



GCB410

**ESTABLISHING THE KNOWLEDGE & SKILLS CHALLENGE FOR UK GREEN
CONSTRUCTION**

Tender Documents

11th March 2013

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TENDER DOCUMENTS

Project Title: GCB410 Establishing the knowledge & skills challenge for UK Green Construction

Tendering Company: Construction Industry Council (CIC)

1. INSTRUCTIONS FOR TENDERERS

Hard Copy Submission:

- 1.1. The tender will be submitted using the Form of Tender enclosed (page 9) and shall be completed and signed by the tenderer.
- 1.2. One (1) hard copy version of the completed tender document, together with an electronic copy is to be sent to the Construction Industry Council, to arrive no later than 12 noon Friday 12th April 2013.

Please send to the attention of:

Andrew Link, Commercial Manager
Construction Industry Council
Building Centre
26 Store Street
London, WC1E 7BT

- 1.3. Tender documents should be despatched under plain cover, bearing no marks to distinguish the sender and marked:

'Tender documents. GCB410. To be opened by the addressee'

Electronic Submission:

- 1.4. Tenders are requested to limit their electronic submission to one email with all relevant attachments included in that single email. Please mark the Subject box as 'Tender Documents GCB410' and address the email to alink@cic.org.uk.

Mid Tender Meetings

- 1.5. Organisations planning on submitting a tender should be prepared to attend a mid-tender meeting with the GCB working Group and CIC week commencing 25th March 2013 in London. Organisations wishing to attend a mid-tender meeting should confirm in writing to alink@cic.org.uk by no later than 20th March 2013.
- 1.6. Mid-tender meetings will be summarised and posted on the CIC website.

Included in the Submission:

- 1.7. The tenderer will include the following in their tender submission:
 1. Detail and background of the tendering company.
 2. Details of how the work will be carried out, including details of the proposed delivery team/personnel and the allocation of time those involved will dedicate to the project.
 3. A schedule of deliverables.
 4. Details of how the project will be managed.

5. Details of the Tenders relevant experience in similar work and CVs of key team members, including details and CVs of any sub-contractors who may be used.
6. Details of quality assurance procedures to be adopted on the project.
7. Standard Contact and Terms and Conditions of your organisation.
8. Programme for delivery of the project.

1.8. The Tender shall not disclose to anyone other than those persons involved in the preparation of the bid, the contents of the tender document.

1.9. Any queries during the tender period should be addressed to: Andrew Link, alink@cic.org.uk, tel: 0207 399 4107. Response to queries will be posted on the CIC (www.cic.org.uk) and GCB website (www.greenconstructionboard.org)

2. TENDER ASSESMENT

2.1. The following weighted criteria will be used in the assessment of tenders:

	Criteria	Weighting
1	Relative experience of organisation and <u>individuals</u> proposed to undertake work	30%
2	Understanding of required outcomes and deliverables	30%
2	Quality of proposals	30%
3	Price (proposals which exceed available budget will not be considered)	10%

2.2. The CIC is not bound to accept the lowest or any other tender received, and in particular reserves the right to reject a tender should proposed contractual terms not be acceptable.

3. TERMS AND CONDITIONS

3.1. The basis of the agreement with the successful tenderer will be on the tenderer's standard terms and conditions with the following items included or covered as a minimum:

1. Liability. The maximum aggregate liability in respect of breach of contract or breach of duty or negligence or otherwise arising out of or in connection with the £1,000,000.
2. Intellectual Property Rights. Copyright in all documentation submitted to the Construction Industry Council as an output of the project will transfer to the Construction Industry Council. The offer of a licence will not be acceptable.

3.2. Please provide a copy of your organisations standard terms and conditions within the Tender return. These will be reviewed by the CIC for acceptance.

4. BACKGROUND

4.1. The Green Construction Board was established in October 2011 as a consultative forum for Government and the UK design, construction, property and infrastructure industry.

4.2. It is co-chaired by Michael Fallon MP, Minister for Business and Enterprise, and Mike Putnam, CEO and President, Skanska UK.

- 4.3. The Board was established to ensure a sustained high level conversation and to develop and implement a long-term strategic framework for the promotion of innovation and sustainable growth in this sector.
- 4.4. In the short term, it's key priority is to provide improved focus, direction and clarity to the business and growth opportunities which are being created by the shift to a green economy.
- 4.5. To this end, the Green Construction Board exists to:
1. Provide co-ordinated leadership across Government;
 2. Monitor the delivery of the joint Government and industry action plan and, through its development, ensure it remains relevant and appropriate;
 3. Act as a sounding board for government departments for new or challenging green construction issues to facilitate effective policy making and better informed commercial decisions;
 4. Advise on the implementation of policies related to green construction, identifying sector specific implications and consequences;
 5. Promote UK achievements in the field of green construction and provide a strong public voice on its wider value to the economy, to society and to the environment.
- 4.6. The Board is supported by 7 working groups:-
1. Route Map
 2. Buildings
 3. Infrastructure
 4. Knowledge and Skills
 5. Greening the Industry
 6. Valuation and Demand
 7. Promotion
- 4.7. The Construction Industry Council (CIC) has been appointed on behalf of the Department for Business, Innovation and Skills to support the Green Construction Board, act as Secretariat and where necessary procure support and services that deliver on the boards objectives such as this.
- 4.8. The successful contractor will report to the Working Group Project Lead and the CIC, Andrew Link, on the progress of the delivery of this package of works.

