

Project Information Memorandum
Hawkshead Campus Redevelopment
Site - A

(Contract Notice 2019-009584)

1.0 The Royal Veterinary College

The Royal Veterinary College (RVC) has a unique heritage in the English-speaking world of over two centuries of innovation and leadership in veterinary medicine. The College is alone in having accreditation from all the major veterinary professional bodies worldwide, with an offering of programmes more varied, and a graduating class larger and more diverse, than any other veterinary school.

The key mission statement of the College is set out below;

- **Vision**
To be the place of recommendation for education, clinical care, expert opinion and employment in veterinary medicine and science.
- **Mission**
To provide inspirational leadership and excellence in veterinary science through innovative scholarship and pioneering clinical activity.
- **Values**
What defines us is the combination of professionalism and commitment, manifest in a culture of compassion and caring, and one that speaks to others of our respect for our heritage, our dedication to quality and innovation, our devotion to the advancement of knowledge and the alleviation of suffering.
- **People**
At the heart of RVC life are our people; it is the quality of life of the community as a whole that defines our success and we aim to make this the bedrock of our aspirations.

The College has around 2,000 students enrolled on undergraduate programmes in Veterinary Medicine, Veterinary Nursing, Biological Sciences and a range of postgraduate taught and research degrees.

The College employs around 850 staff across two campuses one in Camden, Central London and the other in North Mymms, Hertfordshire, known as the Hawkshead Campus. College turnover in 2015/16 was £79 million with 43% of the income coming from teaching, 22% from research, 25% from clinical activities and the remainder from other commercial income, donations and endowment income. Income figures for 2017/18 is anticipated to be in the region of £85 million.

The Hawkshead Campus comprises a 575 acre land holding. The site contains Europe's largest small animal veterinary hospital, the majority of the clinical teaching and laboratory facilities and circa 400 student residences.

The Hawkshead Campus is identified as a 'Major Developed Site' within the Green Belt and is covered by the adopted District Plan for Welwyn and Hatfield Borough. Despite the College having a significant land holding, it is constrained in terms of its ability to expand into the surrounding Metropolitan Green Belt.

The Hawkshead Campus has undertaken significant capital development since 2008.

The main building projects have included;

- New student accommodation with 205 bed spaces, new refectory and conference space
- Teaching and Research Centre (TaRC) comprising new reception, teaching and research laboratories *
- New Equine Referral Hospital
- Queen Mother Hospital for Animals - refurbishment and extension to existing veterinary referral hospital
- Centre for Emerging Endemic Exotic Diseases – research laboratories
- Sports facility for staff and students

* CIF funding only assisted in a 50% contribution to the TaRC project

The Royal Veterinary College (RVC) has experienced a recent significant increase in teaching, clinical and research activities. This is now put increasing pressure on the College's buildings and facilities, particularly at the Hawkshead Campus. In 2018 the College submitted a site wide Masterplan to Welwyn and Hatfield Borough Planning Department which was formally recognised, by the Borough's Development Management Committee in the late summer.

The College has therefore embarked upon a significant project to expand and develop the heart of its Hawkshead Campus. The project intends to deliver a number of world leading facilities that will enhance the College's global reputation. Capital Funds have been approved by the RVC's Governing Council to design and develop a new multi-purpose building.

Due to the scale of the scheme, the College is now embarking upon a Restricted OJEU Procurement Process, in order to select the main contractor to accompany them on this journey.

This document sets out an overview of the project and the OJEU advertisement and selection process and the suite of documents that accompany this Project Information Memorandum.

2.0 Project Brief Development

Space management studies were undertaken by the College in 2016 in order to establish the outline requirements for new build space. These studies have identified a requirement for replacement of dated facilities and new expansion space.

In 2017 the College undertook a Restricted OJEU Procurement Process in order to assemble the project design team. The proposal was developed in consultation with the College, local authority and other stakeholder groups throughout 2018, culminating in submission of a planning application in November 2018.

