

**OVERARCHING SPECIFICATION FOR:**

1. **Office Transformation Programme (OTP) – Phase 2**
2. **Customer Experience Enhancement Programme + Future Northants (CEEP+FN)**
3. **Management of the refurbishment of the Air Handling Unit (AHU), Ductwork and Associated plant**

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**SPECIFICATION – DOCUMENT 2**

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Definitions

ENC – East Northamptonshire Council

OTP – Office Transformation Programme

CEEP – Customer Experience Enhancement Programme

FN – Future Northants

AHU – Air Handling Unit

1 Introduction

This overarching specification document contains further information about the proposed works at East Northamptonshire House, Cedar Drive, Thrapston, Northamptonshire, NN14 4LZ.

We continue to live in challenging times financially. The Council’s funding from central government has reduced dramatically and we can no longer afford some of the plans and projects that we envisaged a few years ago.

The country’s financial problems have had a major impact on many of our residents and communities too, creating a greater demand than ever for some of our services and those of our partners. The challenge for all of us is to do more with less.

We have a record of improving services, investing in technology and staff to embrace new ways of working and to tackle specific issues. We have reduced our management costs by nearly a half in recent years, and have entered into a range of shared and contracted-out services to ensure that Council Tax payers get the best possible value for money.

Despite the financial constraints under which we have been operating, we have remained ambitious and have worked with the private sector to deliver significant growth in the District. It has been very challenging to achieve that growth while preserving the character of our towns and villages and ensuring that new development brings with it the associated infrastructure and services needed to support that development – road improvements and medical facilities, for example.

To ensure that our staff have a safe, clean and friendly environment to work in and that our customers are assured of a warm welcome, we have set about improving our main office hub – East Northamptonshire House. We are now ready to move forward with the next phase of our Office Transformation Programme.

The Office Transformation Programme (OTP) Phase 2, Customer Experience Enhancement Programme (CEEP) /Future Northants (FN) and Air Handling Unit (AHU), Ductwork and Associated plant have completed their journey through East Northamptonshire Councils governance process and received funding. Therefore, it is certain that these three aspects of this procurement will go ahead.

2 Background

East Northamptonshire Council are going currently going through the Office Transformation Programme for East Northamptonshire House, Cedar Drive, Thrapston. The Office Transformation Programme is light touch refurbishment of various areas of the Council’s offices.

Already in 2018 and 2019, the Council has completed light touch refurbishment works in phases 1a and 1b. The purpose of the light touch refurbishment works is to move away from cellular offices and create a modern and refreshing open plan office environment. In simple terms, the light touch refurbishment works involves the removal of demountable partitions, redecorations, lighting improvements and replacement floor coverings. Ancillary works involve the upgrade of data cabling to CAT 6 and ironmongery hardware to the office doors. Fit out the open plan offices with new desks and office furniture.

The success of phases 1a (2018) and 1b (2019) in the Office Transformation Programme is to continue in 2020 with the Council now proposing to move onto phase 2 along with the Customer Experience Enhancement Programme (CEEP) /Future Northants (FN). Like phases 1a and 1b, the proposed works are to move away from cellular offices to open plan (phase 2) and also, improve the customer’s experience of the main Reception area (Customer Experience Enhancement Programme (CEEP) /Future Northants (FN)). All works being light touch refurbishment with a final fit-out of office furniture.

As part of the proposed works, the Council are proposing to refurbish and enhance the Air Handling Unit (AHU), ductwork and associated plant as part of phase 2. These works were not been carried out in phase 1a and 1b therefore, it will be necessary to revisit phases 1a and 1b to carry out works to the ductwork within the suspended ceiling voids.

East Northamptonshire Council will tender the proposed Air Handling Unit (AHU), ductwork and associated plant as a separate package. The Council will enter into a separate contract with the successful HVAC mechanical contractor. The Council will administer the contract with the HVAC mechanical contractor.

The bidder for Office Transformation Programme phase 2 is to be aware that they are required by East Northamptonshire Council to supervise and coordinate the specialist HVAC mechanical contractor for the duration of the Air Handling Unit (AHU), ductwork and associated plant works which is estimated to take 12 weeks. The bidder for the Office Transformation Programme phase 2 will be paid a “management fee” for supervising the specialist HVAC mechanical contractor.

3 Scope

There are four sub phases to these works; Office Transformation Programme x 2, Customer Experience Enhancement Programme (CEEP) and Future Northants (FN) programme. The four phases are as follows:

* Phase 1 – Lower Ground Floor, Environmental Services.
* Phase 2 – Staff Room (A), Lower Ground Floor (B)
* Phase 3 – Reception Area.
* Phase 4 – First Floor, Revs and Bens

Incorporated within phase 1, 2A, 3 and 4 is the proposed Air Handling Unit (AHU), ductwork and associated plant by others but which the main bidder will be required to supervise and coordinate on behalf of the Council.

East Northamptonshire Council House will be operational throughout the duration of the works. Therefore, the Council has to find temporary accommodation within East Northamptonshire House for its staff. Carrying out the works in the phases identified allows the Council to temporarily decant and permanently relocate staff. The winning bidder must adhere to carry out the works in the phases noted above.

The general scope of works is light touch refurbishment works which involves the removal of demountable partitions, redecorations, lighting improvements and replacement floor coverings. Ancillary works involve the upgrade of data cabling to CAT 6 and ironmongery hardware to the office doors. Fit out the open plan offices with new desks and general office furniture.

There is “contractors design” element to the works which the bidder must take responsibility for. The design and install element includes LED lighting and small power to localised areas. The contractor will be required to employ appropriately qualified building services consultants/lighting designer and Electrical sub-contractor as part of the contractor’s design element of works.

There will be a requirement to work out of hours and weekends in order to undertake the works in the Reception area. This must be priced accordingly within the Work Schedules.

A more detailed scope of works is available in the **Work Schedules and Employer’s Requirements** document and drawings (prepared by BMO Surveying) which are included as part of the tender documentation. The bidder is required to refer to the drawings and price the Work Schedules which must be submitted with their tender return.

4 Service Conditions and Environmental Factors

An Asbestos Management Survey and a Refurbishment and Demolition survey applicable to all areas within scope are available below:

 

* **Access and situation of skips**

The various phases are based on both the Upper and Lower ground floor on the Northern side of the ‘Modern’ element of the Cedar Drive Facility.

* Phase 1, 2A and 2B – Lower Ground
* Phase 3 and 4 – Upper Ground

For the duration of the implementation the car park situated on the Northern side of the facility will be cordoned off for site access (lockable heras fencing), this is adjacent to both areas in scope of OTP.

This area will house a marquee that can be used as a temporary store for:

* Furniture that will be removed and returned to areas within the scope of the implementation
* Furniture to be disposed of by East Northamptonshire Council staff (out of scope of this quote)
* Furniture and other items to be installed

It is estimated that the cordoned off area also has enough space to hold up to two skips for disposal of waste, deliveries and some car parking for on site contractors. Diagram of car park for access and situation of skips available below.



As Phases 3 and 4 are on the upper ground floor, through agreement with the ENC Project Team, large deliveries can be brought into the building through the main entrance. These deliveries would need to be organised out of hours.

* **Facilities**

There are adequate male/female toilet facilities situated in close proximity to the working area. At this point it is assumed that all workers involved in the implementation can use these facilities and no additional facilities will be needed. These facilities are to be treated with due care by anyone using them.

If these facilities are not deemed fit for purpose, the use of portable toilets should be included as part of the contractors preliminaries costs. The inclusion of these and their situation on site is to be agreed with the client

There is a kitchen situated in the Phase 1 area near the base of the stairs to Phase 4 that can be utilised. This contains a water boiler for hot drinks and a sink. At this point it is assumed that all workers involved in the implementation can use these facilities and no additional facilities will be needed. These facilities are to be treated with due care by anyone using them.

If these facilities are not deemed fit for purpose, the use of a Portakabin should be included as an additional charge. The inclusion of these and their situation on site is to be agreed with the client

* **Health and Safety**

ENC require any companies quoting for this work to have and be able to evidence a minimum £5 million liability insurance

The management of Health and Safety during the implementation is the responsibility of the quoting party. There is an expectation that:

* Your company have a formal Health and Safety policy or statement
* Risk Assessments are undertaken on all aspects of implementation
* All staff whether contracted or directly employed are privy to and comply with risk assessment guidance
* The successful bidder will become the Principal Contractor under the CDM Regulations 2015.

5 Statement of Requirements

The bidder shall refer to the drawings, Project Preliminaries, Work Schedules and Employer’s Requirements for the requirement of the tender. These documents contain the key information relating to the delivery of the works.

East Northamptonshire Council has secured funding for the proposed works. The project objectives are to ensure that the works:

* conform to Approved Documents A – Q of the Building Regulations;
* are safe and easy to clean and maintain;
* are of good quality materials;
* are carried out with regards to the health and safety of contractors, workers and end users of the property; and
* the project is completed on time, within budget and to a high quality.

