

Tender

Bishop Otter Campus: Design and Build Contract for design, installation and commissioning of Solar PV on roofs of Amberley, Chilgrove and Harting student residences

The University of Chichester

**Return by: Tuesday 29/7/2025 - 09:00**

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### Tender Page i

1. Introduction and general background

## Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most advantageous solution to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

## Background to this tender

The University of Chichester is looking to appoint a competent contractor to design, install and commission solar PV on three of its Halls of Residences at its Bishop Otter Campus in Chichester. The three halls are:

* Amberley
* Chilgrove
* Harting

Details of the halls are in the attached appendices. All three blocks follow a similar design pattern, although Harting is slightly smaller having one less “wing” off its central stairwell.

The three halls are all planned to be re-roofed, starting in September 2025. This work is urgent due to ongoing roof leaks. Whilst being pursued as quickly as possible, the necessary change in roofing material requires formal planning consent. The change in material is needed because the pitch of the roof is too shallow for the synthetic slates currently fitted. The new roof is planned to be Kingspan KS1000RW profiled insulated composite panels. These comprise a XL Forte plastisol steel outer sheet, a 40mm thick rigid quadcore insulation core and a bright white plastisol finish lining panel face. The University is currently progressing the planning application with the support of a planning consultant and a roofing contractor already “on board”.

As part of the project the University also wishes to install solar PV to reduce its carbon footprint and help reduce energy costs. Preliminary assessments in relation to solar PV have determined that solar PV is viable. A case has also been made for completing the re-roof and solar PV installations together, due to the saving on scaffolding costs. The planning application for the replacement of the roof therefore includes for solar PV too. Discussion in relation to procurement has however concluded that the design, installation and commissioning of the solar PV should be a separate procurement to the roof - although the University is seeking to see this co-ordinated with the new roof installation as efficiently as possible.

As a consequence, this contract will be a design and build contract for the design, installation and commissioning of solar PV on the roofs of Amberley, Chilgrove and Harting student residences. The form of contract will be a largely unamended JCT Design and Build Contract 2024 (DB 2024). This will be kept separate from the roofing contract, but sectional completion clauses will be used to correspond with the planned phasing of the roof replacement works.

## High level requirements

#### Generally, this tender is aiming to deliver:

* + - The appointment of a suitably experienced and competent contractor to design, install and commission solar PV on the three blocks for the University of Chichester.
    - The use of a JCT design and build contract to provide a simple and compliant procurement and delivery route.
    - A co-ordinated approach between the PV installation and the urgent replacement of the synthetic slate roof coverings.
    - Create conditions which foster a strong working relationship between the Employer, the PV installer and the roofing contractor in the delivery of this project.

#### Specifically:

* + - The purpose of this tender is firstly: to allow the University to select a PV supplier, but secondly to also furnish sufficient details to create a Contractor’s Proposal which is suitable and sufficient for acceptance by the University as Employer under the formal JCT contract.
    - The form of contract will be the Design and Build Contract 2024 (DB 2024), published by the JCT.
    - The contract will be largely unamended - but is expected to include sectional completion provisions to tie in with completion of the roof replacement works (PV installer is to take site possession to complete their work for an agreed period after the installation of new roof coverings).
    - The procurement process will be a combination of financial and qualitative measures - as set out in more detail below.
    - There will inevitably be crossover between the PV installation and the roofing works. This will require co-ordination and co-operation between the PV installer and the University’s selected roofing contractor (Doric Industrial).
    - The most pressing area for co-ordination is expected to be in relation to access scaffolding. It is currently presumed that for ease and efficiency the PV supplier will wish to make use of the scaffolding used by the roofing contractor and have this left in position. The hire period will need to be extended to cover this. Doric Industrial are willing to do this with their selected scaffolding subcontractor, Global Scaffolding. Global have confirmed a hire rate of £2,500 (+VAT) per week, per block. Global scaffolding’s contact is Martin Bryant. He can be contacted on 07951 113465, should PV suppliers wish to contact Global Scaffolding direct.
    - For full costing and transparency, PV suppliers are expected to fully detail their planned approach to access equipment and include for its cost as part of their tender. The PV supplier should be completely clear if it plans to make use of the roofing contractor’s scaffolding or if it is providing access by other means. If the roofing works scaffold is to be retained, then payment is expected to be covered by a reduction in the PV supplier’s contract sum with the University equal to the increase in value of the University’s contract instruction to Global via Doric.
    - There is also an anticipation by the University that Liquidated and Ascertained Damages (LAD’s) will be included in the contract to reflect costs for late completion of any section of work. In this instance, LAD’s will purely be to cover the impact extended hire costs of scaffolding incurred by Doric as a consequence of any delay by the PV installer. If the PV installer confirms its wish to extend hire of the roofing scaffold, then the rate to be inserted into the contract will be £2,500 (+VAT) per block per week.
    - Contractors must hold a minimum of £10m Public Liability Insurance. Certificates will be requested from the successful contractor as part of the appointment process.
    - The University anticipates the successful contractor will perform the duties of both Principal Designer and Principal Contractor for the Solar PV installation works under the Construction Design and Management Regulations 2015, but is seeking confirmation from tendering PV suppliers on this point, given the interface with the roofing works (use of scaffolding in particular).
    - More details of the blocks, including plans, photos and pre-construction information are in the attached appendices.

