

Our ref: CASE/187569
22 May 2012

SCOTTISH GOVERNMENT INVITATION TO TENDER FOR THE PROVISION OF A REPORT ON SURVEY OF PROPERTIES AFFECTED BY GLASGOW HOUSING ASSOCIATION OVERCLADDING AND ASSOCIATED RE-ROOFING WORKS.

Circular Advice Note 1

Dear Sirs,

Please detailed below all the questions and answers raised in relation to the above named Invitation to Tender:

Q1. Re Mandatory requirements listed in Schedule M.2, membership of Professional Bodies; would RIAS be acceptable in lieu of RICS?

A1. Yes RIAS will be acceptable in lieu of RICS.

Q2. You anticipate sample size to be "at least" 250 properties. Can you explain how this sample size has been determined? Could a few (void?) flats be available to carry out (modest) disruptive tests?

A2. The sample size of "at least 250 properties" is considered representative in terms of properties that have had overcladding work completed by GHA. This number of units will allow the consultant to identify issues that are of statistical significance should any issues be found across a number of properties. The brief states that "The surveys should be non-destructive in nature. The Consultant shall be responsible for all damage to the properties as a result of the surveys and any reinstatement required shall be undertaken by approved Contractors to the satisfaction of GHA or the relevant owner. No destructive testing of the overcladding systems shall be undertaken without the agreement of GHA in order to preserve the warranties on the installed systems." However, if the consultant deems modest destructive testing necessary and can outline what the modest destructive testing is, what it will achieve and confirm that they will reinstate any damage that occurs, this will be considered further. It is possible that some void properties will be used as part of the survey, as agreed with GHA that a random selection of properties would take part in the survey.

Q3. In respect of mandatory requirement for membership of a professional body, will membership of other bodies be acceptable, for example, the institute of wood science whose, members possess special expertise in dampness diagnostics.

A3. RICS or an appropriate equivalent is required given the technical nature of the survey and that an appropriately qualified surveyor is sought for this work. The types of property that will be sampled during the survey and the overcladding type used requires a professional surveyor with experience in these areas. For these reasons, unfortunately, we will not accept members of the Institute of Wood Science.

Q4. Re: Item 4 within the Instructions for Tenderers, states “Tenderers may submit a tender using their own text creation facilities. However the content and layout must be identical to the Scottish Government version of the relevant sections of the tender, and must be in the same order”.

Does this include the Technical Proposal – Schedule 5, i.e. should we type direct into the tender documentation rather than create our own document? Please can you confirm your preferred format.

A4. Tenderers do not need to type directly into our tender document and can create your own document for your technical response. However, you may find for some schedules i.e. business probity and form of tender that it is easier to type into our documentation rather than creating your own.

Q5. Is there any indication of how many sample properties from each house type are to be surveyed?

A5. Part of the work of the consultant will be to agree a representative sample with SG and GHA. We anticipate that around 250 properties will be surveyed and there will be a cross match in property types. Tables 1 and 2 in the brief outline the house types that have had overcladding work completed. The sample will be taken from these property types.

Q6. We assume the percentage sample will be based on the findings from the Savills and BRE Reports which we note will be issued to the successful tenderer after contract award. This information would feed into our proposal as it will determine the extent of sample surveys to take place for the worst affected properties.

A6. The Scottish Government are commissioning a new survey that is independent and will not be influenced by previous reports - these are only for information on what issues have been explored so far. Therefore, the percentage sample will not be based from previous reports. The Successful tenderer should only use the reports for information.

Q7. Schedule 6 – “Pricing” - states in (1) that tenderers should provide a fixed fee for providing services detailed in Schedule 2. However

Schedule 2 defines the “Procurement Process” . Should Schedule 6 refer to Schedule 4 the “Statement of Requirements”?

A7. Yes, this is a typo. Tenderers should provide a fixed fee for providing services detailed in Schedule 4 (Statement of Requirements).

Q8. Is the type of wall overcladding system and roof system consistent for each property type, or have different systems been mixed?

A8. There are different overcladding types used. There are potentially 3 different insulated render systems used on the low rise properties. Roofs on low rise stock are predominantly concrete roof tiles – using a variety of tiles and manufacturer. Marley and Redland are the principle manufacturers.

Q9. How many property type/overcladding type/roof systems combinations are there?

A9. As above. Please also refer to table 1 in the brief that outlines the number of properties with overcladding work by house type.

Q10. Following appointment on 9th July 2012, when will information in schedule 4 (items 1-5 inclusive) be issued?

A10. On appointment we will issue the information in schedule 4 to the successful consultant. This information is currently held by GHA (BRE and Savills reports, specification on the systems used etc).

Q11. Following appointment on 9th July 2012, can inspections commence immediately or must they be delayed until after the meeting with the Scottish Government on 20th July 2012?

A11. No, inspections must wait until after the briefing on the 20th July 2012. This will allow the consultant to digest the information sent to them as described in schedule 4. We would also wish to know the consultant's programme of work in order that GHA customers and housing officers can be notified. GHA would then prepare time limited photographic identification cards for the surveyors for security purposes. This can be turned round in the same day once we are provided with names and photographs of the surveyors.

Q12. At this stage the full scope of investigations is unclear. Should our fixed price fee quote include outsourced costs for a range of possible investigations we may or may not use ? Can indicative provisional sums be included ?

A12. It is acceptable to include outsourced costs for a range of possible investigations that may or may not be used. An explanation of how these possible investigations will be used would be helpful. Exact costings are preferred but where this is not possible please provide provisional sums for outsourced work, ensuring you clearly indicate what sums are provisional.

Q13. Will we be provided with sticky labels with all individual addresses (if so how many copies of each)?

A13. Please see answer at A14.

Q14. Will an electronic spread sheet of addresses which could be printed onto sticky labels be provided?

A14. It is our expectation that the surveyors will provide us with the list of properties that they intend to inspect and that GHA would then jointly agree the wording with the contractor and issue letters to their customers. This will ensure that no data protection issues are breached.

Q15. Please confirm whether serviceable gantry cranes exist on multi-storey buildings and if these can be made available for use when undertaking the inspections.

A15. There are no serviceable gantry cranes / cradles on GHA's MSF stock

Q16. Please confirm whether pre-over cladding works survey information detailing the condition of the properties and their SAP Rating (or equivalent) would be made available.

A16. GHA do not hold this type of report for individual properties.

Q17. Please confirm whether any "As-Built" sectional details are available for the various property types.

A17. GHA have a number of archive drawings of most house types which they will make available. These are generally building and planning drawings rather than 'As Built' drawings.

Yours sincerely,


Portfolio Officer