

# **Invitation to Tender (ITT)**

## **Design and Build Contractor**

New External Dining Pavilion at  
Rockwood Academy, Birmingham  
Naseby Road, Alum Rock, Birmingham B8 3HG

June 2025



# Invitation to Tender

## 1. INTRODUCTION

- 1.1 Core Education Trust invites suitably qualified design and build contractors to submit a tender for the construction of new External Dining Pavillion at Rockwood Academy in Birmingham (Naseby Road, Alum Rock, Birmingham B8 3HG).
- 1.2 The words and expressions contained in this ITT have the same meaning that is given to them in the draft JCT Contract and the outline specification.
- 1.3 The Core Education Trust's intend to engage the contractor via two stage design and build process:
  - Stage 1 - Preconstruction Services Agreement (PCSA) for surveys, detail design, detailed cost plan, construction methodology and a detailed programme
  - Stage 2 – Delivery of the works via JCT Intermediate Build Contract with contractor's design 2016.
- 1.4 The contract will be between the successful Tenderer and Core Education Trust for the duration of the scope of works identified within this ITT.
- 1.5 The Trust have engage Pinnacle ESP to prepare a detailed planning application based on generic a product produced by Streetspace (<https://streetspacegroup.co.uk/>).
- 1.6 The Trust will secure planning approval for the scheme and then require the design and build contractor to take over the scheme from RIBA Stage 3, discharge planning conditions and to deliver the new External Dining Pavillion.
- 1.7 Streetspace have provided the Trust will a quote for a product which complies with the concept design as developed by Pinnacle ESP – this quote is reference within the pricing schedule.
- 1.8 While the planning application will be based on Streetspace product, the Trust are open to alternative products if they are of similar specification and can offer better value for money.
- 1.9 Outside the existing dining space and adjacent to the existing main hall, there is an open paved courtyard. The Trust would like to install a free-standing, heated and fully enclosed dining space which can be used by pupils all year round.
- 1.10 The new External Dining Pavillion will be an overflow hall for the existing dining space and therefore will not require a server area. The Pavillion will also be used as additional hall for informal teaching and learning when not being used for dining.
- 1.11 The courtyard is in the center of the school site and bounded on all sides by existing school buildings. The courtyard is not visible from any of the surrounding streets and therefore the planning considerations should be minimal. However, the new Pavillion will be overlooked from corridors above and roof needs to be neat and tidy. A green

roof was considered as option but for maintenance and cost reasons this has been discounted.

- 1.12 The courtyard is not level and there is existing drainage below the courtyard which will need to be addressed as part of the works.
- 1.13 The proposed new External Dining Pavillion will need to: meet all current Building Regulations; the Department for Education Spec21 design requirements; and require heating, lighting and acoustic treatment (to comply with all relevant Building Bulletins e.g 93 and 101) to ensure that the space is fit for purpose all year round.



Image of the existing courtyard looking to the north from any upper walkway towards the existing dining space. The hall is on the righthand side of this image.

## **Scope of Services**

1.14 The appointed design and building contractor is expected to provide a turn-key service for the detail design, manufacture and installation of a new External Dining Pavillion at the Academy.

1.14.1 The overarching Main Contractor services required include:

- Acting as the 'Principal Designer' and 'Principal Contractor' for all the new build works, landscape works, surveys and ecology works required for the new External Dining Pavillion.
- Providing all necessary information, temporary designs and method statements to satisfy the Trust that works can be delivered safely and inline with the Trust's safe guarding policies.
- Construct the works in the context of a live operational school site.
- Review all planning conditions and discharged the conditions relevant to the works.
- Undertaking all environmental and plant/tree protection works required to facilitate the works.
- Engage with the adjoining stakeholders and neighbours to ensure that they are regularly informed of the programme and proposed works.
- Work with the Trust's project manager to develop a fully compliant scheme.

