

Winterstoke Road Bridge Replacement

Invitation to Tender (Restricted) Volume Two - Instructions for Tendering

Revision	Purpose	Originated	Checked	Reviewed	Authorised	Date
01	For OJEU publication	D. Roberts	T. Foster	A. Rome	A. Rome	22-07-20

Invitation to Tender (Restricted) Volume Two – Instructions for Tendering



For the Winterstoke Road Bridge Replacement

Please submit by: [\[TBC\]](#)

Bidder: [\[insert Bidders name\]](#)

Volume Two

Invitation to Tender
Quality Submission
Price Submission
Scope
Form of Tender
Activity Schedules

DRAFT

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Invitation to Tender

Date:

Contact:

Email:

Dear Sir, Madam

TENDER INVITATION

The council seeks tenders for replacement of the Winterstoke Road Bridge; to include preliminary design, the provision of advice as regards planning and other matters, and detailed design and construction ("the Project") following an advertisement on the Portal, Contracts Finder and via the Official Journal of the European Union, Reference Number: [\[insert OJEU number\]](#).

Following your success at the SQ stage I have pleasure in attaching the following documents in order that you may submit a tender for the above contract:

1. A downloadable copy of the Invitation to Tender document Volumes One and Two. Volume 1 being the instructions and Volume 2 being the Form of Tender and Quality sections.
2. A set of Appendices 1 to 4

Bidders are advised that a tender shall only be considered when;

1. all requirements of the tender documentation are completed and returned
2. it is submitted back to North Somerset Council using the Portal no later than **[x] on [x]¹ [x] 2020**
3. it is accompanied by an undertaking which shall become a condition of the contract that the amount of the tender has not been calculated by agreement or arrangement with any other person other than the council and that the amount of the tender has not been communicated to any other person until after the closing date for the submission of tenders (see Certificate of Non-Collusion).

The successful bidder will have to comply with both the PSC and ECC conditions of contract.

You are required to hold all information pertaining to this contract confidential and to limit the dissemination of information within your organisation on a need-to-know basis.

The correction of any tendering errors will be dealt in accordance with North Somerset Council's Contract Standing Orders, a copy of which can be found in the council's constitution which is available on the council's internet page.

Yours faithfully

Alex Fear
Major Schemes Project Manager

ON BEHALF OF NORTH SOMERSET COUNCIL

If any part of your SQ response has changed following your submission, please provide updated details. Please note if the change is material or otherwise effects your ability to deliver the requirement as assessed at SQ, the council reserves the right to withdraw its invitation to tender should you no longer qualify.

Part One: Quality Submission

Instructions

- 1.1 Bidders should answer all of the questions in Table One below.
- 1.2 Bidders can choose to answer in the text box provided underneath each question and expand the space given dependent on the length of the response, or provide the responses in an Appendix.
- 1.3 If you choose to answer these questions in a separate document please ensure that you title each answer to match the relevant question and label the document clearly. It is the bidders' responsibility to ensure that the submission is provided in an easy to read and find format. You must not provide your response as a PDF.
- 1.4 All questions have been given an individual weighting. The weighting given to each question can be found next to each question posed. Questions 1, 3, 4 and 5 will be scored using the scoring matrix, as shown at Table Two A., Question 2 will be marked using Table Two B. Questions 1,3, 4 and 5 require Bidders to submit responses to a number of elements within each question. Bidders should note that the responses to each element within a question will not be given an individual mark, rather they will be marked and assessed by the council as one 'package' of information and you will be given a single mark per question. Question 2 does not ask for a series of elements to be submitted, rather it requires you to answer a single question.
- 1.5 The overall quality weighting for this Tender is 40%.
- 1.6 Where there is a maximum word count specified please ensure that you do not exceed this. As set out in Volume One where a response exceeds the number stated in the question, the additional words will not be read and will be disregarded from the evaluation.
- 1.7 Please indicate at the end of each response the total number of words used.
- 1.8 In addition to the word count, all responses should be in Arial 12 point.
- 1.9 Marketing brochures will not be accepted as fulfilling any of these questions.

Quality Questions

1.10 Table One

Question Number	Question	Weighting
1 (Organisation, Key People and Delivery)	<p>North Somerset Council's aim is to employ a team that has extensive experience in the delivery of similar projects to budget, programme and quality.</p> <p>By submitting elements 1, 2 and 3 below, bidders are being asked to set out:</p> <ul style="list-style-type: none"> • their approach to delivery, • who will be involved in delivering? • what are, and how they will manage, the key interfaces – internally within the Project team and externally <p>Details of the elements that you must submit and what will be assessed by the council:</p> <ol style="list-style-type: none"> 1. An explanation of how you propose to deliver the Project from preliminary design, through any planning, consents and approval issues, and then on to detailed design and construction. This explanation must set out the key roles (i.e. <i>key persons</i>) you expect to deploy through the various stages of the Project, your proposed methodology for delivering through the various stages, as well as your stakeholder/ third party engagement and management methodology. You must also submit an integrated programme covering Stage 1 and Stage 2 of the Project in MS Project¹. 2. CVs for the key roles (i.e. <i>key persons</i>) identified above. 3. A Project organisation chart with key <u>internal and external</u>² interfaces identified. <p>Submission Requirements up to 3 sides of A4 in Arial 12 font size as a minimum, 1 A3 Organogram, a programme in MS Project format and 1 side of A4 in Arial 12 per <i>key person</i> CV</p>	35%

¹ Please see clause 31.2 of the *conditions of contract* for the information as regards of the contents of your programme.

² In terms of your internal interfaces within the Project team, note that NSC want you to clearly articulate who is reporting to who and for what purpose. In terms of interfacing with external stakeholders/ third parties, NSC want you to set out the type of organisations (and individuals) you expect to be dealing with on this Project, and why?

Question Number	Question	Weighting
2 (Social Value and Environmental Impact)	<p>Considering the Public Services (Social Value) Act 2012, what added/social value do you feel you could offer with regards to the delivery of this contract? You are being asked to describe the Social Value commitments that you are prepared to make as part of this contract (See the Social Value Appendix to this Volume Two for guidance and link below for further information)</p> <p>https://www.n-somerset.gov.uk/business/tenders-procurement/procurement-strategy/our-social-value-policy/</p> <p>Please ensure that your response contains clear, specific, measurable commitments that you are prepared to contractually agree to delivering. Please also ensure that your commitments are broken down per Stages 1 and 2 of the Project.</p> <p>Please note:</p> <p>1. The council does not expect you to commit to delivering Social Value in <u>all</u> of the outcomes set out in our policy. It is for you to determine where you are prepared to make Social Value commitments, although as a guide the council view is that you should consider as a minimum the following:</p> <ul style="list-style-type: none"> • Apprenticeships • Internships • Supporting local suppliers • providing training, workplace experience and/or employment opportunities for those most removed from the labour market. • Reducing negative and promoting positive environmental impacts <p>2. The council is NOT looking for what initiatives you currently have within your organisation as 'business as usual' or doing at present with other customers (although you may look to replicate what you have done with other customers). The council is interested in proposals of what exactly you will offer for this contract and how you intend to deliver such initiative(s) so that these can be tracked throughout the resulting contract.</p> <p>Submission Requirements are up to 3 sides of A4 in Arial 12 font size as a minimum.</p>	10%

Question Number	Question	Weighting
<p>3 (Minimising/ Eliminating disruption to rail and road users)</p>	<p>North Somerset Council's aim is to replace the Winterstoke Road Bridge with minimal disruption to the existing infrastructure, including the mainline railway between London and Penzance and other key transport links to local industrial and residential areas.</p> <p>By submitting elements 1, 2, 3 and 4 below, bidders are being asked to set out how you will minimise the impact on Network Rail assets and the local community, both during construction and beyond.</p> <p>Details of the elements you must submit and what will be assessed by the council:</p> <ol style="list-style-type: none"> 1. Your plan and methodology for liaising with Network Rail and local highway authority 2. Your methodology for ensuring minimum disruption to the railway during construction and beyond. 3. Your methodology for ensuring minimum disruption to the local community during construction, including ensuring no individual or group is discriminated against 4. Your proposed solution for installation of the bridge deck and how this considers the impact on the railway and highway. <p>Submission Requirements are up to 5 sides of A4 in Arial 12 font size as a minimum.</p>	<p>30%</p>

