

NWCH Mini- Competition

Client: Cheshire East Borough Council

**Invitation to Provide a Mini Tender for
Competition under North West Construction
Hub Low Value Framework**

Lot No. 5, Construct Only, Cheshire

for

**Expansion of Malbank School and Sixth Form
College**

Tendering Instructions

ITEM	CONTRACT DETAILS
Procuring Officer:	Alan Jackson
Submission instructions:	<p>Submissions must be received via The Chest</p> <p>https://www.the-chest.org.uk/</p> <p>Please note you are required to download the mini Tender documentation and upload the completed mini Tender submission by 12.00 Noon on Monday 24th September 2018</p> <ol style="list-style-type: none"> 1. Please ensure you leave sufficient time to upload your mini Tender submission prior to the closing date/time. 2. The Council cannot be held responsible for technical/ICT issues in leaving the uploading of your submission too late. No submission received after this closing date and time will be considered other than where there are exceptional circumstances, which may be considered by the Director of Legal Services in his sole discretion. Please note that submissions, which are partly through being uploaded at the closing time, will be considered to have not been received. 3. Where several documents are to be enclosed, preference would be for these to be 'zipped' as one file and attached to the portal. Please do not send any additional company literature/brochures if these have not been requested. 4. Mini Tenders which have commenced being uploaded before the closing time but have not finished being uploaded by the closing time will be registered by the system as a late quote. 5. Mini Tenders submitted by post, fax or other electronic means will not be accepted.
Date/time for mini Tender return:	12.00 Noon on Monday 24th September 2018

This Mini Competition Documentation is issued to those companies appointed as construction partners ("Tenderers") to the North West Construction Hub Low Value Framework Lot 5, their professional advisers and other parties essential to preparing a mini tender for this contract (the "Tender") and for no other purpose.

The contents of this Mini Competition Documentation are provided on the basis that they remain the property of the Cheshire East Borough Council (the "Council") and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this Mini Competition Documentation immediately and not to retain any electronic or paper copies.

No contractor will undertake any publicity activities with any part of the media in relation to this Mini Competition process, or any subsequent contract, without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This Mini Competition Documentation is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the Mini Competition process at any point. The Council is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those quoting.

INSTRUCTIONS

1. BACKGROUND

- 1.1 Further details of the Council's requirements under the contract and other relevant information are provided in the Scope of Works and Appendices to this document.
- 1.2 If you have any questions or require any clarifications, please contact the Procuring Officer via The Chest [www.the-chest.org.uk].
- 1.3 Other than the person identified above, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this Mini Competition or any other matter relating to the contract.
- 1.4 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all tenderers.
- 1.5 The Council reserves the right to issue supplementary documentation at any time during the quotation process to clarify any issue or amend any aspect of the Mini Competition Documentation. All such further documentation that may be issued shall be deemed to form part of the Mini Competition Documentation and shall supplement and/or supersede any part of the Mini Competition Documentation to the extent indicated.
- 1.6 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their quote.
- 1.7 Under the contract the Council will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the contract before submitting their tender.
- 1.8 The tender must be received in accordance with the relevant instructions no later than the time and date indicated.
- 1.9 Errors within the tender shall be dealt with in accordance with Alternative 2 contained in the JCT Tendering Practice Note 2012.

2. MINI TENDER SUBMISSION REQUIREMENTS

- 2.1 Submissions must be written in the English language.
- 2.2 Only one tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.3 The Mini Tender (including price) should remain valid for a minimum period of 90 days.
- 2.4 The Mini Tender must not be qualified in any way.
- 2.5 Any signatures must be made by a person who is authorised to commit the Tenderer to the contract.
- 2.6 Your full registered business/name and main office address must also be provided on all documents.
- 2.7 The Council reserves the right to reject or disqualify a Tenderers submission where documents are completed incorrectly, are incomplete or fail to meet the Councils submission requirements which are detailed in this document.
- 2.8 The mini Tender submission must provide all of the information requested in the specified format and be completed in full and signed where indicated.
- 2.9 In the event that Tenderers believe that they are unable to submit a Mini Tender through the electronic system or require assistance or further information to be able to use the e-tendering process they must contact the Procuring Officer **no later than 4 calendar days before the submission date for the Tender** to enable any technical queries to be investigated and resolved.

