



GOSPORT
Borough Council



Construction of Flood Defence Structures at Alverstoke and Forton Invitation to Tender

Gosport Borough Council
October 2020

1. Introduction

- 1.1. Gosport Borough Council ('the council') is inviting tenders from suitably qualified suppliers to provide construction of flood defence works located in Alverstoke and Forton areas of Gosport. This document provides further details for tenderers on the assessment and scoring that will be used by Gosport Borough Council.

2. Background information

- 2.1. The works are to be undertaken to provide flood defences to two locations in Gosport – Alverstoke and Forton, as two separate schemes. This includes
- The construction of circa 145m flood defence at Alverstoke scheme, Gosport at the western end of Stoke Lake and associated works.
 - The construction of circa 240m of flood defence at Forton scheme, Gosport within the grounds of St Vincent College.
- 2.2. The completed flood defences will provide protection against flooding for the next 50 years against a 1-in-100-year flood event. In both locations, the proposed construction is a reinforced concrete 'L-shaped' gravity wall as the main part of the defence with associated flood equipment at road crossings.
- 2.3. The construction programme at both schemes is anticipated to be undertaken largely in parallel, with both commencing in early spring 2021, but delivered as separate schemes. Forton has restrictions on the timing of the works due to environmental legislation and works cannot take place in the winter period (aside from that noted); Alverstoke programme is not subject to these same restrictions. Further details are contained in other contract documents.

3. Contract value

- 3.1. Gosport Borough Council have secured £358,284 (plus £82,000 contingency) in funding for Alverstoke and £421,000 (plus £98,500 in contingency) for Forton for the construction works. Any additional funding required in excess of this amount still needs to be secured and may result in delayed project start.
- 3.2. Construction funding has been allocated by the Environment Agency. The estimated value of the construction contract is close to available budget. Gosport Borough Council reserves the right to de-scope and remove either the Forton scheme or Alverstoke scheme from this contract (in part or full, post-tender) and seek alternative routes for delivery. Any decision will be made following receipts of tenders and once tender prices are known.
- 3.3. Suppliers must split out all prices for the two schemes in their activity schedule. Should either of the schemes be de-scoped the full tendered prices in the activity schedule for the relevant scheme or elements de-scoped will be deducted. Please refer to the relevant additional Z clause in the contract.

4. Contract duration

4.1. Alverstoke has an estimated 6 month construction duration. Forton has a 5 month construction duration.

5. Procurement procedure

5.1. The council is using an open tender for the procurement of this works contract, evaluation will include a series of pass/fail minimum requirements followed by qualitative assessment of the contractors proposals in addition to assessment of the tendered prices.

6. Procurement timetable

6.1. This procurement timetable is indicative and, while the council does not intend to depart from it, it reserves the right to do so at any time.

	Action	Target date
1	Procurement documents available on Proactis	28 th October 2020
2	Deadline for requests for clarification	9 th December 2020
3	Tender return deadline	16 th December 2020
4	Evaluation of tenders completed	15 th January 2021
5	Award decision notified to tenderers	5 th February 2021
6	Standstill period starts	6 th February 2021
7	Standstill period ends	15 th February 2021
8	Contract Start Date	See Contract Data Part 1
9	Mobilisation	March 2021
10	Site Access Date	March 2021

6.2. Should the tender return deadline change, all tenderers will be informed of this change via Proactis. Late Submission of the tenders will not be accepted. The deadline is 12noon on the date shown for Tender submission.

7. Procurement documents

7.1. The following documents are accessible via Proactis. Should Tenderers have any issues with the Proactis system are advised to contact GBC Procurement (PurchasingAndProcurement@gosport.gov.uk).

- Invitation to Tender and Specification (ITT) [*this document*]
- Supplier Requirements Questionnaire (SRQ)
- Company Reference Questionnaire (CRQ)
- NEC ECC Option A: Contract Data Part 1
- NEC ECC Option A: Contract Data Part 2
- NEC ECC Option A: Scope
- Site Information

8. Tender submission requirements

8.1. Tenderers should note that they are required to submit the following documents:

- Completed Supplier Requirements Questionnaire (SRQ)
- Responses to Quality Assessment Questions and Pricing Instructions (QAQ), including both Activity Schedules.
- Completed Contract Data Part Two (under the NEC4 Engineering Construction Contract (ECC))

8.2. Tenders must be submitted no later than the time and date detailed in the Procurement timetable section.

8.3. Completed Company Reference Questionnaires (CRQ) should be also received by the council from each of the contacts named in contract examples as per the instructions in the SRQ.

9. Specification

9.1. The Scope for the works is located in the document 'Construction of Flood Defence Structures at Alverstoke and Forton Scope'.

