

Request for Quotation (RFQ)

**For Spatial Assessment and Improvements to Parks
Depots**

Procontract reference DN502105

**Deadline for Submission of Quotes:
Midday 22nd October 2020**

Contents

Section A	Background
Section B	Specification of Requirements
Section C	Instructions for Tendering
Section D	Evaluation Criteria and Scoring Methodology
Section E	Bidder's response – quality method statements and price proposal
Section F	Terms and Conditions of Contract
Appendix A	Depot site plans and supporting images (issued as a separate attachment to this document)
Appendix B	Pricing Schedule (issued as a separate attachment to this document)

Section A: Background

Introduction to the London Borough of Hackney – Libraries, Leisure and Green Spaces

1. The London Borough of Hackney is an inner London borough situated to the east of the capital. The Parks Service manages 58 green spaces in the Borough, which are maintained by an in house operations team.
2. The parks operations team are based in seven park depots spread across the borough. The depots provide a base for the teams which manage their home site as well as satellite teams which maintain the smaller parks and green spaces in the vicinity of the depot.

The parks depots are located in;

- Clissold Park
 - Hackney Downs
 - Hackney Marshes
 - Haggerston Park
 - London Fields
 - Millfields
 - Springfield Park (not included in the scope of this project)
3. The parks depots have evolved in a piecemeal fashion over time to meet the service's existing needs. However this has led to some depots being laid out poorly and a lack of supporting infrastructure for vehicle, equipment and materials storage.
 4. A proposed restructure of grounds maintenance services within the Council will lead to the agglomeration of the Housing and Parks grounds maintenance services. The combined service will solely operate out of the existing parks depots which need to be improved in order to operate at the increased capacity.
 5. Hackney Council is seeking an experienced architect with extensive expertise in the design and layout of depots to review the existing facilities, assess the combined service's needs and how they can be incorporated into the existing sites for the available budget.
 6. Bidders should provide a quote for the provision of the following services:
 - a) Review the layout and exiting operations of six parks depots engaging with stakeholders to identify operational issues.
 - b) Review the needs of the new combined grounds maintenance service.
 - c) Production of a design report making recommendations for how the depots can meet the needs of the combined service and help to meet the Council's aim of becoming carbon neutral.
 - d) Production of a cost plan for the proposals.
 - e) Production of drawings and documents for the tendering of any construction works required.
 - e) Acting as principal designer for the improvement works.
 7. Plans and supporting images showing the six depots are included in Appendix A and building layouts in Appendix B.

Section B: Specification of Requirements

Scope

1. The Council is seeking an organisation to provide design services to deliver the physical renewal to six of the borough's grounds maintenance depots. The organisation will be required to review existing facilities and identify infrastructure improvements, be involved in consultation with stakeholders, provide a package of drawings, specifications and associated documents for the tender of any construction works and planning applications. Sub contractors may be utilised but must be managed by the appointed company.
2. The depots including their welfare facilities will need to be improved in order to meet the needs of the amalgamated services.
3. The depots will need to be upgraded to help meet the Council's commitment to become carbon neutral by 2030.
4. A review of the existing electric vehicle charging points will need to be undertaken and adequate provision provided to meet the immediate need as well as ensuring future capacity can be met.
5. Sustainable solutions to the sites infrastructure needs will need to be found and could include sustainable drainage systems, ground source heat pumps and solar technology.
6. The depots will need to be secure with measures put in place to deter break ins.
7. Consultation on the proposals will be undertaken with key stakeholders including;
 - Parks Operations - Managers / Head Gardeners
 - Housing Grounds Maintenance Operation Manager
 - Parks Development Team
 - Arboriculture Team
 - LBH Planning & Conservation Officer
 - Pollution Control Team
 - Biodiversity Partnership
 - LBH ICT
 - LBH Sustainability Manager
8. Planning permission may be required but will be dependent upon the proposed works.
9. In order to maximise value for money for the Client, the winning organisation will be expected to undertake value engineering throughout the design development process. For the purpose of clarity the value management exercises and any resulting adjustment to the design and specifications to meet the budget are deemed to have been included in the price tendered by the bidder for this project.
10. The total project value for any design elements and works is estimated at £1million with £350,000 secured for the current financial year with additional sums expected over the next 1 or 2 years. This figure cannot be exceeded. The budget amount is only an estimate so competitive quotes are expected.

