

Prior Information Notice (PIN)

Questionnaire for Rowley Way heating system renewal works, window renewal, firestopping works and Better Homes works

**DEADLINE FOR SUBMISSION:**  **5th September 2022 at 12 noon**

**PROCONTRACT NUMBER: DN626985**

**FIND A TENDER PIN REFERENCE: 2022/S 000-021791**

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# INTRODUCTION

* 1. This document has been prepared by the London Borough of Camden (the **“Council”**) for the purpose of seeking engagement from the market for the upgrading works (windows, heating and hot water system) of the Rowley Way Estate (the **“Contract”**).
  2. This guide has been produced to enable the Council to achieve the following pre-market engagement objectives:
* To understand the potential options available to achieve the desired project outcomes
* To engage with partners and potential Contractors as early as is practical and appropriate
* To clearly identify and articulate the required outputs having taken into account market conditions and available offers
* To understand contractor’s appetite for risk and opportunities to add value, and
* To select the most appropriate route to market and procurement route to best deliver the defined outcomes.
  1. The Contractor should note that this documentation is for information only in order to provide Contractors with appropriate information about the Council and the Contract. The Council reserves the right to add or amend the tender documentation prior to publishing the invitation to tender. The Council will not amend the documentation or strategy with the intention of favouring or disfavouring any Contractor.

# ABOUT THE WORKS BEING PROCURED

* 1. As set out in the Prior Information Notice (PIN), the Council is looking to engage with the market for the replacement of the heating system and window upgrade to the Rowley Way Estate as the heating system is life expired and failing. The scheme will involve the replacement of heating and hot water distribution network pipework and heating and hot water pipework, heat emitters and controls within the dwellings. The scheme will also include the upgrade of glazing with vacuum glazing to reduce heat loss from dwellings and reduce the size of the heat emitters required. This will address concerns around protecting the heritage value of the estate (the “Works”).
  2. The Rowley Way Estate heating is currently supplied to dwellings on the estate using the original 1970’s heat network, which is largely unchanged apart from localised repairs and an upgrade to increase circulation to the Abbey Road end of the estate. The original boilers were replaced in 2014.
  3. The estate is a Grade II\* listed building status, and the minimalist interiors are a sensitive feature of the estate politically. The following should be noted in terms of the listed building status and the heating system:
* The heating system is unusual in that it uses heated coils embedded in the party walls between flats as heat emitters rather than wall-mounted radiators. This means it is impossible to adjust the temperature within dwellings to the requirements of individual residents. Residents complain of excessively high temperatures which they attempt to regulate by opening windows.
* To protect the heritage significance of the interiors we are looking to reduce the size of the heat emitters required by replacing the existing glazing with vacuum glazing. This will reduce heat loss from the dwellings by around 30%
  1. The poor condition and performance of the system is resulting in increased operational expenditure to repair and remediate. The system is also very inefficient in terms of energy consumption due to the inability to control the temperature within individual dwellings. Taken together, the increasing maintenance costs and the inefficiency of the system in terms of energy usage meant that an upgrade is now necessary.
  2. The proposed works will provide an upgraded heating network together with a system that is fully controllable within individual dwellings. New glazing will be included as an energy efficiency measure.
  3. The key work packages include:
* Windows/glazing replacement: Windows in 520 properties spread over three blocks. The works will include installation of vacuum sealed glazing to timber framed windows replacing existing glazing, overhaul, replacement or renewal of window frames as necessary. Refer to the document attached *3467\_Thermal Improvement windows\_detailled works\_200917* (Appendix 1) for further details
* Heating Infrastructure replacement (Replacement of pipework to individual blocks, replacement of risers to individual dwellings within blocks, provision of local plant rooms as required, running of pipework in individual dwellings behind skirting boards as determined by the Listed Building Consent, installation of radiators as required according to size of rooms and practicalities of installation; installation of Heating Interface Units to provide residents with a fully controllable heating and hot water system) Please refer to the Rowley Way Tender Drawings (Appendix 2) for further details
* Internal distribution and builders work in connection with removing and re-instating skirting boards, making good to decorations and other ad-hoc tasks as required
* *Better Homes* works to 86 units: Kitchen and bathroom upgrades and re-wires (properties will need to be surveyed to determine scope)
* Fire stopping works: Remedial (risers rear of Block A) and in respect of new installation works.
  1. Site Layout – Please refer to Appendix 3
  2. The key project objectives are:
* The ***terms and conditions*** reflect a fair apportionment of risks
* The ***programme*** is realistic, clear and transparent and shows interdependencies to allow for robust contractor management and clarity on cause for any delay.
* The contract needs to represent ***value for money*** in terms of what we purchase and in terms of total contract cost
* **Safety** - a prime project objective, keeping residents safe by putting people and their safety first
* **Relevant standards and regulatory requirements** – these have to be met and achieved
* **Residents’ wellbeing** - minimise resident impact, consider long term outcomes and benefits for residents
* **Community and resident engagement** - people are at the heart of what we do and how we do it. This includes the approach to the project, communications, governance and delivery of the works
* **Assuring quality** - thorough robust application of technical standards, design quality and competency of personnel
* **Cost effectiveness / value for money** - ensure appropriate longer-term cost assessments inform decisions, balance between capital investment and lifecycle operating costs
* **Responsible investment** - understanding the market and level of investment in light of other priority improvement projects across Camden’s housing stock
* **Governance** - implementation of robust governance, risk and stakeholder management
* **Risk management** - taking a risk-based approach to project delivery to underpin all the above
* **Future proofing** - provide a range of sustainability benefits including lifespan, energy consumption and improved quality of life.

