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2, rue Mercier, 2985 Luxembourg, Luxembourg Fax: +352 29 29 42 670

E-mail: ojs@publications.europa.eu

Info & on-line forms: <http://simap.europa.eu>

Contract notice
(Directive 2004/18/EC)

Section I : Contracting authority

I.1) Name, addresses and contact point(s):

Official name: [Wolverhampton City Council as administering authority for the West Midlands Pension Fund](#) National ID: *(if known)*

Postal address: [West Midland Pension Fund, 5th Floor, Mander House, Mander Centre](#)

Town: [Wolverhampton](#) Postal code: [WV1 3NB](#) Country: [United Kingdom \(UK\)](#)

Contact point(s): [Investments Division, West Midlands Pension Fund](#) Telephone: [+44 1902552089](#)

For the attention of: [Mike Hardwick](#)

E-mail: mhardwick@bloomberg.net Fax:

Internet address(es): *(if applicable)*

General address of the contracting authority/entity: *(URL)* <http://www.wolverhampton.gov.uk/>

Address of the buyer profile: *(URL)*

Electronic access to information: *(URL)*

Electronic submission of tenders and requests to participate: *(URL)*

Further information can be obtained from

The above mentioned contact point(s) Other (please complete Annex A.I)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from

The above mentioned contact point(s) Other (please complete Annex A.II)

Tenders or requests to participate must be sent to

The above mentioned contact point(s) Other (please complete Annex A.III)

I.2) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local sub-divisions

National or federal agency/office

Regional or local authority

Regional or local agency/office

Body governed by public law

European institution/agency or international organisation

Other: (please specify)

I.3) Main activity

- General public services
- Defence
- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: (please specify)

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities:

yes no

information on those contracting authorities can be provided in Annex A

Section II : Object of the contract

II.1) Description :

II.1.1) Title attributed to the contract by the contracting authority :

[St Andrews House, London - Refurbishment - Architectural Services](#)

II.1.2) Type of contract and location of works, place of delivery or of performance :

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- | | | |
|---|---|--|
| <input type="radio"/> Works | <input type="radio"/> Supplies | <input checked="" type="radio"/> Services |
| <input type="checkbox"/> Execution | <input type="checkbox"/> Purchase | Service category No: 12 |
| <input type="checkbox"/> Design and execution | <input type="checkbox"/> Lease | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="checkbox"/> Rental | |
| | <input type="checkbox"/> Hire purchase | |
| | <input type="checkbox"/> A combination of these | |

Main site or location of works, place of delivery or of performance :

[London](#)

NUTS code: [UKI1](#)

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS):

- The notice involves a public contract
- The notice involves the establishment of a framework agreement
- The notice involves the setting up of a dynamic purchasing system (DPS)

II.1.4) Information on framework agreement : *(if applicable)*

- Framework agreement with several operators Framework agreement with a single operator

Number :

or

(if applicable) maximum number : of participants to the framework agreement envisaged

Duration of the framework agreement

Duration in years : or in months :

Justification for a framework agreement, the duration of which exceeds four years :

Estimated total value of purchases for the entire duration of the framework agreement *(if applicable, give figures only)*

Estimated value excluding VAT : Currency :

or

Range: between : : and : : Currency :

Frequency and value of the contracts to be awarded : *(if known)*

II.1.5) Short description of the contract or purchase(s) :

Architectural Services in relation to St Andrew's House.
 Constructed in the late 1980's this purpose built office, circa 51,000 sqft, is arranged over basement, part mezzanine, ground and eight upper floors.
 The building is of steel-framed construction with upper floors of suspended concrete construction. The building is air conditioned but it is envisaged that the existing services will be replaced as part of the works.
 The sloping terrain around St Andrew's House results in the ground floor access at the rear from Thanvies Inn being at 1st floor level on St Andrew Street. The lower ground floors have the potential for a change of use.
 Planning consent is granted for a single storey roof extension which expires in November 2013.
 The building will be handed back to the Fund in late September 2013 and it is planned to be refurbished to a high standard in order for it to be re-let to achieve the maximum rental income and presented to the market in the third Quarter of 2014, this is to include:
 The Cat A refurbishment of the office space.
 Comprehensive ground floor and office reception refurbishment and all common parts and facilities.
 The refurbishment/reconfiguration of the cores.
 Roof top extension.
 New services throughout.
 Enhancement of the energy performance to achieve BREEAM Very Good rating as a minimum.
 British Council for Offices Compliant.
 The development budget to be in the region of £7 million.