The Contractor (i.e. winning bidder) is required to:

1. manage, supervise, provide and deliver the whole of the works including supervision of a HVAC mechanical engineering sub-contractor, more specifically described in the specifications and drawings.
2. draw up a construction phase plan and take overall responsibility for site health and safety ensuing the worksare completed in a safe manner.
3. provide a site supervisor who will be based on site full time for the duration of the works. The site supervisor is required to co-ordinate and supervise the Workson site including subcontractors.
4. ensure that the site supervisor is trained and competent to supervise the workers and subcontractors and know the critical safety aspects of the Works. Ensure the site supervisor has sufficient resources to deal with health and safety issues as part of ‘getting the job done’. The site supervisor must have up to date first aid training and is a designated First Aider on site.
5. provide all equipment needed by the Contractor to Provide the Works and not included in the *works*. Equipment includes plant, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities provided by the Contractor*.*
6. provide protective sheetings and the like to the working areas. Carry out a final clean of the working areas. Remove all splashes, deposits, rubbish, surplus materials and protective sheetings. Likewise remove all debris, waste materials, equipment, etc. Leave the work areas internally in a clean and tidy condition.
7. remove all equipment on completion of the *works*. Make good to any damaged surfaces (to match existing) caused by the Contractorand his subcontractors /suppliers following the removal of equipment.
8. attend site meetings with the Employer.
9. comply with manufacturer's printed recommendations and instructions current on the date of invitation to tender. Use ancillary products and accessories supplied or recommended by main product manufacturer. Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

The *Contractor* is required to **design and install**:

* LED lighting; and
* Small power to local power sockets.

6 Technology, Systems and Management Techniques

As per IT Network Cabling specification in Document 2A

7 Quality Requirements

The objective of regular site meeting and reports is to ensure that the works progress in a workmanlike and orderly fashion. Issues that arise can be discussed and a way forward agreed with the Employer and consultant Contract Administrator.

The bidder’s site supervisor is to take responsibility for ensuring that workmanship and materials are to a high standard. Any defects must be rectified without delay. Prior to handover of the project, the bidder along with the Employer and Contract Administrator will snag the works however, it is the responsibility of the bidder to be snagging as they progress with the works.

The Contractor’s site supervisor must be trained and competent to supervise the workers and subcontractors and know the critical safety aspects of the Works.

Ensure the site supervisor has sufficient resources to deal with health and safety issues as part of ‘getting the job done’.

The site supervisor must have up to date first aid training and is a designated First Aider on site.

It is expected that the bidder will be able to respond within 4 hours to urgent defects should they arise after the works are completed.

8 Whole of Life Support

To comply with the CDM Regulations 2015, the winning bidder must prepare an O+M manual/Health and safety file for the completed works which must include cleaning and maintenance instruction, operating instructions, as built drawings, etc so that the Council have all information going forward to repair and maintain the property.

9 Security

The bidder is to be mindful that Council staff and visitors/customers will be going and coming throughout the working day*.* The Contractor is to protect and secure their working areas.

The Contractorwho will be the Principal Contractor under the CDM Regulations 2015. The Principal Contractor will be required to provide all workers and subcontractors, visitors with identification badges or company logo high-viz vests which must be worn at all times on site.

The Contractormust provide a sign in/out register for those working on and visiting the site.

Damage caused by the Contractor consequent upon the *Works* is to be made good*.*

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the *Works*.

Prevent damage to existing property undergoing alteration. Remove the minimum amount necessary.

Internally, prevent damage from exposure to the environment, including weather, flora, fauna and other causes of material degradation during the course of the *Works*.

10 Training

As the project nears completion, the winning bidder shall make arrangements for the Facilities team of the Council to receive training on the mechanical services (i.e. Air Handling Unit and associated plant).

To comply with the CDM Regulations 2015, the winning bidder must prepare an O+M manual/Health and safety file for the completed works which must include cleaning and maintenance instruction, operating instructions, as built drawings, etc so that the Council have all information going forward to repair and maintain the property.

11 Implementation Criteria

The programme of works is expected to take 12 weeks based on experiences from previous phases of the OTP. Similarly, the refurbishment and enhancement of the Air Handling Unit (AHU), ductwork and associated plant is expected to take 12 weeks to complete.

The bidder is required to submit a programme of works at tender stage as noted in the Tender Response document number four.

12 Monitoring Arrangements

Regular communication between the successful bidder and the Council will ensure the success of the project. To ensure success experienced during phases 1a and 1b, the winning bidder will be required to have a site supervisor based full time on site for the duration of the works. Also, the winning bidder will be expected to appoint a Contracts Manager who will have overall control and responsibility for the project.

For the avoidance of doubt the contractor will be responsible for the supervision of the works including the specialist HVAC mechanical contractor.

East Northamptonshire Council has appointed an external consultant (BMO Surveying) to administer the JCT Minor Works Building Contract with Contractor’s Design 2016. The Contract Administrator will also carry out regular site visits to monitor the works.

The winning bidder is expected to attend site meeting every two weeks which will be held at the Council’s offices. A key part of these meetings will be an update of the programme. To this end, the contractor **must** update their programme and provide copies at the site meetings. The contractor must be able to report on progress against the programme at each site meeting.