**Invitation to Quote**

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| **Name of Council:**  Gosport Borough Council |
| **Invitation to Quote(ITQ) for:**  Consultancy Services: Submarine Escape  Training Tower (SETT)Study |
| **Invitation to Quote for Return Date and Time (Deadline)**  Noon – 24th February 2023 |

**GOSPORT BOROUGH COUNCIL/ DEFENCE INFRASTRUCTURE ORGANISATION**

**Submarine Escape Training Tower (SETT)**

**Study Brief**

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Together with;

Quotation response document, including

* Schedule 1: Commercially Sensitive Form
* Schedule 2: Form of Quote

Schedule 3: Reference Questionnaire

Appendix 1: Plan of Blockhouse within the Haslar Peninsula, Gosport

Appendix 2: Listing description of the Submarine Escape Training Tower (SETT)

Appendix 3a and 3b: Floorplans of the SETT

# Summary

Gosport Borough Council (GBC) and the Defence Infrastructure Organisation (DIO) are issuing a joint ‘Invitation to Quote’ (ITQ) to better understand the potential options in relation to re-use/redevelopment of the Grade II Listed Submarine Escape Training Tower (SETT) as part of the likely site wide redevelopment of the Blockhouse 1 site in Gosport.

It is envisaged that this study will inform a comprehensive masterplan for the site which will comprise a mixed-use development including residential, employment and commercial/community uses with associated open spaces and public realm.

We would be grateful if you would submit a quotation in accordance with the following brief.

The work GBC and DIO wish to commission is set out in Section 2.1 which identifies three main components of the study. These are:

* Consideration of the building structure
* Condition survey
* General building structure requirements
* Future Use/Commercial Questions including potential future uses of the SETT
* Potential scope to relocate the SETT

The remainder of the ITQ sets out all the requirements in relation to submitting an quotation, how it will be evaluated and various contractual requirements.

# INTRODUCTION and CONTEXT

**1.1 Introduction**

Gosport Borough Council (GBC) and the Defence Infrastructure Organisation (DIO) are issuing a joint brief to better understand the potential options in relation to re-use/redevelopment of the Grade II Listed Submarine Escape Training Tower (SETT) as part of the likely site wide redevelopment of Blockhouse in Gosport. At present Blockhouse 1 as shown in Appendix 1 is being released for development and the location of the SETT is included on the plan (as building ‘D’).

It is envisaged that this study will inform a comprehensive masterplan for the site which will comprise a mixed-use development including residential, employment and commercial/community uses with associated open spaces and public realm.

We would be grateful if you would submit a quotation in accordance with the following brief.

**1.2 Background**

Blockhouse is located at the end of the Haslar peninsula and has been in the defence ownership since the 1500’s. Part of the site – Blockhouse 1 – was scheduled for closure in 2016 and it is anticipated that it will be formally closed in 2025.

As the landowner, the DIO has appointed a Project Team to advise on the disposal strategy associated with the site. This includes JLL (commercial and planning advisors); Wood (technical and environmental advisors); PRP (masterplanners); as well as a range of relevant expertise from within DIO and MOD.

The Project Team is engaging with GBC (as Local Planning Authority (LPA)) in relation to the future plans of this site which includes actively participating in the Regulation 19 / Local Plan review. The emerging GBC Local Plan 2038 states that that the ‘*Gosport Waterfront and the Haslar Peninsula will aim to be world-class locale for marine industries and sailing and be redeveloped to provide new mixed-use neighbourhoods and marine employment’.*

In parallel with this, JLL is advising the DIO on the disposal strategy. This includes considering the potential mix of uses which Blockhouse 1 could accommodate. This work needs to be mindful of a number of challenges the site has (which includes Listed buildings such as the SETT and other heritage issues; sea wall; enduring operational requirements; and access) as well as seeking to maximise the opportunities the site offers (which include waterfront position and access, and heritage).