1.14.2 General Management

- Prepare all construction method statements as required.
- Prepare programmes for the works as required.
- Prepare cost plans and provide package quotes for the works as required.
- Prepare a phasing strategy for the proposed works.
- Chair and arrange fortnightly/monthly progress meetings with the Trust and the project team.
- Arrange, attend and record any other meetings necessary to facilitate the development of the design and delivery of the works.
- Working with the Trust in a partnering manner in order to develop a project programme, cost plan and method statements which are deliverable, and which represents value for money.
- Work in collaborative manner with the Academy leadership team to minimize impact of the works on the pupils and staff. Attend liaison meetings as required.
- Ensure that the site is always secure and segregated by providing appropriate site security, site hoarding and heras fencing as required.

1.14.3 **Stage 1 Requirements** include:

- Scope and procure all necessary additional site surveys to confirm the design criteria associated with the incoming and surrounding services (water; power; data; gas); below ground drainage; and ground conditions etc.
- Scope and procure all necessary site surveys to facilitate the works. e.g. existing courtyard topographical, utilities and below drainage surveys etc.
- Appoint the necessary designers to undertaken RIBA Stage 3 and 4 design.
- In conjunction with the Trust develop a viable detailed design and the delivery programme.
- Develop on the work undertaken by the Pinnacle ESP design team to ensure that the building can achieve the required BREEAM rating.

- Develop a workable and affordable site logistics strategy which takes account of the location and available access routes to the courtyard.
- Work with the Trust and project manager to develop an affordable and value for money solution which aligns with the your tendered costs and rates.
- Engage with all the utility providers to develop the design of the necessary services interfaces i.e. power; water; telecoms; ICT; drainage; fire alarm; lesson change etc.
- Working with the Trust's preferred Pavillion supplier to undertake the detail design of the Pavillion including confirming how the Pavillion will be integrated into the existing power supply, fire alarm, security alarm and PA/lesson change system.
- Once the planning conditions are known, finalise the costs to include any elements associated with the planning conditions.
- Prepare the necessary information and discharge the pre-commencement planning conditions.
- Undertake all necessary package market testing to validate the project affordability on a minimum three tender per package and open book basis. This could include market testing Streetspaces package costs.
- To proceed with design development including the selection of materials, feasibility of construction, manufacture of components and installation of construction.
- Undertake a change management process to identify all changes to design programme or cost at the point they become apparent and take all necessary steps to keep the cost within the agreed budget parameters agreed in the PCSA.
- To recommend alternatives and economies in terms of cost and time for the Trust's consideration.
- To establish construction methods, procedures and programmes to avoid disruption and noise impacting on the school.
- Produce a Project Risk Register and propose and agree with the Trust methods of eliminating, reducing and these controlling risks.
- To provide detailed cash flow projections and elemental cost plan as required.
- To liaise with the Project Manager in the preparation (and final agreement) of the Stage 2 Contract Sum.
- Work with the Council to prepare all the necessary contract schedules, including submission of full Contractor's Proposals for inclusion within the contract.
- Ensure that the design complies with DfE Output Specification and any relevant Building Bulletins. Identify any and all non-compliances.
- Prepare all necessary documentation (cost plans; specifications; derogation schedule etc.) to obtain sign-off from the Trust project team.
- Provide the Trust with all necessary hard copy and electronic drawings (including BIM models) as required.
- Provide a monthly report and cost report to the Trust documenting project and cost progress.

At the end of the Stage 1 the intention is to have the following:

- An agreed detail design for the Works (including associated Contractor's Proposals).
- An agreed the Specification for the Works.
- Discharged of relevant pre-planning conditions and the planning conditions to enable the Works.
- Obtain Building Regulations Conditional Approval for the proposed Works.
- A fixed price lump sum tender for the Works in line with the agreed tender documentation including contingency, overhead and profit and risk allowances.

- A detailed fixed design, procurement and construction programme which will become the contract programme.
- Agreement to the Design and Build Contract including all amendments, and warranties for review and agreement by the Council team.

