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**Request for Quotation (RFQ)**

**Shop front enhancement scheme. Weston-super-Mare.**

**High Street Heritage Action Zone**

**Commencing: September/ October 2020**

**Contract Term: to end March 2024**

**Please submit by:** Noon on 13 August 2020

**Interview date: morning of 25 or afternoon of 27 August 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.



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](http://www.n-somerset.gov.uk)

**1. Specification**

1.1 North Somerset Council would like to invite you to quote for the provision of ‘Retained professional services’ to carryout detailed design, costing and build management of identified properties in Weston Town centre during a 3.5 year delivery phase.

Full details of the requirements are set out in Appendix 1 and Appendix 1A – Shop Front Enhancement brief and map of the area.

**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 | Noon 13 August 2020 |
| RFQ Evaluation | 17-19 August 2020  |
| Interviews for top scoring applications | 25 or 27 August 2020 |
| Award Notification | First week Sept 2020 |
| Contract Start Date (TBA) | by 1st October 2020 |

**3. RFQ Submission**

3.1 Submission of this document must be with the council no later than 12:00 noon on Thursday 13 August 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](http://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 bidders 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 005352

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.

**You can answer the questions within this document or submit a separate document containing your answers.**

|  |  |
| --- | --- |
| **Questions 5.1 – 5.10 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? (Appendix 2) |  |
| 5.2 | **Acceptance of the Specification –** Has your quotation been submitted in accordance with the or Services specification? (Appendix 1) |  |
| 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 of not less than £1 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** - Does your organisation have a Health and Safety Policy?  |  |
| 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. |  |

**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: 40% price / 60% Quality.

6.2 The lowest priced submission will be awarded 40%, all other bidder prices will lose 1% point of 40% for every 1% they are higher than the lowest. For example, if the lowest submission was 15%, this would be awarded 40%. A submission of 20% would be scored 35%

6.3 For evaluation purposes the tender price will be calculated as the sum of

|  |  |
| --- | --- |
| £% Fee X £600,000\* = | £a |
| Total Weighted hourly Rate X 40 hours (for evaluation purposes only) = | £b |
| **Total sum for tender evaluation**  | **Sum of****a +b** |

\*The current budget for the capital work (over and above this commission) is £600,000 excluding VAT (and we anticipate work will be across 25 to 30 properties).

**7. Quality Evaluation**

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

**You can answer the questions within this document or submit a separate document containing your answers.**

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** | **%** |
| **1** | Please provide examples of previous shop front enhancement work by the team proposed for this commission | **15** |
|  | [Bidder response] |  |
| **2** | Pleased list the proposed team, their roles and their experience. Including the relationship between each supplier if a consortium bid.  | **15** |
|  | [Bidder response] |  |
| **3** | Please provide a response to the brief for undertaking this commission. | **20** |
|  | [Bidder response] |  |
| **4** | Please identify any risks you consider attached to delivery of the project and how you will mitigate them  | **5** |
|  | [Bidder response] |  |
| **5** | Please detail how you will work with the Council in identifying and engaging with local (within one-hour radius) contractors and suppliers to encourage them to bid for the improvement works. | **5** |
|  | [Bidder response] |  |
|  | **Total** | **60**  |

**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. |

**8. Price Submission**

8.1 We require you to provide your submission as a percentage figure to cover all work identified in the specification. The current budget for the capital work (over and above this commission) is £600,000 excluding VAT (and we anticipate work will be across circa 25 to 30 properties).

Some properties will be shopfront / ground floor only some will be the whole façade ranging from £10,000 capital works to £60,000 capital works per property. Some, we anticipate, will be developed as a row of properties with the build savings that entails. See Appendix 1, 1A (the brief and map of the area) and Appendix 4. Appendix 4 provides an initial condition appraisal of all properties in the High Street HAZ catchment area.

8.2 Prices must be **inclusive** of all expenses and **exclusive** of VAT.

|  |  |
| --- | --- |
| Percentage (inclusive of all expenses and exclusive of VAT) |  |

8.3 As well as the work as outlined in the specification, we may call on the architects to offer expert advice on resorting historic features on other buildings in the high Street HAZ zone. In the table below please detail the hourly rates that would apply for additional work outside of the requirements of the specification be commissioned.

|  |
| --- |
| **Additional Consultancy requirements** |
| **For any additional work required outside of initial brief (for example work to advise on historic feature restoration on buildings not part of the shopfront enhancement scheme)** |
| **example roles:** | **admin work** | **Consultant** | **Senior Consultant** | **Managing Consultant** | **Total weighted rate** |
| hourly rate | £ | £ | £ | £ |  |
| Weighting for evaluation purposes | 15% | 20% | 50% | 15% | 100% |
| Evaluation hourly rate | £ | £ | £ | £ | £ |
| Total Weighted Rate X 40 hours (for evaluation purposes only) | £ |

**All fees provided should be inclusive of all, travel costs and expenses** **and exclusive of VAT**

8.4 All quotations must be held open for a period of 90 days from the date of submission.

8.5 We shall not be responsible for any expenses or losses incurred in the preparation of this quotation.

8.6 The percentages indicated within the above tables shall be fixed for the duration of the contract.

8.7 The shortlisting panel will be: Rachel Lewis: North Somerset Council, Cara MacMahon: North Somerset Council, Kate Hudson-McAulay: North Somerset Council and a representative from Historic England.

The top scoring applications will be invited to interview 25 or 27 August 2020.

The interviews will likely be via Zoom.

Those called to interview will be asked to send a short ‘response to the brief’ presentation to us 24 hours prior to the interview. The interviews will be used to finalising the evaluation scoring.

**9. Quotation submitted by (add name):**

|  |  |
| --- | --- |
| **Question**  | **Response** |
| Full name of the lead supplier submitting the information |  |
| E Mail address |  |
| Contact Name and Numbers |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Trading statusa) 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]](#footnote-1)? | Yes ☐No ☐ |

If your bid is a consortium bid- please provide details for each supplier proposed.

|  |  |
| --- | --- |
| **Question** | **Response** |
| Full name of the supplier submitting the information |  |
| E Mail address |  |
| Contact Numbers |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Trading statusa) 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)[[2]](#footnote-2)? | Yes ☐No ☐ |

Appendices

1 – Brief for the Shop Enhancement Scheme work

1A- Map of area and properties

2 – Agreement draft- Conditions of contract

3- Draft guidance for the shop front enhancement scheme grant

4- Photograph base condition survey

5- Shopfront design guide SPD

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)