**1.3 Site description**

Blockhouse is located in the south-east part of Gosport, approximately a 10 minute walk from Gosport town centre. The most convenient access to Portsmouth is via passenger ferry. The site is bound by Haslar Lake and Portsmouth Harbour to the north and east. The Solent is located to the south and the building associated with the former Royal Haslar Hospital is to the west.

Blockhouse comprises one site but is split into three distinct land parcels. These are known as Blockhouse 1, 2 and 3 (Appendix 1). Further description of the three parcels is as follows:

* **Blockhouse 1.** Formerly known as HMS Dolphin, this part of the site is not currently in substantial use. It previously accommodated a former training facility which was then reused more recently to support a Field Hospital base. A proportion of the buildings are in poor condition, many of which are redundant. This part of the site also accommodates several Listed buildings – including the SETT.
* **Blockhouse 2.** This site is currently occupied by the Army as well as accommodating the Submarine Museum, the Hornet Sailing Club and the Joint Services Adventurous Sailing Training Centre (JSASTC).
* **Blockhouse 3.** This site is currently occupied by the Army and located on the northern side of Haslar Road. The site is used to store JSASTC and Hornet Sailing Club yachts and is home to the Gosport Sea Cadets.

**1.4 Brief History of the SETT**

The Naval Submarine Service originally located to Blockhouse in 1904-05 when the site was named HMS Dolphin. Following their gradual expansion of operations on the site, plans for the SETT were originally drawn up in 1950. The large tank was fully operational by 1954 and became a compulsory part of training for all Royal Navy Submariners who trained between 1954 and 2009.

The site and its setting are nationally important. The building is protected both in statute as well as by national and planning policy in recognition of its special interest and significance through designation as a Listed building and the context of the surrounding Conservation Area in which it lies.

The SETT is a Grade II Listed Building with the full listed description contained in Appendix 2 and a link included in the footnote.[[1]](#footnote-1) It is listed for the following principal reasons:

* Rarity: this is the only escape training tank in the country and one of only a handful internationally;
* Technological and historic interest: designed following an Admiralty review of safety training for submariners it has been used to train every Royal Navy submariner from 1954 to 2009, which is a testament to the success of its original design. As such it represents a development of national significance;
* International influence: the SETT has also been used to train foreign military personnel and their trainers and was used as a model for other SETTs such as that in Turkey;
* Intactness: while it is acknowledged that there have been some alterations, as is to be expected in a facility with such a long life span, these are of a minor nature and the fundamental original form of the building remains legible and this is particularly true of the tank at the core of the facility;
* Architectural interest: a substantially intact, purpose-designed military training facility. The tower is also a striking feature on the Gosport sky-line.

Appendix 3 includes a copy of the floorplans relating to the SETT.

The building and the wider Blockhouse site is located within the Haslar Peninsula Conservation Area. The link to the Conservation Area Appraisal is contained in the footnote[[2]](#footnote-2). Please note the SETT has been listed since the Conservation Area Appraisal has been adopted.

The building is currently un-used but for health and safety reasons, the tank remains full with chlorinated water which is heated to a constant temperature.

**1.5 National and Local Policy**

It will be necessary to consider national and local policy when considering the future of the SETT. Links to the relevant documents are included as footnotes.

Nationally this includes guidance in the Government’s National Planning Policy Framework (July 2021) [[3]](#footnote-3) and the successful consultant will need to follow this advice when making their recommendations. The guidance in Section 16 on conserving and enhancing the historic environment is of particular relevance.

The national Planning Policy Guidance provides further guidance including the section on the Historic Environment.[[4]](#footnote-4)

The Gosport Borough Local Plan 2011-2029[[5]](#footnote-5) (adopted 2015) sets out local policies to heritage assets and the Blockhouse site itself.

