

UK-Swindon: architectural, engineering and planning services

OJ S 218/2012 13/11/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: National Trust

Postal address: Heelis, Kemble Drive, Swindon, Wiltshire

Town: Swindon

Postal code: SN2 2NA

Country: United Kingdom

Contact person: Building Surveyor, London and South East

For the attention of: Robin Mills

E-mail: [RobinE.Mills@nationaltrust.org.uk](mailto:RobinE.Mills@nationaltrust.org.uk)

Telephone: +44 1892893811

**Internet address(es):**

General address of the contracting authority: <http://www.nationaltrust.co.uk>

**Additional information can be obtained from:**

Official name: National Trust

Postal address: Knole, Sevenoaks, Kent

Town: Sevenoaks

Postal code: TN15 0RP

Country: United Kingdom

Contact person: Robin Mills

For the attention of: Robin Mills

E-mail: [RobinE.Mills@nationaltrust.org.uk](mailto:RobinE.Mills@nationaltrust.org.uk)

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

Official name: National Trust

Postal address: Knole, Sevenoaks, Kent

Town: Sevenoaks

Postal code: TN15 0RP

Country: United Kingdom

Contact person: Robin Mills - as above

**Tenders or requests to participate must be submitted:** Official name: National Trust

Postal address: Knole, Sevenoaks, Kent

Town: Sevenoaks

Postal code: TN15 0RP

Country: United Kingdom

Contact person: Robin Mills - as above

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

Other

**I.3. Main activity**

Recreation, culture and religion

#### **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**

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#### **II.1. Description**

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

Design Team Services (Showrooms & New Spaces) - "Inspired by Knole" Project.

##### **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: National Trust.

Knole.

Sevenoaks.

Kent.

TN15 0RP.

NUTS code

##### **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)**

The National Trust wishes to appoint a consortium design and advisory team (or multi-disciplinary practice) in connection with the design and implementation of conservation repairs and reservicing of the existing showrooms and of various "new spaces" previously not on show to the public.

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

71240000 Architectural, engineering and planning services

##### **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**

The "Inspired by Knole" project focuses on Knole, in Sevenoaks, Kent. Knole is considered to be one of the great ducal palaces of England and its story spanning over 500 years also makes it one of the most extraordinary. Surrounded by a medieval deer park, Knole is vast in scale. It is a remarkable complex of stone ranges around seven courts which, with its towers and gables, has been likened to a medieval town, and it covers an area of four acres. Though its size suggests long organic growth, it remains largely as it was by about 1610, built by

archbishops of Canterbury in the late 15th and early 16th century and dramatically recast by Thomas Sackville (1536-1608), 1st Earl of Dorset, in a few astonishing years at the end of his life. The Sackville family has lived here ever since, with the National Trust accepting ownership and responsibility for its care in 1946. It is physically the largest private home in England and the only one of its scale to remain, as it was built, in an English vernacular tradition.

The "Inspired by Knole" project will deliver a transformative experience for visitors to one of the country's most important historic houses. It is driven by the Trust's objective of Bringing Places to Life, and addresses the strategic ambition of Improving Conservation and Environmental Performance.

Part of the project is the need to conserve the internationally important collections at Knole, which, in turn, requires the spaces in which they have rested for over two hundred years to be brought up to 21st century standards. Whilst the contents are away for conservation, the sixteen existing showrooms and spaces will be carefully conserved and repaired, with new lighting, power and heating services installed. This will be done in phases, allowing continued public access to be maintained to other areas.

In addition, five further "new" areas will be carefully conserved for public show.

The works are principally internal. They will include quinquennial repairs as well as conservation work and pest eradication. The services will be carefully designed to minimise effects on historic materials and provide power for housekeeping work, conservation heating and controls and lighting.

The Lead Designer will be required to assemble a consortium design team including Structural Engineer, Mechanical and Electrical consultants, Quantity Surveyor and CDM Co-ordinator. The Design Team (service provider) will be required to produce detailed plans and specifications and act as contract administrator from RIBA Stage C through to RIBA Stage L and completion. The selected service provider will work closely with and assist the Client in preparing the detailed schemes for the phased work programmes, to enable the detailed design work to be completed in accordance with the project programme/timetable. The service provider will also be expected to work closely with the Client's project delivery team and attend regular project meetings. The service provider will lead and develop the detailed design solutions including identifying appropriate conservation, servicing and repair methodologies and techniques as required, to enable development of the specifications and working drawings and thereby enable tendering of the works following the OJEU procurement rules.

The service provider will work closely with the Regional Procurement Manager and lead the team in advising the client on the most appropriate tender approach including the preparation of tender documentation and design of evaluation criteria. In collaboration with the Regional Procurement Manager, the service provider will manage the tender process, identifying suitable contractors and specialists to be included in the Tender list. This will include, in conjunction with other specialists, obtaining tenders and conducting evaluation of bids against pre-defined criteria to enable appointment of contractors.

The service provider will complete the appointment of contractors and prepare contracts and pre contract documentation to ensure that the site is prepared for handover to the selected main works contractor. The service provider will act as contract administrator, ensuring regular updates are available for the Client, and information required by all parties is communicated efficiently and effectively throughout the duration of the project to practical completion. The service provider will also ensure that practical completion and final inspections are made and ensure specifications have been met, and that final accounts are agreed and settled, and will assist the client in preparation of project documentation and post project review. The service provider may be required from time to time to carry out other activities in relation to the project which are not specified above. Such activities shall not materially extend the scope of the

service provider's involvement in the project. All designs will conform to the National Trust's conservation and environmental policies.