The planning application has now been validated by the local planning authority and is expected to be determined within 3 months, in early 2019. In parallel with the above the design team has worked to develop to RIBA work stage 3, which had now been 'signed off' by the College. The RIBA Stage 4 design has commenced.

As a proportion of the new buildings are to be constructed over the footprint of some of the original 1950s campus buildings development, works are now being planned to isolate and relocate the existing services and to commence the asbestos removal and partial demolition.

The current plan is to isolate and divert services in order to provide a 'sterile' site, prior to the commencement of works on the main building project. The built areas and types of spaces to be constructed are set out in the tables below.

Areas should be considered as an estimate of Net Internal Floor area (NIA).

Ground Floor	Net internal floor area m ² (NIA)
AC. WC	6
Central Lab	155
Comms. Room	12
Deliveries and Store	102
Directed Learning Room x 3	373
Lab write up space	22
Group Learning Room	201
Large Equipment Store	37
Lecture Theatre	219
Flexible Space	104
Open Plan Office	64
Riser	45
Second Switch Room	12
Small Teach Room x 4	72
Store	25
Student Social Learning	379
Switch Room	31
Circulation	137
Atrium Space	489
Entrance Lobby	61
Lobby	12
Stair	100
Total	2658
1st Floor	
Comm Room	12
Lecture Theatre	444
Library	381
Library Reception	18
Social Learning	379
Study Room	29
Circulation	195

ACC.wc	7
WC	4
Riser	48
Lobby	28
Stair	79
4 person office	28
GLP Lab and RVC Business	22
Open Plan 6 Office	47
SME Lab	157
SME Office	99
SME TC lab	11
VMD Approved lab	13
VMD Approved TC Lab	13
Total	2014
2nd Floor	
Coat and Bag Store	12
Cold Store	24
Comms Room	12
Meeting Room	26
Office	63
Open Plan Office (32)	253
Open Plan Office (38)	205
Small Teaching Room (x3)	58
Store	37
Store/Prep	25
Teaching Lab	272
Teaching Room 8	29
Visiting Academics Lounge	70
Circulation	248
4 person office	109
Acc. WC	6
Plant Deck	154
Plant Room	188
Lobby	14
Stair	66
Riser	32
Total	1903
Total Net New Build Area	6575

Images of the proposed development are included as appendix A.

3.0 Anticipated Overall Project Programme

The College has reviewed the scope and scale of proposed development and anticipates that the works will be undertaken in three sections.

Section 1

The initial works section will comprise the completion of the laboratory areas to the South Eastern corner at both ground and first floor level. These areas are intended to become operational by July 2020.

Section 2

The second area for completion comprises the remaining new build areas, including the all-weatherings and completion of the external envelope. At this stage it is intended that all principal services will be completed and commissioned in January 2021.

Section 3 – (a)

This phase of the works entails the modifications to the entrance facility in the existing Eclipse Building and the formation of apertures in the external envelope to form linkages to the new development. These works will require the reconfiguration of the existing toilets and modification to the existing Café space, toilets and Student Centre. These works also include the formation of a new main façade.

Section 3 – (b)

In parallel with the above and as the functions of remaining Campus buildings can be diverted and the decanting process to the new development has been completed, work will commence to complete the external works and landscaping to the Northern part of the site. These works will commence with the demolition of the remaining sections of the central 1950s buildings.

Outline Construction Programme

Construction Period Section 1	July 2019 to July 2020
Construction Period Section 2	July 2019 to Jan 2021
Construction Period Section 3(a)	Feb 2021 to May 2021
Construction Period Section 3(b)	Feb 2021 to May 2021

* Phasing drawings shown in Appendix B

4.0 Procurement Methodology

The College has the procurement methodology and has concluded that a traditional procurement route would be appropriate, via a JCT Standard Building Contract (Without Quantities). The College will be retaining the majority of the design risk and the services of the design team. The contract will be administered by the lead designer, the appointed Architect.

The project is being tendered using an OJEU Restricted Tender Procedure. The initial shortlisting phase will be undertaken using an SQ shortlisting process.

