REQUEST FOR QUOTATION FOR Clerks of Works services





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Northamptonshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Northamptonshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Northamptonshire County Council (the ‘Authority’) invites quotations for the provision of Clerk of Works Services.

Potential Providers are asked to note the following in relation to this Contract Opportunity:

Local government services in Northamptonshire are currently provided by the Authority and seven District/Borough Councils.

On 14th May 2019, the Secretary of State for Housing, Communities and Local Government issued a written statement confirming that, under Local Government Reform, all the existing councils in Northamptonshire will be abolished and replaced with two new unitary councils, one for the North and one for the West of the county, with effect from April 2021.

Our expectation is that, as in past local government reorganisations, the Secretary of State would make legal orders to novate (transfer) existing contracts to the two successor councils.

The Authority’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

For technical support when using the LGSS Procurement Portal (ProContract), please contact the ProContract support desk:

* Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
* Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively you may use the electronic ticket logging system which can be found [here](http://proactis.kayako.com/procontractv3/Core/Default/Index)

## BACKGROUND

The Authority’s Capital Programme ranges from general maintenance and condition work projects at c£50k through to new build secondary schools in excess of £20m. To ensure that the design, build compliance and operation of the works is delivering as required and managed safely and efficiently we employ Clerk of Works Services to oversee this detail on the clients behalf.

The minimum service provision will be no less than one general project site visit per week with a follow up report within 48 hours, additional visits when monitoring specific works, attendance to site progress meetings and attendance to one monthly contract meeting.

The current programme consists of New Build, Building Extensions and School Condition works.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 2nd December 2019 |
| **Deadline for Clarification Questions** | **5pm 20th December 2019** |
| **Deadline for Quotation Responses** | 5pm 2nd January 2020 |
| **Quotation Evaluation** | 3rd January 2020 |
| **Contract Awarded / Start Date** | 14th January 2020 |

## CLARIFICATION QUESTIONS

Clarification questions should be referred via ProContract portal. Where a question is considered to be commercially sensitive the response will be direct to the requester. Where the question is more generic and all bidders would benefit from the clarification this will be issued to all bidders.

## Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the [ProContract](http://www.lgssprocurementportal.co.uk) messaging area. QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via [ProContract](http://www.lgssprocurementportal.co.uk).

## EVALUATION OF QUOTATIONS

Any non-compliant or incomplete submissions will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on a 50/50 evaluation of Quality and Price using the following criteria:

**Quality Questions at 50% + Pricing at 50% = 100%**

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × 50%

= Potential Provider Quality %

1. **Quality Questions (Part 3 Section B)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Potential Provider Quality Score** | **Max Quality Score Available** | **Score %**  **(If “X” = 50)** |
| Bid 1 | 100 | 100 | 50% |
| Bid 2 | 75 | 100 | 37.5% |
| Bid 3 | 50 | 100 | 25% |

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| Score | Criteria to Award Score |
| 0 | Considered to be a poor response on the basis that:   * It does not answer the question or is completely irrelevant |
| 1 | Considered to be a limited response on the basis that:   * Overall it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level |
| 2 | Considered to be an acceptable response on the basis that:   * It addresses most of the relevant criteria * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level |
| 3 | Considered to be a good response on the basis that:   * It addresses all relevant criteria * The supporting detail is considered to be clear and provides evaluators with confidence that the criteria will be delivered to a good standard |
| 4 | Considered to be an outstanding response on the basis that:   * It addresses all relevant criteria * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price for each scored element will receive a full score of 12.5%

When the scores for each of the 4 scored elements has been calculated these will be added together to form the total price score.

The following calculation will be applied to each element:

Score = 12.5-(((Price-Lowest Price)/Lowest Pricex100) x (12.5/100))

This means than any bid that is double or more the lowest compliant bid for any of the 4 scored elements will score 0% for that pricing element.

**EXAMPLE**

**Day Rate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %** |
| **(If “Y “= 12.5)** |
| Bid 1 | £250.00 | £250.00 | 12.5 |
| Bid 2 | £290.00 | 10.5 |
| Bid 3 | £325.00 | 8.75 |
| Bid 4 | £330.00 | 8.5 |
| Bid 5 | £400.00 | 5 |
| Bid 6 | £460.00 | -2 |

**Hourly Rate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %** |
| **(If “Y “= 12.5)** |
| Bid 1 | £65.00 | £65.00 | 12.5 |
| Bid 2 | £75.00 | 10.5 |
| Bid 3 | £83.00 | 9 |
| Bid 4 | £92.00 | 7.3 |
| Bid 5 | £101.00 | 5.5 |
| Bid 6 | £145.00 | -2.8 |

