

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/085157-2025>

Tender

## **Avalon House Refurbishment & Extension Works - Scrutton Street, London**

Portsmouth City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-085157

Procurement identifier (OCID): ocds-h6vhtk-05faf5

Published 19 December 2025, 5:25pm

### **Scope**

### **Reference**

P00005172

### **Description**

Portsmouth City Council - the 'Council' - is inviting applications from suitably qualified & experienced contractors to take part in a procurement process which a contract which will award a contract for the refurbishment and extension of an existing office building at 57-63 Scrutton Street, London EC2A, delivering high-quality Cat A workspace with improved amenity and sustainability performance.

The property is situated on Scrutton Street, Hackney, within the Shoreditch commercial district. The site is fully built-out, with party-wall boundaries to both sides and constrained logistics typical of central London projects. Neighbour access and coordination will be required for façade and roof-level works.

The works comprise:

- Comprehensive refurbishment of existing structure and services.
- One-storey rooftop extension to create additional office accommodation and an accessible terrace.
- Basement reconfiguration for new plant, cycle parking, lockers and showers.
- Full replacement of façades, glazing, and entrance canopy.
- Delivery of a fully electric, BREEAM Excellent-targeted building in line with Part L 2021 and London Plan policies.
- Retention and localised strengthening of the existing steel frame and raft foundation.
- New composite-deck structure at roof level with green/blue roof and screened plant zone.
- Installation of twin 8-person MRL lifts serving all floors including the roof terrace.
- HVRF heating/cooling, MVHR ventilation and air-source hot-water generation.
- PV array at roof level and smart metering/BMS integration.
- Cat A internal finishes and reception enhancements.
- Associated drainage, waterproofing and external works.

The scope of the contractor appointment will include for post RIBA 4 design responsibilities although it should be noted that the Council will not be making its design team available for novation. The contract will be let using the JCT Design & Build Contract 2024 - subject to project specific client amendments and amendments required for compliance with the Procurement Act 23.

The estimated value of the contract is approx. £8.9M (excluding VAT) based upon cost plan estimates against the current design which is currently developed to RIBA Stage 2. The Council has undertaken pre-app discussions with the planning authority and is targeting to have submitted a full planning application in early 2026. The Council will progress design to RIBA Stage 4 at which point it will seek submission of lump sum tenders.

The Council is targeting to have awarded the contract by 4th September 2026 with start on site targeted for commencement on 4th December 2026 and completion of works targeted for completion on 30th November 2027 after which a 12-month contractual defects liability period will apply. These target dates are indicative and could be impacted

if there are any significant delays in obtaining planning permission.

The Council will undertake the procurement process to award the contract in line with the procurement procedure and programme outlined below which utilises the Competitive Flexible Procedure as defined within the Procurement Act 23.

- Tender Notice & 1st Stage CFP PSQ Documents issued - 19th December 2025
- Clarification deadline - 26th January 2026 @23:59
- 1st Stage CFP PSQ submission deadline - 6th February 2026 @12:00
- Shortlisting confirmation - 20th February 2026
- ECI input sought from shortlisted contractors - March - April 2026
- 2nd stage CFP ITT issued - 27th May 2026
- 2nd stage CFP ITT clarification deadline - 29th June 2026 @23:59
- 2nd stage CFP ITT submission deadline - 7th July 2026 @12:00
- Issue of Assessment Summaries - 17th August 2026
- Issue of Contract Award Notice - 17th August 2026
- Standstill begins - 18th August 2026
- Standstill ends - 28th August 2026
- Contract award - 4th September 2026

The Council will administrate this procurement process using it's e-sourcing solution In-tend which is accessible free of charge via:

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

The system will be used to administrate the procurement process, including for:

- Access to and issue of procurement information & documentation
- Pre-tender submission clarification requests and response
- Tender submission

- Tender opening & access to responses
- Post-tender submission clarification requests and response
- Issue of evaluation and award decision notifications
- Publication of summary contract register information in accordance with Local Government Transparency Code (2015) requirements

Suppliers who are not already registered on the In-tend system will need to register their details in order to access the procurement documentation, raise clarification requests and return tender submissions.

The detailed KPIs and scoring methodology will also be detailed within the 2nd stage procurement documents. The KPIs will include for and develop upon the high-level structure set out below:

- PRE-CONSTRUCTION & MOBILISATION PHASE:
  - Health & Safety Plan
  - Supply Chain & Sub-Contractor Appointments
  - Supply Chain & Sub-Contractor Payment Performance
  - Cost Management Plan
  - Programme Management Plan
  - Environmental Management Plan
  - Considerate Contractors Scheme Accreditation
  - Quality Management Plan
  - Agreed Reporting Structure
  - Risk Management Plan
- CONSTRUCTION & PRACTICAL COMPLETION PHASE:
  - Programme Management & Milestone Delivery
  - Cost Management & Delivery to Contracted Sum