The College has considered the project requirements and has set out scored SQ criteria based on six areas of experience as set out below. Experience is to be demonstrated for up to three relevant or similar projects (to the project the College intends to undertake).

Core Competency 1 – Quality of project experience

Core Competency 2 – Campus based project experience

Core Competency 3 – Project Management Systems

Core Competency 4 – Interventions within existing and surrounding buildings

Core Competency 5 – Building Services Installation

Core Competency 6 – Handover and Commissioning

There are also certain financial restrictions based around turnover and available cash included with the SQ documentation. Evidence of financial standing may be requested prior to the commencement of the tender stage.

The completed SQ returns will then be reviewed and scored by members of the College's Project Management Services Team and external advisors as necessary, on a 'blind' scoring basis.

Five shortlisted contractors will then be selected to proceed to the tender stage. The tender process will be conducted on the basis that the issue of the completed design and tender documents to contractors for pricing are within the timeframes set out below.

Once tenders have been returned responses from tendering contractors will be assessed to determine the most economically advantageous tender using the following weightings criteria:

Price score - 70 %

Quality based criteria - 30 %

Quality based submissions will be assessed in terms of analysis of the following:

- | | |
|--|---------------------|
| 1. Experience and qualifications of the project team | Maximum score 7.5 % |
| 2. Production of a delivery programme | Maximum score 7.5 % |
| 3. Logistics and phasing proposals | Maximum score 7.5 % |
| 4. Final presentation and interview | Maximum score 7.5 % |

Responses to items 1 to 3 will be required to be submitted at the same time as the tender returns, dates for interviews will be issued following the submission of the tender and accompanying documents. Further details of the price/quality submission requirements will be made available at tender stage.

OJEU (Restricted) Selection Procedure Timescales

The key dates of this select process are summarised as follows:-

Publication of OJEU notice	18/01/18
Expressions of interest received	22/02/19
Evaluation of interest received	25/02/19
Confirmation of tender short list	15/03/19
OJEU Restricted Procedure Tender Period	15/04/19
Tender return	07/06/19
Notification of award decision	18/06/19

5.0 Design Information

The College has worked with internal and external stakeholders to RIBA design stage 3. Drawing have been prepared for Architectural, Structural and Civil, Mechanical and Electrical Design disciplines.

The Design Team will be producing the RIBA stage 4 design prior to tender. These documents represent an expansion of detail over and above the stage 3 design and no significant changes in building form or quantity are anticipated.

Potential respondents should review the contract documents and design information in consideration of the willingness to enter into a competitive tender process for the appointment of a main contractor to undertake the development described.

6.0 Site Visits

Site tours will be by appointment arrangements only.

Queries of a general nature should be referred to Ian Humphreys, Head of Estates Projects in the first instance, as per the contact details below.

Ian Humphreys
Head of Estates Projects
Royal Veterinary College
Hawkshead Lane
North Mymms
Hertfordshire
AL9 7TA
Telephone – 01707 666976
Email ihumphreys@rvc.ac.uk

7.0 Submission Requirements

Your submission should be received by **NOON FRIDAY 22ND FEBRUARY 2019** at the Hawkshead Campus main reception, or earlier by post to Ian Humphreys at the address provided. Two copies of information should be submitted, with a covering letter. The package should be marked 'confidential – SQ return'. There should be no company markings on the outside of the package.

Appendix A – CGI images of the proposed development.

