

Request for Quotation (RFQ)



For the South Road Retaining Wall, Ground Investigation Works.

Commencing: Monday 18th May 2020

Contract Term: 7 weeks

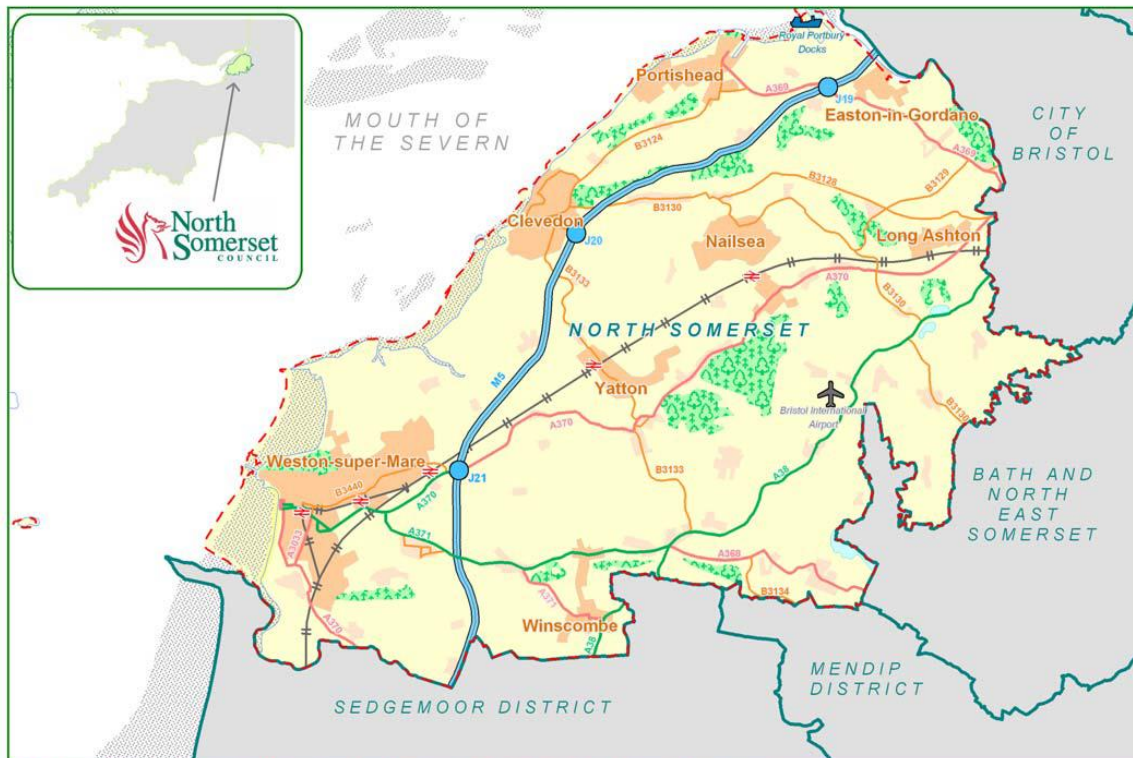
Please submit by: Friday 01st May 2020

Bidder: [Bidder to insert name]

North Somerset Council Background Information

North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-Super-Mare constituency.

The main settlements are Weston-Super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.



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North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North-East Somerset, Mendip and Sedgemoor.

As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-Super-Mare and Castlewood, Clevedon.

www.n-somerset.gov.uk

1. Goods and Services Specification

- 1.1 North Somerset Council would like to invite you to quote for the proposed Ground Investigation works at South Road Retaining wall, Weston-super-Mare. Please refer to the location map and works specification documents for an exact site location and detailed works specification.

The purpose of this contract is to:

- A. Confirm the geology and ground conditions: distribution and engineering properties of the geological formations and any artificial ground.
- B. Investigate the presence of any groundwater or perched water behind the wall.
- C. Determine potential ground aggressiveness with geotechnical testing.

