

**Request for Quotation (RFQ)**

**REQUEST FOR QUOTATION**

**Professional services for surveying properties for property level flood resilience.**

**Contract Reference – DN634926**

**Please submit by: no later than 13:00pm on Friday 28 October 2022**

**Bidder:** [Bidder to insert name]

**North Somerset Property Level Flood Resilience Surveying**

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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.



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. Further details can be found on the Council’s website. [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

1. Scope of the contract

1.1. This quotation is for the professional services for the surveying of properties and assigning their suitability for property level flood resilience. This comprises of:

* Contact with residence to arrange surveys
* Survey of properties and identification of measures
* Production of a Bill of Quantities for further tender exercise
* Post installation survey and sign-off

Full details of requirements can be found in Volume 3 – Specification for property level flood resilience surveying.

**This tender is for the survey only. No construction work is included**.

**For pricing purposes, assume that 10 properties will be surveyed each year for 3 years. However, the number of properties surveyed is depended on take-up from residents and this amount of work is not guaranteed. Larger commercial property may be included in the surveying.**

1.2 The Form of Contract is NEC 4 Professional Services Contract Short Form – Volume 2 -NEC 4 Professional Services Short Contract – Property level flood resilience surveying

1.3 The sites are located across North Somerset and not grouped in one geographical location.

1.4 For pricing purposes, assume that 10 properties will be surveyed each year for 3 years. However, the number of properties surveyed is depended on take-up from residents and this amount of work is not guaranteed. Surveying to be carried out in accordance with mutually agreed timescales.

1. RFQ Timetable
   1. The table below outlines the indicative timetable for this procurement. The council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **DATE** | **STAGE** |
| **Monday 3 October 2022** | RFQ Advertised |
| **Friday 28 October 2022 no later than 13:00pm** | Closing date and time for receipt by the Council of RFQ Responses |
| **w/c 7 November 2022** | Evaluation of Tender Responses |
| **w/c 7 November 2022** | Successful/Unsuccessful notification |
| **November 2022** | Contract Award and Date of Commencement |
| **31 December 2025** | Completion of works deadline |

1. RFQ Submission
   1. Submission of this document must be with the council **no later than 13:00pm on Friday 28 October 2022** and submitted via the portal www.supplyingthesouthwest.org.uk.
   2. If you are new to using this portal, please take the time to familiarise yourself with it.
   3. If you have any queries regarding this request for quote please use the messaging section on the portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) to log your query. We will only respond to queries using this method.
   4. 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 bidders control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final.
   5. 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.
2. Supplier Support
   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](mailto:ProContractSuppliers@proactis.com)
  1. If the query is of a time sensitive nature, they also have an Emergency Contact number:
* 0330 0050352
  1. In the first instance Suppliers should log their call using the e mail address.

1. Compliant Quotation
   1. Before evaluating your quotation, the council needs to satisfy itself that you meet its minimum requirements.
   2. Please answer all 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 5.3 – 5.9 are a Pass / Fail requirement unless otherwise stated** | | **Please reply using “Yes” or “No”** |
| 5.3 | **Acceptance of the Terms and Conditions** - Has your quotation been submitted according to the NEC 4 Professional Services Contract |  |
| 5.4 | **Insurance -** Will your organisation have Public Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.5 | **Insurance -** Will your organisation have Employer Liability Insurance not less than £5 million in place before any contract is signed? |  |
| 5.6 | **Collusive tendering** – Have you discussed and/or agreed your quote with any other bidders or 3rd party? |  |
| 5.7 | **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? |  |
| 5.8 | **Health and Safety** -  Please complete and return Volume 4 Health and Safety. |  |
| 5.9 | **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. |  |
| 5.10 | **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. |  |

1. Evaluation criteria
   1. The council will evaluate tenders based on what is the most economically advantageous to it. It proposes to consider both quality and price. Quotes will be evaluated according to quality and price at the following ratio: 60% price and 40% quality.
   2. The tender with the lowest total evaluation price will receive the maximum price score of 70%, all other tenders will be expressed as a percentage of the maximum score using the following formula.

