|  |
| --- |
| A downloadable template tender scope and supporting documentation has been included at the below locations: [Tender Scope](https://www.gov.uk/government/publications/ACP-Toolkit-Template-Tender-Scope)[Excel annex pack](https://www.gov.uk/government/publications/ACP-Toolkit-Template-Tender-Scope-Annexes) |

|  |  |
| --- | --- |
| **Chapter 4 contents****Part 1 – Tender instructions**1. General information and instructions2. Submission of tenders3. Award process and timetable4. Evaluation criteria and scoring matrix5. Terms and conditions**Part 2 – Scope of requirements**1. Introduction2. Contract term3. Scope of requirements3.1. Introduction3.2. The estate3.3. Elements in scope3.4. Asset management (compliance) review3.5. Condition survey | 3.6. Sampling3.7. Reports3.8. Report issue and sign off process3.9. Progress reports3.10. Meetings3.11. Fee payments3.12. Site information for survey3.13. Liaison with site FM team, sub-contractors, and manufacturers3.14. To be returned with the tender4. Accompanying documentation**Part 3 – Tender price return**1. Introduction2. Tender price return format3. Accompanying |

Part 1 – Tender instructions

# General information and instructions

## The primary Appointers of this commission will be the [Authority, the SPV and the FM Co]. A Duty of Care will be provided by the successful bidder to [Authority, the SPV and the FM Co] in relation to this commission.

### Where agreed by the Appointers, the Surveyor may also provide a duty of care to other stakeholders/SPV Parties.

## Bidders are to note that this scope of Services will provide Asset Data to the Appointer Representatives for the Facilities included in Annex 2 - Estate Details. [The Surveyor will not be held responsible for any disagreements between the Appointers in relation to the Asset Data provided.]

## The Appointers’ Lead Representative will be responsible for liaising with all Bidders, responding to tender submissions and clarification questions, evaluating tenders, and making the final recommendation on the most advantageous quotation. The resultant contract will be between the Surveyor and the relevant parties of the Appointers.

## Please complete the response to requirements in English and ensure all costs included on the pricing schedule are in sterling (£GBP). The Appointers’ Lead Representative has the right to ask a Bidder for an explanation if they believe there has been an error in their Tender Return.

## All information contained in this tender pack is confidential and subject to the terms of the [Appointers to insert details of an appropriate NDA].

# Submission of tenders

## Please submit your tender responses, and all associated information by e-mail to:

Name:

Organisation:

Department:

Address:

E-mail:

## Ensure that all requested tender return documentation is submitted by the required Tender Return date and time, as follows:

Tender return date:

Tender return time:

## Please send any tender clarifications by e-mail to:

Name:

Organisation:

Department:

Address:

E-mail:

# Award process and timetable

## The tender timetable is as below:

**Note:** Prior to Tender Issue, Bidders will have prequalified for inclusion on the tender list, and also have signed appropriate non-disclosure agreements regarding the contents of this asset condition survey scope document, any subsequent documentation and information provided by the Appointers, and subsequent documentation and information produced and provided by the Surveyor.

Tender Timetable and Process

|  |  |
| --- | --- |
| **Stage** | **Date** |
| **Tender Period – [5] Weeks** |
| Tender Issue | Tender Issue Date |
| Last Date for Receipt of Tender Clarifications | Tender Issue Date + [3] weeks |
| Appointers Response to Tender Clarifications | Tender Issue Date + [4] weeks |
| Tender Return | Tender Issue Date + [5] weeks |
|  |  |
| **Tender Assessment: [5] weeks** |
| Tender Assessment Completion | Tender Return Date + [2] weeks |
| Bidder Presentations | Tender Return Date + [2] to [3] weeks |
| Completion of Tender Assessments and |  |
| Evaluation | Tender Return Date + [4] weeks |
| Internal Governance and Approval | Tender Return Date + [5] weeks |
| Award Date | Tender Return Date + [5] weeks |
|  |  |
| **Contract Agreement & Mobilisation: [4] weeks** |
| Contract Agreement and Signature | Approval Date + [2] weeks |
| Mobilisation of Survey Resources | Approval Date + [4] weeks |
| Appointers Site Team Preparations | Approval Date + [4] weeks |
| Pilot Survey Commencement | Approval Date + [4] weeks |
|  |  |
| **Pilot Survey: [4] weeks** |
| Complete Pilot Survey | Pilot Commencement + [2] weeks |
| Feed Pilot Survey results into survey delivery | Pilot Commencement + [2] to [4] weeks |
| Survey Commencement | Pilot Commencement + [4] weeks |

## The Appointers’ Lead Representative hopes to be able to confirm the identity of the Surveyor by the above award date although may, if necessary, extend the period for completing the award process. Bidder’s Tender Returns require, therefore, to remain open for acceptance for a minimum of [ninety] [90] days.

# Evaluation criteria and scoring matrix

## A minimum quality score of [75]% against the Quality Rating Criteria must be achieved, prior to price being considered and an overall evaluation score being generated.

## Accepted tenders will be assessed on a [40]% price and [60]% quality basis.

## Bidders are to clearly identify where sub-contractors will be utilised, and the details of such sub-contractors.

## Bidders are to identify in their Tender Return any current or past conflicts of interest in relation to the Appointers and any associated stakeholders to this commission, over the last [5] years.

## Quality Rating Criteria is as follows:

### Working Practices & Approach [20%]

Demonstrate how you will deliver the Service required to a high standard. Include examples of previous work you have undertaken providing similar services. Explain how you will deliver the Service to required timescales on these operational Facilities, including how you will maintain service impetus whilst managing interfaces with site facilities management teams, Appointers staff and representatives, and the public.

### Added Value & Technology [10%]

Demonstrate the innovative practices and tools you have incorporated within the Tender Return, and how such innovation differentiates you from your competitors. Demonstrate how you have developed technological applications that will be used on this commission.

### Handback Considerations [10%]

Demonstrate your understanding of PFI contract handback requirements, particularly in relation to the contracts and Facilities included in the Scope of Requirements.

Confirm how your knowledge of handback requirements will be used in fulfilling the requirements of this commission.

### Experience and References [20%]

Please provide relevant experience and references to clearly demonstrate capability in the Services, covering the review and assessment building condition, asset management (compliance), and the generation of the required data and reports.

Confirm that all staff and employees are trained to the required standard and have the required qualifications and experience to fulfil the requirements of the service scope. Provide curriculum vitae and career biographies for staff and employees who will be engaged on this commission. Any use of sub-contractors will require the prior approval of the Appointers. Site access will only be granted if appropriate checks have been undertaken and up to date certification held regarding Disclosure and Barring Service (DBS) in England and Wales, and Basic Disclosure in Scotland; please confirm how this will be managed.

## The Appointers will require selected preferred Bidders to present their proposal at a second stage of Bidder selection and clarify any outstanding questions before formal award to ensure all contents of submission are accurate, and to mitigate any unforeseen variables and variations.

## The Appointer Representatives will score the Bidders response to each question using the evaluation scoring matrix below:

Evaluation scoring matrix

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| Inadequate | 0 | The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes for this contract. |
| Serious reservations | 1 | There are serious indications that the Bidder will not be able to achieve the outcomes required for this contract. |
| Slight concerns | 2 | There are slight concerns that the Bidder will not be able to achieve the outcomes required for this contract.  |
| Fully capable | 3 | A satisfactory answer indicating the Bidder is fully capable of delivering the required outcomes for this contract. |
| More than capable | 4 | A strong answer indicating the Bidder is fully capable of delivering the required outcomes for this contract and will add further benefits. |

# Terms and conditions

## Appointment Terms and Conditions will be the Royal Institution of Chartered Surveyors (RICS) Standard Form of Consultants Appointment dated May 2022, as Annex 1 - Surveyor Consultancy Agreement.

## The RICS Standard Form of Consultants Appointment is available in three versions, for use in England and Wales, Scotland, and Northern Ireland.

## The Surveyor [as an organisation] shall be pre-qualified as having demonstrated the professional competence, wherewithal and technical knowledge required to perform to the Services and that this competence and experience is appropriate to the nature and complexity of the Facilities. [e.g., a hospital should not be surveyed by a residential surveyor; complex plant should not be surveyed by a general building surveyor].

## The Surveyor, as a regulated practice [RICS etc.] will undertake the Services in accordance with the requisite professional codes of conduct and professional due diligence as stipulated by the regulating body’s [RICS etc.] regulations and relevant codes of practice.

There may be more than one appropriate regulating body [RICS, CIBSE…], and each code of conduct shall limit the individual or organisation to conducting only services for which it is competent to perform.

## The Surveyor’s team as, or as supervised by, chartered professionals will automatically assume a professional duty of care owed to the Appointers to undertake the Services whilst observing the skill and care of a ‘reasonable professional’.

## Collectively the above requirements bring about a necessity for the Surveyor to act diligently, rigorously, and impartially in carrying out the Services, or with ‘reasonable skill and care’. ‘Reasonable skill and care’ is determined in consideration of the education and training of the professional and is a significantly higher standard than that which might be expected of a layperson.

Part 2 – scope of requirements

# Introduction

[NOTE: The purpose of this Part 2.1 Introduction is to provide details
of the project to be surveyed. Project specific details are to be included
by the Appointers in the following clauses 1.1 to 1.6 for the information
of Bidders.]

## [Briefly describe the Appointers organisation size, scope, and responsibility].

## [Briefly describe the scope of this tender opportunity, number of projects, location of projects, Gross Floor Area, and the survey services required].

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract** | **Site** | **Building** | **GIA** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Outline what the Appointers are looking for from this tender process, being the opportunity to engage with a Surveyor to ensure a successful and constructive survey and handback process for the Appointers and FM Co [and the following Stakeholders/SPV Parties, for which an additional duty of care is to be proved by the Surveyor].

[Provide a list of Stakeholders/SPV Parties that will be impacted by the survey process and its findings].

## Outline the Appointers team that will interface with the Surveyor when delivering the Scope of Requirements. Provide the details of each Appointer Representative and the Appointers’ Lead Representative who will act as the nominated representative and lead party of the Appointers.

## Note that the Survey will need to be conducted on operational sites delivering [healthcare]/[educational]/[custodial]/[emergency] services.

## Note that close liaison will be needed between the Surveyor and the Appointers to ensure effective Services are provided.

# Contract term

## The contract term will be from appointment of the Surveyor to completion and sign-off of the Scope of Requirements.

# Scope of requirements

## Introduction

#### This Scope of Requirements sets out the services to be provided, and the information to be provided within the tender return.

#### The services break down in to three parts:

##### Asset Management (Compliance) Review

##### Asset Condition Survey

#### It is expected that the Asset Management (Compliance) Review will be completed ahead of the asset condition survey, to enable the Asset Management (Compliance) Review findings to inform the asset condition survey.

## The estate

#### Please refer to Accompanying Document Annex 2 - Estate Details which details the following information regarding the Estate to be surveyed and assessed as part of this commission.

##### Contract

##### Building Number

##### Site

##### New Build/Existing Building at Financial Close

##### Age of Existing Building at Financial Close

##### Gross Floor Area (GFA) (excluding Multi Storey Car Parks)

##### Confirmation of whether Multi Storey Car Park is included in scope

##### Number of Multi Story Car Park Bays

##### Multi Storey Car Park Gross Floor Area

##### Site Address

##### Concession Commencement

##### Concession Duration

##### Concession End

##### Contract Period (Year)

#### Appointers are to make clear the extent to which the Surveyor is to survey and assess Known Issues.

[Insert extent of Known Issues to be surveyed and assessed by the Surveyor]

## Elements in scope

Please refer to Accompanying Document Annex 3 - Elements in Scope which details the Elements to be surveyed and assessed per building, as part of this commission.

## Asset management (compliance) review

### Compliance Audit Principles, Scope, and Outputs

#### The compliance review shall adopt the following review principles for all assets and systems:

##### Assess the data and systems in place

##### Comment on the management of risk in respect of health and safety

##### Comment on the management of risk in respect of compliance

##### Provide details of noncompliance

#### The compliance review scope and required output is included in Annex 4 – Asset Management (Compliance) Review Checklist.

#### Data captured from the Asset Management (Compliance) Review may be used by the SPV in the fulfilment of its contractual obligations, e.g., Service Improvement Plans.

### Compliance scale and interpretation guide

The following compliance scale is to be used when carrying out the asset management (compliance) review. Each asset, system and area shall be assessed against the following criteria, with grade ‘green’ being deemed compliant and grades ‘amber’ and ’red’ being non-compliant. The survey shall be conducted in accordance with all relevant industry guidance.

Compliance Assessment Scale

|  |  |
| --- | --- |
| **Grade** | **Assessment Guide** |
|  Green | Compliant – all the necessary health and safety control measures are functioning as intended and the relevant Project Requirements are met in full |
|  Amber | Evidence of partial compliance - some of the relevant Project Requirements are met; however, issues were noted that mean it does not meet all of the Relevant Project Requirements. Actions will be necessary to address the deficiencies noted. |
|  Red | Limited or no information of compliance, or the basic requirement is not being met. Systems, procedures and/or control measures are not functioning as designed and/or will have an impact on either statutory compliance and/or relevant Project Requirements. Action is required in order to demonstrate compliance. |
|  Grey | System, service, or requirement is not applicable to the site or the relevant Project Requirements. |

### Material or imminent risks to health & safety

Any material or imminent risks to health and safety should be notified immediately to FM Co and the Appointors’ Lead Representative (including, without limitation, notifications required under the RICS Surveying Safely/HSAWA Duty of Care).

### Findings and additional services

#### Where the Surveyor believes that it is necessary for further and/or specialist inspections, opening-up, witness of operation, or other aspect in addition to the Scope of Requirements in order for it to be able to apply the ‘Compliance Scale’ appropriately and/or otherwise to allow it to assign a Compliance Scale appropriately, it shall notify the Appointers of the matter in writing as soon as possible and consult with the Appointers as to the measures proposed to be taken to resolve such matter by the most appropriate means.

#### The Surveyor shall meet with the Appointers to discuss the recommendations made and agree the further action to be taken.

## Condition survey

### Condition Survey Principles, Scope, and Outputs

#### The Survey shall adopt the following principles for all assets:

##### Assess the data and systems in place;

##### Carry out an industry standard Non-Intrusive Survey and assessment;

##### Carry out a project-specific Non-Intrusive Survey and assessment.

#### The condition survey required output is included in Annex 5 – Data Capture Requirement.

#### The data captured from the Survey may be used by the SPV in the fulfilment of its contractual obligations, e.g., maintenance and lifecycle plans.

### Base data

#### Base Data is to be provided by the Appointers to the successful Bidder, and shall comprise the following information:

##### Accommodation Schedule

##### As-built Drawings

##### Room Data Sheets

##### O&M Manuals

##### Asset Register

##### Condition Appraisals

##### PPM Task Lists

##### PPM Schedules

##### Equipment List (to the extent not included in the Asset Register)

##### Variations Log

##### Environmental Condition Data

(As relevant and required contractually under the Project Agreement).

#### Contract Additional Information

In addition to the above Base Data, the following Contract Additional Information is to be provided to the Surveyor:

##### Annual Maintenance Plans (to the extent not included in the PPM Schedules)

##### Five-Year Maintenance Plans

##### Project Agreement and associated Schedules

(As relevant and required contractually under the Project Agreement).

**Note:** PPM Schedules, Annual Maintenance Plans and Five-Year Maintenance Plans may in some instances be included in a single Schedule of Planned Maintenance.

### General

The Surveyor shall conduct the Survey in accordance with all relevant industry guidance.

### Non-intrusive survey

#### A Non-intrusive Survey is to be carried out, comprising of a comprehensive, non- intrusive, room by room, asset by asset survey, inclusive of Accessible Ceiling Inspections.

#### The Non-intrusive Survey will include [100]% of the Maintainable Assets, subject to reasonable access.

#### The non-intrusive condition survey will assess the condition of each asset against two standards, being an assessment against the relevant industry standard condition gradings and condition indicators, and an assessment against the relevant Project Specific condition gradings and condition indicators. This will generate comparative condition data for the Appointers to consider during the preparation of maintenance plans.

### Asset condition assessment – non-intrusive survey - industry standard

#### This [Healthcare] facility condition survey is to be carried out against the [Healthcare] industry standard [NHS Risk Based Methodology for Establishing and Managing Backlog (2004)] condition gradings, as follows:

[**Note:** Use the relevant sector specific/industry standard condition gradings and condition descriptions where applicable/available.]

Industry Standard Condition Grading

|  |  |
| --- | --- |
| **Condition Grade (Industry Standard)** [Healthcare] | **Condition Description (Industry Standard)** [Healthcare] |
| A | As new and can be expected to perform adequately to its full normal life |
| B | Sound, operationally safe and exhibits only minor deterioration |
| B/C | Currently as B, but will fall below B within 5 years |
| C | Operational, but major repair or replacement is currently needed to bring up to condition B |
| D | Operationally unsound and in imminent danger of breakdown |

#### The associated [Healthcare] industry standard [NHS Risk Based Methodology for Establishing and Managing Backlog (2004)] building assets and engineering assets condition indicators are to be used.

[Note: Use the relevant sector specific/industry standard condition indicators where applicable/available.]

#### Should sector specific industry standard condition gradings and condition indictors not be available the Healthcare industry standard NHS Risk based Methodology for Establishing and Managing Backlog (2004) condition gradings and building assets and engineering assets condition indicators could be used if agreed by the Appointers.

### Asset condition assessment – non-intrusive survey - project specific

#### In addition, this [Healthcare] facility condition survey is to be carried out against project specific condition gradings, as follows:

Project-Specific Condition Grading

|  |  |
| --- | --- |
| **Condition Grade (Project Specific)** | **Condition Description (Project Specific)** |
| A | As new and fully compliant with the relevant Project Requirements |
| B | Fully compliant with the relevant Project Requirements, sound, operationally safe, exhibits only minor deterioration and in the case of internal and external fabric is of good appearance |
| B/C | Currently as B, but will fall below B within 5 years |
| C | Operational, but major repair or replacement is currently needed to bring up to condition B |
| D | Operationally unsound and in imminent danger of breakdown |
| **Note:** The above project-specific condition descriptions may change once the project-specific condition indicators have been developed and agreed by the Appointers. |

#### The associated project-specific condition indicators are to be compiled by the Surveyor using the project-specific condition indicators template provided in Annex 6 - Project Specific Asset Condition Indicators and utilised when undertaking the project-specific condition assessment.

#### The project-specific condition indicators are to be based on the [NHS Risk Based Methodology for Establishing and Managing Backlog (2004) building assets and engineering assets condition indicators framework], amended as required to reflect project-specific condition requirements.

#### It is to be noted that ”compliant with the relevant Project Requirements” is a project specific definition which will require the determination and agreement of all physical asset condition/ compliance requirements as required by the Project Agreement. This is a substantial task that will require appropriate interpretation and competence. All detailed grade indicators are relative to project-specific ‘relevant Project Requirements’ and should not be read as transferable across projects. Project-specific condition indicators are to be agreed with the Appointers prior to commencing Surveys. Appointers and the Surveyor are to take into account good industry practice when agreeing project specific condition indicators. Refer to guidance Appendix C-Asset Condition Classification for guidance regarding the compilation of project specific condition indicators, and good industry practice.

### Non-intrusive survey exclusions

#### The Non-Intrusive Survey is to exclude the following:

#### Physical dismantling.

#### Opening-up.

#### Disruptive investigations.

#### Survey subjects which are: covered, unexposed or inaccessible.

#### Any form of physical or material testing or analysis.

#### Validation of the combustibility, surface spread of flame characteristic or similar Building Regulation compliance of cladding panels or any other materials in the buildings.

#### Structural engineering appraisal of the building.

#### Inspection of cavity or other restraint wall ties or structural connections which by their nature are built into the construction and not visible without a measure of disruptive works.

#### Design audit, asbestos survey, any underground services inspections, environmental or nature audit or exploration for the incidence of invasive species.

#### Investigation into seepage pollution or contamination of any kind in, on, or around the assets, or which may affect the subject of the Survey.

#### Re-measurement of the Facilities (save for as required by the review of As-Built Drawings).

#### Full timber inspection (statement that parts or services are free from rot, beetle, contamination, corrosion, or other similar defects).

#### Investigation into the unsuitable use of high alumina cement or calcium chloride, calcium silicate brickwork, calcium silicate reaction in concrete, wood wool slabs used as permanent shuttering, cavity wall tie failure, radon gas seepage, PBCB or other materials considered as deleterious in construction, except insofar as such matter may come to knowledge in the normal course of inspection of the materials and state of repair.

#### Full access and itemised fire-stopping inspections.

#### Sample or analysis of the sulphate content of the load bearing sub-soil adjacent to the foundations, or enquiries as to general ground conditions.

#### Environmental Risk Assessments or Flood Risk Assessments.

#### Written enquiries in respect of existing user rights, proposed use, town planning and road widening, legal interests, prescriptive rights, easements, wayleaves, or statutory consents.

#### Disability Access Audit pursuant to The Disability Discrimination Act 2005.

#### Fire risk assessment validation/compliance or fire strategy alignment

#### Access into confined spaces

### Accessible ceiling inspections

The Survey shall include a sample of inspections to ceiling voids of not less than [10]% Gross Floor Area. The location of ceiling inspections is to be such that all room types, corridors, spaces, and functions are proportionately represented.

### Data capture

Please refer to Accompanying Document Annex 5 - Data Capture Requirement which details the data to be captured and reported on, as part of this commission. NRM coding to level 4 is to be included for all assets surveyed.

### Material or imminent risks to health & safety

Any material or imminent risks to health and safety should be notified immediately to FM Co and the Appointors’ Lead Representative (including, without limitation, notifications required under the RICS Surveying Safely/HSAWA Duty of Care).

### Pilot survey

#### A Pilot Survey [is/is not] to be undertaken to inform the main survey.

#### [The Pilot Survey will need to include a sample of assets across all Elements in Scope but covering a manageable Gross Floor Area m2 to enable the pilot to be undertaken in a [4] week period, including a [2] week site survey, followed by a [2] week analysis and feedback period to inform the main survey prior to main survey commencement.]

#### [For this tender, the agreed Pilot Survey scope is to be as below:

##### Building/Zone [XXX]

##### GIA [X] m2]

#### [The requirement for a Pilot Survey has been determined in considering the following:

##### Gross Floor Area to be surveyed

##### Complexity of building and engineering services to be surveyed

##### Availability of Base Data

##### Access restrictions

##### Familiarity with service scope

##### Other]

#### [The Pilot Survey is to include the following services:

##### Asset Management (Compliance) Review

##### Asset Condition Survey]

### Findings and additional services

#### Where the Surveyor believes that it is necessary for further and/or specialist inspections, opening-up, witness of operation, or other aspect in addition to the Scope of Requirements in order for it to be able to apply the relevant ‘Condition Grade Condition Indicators’, and/or otherwise to allow it to assign a Condition Grade appropriately, it shall notify the Appointers of the matter in writing as soon as possible and consult with the Appointers as to the measures proposed to be taken to resolve such matter by the most appropriate means.

#### The Surveyor shall meet with the Appointers to discuss the recommendations made and agree the further action to be taken.

## Sampling

### Principle

For all aspects of the Services for which a sample is required to be taken, the Surveyor shall undertake a review of no less than the specified sample sizes specified within this Scope of Requirements in order to complete the Asset Management (Compliance) Report, and Condition Survey Report.

Additional sampling will only be carried out with the agreement of the Appointers.

### Sample factors

Where sampling applies, relevant items are to be selected to form the sample data, having regard to the following factors:

#### In the case of the Accessible Ceiling Inspections, the anticipated clinical disruption and asset density [to be assessed in conjunction with the Appointers].

#### In case of the remainder of the Services, on a risk-based criticality-derived basis having regard to the table of Critical Areas and Assets [to be agreed by the Appointers]

### Sample sizes

The following sample sizes shall apply:

| **Service Heading** | **Service** | **Sample Size** | **Reference** |
| --- | --- | --- | --- |
| Asset Management (Compliance) Review | As-built Drawings Review | [100] % of general arrangement drawings. | See “Annex 4-3 As Built Drawings”, for General Arrangement Drawings to review. Review drawings from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | As-built Drawings Review | [10] % of elevation drawings, and schematics, covering architectural, mechanical, external services, and external works. | See “Annex 4-3 As Built Drawings”, for elevation drawings and schematics to review. Review drawings from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | Room Data Sheets Review | [10] % of Gross Floor Area, such that all room types, corridors, spaces, and functions are proportionately represented. | Review Room Data Sheets from desktop and site surveys. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | O&M Manuals Review | [10] % of fabric assets and [10] % of engineering assets, such that all asset types are reasonably represented. | Review O&M manuals from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | Asset Register Review | [10] % of fabric assets, and [10] % of engineering assets, such that all asset types are reasonably represented. | See “Annex 4-4 Asset Register Requirement”, for available Asset Register. Review Asset Register from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | PPM Tasking Review | [10] % of statutory and mandatory maintenance PPM tasks, and [10] % of routine, non-statutory and non-mandatory maintenance PPM tasks. | Review PPM Task List from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance)Review | PPM Scheduling Review | [10] % of PPM schedules, such that all types of PPM scheduling are reasonably represented. | Review PPM Scheduling from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | Equipment List Review | [10] % of equipment assets, such that all equipment types are reasonably represented. | See “Annex 4-5 Equipment List Requirement”, for available Equipment List. Review Equipment List from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | Variation (Change Order) Review | [10] % of Variations (Change Orders). | Review Variations from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | Environmental Condition Review | [10] % of Gross Floor Area, such that all room types, corridors, spaces, and functions are proportionately represented. | See “Annex 4-6 Environment Condition”, for proposed environmental condition validation check sheet. Review environmental condition from desktop and site survey. Identify sufficiency and discrepancies. |
| Asset Management (Compliance) Review | CAFM System Review | [10] % of fabric assets and [10] % of engineering assets, such that all asset types are reasonably represented. | Review CAFM system from desktop and site survey. Identify sufficiency and discrepancies. |
| Condition Survey | Non-intrusive Condition Survey – Industry Standard | [100] % of Assets. | Conduct Non-intrusive Industry Standard condition survey as per Scope of Requirements. |
| Condition Survey | Non-intrusive Condition Survey – Project Specific | [100] % of Assets. | Conduct Non-intrusive Project Specific condition survey as per Scope of Requirements. |
| Condition Survey | Accessible Ceiling Inspections | Ceiling voids to a total of [10] % of Gross Floor Area, such that all room types, corridors, spaces, and functions are proportionately represented. | Conduct Accessible Ceiling Inspections as per Scope of Requirements. |

Refer to guidance [Appendix B-Base Data](https://www.gov.uk/government/publications/PFI-Asset-Condition-Playbook-Appendices) for guidance regarding Base Data assessment.

Refer to guidance [Appendix C-Asset Condition Classification](https://www.gov.uk/government/publications/PFI-Asset-Condition-Playbook-Appendices) for guidance regarding asset condition assessment.

### Findings and additional services

#### For all aspects of the Services for which a sample basis is required to be adopted, the Surveyor shall undertake a review of no less than the specified sample size in order to complete the Condition Survey Reports, and Asset Management (Compliance) Reports.

#### The Surveyor shall include full details of the review of the initial samples inspected in the Condition Survey Reports, and Asset Management (Compliance) Reports, and shall provide recommendations for any further action to be taken, which may include:

##### Undertaking no further action in respect of a particular sample

##### Expanding the sample

##### Undertaking more targeted review of particular issues, and/or

##### Such other action as the Surveyor considers appropriate to ensure that the Base Data and Facilities comply with and can be reasonably demonstrated to comply with the Project Requirements

#### The Surveyor shall meet with the Appointers to discuss the recommendations made and agree the further action to be taken, if any. Such action shall be Additional Services and shall be completed prior to issue of the Final Appointers Report.

## Reports

### Asset management (compliance) report

The ‘Asset Management (Compliance) Report’ contents shall focus on excel data provision, to enable Appointers to readily access, review, filter, and extract data for the purposes of asset management compliance clarification and forward management improvement planning.

The ‘**Asset Management (Compliance) Report’** is to reflect the importance of asset condition data consistency, conformity and accuracy, to provide efficient rectification planning. Consistent excel templates and data presentation is required and is to be prioritised over narrative reporting and free text.

The contents of the Asset Management (Compliance) Report are set out below. Refer to the [Example Asset Management (Compliance) Report](https://www.gov.uk/government/publications/Example-Asset-Management-%28Compliance%29-Report) for more information.

1. Front Cover Sheet: Site/building photograph, date of issue, issue number/reference
2. Introduction: Purpose, surveyors
3. Asset Management (Compliance) Review Compliance Scale: Confirmation of Asset Management Review Compliance Scale grading and associated assessment criteria
4. [Asset Management (Compliance) Review Summary Narrative: Summary narrative of key Outputs from the Asset Management Compliance Review, by category and Element]
5. Asset Management (Compliance) Review Checklist: Summary of key outputs by category and Element
6. Asset Management (Compliance) Review Checklist: Copy of the completed Review Checklist
7. Additional Services: List and summary scope of Additional Services undertaken Summary of Additional Services findings and recommendations

### Condition survey report

The ‘Condition Survey Report’ contents shall focus on excel data provision, to enable Appointers to readily access, review, filter, and extract condition data for the purposes of asset condition clarification and forward maintenance planning.

The ‘Condition Survey Report’ is to reflect the importance of asset condition data consistency, conformity and accuracy, to provide efficient rectification planning. Consistent excel templates and data presentation is required and is to be prioritised over narrative reporting and free text.

The contents of the Asset Condition Survey Report are set out below. Refer to the [Example Condition Survey Report](https://www.gov.uk/government/publications/Example-Asset-Condition-Report) for more information.

The Condition Report to be issued shall include the following sections:

1. Front Cover Sheet: Site/building photograph, date of issue, issue number/reference
2. Introduction: Purpose, surveyors, time of survey
3. Condition Assessment Criteria
4. Confirmation of condition assessment grading and associated condition descriptions used for industry standard, and project specific standard, [Summary Narrative: Summary narrative of key findings, by Element]
5. Elemental Summary of Asset Conditions: Elemental summary, table, graphs
6. Schedule of Asset Condition Grades:

Assets that have failed industry standard assessment and failed project-specific assessment: fail/fail

Assets that have met industry standard assessment but failed project-specific assessment: pass/fail

Assets that have failed industry standard assessment, but met project-specific assessment: fail/pass

1. Data Capture Sheet: The full data set captured as part of the survey
2. Additional Services: List and summary scope of Additional Services undertaken Summary of Additional Services findings and recommendations

## Report issue and sign off process

There will be a requirement to issue reports per service part, per contract, as follows:

### Reports

#### Draft Appointers Report issued for review, discussion, and comments (version 1).

#### Final Appointers Report issued (version 2).

## Progress reports

The following progress reports are to be issued during the survey and reporting period:

#### [Periodic] project team progress reports (frequency to be agreed and inserted), to comprise:

##### Health & Safety

##### Programme

##### Base Data Provision

##### Condition Survey Data generation

##### Asset Management (Compliance) Review Data generation

##### Access Issues

##### Stakeholder Liaison Issues

##### Resourcing

#### Monthly senior management progress reports, to comprise:

##### Health & Safety

##### Programme

##### Base Data

##### Condition Survey Reporting

##### Asset Management (Compliance) Review Reporting

##### Access

##### Stakeholder Liaison

##### Resourcing

##### Commercial

##### Technical

##### Financial

#### Quarterly Director progress reports, to comprise:

##### Health & Safety

##### Programme

##### Base Data

##### Reporting Status

##### Access

##### Stakeholder Liaison

##### Resourcing

##### Commercial

##### Technical

##### Financial

##  Meetings

The following meetings are to be organised and attended:

#### [Weekly joint Appointers Representative(s) and Surveyor project team review meetings

#### Monthly joint Appointers Representative(s) and Surveyor senior management project review meetings

#### Quarterly joint Appointers Representative(s) and Surveyor Director(s) project review meetings

#### Draft Appointers Report review meetings

#### Ad-hoc meetings as and when required

#### Additional review meetings as and when required]

##  Fee payments

Monthly meetings will be held between representatives from the Appointers project team and the Surveyor project team to determine the level of fees due to be paid, based on the staged payments agreed between the Appointers and the Surveyor.

##  Site information for survey

The Base Data will be made available to the Surveyor to assist in the provision of the required surveys and reports.

All reasonable steps will be made to make the Base Data available to the Surveyor.

Should the Base Data not be able to be provided, the Surveyor will remain responsible for the completion of the Survey and the issue of the required reports for the agreed fee and to the agreed timescales.

##  Liaison with site FM team, sub-contractors, and manufacturers

#### The Surveyor will need to liaise with the [Facilities Management site team] to arrange access to sites and buildings, the Site Information for Survey, site inductions, health & safety updates, and security checks.

#### All Surveyor staff engaged on site will need to hold the appropriate security cover/clearance, enhanced DBS and any other certification required to conduct surveys on the sites included in this tender.

#### Access to sites and buildings is to be arranged through the [Facilities Management site team]. Access will be made available as much as practicable, as the Facilities being surveyed will remain operational during the survey period. The Surveyor will remain responsible for the completion of the Survey and the issue of the required reports for the agreed fee and to the agreed timescales.

#### [It is assumed that surveys will be carried in [normal working hours.]

##  To be returned with the tender

Bidders are to return the following with their Tender Return:

#### Confirmation of your understanding of the Scope of Requirements

#### Price: Completed Tender Summary template

#### Quality: Proposed Working Practice and Approach

#### Quality: Added Value & Technology

#### Quality: Handback considerations

#### Quality: Experience and references

#### Survey programme

#### Reporting/milestone programme

#### Asset Management (Compliance) Review Methodology

#### Condition Survey methodology

#### The methodology for the determination of asset condition

#### The methodology for the determination, agreement, and application of project specific condition indicators in relation to the project specific condition survey

#### Confirmation of acceptance and understanding of Accompanying Documentation

#### Bidder company structure and organogram, including:

##### Organisation structure

##### Senior management team

##### Project management team

##### Project delivery team

##### Project support team

##### Building fabric expertise

##### Mechanical and Electrical services expertise

##### Relevant PFI expertise

##### Key contact to interface with the Appointers’ Lead Representative

#### Confirmation of resource as internal, subcontracted or agency

#### Proposed escalation process to manage issues that may arise

#### An example of a completed survey report in the format required

#### Proposed change mechanism should the scope of Services need to be amended

# Accompanying documentation

The following documentation is referred to within this tender and is provided to Bidders as part of the Scope of Requirements:

4.1 Annex 1 - Surveyor Consultancy Agreement

4.2 Annex 2 - Estate Details

4.3 Annex 3 - Elements in Scope

4.4 Annex 4 - Asset Management (Compliance) Review Checklist

4.5 Annex 5 - Data Capture Requirement

4.6 Annex 6 – Project Specific Asset Condition Indicators

Download the [Annex pack](https://www.gov.uk/government/publications/ACP-Toolkit-Template-Tender-Scope-Annexes)

Part 3 – Tender price return

# Introduction

This section sets out the format that Bidders are to use to return tenders, and the assessment weighting between price and quality.

# Tender price return format

Tenders are to be returned in the format provided in the Accompanying Documentation section below, including:

1. Tender Summary

2. Rates for Additional Services

# Accompanying Documentation

The following Tender Sum Template is to be completed and provided as part of the bid:

4.1 Annex 7 - Tender Summary Template

4.2 Annex 8 – Bid Evaluation Example

Download the [Annex pack](https://www.gov.uk/government/publications/ACP-Toolkit-Template-Tender-Scope-Annexes)