10. Tender evaluation principles

10.1. The evaluation of responses takes place in two stages:

- Evaluation of exclusion grounds and selection criteria takes place first. Only when a tenderer has satisfied these minimum requirements within the Supplier Requirements Questionnaire (SRQ) will evaluation proceed to the next stage.
- Evaluation of award criteria takes place second and comprises evaluation of the responses to the Quality Assessment Questions (QAQ) and price.

11. Minimum requirements

11.1. Grounds for exclusion and selection criteria are set out in the Supplier Requirements Questionnaire (SRQ). This sets out the minimum requirements that tenderers must meet in order for their tenders to be progressed to a full evaluation of award criteria (quality and price).

11.2. Parts 1 and 2 of the SRQ are standard across the UK public sector. Part 3 includes additional selection questions on economic and financial standing, technical and professional ability, and other additional questions.

11.3. As part of the evaluation of technical and professional ability tenderers are asked to demonstrate that they have a proven track record of delivering the council's requirements. This will involve providing descriptions of contract examples with accompanying references from the tenderers' customers.

12. Award criteria

12.1. Where a tenderer has satisfied the minimum requirements within the SRQ, their responses to the Quality Assessment Questions (QAQ) will then be evaluated against the following award criteria:

Criterion	Weighting
Quality	30%
Price	70%

12.2. These award criteria are broken down into sub-criteria as follows:

Quality		
	Sub-criteria	Weighting
1	Methodology	20%
1.1	Construction method statements and methodology	12
1.2	Health and safety	4
1.3	Environment	4
2	Programme	10%
2.1	Project programme	7
2.2	Supporting narrative	3

12.3. In assessing the responses to the Quality Assessment Questions a normalised scoring methodology will be applied, with each response being given a score from 0-3 in line with the criteria set out within the table below. Where assessment of a response falls between the criteria definitions below the council may increase or decrease scores by 0.5 accordingly. Each sub-section raised above will be given a score to form the overall quality score for the tender submission.

0	Unacceptable	The response to this question indicates significant shortcomings with insufficient or missing information available to enable a score to be allocated.
1	Satisfactory	The response generally meets requirements.
2	Good	The response fully meets requirements.
3	Excellent	The response fully meets requirements and exceeds some in a manner which provides additional reassurance to the council that the tenderer will achieve the required quality and/or which will provide additional unforeseen benefits to the council.

12.4. Where a tenderer fails to achieve a minimum score of 1 in relation to any of the sub-criteria the council reserves the right to fail the tender and not assess it any further.

Quality assessment questions

Tenderer's should demonstrate their ability to complete the works by responding to the key sections below:

Key sections

1. Technical submission

- i. Construction method statements and methodology **(10 pages)**
- ii. Health and safety **(4 pages)**
- iii. Environment **(4 pages)**

Tenderers can choose how they wish to allocate the given page limit in each section between Alverstoke and Forton schemes in their response. As a guide, a 50/50 percentage split on each project may be appropriate, but it is important that responses are provided for both Alverstoke and Forton, and as directed.

Tenderer's responses to these key areas will be scored to obtain a **Quality Assessment Score** in accordance with Section 12 of this document. Responses on Alverstoke and Forton shall be assessed and scored as one response.

Tenderers must treat Alverstoke and Forton schemes as separate packages of work in their tender quality returns and pricing, so that the quality assessment and price provided for Forton and Alverstoke would be valid if either Forton or Alverstoke were to be descope (refer to paragraph 3.2).

It is recognised that the potential need to de-scope one of the schemes from this contract may prevent tenderers offering full efficiency benefits in their tendered pricing. Therefore, tenderers should identify in their quality bid the cost saving that can be achieved over and above the tendered activity schedules should the two schemes be delivered together as currently planned with no major de-scoping. This efficiency cost saving offer will be considered as part of the quality score given for sub section 1.1. Once in contract should this opportunity be realised the cost saving offered at tender will be implemented into the contract via a Compensation Event.

In developing their responses, the tenderer should refer to, and demonstrate compliance with, where applicable, the following information:

- Contract data
- Scope
- Site information
- Approved standards, industry guidance and good practice

1. Technical Submission

The technical submission must provide non-generic and site-specific technical response for each of the key areas below for **both Alverstoke and Forton project components**.

The following list is provided as a minimum requirement; tenderers can cover additional activities to support these if this adds value to their submission.

Tenderers must clearly identify to what component (either Alverstoke or Forton) any text refers to, or, if relevant for both.

Where either Alverstoke or Forton is to be specifically addressed in the response, this is identified below under the relevant requirements.

Technical drawings can be submitted in addition to any page limits given below, up to a maximum of **two (2) sides of A1**. Drawings must not be used to communicate a high proportion of information via text.

i. Construction method statements and methodology

The response must be no more than **ten (10) sides of A4**, in a minimum size 10 font.