- Reporting, Forecasting & Early Warnings
- Communications & Response
- Health & Safety Management
- Environmental Management & Achievement of BREEAM Excellent
- Sub-contractor & Supply Chain Management
- Supply Chain & Sub-Contractor Payment Performance
- Minimising Disruption as per Considerate Contractors Scheme requirements
- Risk Management
- Quality Management & Snagging
- Site Logistics, Security & Access
- As-built information, O&M and Asset Data
- POST PRACTICAL COMPLETION & DEFECTS MANAGEMENT PHASE:
- Provision of final O&Ms, H&S file, Warranties, etc.
- Defects Number, Type & Severity
- Defects Response
- Defects Attendance
- Defects Rectification
- Recurring Defects
- Resolving neighbour / stakeholder issues due to defect impacts
- Environmental Performance of Asset to BREEAM Excellent standards

As required under the Procurement Act 23, the Council will publish a Contract Performance Notice at the key delivery points stated above which summarises delivery performance against the finalised KPIs.

The Council will work in partnership with the appointed contractor and will review KPI performance with the contractor at regular intervals. The Council will seek to agree KPI scores with the contractor prior to issue of a Contract Performance Notice and will provide the contractor with details of scores and rationale at least 8 working days prior to issue of the notice to allow for pre-issue representations.

In the event of significant non-performance, such as significant persistent performance issues where reasonable opportunity has been provided to the contractor to address but has failed to do so, application of significant damages or other significant penalties, termination (including partial termination) of the contract or the reaching of a settlement agreement between the parties, the Council will be required to issue a Performance Notice within 30 days of the breach in accordance with Section 71 of the Procurement Act 23.

The Council will provide notice to the Contractor promptly following the breach notifying of intention to issue a Contract Performance Notice on basis of poor performance, the date on which the notice will be issued, the content of the notice and provide the Contractor with at least 8 working days in which to make representations prior to issue. Further details of what would constitute significant non-performance in relation to this contract will be provided within the stage 2 procurement documents.

The Council may also be required to publish Contract Change Notices in the event of significant changes to the scope, value, duration, etc. to the contract.

Where such changes can be defined as non-substantial (10% position change in duration, non-material change to scope, material change of economic balance in favour of Contractor) and / or cumulatively fall below the relevant thresholds (15% of the contract value for works contracts) the Council will not be obliged to issue a Contract Change Notice and / or publish a modified redacted version of the contract within 90 days of the modification.

If a modification cannot be defined as non-substantial and / or below threshold, the Council may still make modifications to the contract, not exceeding 50% of the latest contract value per modification, in respect the following situations:

- Where the modification was transparently and unambiguously allowed for within the contract
- Materialisation of a published known risk
- Urgency & the protection of life
- Unforeseeable circumstances which could not have been reasonably foreseen by the Council

- Additional goods, works & services which are a repetition of items already covered within the scope of the contract and only where a change of contractor would significantly impact compatibility and result in significant in duplication of costs

In such instances the Council will be required to issue a Contract Change Notice each time a modification is made and publish an updated redacted version of the contract within 90 days of the modification.

The Council may also decide to include for a pro-active voluntary 8 working day standstill period from issuing a Contract Change Notice to subsequent modification of the contract in order to mitigate risk of challenge, although it will be under no legal obligation to do so.

### **Total value (estimated)**

- £8,900,000 excluding VAT
- £10,680,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 4 September 2026 to 30 November 2028
- 2 years, 2 months, 27 days

### **Main procurement category**

Works

### **CPV classifications**

- 45261215 - Solar panel roof-covering work
- 45261420 - Waterproofing work

- 45262210 - Foundation work
- 45262410 - Structural steel erection work for buildings
- 45262423 - Deck-fabrication work
- 45262700 - Building alteration work
- 45262800 - Building extension work
- 45311200 - Electrical fitting work
- 45313100 - Lift installation work
- 45331200 - Ventilation and air-conditioning installation work
- 45332400 - Sanitary fixture installation work
- 45351000 - Mechanical engineering installation works
- 45441000 - Glazing work
- 45443000 - Facade work
- 45451000 - Decoration work
- 45453000 - Overhaul and refurbishment work
- 45454000 - Restructuring work
- 71221000 - Architectural services for buildings

## **Contract locations**

- UKI41 - Hackney and Newham

---

## **Participation**

## **Legal and financial capacity conditions of participation**

### **PART 1 - SUPPLIER INFORMATION & EXCLUSION GROUNDS**

Tenderers must provide all information and submit Central Digital Platform (CDP) share code. Assessment in accordance with Procurement Act 23 requirements.

### **PART 2 - ADDITIONAL EXCLUSION GROUNDS**

Tenderers must provide all information and submit any associated persons CDP share code.

Tenderers must provide all information of any known intended subcontractors and submit their CDP share code if they are being relied on to meet any aspects of the stated Conditions of Participation.