Key policies in relation to this particular brief include:

Policy LP6: Haslar Peninsula

Policy LP10: Design

Policy LP11: Designated Heritage Assets- Listed Buildings, Scheduled Ancient Monument and Registered Parks and Gardens

Policy LP12: Conservation Areas

The emerging Gosport Borough Local Plan 2038[[6]](#footnote-6) which has reached the Regulation 18 stage similarly includes heritage policies and a more detailed policy on the Blockhouse site. Key policies of relevance to this study are set out below but it is important to note that these policies have only reached an early stage in the plan-making process:

Policy D3: Urban Regeneration Areas

Policy D10: Heritage Assets

Policy SS1: Gosport Waterfront – Marine Employment

Policy SS4: Blockhouse and the Gunboat Sheds

Policy SS5: Fort Blockhouse

# PROJECT SCOPE AND REQUIREMENTS

**2.1 Scope of the Project**

Gosport Borough Council (‘the Council’) in partnership with the Defence Infrastructure Organisation (DIO) is inviting quotes from suitably qualified and experienced consultants to provide evidence and support the masterplanning process for the Blockhouse site and the emerging Gosport Borough Local Plan 2038.

The purpose of this exercise is, having regard to the prevailing market conditions and nature of the subject property, to establish the re-use/redevelopment proposition of the SETT.

The report will help inform DIO’s work on the disposal strategy for the site. This includes helping to inform discussions between DIO and GBC about the potential future use of the site.

To deliver these objectives, the successful consultancy will be asked to provide a report which addresses the points set out below.

**Section A: Consideration of the building structure**

1. **Condition survey:** To undertake a structural condition survey of the existing building.  This should address both internal and external condition.

This survey should also include an assessment of the water tank.  It is understood the water tank which forms the core of the SETT – and continues to be filled with water and maintained at a constant temperature – helps support the structural integrity of the existing building.

The selected consultant is to review and consider the position in relation to the significance of the water tank to ensuring the ongoing and future structural integrity of the building as this could have a significant bearing on its future use and response to this brief.

1. **General building structure requirements:** Subject to the conclusions of Task A(1) above, the appointed consultant is to advise on each of the following assuming the SETT is retained as:
2. a usable asset (i.e. in terms of the water tank and therefore retains an option for diving) and;
3. as an unusable asset (i.e. in terms of the water tank and therefore assumes this space is used in some other way).

1. Statutory and regulatory requirements associated with bringing the SETT back into public use. This should refer to environmental and sustainability standards and guidance, as well as those relating to Building Regulations, Health & Safety, Equality Act etc.  and the potential for contamination.

This section should outline the planning requirements associated with its Listed status. This includes the Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Plan and the Haslar Peninsula Conservation Area Appraisal.

1. Feasibility of bringing the SETT back into public use.  This should include scope of works required to meet the statutory and regulatory requirements outlined under a) above.
2. If the tank were required to be kept weighted down, could other methods be used to do this other than water?  For example, sand, gravel and/or other weights.
3. An indicative budget associated with upfront capital costs required to bring the SETT back into public use.
4. Likely annual management and maintenance costs associated with:
   * 1. ensuring the building structure is maintained; and
     2. basic day to day running costs associated with the building itself. For example, if the diving tank is retained; and building insurance.

**Section B: Viable Future Use/Commercial Questions**

Subject to the conclusions from Section A, the selected consultant is to consider:

1. **Potential future uses of the SETT:** 
   1. Identify the requirements, opportunities and constraints associated with potential future uses for the SETT. This should consider (but not be limited to) the following:
      1. Commercial diving training – which could include petro-chemical and wind turbine sectors.
      2. Leisure diving.
      3. Heritage/Art – which could include considering National Museum of the Royal Navy - Submarine Museum, Diving Museum, Hampshire Cultural Trust, National Trust etc.
      4. Art projects – which could include inclusion of events and/or animation space.
      5. Food and Beverage – which could include café or bar area.
      6. Viewing platform
      7. Alternative leisure uses, for example but not exclusively. climbing wall (internal / external), puzzle room / ‘escape room’, indoor skydiving, etc
      8. Other potential commercial storage use?  For example, could the SETT be re-purposed for foodstuffs (e.g. rice / grain), liquids (e.g. oil / petrol) or even sand/gravel etc.
      9. Any other potential uses.
   2. The consideration of the above should involve dialogue with a range of national and local stakeholders that can help inform the above consideration. This should also include the views of the Council’s Gosport Heritage Action Zone[[7]](#footnote-7) partners. Local stakeholders can be agreed at the inception meeting.
   3. Identify scenarios which could offer a future viable use for the building.  This could comprise (but not be limited to) a single use for single user or a mix of uses managed by a Trust e.g. leisure and commercial diving, heritage/interpretation/viewing platform/F&B opportunities.
2. **Additional land requirement:** For each of the viable scenarios outlined in B(a) above, what is the minimum/maximum footprint of additional land adjacent to the site required to enable the SETT to be used successfully e.g. parking; associated/ancillary uses and access routes.
3. **Potential future management structure for the SETT:** For each of the viable scenarios outlined in Task B(a) above, to outline the potential strategy for owning as well as sustainably managing the asset going forward. For example:
   * Potential lease/ purchase arrangements between the DIO and the end user(s)?
   * Potential scope to obtain Trust status.
   * Potential scope to obtain public funding. Could a potential ‘umbrella’ lead organisation be identified?
   * Potential scope to set up a Trust with a consortium of interests (reflecting a mix of uses), or other?
4. **Investment costs:** For each of the viable scenarios outlined in Task B(a) above, to consider the:
   * 1. initial business investment costs;
     2. ongoing business management and maintenance costs.
     3. business insurance implications and associated costs.

**Section C: Potential scope to relocate the SETT**

The appointed consultant is to advise on whether it is technically and structurally feasible for the SETT to be taken down and relocated:

1. **To another part of the Blockhouse site.**  For example, one option the DIO is currently exploring is for the SETT to become part of a museum on site.

1. **Off site**.  For example, one option which might be considered is for the SETT to become part of a museum off-site or become a private training facility for a diving club.

As the end user is not yet known, in both cases the appointed consultant is to consider the feasibility of relocating the SETT assuming it is retained as both a diving and non-diving facility.

Please note, the selected consultant should not contact any existing and/or potential occupiers without first discussing this with the DIO.

*Note: Notwithstanding the above, the dismantling and / or relocation of the SETT, whether to a location within the greater Blockhouse site or elsewhere, is likely to be considered to cause substantial harm to the designated heritage asset under the terms set out in the NPPF. This scenario will need clear and convincing justification and is considered exceptional, as per paragraph 200 of the NPPF. This should only be considered as a last resort.*

**2.2 Site Visit**

To undertake this work it will be necessary to visit the site on at least one occasion and potentially more.    Details of arranging site visits will be agreed with the DIO at the inception meeting with the successful bidder.  In the meantime, please note:

* All visits will need to be escorted at all times by the Head of Establishment (or a member of his team).
* A maximum of five people can visit the SETT at any one time.
* The lift is in operation but it can be temperamental.  As such, anyone visiting the building will need to be fit and healthy enough to ascend/descend steep staircases if required.
* All visitors will need sturdy shoes.

**2.3 Outputs**

Following the considerations outlined in 2.1 the consultant’s report should addressed all matters included in the ‘Scope of the Report’.

At the completion of the project, the consultant shall provide both the GBC and DIO with an electronic copy of the report.

Copyright for all documentation shall be given to GBC and DIO.

* 1. **Project Team Skills**

This invitation is open to consultancies which are believed to have, or be able to call upon the relevant skills.