- Provide construction method statements and supporting methodology explaining main/key tasks, operations, sequencing and **proposed plant, machinery and access** for:
 - Construction of new flood defences
 - Compound and site set up
 - Clearance
 - Breaking out/excavation
 - Temporary works
 - Concrete works
 - Lifting and placing
 - Backfilling and reinstatement
 - Traffic Management Plan
 - Specific to Alverstoke – how the following will be addressed:
 - Working in vicinity of public utilities (including electricity) at back of existing footway and associated risks
 - Maintaining stability of existing seawall and associated risks
 - Limiting impact to mature trees and tree roots
 - Pre-cast unit manufacture, delivery/storage, and installation including unit size and joints
 - Design and supply and installation of the floodgate
 - Flood wall and landscaping work in private properties; noting methods to minimise disruption to the gardens of the properties
 - Specific to Forton – how the following will be addressed:
 - Accesses, space and requirements for working within St Vincent College

Tenderers may cross refer to Key Section 2 – Programme of Works where this helps provide details on the above, including sequencing

ii. Health & Safety

The response must be no more than **four (4) sides of A4**, in size 10 font.

- Details of how health and safety will be managed on site, specifically including:
 - Level of supervision of works on site by tenderer and key subcontractors
 - Named individuals and their key experience
 - Method of identifying, recording and managing health and safety incidents, near misses and risks and opportunities on site
 - Methods to monitor and prevent the use and effects of drugs and alcohol consumed either on or off site.

iii. **Environment**

iv. The response must be no more than **four (4) sides** of A4, in size 10 font.

- Site specific (non-generic) proposals for adherence and managing the works in relation to the identified environmental designations and constraints, including any measures identified to protect environmental features
- Proposals for managing interfaces between the site and surrounding public areas.
- Proposals for communicating with residents and stakeholders

2. **Programme of works**

(i) **Project programme**

Provide project programmes in Gantt format for **Alverstoke and Forton** schemes.

They shall be submitted as a PDF and Microsoft Project 2010 (.ppt file) ensuring all detail is clear and easy to read within the PDF. Only the PDF versions will be assessed.

These programmes will form the first Accepted Programme of the contract subject to successful tender and acceptance by the *Project Manager*

This submission should be readable if printed on **no more than eight (8) sides of A3** for the programme and **four (4) sides of A4 in size 10 font** for the supporting narrative, including all images, graphs and other illustrations

Tenderers may submit an alternative programme incorporating opportunities to improve or accelerate delivery of the scheme along with a supporting narrative, if required. Any such additional programme will be considered as ‘for information’ only and will not be assessed as part of the submission.

The submitted programme must:

- Comply with:
 - Information and dates in Contract data
 - NEC4 Engineering Construction Contract, clause 31.2.
 - Scope

and:

- Show an appropriate breakdown of tasks, sequence of works and key milestones.

- Be consistent with proposals set out in submitted method statements
- Clearly present critical path activities
- Show 'lead-in' times (Plant, Equipment and Materials)
- Clearly identify any work to be undertaken by Sub-contractors, the *Client* or Others
- Clearly show all environmental timing constraints on the programme
- Clearly show time risk allowance and float
- Specific to Alverstoke, the programme must show:
 - Pre-cast lead-in time (including design, order and supply) and works
 - Flood gate design, supply and installation
 - Access and works in residents' gardens
 - Southern Water pumping station works
 - Road closures
- Specific to Forton, the programme must show:
 - Mobilisation and demobilisation periods
 - Works to Early Years Centre
 - Works in access date as shown in Contract Data Part 1

(ii) Supporting narrative

Tenderers are to submit a narrative to accompany the programme which must:

- State any assumptions used in the preparation of the programme
- Explain key decisions and reasoning informing the programme
- Detail any opportunities to streamline the proposed compliant programme
- Explain the key risks to programme and how these have been taken into account of.

Price		
Sub-criteria		Weighting
1	Tendered Total of the Prices	70%
1.1	Activity Schedule: Alverstoke	35
1.2	Activity Schedule: Forton	35

- 12.5. Tenderers are directed to the Price Scoring outlined below for information on how award criteria scores will be used to calculate the most economically advantageous tender.

Two price submissions should be submitted for this tender, one for Alverstoke and one for Forton.

Price Scoring

The overall price weighting for this tender is **70%**. One score will be awarded for price

The **Total of the Prices** submitted by each supplier will be the total of the Alverstoke and Forton price submissions for this contract.

The final Price for Evaluation for each supplier will be converted into a score based on a percentage of **Price for Evaluation** of the lowest compliant bid.