# POSITION STATEMENT

* 1. Status of the Listed Building Planning Consent and ongoing consultees - Application for Listed Building Consent to be submitted by 8 August 2022
  2. Key consultants
* Architectural and listed building advice - Levitt Bernstein
* M&E Design Consultant - Butler and Young
* Principal Designer (under CDM) – Baily Garner
* Quantity Surveyor - TBC
  1. Status of tender documentation - The design has proceeded on the basis of continuous engagement with the conservation officer. The contractor will have limited responsibility for design, the design of the external pipe runs and the layout within individual dwellings having been completed. The contractor will be responsible for some aspects of design; for example, the louvre ventilation panels to the boiler house
  2. Proposed Form of Contract – JCT Standard Building Contract Without Quantities (SBC/XQ) 2016 edition incorporating a Contractor’s Designed Portion, plus Camden amendments
  3. High-level programme - please refer to item 6.1 below

# POTENTIAL RISK AND CONTRAINTS

* 1. The Grade II\* listed status, including consultees and the need for specialist/experienced experts.
  2. The active (and heavily consulted) resident group.
  3. Works in occupation:
* Extent of work and minimising disruption
* Access issues
* Residents with health issues (mental and physical)
* Hoarding issues
* Overcrowding issues
* Erection of scaffolding on Block A due to proximity to railway

# ABOUT THE LONDON BOROUGH OF CAMDEN

* 1. The Council was created in 1965 with the aim of providing more efficient local government for the communities previously served by the old Metropolitan Boroughs of Hampstead, Holborn and St Pancras.
  2. The Council employs approximately 4,800 people (excluding schools) across the Borough and serves a population of over 200,000 people. Our annual third party spend is approximately £400m. Our responsibilities include delivering services across:-

**Supporting people**

Supporting people focuses on ensuring that children and vulnerable adults are kept safe as well as supporting individuals and families to overcome disadvantages, be resilient and live healthily and independently wherever possible. This directorate covers all of Camden’s services for children, young people, adults and families who are in need.

**Supporting communities**

Supporting communities focuses on creating the conditions for people to lead high quality, and fulfilling lives, in healthy, safe and resilient communities. This directorate covers all of Camden’s services for environment, leisure, safety and housing management.

**Corporate services**

Corporate services focuses on our strategic direction and providing essential support services. It oversees our use of resources, develops our digital and data capabilities and helps us adapt and change to remain innovative and ensure we are focused on the future. This directorate covers our HR, finance and corporate functions as well as Camden’s customer services.

**Public Health**

Public Health focuses on helping people to stay healthy and protecting them from threats to their health. It supports people to make healthier choices and aims to minimise the risk and impact of illness. This directorate is a shared service with the London Borough of Islington.

* 1. The Council is committed to building a thriving and sustainable local economy through working jointly, openly and constructively with all its existing and future Contractors. Please refer to the document ‘Being a Camden Supplier’ for further information about how you will support this and the delivery of Our Camden Plan as our Contractor.

# THE PROCUREMENT

* 1. The proposed procurement timetable is set out below. This is intended as a guide and whilst the Council does not intend to depart from the timetable it reserves the right to do so at any stage.

| **Key Milestones** | **Indicative date**  **range** |
| --- | --- |
| PIN Published | Monday 08.08.2022 |
| PIN Closes | Monday 05.09.2022 at 12 noon |
| Contract Notice and Selection Questionnaire Issued | Thursday 08.09.2022 |
| Selection Questionnaire – Submission Deadline | Thursday 15.09.2022 |
| Selection Questionnaires evaluation period | From Thursday 15.09.2022 to Thursday 22.09.2022 |
| Invitation to Tender issued | Between 26.10.2022 - 31.10.2022 |
| Deadline for receipt of tenders | Between 28.11.2022 - 05.12.2022 |
| Appointment of Contractor | Between 09.01.2023 - 27.01.2023 |
| Alcatel (10-day standstill procedure) | Between 10.01.2023 – 28.01.2023 |
| Contract Signature | Between 30.01.2023 - 13.02.2023 |
| Contract start date | Between 06.02.2023 - 20.02.2023 |
| Contract Period | 2 years |
| Completion and Handover | February 2025 |

# INSTRUCTIONS FOR COMPLETION OF THE PIN QUESTIONNAIRE

* 1. The “Council” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite contractors to participate in this market engagement process.
  2. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
  3. Please complete the PIN Questionnaire in full, in English, and enter an answer to each question. Please do not include any promotional material, company annual reports or general marketing material for your organisation, either as answers to any of the questions in the PIN Questionnaire or for any other reason. Any such information that is submitted will be ignored

# RETURN OF THE COMPLETED PIN QUESTIONNAIRE

* 1. The PIN Questionnaire should be uploaded via the messaging area on ProContract
  2. The PIN Questionnaire must be signed and dated by the contractor, in their own name, and on behalf of the organisation.
  3. All queries should be directed through the messaging area on ProContract. The replies to any queries the Council deems to be of general relevance to all Contractors will be circulated to all as a broadcast message.
  4. The closing date for completing the PIN Questionnaire is **12 noon on 5th September August 2022**.

