

# **A framework guide for General Refurbishment including Energy Efficiency and Project Management (N7)**



## Introducing the SPA

The Scottish Procurement Alliance (SPA) is a new approach for procurement in Scotland, created for organisations that buy products and services for the construction, refurbishment and maintenance of social housing and public buildings. It is backed by LHC, one of the leading and most respected procurement organisations in the UK.

The SPA results from discussions with LHC members in Scotland who saw the huge potential of having a centre of excellence for procurement – focused on construction and refurbishment – which exclusively addresses Scottish needs, standards and aspirations.

Its formation is timely, coinciding as it does with the new procurement regulation in Scotland which places additional requirements on organisations involved in procurement using public funds. The significant new requirements are as follows:

- All spends of above £50,000 (for supply and services) and £2,000,000 (for works), must be compliant with the new regulation
- The specific social value and community benefit of each spend over this threshold must be stated (a requirement from 1st June 2016)
- Each organisation must publish a procurement strategy report on how local needs have been met (a requirement from 31st December 2016)

In this changing landscape for procurement and with its sole focus on Scotland, the SPA will be a hub of knowledge and insight for its partners, working in partnership with them to develop Scottish best practice, social value from procurement and positive outcomes for Scottish communities.

Dates correct at time of print.

## What makes the SPA different?

**SPA is set to change the landscape of procurement in Scotland, bringing significant benefits to partners and the communities they serve.**

Our vision is to be the recognised centre of excellence for procurement in Scotland, successful at ensuring every pound spent on the construction and refurbishment of public buildings and social housing adds to the quality of life enjoyed by the Scottish communities we serve.

### Active partnerships

Every partner can contribute to the frameworks SPA creates. They can ensure the requirements and specifications meet the needs of local communities and Scottish quality, price and value standards.

### Better procurement

The sharing of knowledge will drive both the precision and usability of frameworks, while at the same time enabling each partner to grow their insights into better procurement for social housing and public buildings, and develop effective strategies that meet regulatory requirements.

### Generating a collective fund

By using SPA frameworks for purchasing, partners within the alliance who spend over a specified threshold will receive a rebate which they can choose to contribute to The SPA Collective Fund for investment in community projects of shared benefit. Alternatively, some or the entire rebate can be returned to the individual partner to support their own sustainable procurement strategy.

### Backed by LHC

With a history that extends back half a century, LHC is one of the most experienced and respected providers of procurement frameworks in the construction sector. As a not-for-profit organisation it shares an ethos with the clients it supports with procurements services.

LHC will produce, house and manage the frameworks initiated by SPA partners, giving direct access to a tried and tested system that ensures compliance, quality and best value for partners, at the same time as enabling frameworks entirely shaped for Scottish requirements.

### Free membership

Joining the SPA is free for any organisation that is fully or part publicly funded. The membership application form can be downloaded here:

**[WWW.SCOTTISHPROCUREMENT.SCOT/SIGNMEUP](http://WWW.SCOTTISHPROCUREMENT.SCOT/SIGNMEUP)**



# About this framework

The SPA framework for General Refurbishment including Energy Efficiency and Project Management is available to all organisations in Scotland that are fully or part publicly funded.

This OJEU compliant framework offers:

- Supply and installation of energy efficiency and refurbishment measures
- Approved framework suppliers that are specialist, competent contractors (PAS 2030 and MCS or equivalent certified installers). All suppliers are compliant with all relevant funding streams (e.g. ECO Funding, Renewable Heat Incentive, Feed in Tariff and Devolved Administration funding)
- **Workstream 1:** Energy Consultants and Project Management Services including, but not limited to: Building energy policy and strategy development, energy audits and surveys, chartered surveyors reports and Green Deal Advice Reports (GDAR), project management services, building energy certificates, as well as principle design duties
- **Workstream 2:** The opportunity to appoint local SMEs through Individual Energy Efficiency & Renewable Measures including, but not limited to: External, cavity and internal wall insulation, traditional and individual biomass heating boiler systems, photovoltaic systems, air source heat pump systems (air to water), as well as district heating (heat interface units)
- **Workstream 3:** The opportunity to appoint large main contractors for All Energy Measures and Refurbishment Works including, but not limited to: Minor building works, kitchens and bathrooms, windows and doors, flooring, plumbing and waste, electrical rewires, power and lighting, internal and external finishes and decoration, walls and fences, roof repairs, footpaths, as well as, landscaping

Contract notices were issued by LHC on behalf of the Scottish Procurement Alliance (SPA), and are specified below:

- 2015/S210-381388 Scotland
- 2015/S 215-391842 Scotland

# The framework in action

As well as providing compliance, quality and best value to partners, the SPA framework for Energy Efficiency and Refurbishment supports a streamlined process from the award of a contract (call-off) to completion of a project.

<b>Competitive market prices</b>	<b>Quick and efficient procurement</b>	<b>Instant access to project data</b>
Prices in place at call-off stage maintain best value as established in the evaluation stage.	Speedy access to SPA framework suppliers and the options of a mini-competition or direct award to enable the final selection of a supplier(s) for a project.	Continuous access to information throughout the procurement process through the suppliers' on-line portal.
<b>Delivery periods guarantee</b>	<b>Advice on design and regulatory compliance</b>	<b>Service levels guarantee</b>
Guaranteed delivery periods that ensure services and works are delivered to meet work schedules.	Guidance on interpretation and conformity to all statutory regulations and planning requirements.	Guaranteed service levels from inquiry to supply, providing peace of mind that services and works will be conducted effectively.
<b>High quality standards</b>	<b>Quick project starts</b>	
Standards of quality maintained throughout projects through monitoring in accordance with the ISO 9001 Quality Management System.	Enabled by pre-tendered procurement that reduces the cost and time input by publicly funded organisations.	



# About this tender

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The tender process for this framework followed an open procedure which eliminates the pre-qualification questionnaire stage. Suppliers were given free and open access to the tender and offer documentation and answered suitability assessment questions.

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## Selection criteria

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>-- Financial information</li><li>-- Business and professional standing</li><li>-- Health and safety policy and capability</li><li>-- Equal opportunity and diversity policy and capability</li><li>-- Environmental management policy and capability</li><li>-- Quality management policy and capability</li><li>-- Sustainability and social inclusion policy requirements</li></ul> | <ul style="list-style-type: none"><li>-- Experience of working in public sector and partnering</li><li>-- Membership of professional bodies and/or trade associations and technical associations</li><li>-- Managerial and technical support, sales, marketing and supporting information</li><li>-- Technical and professional ability</li><li>-- Providing the full range of essential components on offer</li><li>-- Conformity to the SPA specification together with the expertise and quality of delivery</li></ul> |
|---|---|

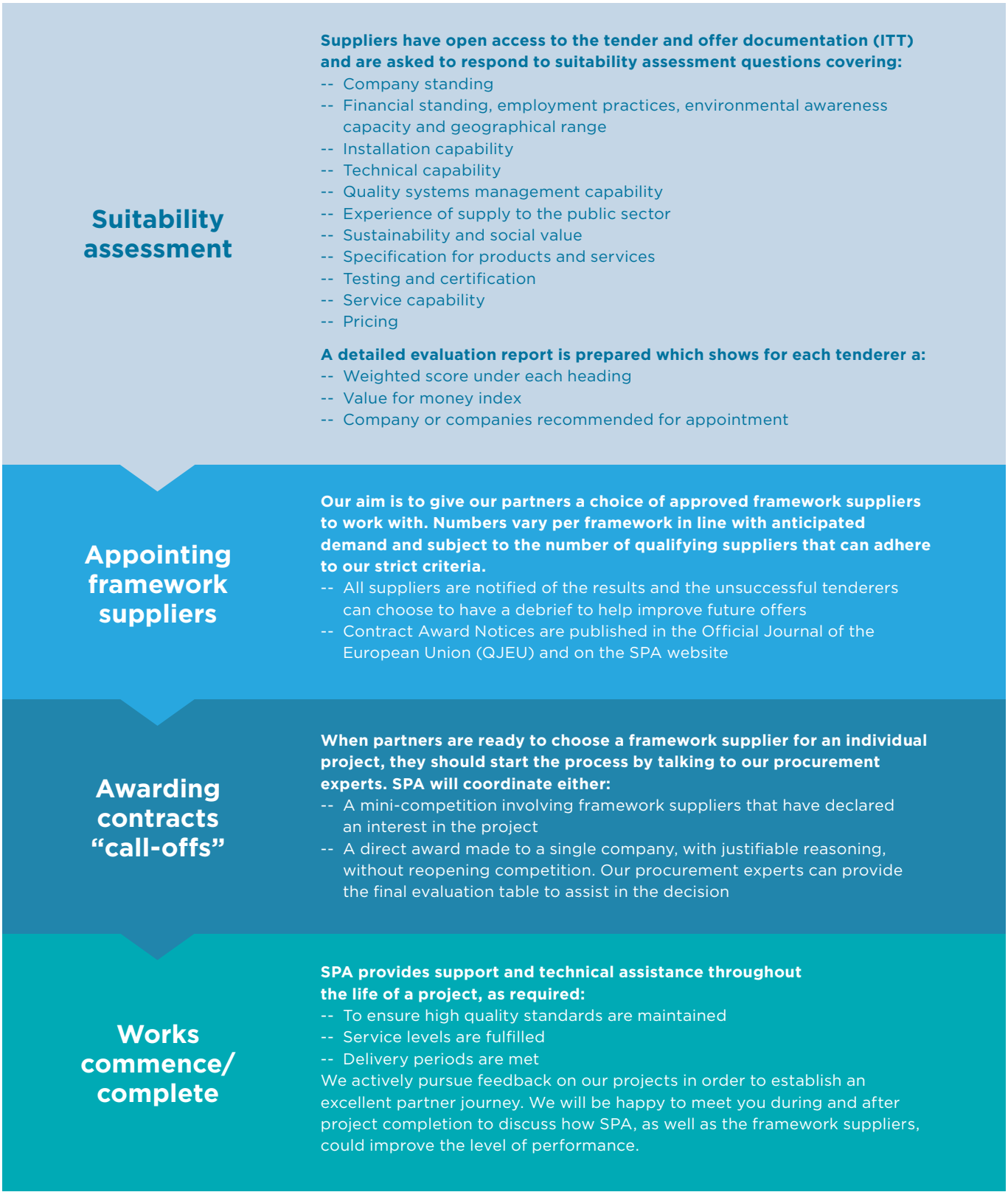
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**SPA framework suppliers have passed a rigorous evaluation process in order to serve the needs of our partners**



# From suitability to call-off contract

The diagram below shows the process a framework supplier completes in order to service the needs of SPA partners. It also highlights the support our partners receive.

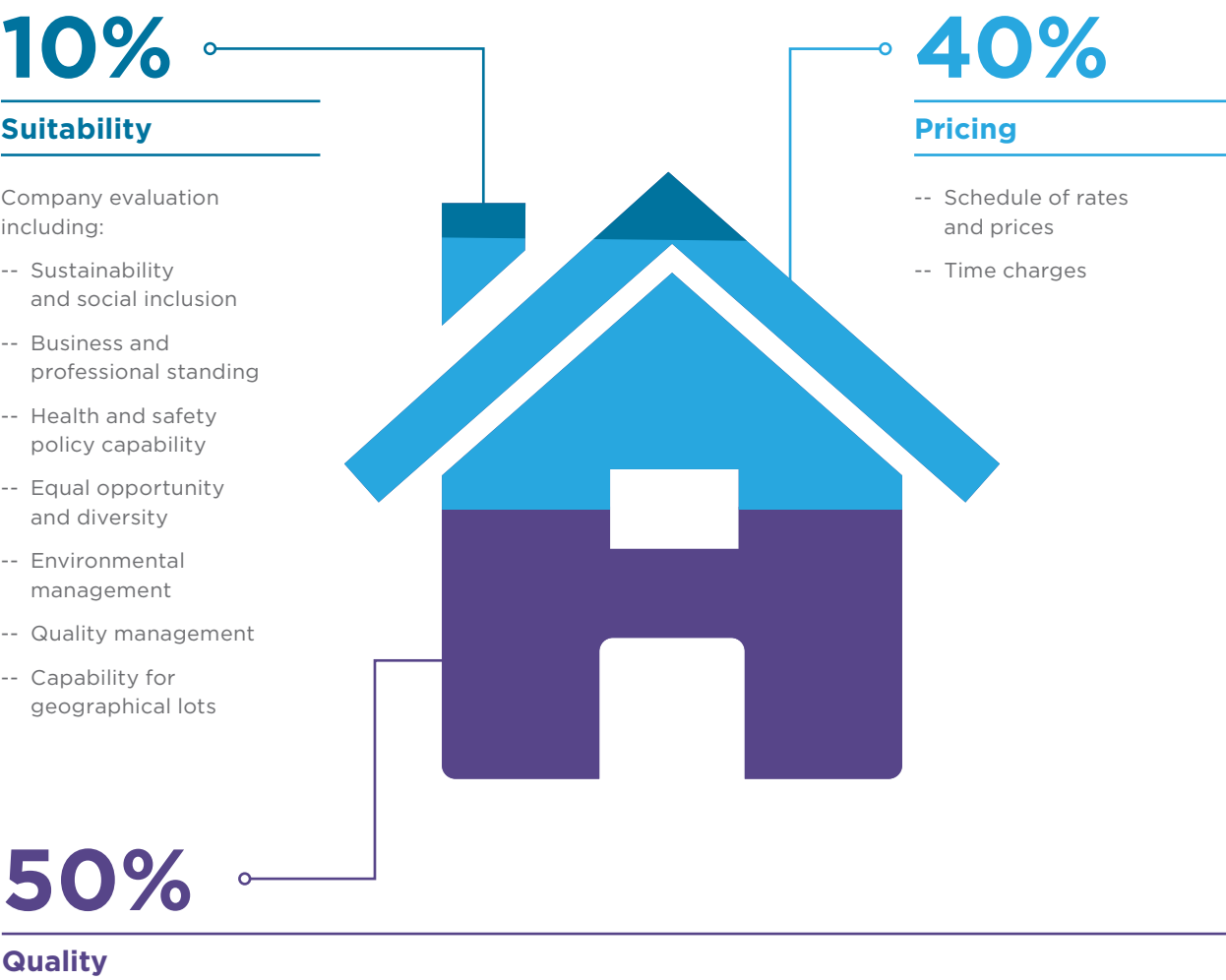


**SPA frameworks provide compliance, quality and best value to partners, with a streamlined process for engaging with approved framework suppliers**



# Award weighting criteria

## Workstream 1: Energy Consultants and Project Management Services



Award weighting criteria are established on each individual framework and can be flexed to a buyer's individual needs.

# Award weighting criteria

## Workstream 2: Individual Energy Efficiency Measures Workstream 3: All Energy Measures including Refurbishment





# Workstream 1: Energy Consultants and Project Management

This option addresses the upfront need to assess energy efficiency requirements through the provision of consultancy and project management services.

This includes:

- The measurement, monitoring and performance of existing energy efficiency measures
- The assessment of proposed energy efficiency and renewable energy improvement measures
- Ensuring appropriate project management and health and safety compliance requirements and best practice is followed

This workstream can be used in isolation or to complement measures used through Workstream 2 and Workstream 3 where consultancy and project management services are required.

Services offered through this workstream include:

## Building energy policy and strategy development

- Policy support, strategy development, implementation and investment planning for energy initiatives
- Specification of monitoring and testing regimes
- Setting of energy targets
- Staff training and engagement programmes
- HECA and fuel poverty strategy and reporting
- Low and zero carbon feasibility studies

## Energy audits and surveys

Provision of level 1-3 energy audit and surveys to recommend improvement measures, that include:

- Associated costs
- Anticipated energy savings from an energy efficiency investment for buildings
- Energy monitoring and defining an appropriate monitoring and targeting system
- The analysis of energy profiles to help characterise building energy performance, including risk from overheating and independent reports on metering arrangements

## Chartered surveyors reports and Green Deal Advice Reports (GDAR)

- Building condition surveys and reports
- Funding compliance such as ECO
- Special measures such as hard to treat cavities

## BREEAM assessments

- Domestic and non-domestic

## Funding and finance assistance

The provision of bespoke proposals to help partners access European and UK funding and finance for building refurbishment projects.

This includes the submission of funding and finance proposals for the installation, feasibility, monitoring and compliance requirements of low and zero carbon refurbishment measures and community energy projects.

## Building energy certificates

- Display Energy Certificates (DEC)
- Advisory Report (AR)
- Energy Performance Certificates (EPC)
- Domestic and Energy Performance Certificates (EPC)
- Non-Domestic

## Stock condition surveys and reports

- Property condition surveys
- Energy audits
- Health and safety risk assessments

## Product specification and procurement

- Preparing and developing tender and technical documentation
- Draft proposals
- Preparing scheme design with costings
- Programmes for completion of projects and specification of works
- Ensuring buildability
- Compliance with building regulations
- Funding and finance requirements
- Planning

## Quantity surveyors

The provision of quantity surveying and value engineering services including:

- Approving pricing and rating variations
- Pre-contract involvement
- Assistance with claims
- Dispute resolution

## Project management services

The provision of a consultant to manage projects on behalf of partners. This will ensure the delivery of the project on time, budget and to the required quality standards.

## Clerk of works provision

- Make regular visits to sites
- Ensure that work is carried out properly to the partners' standards, specification and schedule
- Ensure health and safety rules are being followed including ensuring Risk Assessment and Method Statements (RAMS) are being adhered to and recorded

## Principle design duties

- Undertake the duties of the Construction and Design Management (CDM) Regulations 2015 as principal designer in line with Regulations 11 & 12 for notifiable and non-notifiable work
- Act as advisor for all non-notifiable CDM projects where the client may be appointed as the principle designer
- Including both pre-contract services (up to end of RIBA stage 3) and post-contract services (RIBA stages 4-6)

## Health and safety advisors

To ensure duties under the Health and Safety at Work Act are reasonably and practicably handed over to a competent principle contractor. This includes assistance at the tender and work stages, (including post completion, commissioning and handover) and supervision of the appointed principle contractor to ensure:

- Compliance with the Health and Safety at Work Act and CDM Regulations 2015
- Advising of health and safety requirements
- Inspection of sites and works to ensure that the level of health and safety to the partners' employees, tenants and the general public are maintained
- Minimise operational losses, occupational health problems, accidents and injuries



# Workstream 2: Individual Energy Efficiency and Renewable Measures

This option provides the opportunity for partners to appoint local SME specialist approved installers, who can offer the complete design, supply, installation and commissioning and where appropriate, maintain and repair, of at least one or more energy efficiency or renewable energy measures.

Companies appointed to the framework are competent contractors (PAS 2030 and MCS or equivalent certified installers and approved system manufacturers/suppliers) who are capable of providing partners with full project management services.

This will be typically for small to medium scale energy efficiency projects.

Companies are also capable of providing the full range of enabling and ancillary measures, (such as scaffolding), and can offer a full suite of appropriate guarantees and warranties.

Services offered through this workstream include:

### Insulation measures

The range of energy efficiency and renewable energy systems comply with all relevant funding streams and are suitable for traditional and non-traditional properties. Performance requirements meet building regulations including appropriate regional variations and are eligible for relevant funding.

### External wall insulation

A choice of insulation types, including direct fix and rail, are offered with a range of finishes.

### Cavity wall insulation

A choice of insulation types are available for easy and hard to treat extraction applications.

### Internal wall insulation

Four insulation methods are available:

- Blown behind existing wall linings
- Applied on existing wall linings
- Directly applied to masonry or plaster (including sprayed e.g. cellulose fibre) and held in place by framing with studwork or rail type

### Insulation materials

For both virgin and top up insulation requirements and associated measures.

Insulation methods include:

- Floor work
- Pipe work
- Lofts and hatches
- Hot and cold water tanks
- Duct work
- Draught proofing

### Heating and Renewable Measures

Systems are Microgeneration Certificate Scheme (MCS) and Renewable Energy Consumer Code (RECC) equivalent approved and, where relevant, eligible for funding, including the domestic and non-domestic Renewable Heat Incentive.

### Individual biomass heating boiler systems

Suitable for domestic dwellings using manually and automatically stoked wood pellets, wood chips and log solid fuels, with a nominal heat output of up to 500kW, that generate hot water and central heating.

### Photovoltaic systems

Roof mounted and free standing grid connected MCS or equivalent approved systems.

The choice of system types include thin film, mono and poly-crystalline types and declared net capacities up to 50kWp, offering a range of different performance requirements.

For roof integrated photovoltaic and solar thermal systems, refer our framework guide for Pitched Roofing (PR3).

### Air source heat pump systems (air to water)

Suitable for domestic and non-domestic applications, offering a range of different performance requirements.

### District heating (heat interface units)

This includes connections for indirect heating and instantaneous domestic hot water use for domestic dwellings, including connection to or an upgrade to an existing or new district heating system.

### Traditional boilers

This includes any fuel type for domestic dwellings.

### Heating systems

- Replacement components
- Full wet systems
- Hot water systems



# Workstream 3: All Energy Efficiency Measures including Refurbishment Works

This option provides the opportunity for partners to appoint main contractors for larger scale refurbishments and retrofit projects.

These approved framework suppliers offer the full spectrum of energy efficiency and renewable energy systems, with the addition of refurbishment and project management services.

### Project Management

- Managing subcontractors and multi-discipline trades
- Site management and clerk of works services
- Quantity surveying

### Energy efficiency measures

See Workstream 2.

### Refurbishment works

- Minor building work
- Kitchen and bathroom replacements
- Window and door replacements
- Building repairs and alterations
- Internal finishes
- Internal and external decoration
- Soffit and fascia repair and replacement
- Plumbing and drainage
- Electrical rewires, power and lighting
- Flat and pitched roof repair and replacement
- Concrete repairs
- External walls and bin cupboards
- Footpaths
- Fencing
- Landscape gardening





# SPA approved framework suppliers

## Workstream 1: Energy Consultants and Project Management Services

### Gep Environmental Ltd

Appointed for areas:



### Currie and Brown

Appointed for areas:



## Workstream 3: All Energy Measures and Refurbishment Works

### Everwarm Ltd

Appointed for areas:



### Keepmoat Regeneration

Appointed for areas:



### Sustainable Building Services

Appointed for areas:



“15 companies have been appointed to service the needs of our partners across Scotland, of which 60% are SMEs.”

CLIVE FEENEY  
Head of SPA Operations

### Regional lots

M1 Southern Scotland

M2 Northern Scotland

## Workstream 2: Individual Energy Efficiency & Renewable Measures

All framework companies listed on page 19 can provide individual energy efficiency and renewable measures in Scotland, and are appointed for areas:



	A	B	C	D	E	F	G	H	I	SMEs
A.C Whyte & Co Ltd	✓									✓
Lakehouse Contracts	✓	✓	✓	✓	✓	✓	✓			
Absolute Solar and Wind Ltd					✓	✓		✓		✓
BCA Insulation Ltd		✓	✓	✓						✓
British Gas T/A PH Jones									✓	
CCG (Scotland) Ltd			✓						✓	
Campbell & Kennedy Ltd						✓				✓
SERS Energy Solutions Ltd	✓									✓
Skyform (Scotland) Ltd	✓									✓
E.ON Energy Solutions Ltd	✓	✓								
FES Support Services Ltd						✓				
Forster Group						✓				✓
Turner Facilities Management Ltd	✓									
Sure Maintenance Ltd								✓	✓	

Measures key:

- A: External Wall Insulation
- B: Cavity Wall Insulation
- C: Internal Wall Insulation
- D: Insulation Materials
- E: Biomass Boilers

- F: Solar Photovoltaics (PV)
- G: Air Source Heat Pumps
- H: Heat Interface Units (District Heating)
- I: Traditional Boilers (Oil & Gas)





## **Framework for Energy Efficiency and Refurbishment**

**Workstream 1: Energy Consultants  
and Project Management services**

**Workstream 2: Individual Energy  
Efficiency & Renewable Measures**

**Workstream 3: All Energy  
Efficiency & Renewable Measures**

Workstream 1 and 3 is valid until 29th February 2020

Workstream 2 is valid until 30th October 2020

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