Design Principles

11. All of the Design Work should be guided by the following principles/documents.

- LBH Climate Declaration
- <https://hackney.gov.uk/climate-emergency-declaration>
- LBH Planning Guidance
<https://hackney.gov.uk/planning-guidance>
- London's Supplementary Planning Guidance
<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/planning-guidance>
- The Health and Safety at Work Act 1974
<https://www.hse.gov.uk/legislation/hswa.htm>
- Hackney's Biodiversity Action Plan
<https://hackney.gov.uk/media/6489/biodiversity-action-plan/pdf/BAP-2012-2017.pdf?m=635912289559870000>

12. The design approach should include any current industry standards and general 'good practice' guidance.

Planning Permission

13. Due to the improvements all taking place within the bounds of the existing depots it is anticipated that the works will fall under the Council's permitted development rights. However, planning approval may be required and will be dependent upon the proposed works.
14. Some of the depots are located on common land and as a result may require consent from the planning inspectorate, depending upon the proposed works. Public consultation of the proposals will be required in order to support submission for common land consent. The London Borough of Hackney will apply for the common land consent but the tenderer may be called upon to provide additional information or documentation as part of the application process.

Trees

15. All works around trees should adhere to the following:

- British Standard 5837:2012 Trees in relation to design and construction - Recommendations
- National Joint Utilities Group Volume 4: NJUG Guidelines For The Planning, Installation And Maintenance Of Utility Apparatus In Proximity To Trees (Issue 2).
- National Joint Utilities Group Volume 5 NJUG On-Site Environmental Good Practice Guidelines.
- Arboricultural Practice Note 12 D Patch & B Holding Tree Advice Trust, 2007 Through the Trees to Development.

16. Works and groundwork operations to existing surfaces which are being renewed within the tree canopy and root protection areas (RPA) will need to be undertaken with extreme caution. The hard impervious surface bituminous layer will need to be fully broken prior to any removal and may be removed using mechanical means. However, under NO circumstances should sub base to any existing surfaces be excavated using mechanical means such as mini diggers or excavators with buckets, this will need to be excavated by hand excavation or air spade.

17. ANY change in existing ground or soil levels within the RPA of any tree will need to be agreed with the Council's Arboricultural Team prior to any works taking place on site.
18. If new pathways or footways are proposed, a detailed design and method of construction will need to be agreed with the Council's Arboricultural Team and Engineers prior to any works taking place on site.
19. Materials, Plant and Operations will need to be agreed including siting, method of removal and way the project will be delivered. This will need to be set out in the arboricultural method statement and tree protection plan.

Management

20. Regular meetings will be required, and the winning organisation will be required to attend these meetings. Bidders should indicate what they feel is the likely number and frequency of meetings required and ensure that this is reflected in their bid price.
21. There will be a requirement for the winning organisation to contribute to certain client meetings as requested by the Client Project Manager.
22. Sign off at all stages is to be accompanied by a cost plan, prepared by the winning organisation.
23. The appointed organisation must make every reasonable provision for the management of risk. A risk register needs to be provided and maintained by the winning organisation, with changes being reported monthly to the Client through the project meetings.
24. It is key that the project should be managed such that there is no budget overspend and that there are no significant burdens placed on the client with regards future maintenance costs.

Performance

25. The performance of the organisation will be measured against:
 - Satisfactory completion of all duties as set out in the contract and any other duties outlined within this document.
 - The timetable indicated by the Employer.
 - Keeping within the agreed fee and budget targets.
 - The commitment of the organisation and resources to the project.
 - The quality of technical and commercial advice.
 - Delivery of the Project to the Client's satisfaction.
 - Any other contractual obligations.

Financial Arrangements

26. Bidders are to submit a fixed fee proposal as specified in the instructions of this RFQ document. The fee should make provision for all aspects of the work as specified in this RFQ and allow for all necessary expenses in connection with the work.

