

Clarification Responses

Following the invitation to tender for 'FULL CONDITION SURVEYS & MAINTENANCE REPORTS FOR ALL BUILDINGS UNDER THE NATIONAL MUSEUM OF THE ROYAL NAVY' the following clarifications have been sought and responded to:

No.	Question	Response
1	Is an editable version of the ITT available?	Yes, an editable version in Word format can be sent to you on request. Email: Rachel.quick@nmrn.org.uk with the request.
2	Is an extension available for site visits and clarification questions?	Yes. Deadline for site visits now Wednesday 2nd December. Deadline for clarifications Friday 4th December. Please note that the deadline for tender submissions remains unchanged.
3	Do you have any preferred data collection/recording systems that are compatible with your CAFM system?	Details regarding the ability of our CAFM system are available as a download here: https://www.dropbox.com/sh/28yp0ez6meju0hy/AAA9a2gUVs2XJ50BKMK3GNvCa?dl=0
4	Are full drawings available for the buildings?	Due to the size of the files, PDF versions of the drawings are available to download. Please read the index document included as we do not have drawings for all buildings. The files are available here: https://www.dropbox.com/sh/opiqkxfpda22vdb/AAC7wFmzqn3LC1WbdY-9cKC_a?dl=0

5	Please can you confirm the programme to deliver the condition survey/ maintenance plans please. I note that the appointment is programmed for the end of this year, but when do you require the reports to be completed?	All reports are to be completed and invoiced for by 31 March 2021.
6	Is a QS/ cost consultant required on the proposed team?	The museum does wish to have an accurate understanding of maintenance costs going forward, but the precise constitution of the proposed team is a matter for tenderers.
7	Will the buildings be safe to access for survey from the outset of the commission?	Yes, all buildings are presently in use and have safe access.
8	Is the scope of the surveys intended to include MEP installations, and should we include MEP Engineer on our proposed team?	Yes, the surveys should include MEP installations.
9	<p>CAFM system -</p> <p>Are you able to provide the format / details of the CAFM system so we can understand how the surveys would need to feed into it?</p> <p>Is there a specific format the reports need to be in so they can be added to the CAFM system? Microsoft Word, Excel etc.</p> <p>Is there a specific format for the data capture or are we to provide a recommended format that will be approved / commented on prior to the surveys commencing?</p>	<p>Details of our CAFM system are available to download here:</p> <p>https://www.dropbox.com/sh/28yp0ez6meju0hy/AAA9a2gUVs2XJ50BKMK3GNvCa?dl=0</p>
10	Are there any access restrictions on any of the sites and buildings or are we to assume a free reign of access? e.g. is there any requirement to be escorted, out of hours work etc.	Portsmouth and Yeovilton are both situated on active MoD bases. Therefore out of hours work will need to be escorted by a member of the NMRN team. Deliveries and vehicle movements will also need escorting at any time of day. Escorts can be arranged with notice.

11	Are there any restrictions on the number of personnel that would be permitted to attend the surveys?	No
12	Are any security clearances required for any of the sites / buildings?	None are required. However, the exceptions are the sites at Portsmouth and Yeovilton, providing you undertake the work during the hours of 0900-1700 no escorts are required other than vehicle escorts to arrive at site. Outside of this time please see question regarding access.
13	Do we need to allow time for inputting the data onto the CAFM system or will we simply be providing the data in the form of the reports for someone else to input?	We are looking for data to be supplied in the Excel input format. NMRN will undertake the incorporation into the CAFM software.
14	Are there any site restrictions on using a drone with a CAA certified pilot?	We would have to arrange a permit with the MoD for the use of the drone on our sites at Portsmouth and Yeovilton. Gosport and Hartlepool would fall under any normal national and local legislations/restrictions.
15	Is a below ground drainage CCTV survey required for each site?	No.
16	Is an above ground drainage CCTV survey required for each site? e.g. drainage connections from above to below ground systems where rodding and maintenance is difficult.	No.
17	As 'Public Health Systems' is indicated as a reporting requirement, is this visual only?	Yes.
18	Do you have any H&S files and O&M Manuals for each site and if so will these be released in advance electronically, or will we need to view them at each site in paper form?	We have some O&M manuals, but very few. These will be viewable at each site.

19	Do you have Asbestos Management plans for each site?	Yes.
20	Please confirm the condition surveys and maintenance surveys are non-intrusive and visual only, and no testing is required. Also that M&E engineers are not required to unlock and open panels to live panels and plant etc.?	Correct – M&E surveys are to be non-intrusive.
21	Upon appointment would you release your annual and forecast CAPEX and OPEX so we can align with the maintenance report?	We would expect the surveys to inform our future CAPEX and OPEX expenditure, so do not see the present figures as relevant to the exercise.
22	Please confirm you do not require proposed RAMS with the tender submission.	Specific RAMS for each site/survey activity are not required as part of the submission, but will be required before work commences.
23	Would it be possible to receive an example S.6 Cost Breakdown please to ensure it is populated correctly?	We request that tenders very clearly show how you will undertake the work and the costs associated with this work; how you then break down this pricing further is up to you, but a guide is provided for you below this table.
24	Would we need to undertake research surrounding land uses that may impact future maintenance of the site, e.g. protected sites restricting access or operations?	We do not believe this will be necessary.
25	Would we need to undertake research on any possible ecology issues at each site, e.g. existing issues with bats/nesting birds/GCN?	Yes. We believe this may be an issue at the FAAM site in Yeovilton and Explosion site in Gosport.
26	The requirement for a structural engineers input cannot be anticipated. If required, is a recommendation for an engineers appointment acceptable, and not expected within our tender?	Associated cost should be clearly set out in the form of day/hourly rates. We would suggest an allowance is included for each site, which can be omitted from the cost if it is not drawn against.

27	Please confirm that external areas are excluded, i.e. the survey and reporting is for the buildings only, and not adjacent land, slipways, pontoons, structures below the waterline.	This requirement varies from site to site – at FAAM, Hartlepool and RNSM, external areas are included – railings, slipways etc. need to be allowed for. At PHD and Explosion, external areas are not included.
27. a	Do we need to allow for surveying from a dingy, boat or from underwater (scuba), or is the survey from land based vantage points only?	Water based surveys are not required. Tenderers should allow only for surveys of external areas such as slipways, pontoons, railings from land based-vantage points.
28	There are certain elements that are specialist in nature, such as hangar doors and their mechanisms. Are tenders to exclude specialist input, which can't always be anticipated prior to inspection?	Tenders must include provision for such specialist work.
29	Will the survey include confined spaces?	We do not believe access to confined spaces will be required as part of the survey work.
30	Are there any abnormally/extraordinarily high ceilings and ceiling voids, which cannot be accessed safely from a 'surveyors' ladder or similar?	Yes – areas at FAAM especially, which is constituted by aircraft hangars, has high ceilings that will require safer access than a surveyor's ladder.
31	To aid visibility into ceiling voids and to reduce H&S risks, would your FM team be able to provide an internal 'maintenance platform' if unusual working at height risks become apparent?	All access plant required to undertake work must be supplied and erected by the tenderer.
32	Can you provide the gross internal areas of each building on each site please?	At this time we only have the details on spaces as provided in the building drawings, so tenderers will need to estimate gross spaces from these or by undertaking a site visit.

