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Tender

Strategic Estates Space Review Consultancy

Queen Margaret University

F02: Contract notice

Notice identifier: 2022/S 000-005248

Procurement identifier (OCID): ocds-h6vhtk-031b1c

Published 25 February 2022, 10:17am

Section I: Contracting authority

I.1) Name and addresses

Queen Margaret University

Queen Margaret University Drive

Musselburgh

EH21 6UU

Email

kmurray1@qmu.ac.uk

Telephone

+44 1314740000

Country

United Kingdom

NUTS code

UKM73 - East Lothian and Midlothian

Internet address(es)

Main address

<http://www.qmu.ac.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00364

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Strategic Estates Space Review Consultancy

Reference number

QMU-22970

II.1.2) Main CPV code

- 79415200 - Design consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Queen Margaret University is seeking to procure consultancy services for a strategic estates space review.

The consultancy services consist of an initial review and report under 3 work streams:

Work stream A – Specialist Space

Work stream B – Learning Resources Centre (LRC)

Work stream C – Offices & Workspace

There will also be associated projects under the RIBA Plan of Work 2020.

II.1.5) Estimated total value

Value excluding VAT: £45,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKM73 - East Lothian and Midlothian

II.2.4) Description of the procurement

Primary Objectives:

- To assess current functional suitability of spaces to deliver educationally rich learning and teaching, support diverse research and provide a positive workplace environment.
- To categorise the level of change which will support and inform investment in modification and adaptation of space as part of the University Infrastructure Strategy (IS) and to feed into the Strategic Investment Plan (SIP).

Key Outcomes:

Workstream A – Specialist Space

1. Assessment and evaluation of the current pressures on specialist space and their functional suitability and capture implications of plans for future growth.
2. Outline proposals for discrete projects to address issues identified.
3. Prioritisation of projects and a creation of a programme for delivery taking account of deliverability constraints.

Workstream B – Learning Resources Centre (LRC)

1. Assessment and evaluation of the current utilisation and layout of the LRC, opportunities for improved layout and design which supports student centred learning, improves functional suitability and delivers an enriched educational experience.
2. Outline proposals to address issues identified.
3. A phased programme for project delivery taking account of deliverability constraints.

Workstream C – Offices & Workspace

1. Capacity assessment for future growth in staff accounting for scenarios for fractional contracts and hybrid working and adoption of agile working.
2. Development of revised workspace planning model to account for:
 - a. implementation of digital strategy
 - b. activity based workplace
 - c. neurodiversity
3. FF&E specification and selection to deliver model as pilot.

All three workstreams should include 2D drawings and 3D models and visualisations as required to convey the proposals.

Measurement of Outcomes:

The achievement of the outcomes will be measured through a series of feedback mechanisms e.g. NSS, staff surveys, stakeholder lessons learned sessions, post-occupancy evaluation. Where these are regular surveys, benchmarking to demonstrate improvement in satisfaction will be undertaken. Where proof of concepts or pilots are utilised, these will be utilised where practical before design of final proposals.

II.2.5) Award criteria

Quality criterion - Name: Project Resources / Weighting: 20%

Quality criterion - Name: Fair Work / Weighting: 5%

Quality criterion - Name: Quality Assurance / Weighting: 15%

Quality criterion - Name: Project Services Methodology / Weighting: 20%

Price - Weighting: 40%

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

Start date

15 April 2022

End date

14 April 2025

This contract is subject to renewal

Yes

Description of renewals

Two optional extensions of 12 months each

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

Professional Indemnity, Employers Liability and Professional Liability levels of GBP5million per instance

Minimum level(s) of standards possibly required

Ability to obtain insurance by time of contract award

III.1.3) Technical and professional ability

List and brief description of selection criteria

Please provide 3 case studies of projects of similar size and nature completed by your organisation within the past 5 years. Preference should be given to further/higher education, orientated towards strategic review of space.

Please provide details of:

- Client Contact details
- Value
- Date completed (Practical Completion)
- Services provided
- Office project./commission managed from.
- Involvement of personnel proposed for the project
- Form of Contract
- Brief description of the project highlighting relevance to the strategic space review
- How sustainability standards were embedded
- Added value and key/notable achievements achieved by your team

Minimum level(s) of standards possibly required

Bidders must score 50% across the 3 case studies to progress to the Technical and Commercial evaluation

III.2) Conditions related to the contract

III.2.3) 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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

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

Date

28 March 2022

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

28 March 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20817 .
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:684559)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Edinburgh

Country

United Kingdom