Your fee proposal will need to demonstrate your firm has the following knowledge and understanding of the following:

* Assessing the condition and structure of historic and/or unique buildings and making recommendations as appropriate.
* Assessing the commercial prospects associated with the re-use/redevelopment of historic and/or unique buildings and making recommendations as appropriate.
* Experience of engaging with Conservation Officers and Historic England.

The names and qualifications of the team who would be carrying out the work, along with their committed hours and their hourly rate, and of any sub-consultants that you would engage to provide specialist input, together with a brief résumé of their relevant experience; their fee etc, is also required.

**2.5 Contract Term**

The Council proposes to enter into a Contract for a period of approximately 4 months with the successful consultant.

The anticipated service commencement date is week commencing 27th March 2023

* 1. **Insurance Requirements**

|  |  |
| --- | --- |
| Professional Indemnity: (for the life of the contract) | £1 million |
| Public Liability | £10 million |
| Employers Liability | £5 million |

**2.7 Purpose and Scope of this Invitation to Quote**

This Invitation to Quote (ITQ):

* Asks respondents to submit their Quotes in accordance with the instructions set out in the remainder of this ITQ
* Sets out the overall timetable and process for the procurement to respondents
* Provides respondents with sufficient information to enable them to submit a compliant Quote (including providing templates where relevant)
* Sets out the Award Criteria and the Quotation Evaluation Model that will be used to evaluate the Quotes
* Explains the administrative arrangements for the receipt of Quotes

**2.8 Clarifications about the Services or ITQ**

Any clarifications relating to this ITQ must be submitted to the procuring officer Jayson Grygiel, Manager of Planning Policy at Gosport Borough Council, via the Proactis portal.

The Council will respond to all reasonable clarifications as soon as possible via Proactis. If a respondent wishes the Council to treat a clarification as confidential and not issue the response to all respondents, it must state this when submitting the clarification. If, in the opinion of the Council, the clarification is not confidential, the Council will inform the respondent and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all respondents.

The deadline for receipt of clarifications relating to the Services or this ITQ is set out at 3.1-3.2 below.

Respondents are advised not to rely on communications from the Council in respect of the ITQ unless they are made in accordance with these instructions.

The Council reserves the right (but is not obliged) to seek clarification of any aspect of a Respondent’s quote during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Respondents are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the quote non-compliant.

# TIMETABLE

**3.1 Key Dates**

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all respondents are treated equally.

The key dates for this procurement (Timetable) are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **Event** | **Date** |
|  |  |
| Issue Invitation to Quote | 26/1/2023 |
| Deadline for receipt of clarifications | 9/2/2023 |
| Deadline for receipt of Quotes | 24/2/2023 noon |
| Evaluation of Quotes | 27/2/2023 to 9/3/2023 |
| Notification of contract award decision | 10/3/2023 |
| Target commencement date | w/c 27/3/2023 |

Any changes to the procurement Timetable shall be notified to all Respondents as soon as practicable.

**3.2** **Deadline for receipt of clarifications**

Between 26 January 2023 and 9 February 2023 please contact Jayson Grygiel via the message facility on Proactis.

**3.3 Deadline for receipt of Quotes**

Responses to this ITQ must arrive at the address and in the manner prescribed under Paragraph 4 .1 no later than the Deadline, noon, 24 February 2023. Any Quote received after the Deadline shall not be opened or considered. The Council may, however, in its own absolute discretion extend the Deadline and in such circumstances the Council will notify all Respondents of any change.