Question Number	Question	Weighting
<p>4 (Minimising Carbon and Environmental Net Gain)</p>	<p>North Somerset Council aims to be carbon neutral by 2030, following declaration of a climate emergency in February 2019. See: https://www.n-somerset.gov.uk/my-services/environmentalprotection/climate-change/climate-emergency/</p> <p>By submitting elements 1, 2 and 3 below, bidders are being asked to set out what measures you will implement to minimise the climate/ carbon impact of the Project and ensure environmental net gain for the Project area.</p> <p>Details of the elements you must submit and what will be assessed by the council:</p> <ol style="list-style-type: none"> 1. How you will ensure reduced greenhouse gas emissions are considered in the development of the design of the bridge – in both Stage 1 and Stage 2 of the Project. 2. How you propose to reduce greenhouse gas emissions in construction and maintenance – that is, in Stage 2 of the Project and beyond. 3. Your proposals for ensuring environmental net gain for the Project area. <p>Submission Requirements are up to 3 sides of A4 in Arial 12 font size as a minimum.</p>	<p>15%</p>
<p>5 (Project Risks)</p>	<p>North Somerset Council aims to deliver this Project to budget, programme and quality. North Somerset Council is also aware that there are several significant risks to the delivery of this Project.</p> <p>By submitting elements 1 and 2 below, bidders are being asked to set out their top 5 risks and set out how such risks will be mitigated so as to ensure delivery to budget, programme and quality.</p> <p>Details of the elements you must submit and what will be assessed by the council:</p> <ol style="list-style-type: none"> 1. A description of the top 5 Project risks and the impact they could have on the Project. 2. The mitigating actions proposed for these top 5 risks <p>Submission Requirements are up to 4 sides of A4 in Arial 12 font size as a minimum.</p>	<p>10%</p>

1.11 Table Two A

The following scoring matrix will be used when evaluating responses to questions 1, 3, 4 and 5 of the quality submission³.

Score	Classification	Award Criteria
5	Excellent	Having regard to all the submitted evidence for each submission element, a response that is excellent, not only meeting the required standard in all respects, but also utilising initiatives or methods which are viewed as clearly exceeding expectations where an ECI contractor offering is concerned. There is no doubt whatsoever that the requirements and aims of the council will be delivered; indeed, it is felt they will be exceeded.
4	Good	Having regard to all the submitted evidence for each submission element, a response that is good, clearly meeting the required standard in all respects. There are no reservations in respect of the bidder being able to deliver the requirements and aims of the council.
3	Satisfactory	Having regard to all the submitted evidence for each submission element, a response that is acceptable and meets the required standard in most material respects. However, there are minor reservations in a few areas of the submission in respect of ability, understanding, expertise, experience and/ or resources to deliver the requirements and aims of the council.
2	Weak	Having regard to all the submitted evidence for each submission element, a response that falls short of achieving the expected standard - only partially satisfying the required standard, with clear deficiencies apparent. There are more than minor reservations as to the bidder's proposals in respect of ability, understanding, expertise, experience and/ or resources to deliver the requirements and aims of the council.
1	Inadequate	Having regard to all the submitted evidence for each submission element, a response that significantly falls short of achieving the expected standard, with significant shortcomings. There are considerable/ major reservations as to the bidder's proposals in respect of ability, understanding, expertise, experience and/ or resources to deliver the requirements and aims of the council.
0	Unsatisfactory	No response or response does not provide any relevant information and as such clearly fails to meet the required standard.