**1.14.4 Stage 2 Requirements** include:

- Discharge all associated planning conditions and identify what conditions the Academy will be responsible for discharging post practical completion.
- Obtaining Building Regulation Approval for the proposed design solution.
- Appoint the necessary designers to undertake RIBA Stage 5 design.
- Undertake the construction of the Works in line with the Employers Requirement.
- Ensure that the required BREEAM rating for the proposed development is obtained.
- Advise on the progress of the Works throughout the Stage 2 period.
- To prepare the any necessary sub-contract collateral warranties and ensure that these are signed and issued to the Client.
- Advise the Trust Team of procurement and programme developments by reference to the master programme.
- Liaise with the Project Manager on the evaluation of design changes and potential variations.
- Recommend alternatives and economies in terms of cost and time for the Trust Team consideration.
- Put in place methods, procedures and programmes to avoid disruption and noise impacts on the pupils and staff.
- Update the Project Risk Register and propose and agree with the Employer methods of eliminating, reducing, controlling newly identified risks.
- Provide all necessary information requested by the CDM Co-ordinator and to develop the Health and Safety File.
- Provide all necessary information in order to obtain the sign-off by the Trust.
- Chair monthly progress meetings throughout the Stage 2 period.
- Provide monthly progress and cost reports throughout the Stage 2 period.
- Provide breakdowns of the costs to identify the various funding streams.
- Prepare the handover documentation.
- Handover and manage defects period.

- 1.15 Core Education Trust reserves the right to add to, or remove, items from the proposed programme of works. The contract may be varied to include works at additional or other school / education buildings.



## 2. BACKGROUND & REQUIREMENTS



Proposed location plan with main student entrance indicated in orange and vehicle entrance in red (nts)



Indicative impression of the proposed Pavillion.  
Note that the green roof is no longer an option.



Proposed general arrangement of the new External Dining Pavillion. With the existing dining space to the north and existing hall to the east of the proposed Pavillion.

Refer to the attached drawings in **Appendix A**.

- 2.1 The new External Pavillion will need to be “inserted” into the existing courtyard which has overlooking buildings on three sides and limited access from the southern side. Bidders will need to give careful consideration as to how they will bring in large components and materials. Additionally, the Academy will need to keep the main hall and existing dining hall operational throughout the build period.
- 2.2 The new External Pavillion will need to comply with current Building Regulations and the relevant Department for Education (DfE) standard and guidance.
- 2.3 Potential tenderers are welcome to arrange a site visit by contacting Jo Sargent, email: [js@core-education.co.uk](mailto:js@core-education.co.uk) or tel: 07795661805
- 2.4 Tenderers will be expected to submit a Quality Response Proforma (refer to **Appendix B**) and Cost Response Proforma (refer to **Appendix C**) for the provision of the services as described in the Submission Schedule.



- 2.5 Tenderers will be expected to enter into Pre-Construction Services Agreement for Stage 1 and a JCT Intermediate Build Contract with contractor's design 2016 for Stage 2 – refer to **Appendix D**. There will be additional Academy policies relating to pupil safety, safe guarding and working on a live school site.