33	As part of existing O&M Manuals, do you have existing maintenance records/logs for the equipment/systems detailing maintenance periods, maintenance carried out, breakdowns, failures etc.?	There is some information, but this is more detailed at some sites than others. For the purposes of tendering, it is suggested that tenderers assume that the availability of this information will be poor.
34	Can you confirm please that the CAFM System Guide is for reference only so the appointed consultant can merely ensure the report format is compatible (Windows Excel)? We assume this is the case as you have already advised all report uploading to CAFM with be undertaken by NMRN.	Final maintenance schedules should be supplied in the Excel format as set out. Final uploads and integration will be made by NMRN staff, but the data supplied must be in the appropriate Excel format for CAFM upload.
35	The CAFM Asset and People Management guidance document suggests that information is to be gathered down to component level. i.e. pumps, motors etc., which is also asset gathering, rather than just condition. Do NMRN require the surveys to report on a system by system basis, e.g. fire alarms to be reported as a single system, or are you requiring every component of a system to be surveyed?	The level of granularity required is system level – maintenance should be everything required for that system, but individual components do not need to be identified
36	The CAFM Asset and People Management guidance document refers to assets being fitted with bar code or QR code labels. Is this required as part of this commission or will NMRN undertake labelling themselves?	This is not required as part of the commission.
37	7.4(e) of the ITT asks for 'organisation's turnover that relates directly to the supply of this service'. Do you require turnover for the company as a whole, building consultancy only, or just for condition surveys?	The whole company please.

38	<p>Are we correct to assume that for the sub-tenanted areas, sub-tenant fixtures and fitting are not to be included which included in the surveys. Items such as the Laser Quest facilities; the climbing wall etc. And for the Museum areas that fittings such as show cases, displays temporary structures etc. are also excluded?</p>	<p>This is correct.</p>
39	<p>It is assumed that the Employer will provide records of the M&E services prior to commencement of our survey.</p>	<p>Maintenance records vary in quality. Available records will be supplied, but it should not be assumed that these will be complete or comprehensive in coverage.</p>
40	<p>In the Technical Question 7.5.3 it states "Please specify how you intend to insure the carvings during transport and the work"; what is meant by this and what is it intended to cover?</p>	<p>This should not have been included in the tender documentation. Apologies. It has been removed and a revised document issued.</p>
41	<p>For surveys of this nature, it is usual practice, to carry out the surveys of the external fabric of the building on the basis of what can be seen from ground level/from vantage points/ from a ladder or what can be safely accessed with existing access routes externally or from within the building e.g. access to roofs via cat ladders, internal stairs etc.</p> <p>We would respectfully suggest that it would not be prudent to include for additional access costs (such as a cherry picker) unless a specific problem has been identified in these tender documents and we have been advised that there is no safe access available to inspect.</p>	<p>Agreed.</p>

42	<p>We note the scoring included for quality section.</p> <p>Relevant skills and experience 20% Understanding of the brief 10% Quality of the method statement and approach 20%</p> <p>Can the scores please be referenced back to the numbered questions we are to complete? e.g. 7.5.2 xx% 7.5.3 xx% and so on</p>	<p>No, the scores cannot be referenced back to the questions in this manner.</p>
	<p>NMRN update:</p>	<p>We are omitting the buildings Storehouse 12 and the Victory Gallery at our Portsmouth site from the tender.</p>

Table relating to question 23:

Item	Description	Staff Member/Sub Contractor lead	No. of Days to complete	Cost (£) (Lump Sum)	Program
1	Portsmouth				
1.1	Plant/Access		0.X	£X	Week commencing (w/c)
1.2	Internal inspections				
1.3	External inspections				
1.4	Site Report				
1.5	Etc.				
SUB TOTAL		X Days	£X	w/c – w/end	X Days
2	Gosport				
2.1	Plant/Access		0.X	£X	Week commencing (w/c)
2.2	Internal inspections				
2.3	External inspections				
2.4	Site Report				
2.5	Etc.				
SUB TOTAL		X Days	£X	w/c – w/end	X Days
3	Yeovilton				
3.1	Plant/Access		0.X	£X	Week commencing (w/c)
3.2	Internal inspections				
3.3	External inspections				
3.4	Site Report				
3.5	Etc.				
SUB TOTAL		X Days	£X	w/c – w/end	X Days
4	Hartlepool				
4.1	Plant/Access		0.X	£X	Week commencing (w/c)
4.2	Internal inspections				
4.3	External inspections				
4.4	Site Report				
4.5	Etc.				
SUB TOTAL		X Days	£X	w/c – w/end	X Days
5	Report(s)				
5.1	Final reporting and issue		X Days	£X	w/c
	<i>Final invoice</i>				
TOTAL LUMP SUM (EXC. VAT)			X Days	£X	w/c – w/end