3. TENDER EVALUATION CRITERIA

- 3.1 The Council does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any quotation submitted.
- 3.2 Each Tender will be checked initially for compliance with all requirements of the mini Tender.
- 3.3 Tenders will be evaluated against the award criteria set out in the Mini Competition Documentation.

- 3.4 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers to assist it in its consideration of their quotation.
- 3.5 The Council reserves the right to omit/amend elements of commercial submissions, to create parity between submissions, prior to applying the scoring criteria.
- 3.6 Where the pricing of a Tender is abnormally low the Council reserves the right to reject the Tender in accordance with the requirements for further investigation under the Public Contracts Regulations 2015.
- 3.7 The Council may decide to interview Tenderers or hold clarification meetings to assist its Quoting process, and Tenderers will be notified in due course.

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1.0 Introduction

This document is intended to give the construction partners on the North West Construction Hub (NWCH), Low Value Framework Lot 5, an opportunity to tender for appointment as the Construct Partner on the Expansion of Malbank School & Sixth Form College, Welsh Row, Nantwich, Cheshire CW5 5HD. 2 Storey, 6 Classroom Block, for Cheshire East Council.

The tender will take the form of a mini competition between partners. This will be 'Stage 1' of a 2-Stage call off procurement process under the protocols and procedures of the North West Construction Hub. Your submissions should be based upon the information provided and questions asked within this document.

Once selected, the successful constructor partner will become part of the client's broader 'project team' to take the project forward through 'all-party collaborative engagement' to contract agreement. This will be Stage 2 of the call-off procurement process.

2.0 Background

As a result of new housing developments in the local area, there is a requirement to increase the capacity of Malbank School and Sixth Form College. In order to accommodate the increased pupil numbers, the demolition of an existing mobile unit and replacement with a new 2 storey 6 classroom block has been proposed.

3.0 Works

Malbank School and Sixth Form College currently has a double dilapidated mobile classroom on the school site. The intention is to demolish this mobile and to replace with an extension to the main school building which will incorporate 6 new classrooms, wc facilities, and office and a ground floor server area.

As the new construction is adjacent to existing buildings within a live student environment for the requirement to manage the interfaces between the construction works/site and the school is of paramount importance. Construction of the new block must be completed in time for the new September 2019 term.

3.1 Scope

The successful Contractor will be expected to review the various background documents and undertake the full scope of works as outlined in Appendices. The site is to remain fully operational whilst the construction works are undertaken on site. The successful framework contractor will be expected to undertake works in accordance with the "to be agreed" detailed programme of works taking advantage of the school holiday periods as much as possible and to ensure that all areas are available for occupation by the end of August 2019.

All cost associated to the placing of orders to meet the commencement dates should be included within the pre-commencement activities, plus all costs relating to any cancellation fees incurred should the project not proceed.

The Council wishes to actively encourage and promote the employment of local labour / suppliers (within the boundaries of Cheshire East Council) and Contractors will be expected to work collaboratively with the Council to develop methodologies during the pre-construction period for setting targets, managing and monitoring performance data.

NOTE: A site familiarisation Visit has been arranged for Friday 14th September 2018 at 9.30am. You will be required to confirm your attendance to this visit and numbers will be limited to no more than 3 persons per Contractor.

The Contractor will be the Principal Contractor.

4.0 Funding Approval

Cheshire East Council will be funding the project costs from an agreed budget allocation from the Council's Children and Families Capital Programme. Contractors are requested to submit their tender prices in accordance with Appendix 1, the form of tender and 2, the commercial submission and provide a breakdown of all of the preliminaries, OH&P's.

Funding for the works has already been secured but is subject the Council's "Gateway 2" procedure which will require approval once the target cost has been agreed.

5.0 Programme

Dates to note are as follows:

Access Date: 26th November 2018

Completion Date: 16th August 2019

As noted in the contract data part 1, construction of an emergency escape route and re-alignment of existing access ramps are priorities on taking possession of the site.

