****

**Lake District National Park Authority Invitation to Tender**

**(Section 3 of the Southern Windermere Trail)**

The design, supply and installation of an off road multi-user trail from Lakeside Hotel to The Knoll, Lakeside.

****

**Date: 10th February 2023**

**Deadline for Submissions: 12:00 10th March 2023**

### Introduction and background to the project

This project is the final section of a proposed off-road trail from Lakeside Hotel to The Knoll, Lakeside. Once complete, the whole trail, will link to The Swan Hotel to the South and to YMCA National Centre to the North and create a walking and cycle route along the western shore of England’s largest lake.

The Southern Windermere Trail is being funded by ESIF (European Structural Investment Fund) and CLEP (Cumbria Local Enterprise Partnership).

The aim of this project is to provide visitors a route that is predominately traffic free, connecting the key visitor attractions in the Southern Windermere Basin and encouraging them to use sustainable transport rather than use their car for short hop journeys between destinations. The target is to reduce carbon emissions by 26 tonnes within the first three years of project completion and to create 76 jobs in the local area.

To satisfy funding requirements, the entire project must be delivered by 23rd June 2023.

**Trail overview**

The alignment corridor for the trail will be following the lakeshore where practically possible but also head away from the Lake to link key local visitor destinations. The trail will be formed of a mixture of new build sections or upgrades to existing public rights of way, private paths and tracks.

The total length of The Swan Hotel to YMCA section is 5633m. It is divided into five sub sections – set out in the table below.

|  |  |  |
| --- | --- | --- |
| **Section** | **Name** | **Length (m)** |
| 2 | The Swan Hotel to Lakeside (Station) | 1475 |
| 3 | Lakeside (West of Village) | 555 |
| 4 | Lakeside to Finsthwaite / Bobbin Mill | 1444 |
| 5 | High Dam (Finsthwaite) to High Stott Park | 749 |
| 6 | High Stott Park to YMCA Lakeside | 1410 |
|  | **Total:** | 5633 |
|  |  |  |

This tender relates to Section 3 only.

**Project Development**

The project is part way through the development phase and due to the recent pandemic and re-structure at LDNPA, the management of and responsibility for the delivery of the project has changed. As a result, the delivery is at risk of falling behind schedule.

LDNPA therefore decided to phase the delivery of the trail starting with Section 2 which has already completed. Section 4, 5 and 6 is currently under construction and due to complete by March 2023:

**Site Surveys**

A number of surveys were undertaken and submitted as part of the planning application:

* Preliminary Ecological Impact Assessment
* Cycle Level of Service Audit Report
* Topographical Survey
* Tree Survey
* Bat Survey
* Highways Designs

**Design and Planning Permission**

The majority of the design work has been completed by LDNPA Rangers Service as it consists of standard details for paths, fences, gates, drainage and signage. However, there are some bespoke elements such as drainage and highway design where additional technical details are required.

Sections 4 and 5 of the trail includes the re-surfacing of existing public footpaths and therefore does not require planning permission.

The planning application documents (including the above surveys) can be found on the LDNPA website using the following references:

* Section 2: 7/2021/5481
* Section 6: 7/2021/5525
* Section 3: 7/2023/5034

The planning applications for section 2 and 6 are approved.

The planning application for Section 3 is currently out for public consultation and will be considered at the 1st March 2023 development control committee meeting.

**Enabling Works**

The tree works outlined in Annex 9 Tree works summary must be undertaken before bird nesting season.

**Tender Objective**

The Lake District National Park Authority (LDNPA) invite contractors to submit tenders for the design, supply and installation of an off-road multi-user trail connecting The Lakeside Hotel with The Knoll, Lakeside. The contract terms will be as contained with a standard JCT Design and Build contract.

The trail route crosses land owned by 2 private owners. All the land is currently either amenity woodland or agricultural grazing. Local businesses and other contractors will be operating in this area during the contract works and contactors must be mindful of this.

