no

**II.3. Duration of the contract or time limit for completion**

Start 5.8.2012. Completion 7.10.2014

**Section III: Legal, economic, financial and technical information**

---

**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

N/A.

**III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

To be agreed.

**III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Any.

**III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Applicants seeking to be included on the selected tender list for service providers are required to complete a pre-qualification questionnaire. This may be obtained from the following web site <http://www.wmpfonline.com/Fund+Investments/Tenders.htm> described at III.2.3 and must be completed and returned by the deadline given at IV.3.4 below. The pre-qualification questionnaire shall include, but not be limited to, the matters detailed under clauses III.2.2 and III.2.3 below.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: The pre-qualification questionnaire will be accessible.

At the following web site <http://www.wmpfonline.com/Fund+Investments/Tenders.htm>.

Minimum level(s) of standards possibly required: Please provide details of the company's public liability.

Insurance cover as defined below:

Name of insurer:

Policy number:

Renewal date:

Limit of indemnity:

Excess:

Pass - all requested information provided with valid certificates for minimum of 2 000 000 GBP cover.

Fail - none or partial information provided, none or invalid certificates provided or insufficient level of cover.

Please provide details of the company's public liability insurance cover as defined below:

Name of Insurer:

Policy Number:

Renewal Date:

Limit of Indemnity:

Excess:

Pass - All requested information provided with valid certificates for minimum of 10 000 000 GBP cover.

Fail - None or partial information provided, none or invalid certificates provided or insufficient level of cover.

Please confirm that, to the best of the company's knowledge, the organisation is not in breach of the provisions of Regulation 23 Public Contracts Regulations 2006 (as amended). In relation to mandatory or discretionary exclusion criteria.

Pass - compliance with regulations.

Fail - non compliance with regulations.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

The pre-qualification questionnaire will be accessible at the following web site <http://www.wmpfonline.com/Fund+Investments/Tenders.htm>.

Minimum level(s) of standards possibly required:

Provide your previous experience with examples in the refurbishment of similar commercial office developments within a major city centre in the last 3 years: indicating the client, location, value, date started and completed (minimum standard - example of one project).

Provide your previous experience with examples with Environmental Issues i.e. achieving Breeam "Excellent" (or equivalent environmental assessment) in commercial offices in the last 3 years: indicating the client, location, value, date started and completed (minimum standard - example of one project).

Provide your previous experience with examples in maximising floor to ceiling heights and net lettable floor areas in commercial offices in the last 3 years:

Indicating the client, location, value, date started and completed (minimum standard - example of one project).

Provide your previous experience with undertaking design solutions for maximising a buildings rental potential in the last 3 years: indicating the client, location, value, date started and completed (minimum standard - example of one project).

Please your previous experience with examples of where your involvement in a similar project has added value or benefit to the scheme in the last 3 years:

Indicating the client, location, value, date started and completed (minimum standard - example of one project).

Please provide the names and addresses of clients that would provide a reference relating to your organisation (minimum standard - one client for reference).

Please provide details of the experience and professional qualifications for the person(s) responsible for the project (minimum standard - professional qualifications for one person proposed for the project).

Please provide details of your company's quality. management system (minimum standard - a quality management System).

Please provide details of your company's membership of a relevant professional body, i.e. RIBA or equivalent.

Pass/Fail.

#### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

### **Section IV: Procedure**

---

#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Restricted

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 5: and Maximum number 7

Objective criteria for choosing the limited number of candidates: Please see PQQ for information on shortlisting criteria for subsequent invitation to tender.

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

#### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

1862 - St Andrews House

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 25.5.2012  
Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

13.6.2012 - 12:00

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

##### **IV.3.8. Conditions for opening of tenders**

#### **Section VI: Complementary information**

---

##### **VI.1. Information about recurrence**

This is a recurrent procurement: no

##### **VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

##### **VI.3. Additional information**

##### **VI.4. Procedures for review**

###### **VI.4.1. Review body**

Official name: UK Courts  
Country: United Kingdom

###### **Body responsible for mediation procedures**

Official name: None

###### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The Council will incorporate a minimum of 10 calendar days standstill period at the point where information on the award of

the contract is communicated to tenderers. This period allows tenderers the possibility of reviewing and challenging the award before the contract is entered into. If any complaint or appeal cannot be otherwise resolved the Public Contracts Regulations 2006 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take legal action.

Tenderers should be aware that any such action should generally be brought within 30 days of the alleged breach and ideally as promptly as possible. Where a contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend documents and may award damages.

Damages may also be available after the contract has been entered into but at this point (i.e. after the has been contract is entered into) the grounds for setting aside the contract are more limited.

Once the contract is entered into any challenge as to the validity of the contract can only be made on certain specified grounds for a declaration of "ineffectiveness" - such challenges (i.e. those based on the limited grounds for ineffectiveness) must be brought within 6 months of the conclusion of the contract although tenderers should note that if the contracting authority informs them of the conclusion of the contract and provides a summary of the relevant reasons then that time period (i.e. 6 months from the conclusion of the contract) may be reduced to 30 days.

It is incumbent on tenderers to seek specific legal advice in relation to any proposed or actual challenge to the process and the applicable limitation periods.

#### **VI.4.3. Service from which information about the review procedure may be obtained**

#### **VI.5. Date of dispatch of this notice**

11.5.2012