## The bidding process

Whether through our tendering advertisements, or where we have contacted you directly to ask for a submission, we ask that you contact us only through the email account [tenders@chi.ac.uk.](mailto:tenders@chi.ac.uk) This includes for your submission, and any questions you may have. We are obliged by the Procurement Act 2023 and by our own financial regulations to undertake a competitive process. As the tender process will involve financial and qualitative elements section 0.10 sets out submission requirements.

We have allowed 40 days for the return of proposals and have set a closing date and time of 09:00 on Tuesday 29th of July 2025. Submission is through [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

There is an opportunity for interested bidders to attend an initial online conference call (Microsoft Teams) followed by an in-person site visit later in the tender process. Attendance at these events is highly recommended. Please contact Steve Parker directly to take part at [steve.parker@chi.ac.uk](mailto:steve.parker@chi.ac.uk).

## Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:%20tenders@chi.ac.uk) . Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing, and in which case the University might need to exclude your organisation from the tender process.

Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be circulated to all suppliers who have expressed interest in this tender.

## Procurement timetable

The procurement project is working to the following timescale:

|  |  |
| --- | --- |
| Stage | Key Dates |
| Publication of Tender | 18/6/25 |
| Online bidder’s conference call (Microsoft Teams) | w/c 30/6/25 |
| Site Visit | w/c 14/7/25 |
| Closing date for Supplier Clarifications | 18/7/25 |
| Closing Date for Submission | 09:00 on 29/7/25 |
| Supplier interviews | w/c 18/8/25 |
| Award | w/c 1/9/25 |

## 

## Submission details

You are welcome to notify the University with your ‘Expression of Interest’ but please send your completed submission (including a completed version of this document) to the University by the closing date (time and date), to [tenders@chi.ac.uk.](mailto:tenders@chi.ac.uk)

Please note, we **do not** accept submissions via file transfer sites. Tenders@chi.ac.uk accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

## Assessment process

The University awards contracts on the basis of most advantageous tender, assuming that there is nothing that excludes the tenderer. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel will assess the supplier’s submission against the following criteria:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Sub-Criteria | | Sub-weighting | Weighting |
| **C1 - Coherence and clarity in meeting the University’s requirements (including organisational experience and capability)** | 1.1 | Team Offer/ Capabilities | 5% | **50%** |
| 1.2 | Case Studies/ Previous Project Experience | 10% |
| 1.3 | Approach & Delivery | 20% |
| C5 | Presentation | 15% |
| **C2 - Cost** | Commercial Offer | | | **40%** |
| **C3 - Environmental and Sustainability performance** | | | | **5%** |
| **C4 - Corporate Social Responsibility and Social Value** | | | | **5%** |
| Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | | | | Pass / Fail |

In relation to qualitative responses, the following evaluation methodology will be applied:

|  |  |  |
| --- | --- | --- |
| Evaluation methodology for qualitative responses | | Score (to which weighting in tender is then applied) |
| Excellent | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full | 10/10 |
| Good | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled | 6/10 |
| Acceptable | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but lacks details of how the requirement will be fulfilled in certain areas | 3/10 |
| Poor | Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled | 1/10 |
| Unacceptable | Nil or inadequate response. Fails to demonstrate understanding or ability to meet the requirement | 0/10 |

Criteria definitions based on Higher Education Purchasing Association: <https://hepa.ac.uk/>

## Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

* 1. The template for your submission

We have set out a template below and ask that you use this to help us understand your submission, in a way that allows us to compare its benefits against others. This anticipates questions we / you may have.

We have deliberately avoided overloading the process with the rigors of (for example) the Crown Commercial Service’s ‘reason for exclusion’, but please note there are a number of requirements we have to ensure before finalising any subsequent contracts. These range from the ownership of the companies we work with, to environmental sustainability and key questions such as your policies and approach to Modern Slavery and equal opportunity.

* 1. Presentations

Shortlisted Tenderers will be given the opportunity to make a short presentation to the University on the week commencing Monday 18th August 2025. This is to substantiate and elaborate upon the tender submission and to showcase the products you supply. The presentations carry 15% towards the final score. Please ensure you are available over this time if submitting a proposal.

The top 2- 5 scoring Tenderers will be invited to meet/ present, and details of the presentation format and times will be forwarded to shortlisted Tenderers.