# RIGHT TO CANCEL, SUSPEND OR ABORT

* 1. The Council reserves the right to:
  + Cancel, postpone, suspend or abort this procurement at any stage.
  1. The issue of this PIN in no way commits the Council to commence the procurement process.

# APPENDICES

* 1. Appendix 1: 3467\_Thermal Improvement windows\_detailled works
  2. Appendix 2: Rowley Way Tender Drawings
  3. Appendix 3: Site Layout

# PIN QUESTIONNAIRE FOR ROWLEY WAY ESTATE UPGRADE OF WINDOWS, HEATING AND HOT WATER SYSTEM

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| --- | --- |
| **Section 1: Contractor Information** | |
| Question | Contractor Response |
| Organisation Name |  |
| Contact Name and Role |  |
| Contact Email Address |  |
| Contact Phone Number |  |
| Signature |  |
| Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2: Procurement Route** |  | | |
| Question | Contractor Response | | |
| 2.1. What would be your preferred procurement route for this project? |  | | |
| 2.2. What are your reasons for the above? |  | | |
| 2.3. Would you be comfortable tendering on a fixed price single stage basis? |  | | |
| 2.4a. Please tick which option/s from the above you would be willing to tender on. | **Option** | **Yes** | **No** |
| Restricted procedure under Regulation 28 of the Public Contracts Regulations 2015 |  |  |
| Competitive procedure with negotiation under Regulation 29 of the Public Contracts Regulations 2015 |  |  |
| 2.4b Do you have a preference between a restricted procedure and a competitive procedure with negotiation? If so, what is your preference and why? |  | | |
| 2.5. We want to issue the project with detailed design levels (**JCT Standard Building Contract Without Quantities)**, but we want to find out how much the contractor would like completed by Camden as part of the validation work of the designs, and how much the contractor would prefer to do themselves to avoid duplication. Please give your views on this. |  | | |
| 2.6. This is a traditional specification and drawings contract, with an element of contractor’s design. London Borough of Camden want to ensure that the successful contractor shares the belief that collaborative working will achieve the best results. How do you envisage working with the design team, client and project manager? |  | | |

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| --- | --- |
| **Section 3: Risk Review & Management** | |
| Question | Contractor Response |
| How would a project like this be impacted upon by the rising costs in the market and how would you suggest best protecting yourselves and the client against unplanned escalating costs and delays? Does the contractor envisage any specific supply chain problems given the types of products and materials involved in this project? |  |
| Where other risks do you foresee for a project of these characteristics? |  |

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| **Section 4: Works/Phasing** | |
| Question | Contractor Response |
| To minimise disruption to the residents, but expedite the works, how would you programme the phases? |  |
| What do you perceive the optimum and most realistic programme to be for completion of the works. |  |
| Given the requirements of the work, does a 24-month contract period seem achievable:  a) yes  b) no |  |
| If no, what contract duration do you envisage to be achievable? |  |

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| --- | --- |
| **Section 5: Building Profile and Heritage value (Listed Status Buildings)** | |
| Question | Contractor Response |
| Have you worked on similar Grade II listed buildings (particularly those built in the 1960’s and 1970’s) and to what extent would you envisage the need for specialist sub-contractors? |  |
| What is the availability of those specialists? |  |
| Do you feel that the level of main contractor and sub-contractor supervision would be any greater on a project of this nature rather than a non-listed estate? |  |

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| --- | --- |
| **Section 6:** Resident Liaison | |
| Question | Contractor Response |
| Six flat typologies have been identified through the estate, however ahead of the works, all flats will need to be surveyed. It is acknowledged that there are a lot of works and trades to coordinate in constrained, occupied homes, however we want to keep the level of disruption to a minimum. Including surveys, how many occasions do you believe the flats will need to be visited for a survey and works operations? |  |

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| --- | --- |
| **Section 7: Level of Interest** | |
| Question | Contractor Response |
| The Council is looking to tender this project on the following basis:   * + Estimated value: £14.69m   + Procurement route: Restricted Procedure or Competitive procedure with negotiation   + Contract period: 24 months   + Contract form: JCT Standard Building Contract Without Quantities (SBC/XQ) 2016 edition incorporating a Contractor’s Designed Portion, plus Camden amendments | |
| Would you tender for this project when it is published based on the above? |  |
| If no, please give reasons as to why. |  |
| What are the key factors that make this tender opportunity attractive to your organisation? |  |

|  |  |
| --- | --- |
| **Section 8: Any other comments** | |
| Question | Contractor Response |
| Is there any other comment you wish to make on this project and the procurement route and contract structure? Please provide details here. |  |