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|  |  |  Kent County Council Invicta House County Hall  Maidstone Kent ME14 1XX |
| Date:  | 21 May 2019 |

Dear Sir/Madam,

**Request for Quotation: Consultancy Services for ‘Assessment And Report Recommending Surface Water Discharge Rates For Kent’.**

The Kent County Council is inviting you to bid for the above contract and accordingly has enclosed a Request for Quotation.

The attached document is based upon the NEC4 short form Professional Services Contract that includes:

* Contract Data
* The *Consultants* Offer
* The *Clients* Acceptance
* The Price List
* The Scope
* Conditions of Contract
* Annex 1

The Request for Quotation requirements attached to this letter provide details of the information required to be submitted and the basis of the assessment.

Your RFQ response should me submitted via the Kent Business Portal no later than **12pm 4th June 2019**.

You are advised to read all sections carefully before bidding. Should you have any difficulty with the RFQ, please send your query via the Kent Business Portal.

Yours faithfully,

Sophia-Harri Nicholaou

**Flood Risk Project Officer**

This is available in larger print on request

**Request for Quotation requirements**

Programme

Tender responses shall be provided by 4th June 2019. The successful consultant will be notified by 10th June 2019.

An initial start-up meeting will take place week commencing 17th June 2019.

Quotation

It is expected that the contractor will have a strong aptitude for the work described in the NEC4 contract. The contractor will be required to demonstrate this aptitude by the submission of a method statement outlining their understanding of the project, detailed delivery methods including where they will provide added value and a detailed programme of delivery.

Please provide examples of similar projects with reference details that are relevant to this requirement, including the full name, address and other contact details of three organisations. It is preferable to provide public sector references, but not essential.

Please provide a fixed price quotation to be set out in the attached NEC 4 contract.

The quotation should include a short breakdown of activities set out within the NEC 4 document and an outline timetable for completion of the work, stating if the resource is available to complete the work within this timescale.

Quotations should be returned by **4th June 2019**.

Quotation Submission

The quotation submission shall include:

1. Summary of project understanding provided through response to quality question
2. Project program identifying key stages and completion dates.
3. Resourcing and identification of staff assigned to the project including:
* Relevant recent experience and examples of previous commissions in this field of work.
* Brief CVs for the personnel within the Team with names and contact numbers of the individuals who will be supporting the contract.
1. Total fees for scope of services
2. Schedule of hourly and daily rates for the personnel they propose to use, the estimated hours/days of their involvement and an indication of their availability for this project.

Total fees for scope of services should be exclusive of VAT. Pricing will remain fixed and firm for the duration of the contract period, and any prices not disclosed within the pricing information may not be entertained.

Tender Evaluation

Tenders will be evaluated according to the quality/price ratio. The quality will be scored according to the criteria below, this score will be divided by the price to give a quality/price score. The highest quality/price ratio will be awarded the project.

Tenderers will be required to submit a programme that meets the project deadline of 9 August 2019 and achieves a minimum quality mark of 65 out of 100 to be considered. All tenders that provide a suitable programme and achieve this quality mark will be included in the evaluation process. The quality/price ratio will then be applied to determine the most economically advantageous tender.

The quality assessment of the tender will be based on submission prepared in response to the quality questions (attached). The response shall be assessed under the following criteria:

1. Understanding the requirements of the specification (20%). This factor will be evaluated based on information provided in the tender response.
2. Evidence of previous experience of calculating greenfield runoff rates and setting greenfield runoff rates for large areas and/or multiple geologies and any other relevant hydrological experience (40%). The contact details for previous examples should be provided for reference checks, if needed. This factor will be evaluated based on information provided in (a) Evidence of relevant experience, (b) CV’s of the project team and (c) the role of experienced staff in delivering the project.
3. Appropriate and robust methodology proposed for undertaking the project as set out in the NEC4 contract (40%). This factor will be evaluated based on information provided in the tender response.
4. A programme that meets the project deadline of 9 August 2019 (Pass/Fail). Failure to provide a project programme that meets this deadline with mean the tender is not considered. This factor will be evaluated based on information provided in the tender response.

The assessment methodology that will be used to assess each of these criteria will be as follows:

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| **CRITERIA** | **MARKS** |
| A | Very high standard with no reservations at all about acceptability. | 5 |
| B | High standard but falls just short of A. | 4 |
| C | Good standard.  | 3 |
| D | Generally of a good standard with some reservations. | 2 |
| E | Basic compliance only | 1 |
| F | Fails to meet the minimum requirements. (Bid rejected) | 0 |

The scores will be scaled by appropriate scaling factors given the weighting above and then added to give the quality mark for the tender.

Conditions of Engagement

KCC do not bind themselves to accept the lowest or any quotation submitted, nor will they be responsible for or pay for any expenses or losses incurred by the consultants in the preparation and presentation of the quotations.

**QUALITY QUESTIONS**

1. **Understanding the requirements**

Please explain your understanding of the project brief and the advantages and disadvantages of this approach.

1. **Experience**

Please provide evidence of recent projects that demonstrate relevant experience required.

Indicate staff roles and responsibilities to deliver the Scope of Services through an organisational chart, nominating the key contact for the team. Please show the time allocated to each activity for each team member.

Explain how the key team members’ experience will add value to the project

Please provide curriculum vitae for each member of staff assigned to this project should be included within an appendix.

Word limit = 1000 words, excluding curriculum vitae

1. **Methodology**

A robust methodology that considers constraints and provides an effective solution of the Council’s requirements.

Based upon your understanding of hydrology and surface water management, please describe:

1. your approaches to the determination of greenfield runoff rates for Kent County;
2. any important informatives or caveats which should accompany any set greenfield runoff rates;
3. key constraints in applying methodologies across District Council areas,

Word limit = 1500 words

1. **Project Program**

A final report must be delivered by 9 August 2019 in chart or table format. Please show the key steps to delivering the final report, identifying any key meetings.

Word limit = 500 words, excluding charts