Min Bid/bid X 60

As an example, the table below shows 3 differing bids (column a), with Column d showing the Price score each bidder would be awarded.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | a | b | c | d |
| Bidder | Submitted Bid (£) | Min Bid/bid | Price Weighting % | Weighted price score % |
| Bidder A | £11,000 | 0.91 | 60 | 53.7% |
| Bidder B | £10,500 | 0.95 | 60 | 56.5% |
| Bidder C | £10,000 | 1 | 60 | 60.0% |

* 1. Once the pricing submission score is determined it will be combined with the quality submission score to give the total weighted score. Bids will be ranked in descending order by their total weighted score. The bidder with the highest overall score who has also passed the Pass/Fail criteria will be awarded the contract.

1. Quality Evaluation
   1. Please respond to each of the questions below in the table provided.
   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.
   3. The weighting of each question is indicated in the table below.

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weighting %** |
| **1** | **Experience**  Please detail the staff that will be undertaking the work and their levels of experience and training. | **10** |
|  | [Bidder response] |  |
| **2** | **Design and Information provision**  Describe how you will carry out surveys in line with CIRIA C790 (2nd edition) | **10** |
|  | [Bidder response] |  |
| **3** | **Programme management:**  Please outline how you will engage with the residents throughout the contract and manage appointment times. | **10** |
|  | [Bidder response] |  |
| **4** | **Social Value**    Considering the Public Services (Social Value) Act 2012, what Social Value will you provide in the delivery of this contract? (See Social Value Guidance/Social Value Policy documents for further information as well as link below for the Social Value outcomes we are looking to achieve):    <https://www.n-somerset.gov.uk/business/tenders-procurement/procurement-strategy/our-social-value-policy>    Please ensure that your response contains clear, specific, measurable commitments to which you are prepared to contractually agree.    Please note:    You are not expected to deliver Social Value in all of the outcome areas set out in the Social Value policy. It is for you to determine where you are prepared to make Social Value commitments. In addition, commissioners are NOT looking for you to tell us the initiatives you currently have within your organisation as ‘business as usual’ or are doing at present with other customers (although you may look to replicate what you have done with other customers). We are interested in exactly what you will offer for this contract and how you intend to deliver such initiative(s) so that they can be tracked throughout the resulting contract.      **Word Count: Max 500 words** | **5** |
|  | [Bidder response] |  |
| **5** | **Environmental impact**  North Somerset Council aims to be carbon neutral by 2030, following declaration of a climate emergency in February 2019. See: [www.n-somerset.gov.uk/council-democracy/priorities-strategies/climate-emergency](http://www.n-somerset.gov.uk/council-democracy/priorities-strategies/climate-emergency)    Bidders are being asked to represent North Somerset Council’s green values by embedding health and environment messages, and action, into the scheme design and delivery, and by promoting behaviour change through the scheme design and participating organisations.    Please describe how you will implement/facilitate North Somerset Council’s green values and how you will embed health and environmental messages, and action, into the scheme design and delivery.    Please describe how you will reduce the negative, and promote positive, environmental impacts under this contract, please include detail relating to:   * Actions to reduce direct emissions including reducing the services annual transport emissions (mileage and % of miles done using electric vehicles / green travel) * Actions to improve waste management / reduction. * Actions to influence environmental behaviours and behaviour change amongst staff and service users.     **Word Count: Max 500 words**  [Bidder response] | **5** |
|  | **Total** | **40%** |

**NB** - Please answer all 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. Any bidder achieving a Quality Assessment score of 0 or 1 (Unsatisfactory or Inadequate) will not have meet the minimum quality requirements for this scheme and will not be evaluated further.

* 1. 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 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. |

1. Price Submission
   1. All quotations must be held open for a period of 90 days from the date of submission.
   2. Prices must be inclusive of all expenses (including delivery) but exclusive of VAT.
   3. Prices are to be submitted for the full design brief, including any investigation works required listed in volume 3 – Property Level Flood Resilience Surveying. Bidders should complete the Price List in Volume 2 NEC4 Professional Services Contract.
   4. We shall not be bound to accept any quotation and reserve the right to accept all or any part.
   5. We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.
2. Quotation Submission Details

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)?  (See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>) | Yes ☐  No ☐ |