### **3. CONSIDERATIONS PRIOR TO SUBMISSION OF TENDER**

- 3.1 Tenderers must ensure that they are familiar with the content of and the extent of the scope as outlined in this ITT and you will be deemed to have done so before submitting a Tender.
- 3.2 Tenderers are responsible for obtaining all information necessary for preparing the Tender. All costs, expenses and liabilities incurred in connection with preparing and submitting a ITT response and, in the case of acceptance of a Tender, in connection with the execution of the Contract, shall be borne by the Tenderer.
- 3.3 Tenderers may request any information or raise any query in connection with the ITT, including the terms and conditions of Contract, by written communication to Core Education Trust at any time up to 2 days prior to the tender deadline - This is the "clarification deadline". All queries are to be emailed to Craig Akhurst ([craig.akhurst@cjapropconsulting.com](mailto:craig.akhurst@cjapropconsulting.com)) and Jo Sargent ([js@core-education.co.uk](mailto:js@core-education.co.uk)).
- 3.4 Core Education Trust will respond to all reasonable clarifications as soon as possible. If a Tenderer wishes Core Education Trust to treat a clarification as confidential and not issue the response to all potential Tenderers, it must state this when submitting the clarification. If, in the opinion of Core Education Trust, the clarification is not confidential, Core Education Trust will inform the Tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Tenderers.
- 3.5 Core Education Trust may exclude from consideration any tender which is not submitted in full compliance with the instructions contained in this ITT.
- 3.6 The Tender must be clear, concise and complete. Core Education Trust reserves the right to disregard or exclude a Tenderer if their Quote contains any ambiguities, caveats or lacks clarity.
- 3.7 Tenderers should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the Deadline.
- 3.8 The Contract documents will remain the property of Core Education Trust and shall be returned with the Tender, or if no Tender is submitted, upon demand.
- 3.9 All information supplied by Core Education Trust in connection with this Invitation to Tender must be treated as confidential, except where such information is disclosed for the purposes of obtaining any Bond Undertaking or quotations from proposed sub-contractors and other information required to be submitted with the Tender.
- 3.10 The Contract will be on the Terms and Conditions set out in the Tender Pack. It is therefore necessary for you to read the Terms and Conditions carefully and to take any advice you need before you formulate your tender. By submitting a Tender, Tenderers are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment. Any Tenderer who attempts to negotiate changes to the Terms and Conditions of Contract after the latest date for submission of tenders will immediately be eliminated from the competition.
- 3.11 Core Education Trust will not be liable for any bid costs, expenditure, work or effort

incurred by a Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by Core Education Trust.

#### 4. PROCUREMENT TIMETABLE & TENDER DOCUMENTATION

Activity	Proposed Date
ITT Issued	26 June 2025
Clarification Deadline	21 July 2025
<b>ITT Return Deadline</b>	25 July 2025
Estimated Award Decision	8 August 2025
Contract Commencement	August 2025

- 4.1 The timetable for this ITT is set out in the table above.
- 4.2 The Tender must be submitted on the Tender Documentation enclosed with this Invitation, which must be completed in black ink or type, and it must be signed:
- where the Tenderer is an individual, by that individual;
  - where the Tenderer is a partnership, by two duly authorised partners;
  - where the Tenderer is a company, by two directors or by a director and the company secretary, such persons being duly authorised for that purpose.
- 4.3 Core Education Trust will evaluate Tender Submissions on the basis of **30% Cost and 70% Quality** split.
- 4.4 You must submit the Tender in the manner and by the date and time stated in the Instruction 5.1, which shall include:
- (a) completed and signed Non-Collusion Certificate – Appendix E;
  - (b) completed and signed Form of Tender – Appendix F;
  - (c) completed the Cost Response Proforma (Appendix C), which shall include a breakdown of the calculation of rates and/or prices; and
  - (d) completed the Quality Response Proforma (Appendix B).

### Quality and Cost Criteria

Quality Criteria Questions				
Question No.	Question Weighting	Sub-Weighting	Question	Page Limit x A4
Quality				
1. Technical Ability	70%	10%	Please provide methodology of how you would manage Stage 1(the Pre-Construction Services Agreement) in order to complete the detail design, discharge the planning conditions, undertake further surveys and prepare the necessary contractual documentation.	2
2. Technical Ability		20%	Provide three examples of similar recent education projects (with last 5 years) to that demonstrate your ability to meet the requirements as set out in the service specification.	3
3. Technical Ability		10%	Please provide methodology of how you would manage the works and construct the building on a live Academy site.	2
4. Programme		10%	Please provide an indicative programme which indicates how Stage 1 and Stage 2 will be managed.	Unlimited
5. Staff		10%	Please provide details of the staff and proposed design team who will delivering the project.  (You should include CV's of key staff proposed for this project).	2 Excluding CVs
6. Health & Safety		10%	Please describe your Health & Safety procedures and how you would ensure that all staff and customers would remain safe during both the design and construction phases.  Please ensure your response considers the responsibilities of the Principle Designer, CDM requirements.	2
Cost				
7. PCSA Fee	30%	10%	Please complete the PCSA Fee Schedule.	Unlimited
8. Preliminaries, Overheads and Profit %		20%	Please complete Preliminaries, Overheads and Profit.	Unlimited
Total	100%	100%		