A route map is provided (Annex 5) to help orientate the reader by outlining each of the trail sections, access and egress points for construction traffic, compound locations and signage and furniture locations.

Included within the tender pack is a bill of quantities template (Annex 12) and employers requirements document (Annex 11) outlining our base requirements in terms of design standards and materials.

The contractor must also make allowances for delivering the project whilst maintaining appropriate Health and Safety standards as outlined in the employers requirements document. For clarification, the tender submission does not require the contractor to submit H & S documentation, but an allowance must be made within the tender sum to provide the appropriate information should the contractor be successful.

A weighted evaluation will be made on tender returns, based 60% on cost and 20% on quality of the proposed solution and 20% on contractor’s skills and experience.

The contractor will be expected to submit a fixed fee proposal and have the capacity to deliver the contract by **23rd June 2023.**

An accompanied site visit is essential to fully appreciate the opportunity. Appointments are available **on 16th February 2023** and can be arranged through [Sharon.hodgson@lakedistrict.gov.uk](mailto:Sharon.hodgson@lakedistrict.gov.uk) telephone on 07929119389.

### Tender Documents

The following documentation has been included:

Annex 1 - Invitation to Tender document (this document)

Annex 2 - Form of Tender

Annex 3 - Declaration of Non Collusion

Annex 4 - References

Annex 5 – Section 3 Site Location and Trail Route Overview

Annex 6 – Bat survey – Flight Ecology

Annex 7 – Site Plan – Hough Tullett

Annex 8 – Highways Layout – R G Parkins

Annex 9 – Tree works and Tree Survey Information – Arb Consultants Ltd

Annex 10 – Images of the Trail Route

Annex 11 – Employers Requirements

Annex 12 – Bill of Quantities

Annex 13 – Contractor Health and Safety Code of Practice

### Submission of the tender documents

### Your submission should include:

1. Completed form of tender, including breakdown of costs and priced bill of quantities (Annex 2).
2. Declaration of non-collusion (Annex 3).
3. References – these should demonstrate where possible a similar project on a similar site (Annex 4).
4. A programme/schedule of works, such as Gantt chart or a plan.
5. Details and methodology of how you propose to effectively deliver the scheme with minimal disruption to landowners, tenants and neighbouring properties and appropriate consideration for employee and public safety.
6. Details of your accounts and evidence in relation to financial viability of your business.
7. Brief CVs of the key personnel who will be undertaking the work (for example Contracts manager and Site supervisor).
8. Details of any sub-contractors who will be involved in this project for example, structural engineer.

### Before commencing a formal tender evaluation, documents provided by tenderers will be checked to ensure that they are complete. At this stage, any non-compliant tenders will be rejected by the Authority. Tender responses which are deemed to meet the eligibility requirements will be shortlisted and we may invite tenderers for a second stage interview. Shortlisted tender submissions will be evaluated according to the Evaluation Criteria given later in this document.

### Tenders must be received via the Chest procurement portal by 12:00 noon 10th March 2023. Please ensure you allow enough time to complete uploads before the deadline. Tender documents received late, i.e. after the specified date and time, will not be considered.

**How to return the tender**

The tender is to be submitted in electronic format via the Chest procurement portal.

### Please raise all queries related to the tender via the Chest messaging system.

**Opening of tenders**

### Tender documents will remain unopened until after the closing date, after which time they will all be passed to the originating department. All tenders submitted will be verified to ensure that the information requested has been provided before they are evaluated.