- D. Undertake in-situ and laboratory geotechnical testing of the soils/rocks to provide sufficient data to determine engineering properties of the underlying strata
- E. Undertake environmental testing on selected samples to identify any potential soil or groundwater contamination, and to characterise for disposal.

The Proposed Ground Investigation works contract comprises the following works:

- 5 No. boreholes advanced using a drilling rig capable of both dynamic sampling and rotary coring that can obtain the required samples through possibly made ground/fill, superficial deposits and solid geology to a depth of 7 mbgl. Collection UT100 undisturbed samples where possible/appropriate, SPT testing and collection of rock cores. Boreholes shall be a minimum of 1.5m back from the retaining wall.
- 5 no. hand dug observation pits of the retaining wall foundations.
- 3 no. horizontal diamond core holes through the retaining wall to confirm wall thickness and the nature of the materials directly behind the wall.
- Soils to be logged in accordance with BS EN ISO 14688-1:2002+A1:2013 and BS 5930:2015.
- Rock to be logged in accordance with BS EN ISO 14689-1:2002, BS 5930:2015.
- Geotechnical laboratory testing on selected samples.
- Environmental testing on selected samples.
- Provision of AGS data.
- Ground Investigation Factual Report (as per 16.8.1)

Specific borehole requirements are detailed further in Schedule 1 and Schedule 2 of Ground Investigation (GI) Specification. The proposed borehole location plan is attached to the GI.

2. RFQ Timetable

- 2.1 The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable.

| STAGE | DEADLINE |
|------------------------|--|
| RFQ Submission closing | Friday 13:00pm, 01 st May 2020 |
| RFQ Evaluation | 05 th May 2020 |
| Award Notification | 07 th May 2020 |
| Contract Start Date | 18 th May 2020 |

3. RFQ Submission

- 3.1 [Submission of this document must be with the council no later than **13:00 on 01st May 2020**, and submitted via the portal \[www.supplyingthesouthwest.org.uk\]\(http://www.supplyingthesouthwest.org.uk\).](#)

[If you are new to using this portal, please take the time to familiarise yourself with it.](#)

If you have any queries regarding this request for quote please use the messaging section on the portal www.supplyingthesouthwest.org.uk to log your query. We will only respond to queries using this method.

3.2 Any RFQs received after the specified deadline will not be considered unless the closing date for receipt of RFQs is formally extended by the council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the bidder’s control, however this will be permitted, only at the discretion of North Somerset Council and their decision on this will be final.

3.3 If the council considers a Tender to be abnormally low priced and it suspects that the quoted price is not sustainable, it reserves the right to challenge how the bidder can deliver the expected quality at that price. If the council is satisfied that the quoted price is indeed unsustainable, then it is at liberty to reject the tender.

4. Supplier Support

4.1 ProActis who provide our procurement portal also offer Bidder support. For all support issues Bidders should in the first instance log their query via the following e mail:

- ProContractSuppliers@proactis.com

4.2 If the query is of a time sensitive nature, they also have an Emergency Contact number:

- 0330 0050352

4.3 In the first instance Suppliers should log their call using the e mail address.

5. Compliant Quotation

5.1 Before evaluating your quotation the council needs to satisfy itself that you meet its minimum requirements.

5.2 Please answer all of the following questions and provide evidence if requested. Failure to answer any of the questions below will automatically disqualify your bid. In addition, should a contract be awarded, and it is subsequently discovered that these questions were not answered accurately it could render the contract void.

