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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@gmu.ac.uk](mailto:kmurray1@gmu.ac.uk)

#### **Telephone**

+44 1314740000

#### **Country**

United Kingdom

## **NUTS code**

UKM73 - East Lothian and Midlothian

## **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00364](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

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## **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

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## **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



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## **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

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## **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