Submission template

1. Contact Details and Declaration

Please set out the names / contact details for the people you want to be included in any correspondence from the University. Please note as set out above, that no correspondence from your company in relation to this tender, should be sent elsewhere but to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk)

|  |  |
| --- | --- |
|  | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. Section Questions

|  |  |
| --- | --- |
| C1.1 | **Team offer/capabilities (5%):**  Please provide details of your proposed team and organisational structure for delivering this contract. Please include CVs for key staff identified.  Each CV shall include as minimum:   * Total number of years relevant experience to their role * Grade/level of seniority in the company * Relevant experience to this contract * Location of office base * Year of joining the company.   **Maximum one half of one side of A4 in 10-point font for organisational structure and per CV** |
| Enter supplier response here: | |

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| C1.2 | **Case studies/previous project experience and relevance to this commission: (10%)**  Please provide details of previous case study contracts, highlighting similarities to this contract either in the work or use of the same proposed team members. Photographs of previous projects are welcome  **Maximum of 3 case studies, with all three taking up to one side of A4 in total including photographs (10-point font)** |
| Enter supplier response here: | |

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| C1.3 | **Approach and delivery: (20%)**  Please describe your planned approach to designing, installing, and commissioning the PV installation. Your response is to cover:   1. Design phase:  * Confirm proposed panel size, type and array configuration. Advise anticipated PV area and wattage output (with supporting explanatory drawings/sketches and details of how this proposal was established). Confirm tools and resources (eg solar modelling etc) used to reach this stage of design development and the extent to which this is planned to be further developed or validated (and how) prior to committing the design to installation. * A commentary in respect to how closely the supplier’s anticipated design either supports or departs from the draft layouts shown in appendix 1) * Proposed manufacturer details for key components – including PV panels, roof fixing clamps, panel support rails, inverter units, etc., including reasons for their selection. * Structural considerations – will a structural engineer be appointed? – If so, advise who the proposed structural engineer will be and the reasons for their selection. If an engineer is not being used, please give details why not. * Compatibility with proposed new Kingspan roof – provide reassurance that PV and new roof installations will work together; in particular not causing a brand-new roof to fail. Commentary is to be provided in particular on whether or not the Contractor’s Proposals are to be based on using Kingspan’s proprietary “PoweRail RW” fixing system. <https://www.kingspan.com/gb/en/products/insulated-panels/solar/kingspan-powerail/> * Inverter units and interface with building and campus electrical network – how this is expected to operate and what has been allowed for (in terms of size, number, location and proposed manufacturer) under the contract. Confirm also how inverters will be suitably protected from weather and accessed for maintenance. * Cabling and cable routes – how it is planned to connect PV panels from the roof to the inverter units(s). Submission is to cover how this is to be achieved in concept (routing) and also how this concept will be developed and proven (if specific product details and cable routes at each building are not being confirmed at this stage). * Metering – how this is planned to operate and what meters/sub meters are included as part of this proposal. * Drawings – confirmation of what drawings have been allowed for: including those in association with supporting a planning application, for use associated with installation and for use in O&M manuals. * Pigeon guards – are to be included * Confirmation of any further site survey work needed to complete the design, what this will require in terms of access and the extent to which this has currently been allowed for commercially.  1. Installation phase:  * Details of proposed site set up - including anticipated site security, pedestrian segregation, welfare for operatives, storage and arrangements for management of waste * Building Regulations compliance – confirm if the supplier is a Microgeneration Certification Scheme (MCS) accredited and approved contractor. Please provide registration details if so. If not, please detail how Building Regulations compliance is to be achieved and certified. * Approach to the Construction, Design and Management (CDM) Regulations, 2015 - please advise if the PV supplier is expecting to be the Principal Designer and Principal Contractor under this contract. If not, please outline who the PV supplier proposes fulfills these duties and why. * Scaffolding (and any other access equipment required) – please confirm inclusion and approach. Most importantly, confirm whether or not the supplier intends utilising the option of extending the hire of the roofing contractor’s scaffolding sub-contractor to complete the installation works. Confirmation also that the supplier’s scaffolding will meet University standard requirements, as per its Control of Contractors protocol – key extract as follows:   + The University will expect to see scaffolding fully enclosed with Heras fencing (or similar).   + It will need to be secured/ locked to prevent access and be checked as secure at the end of each working day.   + There will need to be evidence of handover certification issued by the scaffolder, plus an inspection regime by a competent person with evidence of 7-day regular inspections (or after adverse weather conditions with any defects or issues being corrected). These records are to be kept on file.   + Exclusion signage is also to be provided, similar to the following: * Programme – please supply key summary programme dates including: design, material lead times, installation and commissioning. * Anticipated relationship of PV installation programme with programme for roof replacement works – explain how this is planned to be timed and co-ordinated. Comment in particular in relation to planned PV work sequence and timings. Highlight and explain how risks around this are to be managed/mitigated - particularly in relation to impact of any slippage in roofing works impacting planned PV installation dates or the risk of roofing works timings potentially impacting the continuity of PV installation work. * System commissioning and registration – briefly highlight how this process will work and those aspects which are relevant to the PV installation that is anticipated.  1. Contract and commercial:  * Sub-contracting – extent to which this will happen and to who. * Scaffolding – planned commercial arrangement: especially if using roofing contractor’s selected sub-contractor (Global scaffolding): Advise if this is to be via extended hire or contract novation? Direct payments or payment by offsetting? * To acknowledge that LAD’s are planned to be £2,500 (+VAT) per block, per week – assuming scaffolding is to be by means of utilising roofing contractor’s sub-contractor. * Sectional handover – to confirm provisions to be included in contract. Dates are to be linked to the completion dates for each roof. * Warranties – supplier to advise on key warranty details to be provided (and how long these will be valid for) in respect of panels, inverter units and the system as a whole. * Details of any further caveats, concerns or risks   **Up to six sides of A4, 10-point font smallest (including any diagrams, drawings, photos, tables or sketches).** |
| Enter supplier response here: | |