### **INSURANCE**

Confirmation of possession, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:

- £20M PL each & every claim
- £20M EL each & every claim
- £10M Professional Indemnity each & every claim

### **FINANCIAL STANDING - BUSINESS RISK ASSESSMENT**

Business risk score calculated using Credit Safe financial ratios of 50 or above

Or

Between 25 and 49 subject to provision of a guarantee, from either a parent company, consortium member or a financial guarantor, provision subject to the guarantor financial institution achieving a business risk assessment score of 50

Or

Between 25 and 49 but no parent company or other form of guarantee can be provided; or where score of below 25; or where a Credit Safe score cannot be accurately obtained, satisfactory assessment by a suitably qualified & experienced finance professional of financial information provided against the following key factors: acid test, liquidity, retained profit, CCJ instances, bankruptcies, invoice payment performance

## FINANCIAL STANDING - TURNOVER

Latest turnover figures must show £50 million.

Or

Turnover of less than £50M but satisfactory assessment by a suitably qualified & experienced finance professional of financial information, guarantees, working capital, etc. put forward as alternative means of demonstration.

\*If Tenderers are unable to meet the minimum turnover levels but feel that they are able to demonstrate alternative evidence of financial capacity they are instructed to submit this asap via request for clarification in order that the Council may consider the information and provide a decision that will be final.

## FINANCIAL STANDING - ABI BOND

Confirmation that an ABI Bond of a value circa 10% of project value (Project value £9m) can be obtained, providing the following details:

- Likely cost associated with obtaining Bond.
- The bondsman that has been engaged.

## **Technical ability conditions of participation**

### RELEVANT EXPERIENCE & CONTRACT EXAMPLES

Pass/Fail & Scored

3 contract case studies relating to works completed, or are currently being delivered on site, within the past 5 years must be submitted using the Contract Case Study template and the Contract Case Study summary template provided as part of the associated procurement documents.

Multiple case studies that apply to the same client organisation are permitted as long as each example relates to a discrete contract. The case studies will be assessed holistically and must demonstrate evidence of the following as minimum to pass:

- Experience of successfully delivering contracts as a Principal Contractor with significant design responsibilities / liabilities defined within the contract terms - e.g. JCT Design &

Build, JCT Intermediate w/ (significant) Design. To be demonstrated on at least 2 of the contract case studies submitted, 1 additional point if a 3rd contract case study is provided. (priority tie break 9).

- Experience of successfully delivering contracts as a Principal Contractor where the procurement process for appointment included for a traditional single stage lump sum competitive tender approach. To be demonstrated on at least 2 of the contract case studies submitted, 1 additional point if a 3rd contract case study is provided. (priority tie break 10)
- Experience of successfully delivering contracts to a value within a range of £5million - £20million. To be demonstrated on at least 2 of the contract case studies submitted, 1 additional point if a 3rd contract case study is provided. (priority tie break 6)
- Experience of undertaking construction in Central London or a similarly busy and constrained urban working environment. To be demonstrated on at least 1 of the contract case studies submitted, additional 2 points available if further contract case studies are provided. (priority tie break 7)
- Experience of successfully undertaking works at 'Constrained' Sites which may have limited access, lack of space onsite for material storage etc. To be demonstrated on at least 1 of the contract case studies submitted, additional 2 points available if further contract case studies are provided. (priority tie break 8)

Additional experience points will be applied for the following.

- Experience of successfully delivering a scheme that has been awarded a BREEAM rating of excellent on the project. 1 point per project (priority tie break 5)
- Experience of successfully working as a Principal Contractor on a scheme that is categorised as 'excellent' by Considerate Contractors. 1.5 points per project. (priority tie break 2)
- Experience of successfully managing construction projects where there is significant disruption to surrounding neighbours and members of the public. 1.5 points per project (priority tie break 1)
- Experience of successfully managing a construction project where the client has achieved a full pre-let of the building during delivery of the project which has required changes to scope, programme, pricing, etc. 1.5 points per project (priority tie break 3)
- Experience of successfully managing a project where an authorised person in the company or via an appointed sub-contractor has been the individual who acts as the Building Regulation Principal Designer. 1.5 points per project. (priority tie break 4)

There is a maximum of 28 points total.

The Council will take through a maximum of 4 shortlisted contractors to 2nd stage Invitation to Tender.

Where scores are tied with the result being that more than 4 contractors would be shortlisted the Council will consider which contractors have scored highest against particular case study experience elements by order of priority. Where a tied Contractor scores highest on the tie break experience element will be taken though over the other Contactor/s who scored less for this element but were tied on overall scores.

If this still results in more than 4 contractors being shortlisted the Council will review scores against the next priority tie break element and so forth until a shortlist of a maximum of 4 contractors is achieved. Further information on the tie break process is set out within the associated procurement documents.

In the event that following assessment there are less than 4 contractors who satisfy pass/fail conditions of participation the Council reserves the right to invite a lesser number of contractors to submit stage 2 tenders.