**Timetable for this tender**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| **10th February 2023** | Publication of Tender Documentation |
| **16th February 2023** | Planned site visit |
| **12:00 noon 10th March 2023** | Tenders return deadline |
| **w/c 13th March 2023** | Tender evaluation and shortlisting |
| **17th March 2023** | Presentations by shortlisted consultants (if required) |
| **20th March 2023** | Notification to successful supplier |
| **3rd April 2023** | Contract Award (after 10 working day cooling off period) |

**Contact and information**

For feedback on your submission please contact Sharon Hodgson at Sharon.Hodgson@lakedistrict.gov.uk

### Lake District National Park Authority, Murley Moss Business Park, Oxenholme Road, Kendal, Cumbria. LA9 7RL

**Checklist for Compliance**

The following completed documents are required for the tender to be deemed compliant:

* Accompanied site visit
* Form of Tender and Bill of Quantities (Annex 2)
* Declaration of Non-Collusion (Annex 3)
* References (Annex 4)
* Programme/Schedule
* Detailed Methodology

### Evaluation of tenders

### Once verified as complete the tenders will be considered based on the information they have submitted in their tender. The tenders will be evaluated upon the following criteria;

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Potential Score** |
| Price   * Fixed fee proposal including breakdown of contractor prelims and priced schedule of works. (Annex 2) | 60 |
| Quality   * Quality of tender submission (presentation and relevance of content) * Ability to deliver within the required timescales (programme/schedule) | 10  10 |
| Skills and Experience   * Appreciation of site specific issues and ability to demonstrate effective delivery whilst maintaining public safety and ability to demonstrate minimal disruption to landowners, tenants and neighbouring properties (methodology) * Evidence of prior experience delivering similar services on a comparable site (references) | 10  10 |
| **Maximum Possible Score** | **100** |

**Questions on tender submissions**

### If tenderers have any questions they wish to ask the Authority, they must submit them via the Chest procurement portal.

### Any questions received will be made anonymous and responses sent to all tenderers.

**Award of tender**

### The Authority will decide to whom the contract shall be awarded based on the evaluation criteria outline above. The Authority does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole or parts of tenders/quotations. The Authority will notify acceptance of the tender to the successful tenderer as soon as is reasonably practicable.

### TENDER INFORMATION

**Confidentiality**

### The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.

**Freedom of Information**

### The Authority is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly all information submitted to the Authority may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

**Anti-Fraud and Corruption Policy**

### The Authority has an Anti-Fraud and Corruption Strategy which sets out the responsibilities of officers and action to be taken in cases of theft, corruption, irregularity, or when damage is suspected. The Confidential Reporting Code, (Whistle Blowing Policy), forms part of this Strategy which provides a mechanism for staff to report suspected wrong doings confidentially.  In the event of such an issue, an investigation would be carried out and action taken as necessary.

**Costs and expenses**

### The Authority will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. The Authority does not bind itself to accept any of the tenders as a result of the tendering process including the lowest tender.

**Preparation of Tenders**

### For the preparation of their tender and entering into a contract with the Authority, tenderers must ensure that they have all the information required and must satisfy them of the correct interpretation of terminology used in these documents.

**Alterations**

### None of these documents may be altered by the tenderer. If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contracts objectives) they must provide details in a separate letter accompanying the tender response.

**Prices**

All prices must be net and, where applicable, carriage paid with all cash and trade discounts allowed for.

**VAT**

All prices and/or rates shall be **exclusive** of VAT.

**Validity of tenders**

### Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.

**Sub-contractors**

### The names and addresses of any sub-contractors the tenderer proposes to employ must be provided with the tender.

**Quality of goods / services**

### Tenderers must possess relevant professional qualifications and experience.

**Conflict of Interest**

### The Authority requires all tenderers to confirm whether any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

**Treatment of tender**

### The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Authority and the tenderer.

**Debriefing**

### All unsuccessful bidders will be offered the opportunity to be given a debriefing. Requests for debriefing are to be made in writing.

**The Authority’s use of Contract Outputs**

### The Authority may wish to publicly quote the Contract Outputs such as any policies, figures, training materials, risk assessments etc. Tenders are requested to confirm that the Authority may (at the Authority’s own discretion) do so without restriction.

**Ownership**

### The intellectual property rights rests with the Authority, not the tenderer.