EXPRESSION OF INTEREST

# TACP Various Properties

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**IMPORTANT NOTICE TO APPOINTED COMPANIES:**

Appointed Companies are to review the information and confirm their Expression of Interest within 10 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** | TACP Various Properties |
| **Project Address** | Across South and West Wales |
| **Anticipated Project Value** | £2,000,000 |
| **Information Provided By** | Lucy Roberts |

# PROJECT SCOPE

## Work Elements and Value Bands Per Property

|  |  |  |
| --- | --- | --- |
| **Work Element** | **Value Bands** | **Selected** |
| Internal Refurbishment Works | £0 to £100,000 | ✓ |
| External Works | £0 to £100,000 | ✓ |
| Roof & Windows | £0 to £50,000 | ✓ |
| Energy Efficiency Upgrades | £0 to £25,000 | ✓ |
| Heating & Electrical Installations | £0 to £35,000 | ✓ |

## Detailed Project Description

We are seeking expressions of interest from experienced contractors to join a framework for carrying out improvement works on residential properties. The aim is to bring properties up to our required standards, ensuring quality, safety, and compliance with relevant regulations.  
Works may include (but are not limited to):

 Internal refurbishments  
External repairs  
Kitchen and bathroom upgrades  
Heating and electrical installations  
Energy efficiency improvements

Interested suppliers must demonstrate relevant experience, capacity, and appropriate accreditations. This EOI is the first stage in a potential tender process. There is no strict word limit but suggested 150-300 words per answer.

## Key Deliverables and Responsibilities

### 1. Client Liaison and Coordination

Work closely with the appointed client Development Manager, Employer’s Agent and Quality Inspector and other key stakeholders to ensure smooth planning and delivery of the works. 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

Work collaboratively with the Quality Inspector to ensure suitable conditions of roof trusses, floor joists and any other existing structures and fit for purpose.

### 4. Installation Works

Complete the full schedule of works and any additional works required to the HA’s standards which is inclusive and not limited to WHQS, WDQR, Lifetime Homes and Workmanship and Materials standards in accordance with the project specification and ensuring all relevant works are signed off. Ensure all works are carried out safely and professionally, with quality assurance checks built into the programme.

### 5. Handover and Documentation

Provide Building Regulation, EICR, EIC, Gas Safe, EPC certificates. Sprinkler and MCS Certificates where required

### 6. 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 in line with the TACP funding requirements to deliver quality works in a timely manner, and improve the existing housing stock.

# 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 low-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 relevant best practice standards. The Qualtiy inspector to provide QA reports on a fortnightly basis. Only qualified, experienced installers and high-quality components to be used.

### Environmental and Fire Risks

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

**Mitigation:** Ensure all materials are stored in accordance with fire regulations to minimize fire risk. strict electrical safety protocols, ensure all systems are thoroughly tested and certified, and provide residents with safety information.

### 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:** Materials 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** | 06/10/25 |
| **Site Visit** | TBC |
| **Tender Release** | 03/11/25 |
| **Tender Return** | 05/12/25 |
| **Award** | 12/12/25 |
| **Pre-Contract Meeting** |  |
| **Project Start Date** |  |
| **Project Completion Date** |  |
| **Tender Platform** | Sell2Wales |

# EVALUATION CRITERIA

## Weightings

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

## Quality Criteria

Caredig Quality Questionnaire to be filled out and returned.

## Pricing Structure

Schedule of Works for scenarios for different house types.

## Form of Contract

JCT Measured Term Contract or JCT Minor Works Contract with Contractor’s Design 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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