Contractors will be required to provide client details for each case study and confirm if the client may be approached to provide a reference using the Contract Case Study Reference form included within the associated procurement documents.

Where the Contractor cannot confidently confirm if the client will provide a reference upon request, or is aware that the client does not provide references as a matter of policy, the Contractor may still include for the case study but must provide alternative means of validation that could be provided upon request, such as confirmation of successful delivery by a consultant contract administrator, provision of certification & other technical evidence, validation by accreditation bodies such as BREEAM, Considerate Contractors, etc.

The Council may, at its discretion opt to validate case study information in respect of all 4 of the provisional shortlisted contractors prior to confirming its shortlisting decision through taking up client references or undertaking alternative means of validation for each case study.

In the event that a reference cannot be obtained, either at all or within 5 working days, where a contractor had previously confirmed that the client would be willing to provide a reference, the Contractor will be given the opportunity to put forward alternative means of validation instead.

In the event that the Council is not able to obtain a satisfactory client reference or undertake satisfactory alternative means of validation for a particular case study the score

for the relevant case study will be marked as 0 and the case study will no longer apply to assessment of pass/fail experience requirements. This will be confirmed to the Contractor who will be given 2 working days to make any representations.

Where the impact on score and / or pass/fail requirements removes the contractor from the top 4 places the Council will take up references or undertake alternative means of case study validation for the contractor who now subsequently ranks 4th.

#### HEALTH & SAFETY - POLICY

Pass / Fail

Confirmation that the Contractor has a health & safety policy in place, which can be provided immediately up on request, that meets all legislative and relevant industry standards

#### HEALTH & SAFETY - SSIP ACCREDITATION

Pass / Fail

Confirmation that the Contractor holds current valid SSIP Approved Contractor (Any member scheme) accreditation.

Or

Evidence of equivalent accreditation, policy or established practices.

#### HEALTH & SAFETY - CORPORATE ACCIDENT REPORTING POLICY / SYSTEM

Pass/Fail

Confirmation that the Contractor has a policy in place, which can be provided immediately up on request, that meets all legislative and relevant industry standards.

#### HEALTH & SAFETY - RIDDOR, HSE ENFORCEMENT & PROSECUTION AND HSE FFI

Pass/Fail

The number and type of RIDDOR accidents / HSE enforcement or prosecutions / HSE Fees for Interventions reported over the last 5 years is not considered high by a suitably qualified & experience health & safety professional in relation to the scale and scope of activities undertaken by the contractor.

Or

The number and type of RIDDOR accidents / HSE enforcement or prosecutions / HSE Fees for Interventions reported over the last 5 years is considered high by a suitably qualified & experience health & safety professional in relation to the scale and scope of activities undertaken by the contractor but the contractor has provided evidence of action, policy, training, recruitment, recent track record, etc. which demonstrates structural sustained improvement.

#### HEALTH & SAFETY - BRPD

Pass/Fail

Confirmation of either have an authorised person/s within company (providing name, position & qualifications) or via an appointed sub-contractor (providing name & address of sub-contractor) who will be able to act as the Building Regulation Principal Designer for the Council's project.

#### CONSIDERATE CONTRACTORS

Pass/Fail

Confirmation of membership of the Considerate Contractor Scheme or equivalent.

#### MODERN SLAVERY - SUPPLY CHAIN RISK MITIGATIONS

Pass/Fail

Confirmation that the Contractor is a 'relevant commercial organisation' and has a statement, policy, etc. in place that is compliant with Section 54 of the Modern Slavery Act 2015, that can be provided upon request.

Or

Confirmation that the Contractor is not a 'relevant commercial organisation' but still has a statement, policy, etc. in place that is compliant with Section 54 of the Modern Slavery Act 2015, that can be provided upon request.

\*'Relevant commercial organisations' are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more.

---

## **Submission**

### **Enquiry deadline**

26 January 2026, 11:59pm

### **Submission type**

Requests to participate

### **Deadline for requests to participate**

6 March 2026, 12:00pm

### **Submission address and any special instructions**

PROCUREMENT ADMINISTRATION - IN-TEND E-SOURCING SYSTEM

The Council will administrate this procurement process using it's e-sourcing solution In-tend which is accessible free of charge via:

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

The system will be used to administrate the procurement process, including for:

- Access to and issue of procurement information & documentation
- Pre-tender submission clarification requests and response
- Tender submission
- Tender opening & access to responses
- Post-tender submission clarification requests and response
- Issue of evaluation and award decision notifications

- Publication of summary contract register information in accordance with Local Government Transparency Code (2015) requirements

Suppliers who are not already registered on the In-tend system will need to register their details in order to access the procurement documentation, raise clarification requests and return tender submissions.

## CENTRAL DIGITAL PLATFORM

In advance of submitting applications suppliers are required to register on the Central Digital Platform, and upload and/or check that their core Supplier information on the Central Digital Platform relating to their company information, Mandatory and Discretionary Exclusions, Connected Persons, and economic and financial standing is all up to date and accurate at the point of submitting their application. Where relevant, Suppliers will also need to provide information concerning Associated Persons and intended Sub-contractors.