**Mileage Rate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %** |
| **(If “Y “= 12.5)** |
| Bid 1 | £0.25 | £0.25 | 12.5 |
| Bid 2 | £0.30 | 10 |
| Bid 3 | £0.33 | 8.5 |
| Bid 4 | £0.40 | 5 |
| Bid 5 | £0.45 | 2.5 |
| Bid 6 | £0.56 | -3 |

**Report Rate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %** |
| **(If “Y “= 12.5)** |
| Bid 1 | £45 | £45 | 12.5 |
| Bid 2 | £51 | 10.8 |
| Bid 3 | £55 | 9.7 |
| Bid 4 | £65 | 6.9 |
| Bid 5 | £78 | 3.3 |
| Bid 6 | £90 | 0 |

**TOTAL SCORE EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (%)** | **Price Score (%)** | **Total (%)** |
| Bid 1 | 50 | 50 | 100 |
| Bid 2 | 37.5 | 41.8 | 7.3 |
| Bid 3 | 25 | 35.95 | 60.95 |

**Bid Pricing**

This will comprise of three elements.

Hourly rate

Day rate which should be based on a maximum of a 7 hour working day

Travel rate pence per mile

Report provision

Mileage travel rate will be calculated point to point and should not exceed the AA recommendation. Distance to be calculated using Bing/Google maps shortest distance.

Mileage to the first and from the last appointments are considered non-chargeable.

The rate to be charged for the hours worked must be defined as a full day or number of hours whichever is the lower.

A monthly invoice will be required per project with fully detailed back up of location, hours of work, miles travelled by day.

Reports will be produced including photographic information within 48hours of a site visit.

# SPECIFICATION

The Authority wishes to procure a Framework of three suppliers for its Clerk of Works Services. This will be primarily for, but not limited to, its capital delivery programme including major and minor projects, building condition and capital replacement works. The role will include involvement from design conception through to issue of the making good certificate.

This Framework will be for a period of 2 years plus 1 year extension **OR** £100k whichever is the longer.

The Authority is looking to appoint 3 suppliers to the Framework but no less than 2 based on the financial score. The decision not to appoint a 3rd supplier will be determined by the financial score differential. Where the 3rd supplier is more than 20% lower in score than the 2nd place bidder the 3rd will not be appointed.

The following information sets out the technical specification along with the COSVX## Standards in Appendix 2.

**In line with the Clerk of Works Institute - Competent Clerks of Works will:**

* have a broad understanding of the building industry, including knowledge of trades, methods, legal requirements and National Building Standards,
* have a sound knowledge of construction materials and components, including their use, limitations and possible alternatives
* be honest and vigilant to make sure that the work and materials meet the required standard and design specification
* have an awareness of acceptable standards, benchmarking and identifying non-conformance, be persuasive and diplomatic while remaining independent
* have good judgement, to decide when to insist on corrections, when to persuade or negotiate, and when to compromise
* have foresight; i.e. identification of issues/potential issues and the ability to suggest alternative methods or mitigation techniques
* have a focus on quality; promoting right first time initiatives, reducing rework and double handling
* be impartial, with a fair, considered and independent approach to ensuring value for money for the client
* have an understanding of the obligations of all parties (requirements and boundaries)
* keep up to date with changes in construction methods, statutory legislation and carry out continued professional development (CPD)
* have an understanding and knowledge of the practical and legal aspects of health and safety
* set an example by acting in a professional manner at all times including wearing personal protective equipment when on a construction site and enforcing this on construction sites
* have the ability to produce concise recordings of their findings
* be generally physically fit due to the nature of the work
* be able to work at heights
* have good spoken and written communication skills
* be able to establish an appropriate working relationship with the contractor's staff

**Skills required:**

1. **Communication** - Stakeholder communication at varying levels with sometimes quite sensitive dialogue. Understanding of different communication techniques and balancing these against individual requirements
2. **Prioritisation** - Appreciation of the supply and demand dynamics (infinite resources over division unit expectations) – prioritisation of needs of stakeholders
3. **Diplomacy** – managing different understandings/expectations
4. **Reasoned Argument** - Developing articulate and evidenced based arguments
5. **Experience & Knowledge -** Offer up sound buildability options based on proven experience and knowledge. Presenting this information to a range of audiences
6. **Cost Management** - Look for value management options to improve project costs on behalf of the client

**General:**

Following project allocation, the provider will be required to agree with the Construction Project Manager (CPM) the requirements of the project to ensure effective delivery. This will include stakeholder knowledge and adherence to the Authority’s governance framework. The provider will need to ensure they produce appropriate documentation to record site visits, which will need to be provided within 48hours of the visit to the CPM to enable effective and efficient action where necessary.

The provider will need to assess the requirements of individual projects to ensure the contractor method statements and specification are being adhered to. This will be done in conjunction with external project design team consultants. They will provide specialist advice in respect of the methodology of works proposed by the contractor through to delivery. They will be the eyes and ears on the ground reporting back to the CPM.