6.0 Contract Arrangements

The contract will be NEC4 Engineering and Construction Contract Option C: Target cost with activity schedule – June 2017 completed in accordance with Appendix 3.

This Council is bound by procurement rules and cannot enter into any negotiations on the quotation or Contractual Terms and Conditions. Only clarifications raised during the clarifications period will be considered.

7.0 Procurement of Construction Partner

Construction Partners being invited to submit details on this mini competition have already demonstrated through their inclusion on this NWCH Framework their acceptable overall standards of performance, organisation and capacity. The purpose of this mini competition is to focus on their specific competence, enthusiasm, ability and flair to tackle the specific requirements and challenges of this project, following which, the highest scorer will become the Constructor Partner who progresses through to Stage 2 of the call-off process.

The successful Framework Contractor will be expected to take forward the fully designed scheme to target cost stage

The timetable for the mini-competition process is as below, including the current key milestone dates for the progression of the project.

Milestone	Date
Issue mini-comp document	Monday 10 th September 2018
Mini-comp site visit	Friday 14 th September 2018 at 09:30am
Clarification Questions Submitted by	Monday 17 th September 2018
Clarification responses	Wednesday 19 th September 2018
Mini-comp return	12.00 Noon on 24 th September 2018
Constructor Partner selection / notification (including notification & feedback to unsuccessful partners)	Friday 28 th September 2018
Pre-Construction activity	Monday 8 th October to Friday 2 nd November 2018
Agree Contract	By Thursday 15 th November 2018
Contract period commences	Monday 26 th November 2018
Contract period completion	16 th August 2019

7.1 Procurement Process

Cheshire East Council are employing this streamlined mini competition procurement process to select a Constructor Partner from the North West Construction Hub Low Value Framework to work with them to construct a 2 storey, 6 Classroom block at Malbank School and Sixth Form College, Welsh Row, Nantwich, Cheshire. CW5 5HD.

7.2 Stages 1 & 2:

Stage 1 will result in a Constructor Partner being selected.

Stage 2 will progress the negotiation of the contract commercial agreement with the selected Construction Partner.

The submission at Stage 1 will be evaluated against an agreed set of criteria following a 70/30 quality/cost scoring split.

8.0 Scoring Criteria – Quality questions

The quality section of your submission will be based upon the 'Quality' questions below. These questions are designed to establish who is best placed to deliver this proposed project.

A page limit has purposely not been included in order not to limit the quality of your responses, however you are requested to be sensible and reasonable in the volume of support documentation you propose to submit.

Approach: Please answer all questions in this section with specific regard to the proposed 2 storey, 6 classroom block at Malbank School and Sixth Form College. Welsh Row, Nantwich, Cheshire CW5 5HD

As stated above, the answers to these questions carry 70% of the total score as the quality section of the submission.

Your answer to each of the questions asked in this document will be scored using the scoring principles below.

All the questions below will be scored out of 10 based on the following criteria:

Score	Scoring Principles
0	Rejected - Evidence is unacceptable or non-existent, or there is a failure to properly address any issues.
1-4	Poor – The evidence is deficient in certain areas where the lack of detail or information requires the reviewer to make assumptions.
5-6	Satisfactory – The evidence is acceptable, but with some minor reservations.
7-8	Good – The standard of evidence meets expectations with some evidence provided.
9-10	Excellent – Comprehensively meet requirements with high quality and substantial amounts of evidence and information provided.

8.1 Qualitative questions

Please provide responses to all of the questions (1 to 5) listed below

	Quality Questions	Weighting
Q1	The site is in the centre of a live school environment with restricted access via the Sixth Form carpark from Welsh Row. It is envisaged that a shared and managed access will be required between the Science Block and the Music Block in order to maintain continued school access to the Music Block. Please demonstrate how you propose to undertake this, including your proposals for setting up the site, managing security, health and safety, communications, etc. whilst maintaining operational school premises throughout the project. (max 4 sides)	25%
Q2	The school are under increasing pressure to complete the construction works as quickly as possible due to an increase in the number of pupils on roll from September 2019. We anticipate that the construction period will be 38 weeks. Please demonstrate by way of a detailed programme how you intend to undertake all aspects of the works identifying specific lead-in times for critical items and ensuring zero defects. (max 2 sides)	15%

- Q3 Provide details of your proposed project team and explain how their experience can be utilised to benefit this project. Contractors should include sufficient information to demonstrate a suitable experienced and structured team familiar with this type of project. Details of the Site Manager and relevant case studies are of particular importance to this project. 15%
- Q4 Describe how you will use this project to maximise positive outcomes with regard to social value with particular regard to the pupils at Malbank High School and the wider community. **(max 2 sides)** 15%

A 'non-scoring' question.