Guidance on accessing the Central Digital Platform can be found here - Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps (HTML) - GOV.UK.

## ASSOCIATED PROCUREMENT DOCUMENTS

The Council has issued the following documentation via its In-tend e-sourcing system:

- CFP Stage 1 PSQ Shortlisting - Project Information & Instructions to Applicants (this document)
- Conditions of Tendering
- Supplier Guidance (In-tend guidance)
- Appendix 1 - CFP Stage 1 PSQ
- Appendix 2 - CFP Stage 1 PSQ - Contract Case Study Template
- Appendix 3 - CFP Stage 1 PSQ - Contract Case Study Summary Template
- Appendix 4 - CFP Stage 1 - Case Study Reference Template
- Appendix 5 - CFP Stage 1 - Case Study Assessment Worked Example
- Appendix 6 - Conflict of Interests Declaration - Avalon House

Tenderers should refer to the latest version of the Stage 1 CFP Project Info & Instructions for an up to date list of procurement documentation. All documents are accessible via In-tend. All documentation which will need to be completed and returned must be downloaded by Tenderers and completed offline.

Tenderers should carefully check that they have received the above procurement documents. Any omissions, inconsistencies or deficiencies must be reported immediately to the Council via In-tend correspondence.

Where further documentation is released or revisions are made to existing documents, the procurement documents on In-tend will be updated. All documentation will be version controlled and dated with revised documentation issued on a 'tracked change' basis with an accompanying summary of the changes made.

## PRE-SUBMISSION CLARIFICATION REQUESTS

All queries or questions should be raised as soon as they arise but must be no later than the date set in the Procurement timetable section. They must be submitted via In-tend using the correspondence function.

The Council will consolidate all questions and responses into a Clarification Log which will be issued to all Suppliers via In-tend. Upon publication of the clarification log the In-tend system will issue an email alert to the email addresses of the users that the Supplier has registered against their In-tend account. Suppliers are advised to ensure that they set up multiple users on their accounts in case of absence and use company / department wide email inboxes.

Where a Supplier considers a clarification request to be commercially sensitive they must clearly state this position within their clarification request and provide a rationale.

## STAGE 1 SUBMISSION REQUIREMENTS

Suppliers should note that they are required to submit the following documents via In-tend:

- Appendix 1 - CFP Stage 1 PSQ
- Appendix 2 - CFP Stage 1 PSQ - Contract Case Study Template (1 per case study submitted)
- Appendix 3 - CFP Stage 1 PSQ - Contract Case Study Summary Template
- Appendix 6 - Conflict of Interests Declaration - Avalon House

Applications must be submitted no later than the time and date detailed in the Procurement programme section.

Applications must be submitted via In-tend in accordance with the requirements set out within the Conditions of Tendering document.

The council reserves the right to set aside any applications received after the return deadline and / or not submitted in accordance with the provisions set out within the Conditions of Tendering document.

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Suppliers to be invited to tender**

Maximum 4 suppliers

Selection criteria:

#### **RELEVANT EXPERIENCE & CONTRACT EXAMPLES**

Pass/Fail & Scored

3 contract case studies relating to works completed, or are currently being delivered on site, within the past 5 years must be submitted using the Contract Case Study template and the Contract Case Study summary template provided as part of the associated procurement documents.

Multiple case studies that apply to the same client organisation are permitted as long as each example relates to a discrete contract. The case studies will be assessed holistically and must demonstrate evidence of the following as minimum to pass:

- Experience of successfully delivering contracts as a Principal Contractor with significant design responsibilities / liabilities defined within the contract terms - e.g. JCT Design & Build, JCT Intermediate w/ (significant) Design. To be demonstrated on at least 2 of the contract case studies submitted, 1 additional point if a 3rd contract case study is provided. (priority tie break 9).
- Experience of successfully delivering contracts as a Principal Contractor where the procurement process for appointment included for a traditional single stage lump sum competitive tender approach. To be demonstrated on at least 2 of the contract case studies submitted, 1 additional point if a 3rd contract case study is provided. (priority tie break 10)
- Experience of successfully delivering contracts to a value within a range of £5million - £20million. To be demonstrated on at least 2 of the contract case studies submitted, 1 additional point if a 3rd contract case study is provided. (priority tie break 6)
- Experience of undertaking construction in Central London or a similarly busy and constrained urban working environment. To be demonstrated on at least 1 of the contract case studies submitted, additional 2 points available if further contract case studies are provided. (priority tie break 7)
- Experience of successfully undertaking works at 'Constrained' Sites which may have limited access, lack of space onsite for material storage etc. To be demonstrated on at least 1 of the contract case studies submitted, additional 2 points available if further contract case studies are provided. (priority tie break 8)

Additional experience points will be applied for the following.