27. Due to the specific improvements not yet being known, bidders are also required to submit a breakdown of day rate costs which may be utilised to undertake some elements of work.
28. It is proposed that fees will be paid monthly in arrears by instalment on the receipt of invoices by the Council, in accordance with a cash-flow schedule. Final arrangements to be agreed between the Council and the successful bidder upon appointment.

Contact Details

29. The Project Manager for this commission is: Bruce Irving, Project Manager, Libraries, Leisure and Green Spaces, Hackney Council, Hackney Service Centre, 1 Hillman Street, E8 1DY.

Section C: Instructions for tendering

1. All RFQ responses must be submitted via the ProContract e-tendering system by no later than **midday 22nd October 2020**. Bids submitted through any other means (email or post) or after this deadline will be rejected.
2. The instructions in this RFQ document are designed to ensure that all bidders are given equal and fair consideration. It is important therefore that bidders provide all information asked for in the format and order specified within these instructions.
3. If you have any queries about this RFQ please submit written clarification questions to the Project Manager using the Council's e-tendering system ProContract.
4. The deadline for clarifications is 5 working days before the submission deadline after which no undertaking is given to reply. The Council will use its best endeavours to respond as a matter of assistance to the bidder but it shall not be construed to add to, modify or take away from the meaning and intent of the proposed contract and/or the obligations and liabilities of the bidder. Bidders' messages are managed in standard business hours only, Monday to Friday.
5. As a part of this RFQ process, bidders do not have the option to seek further clarification in the form of a site visit, a plan of each depot site and supporting images has been provided in order to give a good visual indication of the depots.
6. **Bidders are requested to complete section E of this RFQ document 'Bidders Response: Quality Method Statements and Price Proposal' and Appendix C 'Pricing Schedule' of this RFQ document and upload their responses to the Council's e-tendering system ProContract.**
7. **Please note Appendix B 'Pricing Schedule' will be issued separately to this document.**

RFQ Issue Date: 1st October 2020
Response period: 3 weeks
Deadline for submission: **12.00 Midday, 22nd October 2020**

Indicative Tendering Timescales:

Activity	Date
Request for Quotes issued	1st October 2020
Deadline for clarifications	15th October 2020
Deadline for responding to the RFQ	22nd October 2020
Evaluation of submissions	23rd October 2020
Confirmation of award of contract	6th November 2020

Section D: Evaluation Criteria and Scoring Methodology

- Hackney Council is committed to providing high quality, value for money services to the people who live and work in the borough. Responses will therefore be evaluated against the criteria set out below.

Evaluation Criteria

- Bids will be evaluated on the basis of 60/40 – quality / price ratio i.e. with 60% of the evaluation based on quality and 40% based on price. The qualitative criteria will be evaluated by the Project Manager and a representative from the Parks Operations Team who will use their professional knowledge to assess the quality of the bids.
- The following detailed criteria and weightings will be used to assess Bidders proposals:

Criteria	Weighting
QUALITY:	60%:
Relevant experience	30%
Programme	10%
Quality Assurance & Consultation, Communication	10%
Managing Project Risks – Time, Cost and Quality	10%
PRICE:	40%
Total	100%

- Additional Questions will be scored on a Pass/Fail basis:

1	Insurance	
	A	Compliance / completeness check across all questions Pass or Fail
2	Environmental Management	
	A - D	Compliance /completeness check across all questions Pass or Fail
3	Health and Safety	
	A - D	Compliance /completeness check across all questions Pass or Fail

- The following **scoring mechanism** will be used to score the qualitative responses:

Score	Rationale/Judgment	General Description
0	The response fails to comply with the requirements of this RFQ or is otherwise incapable of evaluation.	Wholly unsatisfactory