5. PROJECT

Background.

- 5.1. Making the most of the opportunities of green construction requires significant change in current practices. All areas will be affected, from the design and planning of new buildings and infrastructure to materials, products and processes through the whole life of the built asset. New practices and technologies require the development of new capacity and skills.
- 5.2. A significant issue for the UK construction & property sector is a lack of understanding of the knowledge and skills landscape; this is due to the number and variety of stakeholders involved, as well as the patchy understanding of how to deliver sustainability in the built environment.

Deliverables

- 5.3. Produce a concise report addressing the aims of the project within the scope defined.
- 5.4. Report to be easy to use dynamic navigation; best practice examples; recommendations to include top five for early action.

Aims

The aim of this piece of work is to:

- 5.5. Map the current Knowledge & Skills landscape within the UK Construction & Property sector (who needs to understand what, identification of best practice in education and training provision, and what are the current gaps)
- 5.6. Identify the key challenges, barriers and critical issues up to 2025 including: silo-based rather than multi-disciplinary training; bias towards new build (ignores refurb); focus on capital cost (ignores whole life, carbon, etc.) at the expense of outcomes
- 5.7. Recommend priority actions and responsibilities (early wins, key intervention points and greatest impact)

6. SCOPE

- 6.1. The primary audience will be the Green Construction Board with the outputs used to inform the GCB's Routemap and inform GCB discussions with stakeholders about future needs and priorities and how current practice can most quickly match best practice. The outputs may be placed in the public domain.

The scope of the project includes:

- 6.2. All environmental sustainability aspects with a particular focus on energy and carbon (embodied and in-use).
- 6.3. The built environment lifecycle, as illustrated in Appendix 1, considering the various roles and activities within each stage.
- 6.4. Domestic buildings; non-domestic buildings; infrastructure/civils
- 6.5. New and existing buildings/structures.
- 6.6. Lifelong Learning: from new entrant and 14-19 programmes through to vocational and academic qualifications, CPD, accreditation and professional membership.
- 6.7. England, Scotland and Wales.
- 6.8. Useful sources of information which the tenderer may wish to draw upon is included within Appendix 2.
- 6.9. The guide budget for this scope is £45,000.