II.1.6) Common procurement vocabulary (CPV) :

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	71221000	

II.1.7) Information about Government Procurement Agreement (GPA) :

The contract is covered by the Government Procurement Agreement (GPA) : yes no

II.1.8) Lots: (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots: yes no

(if yes) Tenders may be submitted for

one lot only

one or more lots

all lots

II.1.9) Information about variants:

Variants will be accepted : yes no

II.2) Quantity or scope of the contract :

II.2.1) Total quantity or scope : (including all lots, renewals and options, if applicable)

Architectural Services appointment of approximately 28 month duration with a value in the range set out below

(if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : 150000.00 : and : 350000.00 : Currency : GBP

II.2.2) Information about options : (if applicable)

Options : yes no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months : or in days : (from the award of the contract)

II.2.3) Information about renewals : (if applicable)

This contract is subject to renewal: yes no

Number of possible renewals: (if known) or Range: between : and:

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: or in days: (from the award of the contract)

II.3) Duration of the contract or time limit for completion:

Duration in months : or in days: (from the award of the contract)

or

Starting: 01/06/2012 (dd/mm/yyyy)

Completion: 30/09/2014 (dd/mm/yyyy)

Section III : Legal, economic, financial and technical information

III.1) Conditions relating to the contract:

III.1.1) Deposits and guarantees required:(if applicable)

N/A

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

To be agreed

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:(if applicable)

Any

III.1.4) Other particular conditions:(if applicable)

The performance of the contract is subject to particular conditions : yes no
(if yes) Description of particular conditions:

III.2) Conditions for participation:

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if the requirements are met:

Applicants seeking to be included on the selected tender list for service providers are required to complete a prequalification questionnaire. This may be obtained from the following website <http://www.wmpfonline.com/Fund+Investments/Tenders.htm> described at III.2.3 and must be completed and returned by the deadline given at IV.3.4 below. The pre-qualification questionnaire shall include, but not be limited to, the matters detailed under clauses III.2.2 and III.2.3 below.

III.2.2) Economic and financial ability:

Information and formalities necessary for evaluating if the requirements are met:

The pre-qualification questionnaire will be accessible at the following website <http://www.wmpfonline.com/Fund+Investments/Tenders.htm>

Minimum level(s) of standards possibly required: (if applicable)

Please provide details of the company's public liability insurance cover as defined below:

Name of Insurer:

Policy Number:

Renewal Date:

Limit of Indemnity:

Excess:

PASS - All requested information provided with valid certificates for minimum of £2m cover.

FAIL - None or partial information provided, none or invalid certificates provided or insufficient level of cover
Please provide details of the company's public liability insurance cover as defined below:

Name of Insurer:

Policy Number:

Renewal Date:

Limit of Indemnity:

Excess:

PASS - All requested information provided with valid certificates for minimum of £10m cover.

FAIL - None or partial information provided, none or invalid certificates provided or insufficient level of cover.

Please confirm that, to the best of the company's knowledge, the organisation is not in breach of the provisions of Regulation 23 Public Contracts Regulations 2006 (as amended). In relation to mandatory or discretionary exclusion criteria.

PASS - Compliance with regulations.

FAIL - Non compliance with regulations.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if the requirements are met:

The pre-qualification questionnaire will be accessible at the following website <http://www.wmpfonline.com/Fund+Investments/Tenders.htm>

Minimum level(s) of standards possibly required: (*if applicable*)

Provide your previous experience with examples in the refurbishment of similar commercial office developments within a major city centre in the last 3 years: indicating the client, location, value, date started and completed.
(Minimum Standard - Example of one project)

Provide your previous experience with examples with Environmental Issues i.e. achieving BREEAM "Excellent" (or equivalent environmental assessment) in commercial offices in the last 3 years: indicating the client, location, value, date started and completed.
(Minimum Standard - Example of one project)

Provide your previous experience with examples in maximising floor to ceiling heights and net lettable floor areas in commercial offices in the last 3 years: indicating the client, location, value, date started and completed.
(Minimum Standard - Example of one project)

Please your previous experience with examples of where your involvement in a similar project has added value or benefit to the scheme in the last 3 years:

indicating the client, location, value, date started and completed.
(Minimum Standard - Example of one project)
Please provide the names and addresses of Clients that would provide a reference relating to your organisation.
(Minimum Standard - One Client for reference)
Please provide details of the experience and professional qualifications for the person(s) responsible for the project.
(Minimum Standard - Professional qualifications for one person proposed for the project)
Please provide details of your company's Quality Management System.
(Minimum Standard - A Quality Management System)
Please provide details of your company's membership of a relevant professional body, i.e. RIBA or equivalent.
PASS/FAIL

III.2.4) Information about reserved contracts:*(if applicable)*

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

III.3) Conditions specific to services contracts:

III.3.1) Information about a particular profession:

Execution of the service is reserved to a particular profession: yes no
(if yes) Reference to the relevant law, regulation or administrative provision :

III.3.2) Staff responsible for the execution of the service:

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes no

Section IV : Procedure

IV.1) Type of procedure:

IV.1.1) Type of procedure:

Open

Restricted

Accelerated restricted

Justification for the choice of accelerated procedure:

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) : yes no
(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

Accelerated negotiated

Justification for the choice of accelerated procedure:

Competitive dialogue

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:(restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators:

or

Envisaged minimum number: 5 and (if applicable) maximum number 7

Objective criteria for choosing the limited number of candidates:

[Please see PQQ for information on shortlisting criteria for subsequent invitation to tender](#)

IV.1.3) Reduction of the number of operators during the negotiation or dialogue:(negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated : yes no

IV.2) Award criteria

IV.2.1) Award criteria (please tick the relevant box(es))

Lowest price

or

The most economically advantageous tender in terms of

the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	

Criteria	Weighting	Criteria	Weighting
5.		10.	