1	The response does not demonstrate an understanding of the Council's requirements as defined in this RFQ, and is incomplete or is otherwise unconvincing in significant respects.	Unsatisfactory
2	The response demonstrates only a limited understanding of the Council's requirements as defined in this RFQ, lacks detail or is not convincing in some respects	Cause for concern
3	The response demonstrates an understanding of, and compliance with the Council's requirements as defined in this RFQ.	Acceptable
4	The response indicates that the bidder would effectively deliver the project in accordance with the Council's requirements. The response is convincing, detailed and demonstrates a good understanding of the Council's requirements as defined in this RFQ.	Good
5	The response indicates that the bidder would effectively deliver the project in accordance with the Council's requirements. The response is entirely convincing, highly detailed and demonstrates a complete understanding of and compliance with, the Council's requirements as defined in this RFQ.	Excellent

6. In order to ensure that the successful bidder has met minimum quality standards, any bidder whose score includes two or more answers that are awarded a score of 2 or less, or any awarded a score of 0, or a 'Fail' on any Pass/Fail questions, will be deemed to have failed minimum quality standards and will be rejected.

Price Scoring

7. The pricing submitted will be worth 30% of the overall marks and shall be scored on the basis that the cheapest bidder will score the highest. Other bids will be scored in relation to how their price compares with the cheapest price bid.

Please see an illustrated example below for clarity:

	Bid A	Bid B	Bid C	Bid D
Cost	15,849	17,094	25,497	31,246
Score	30%	27.82%	18.65%	15.22%

A = 15,849 and gets 30%

B = Proportional score is A divided by B X 30

$$\frac{15,849}{17,094} \times 30 = 27.82\%$$

Section E: Bidder's response – Quality Method Statements and Price Proposal

1. In responding to this Request for Quote, bidders should set out the relevant information, experience and skills in the format as requested below.
2. Bids will be evaluated on the basis of 60/40 – quality / price ratio i.e. with 60% of the evaluation based on quality and 40% based on price. Bidders must also 'Pass' all of the additional Pass/Fail questions below.

Quality method statements (60%):

	Quality method statements questions	Weighting
1.	<p>Relevant experience:</p> <p>Please describe your organisation's experience relevant to this project, including your experience of designing or improving working depots or similar spaces.</p> <p>Your answer should demonstrate your experience of projects of a similar size and scope to that set out in the specification for this tender. (Response: 750 word limit).</p> <p>To illustrate relevant previous experience, please provide <u>3 examples</u></p> <p>Please describe each example in no more than 250 words. (you may provide up to 5 images of each scheme)</p> <p>Please include the following information in your response:</p> <ol style="list-style-type: none"> a) Location of project b) Contract start date c) Contract completion date d) Estimated contract value e) Client organisation name f) Point of contact in the customer organisation g) E-mail address <p>Projects must be for work completed within the past 10 years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided above.</p>	30%
2.	<p>Programme:</p> <p>Please provide a realistic delivery programme and resource schedule giving indicative dates for completion of the key milestones</p> <p>The programme of works should be in the form of a Gantt chart, or equivalent format, and shall include:</p> <ul style="list-style-type: none"> • Suitable periods for design element and all major works; • Consultation; • Sequenced milestones; 	10%

	<ul style="list-style-type: none"> Client approval for designs, samples etc.; Appropriate allowances shall be made for adverse weather conditions, etc. 	
3.	Quality Assurance & Consultation, Communication: Describe your proposed approach to Quality Assurance and client and stakeholder consultation and communication. (Response: 500 words maximum)	10%
4	Managing Project Risks: In no more than 500 words, please describe using the information provided in the specification, what you consider to be the main risks to this project, explain how these will be managed or mitigated to ensure that the project is delivered on time, to budget, and to a high quality standard.	10%
Total Quality Score		60%

3. In addition to the quality Method Statements above, bidders must answer and pass all of the Pass/Fail questions set out below:

Section	Additional Questions	
1	Insurance	
a.	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below, such insurances shall be procured from an insurance market of good repute. Employer's (Compulsory) Liability Insurance* as required by law Public Liability Insurance £10 million Professional Indemnity Insurance £2 million <i>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Environmental Management	
a.	Please confirm that you have an Environment Policy If 'No', please provide full rationale in a separate Appendix - your response shall be no more than 250 words.	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	Do you have an Environment System(s) that supports your organisation's Environment Policy in the context of self-delivered activities and sub-contracted activities? If 'Yes' is your Environment System certified to a standard (e.g. ISO14001 for its Environmental Management System (or equivalent)? If 'Yes' please provide a copy of the certificate or similar accreditation/qualification.	Yes <input type="checkbox"/> No <input type="checkbox"/> Attached <input type="checkbox"/> N/A <input type="checkbox"/>