**3.4 References**

Respondents are required to supply 2 references to accompany their bid and these will be used to verify the technical proposals put forward in this Opportunity. **Failure to provide the references will invalidate your bid and it will not proceed to evaluation.**

You must use the reference questionnaire (Schedule 3) included with this ITQ and your references should relate to the technical ability required for this opportunity. You must complete Section 1 of the reference questionnaire which you should then forward to your referees. They must complete Section 2 and send this DIRECTLY to [procurement@gosport.gov.uk](mailto:Purchasingandprocurement@gosport.gov.uk)

It is then the respondents’ responsibility to check that the Council has received the required number of references in the required format before the closing date of this opportunity, please do this by e-mailing as above. This e-mail must only be used for reference issues, any other questions regarding this opportunity must be raised via the Proactis messaging facility

**3.5 Contract Award**

The Council may award Contract(s) on the basis of a Quote submitted in accordance with the instructions below. Contract award is subject to the formal approval process of the Council. Until all necessary approvals are obtained no Contract will be entered into. Once the Council has reached a decision in respect of a contract award, it will notify all bidders of that decision via proactis and before entering into any Contract(s).

**3.6 Programme Dates and Proposed Meetings**

The Council will expect a draft study report by mid June 2023 and a completed report by mid July 2023 in order to inform the emerging masterplanning process and the next stage of the Council’s Local Plan

The consultants will need to provide a detailed work programme to meet this target date which outlines when the key tasks will be undertaken. It will also need to allow for appropriate liaison meetings with the Council and DIO officers on the draft findings of the study as well as input from Historic England. The consultant and Council and DIO officers will hold meetings as and when necessary but as a minimum will include the following:

* Introductory project meeting to confirm the project process, timetable and to establish information needs and sources – w/c 27 March 2023. This is likely to be face to face and include a site visit.
* Progress meeting to discuss any emerging issues or clarify requirements – mid-late April 2023; and
* Meeting to discuss the findings of draft report – mid June 2023

Consequently your fee proposal should include an allowance for a minimum of three meetings. If you consider that additional meetings will be required, please include details of this within your proposal.

# QUOTE COMPLETION INFORMATION

All submissions must be uploaded via the South East Business Portal, also known as Proactis before the deadline stated in the timetable in this ITQ.

Link to the portal: <https://sebp.due-north.com/>

Your response must include:

* Completed Quotation Response Document including;
  + Completed Schedule 1 Commercially Sensitive Information (if applicable)
  + Completed Schedule 2 – Form of Quote
* Equality and Diversity Policy
* Data Protection Policy and Procedures
* Supporting documentation (to support the answers to quality questions)

**4.1 Formalities**

All documents comprising the Quote must be submitted through the portal and will remain sealed until the deadline has passed.

The following requirements must be adhered to when submitting Quotes:

* A clear statement confirming that your firm does not have any conflicts of interest in relation to this site.
* A detailed timeline and milestones for the completion of the work must be included.
* A table of Consultants individual time to be spent on the project, day rate and overall cost must be provided.
* Details of any sub-consultants that you would seek to engage with to provide specialist input. This should include a brief resume of their relevant experience, fee etc.
* Any additional pre-existing material which is necessary to support the Quote should be included as schedules with cross-references to this material in the main body of the Quote. Cross-references to this ITQ should also be included in the Quote whenever this is relevant.
* Where documents are embedded within other documents, Respondents must upload separate copies of the embedded documents.
* The Quote must be in English and drafted in accordance with the drafting guidance set out in this ITQ.
* A table of contents must be provided.
* The Quote must be fully cross-referenced.
* A list of supporting material must be supplied.
* **The Equality and Diversity and Data Protection need to be included with the ITQ.**

The Quote must be clear, concise and complete. The Council reserves the right to mark a Respondent down or exclude them from the procurement if its Quote contains any ambiguities, caveats or lacks clarity. Respondents should submit only such information as is necessary to respond effectively to this ITQ. Quotes will be evaluated on the basis of information submitted by the Deadline.

The Respondent must download, complete and include a duly executed Form of Quote (Schedule 2).

Where the Respondent is a company, the Quote must be signed by a duly authorised representative of that company. Where the Respondent is a consortium, the Quote must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of producing the work set out in the successful quote proposal. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has Council to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of a sole trader, s/he should sign and give his/her name in full together with the name under which s/he is trading.

