



CORE EDUCATION TRUST

Request for Quotes (RfQ)

City Academy – Sports Hall
Jewellery Quarter – Sports Hall

The deadline for submission of tenders is 12:00 on 4 December 2023.

November 2022

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INTRODUCTION AND GUIDANCE TENDER CONDITIONS

1.1 Definitions

The following definitions apply to this Request for Quotes (RFQ) and its supporting attachments:

- 1.1.1. Business Day is Monday to Friday excluding public holidays.
- 1.1.2. Bidder is any economic operator, regardless of their structure or organisation that submits or intends to submit a bid in response to this RFQ.
- 1.1.3. Bidder Party is any third party that the Bidder includes in the process of preparing a bid in response to this RFQ.
- 1.1.4. Bid Response Deadline is the date specified in the timetable for the delivery of a final response to this RFQ.
- 1.1.5. The works will be divided into two contracts, one for the City Academy Sports Hall and one for the Jewellery Quarter Academy Sports Hall.
- 1.1.6. Subject to Department for Education (DfE) funding requirements an additional tendering exercises maybe required in the future. Bidder that response to this RfQ will be invited to take part in any future tender exercise that maybe required by the DfE.
- 1.1.7. The contracting party will be the CORE Education Trust (CORE / “the Trust” / “the Client”).

1.2 Context

- 1.2.1. City Academy (URN: 139797) is a secondary school in central Birmingham and is one of the academies which form part of the CORE Education Trust multi-academy trust portfolio. City Academy is located at 23 Langley Walk, Birmingham B15 2EF.
- 1.2.2. Jewellery Quarter Academy (URN: 141003) is a secondary school in central Birmingham and is another of the academies which form part of the CORE Education Trust multi-academy trust portfolio. Jewellery Quarter Academy is located at St Georges Court, 1 Albion Street, Birmingham B1 3AA.
- 1.2.3. Both academies were originally established via the Free School programme and neither academy has an onsite hall or sports hall. Neither academy complies with the area requirements of BB103. Originally the academies made use of indoor sports facilities which were run by Birmingham City Council. Not long after the Trust took over the two academies the Council withdrew access to the offsite sports.
- 1.2.4. Following extensive discussions with the DfE and the Regional School Commissioner, the Trust have been requested to submit two Condition Improvement Fund (CIF) applications, using the expansion option, in order to enable the DfE to provide funding for new sports halls at the academy sites.
- 1.2.5. Additionally, at City Academy the DfE have provided new site which is directly opposite the existing City Academy Building on Cregoe Street. This vacant site is intended for the new City Academy sport hall and is link to external playing fields which the Academy

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currently use for outdoor sport. The vacant site is currently being used as the City Academy staff car park.

1.2.6. The Trust have engaged Pinnacle ESP to prepare an indicative design for the sports halls and Turelys have been engaged to obtain feedback from the Council Planners to the indicative proposals, to test their planning suitability. CJA Property Consulting is providing the Trust with project management support.

1.2.7. At this stage this stage no budget has been set for the two projects and the responses to the RfQ will be used to justify to the DfE the funding that will be required to deliver the projects.

1.2.8. As the project will be funded by the DfE, the project will need to delivered to the DfE's Spec21 specifications.

1.3 Request for Quotes

1.3.1. The Trust is seeking quotes from suitably qualified and experienced design and build contractors with a strong track record of delivering new build construction projects on a two-stage basis to:

Stage 1 - Pre-contract services agreement (PCSA) to undertake the following: appoint a design team to prepare a design; submit and obtain the necessary approvals; undertake surveys as required; obtain quotes from utility providers; develop a realistic method of work and programme; finalise the specification of the products; undertake package procurement; provide any documents that maybe required to satisfy the DfE funding terms; and to finalise the costs.

Stage 2 - Delivery of the works to an agreed price via a JCT Design and Build Contract 2016, with Trust amendments.