In performing an independent third party inspection the provider will protect the Authority’s interests throughout the construction process, and therefore will:

* Anticipate (identify problems in advance)
* Interpret (clearly)
* Inspect (in detail)
* Record (completely)
* Report (concisely)
* Advise and guide
* Help reduce risk
* Provide guidance on health and safety matters
* Assist in getting it right first time!

The above will be fully cognisant of and act accordingly with:

* **Compliance –** buildings need to be inspected for safety and structural integrity to ensure that they conform to statutory regulations and laws.
* **Workmanship –** needs to be monitored and inspected at regular intervals to minimise problems, defects and rework.
* **Materials –** should be inspected to ensure that they are correct and of a suitable, appropriate quality to fit their purpose.
* **Defects –** can be minimised and resolved when regular thorough inspection is factored into the construction process.
* **Recommendations –** Clerks of Works can make recommendations to the client throughout the construction process.

**Monitoring and Management arrangements**

Service monitoring will be undertaken by means of quarterly contract management meetings. These will be held at the Authority’s offices (One Angel Square, Angel Street, Northampton NN1 1ED) during the last week of the month, dates to be agreed upon appointment.

List of Guidance documents taken from the ICWCI associated with CITB Clerk of Works service standards required can be found in the appendices.



The appointment to this Framework will require that anyone entering either an operational educational or vulnerable persons building will be able to evidence that they have full DBS clearance.

Business Continuity Planning is essential to the survival of an organisation. As part of this questionnaire you will be required to submit your organisations highest BCP risks and their mitigation planning.

# SUPPORTING INFORMATION

**Please complete section 3 and 4 below via ProContract to complete this information.**

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Charity * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## 

## Questions

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | Please provide a project example that you have completed within the past 2 years for CoW services. The project must range in value from £250k to £1m.  Please limit your submission to one side of A4. Please include photos and limit to one additional side of A4.  Must include but not limited to:  Client, Project scope, Start dates & Practical Completion, Budget, Complexity of the work, Design input, Site visits, Contractor Conformance, H&S, Cost savings and challenges. | Weight 2 (20%) |
| Potential Provider’s Response |  |  |
| 2 | Please provide a project example that you have completed within the past 2 years for CoW services. The project must range in value from £1m-£5m.  Please limit your submission to one side of A4. Please include photos and limit to one additional side of A4. This example must be of a different sector to Q1.  Must include but not limited to:  Client, Project scope, Start dates & Practical Completion, Budget, Complexity of the work, Design input, Site visits, Contractor Conformance, H&S, Cost savings and challenges. | Weight 2 (20%) |
| Potential Provider’s Response |  |  |
| 3 | Please provide a project example that you have completed within the past 2 years for CoW services. The project must range in value over £5m.  Please limit your submission to one side of A4. Please include photos and limit to one additional side of A4. This example must be of a different sector to Q1 & Q2.  Must include but not limited to:  Client, Project scope, Start dates & Practical Completion, Budget, Complexity of the work, Design input, Site visits, Contractor Conformance, H&S, Cost savings and challenges. | Weight 2 (20%) |
| Potential Provider’s Response |  |  |
| 4 | Provide a redacted version of a live project site set of reports along with a H&S site monitoring report (redaction should only include elements that are affected by GDPR) | Weight 2(20%) |
|  |  |  |
|  |  |  |
|  |  |  |
| 5 | Provide a copy of your Business Continuity Plan | Weight 2(20%) |
| Potential Provider’s Response |  |  |
|  |  |  |
| 6 | Evidence of Certificate of membership of ICWCI | **Pass/fail question, failure to provide this evidence will result in a fail of the RFQ process** |
| Potential Provider’s Response |  |  |
| 7 | The level of insurance required per annum is:  Employers Liability £10m  Public Liability £5m  Professional Indemnity is £2m  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 8 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 9 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process. |
| Potential Provider’s Response | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |
|  |  |  |

# PRICING SHEET

## Pricing and Costs

Please insert your costs in the table below.

The pricing equates to 50% of the overall scoring in this RFQ.

|  |  |  |
| --- | --- | --- |
| **Costed Item** | **Value £** | **Weighting** |
| Hourly Rate  (calculated based on a 7hour day) | £ | 1 (25%) |
| Day Rate  (calculated based on a 7hour day) | £ | 1 (25%) |
| Travel ppm | £ | 1 (25%) |
| Report provision | £ | 1 (25%) |
| **Other available services** | **£** | **Not scored** |
| Drone surveying | £ | Hourly/Fixed price |
| Add other service | £ | Hourly/Fixed price |
| Add other service | £ | Hourly/Fixed price |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £5,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** Clerk of Works Services.

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT
2. FRAMEWORK CALL OFF CONTRACT
3. COSVX01 – 12 (omitting No11)

See all attached