	If 'No', please provide full rationale in a separate Appendix - your response shall be no more than 250 words.	
c.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to this question is 'Yes', please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The word count of your response is unlimited.</p> <p>The authority will not select potential suppliers that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Attached <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
d.	<p>If you use sub-contractors, has any significant part of your supply chain had any convictions or had a notice(s) served upon them for infringement of environmental legislation?</p> <p>If your answer to this question is 'Yes', please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes your supply chain has made as a result of conviction or notices served. The word count of your response is unlimited.</p> <p>The authority will not select potential suppliers that have a significant/material part of its supply chain prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Attached <input type="checkbox"/></p> <p>N/A as in house provision <input type="checkbox"/></p>
3	Health and Safety	
a.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
b.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was 'Yes', please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Attached <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

	<p>The word count of your response is unlimited.</p> <p>The authority will exclude potential suppliers that have been in receipt of enforcement/remedial action orders unless the potential suppliers can demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	
c.	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances set out in question 2b apply to these other organisations?</p> <p>If your answer to this question was 'No', please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The word count of your response is unlimited.</p> <p>The authority will exclude potential suppliers where key sub-contractors within the potential supplier's supply chain have been in receipt of enforcement/remedial action orders unless the potential supplier can demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Attached <input type="checkbox"/></p> <p>N/A as in house provision <input type="checkbox"/></p>
d.	<p>Please self-certify that your organisation's employees are given adequate Health & Safety training to complete their roles in a safe manner.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Contract Price (40%) and Payment Arrangements:

1. Please provide a competitive price for the work.
2. The rates quoted shall be the fully inclusive value of the services as described under the service specification, including all overhead costs together with all general risks, liabilities and obligations set out in, or implied necessary to comply with, the Request for Quotation, the conditions of the Contract, the specification of service requirements, all schedules and appendices thereto and all other documents forming part of the Contract. All rates shall be exclusive of VAT which will be paid at the appropriate rate on receipt of a VAT invoice.
3. Bids will be evaluated on the basis of 60/40 – quality / price ratio i.e. with 60% of the evaluation based on quality and 40% based on price. The price element will be scored on the basis that the cheapest quote will score the highest. Other bids will be scored in relation to how their price compares with the cheapest bid.

5. **Bidders must complete all relevant lines in the attached excel 'Pricing Schedule' (Appendix B).**
6. All pricing breakdown must be submitted in the form prescribed. Any bids not submitted in the prescribed form may result in the bid being rejected. Any costs which have not been identified in the pricing document will not be payable.
7. **London Living Wage**

Prices need to reflect the obligation on the Contractor to pay all staff engaged in the provision of this contract the London Living Wage set at £10.55 per hour from 1st April 2019. The Contractor's compliance with this requirement will be reviewed through the contract management process.
8. **Payment Arrangements**

Subject to the provisions of the Agreement, Fees will be paid in instalments over the Term of the agreement through monthly valuations of the work which has been undertaken. A retention of 5% will be held for a 3 month defects period

Section F: Terms and Conditions of Contract

1. The JCT Contract with consultancy with complementary amendments will form the basis of any agreement entered into by Hackney Council and successful Provider for delivery of this contract, however this may be subject to change.

Appendix A - Site plans and supporting images of park depots

PLEASE NOTE THIS APPENDIX WILL BE ISSUED SEPARATELY AS AN ATTACHMENT TO THIS RFQ DOCUMENT

Appendix B - Depot building layouts

PLEASE NOTE THIS APPENDIX WILL BE ISSUED SEPARATELY AS AN ATTACHMENT TO THIS RFQ DOCUMENT

Appendix C - Pricing schedule

PLEASE NOTE THIS APPENDIX WILL BE ISSUED SEPARATELY AS AN ATTACHMENT TO THIS RFQ DOCUMENT