1.3.2. The Trust acknowledge that there are a lot of unknown, but at this point in the process are seeking to satisfy the requirement of the CIF applications and to ensure that the DfE provides a realistic level of funding for the two projects.

1.3.3. The requirements are fully detailed in this RFQ and the following separate associated documentation for each of the two projects:

- Annex A – Quotation template
- Annex B – Site Information
- Annex C – Design Intent
- Annex D – Schedule of Accommodation
- Annex E – Generic Employer's Requirements and specification

1.3.4. The purpose of this RFQ is to:

- Enable Bidders to demonstrate their experience, expertise and suitability to meet the Trust's requirements;
- Enable the Trust to establish a realistic budget and to demonstrate this to DfE via market testing; and
- Establish a short list of suitable contractors who will be invited to tender for the works in 2Q of 2024.

1.4 Confidentiality

- 1.4.1. The information contained within this RFQ is made available by the Trust on condition that Bidders shall not use the information for any purpose other than when preparing a bid or deciding whether to bid.
- 1.4.2. Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.
- 1.4.3. The Trust may disclose detailed information relating to bids to employees, agents or advisers and they may make the bid available for inspection by the Trust directors, employees, agents or advisers.
- 1.4.4. The Trust also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid.
- 1.4.5. The Trust will act reasonably in regards to the protection of commercially sensitive information relating to the Bidder, subject to the Client's duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

1.5 Conflicts of Interest

- 1.5.1. The Trust requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for the Trust on this or similar schemes) to be resolved to the Trust's satisfaction prior to the delivery of the Bidders' bid in response to this RFQ. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of the Trust could result in a Bidder being disqualified from the tender process.
- 1.5.2. Any Bidder which is concerned that it is or may be a related party to the Trust or advisors should contact the Trust by posing the query as a question by email to Joanne Tyler jt@core-education.co.uk and inform them of the nature of the relationship prior to submitting a bid. This information will remain confidential and not shared with other bidders.
- 1.5.3. Any Bidder that fails to disclose a relationship will be disqualified from the tender process.

1.6 Canvassing

- 1.6.1. The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder or a member of its supply chain may attract) any Bidder or a member of its supply chain who, in connection with this RFQ:
 - Offers any inducement, fee or reward to any member or officer of the Trust or any person acting as an adviser for the Trust in connection with this RFQ;
 - Canvasses any of the persons referred to above in connection with this RFQ; or
 - Contacts any member or officer of the Trust prior to the notification of a decision about any aspect of this RFQ in a manner not permitted by this RFQ (including without

limitation contact for the purposes of discussing the possibility of their future employment or engagement by the Bidder).

1.7 Non-Collusion

1.7.1. The Trust reserves the right to disqualify (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability which such conduct by a Bidder may attract) any Bidder who, in connection with this procurement:

- Fixes or adjusts the amount of their bid by or in accordance with any agreement or arrangement with any other Bidder (other than a member of its own consortium or own supply chain members);
- Enters into any agreement or arrangement with any other Bidder or that Bidder's supply chain members to the effect that they shall refrain from making a bid, or they agree the amount of any bid to be submitted;
- Causes or induces any person to enter such agreement as is mentioned or to inform the Bidder or any member of that Bidder's supply chain of the amount or approximate amount of any rival bid;
- Offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done, any act or omission in relation to any other bid or proposed bid for this procurement; or
- Communicates to any person other than the Trust the amount or approximate amount of their proposed bid (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of a bid).

1.8 Intellectual Property

1.8.1. The copyright in this and all other issued documents is vested in the Trust and may not be reproduced, copied or stored in any medium without the prior written consent of the Trust except in relation to the preparation of a bid. All documentation supplied by the Trust in relation to this procurement is and shall remain the property of the Trust and must be returned on demand, without any copies being retained.

1.8.2. The Trust reserve the right to require the assignment or grant of a royalty free non-exclusive licence of all intellectual property relating to or in connection with any bid resulting in the award of contract to the relevant Bidder.

1.9 Publicity

1.9.1. Bidders and all members of the Bidder's supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of the Trust. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

1.10 Contact Information

1.10.1 Point of contact for this procurement process:

Joanne Tyler jt@core-education.co.uk and Craig Akhurst craig.akhurst@cjapropconsulting.com

2.0 INSTRUCTIONS TO BIDDERS

Bidders are deemed to understand the processes that the Trust is required to follow under the Public Contracts Regulations (2015) and all applicable European and domestic legislation so far as they relate to this RFQ.

Separately for each project (Project 1 – City Academy / Project 2 – Jewellery Quarter Academy), the Bidders are to provide the following:

1. Covering letter which notes their relevant experience and cost for the project.
2. Complete the Quotation Template in Annex A and attach this to the covering letter.
3. Any relevant supporting company documentation.

2.1 Procedure and Key Dates

2.1.1. The timetable for the project is as follows:

| Date | Stage |
|----------------------------|--|
| 19 October 2023 | DfE launch CIF 2024-25 |
| 8 November 2023 | RFQ released |
| 29 November 2023 | Last date for clarifications |
| 4 December 2023 | RFQ tender return date |
| 14 December 2023 | Deadline for the Trust to submit CIF applications |
| May 2024 | DfE to notify Trust of funding approval |
| May/June 2024 | Trust to formally tender the projects |
| June/July 2024 | Tender period |
| July 2024 | Preferred Contractor appointed |
| July/August 2024 | Stage 1 - PCSA design, package procurement and costing |
| November 2024 | Submission of planning applications |
| March 2024 | Notification of planning outcome |
| April/May 2024 | Finalisation of CPs and JCT Contract |
| May – July 2024 | Discharge of pre-commencement conditions |
| July 2024 | Stage 2 - Mobilisation and start on site |
| August 2024 to August 2025 | Stage 2 – Construction delivery |

2.1.2. Bidders must demonstrate that they have the following insurances:

- Public liability insurance cover of at least £10 million (ten million pounds sterling);
- Professional indemnity insurance cover of at least £5 million (five million pounds sterling); and
- Employer’s liability insurance cover of at least £10 million (ten million pounds sterling)

or would commit to obtain this if awarded a contract.

2.1.3. Bidders are invited to submit their bids to the Trust by the Bid Response Deadline stated in section 2.1.1 – the Timetable.

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- 2.1.4. Bid submissions should be made using the documentation and directions given in this RFQ and associated documents and the Quotation Template (Annex A).
- 2.1.5. The Trust reserves the right to extend the Bid Response Deadline.
- 2.1.6. The Trust will reference the RfQ responses within their CIF applications to the DfE for project funding.
- 2.1.7. Following receipt of RfQ responses, the Trust may request clarification of those bids in order to enable the CIF applications to be completed.
- 2.1.8. All queries regarding the tender should be sent by email to Joanne Tyler jt@core-education.co.uk and Craig Akhurst craig.akhurst@cjaproconsulting.com. Responses to any such contact will be distributed to all prospective bidders who have shown an interest in the opportunity unless the information is commercially sensitive. Any attempt to liaise via any other party, or use a communication method other than the electronic tendering portal, may result in the Bidder being disqualified from the tender process

2.2 Information Available to Bidders

- 2.2.1 All information initially available to Bidders is contained within this RFQ.
- 2.2.2 Bidders may submit questions and requests for clarification or further information up until the final date for clarifications as detailed in the Timetable.

2.3 Costs and Expenses

- 2.3.1 Any costs or expenses incurred by any Bidder, or other person throughout the process, will not be reimbursed by the Trust and neither the Trust nor any of their representatives will be liable in any way to any Bidder or other person for any costs, expenses or losses incurred by any Bidder or other person in connection with this tender process including the possibility of being required to formally present their bid.

Annex A – E

Enclosed separately.