- Q5 The cost plan attached is based on the current estimates for the project. Please submit your high level comments/observations regarding robustness of these figures. 0%

8.2 Quality Scoring Weighting

The aggregated weighting of all quality questions add up to 100. The weightings are therefore 'percentages'. These weightings are applied to the average scores out of ten from the scores awarded, per question, by the scoring panel members.

The scores for each of the above questions will be weighted/sub-weighted as follows:

Question	Scores – Quality / Criteria - Weighting
1	25
2	15
3	15
4	15
5	0 (answer to this question is for information only. This question won't be scored).

The highest quality score will be normalised up to 70, with all other quality scores receiving a pro rata score in likewise fashion. e.g. if a highest score of, say, 60 was nominalised up to 70, then a second highest score of, say, 55 would be normalised to 64.17 (55 divided by 60 x 70).

9.0 Commercial submission

See Appendix 2: The commercial consideration on this mini competition will be based on pre-construction services, preliminaries and overheads and profit costs.

9.1 Scoring criteria

The compiled construction related commercials will be evaluated and the overall lowest commercial submission will be allocated the full financial score of 30% with prorated scores applied to the other submissions.

Commercial submissions must be summarised on the Appendix 2 commercial submission document, supported by build ups for Pre-Construction services and Preliminaries based on the content and format of your original commercial framework submission. Percentages for Overheads and Profit must be those submitted within your original framework submission.

10.0 Scoring Panel will be as follows: -

Angela Miller - School Bursar – Malbank School & Sixth Form College
Alan Layton - School Governor – Malbank School & Sixth Form College
Alan Jackson - Project Manager – Cheshire East Council
Tom Rhodes - Project Manager – Lovelock Mitchell

11.0 Site Visit

A site visit has been arranged with the school for Friday 14th September 2018 at 09:30am.

12.0 Clarifications

To ensure transparency and fairness any inquiries regarding the mini competition are to be submitted in writing through the CHEST portal.

When you first access the documents, please satisfy yourself that you have seen any clarifications which may have already been posted. Clarifications with the relevant responses will be posted on the CHEST for all applicants to view. It is in your interest to visit the clarifications regularly, as a response may fundamentally affect your submission. Questions raised outside of the clarification period may not be answered because responding to a clarification at this stage may not allow revisions to submissions so close to the deadline for the submission returns.

Any information that is dispensed in response to requests for clarification will be distributed to all Tenderers. If a Tenderer considers their enquiry to be specifically innovative to their offer, which should be clearly communicated within their correspondence, the team will decide whether the request for information is actually 'innovative' to the Tenderer's offer. If not considered to fall within that category the Tenderer will be informed so they may make a decision as to whether to continue with this line of enquiry.

No employee except the designated Procuring Officer leading this procurement has any authority to make any representation to Tenderers as to the meaning of the mini competition or other such documentation. If clarification is required, please submit your inquiry via the CHEST. No approaches in connection with the work described must be made to any representatives other than formally through the Procuring Officer detailed.

12.1 Clarification Interviews

Not required.

13.0 Documents to be returned: -

Documents to be returned should be submitted via the CHEST for the attention of: - Alan Jackson, Cheshire East Council.

To arrive by / no later than 12:00 Noon on 24th September 2018

Your response must be returned as described above and comprise the following: -

- Covering letter / Declaration summarising the content of your Tender and duly signed for and on behalf of your organisation by the person responsible for the delivery of the services in question
- Form of Tender signed
- 'Quality' submission
- 'Commercial' submission (Inc. breakdown in framework submission format)
- Commercial & contractual overview signed
- Blacklisting form signed
- Contract data Part 2 excluding tender of total prices.