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Tender

## **Building Surveying Services**

Bath and North East Somerset Council

F02: Contract notice

Notice identifier: 2021/S 000-002869

Procurement identifier (OCID): ocds-h6vhtk-02929c

Published 12 February 2021, 10:07am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Bath and North East Somerset Council

Guildhall, High Street

Bath

BA1 5AW

#### **Contact**

Mr Jeremy Vowles

#### **Email**

[jeremy\\_vowles@bathnes.gov.uk](mailto:jeremy_vowles@bathnes.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

**Internet address(es)**

Main address

<http://www.bathnes.gov.uk>

Buyer's address

<http://www.bathnes.gov.uk>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Building Surveying Services

Reference number

DN526675

### **II.1.2) Main CPV code**

- 71315300 - Building surveying services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The Council wishes to establish a multi-provider Framework Agreement for the provision of Building Surveying Services. A maximum of three suppliers will be appointed.

Services to be provided under the framework are more fully described in the Framework Scope, in Appendix C, but may include:-

- Building and measured surveys;
- Asset management;
- Insurance matters;
- Feasibility studies;
- Property management;
- Landlord and tenant services;
- Party Wall surveys;
- Dilapidations

### **II.1.5) Estimated total value**

Value excluding VAT: £625,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

#### **II.2.4) Description of the procurement**

The services to be provided under the framework may include, the following:-

##### 1. General requirements:-

- o Attend Client meetings as provided for within this appointment;
- o Liaise with the Client to determine requirements and prepare recommendations for approval;
- o Advise the Client on the need to engage any specialist services from other consultants or contractors that are judged to be required in carrying out the services;
- o Liaise with the Client and professional team in complying with CDM obligations;

##### 2. Building and measured surveys:-

- o In line with the requirements of the Property Asset Surveys - Survey Brief (Appendix F), prepare written reports for the Client;
- o In line with the requirements of the Property Asset Surveys - Survey Brief (Appendix F), assess the cause and nature of building defects and prepare written reports for the Client;
- o Carry out assessments of the operability and compliance of mechanical and electrical systems, including testing.
- o Prepare measured surveys and survey drawings to be provided to the Client, to comprise as required:
  - ? Floor Plans;
  - ? Sections;
  - ? Elevations;
  - ? Site layout;
  - ? Levels;

? Services & drainage;

? Trees / other pertinent features;

o Liaise with and take instructions from the Client for any specialist services, including procurement of any temporary means of access such as scaffolding, ladders, etc. and prepare written reports for the Client;

### 3. Asset Management:-

o Prepare and agree with the Client a survey strategy for the Asset Estate;

o Take instructions from the Client as to a review of existing property asset management systems and procedures, make recommendations and prepare written reports for the Client as required;

o Take instructions from the Client regarding a review of the asset management programmes, make recommendations and prepare written reports for the Client as required;

o Inspect maintenance work on behalf of the Client and prepare written reports for the Client;

o In line with the requirements of the Property Asset Surveys - Survey Brief (Appendix F), undertake condition surveys and prepare written reports of the existing condition and recommendations for planned maintenance;

o Liaise with and take instructions from the Client for any specialist services, including procurement of any temporary means of access such as scaffolding, ladders, etc. and prepare written reports for the Client;

### 4. Insurance:-

o Insurance claims – check policy details and advise Client as to the extent of cover in place;

o When requested by the Client, inspect the site or property, assess and record the extent of damage. Report on the need for any temporary works and / or emergency repairs;

o When requested by the Client, provide documentation to support any claim;

o Advise the Client on statutory or other consents required;

o Assist in the preparation of estimates;

- o When required by the Client, prepare, submit, administer and negotiate insurance claims;

- o Insurance assessments – review existing policy details, visit site and take dimensions / review record drawings or other information provided by the Client and assess replacement costs. Make recommendations and prepare written reports for the Client;

- o Liaise with and take instructions from the Client for any specialist services, including procurement of any temporary means of access such as scaffolding, ladders, etc. and prepare written reports for the Client;

#### 5. Feasibility:-

- o Review record drawings or any other information provided and advise the Client on the adequacy of the information;

- o Liaise with the Client and the Client's consultant team in the preparation of the feasibility study, including advice and recommendations on technical, quality, design and programming implications and prepare a report to the Client;