## 5. SUBMISSION OF TENDER DOCUMENTATION

- 5.1 You must submit an original of all submission documents by no later than **xx** July 2025 or such later date as Core Education Trust notifies to Tenderers.
- 5.2 Any Tender or any accompanying documentation submitted after such time and date may not be considered for acceptance after the date specified for the return of Tenders or such longer period as may be agreed with Core Education Trust
- 5.3 Tenders are to be emailed to **Jo Sargent** ([js@core-education.co.uk](mailto:js@core-education.co.uk)) and **Craig Akhurst** ([craig.akhurst@cjapropconsulting.com](mailto:craig.akhurst@cjapropconsulting.com))

## 6. EVALUATION PROCESS

- 6.1 Core Education Trust is not bound to accept the lowest or any Tender Submission and reserves to itself the right at its absolute discretion to accept or not accept any Tender Submission.
- 6.2 Core Education Trust will evaluate Tender Submissions on the basis of the most economically advantageous tender and scoring criteria outline above.
- 6.3 Core Education Trust reserves the right to enter seek clarifications with Tenderers concerning any aspects arising from this invitation to tender after the submission of the Tenders. Such clarifications may include, (but are not limited to), the level and application of the rates, prices and financial arrangements contained within any Tender.

## 7. EVALUATION PROCESS

- 7.1 Core Education Trust is not bound to accept the lowest or any Tender Submission and reserves to itself the right at its absolute discretion to accept or not accept any Tender Submission.
- 7.2 Core Education Trust will evaluate Tender Submissions on the basis of the most economically advantageous tender, assessed on the following weighted:

1	Technical Ability & Experience	40%
2	Programme	10%
3	Staff	10%
4	Health & Safety	10%
5	Cost	30%

7.3 Scoring of the 'Quality' part of the tender bids received will be on the following basis:

Score	Level	Standard
0	Non-existent	Proposal absent. The response is deemed unacceptable.
1	Inadequate	Proposal contains significant shortcomings and/or is inconsistent or in conflict with other proposals. The response is deemed unacceptable.
2	Very poor	Proposal contains many shortcomings and/or is inconsistent or in conflict with other proposals. The response is deemed unacceptable.
3	Poor	Proposal falls well short of achieving expected standard in a number of identifiable respects. The response is deemed unacceptable.
4	Weak	Proposal falls just short of achieving expected standard in a number of identifiable respects. The response is deemed unacceptable.
5	Barely adequate	Proposal just meets the required standards in nearly all major aspects, but is lacking or inconsistent in others. Note: a barely adequate response may include some strong reservations.
6	Adequate	Proposal meets the required standards in all major aspects but is lacking or inconsistent in other areas. It confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures. <b>Note:</b> an adequate response may include some reservations.
7	Good	Proposal meets the required standard in all major aspects but lacks detail in some areas. <b>Note:</b> a good response may include minor reservations.
8	Very good	Proposal meets the required standard in all aspects. <b>Note:</b> a very good response may include a small number of minor reservations.
9	Excellent	Proposal meets and exceeds in some areas. It builds a level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures. <b>Note:</b> an excellent response should not include any major reservations.
10	Perfect	Proposal meets and exceeds in all areas. It builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; <b>Note:</b> a perfect response should not include any major or minor reservations.

7.4 Core Education Trust reserves the right to enter seek clarifications with Tenderers concerning any aspects arising from this invitation to tender after the submission of the Tenders. Such clarifications may include, (but are not limited to), the level and application of the rates, prices and financial arrangements contained within any Tender.