| Questions 5.1 – 5.13 are a Pass / Fail requirement unless otherwise stated | | Please reply using “Yes” or “No” |
|--|---|----------------------------------|
| 5.1 | Acceptance of the Terms and Conditions - Has your quotation been submitted according to North Somerset Council’s Terms and Conditions? | |
| 5.2 | Acceptance of the Goods and/or Services Specification – Has your quotation been submitted in accordance with the Goods and /or Services specification/scope? | |

| | | |
|------|---|--|
| 5.3 | Insurance - Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? | |
| 5.4 | Insurance - Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? | |
| | | |
| 5.5 | Insurance - Will your organisation have Professional Indemnity Insurance not less than £5 million in place before any contract is signed? | |
| 5.7 | Collusive tendering – Have you discussed and/or agreed your quote with any other bidders or 3rd party? | |
| 5.8 | Canvassing – Has any person employed by your organisation canvassed any member, employee, agent or contractor of NSC in connection with the award of this contract? | |
| 5.9 | Health and Safety - Does your organisation have a Health and Safety Policy? Or Please provide a copy of your H&S policy with your submitted RFQ, it will be evaluated by the H&S team. | |
| 5.10 | Equality and Diversity - Does your organisation have an Equality and Diversity Policy? Please also confirm that you shall comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010. or Please provide a copy of your Equality and Diversity Policy. Your policy will be evaluated in line with Appendix 1. | |
| 5.11 | References – Are you able to provide the names of at least two of your recent customers who are willing to provide references for your organisation? (See 10. References) | |
| 5.12 | Sub-contracting - You must state in your quote if you propose to sub-let any of the work and the proposed sub-contractors. You will still be required to apply in writing to the Purchaser for permission to sub-let and the fact that this declaration is completed in no way implies the automatic approval or the granting of permission to sub-let the listed works. | |
| | | |
| 5.13 | Quality systems – Does your company hold a quality assurance certification e.g. ISO 9001:2000 or equivalent standard? If yes, please include a copy of your certificate | |

6. Evaluation criteria

6.1 The council will evaluate tenders on the basis of what is the most economically advantageous to it. It proposes to take into account both quality and price. Quotes will be evaluated according to quality and price at the following ratio: **30% quality / 70% price**

7. Quality Evaluation

7.1 Please respond to each of the questions below in the table provided.

7.2 If a word count has been included, please ensure that you keep to this level and also provide a total word count at the end of each response.

7.3 The weighting of each question is indicated in the table below.

| Question | | Weighting % |
|----------|---|-------------|
| 1 | Quality Management System (Clause 3.3) Quality Management Plan to BS EN ISO 9001 | 10% |
| | [Bidder response] | |
| 2 | Contractor's proposed works programme with clear starting and finishing dates. | 20% |
| | [Bidder response] | |
| 3 | Contractor's proposed works and site-specific detailed Risk Assessment and Method Statement (RAMS): Should include below specific details: A. Sequence of Works (Including Setting Out). B. Site Access Arrangements and Requirements. C. Proposal for Accessing the site areas D. Control Measures of Water Arisings E. Temporary Works Including locations of stockpiles and consumables F. Transportation of Drilling, Sampling and in- situ testing G. Methodology for drilling, sampling and in- situ testing. | 30% |
| | [Bidder response] | |

| | | |
|----------|--|-------------|
| 4 | Health and Safety (H&S) plan incorporating safety and emergency procedures for the site | 20% |
| | [Bidder response] | |
| 5 | Professional Attendance (Clause 3.5.2) The Contractor shall provide full-time professional attendance to perform those tasks detailed in specification note for guidance 3.5.2 which are relevant to this investigation. The Contractor shall provide a suitably qualified Geotechnical Engineer/Engineering Geologist with a minimum of 3 years relevant experience. | 10% |
| | [Bidder response] | |
| 6 | Contractor's work specific references from their current or previous clients. Please refer section 10 below. | 10% |
| | [Bidder response] | |
| | Total | 100% |

NB - Please answer all of the questions. Failure to do so will usually mean that you will not be successful as we will be unable to fully assess your suitability.