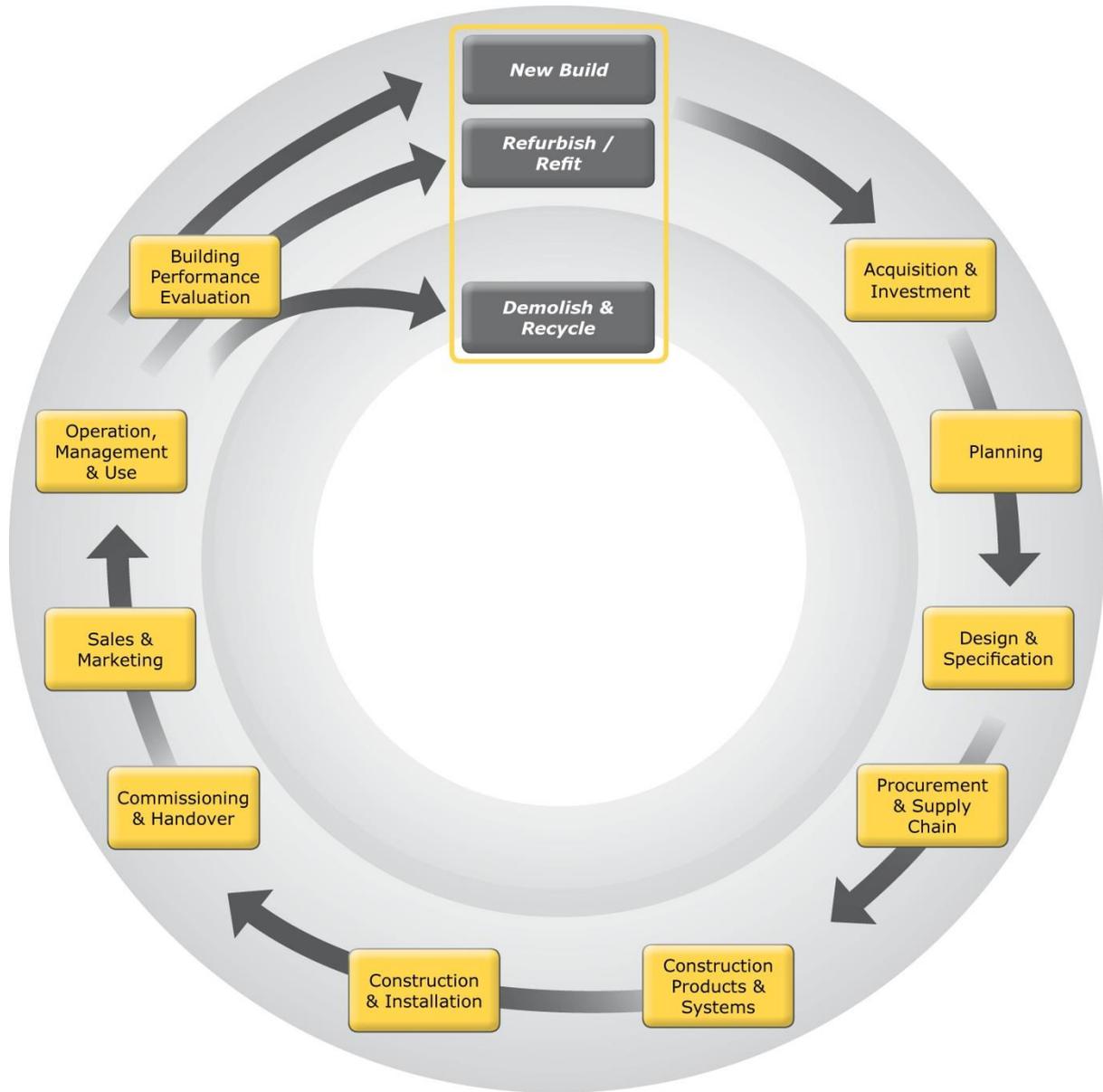
7. OUTLINE PROGRAMME

6 th March 2013	Out to Tender
w/c 25 th March 2013	Mid Tender Meetings
12 th April 2013	Tender Return Date
Mid to late April 2013	Appointment
Within 12 weeks of instruction	Completion

8. PAYMENT

- 8.1. Payment will be made on a monthly basis following an Invoice of work completed to date. This will be payable on the acceptance by CIC of the completed work.

APPENDIX 1: The Built Environment Lifecycle.



APPENDIX 2: List of suggested sources to draw upon

Publications

- The Build Up Skills Status Quo and Roadmap
- UKCES sector analyses for construction/ property sector
- DECC Energy Efficiency Strategy
- Sector Skills Analyses
- Relevant academic research – refer to GCB research summary/ map
- GEC Skills – summary response paper (2012)
- SSC/CIC – National Occupation Standards Map
- Academy for Sustainable Communities. Mind the Skills Gap
- Construction Industry Council. Sustainability Skills matrix for the Built Environment Functions. Sustainable Construction Taskgroup.
- HM Government (2011) Skills for a green economy
- Skills for a New Economy A paradigm shift in education and learning to ensure future economic success, Aldersgate Group

Organisations

- Professional institutes (RIBA, RICS, CIBSE, CIOB, ICE, IEMA etc)
- Sector Skills Councils (Green Skills Alliance)
- Construction Industry Council (CIC)
- UK-Green Building Council
- Green Gauge Trust
- GEC Skills Taskforce
- CBI

FORM OF TENDER

Project: GCB410 Establishing the knowledge & skills challenge for UK Green Construction

For the attention of:

Andrew Link
Construction Industry Council
Building Centre
26 Store Street
London, WC1E 7BT

Sirs,

Having examined the scope of work for the above Project, we offer to carry out the whole of the said Project in accordance with our proposed terms and conditions and our enclosed proposal for the sum of

£

Our proposal for the Project is described in the appended document, which also sets out our proposed terms and conditions.

We undertake to keep this tender open for acceptance for a period of 4 months from the closing date of submission.

We understand that you are not bound to accept the lowest or any other tender you may receive.

Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.

SIGNED by [full name of authorised signatory]

as [job title]

On behalf of [full name of Contractor]

Registered office/address

Date:

CERTIFICATE OF NON-COLLUSION

Project: GCB410 Establishing the knowledge & skills challenge for UK Green Construction

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle we warrant that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount or the conditions of the tender by or under or in accordance with any agreement or arrangement with any other person. We further warrant that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender:-

1. Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or conditions of any tender to be submitted.
3. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing set out or similar to those described in paragraph (a) or (b) above.

In this certificate, the work "person" includes any persons and any body or association, corporate or unincorporate and "any agreement or arrangement" includes any such transaction, whether made orally or in writing, whether formal or informal and whether legally binding or not.

We acknowledge that Construction Industry Council (CIC) will be entitled to cancel the contract if we or our representatives (whether with or without our knowledge) shall have practised collusion in tendering for the contract or any other contract with CIC or shall have employed any corrupt or illegal practices either in the obtaining or execution of the contract or any other contract with CIC. We agree to indemnify CIC in full on demand and to keep CIC fully indemnified on a continuing basis from and against all costs, claims, demands, damages and losses (including loss of profit and all indirect losses) arising under or in connection with any breach by us of the warranties set out in this certificate of non-collusion.

Signed:

On Behalf of:

Date: