EXPRESSION OF INTEREST

# Princess of Wales Court Project

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**IMPORTANT NOTICE TO APPOINTED COMPANIES:**

Appointed Companies are to review the information and confirm their Expression of Interest within 5 working days of receipt, by completing the Acknowledgement EOI (last page of this document).

**WARNING:** If any Appointed Company employee canvasses any member or officer of the Client organisation, whether directly or indirectly, regarding the award of this project, the relevant Appointed Company may be disqualified from the call-off.

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# PROJECT SUMMARY

|  |  |
| --- | --- |
| **Client** | Caredig Housing Association Ltd |
| **Project Name** | Princess of Wales Court |
| **Project Address** | Princess of Wales Court, Mansel Rd, Bon-y-Maen, Swansea SA1 7ES |
| **Anticipated Project Value** | £780,000 |
| **Information Provided By** | Tomas Davies, Apprentice Project Officer, 04/09/2025 |

# PROJECT SCOPE

## Work Elements and Value Bands

|  |  |  |
| --- | --- | --- |
| **Work Element** | **Value Band** | **Selected** |
| PV, Batteries and Invertors | £0 to £600,000 | ✓ |
| EWI | £0 to £500,000 |  |
| Mechanical & Electrical works | £0 to £200,000 | ✓ |
| Multi-disciplinary | £0 to £500,000 | ✓ |

## Detailed Project Description

The project involves the implementation of energy-efficiency upgrades throughout a sheltered housing scheme, funded by the Welsh Government's Optimised Retrofit Programme with matching contributions from Caredig. Works will include the installation of solar photovoltaic (PV) systems, hot water storage, and heat meters in each individual flat, with re-roofing carried out in certain areas where necessary to facilitate the upgrades.

In addition, the communal resident facility will benefit from enhancements such as the installation of solar PV and battery storage. All activities must be delivered in strict accordance with **PAS 2035:2023 standards, as well as all relevant electrical standards, applicable legislation**, and fire safety measures to ensure full compliance and resident safety.

## Key Deliverables and Responsibilities

### 1. Client Liaison and Coordination

Work closely with the appointed client Retrofit Coordinator and other key stakeholders to ensure smooth planning and delivery of installations. This includes attending project meetings, providing regular updates, and ensuring collaborative problem-solving where required.

### 2. Resident Engagement and Appointments

Communicate effectively with residents to agree convenient installation times, explain the process clearly, and manage expectations throughout the project. Ensure robust customer care and minimise household disruption.

### 3. Survey and Design

Conduct property-specific assessments to determine suitability, including roof condition, system sizing, shading analysis, and electrical capacity checks. Provide tailored system design for each property, aligned with efficiency and performance standards.

### 4. Installation Works

Complete full installation of solar PV system including mounting structures, panels, inverters, cabling, and associated electrical works. Ensure all works are carried out safely and professionally, with quality assurance checks built into the programme.

### 5. Environmental Monitoring Integration

Install required monitoring equipment to record and report on environmental performance data. This may include generation performance monitoring, usage tracking, and system maintenance alerts.

### 6. Handover and Documentation

Provide residents with comprehensive handover information packs, user manuals, and guidance on system operation and maintenance. Ensure all MCS certifications, warranties, building control notifications, and other compliance documentation are properly completed and provided to both residents and the client.

### 7. Post-Install Support

Offer defined period of warranty and maintenance support, with a clear process for resolving system faults or resident queries.

## Programme Delivery

The contractor will be required to deliver installations within an agreed time frame, ensuring that capacity and resource planning align with the staged batch delivery approach. Flexibility will be essential to respond to scheduling challenges or property-specific constraints.

## Overall Objective

This project aims to support Caredig's commitment to sustainable housing, carbon reduction, and energy efficiency improvements across its property portfolio, while also benefiting residents through reduced energy costs and improved environmental outcomes.

# PROJECT RISKS

The successful contractor will receive full access to all necessary site and property information prior to works commencing. This includes a detailed pre-construction information pack encompassing property-specific details, comprehensive asbestos information, and notification of any pre-identified issues to ensure safe and efficient project delivery.

## Principal Risks and Mitigation Measures

### Health and Safety Risk

**Risk:** Work involves operating at height, handling high-voltage electrical systems, and navigating residential environments. Potential for falls, electric shock, or injury if protocols are not followed.

**Mitigation:** All contractors must demonstrate compliance with relevant safety regulations (CDM, Work at Height, Electricity at Work Regs), implement thorough risk assessments, provide full PPE, and deliver ongoing health and safety briefings to site operatives.

### Asbestos and Hazardous Materials

**Risk:** Some properties may contain asbestos-containing materials (ACMs) or other hazardous substances.

**Mitigation:** Full asbestos management and pre-construction information will be supplied. No works to commence without confirmation that any ACMs have been identified and appropriately managed, or that a safe system of work is in place. If areas are untested or there is no asbestos survey is in place, the contractor must inform Caredig in order to arrange for the survey to be undertaken.

### Property Access and Resident Engagement Risks

**Risk:** Scheduling access for multiple properties can be challenging. Risk of delays from uncooperative residents or unforeseen household issues.

**Mitigation:** Proactive resident engagement, clear communications regarding benefits/timeline of installation, and flexibility in scheduling appointments.

### Structural Integrity and Roof Suitability

**Risk:** Some roofs may be structurally unsuitable for solar PV installation, or may require remedial work.

**Mitigation:** Site surveys and structural assessments will be completed in advance. Any structural red flags will be highlighted in the pre-construction information pack, and only roofs certified as suitable will be included in the installation programme.

### Quality Control and Installation Standards

**Risk:** Potential for substandard installation or product failure, resulting in water ingress, electrical issues, or system underperformance.

**Mitigation:** Quality assured by compliance with MCS, PAS 2035, and relevant best-practice standards. Supported by robust inspections, sign-off routines, and ongoing performance monitoring. Only qualified, experienced installers and high-quality components to be used.

### Environmental and Fire Risks

**Risk:** Potential fire risk from electrical arcing, faulty wiring, or overheating components.

**Mitigation:** Follow strict electrical safety protocols, ensure all systems are thoroughly tested and certified, and provide residents with safety information. Performance monitoring hardware will help alert to early faults.

### Weather and Programme Delays

**Risk:** Adverse weather (wind, rain, frost) may impact safe access or the installation programme.

**Mitigation:** Allowance for weather-related delays included in project planning. Risk assessments updated regularly as conditions change.

### Security and Theft

**Risk:** Solar panels and equipment can be a target for theft during staged installations.

**Mitigation:** Security fences, controlled access, and phased deliveries of equipment will be considered to reduce exposure.

## Information Sharing and Due Diligence

The project team is committed to risk transparency and proactive mitigation. Contractors will be provided:

* Full pre-construction information pack (PCIP), including property-specific risks and constraints
* Asbestos surveys and details for each property
* Highlights of any significant red flags (difficult access, known hazardous materials, unresolved structural issues)
* Full plans for ongoing resident communication, incident reporting, and project risk reviews
* Prompt communication of all potential issues or red flags identified pre-construction

# KEY PROJECT DATES

|  |  |
| --- | --- |
| **EOI Release** | 08/09/25 |
| **Site Visit** | TBC |
| **Tender Release** | 22/09/25 |
| **Tender Return** | 13/10/25 |
| **Award** | 16/10/25 |
| **Pre-Contract Meeting** | 20/10/25 |
| **Project Start Date** | 22/10/25 |
| **Project Completion Date** | 31/01/26 |
| **Tender Platform** | Sell2Wales  |

# EVALUATION CRITERIA

## Weightings

|  |  |
| --- | --- |
| **Criteria** | **Percentage** |
| Quality | 30% |
| Price | 70% |

## Quality Criteria

Caredig Quality Questionnaire (specific criteria including KPIs, response times, sustainability, local economic development, trainee development etc)

## Pricing Structure

Schedule of Works

## Form of Contract

JCT Design and Build 2016

# ACKNOWLEDGEMENT EOI

**To be completed by the Appointed Company and returned to Caredig/Sell2Wales within five (5) working days**

I have reviewed the Project Registration information to which this Acknowledgement EOI is annexed and (complete Option 1 or Option 2 as applicable):

## OPTION 1: CONFIRM INTEREST

**☐ We confirm our interest in submitting a bona fide and fully detailed quotation** for the project described and make the following statements about the company's capability:

**a.** The Company will be able to comply with the timetable of return dates, subject to the Caredig Client providing all necessary information on or before the dates timetabled and/or reasonably requested.

**b.** The Company has suitable financial standing to complete the project described.

**c.** The Company has suitable resources to complete the project within the timetable described, subject to the Caredig Client providing all necessary information on or before the dates timetabled and/or reasonably requested.

**d.** No employee of the Company has or will canvass any member or officer of the Client organisation, directly or indirectly, relating to the award of this contract.

**Please Sign below to confirm Expression of Interest:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Company:** |  |
| **Position:** |  |
| **Date:** |  |
| **Signature:** |  |

## OPTION 2: UNABLE TO SUBMIT TENDER

**☐ We confirm that we are unable to submit tender** for the project described for the following reasons:

(In addition to providing your reason for declining the opportunity, please advise if changing the project timetable or requirements would allow you to submit a tender)

**Reason for Declining:**

[Please specify reasons]

**Alternative Arrangements:**

[Please advise if changes to timetable or requirements would enable submission]

|  |  |
| --- | --- |
| **Name:** |  |
| **Company:** |  |
| **Position:** |  |
| **Date:** |  |
| **Signature:** |  |

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