7.4 The quality evaluation will be scored using the following matrix:

| Score | Classification | Award Criteria |
|--------------|-----------------------|--|
| 5 | Excellent | A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating past experience or through a clear process of implementation. |
| 4 | Good | A response supported by good evidence/examples of the Bidders' relevant ability and/or gives the council a good level of confidence in the Bidders' ability. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 3 | Satisfactory | A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon. |
| 2 | Weak | A response only partially satisfying the requirement with deficiencies apparent. Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence in the Bidders' ability to deliver the specification. |

| | | |
|---|----------------|---|
| 1 | Inadequate | A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall the response provides the council with a very low level of confidence in the Bidders' ability to deliver the specification. |
| 0 | Unsatisfactory | No response or response does not provide any relevant information and does not answer the question. |

7.5 The pass criteria for the questions in table located in section 7.3 is minimum 3. If any of the quotations scored below 3 will automatically disqualified from further evaluation process.

8. Price Submission

- 8.1 All quotations must be held open for a period of 90days from the date of submission.
- 8.2 Prices must be inclusive of all expenses (including delivery) but exclusive of VAT.
- 8.3 Please complete the attached [ANNEX 1 pricing schedule or Bill of Quantities](#). Any variations on this format will not be accepted. Submissions of price received in any other format will not be accepted and will render your quotation void.
- 8.4 You must provide all of the information requested in the [ANNEX 1 pricing schedule or Bill of Quantities](#), failure to do so may disqualify your quotation.
- 8.5 We shall not be bound to accept any quotation and reserve the right to accept all or any part.
- 8.6 We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.
- 8.7 The price indicated within the [ANNEX 1 pricing schedule or Bill of Quantities](#) shall be fixed for the duration of the contract term.

10. References

- 10.1 Please complete the details of two references. These references should be relevant to the type of work that you are submitting a bid for.
- 10.2 Please ensure that the contact details are correct and each of the referees are made aware that they may be contacted by the council.

| | Customer's name, Contact's name, address, e-mail address and telephone number | Description of services provided, the annual value and length of the contract | Dates (from/to) |
|---|---|---|-----------------|
| 1 | | | |
| 2 | | | |

11. Quotation submitted by:

| Question | Response |
|---|---|
| Full name of the potential supplier submitting the information | |
| E Mail address | |
| Contact Numbers | |
| Registered office address (if applicable) | |
| Registered website address (if applicable) | |
| Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status) | |
| Company registration number (if applicable) | |
| Charity registration number (if applicable) | |
| Registered VAT number | |
| Trading name(s) that will be used if successful in this procurement | |
| Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual | |
| Are you a Small, Medium or Micro Enterprise (SME) ¹ ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

12 Health & Safety and Equalities & Diversity Evaluation

12.1 Health & Safety

If you are required to provide a Health & Safety policy at 5.9 it must be of a standard to demonstrate competence and compliance with regards to H&S legislation and will be considered in relation to the nature of each procurement.

All of the questions asked are based on legislative requirements and responses will be evaluated to ensure that the information provided corresponds to the level of risk of the work or service activity specified within the tender.

The pass mark for this is 2

A score of less than 2 for any part will be considered to have failed and removed from the tender process. Where a policy is awarded a score of less than 2, it will also be deemed to have failed and the next most economically advantageous tender will be assessed.

| | |
|---|---|
| Excellent Response, wholly compliant | 3 |
| Good response, the key information/standards are in place. Some minor omissions | 2 |
| Information submitted is inadequate | 1 |
| Significant omissions. Response wholly inadequate or no response. | 0 |

12.2 Equalities & Diversity

Your Equality and Diversity policy as requested at 5.10 will be assessed using the following criteria:

- Inclusion of all 9 protected characteristics specified in the Equality Act (age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage or civil partnership, sex, gender reassignment)
- A statement of acknowledgement of compliance with responsibilities under the Equality Act 2010
- A statement of how equality issues are being considered by the organisation in both employment and service delivery
- A statement of how equality issues are reviewed or monitored in the organisation, including the overall responsibility for the implementation of the policy
- An action plan on how equality issues are being improved across the organisation

A point will be awarded for each fulfilled criterion which is evident in your policy. **The pass mark for this is 3/5.**