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| --- | --- | --- | --- | --- |
| C2 | **Commercial offer: (40%)** | | | |
| Please complete the pricing table below.  £ | | | | |
|  | | Design development (including specialist fees) |  |  |
|  | | Site set-up/waste management/welfare |  |  |
|  | | Materials and equipment |  |  |
|  | | Labour |  |  |
|  | | Access equipment (scaffolding) |  |  |
|  | | Access equipment (other) |  |  |
|  | | Sundry plant |  |  |
|  | | System testing, commissioning and registration |  |  |
|  | | Overheads and profit |  |  |
|  | | **Total (excluding VAT)** |  |  |
|  | | | | |

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| --- | --- |
| C3 | **Environmental and Sustainability performance: (5%)**  Bullet point how your organisation embeds good environmental and sustainability practice into its projects and operations as a business. Provide also a bullet pointed commentary on environmental and sustainable construction considerations that can be factored into this specific project.  **Up to half a side A4 in 10-point font maximum – in bullet pointed format** |
| Enter supplier response here: | |

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| --- | --- |
| C4 | **Corporate Social Responsibility and Social Value: (5%)**  Briefly explain how your organisation strives to operate in a socially responsible way. Factors to highlight could include:   * The creation of local work opportunities * Opportunities created for training and skills development * Equality, Diversity and Inclusion in the workplace * Improving health and wellbeing * Tacking modern slavery   **Up to half a side A4 in 10-point font maximum** |
| Enter supplier response here: | |

|  |  |
| --- | --- |
| C5 | **Supplier interview: (15%)**  Please prepare a 15-minute presentation to:   * Introduce key members of your team: highlighting key skills, knowledge and experience that they will bring to the contract * Present your company’s planned approach to delivering the contract, in particular how you would seek to co-ordinate your work with the roof replacement project to enhance efficiency whilst not unduly delaying any element of the works, any risks to health and safety or and maintaining clear lines of responsibility. * Cover any areas of clarification or opportunities for improvement in efficiency, speed or quality of delivery or cost. |
| **Suppliers to note:**   * **Interview to take place in-person at a University campus (location to be confirmed)** * **Date of interview as per procurement timetable above.** * **Supplier to bring a maximum of three people** * **A maximum of 4 suppliers will be invited to present, based upon the top-scoring written submissions.** | |

* 1. The technical requirements

To comply with the Procurement Act 2023 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets a number of key characteristics. As well as ensuring suitability and value these include areas, such as how you comply and support the Modern Slavery Act and the various aspects of the Social Value Model.

Please note that during the contacting phase of this procurement, we will ask questions about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance
* How your company supports the Social Value Model (including tackling inequality, fighting climate change, equal opportunity and wellbeing).

Attached Appendices

1 - PDF drawings: roof works and suggested PV layout (layout for comment and development)

2 - PDF record drawings: floor plans, roof plans and sections

3 - Suggested cable routes to connect roof wings to building electrical distribution

4 - Electrical consumption data (April 2023 to March 2024)\*

5 - New Kingspan roof Product Data sheet

6 - Supporting photographs

7 - Pre-construction information

8 - Principal Contractor and Designer questionnaire (for completion and return)

\* Amberley, Chilgrove and Harting Halls are covered by one of six fiscal meters serving the Chichester Campus. This meter additionally serves supplies to the Music Building, Sports Dome, Tudor Hale Centre for Sport and Laundry to the north of Harting Hall. For details of building locations please see University interactive map: <https://maps.chi.ac.uk/>