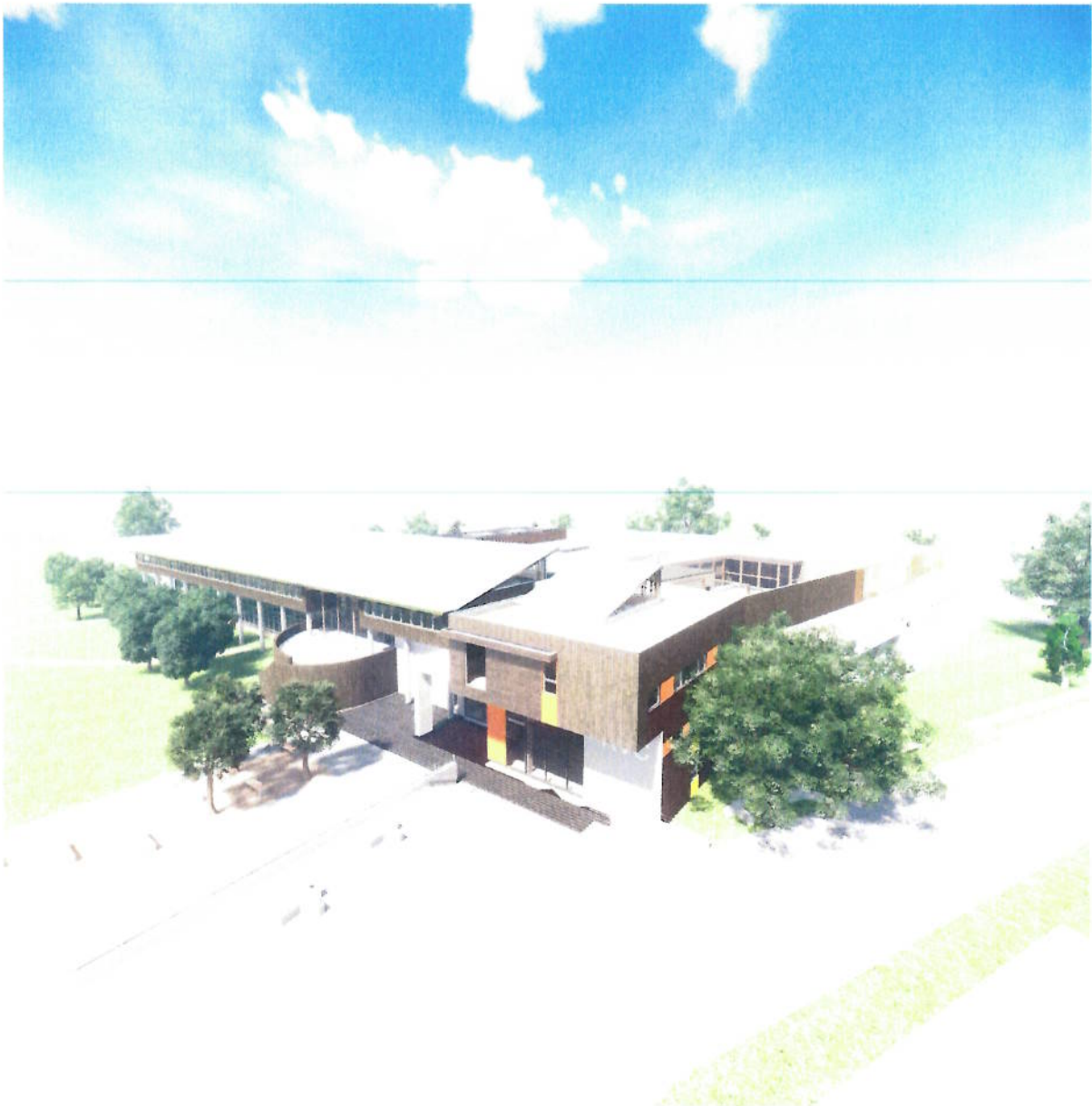
1) South East Aerial View



2) Modified Western Entrance



3) South Western Aerial View



4) North Eastern Elevation



5) Eastern Entrance



6) Internal Atrium View



Appendix B - Phasing Diagrams

Existing layout

Main Clinical Block Part Demolition (undertaken by RVC)

Phasing – Section 1 – TaRC Extension

Phasing – Section 2 – New build

Phasing – Section 3a – Entrance Areas and Toilets

Phasing – Section 3b – Main Clinical Block Remaining Demolition and Car Park



EXISTING LAYOUT



MCB Block Part Demolition



PHASING - Section 1 - TaRC Extension



PHASING - Section 2 - Newbuild



PHASING - Section 3a - Entrance Areas + Toilets



PHASING - Section 3b - MCB Block Remaining Demolition + Car Park