**4.2 Executive Summary**

Each Respondent must also provide an executive summary of its Quote and include within it:-

* An outline of the way in which the Council’s requirements are to be met by its proposal.
* A summary of all the services offered by the Respondent in response to the ITQ.
* Proposed timeline, clearly indicating the Respondents approach towards minimising the effect of their work on any electoral period that may occur during the lifetime of this project.
* An overview of the Respondent’s overall costs and proposals in relation to pricing.
* A clear statement of whether it is a consortium or a group of companies with one supplier.
* A clear statement of its commitment to meet the Council’s requirements and the pricing, payment and performance model.
* Confirmation that the Quote(s) will remain open for a period of 90 days.

If changes subsequently occur in relation to the statements set out in the executive summary, the applicable Respondent must promptly notify the Council of them. The Council reserves the right to disqualify any Respondent that fails to duly notify the Council.

**4.3 Submission of Quotes**

Each Respondent must submit a quote meeting the Council’s minimum requirements, operating as a standalone bid and not be dependent on any other bid or any other factors external to the Quote itself. That is, the Quote must be capable of being accepted by the Council in its own right. Please see section 5.1 regarding mandatory requirements.

**4.4 Warnings and disclaimers**

While the information contained in this ITQ is believed to be correct at the time of issue, the Council, its advisors and any other awarding authorities will not accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITQ (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Respondents. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

Neither the issue of this ITQ, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement.

**4.5 Confidentiality and Freedom of Information**

This ITQ is made available on condition that its contents (including the fact that the Respondent has received this ITQ) is kept confidential by the Respondent and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Respondent to submit a Quote.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Respondents should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the values and the identities of its suppliers on its website without consulting the provider of that information.

The Council shall treat all Respondents’ responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party’s commercial interests, and in accordance with the Council’s transparency obligations.

Therefore, Respondents are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Respondents competitive edge, has been clearly identified to the Council in the template provided at Schedule 1.

**4.6 Publicity**

No publicity regarding the Services or the award of any quote will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Quote, its contents or any proposals relating to it without the prior written consent of the Council.

**4.7 Respondent conduct and conflicts of interest**

Any attempt by Respondents or their advisors to influence the award process in any way may result in the Respondent being disqualified. Specifically, Respondents shall not directly or indirectly at any time:

* Devise or amend the content of their Quote in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, or provider of finance.
* Enter into any agreement or arrangement with any other person as to the form or content of any other Quote, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Quote.
* Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Quote.
* Canvass the Council or any employees or agents of the Council in relation to this procurement.
* Attempt to obtain information from any of the employees or agents of the Council or their advisors concerning another Respondent or Quote.

Respondents are responsible for ensuring that no conflicts of interest exist between the Respondent and its advisers, and the Council and its advisors. Any Respondent who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

**4.8 Council’s rights**

The Council reserves the right to:

* Waive or change the requirements of this ITQ from time to time without prior (or any) notice being given by the Council.
* Seek clarification or documents in respect of a Respondent’s submission.
* Disqualify any Respondent that does not submit a compliant Quote in accordance with the instructions in this ITQ.
* Disqualify any Respondent that is guilty of serious misrepresentation in relation to its Quote, expression of interest, or the ITQ process.
* Withdraw this ITQ at any time, or to re-invite quotations on the same or any alternative basis.
* Choose not to award any quote as a result of the current procurement process.

Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

**4.9 Bid costs**

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Respondent in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

# QUOTE EVALUATION MODEL

**5.1 Award Criteria and Evaluation Criteria**

Any quote(s) awarded as a result of this procurement will be awarded on the basis of the offer is the most economically advantageous to the Council. The Award Criteria are:

* 70% technical or quality
* 30% cost

Scores are arrived at following the application of the Evaluation Criteria set out below to the Respondent’s Quote.