³ Note well that where reference is made to 'the required standard' and the 'requirements and aims of the council', 'the required standard' and the 'requirements and aims of the council' are the council's Scope (Preamble, Volume 1 and Volume 2)

Table Two B

The following scoring matrix will be used when evaluating responses to question 2 of the quality submission⁴.

Score	Classification	Award Criteria
5	Excellent	Having regard to the social value offering presented, together with the evidence of delivery relating to the same, a response that is excellent, not only meeting the required standard in all respects, but also utilising initiatives or methods which are viewed as clearly exceeding expectations where an ECI contractor offering is concerned. There is no doubt whatsoever that the requirements and aims of the council will be delivered; indeed, it is felt they will be exceeded.
4	Good	Having regard to the social value offering presented, together with the evidence of delivery relating to the same, a response that is good, clearly meeting the required standard in all respects. There are no reservations in respect of the bidder being able to deliver the requirements and aims of the council.
3	Satisfactory	Having regard to the social value offering presented together with the evidence of delivery relating to the same, a response that is acceptable and meets the required standard in most material respects. However, there are minor reservations in a few areas of the submission in respect of ability, understanding, expertise, experience and/ or resources to deliver the requirements and aims of the council.
2	Weak	Having regard to the social value offering presented, together with the evidence of delivery relating to the same, a response that falls short of achieving the expected standard - only partially satisfying the required standard, with clear deficiencies apparent. There are more than minor reservations as to the bidder's proposals in respect of ability, understanding, expertise, experience and/ or resources to deliver the requirements and aims of the council.
1	Inadequate	Having regard to the social value offering presented, together with the evidence of delivery relating to the same, a response that significantly falls short of achieving the expected standard, with significant shortcomings. There are considerable/ major reservations as to the bidder's proposals in respect of ability, understanding, expertise, experience and/ or resources to deliver the requirements and aims of the council.

⁴ Note well that where reference is made to 'the required standard' and the 'requirements and aims of the council', 'the required standard' and the 'requirements and aims of the council' are the council's Scope (Preamble, Volume 1 and Volume 2)

Score	Classification	Award Criteria
0	Unsatisfactory	No response or response does not provide any relevant information and as such clearly fails to meet the required standard.

Part Two: Pricing Schedule

2.1 Price will have a total weighted score of 60% and will be split into a series of areas for assessment:

2.1.1 Stage 1 PSC Target Cost, PSC *fee percentage* and PSC *overhead percentage*

The Stage 1 PSC Target Cost (as per a bidder's submitted Preconstruction Activity Schedule) *fee percentage* and *overhead percentage*⁵ (both as submitted in a bidder's Contract Data Part Two) are to be assessed.

The total score available for these elements of the evaluation shall be 35% (i.e. 35% of the total score of 60%) broken down as follows:

- PSC Target Cost 20%
- *PSC fee percentage* 10%
- *PSC overhead percentage* 5%

The elements will be scored according to the following:

$$\text{Normalised Stage 1 PSC Target Cost score} = \frac{\text{Lowest Stage 1 PSC Target Cost} \times 100}{\text{Stage 1 PSC Target Cost}}$$

$$\text{Normalised PSC } \textit{fee percentage} \text{ score} = \frac{\text{Lowest PSC } \textit{fee percentage} \times 100}{\text{PSC } \textit{fee percentage}}$$

$$\text{Normalised PSC } \textit{overhead percentage} \text{ score} = \frac{\text{Lowest PSC } \textit{overhead percentage} \times 100}{\text{PSC } \textit{overhead percentage}}$$

2.1.2 Stage 2 ECC Initial Target Cost

The Stage 2 ECC Initial Target Cost (as per a bidder's submitted Main Works Activity Schedule) and *fee percentage* (as submitted in a bidder's Contract Data Part Two) are to be assessed^[1].

The total score available for these elements of the evaluation shall be 65% (i.e. 65% of the total score of 60%) broken down as follows:

⁵ Bidders should note that if more than one *overhead percentage* is submitted, an average of those submitted shall be used for assessment.