- o Advise the Client on any statutory or other consents that may affect the feasibility proposals, including planning, legal, building regulation and ownership implications;

- o Advise on risk Issues and their management;

#### 6. Property:-

- o Legislation - advise on the need for any consents and / or licenses required in respect of the survey and subsequent works proposals, including planning, public health, building regulation, listed building / conservation, fire, party walls and easements;

- o Planning applications – advise and assist the Client on the various types of applications to be made;

- o Advise on agreements required pursuant to planning applications including Section 106 agreements;

- o Advise the Client on the preparation and submission of planning applications, planning appeals, public enquiries and any implications of planning applications from third parties;

- o Title – liaise with the Client's professional team on issues relating to property ownership, boundaries, rights to light, rights of way and restrictive covenants;

- o Review deeds, leases and other similar documents and advise the Client;

- o Undertake measured and record surveys to ascertain boundaries and ownership;
- o Disability Discrimination Act – advise the Client on compliance matters associated with the Act;
- o If requested by the Client, prepare access audits, statements and policies to demonstrate compliance with the Act;
- o If requested by the Client, undertake inspections and prepare reports on existing property condition and maintenance liabilities arising under the Act. Report to the Client.
- o Prepare and submit applications to relevant statutory and non-statutory authorities;

## 7. Landlord and tenant

- o Examine lease documentation and establish nature and detail of any repairing covenants;
- o Prepare schedules of dilapidations as specified under the terms of the lease and negotiate and agree costs with lessee;
- o Inspect dilapidations works, report to Client;
- o Examine plans and drawings and report on compliance with building regulations and / or other statutory regulations. Prepare recommendations for the Client;
- o Complete property inspections and report on compliance with building regulations and / or other statutory regulations. Prepare recommendations for the Client;

## 8. Party Wall surveys

- o As required by the Client, inspect properties and identify where any Party or Boundary Walls (as defined by the Party Wall Act) may exist and where any structures on adjoining properties lie close to B&NES property. Report to the Client.
- o Review design, refurbishment and maintenance information, identify the extent of the proposed works likely to necessitate serving of Notices under the Act and / or the establishment of any agreements relating to access. Report to the Client.
- o Advise the Client on the appropriate Notices and methods of service;
- o Advise the Client on means to establish ownership of adjoining properties on which Notices are recommended to be served;

- o Organise and liaise with relevant landowners and / or their representatives to discuss proposed works and agree terms of any required agreements;
- o Prepare and serve Notices;
- o Prepare Party Wall awards and Schedules of Condition;
- o Negotiate with adjoining owners and their representatives;
- o Sign off schedules of condition following completion of the works;

## 9. Dilapidations

- o Advise the Client on any breaches of the lease or covenant, prepare schedules of dilapidations and provide valuation advice;
- o Advise the Client on dilapidation claims and negotiate with other parties to achieve settlement;
- o Expert Witness – upon appointment through the Client, provide objective and unbiased evidence before the Tribunal;
- o Inspections:-
  - ? Obtain a copy of the lease documentation, ensure all documentation is present to discharge instructions from the Client;
  - ? Advise the Client on any statutory obligation issues within the lease documentation;
  - ? Liaise with the Client to gain access to the property prior to expiry of the lease, inspect the property and record any relevant breaches of the lease and report to the Client;
  - ? Liaise with and manage the input of consultant engineers and quantity surveyors in the preparation of reports to the Client;
  - ? Make recommendations to carry out any further investigatory or opening up works as part of the inspection process;
- o Schedules of Dilapidations:-
  - ? In compliance with the Dilapidations Protocol, ensure that the Schedules contain:
    - The contract, lease or covenant alleged to have been breached;

- The nature of the breach;

? Ensure the Schedules are fully costed. Where professionals are engaged to provide essential costing or other associated information, ensure professional fees are included;

? Advise the Client on the preparation and completion of Scott Schedules;

? Advise the Client on the status of the proceedings, in particular the likelihood of the parties reaching a negotiated settlement;

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £625,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

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

## **Section IV. Procedure**

### **IV.1) Description**

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

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Not applicable

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

19 March 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

19 March 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Bath & North East Somerset Council

Bath

Country

United Kingdom