- Experience of successfully delivering a scheme that has been awarded a BREEAM rating of excellent on the project. 1 point per project (priority tie break 5)
- Experience of successfully working as a Principal Contractor on a scheme that is categorised as 'excellent' by Considerate Contractors. 1.5 points per project. (priority tie break 2)
- Experience of successfully managing construction projects where there is significant disruption to surrounding neighbours and members of the public. 1.5 points per project (priority tie break 1)
- Experience of successfully managing a construction project where the client has achieved a full pre-let of the building during delivery of the project which has required changes to scope, programme, pricing, etc. 1.5 points per project (priority tie break 3)
- Experience of successfully managing a project where an authorised person in the

company or via an appointed sub-contractor has been the individual who acts as the Building Regulation Principal Designer. 1.5 points per project. (priority tie break 4)

There is a maximum of 28 points total.

The Council will take through a maximum of 4 shortlisted contractors to 2nd stage Invitation to Tender.

Where scores are tied with the result being that more than 4 contractors would be shortlisted the Council will consider which contractors have scored highest against particular case study experience elements by order of priority. Where a tied Contractor scores highest on the tie break experience element will be taken though over the other Contactor/s who scored less for this element but were tied on overall scores.

If this still results in more than 4 contractors being shortlisted the Council will review scores against the next priority tie break element and so forth until a shortlist of a maximum of 4 contractors is achieved. Further information on the tie break process is set out within the associated procurement documents.

In the event that following assessment there are less than 4 contractors who satisfy pass/fail conditions of participation the Council reserves the right to invite a lesser number of contractors to submit stage 2 tenders.

Contractors will be required to provide client details for each case study and confirm if the client may be approached to provide a reference using the Contract Case Study Reference form included within the associated procurement documents.

Where the Contractor cannot confidently confirm if the client will provide a reference upon request, or is aware that the client does not provide references as a matter of policy, the Contractor may still include for the case study but must provide alternative means of validation that could be provided upon request, such as confirmation of successful delivery by a consultant contract administrator, provision of certification & other technical evidence, validation by accreditation bodies such as BREEAM, Considerate Contractors, etc.

The Council may, at its discretion opt to validate case study information in respect of all 4 of the provisional shortlisted contractors prior to confirming its shortlisting decision through taking up client references or undertaking alternative means of validation for each case study.

In the event that a reference cannot be obtained, either at all or within 5 working days, where a contractor had previously confirmed that the client would be willing to provide a reference, the Contractor will be given the opportunity to put forward alternative means of validation instead.

In the event that the Council is not able to obtain a satisfactory client reference or undertake satisfactory alternative means of validation for a particular case study the score for the relevant case study will be marked as 0 and the case study will no longer apply to assessment of pass/fail experience requirements. This will be confirmed to the Contractor who will be given 2 working days to make any representations.

Where the impact on score and / or pass/fail requirements removes the contractor from the top 4 places the Council will take up references or undertake alternative means of case study validation for the contractor who now subsequently ranks 4th.

### **Award decision date (estimated)**

17 August 2026

---

### **Award criteria**

Name	Description	Type	Weighting
Cost	<p>The quality / cost ratio and weightings will be fully defined within the stage 2 ITT but will be on the basis of 20-40% weighted on quality and 60-80% weighted on cost. The cost criteria will include for the following high level thematic areas with the majority of the individual cost weightings allocated to lump sum price by %:</p> <ul style="list-style-type: none"> <li>• Fixed Lump Sum Price</li> <li>• OH/P% • Rates</li> </ul> <p>Submitted stage 2 tenders will be assessed against the final detailed evaluation weighting and scoring criteria set out within the ITT, Quality Assessment Questions and Pricing Documents. The Council will develop the quality and cost criteria prior to finalisation at stage 2, introducing sub-criteria elements within the broad high level thematic areas as permitted for Competitive Flexible Procedure procurements under the Procurement Act 23.</p>	Cost	70%

---

Name	Description	Type	Weighting
Quality	<p>The quality / cost ratio and weightings will be fully defined within the stage 2 ITT but will be on the basis of 20-40% weighted on quality and 60-80% weighted on cost. The quality criteria will include for following high level thematic areas in no particular order of importance:</p> <ul style="list-style-type: none"> <li>• Technical Method</li> <li>• Risk Management</li> <li>• Programme</li> </ul> <p>Resources Submitted</p> <p>stage 2 tenders will be assessed against the final detailed evaluation weighting and scoring criteria set out within the ITT, Quality Assessment Questions and Pricing Documents. The Council will develop the quality and cost criteria prior to finalisation at stage 2, introducing sub-criteria elements within the broad high level thematic areas as permitted for Competitive Flexible Procedure procurements under the Procurement Act 23.</p>	Quality	30%

---

## Other information

## Description of risks to contract performance

The Council has identified the following known risk areas which could materialise over the course of the procurement process and delivery of the contract and may impact programme, cost and scope of the contract:

- Delays to gaining planning approval could impact upon the procurement programme, contract award date and works commencement dates
- Design changes required to meet planning conditions could impact upon the procurement programme, contract award date and works commencement dates
- Design changes required to meet planning conditions could impact upon the scope of design activities & works, contract value and construction programme
- Party wall, property title searches & rights complications could impact scope, programme and cost
- Restrictions on work activities in order to minimise disruption to neighbours and other stakeholder could impact programme & cost
- Achieving BREEAM excellent standards could impact scope & cost
- Identification of asbestos containing materials during construction could impact scope, programme and cost
- Issues with existing building structure and foundations found during construction could impact scope, programme and cost
- Need for increased energy supply identified during construction could impact scope, programme and cost
- Issues with existing lift shaft found during construction could impact scope, programme and cost
- Issues with water ingress & drainage found during construction could impact scope, programme and cost
- Issues with service connections found during construction could impact scope, programme and cost
- Additional Building Regulations & Fire Engineering requirements could impact scope,

programme and cost

In accordance with Schedule 8 of the Procurement Act 23, the Council reserves the right to modify the contract without initiating a new procurement procedure should any of these risks materialise during the delivery of the contract, subject to no particular resultant modification requirement exceeding 50% of the latest value of the contract, issue of a Contract Change Notice and publication of the modified redacted contract within 90 days of the modification.

Any such modification will be limited to addressing the consequences of the known risk and will not alter the overall nature of the contract.

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### **Conflicts assessment prepared/revised**

Yes

---

## **Procedure**

### **Procedure type**

Competitive flexible procedure

### **Competitive flexible procedure description**

The Council will undertake the procurement process to award the contract in line with the procurement procedure and programme outlined below which utilises the Competitive

Flexible Procedure as defined within the Procurement Act 23.

- Tender Notice & 1st Stage CFP PSQ Documents issued - 19th December 2025
- Clarification deadline - 26th January 2026 @23:59
- 1st Stage CFP PSQ submission deadline - 6th February 2026 @12:00
- Shortlisting confirmation - 20th February 2026
- ECI input sought from shortlisted contractors - March - April 2026
- 2nd stage CFP ITT issued - 27th May 2026
- 2nd stage CFP ITT clarification deadline - 29th June 2026 @23:59
- 2nd stage CFP ITT submission deadline - 7th July 2026 @12:00
- Issue of Assessment Summaries - 17th August 2026
- Issue of Contract Award Notice - 17th August 2026
- Standstill begins - 18th August 2026
- Standstill ends - 28th August 2026
- Contract award - 4th September 2026

The Council will administrate this procurement process using it's e-sourcing solution In-tend which is accessible free of charge via:

<https://in-tendhost.co.uk/portsmouthcc/asp/Home>

The procurement process will comprise of an initial shortlisting and subsequent tendering stage, broadly aligned with the previous Restricted Procedure as defined within the now superseded Public Contracts Regulations 2015.

However, in line with the requirements set out within and flexibilities allowed for under the Procurement Act 23 - which came into force on 24th February 2025 - the process includes for the following requirements / features:

- Expanded exclusion grounds and introduction of debarment list checks
- Shortlisting at stage 1 PSQ to 4 contractors against published Conditions of

## Participation

- KPIs for performance notice publication requirements at key stages and in the event of significant poor performance
- Requirement to publish redacted contract within 90 days of execution
- Requirement for identification & publication of known risks
- Requirement to issue contract change notices as required
- Requirement to publish payment notices for all individual payments with a value equal to or above £30k
- Requirement for contractors to report on payment to sub-contractors / supply chain within 30 days
- Development and refinement of award criteria, contractual terms, KPIs, commercial strategy, etc. over the course of the procurement process
- Sub-contractor vetting against PA23 exclusion grounds and project specific relevant conditions of participation for key packages

Further information in respect of the above requirements and features of the procurement procedure are set out within the associated procurement documents available via In-tend.

At stage 1 suppliers are required to register their details with the Central Digital Platform - if they have not already done so - and complete and return the Procurement Specific Questionnaire plus associated documentation.

Suppliers must meet all pass/fail conditions of participation as detailed within the Tender Notice and Procurement Specific Questionnaire (PSQ) pertaining to:

- Exclusion grounds
- Sub-contractor information (where sub-contractors are being relied upon to meet conditions of participation)
- Possession of or ability to obtain required insurances - £20M Public & Employees Liability each & very claim, £10M Professional Indemnity each & very claim
- Financial standing - satisfactory credit scores (or alternative means of demonstrating financial stability), turnover of £50M (or provision of guarantees), ability to obtain ABI bond