The calculation used is:

$$Score = \left(100 \times \frac{\text{Lowest compliant bid}}{\text{Comparative bid}} \right)$$

The total score will then be multiplied by the Price section weighting to give the final section score for the Price assessment used as per the evaluation model provided in the 'Invitation to Tender' document.

13. Requests for clarification

- 13.1. All queries or questions should be raised as soon as they arise, but must be no later than the date in the Procurement timetable section. They must be submitted via the e-procurement, Proactis system using the correspondence function. Clarification requests and responses will be published using a clarification log.

14. Post-tender clarification

- 14.1. Where the overall pricing or any individual pricing element appears to be abnormally low, the council may request further information as evidence that element can be delivered in accordance with the specification for the price submitted. Should the evidence submitted fail to address the concerns raised the council may fail the tender submission in its entirety.
- 14.2. The council reserves the right to contact and/or visit sites contained in the contract examples submitted by the tenderer.

15. Contract award and standstill period

- 15.1. Once the preferred tender is identified all tenderers will be notified of the outcome in writing in accordance with regulation 86 of the Public Contract Regulations 2015.
- 15.2. A mandatory standstill period will then be observed of a minimum of 10 days before the council proceeds to award a contract, provided there has been no interruption of the decision by a court order.

16. Contractual arrangements

- 16.1. The terms and conditions of contract are provided in a separate appendix and will be NEC 4 Engineering and Construction Contract: Option A
- 16.2. The successful tenderer will be required to enter into a contract on the basis of these terms and conditions. For the avoidance of doubt, these terms and conditions are not negotiable and accordingly the council will not accept any amendments to the terms and conditions and any tender that purports to amend the terms and conditions may be rejected by the council without evaluation.

17. Conflicts of interest

- 17.1. The council may exclude any tenderer if there is a conflict of interest which cannot be effectively remedied. Where there is any indication that a conflict of interest exists or may arise it must be declared within the Supplier Requirements Questionnaire (SRQ) along with proposed mitigation measures that could be put in place to resolve the conflict and allow the contract to be awarded.
- 17.2. The concept of conflicts of interest covers (as a minimum) any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

18. Conditions of tendering

- 18.1. No unauthorised alteration or addition should be made to the procurement documents.
- 18.2. Tenders must not be qualified but must be submitted strictly in accordance with the requirements set out in the procurement documents. Only tenders submitted without qualification strictly in accordance with the procurement documents will be accepted for consideration
- 18.3. All tender submissions will be checked to ensure they are compliant and in line with the procurement documents. Those tenders that are deemed to be non-compliant will be rejected.
- 18.4. Where required, any written submission shall be contained within the maximum word count where stated. Submissions should be clearly identified with the tenderer's name in the submission. Any content that exceeds the maximum word count will not be assessed.
- 18.5. Tenderers should not include in the tender any extraneous information which has not been specifically requested, for example, standard terms of trading, sales literature, pictures, graphs, tables, illustrations, supporting documents or appendices. Any such information submitted will not be assessed.
- 18.6. Tenders should remain valid for acceptance for a period of 120 days following the final date for submission of the tender.
- 18.7. The full cost of responding to this invitation to tender, including but not limited to any costs or expenses involved in the preparation of the tender and for any subsequent interviews, presentations, demonstrations or negotiations will be borne by the tenderer. Tenderers' participation in the procurement process will be entirely at their own risk. The council will bear no liability for the outcome of this procurement process, whether withdrawn or altered or recommenced, including but not limited to any loss of bidding costs, profit or economic loss incurred by tenderers or any other person arising out of or in connection with this procurement process.
- 18.8. Tenderers are advised to read carefully all of the documentation contained in the invitation to tender to ensure they are fully aware of the nature and extent of the obligations to be

accepted by them if their tender is successful. No later claim for ambiguities, inconsistencies discrepancies or any alleged lack of knowledge of the conditions, specifications and documentation will be considered by the council. Tenderers should satisfy themselves that they have all necessary information as to the risks, contingencies and any other circumstances affecting or influencing the tender submission. The council takes no responsibility for identifying any ambiguities inconsistencies or discrepancies whether between the procurement documents or in any of the tenders submitted. Tenderers must therefore ensure that the content of any tender is complete and accurate.

- 18.9. The tender submission and any supporting documentation (where requested) should be page numbered and cross referenced to the procurement documents where appropriate and should be fully indexed. The name of the tenderer must be clearly indicated at the top of each page of the response. The response must be clear, concise and complete. The council reserves the right to mark a tenderer down or exclude them from the procurement if its response contains any ambiguities or lacks clarity. Responses will be evaluated on the basis of information submitted by the deadline for receipt of tenders.
- 18.10. The council does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of any tender, unless the tenderer stipulates otherwise. Nothing in this tender document shall oblige the council to award a contract and the council shall be entitled (at its sole discretion) to alter or terminate this tender process at any stage.