IV.2.2) Information about electronic auction

An electronic auction will be used yes no

(if yes, if appropriate) Additional information about electronic auction:

IV.3) Administrative information:

IV.3.1) File reference number attributed by the contracting authority: (if applicable)

1862 - St Andrews House

IV.3.2) Previous publication(s) concerning the same contract:

yes no

(if yes)

Prior information notice Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

Other previous publications (if applicable)

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document: (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: 18/05/2012 Time:

Payable documents yes no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

IV.3.4) Time limit for receipt of tenders or requests to participate:

Date: 04/06/2012 Time: 12:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates: (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date:

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

Any EU official language

Official EU language(s):

EN

Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

until: :

or

Duration in months : or in days : (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders:

Date : (dd/mm/yyyy) Time

(if applicable) Place:

Persons authorised to be present at the opening of tenders *(if applicable)* :

yes no

(if yes) Additional information about authorised persons and opening procedure:

Section VI: Complementary information

VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement : yes no

(if yes) Estimated timing for further notices to be published:

VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds : yes no

(if yes) Estimated timing for further notices to be published:

VI.3) Additional information: *(if applicable)*

VI.4) Procedures for appeal:

VI.4.1) Body responsible for appeal procedures:

Official name: [UK Courts](#)

Postal address:

Town:

Postal code:

Country: [United Kingdom \(UK\)](#)

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

Body responsible for mediation procedures *(if applicable)*

Official name: [None](#)

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

VI.4.2) Lodging of appeals: *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

The Council will incorporate a minimum of 10 calendar days standstill period at the point where information on the award of the contract is communicated to tenderers. This period allows tenderers the possibility of reviewing and challenging the award before the contract is entered into. If any complaint or appeal cannot be otherwise resolved the Public Contracts Regulations 2006 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take legal action.

Tenderers should be aware that any such action should generally be brought within 30 days of the alleged breach and ideally as promptly as possible. Where a contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend documents and may award damages.

Damages may also be available after the contract has been entered into but at this point (i.e. after the contract is entered into) the grounds for setting aside the contract are more limited.

Once the contract is entered into any challenge as to the validity of the contract can only be made on certain specified grounds for a declaration of "ineffectiveness" - such challenges (i.e. those based on the limited grounds for ineffectiveness) must be brought within 6 months of the conclusion of the contract although tenderers should note that if the contracting authority informs them of the conclusion of the contract and provides a summary of the relevant reasons then that time period (i.e. 6 months from the conclusion of the contract) may be reduced to 30 days.

It is incumbent on tenderers to seek specific legal advice in relation to any proposed or actual challenge to the process and the applicable limitation periods.

VI.4.3) Service from which information about the lodging of appeals may be obtained:

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: (*URL*)

VI.5) Date of dispatch of this notice:

Annex A
Additional addresses and contact points

I) Addresses and contact points from which further information can be obtained

Official name: [Buro Four Project Services](#) National ID: *(if known)*
Postal address: [1 Naoroji Street](#)
Town: [London](#) Postal code: [WC1X 0GB](#) Country: [United Kingdom \(UK\)](#)
Contact point(s): [Buro Four Project Services](#) Telephone: [+44 2078325500](#)
For the attention of: [Rob Lane](#)
E-mail: rlane@burofour.com Fax: [+44 2078325599](#)
Internet address: (URL) <http://www.burofour.com>

II) Addresses and contact points from which specifications and additional documents can be obtained

Official name: [Buro Four Project Services](#) National ID: *(if known)*
Postal address: [1 Naoroji Street](#)
Town: [London](#) Postal code: Country: [United Kingdom \(UK\)](#)
Contact point(s): [Buro Four Project Services](#) Telephone: [+44 2078325500](#)
For the attention of: [Rob Lane](#)
E-mail: rlane@burofour.com Fax: [+44 2078325599](#)
Internet address: (URL) <http://www.burofour.com>

III) Addresses and contact points to which tenders/requests to participate must be sent

Official name: [Buro Four Project Services](#) National ID: *(if known)*
Postal address: [1 Naoroji Street](#)
Town: [London](#) Postal code: Country: [United Kingdom \(UK\)](#)
Contact point(s): [Buro Four Project Services](#) Telephone: [+44 2078325500](#)
For the attention of: [Rob Lane](#)
E-mail: rlane@burofour.com Fax: [+44 2078325599](#)
Internet address: (URL) <http://www.burofour.com>

IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name National ID (if known):
Postal address:
Town Postal code
Country

----- (Use Annex A Section IV as many times as needed) -----

Annex B
Information about lots

Title attributed to the contract by the contracting authority

Lot No : **Lot title :**

1) Short description:

2) Common procurement vocabulary (CPV):

Main vocabulary:

3) Quantity or scope:

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between :

and:

Currency:

4) Indication about different date for duration of contract or starting/completion:(if applicable)

Duration in months : or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Annex C1 – General procurement
Service categories referred to in Section II: Object of the contract
Directive 2004/18/EC

Category No [1]	Subject
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
Category No [7]	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.