Respondents are required to submit a Quote strictly in accordance with the requirements set out in this ITQ, to ensure the Council has the correct information to make the evaluation. Evasive or unclear Quote may be discounted in evaluation and may, at the Council’s discretion, be taken as a rejection by the Respondent of the terms set out in this ITQ.

The Quote Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Criteria** | | **Sub-Criteria** | **Weighting** |
| Quality | Technical Quality | A full statement of methodology of how the required work will be delivered (20%) and  evidence of a clear understanding of the full requirements of the brief (20%) | 40% |
| Quality | Experience and Management | Evidence of the experience of the main consultant (and any sub-consultant). This should include references and evidence of work undertaken elsewhere. | 20% |
| Quality | Resources | A resource schedule identifying the personnel who will undertake the work (5%).  Evidence of the timely availability of the study team (5%) | 10% |
| Cost | Cost | Clear indication of the total cost of the study and a full breakdown of costs. | 30% |
| Total | | | 100% |
| References | Respondents are required to supply 2 references to accompany their bid and these will be used to verify the technical proposals put forward in this Opportunity.  You must use the reference questionnaire (Schedule 3) included with this ITQ and your references should relate to the technical ability required for this opportunity. You must complete Section 1 of the reference questionnaire which you should then forward to your referees. They must complete Section 2 and send this DIRECTLY to [procurement@gosport.gov.uk](mailto:Purchasingandprocurement@gosport.gov.uk)  **Failure to provide the references will invalidate your bid and it will not proceed to evaluation.** | | Pass/fail |
| Equality and Diversity | The organisation submitting the quote will need to demonstrate they have a policy which complies with GBC’s requirements.  **Failure to demonstrate this will result in the quote being rejected.** | | Pass/fail |
| Data Protection | The organisation submitting the quote will need to demonstrate they have a policy and procedures in place for processing personal data and meeting their statutory obligations laid down by The Data Protection Act 1998.  **Failure to demonstrate this requirement will result in the quote being rejected.** | | Pass/fail |

# EVALUATION PROCESS

**6.1 Technical Evaluation**

The technical evaluation will be scored in accordance with the table below.

**6.2 Scoring Models – Methodology and Innovations**

For assessing the quality elements each sub criteria will be scored out of 4 (see table below) and weighted accordingly.

|  |  |
| --- | --- |
| Assessment | Allocated Score |
|  |  |
| **Very poor** – [completely fails to demonstrate that it will meet the criteria | 0 |
| **Poor** – [some, but very limited evidence of that it will meet the criteria] | 1 |
| **Satisfactory** – [provides evidence that it will meet the criteria sufficiently] | 2 |
| **Good** – [shows attributes in a number of areas that area in excess of the criteria] | 3 |
| **Very good** – [in excess of the criteria in all areas] | 4 |

All Prices shall be stated in pounds sterling and exclusive of VAT.

For assessing the cost element the following formula will be applied:

Lowest price/bidder’s price x 30 = score

1. <https://www.gosport.gov.uk/media/1819/HMS-Dolphin-submarine-escape-tank/pdf/HMS_Dolphin_submarine_escpape_tank.pdf?m=636976756840130000> [↑](#footnote-ref-1)
2. <https://www.gosport.gov.uk/media/2352/Haslar-Peninsula-Conservation-Area/pdf/Haslar_Peninsula_CA.pdf?m=637267926141530000> [↑](#footnote-ref-2)
3. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf> [↑](#footnote-ref-3)
4. <https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment> [↑](#footnote-ref-4)
5. <https://www.gosport.gov.uk/media/1210/Local-Plan-2011-2019-Written-Statement/pdf/Gosport_Borough_Local_Plan_2011-2029_-_adopted_version_b.pdf?m=636971633273370000> [↑](#footnote-ref-5)
6. https://www.gosport.gov.uk/gblp2038 [↑](#footnote-ref-6)
7. <https://gosporthaz.org.uk/> and <https://gosporthaz.org.uk/haz/> [↑](#footnote-ref-7)