- Health & Safety - SSIP or equivalent accreditation, health & safety record
- Building Regulation Principal Designer - confirmation of either directly employed individual/s or via established sub-contracting arrangements
- Considerate Contractors Scheme or equivalent accreditation
- Modern Slavery - compliance with Section 54 requirements
- Technical ability - case study experience (max of 3 case studies) from current or completed schemes from within the past 5 years showing evidence of:
  - Delivery of contracts as a Principal Contractor with significant design responsibilities on at least 2 of the case studies
  - Delivery of contracts let using single stage lump sum tendering procedures on at least 2 of the case studies
  - Undertaking construction contracts with an individual value of between £5M and £20M on at least 2 of the case studies
  - Undertaking construction in Central London or similar busy dynamic urban environments on at least 1 of the case studies
  - Undertaking construction on highly constrained sites on at least 1 of the case studies

Suppliers who are able to show higher levels of experience in relation to the above requirements across their submitted case studies and can also demonstrate additional levels of experience in relation to delivery of:

- BREEAM excellent schemes
- Considerate Contractor Gold certified schemes
- Delivery of a scheme where a client achieves a full pre-let during construction
- Delivery of a project where an authorised person in the company or via an appointed sub-contractor has been the individual who acts as the Building Regulation Principal Designer
- Managing scheme delivery with significant disruption to neighbours / public

will be allocated additional points in line with the scoring criteria set out within the associated procurement documents.

The Council will take through a maximum of 4 shortlisted contractors to 2nd stage invitation to tender.

Where scores are tied with the result being that more than 4 contractors would be shortlisted, the Council will consider which contractors have scored highest against particular case study experience elements by order of priority, until a shortlist of a maximum of 4 contractors is achieved.

Contractors will be required to provide client details for each case study and confirm if the client may be approached to provide a reference. Where the Contractor cannot confidently confirm if the client will provide a reference upon request, or is aware that the client does not provide references as a matter of policy, the Contractor may still include for the case study but must provide alternative means of validation that could be provided upon request.

The Council may, at its discretion, validate case study information for all 4 of the provisional shortlisted contractors through taking up client references or undertaking alternative means of validation for each case study.

In the event that the Council is not able to obtain a satisfactory client reference or undertake satisfactory alternative validation, the score for the relevant case study will be marked as 0 and the case study will also no longer apply to assessment of pass/fail experience requirements.

In the event that following assessment there are less than 4 contractors who satisfy pass/fail conditions of participation the Council reserves the right to invite a lesser number of contractors to submit stage 2 tenders.

The Council will engage with the shortlisted contractors to gain Early Contractor Involvement (ECI) input into the development of RIBA stage 4 design, construction methodology, programming and cost reduction. All shortlisted suppliers will be treated fairly & equally in respect of the information shared, timescales & process for input, treatment of commercially sensitive information and consideration of recommendations.

At stage 2 the Council will issue detailed procurement documents, which will include for:

- Design & Works Specifications
- Surveys & Technical Documents
- JCT Design & Build Contract 2024 Particulars & Amendments
- Pricing documents

- Invitation to Tender (ITT) - detailing developed submission requirements & award criteria
- Quality Assessment Questions
- Final KPIs & assessment methodology

The quality / cost ratio and weightings will be fully defined within the stage 2 ITT but will be on the basis of 20-40% weighted on quality and 60-80% weighted on cost.

The quality criteria will include for following high level thematic areas in no particular order of importance:

- Technical Method
- Risk Management
- Programme
- Resources

The cost criteria will include for the following high level thematic areas with the majority of the individual cost weightings allocated to lump sum price by %:

- Fixed Lump Sum Price
- OH/P%
- Rates

Submitted stage 2 tenders will be assessed against the final detailed evaluation weighting and scoring criteria set out within the ITT, Quality Assessment Questions and Pricing Documents.

The Council will develop the quality and cost criteria prior to finalisation at stage 2, introducing sub-criteria elements within the broad high level thematic areas.

Following evaluation, completion of any required & permitted post tender clarifications, identification of preferred bidder and gaining of required internal approvals the Council will issue Assessment Summaries to suppliers who submitted tenders, issue a Contract Award Notice via Find a Tender Service and observe an 8 working day standstill period as required under the Procurement Act 23.

Subject to the Council not receiving any formal challenges from unsuccessful suppliers

during the standstill period the Council will seek to promptly enter into contract with the preferred bidder and issue a Contract Details Notice within 90 days of contract execution.

Suppliers should note that the Council is not including for post award negotiation of contractual terms within the design of its procurement procedure. Suppliers must therefore submit tenders which do not materially seek to alter the terms and conditions in their favour and must not seek to subsequently make such material amendments post award.

The Council will reserve the right to set aside tenderers and contract awards which include for material amendments to the terms in the favour of the supplier if such request for amendments are not rescinded upon request of the Council.

---

## **Contracting authority**

### **Portsmouth City Council**

- Public Procurement Organisation Number: PCNL-5714-PRZV

Civic Offices, Guildhall Square

Portsmouth

PO1 2AL

United Kingdom

Email: [procurement@portsmouthcc.gov.uk](mailto:procurement@portsmouthcc.gov.uk)

Region: UKJ31 - Portsmouth

Organisation type: Public authority - sub-central government