^[1] Note that the Data for the Schedule of Cost Components sections contained in Contract Data Part two are not to be used as part of this contract and as such are not to be assessed.

- ECC Initial Target Cost 50%
- *ECC fee percentage* 15%

Normalised Stage 2 ECC Initial Target Cost score =
$$\frac{\text{Lowest Stage 2 ECC Initial Target Cost} \times 100}{\text{Stage 2 ECC Initial Target Cost}}$$

Normalised Stage 2 ECC *fee percentage* score =
$$\frac{\text{Lowest Stage 2 ECC } \textit{fee percentage} \times 100}{\text{Stage 2 ECC } \textit{fee percentage}}$$

¹Note that the Data for the Schedule of Cost Components sections contained in Contract Data Part two are not to be used as part of this contract and as such are not to be assessed.

- 2.2 All of your scores, i.e. those you attain for each area being assessed will be combined and this will be your overall score for Price. All prices must be held open for a period of 180 days from the date of submission.
- 2.3 Prices must be exclusive of VAT and be in Pounds Sterling.
- 2.4 Any risk value the Tenderer considers should be allowed for within the total of the Prices must be placed in the Activity Schedule (as Construction Risk) and ensure that the programme reflects any time issues due to the identified risks. The Tenderer must only include mitigation and cost and time allowances for risks that it has priced for in the Activity Schedule and must not allocate risks to the Employer.
- 2.5 In building up the tender Prices, the Tenderer shall utilise the Activity Schedules, including the Quantities set out. The Activity Schedules are included as a general guide and should not be regarded as an exhaustive representation of the works and services required to deliver the Project. Therefore, the Tenderer needs to refer to the Scope documents (Preamble, Volumes 1 and 2) and the contract and may further add to, or sub-divide the items in the Activity Schedules as necessary. Bidders may also adjust the Quantities set out in the Activity Schedules, but again must not attempt to allocate risk to the Employer when doing so.

Part Three: Additional council requirements/certificates

3.1 Non-collusive Tendering

TO: North Somerset Council

Having examined the contract documents for the above mentioned service/works we offer to perform and complete the said service/works for such sum as may be ascertained in accordance with the said Conditions of Contract.

Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:-

- a) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- c) Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Certificate, the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signed: Date: in the
capacity ofduly authorised to sign tenders
and give such Certificates on behalf ofAddress:

.....
.....
.....

3.2 Certificate as to Canvassing

I/We hereby certify that I/We have not canvassed or solicited any Member, Officer or Employee of the Client in connection with the acceptance of this tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has so acted.

I/We further hereby undertake that I/We will not in future canvass or solicit any member, officer or employee of the Client in connection with the award of this tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf will so act.

Signed: _____

Designation: _____

(Duly authorised to sign tenders and give such certificate for and on behalf of :)

Bidder _____

Date: _____

Address: _____

3.3 Form of Tender Letter

Form of Quotation

Invitation to tender for: Winterstoke Road Bridge Replacement

To: North Somerset Council

I/We the undersigned, having read the Conditions of Contract (the Stage 1 PSC, Stage 2 ECC and the Overarching Agreement) and Scope documents do hereby offer to complete the supply of goods/services/ works required to be performed in the carrying out of the above contract in accordance with the above documents, to the criteria as appended to this form of quotation.

I/We, hereby undertake to enter into the contracts as per the tender documents and I/We hereby agree that in the event of my/our Quotation being accepted, until a contract is executed, the Stage 1 PSC and the Overarching Agreement, Scope, and Quotation, together with the acceptance thereof in writing, shall constitute a contract. I/We agree that my/our offer shall remain open for acceptance for a period of one hundred and eighty days from the date fixed for return of quotations.

I/We confirm that I/we have the capability and resources to meet all requirements of the Scope in terms of quality, cost and time.

Signed.....

Date.....

Persons, firm or company:.....

Address:.....
.....
.....
.....