Estimated value excluding VAT:

Range: between 3 000 000,00 and 3 500 000,00 GBP

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: yes

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

Duration in months: 70 (from the award of the contract)

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

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

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

Parent company guarantees may be required. Evidence of cover for professional indemnity (£5 million), employer liability, and third party liability (£2 million) will be required.

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

Payments to be made in stages (in accordance with a drawdown to be agreed with the Client).

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

Joint and several liability.

#### **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: In accordance with article 45 of Directive 2004/18/EC and Regulation 23 of the Public Contracts Regulations 2006 (as amended):

1. All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate have not been the subject of a conviction by final judgement for one or more of the reasons listed below:

(a) participation in a criminal organisation, as defined in Article 2 (1) of Council Joint Action 98 /733/JHA (1);

(b) corruption, as defined in article 3 of the Council Act of 26 May 1997 and Article 3 (1) of Council Joint Action 98/742/JHA respectively;

(c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;

(d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.

2. All candidates may be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound up, have

not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

Failure to provide such declarations will result in the candidate being declared ineligible for selection to participate in this procurement process.

All candidates will be required to produce evidence of Building Conservation Accreditation (RICS, RIBA or equivalent) within the lead designer practice and experience of work of a similar nature within all practices making up the consortium.

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

List and brief description of conditions: 1. All candidates will be required to provide a reference from their bank.

2. All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

3. All candidates will be required to provide financial statements (not full accounts) covering the previous 3 financial years, and including the total turnover of the candidate and the turnover in respect of activities which are of a similar nature to the subject matter of this notice.

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

List and brief description of conditions:

Candidates must provide:

1. A comprehensive formal statement of the candidate's technical capabilities.

2. A statement of the candidate's average number of administrative staff and managerial staff in each of the three previous years.

3. Details of the educational and professional qualifications of the candidate's managerial staff, and those of the named person(s) who would be responsible for providing the services or carrying out the work or works under the contract.

4. Evidence of the candidate's ability to work on buildings of particular historic or architectural interest, including details of relevant experience as appropriate.

5. Details of work similar to that required under this notice, which has been carried out by the candidate for a minimum of three other clients within the last five years, with contact details of the clients for whom those works were carried out.

6. An indication of the proportion of the contract which is the subject of this notice, and the precise nature of the work, which the candidate would propose to sub-contract.

7. A copy of the candidate's company quality policy statement, together with evidence showing that the candidate's company quality system is compliant to a relevant quality standard.

8. Evidence of effective collaborative working with other parties, relevant to projects of a similar nature and complexity.

Please refer to the Invitation to Tender for further information.

Minimum level(s) of standards possibly required:

1. & 2. Evidence of sound business structure, strong technical capabilities, and adequate staffing arrangements is essential.

3. Membership of a relevant recognised professional body is essential – e.g. RIBA, RICS or equivalent. Full Conservation accreditation is essential.

4. Recent experience of working on Grade 1 Listed buildings (or equivalent) is essential.

4. Knowledge and experience of working on buildings of similar character to Knole are essential.

5. A working knowledge of relevant Conservation projects and relevant repair philosophies (e.g. Burra Charter or similar) is essential.

7. Evidence of an acceptable quality management system is essential.

8. Evidence of ability to work collaboratively with clients, contractors, and other professional specialists, relevant to projects of a similar nature and complexity, is essential.

#### **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**

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

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

Open

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

##### **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**

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

no

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

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

18.12.2012 - 17:00

##### **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**

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### **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**

Candidates are required to include the following with their application and tender. This information should be provided in two hard copies and one CD-ROM format.

1. A declaration in response to Section III.2.1
2. The documents requested in Section III.2.2
3. Detailed information in response to each point contained in Section III.2.3

Applications will be assessed as follows:

1. Assessment of responses to Section III.2.1 will be on a pass/fail basis. Candidates not achieving a "pass" result shall be disqualified from further consideration.
2. Assessment of responses to Section III.2.2 will be on a pass/fail basis. In addition to information submitted by candidates, the contracting authority may obtain and take into account independent financial reports obtained from recognised third parties. Candidates not achieving a "pass" result shall be disqualified from further consideration.
3. In respect of responses to Section III.2.3, failure to provide appropriate evidence in support of any element which is described as "essential" will disqualify the candidate from further consideration. Where such evidence is provided within the application, it will be evaluated and scored.
4. All elements described as "essential" shall carry equal weighting.
5. Other elements shall carry a weighting of 50 % of that applied to "essential" elements.
6. Weighted total scores shall be ranked.

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

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

Official name: As set out in Section 1.1

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

Precise information on deadline(s) for review procedures: The contracting authority shall comply with the requirements of regulations 29A and 32 of the Public Contracts Regulations 2006 (which incorporates Directive 2004/18/EC into English law) as amended to incorporate the requirements of the Remedies Directive (2007/66/EC) when notifying economic operators of the outcome of this procurement.

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

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

8.11.2012