



# **Garrigill Culvert – Time lapse capturing of construction stage**

## **Invitation to Tender**

### **Project scope, procurement guidance & supporting information**

**CA18/2/1/11**



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# Overview

## Contractual References

This tender will be associated with Coal Authority reference CA18/2/1/11

A contractor will be appointed to undertake works to provide a short (2 – 3 minute) video developed through time lapse recording of the construction process being undertaken at this location as well as a record of progress photographs showing construction activities with time

The conditions of contract are The Coal Authority's Works and Services (2009)

## Project Scope & Objectives

The Coal Authority requires the provision of a short video to capture progress of a construction site over time as well as the provision of photographs showing progress on site.

## Requirements

It is anticipated that the construction activities will take approximately 16 weeks to complete and that Completion of the main works will be during **December 2018**.

The construction contractor is expected to mobilise to site on **3rd September 2018**.

The time-lapse video and photographs shall be provided within 60 days of the completion of construction activities.

The deliverables shall capture the full construction period.

The contractor shall be responsible for installation and removal of any fixed installations, as well as service and maintenance throughout the life of the project.

Time-lapse video shall be professionally edited. It shall start with a graphic, including project title, dates, project sponsors and logos. Periods of inactivity or persistent bad weather precluding construction shall be removed to produce an interesting video of circa 2 – 3 minutes in length.

It is likely that final landscaping for the site will not be possible in 2018 due to the timings. As such the reinstated spoil is left exposed.

The Contractor may be asked to return to site in 2019 to record installation of landscaping.

A start up meeting will be held at the Employers Mansfield office.

A pre-handover meeting will be arranged 2 weeks prior to the submission of final deliverables to review draft deliverables.

## Site Location Details

Garrigill Burn is a tributary of the South Tyne and flows for 5km before its confluence with the South Tyne. Much of the upper catchment of Garrigill Burn is subject to input of metals from spoil heaps and early mine workings. The area is known for historic mining which has contributed heavily to lead, zinc and cadmium pollution along the watercourse. The impact of this contamination affects the South Tyne / Tyne to the North Sea.

The project itself is the undertaking of remediation works to prevent the ongoing input of metal-rich material into Garrigill Burn and limit flood risk due to the potential for spoil to block the existing culvert. The proposed works primarily comprise connecting two sections of existing culvert with new piped connection, filling the existing pool with rip- rap and re-profiling the existing spoil heap to infill the existing depression. Some landscaping will be planted next year.

For details of the scheme, please see the planning application publically available on Eden District Council's website. Please use application reference 18/0456 or follow this link:

<http://eforms.eden.gov.uk/fastweb/detail.asp?AltRef=18/0456&ApplicationNumber=&AddressPrefix=&Postcode=&CaseOfficer=&ParishName=&AreaTeam=&DateReceivedStart=&DateReceivedEnd=&DateDecidedStart=&DateDecidedEnd=&Locality=&AgentName=&ApplicantName=coal+authority&ShowDecided=&DecisionLevel=&Submit=Search>

Please refer specifically to the document 18-0456-Visualisations.pdf which illustrates the proposed construction and what the site is expected to look like before and after construction.

## Indicative Timetable

Below is detailed the indicative timetable of the procurement process.

Task	Date
Invitation to Tender issued and upload to Contracts Finder	Friday 17 <sup>th</sup> August 2018
Tender Period Closes	Thursday 30 <sup>th</sup> August 2018
Assessment & Award	Friday 31 <sup>st</sup> August 2018

## Pricing

A financial ceiling will be set, based upon the appointed Contractor's financial submission. The financial ceiling will not be exceeded by the appointed Contractor without prior justification and the written authorisation of the Coal Authority's Project Manager.

## Tender Return, Assessment & Criteria

The ITT Bid evaluation will be based on the technical and financial proposals within the bids and the information set out in each compliant bid

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Bidders must accept the Coal Authority's terms & conditions.

The Coal Authority will reject any Bid which is not a Compliant Bid.

A Bid shall only be a compliant bid if the following documents have been completed and submitted:

- Qualification Envelope completed in the InBye e-portal
- Technical Questionnaire and Responses - Completed in the InBye e-portal

The tendering *Contractors* are to ensure that the registered contact details on the eTendering portal are correct for this process.

In order to register, please log on to <https://inbye.coal.gov.uk/s2c/> following the links and should you have any difficulties with this procedure, please contact Peter Kobryn on 01623 637302

The tender will be awarded on the basis of the most economically advantageous tender and will be assessed based upon a **70% Quality and 30% Financial split**, with the quality assessment being completed prior to the financial assessment.

The documentation to be submitted is summarised.

One Quality Submission is required on the eTendering portal.

The Financial submission for the project is to be submitted on the eTendering portal.

The Evaluation of the ITT responses will be carried out in two stages.

These stages are:

- Stage One: Core Assessment;
- Stage Two: Technical Assessment.

### **Stage 1 – Core Assessment**

The assessment at Stage 1 will comprise of a number of questions on the following topics:

- General & Organisation
- Economic & Financial & Legal Standing and Insurance
- Safety, Health & Environmental Issues

These elements will be assessed on a minimum “meets requirements” basis.

The Authority reserves the right to exclude any bid that does not meet the minimum requirements for these elements

The “meets requirements” score required in the health and safety and environmental sections of the questionnaire is 40%.

The Authority will exclude a bid from this process if it establishes that the economic operator has been convicted of any of the offences defined in Regulation 57 of the Public Contract Regulations 2015

Bids meeting requirements will then be evaluated on the basis of the most economically advantageous tender.

Your tender should be submitted on a fixed price basis and should remain open for acceptance for a period of 120 days from the closing date for the receipt of tenders.

Tenders received after the tender closing date will not be considered. Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your tender.

Your submitted tender rates and prices must be exclusive of Value Added Tax.

### Quality Scoring Assessment for Stage Two

Assessment	Meaning	Score
Adds Value	The evaluator believes that as well as meeting the requirements in all respects the proposal describes additional features that will benefit the Authority	5
Fully Acceptable	The evaluator is fully satisfied that the proposal meets the requirement in all aspects	4
Minor Reservations	The evaluator is confident that the supplier has the ability to meet the requirement but has some minor reservations	3
Significant Reservations	The evaluator believes the supplier has the ability to partially meet the requirement, but has some major reservations about the approach or solution proposed. The supplier has not met the minimum requirements as specified.	2
Unacceptable	The evaluator believe that the evidence fails to show that the supplier is capable in the requirement area	0

The Coal Authority reserves the right to deem any submission scoring a 0 or 2 for any scored question as non – compliant and as such may be excluded from consideration

**Stage Two – Technical Assessment – Details**

See below details, requirements and weightings for the quality elements of this tender.

<b>Subject</b>	<b>Question</b>	<b>High Scoring Response</b>
<b>Experience – 40%</b>	<p>Please provide by way of an attachment evidence of three previous projects that you have delivered which are relevant and / or similar to the scope of this contract.</p> <p>Please include detailed information on the scope of these previous projects, the extent and detail of the services provided and the benefit delivered to the clients</p> <p>Please limit your response to no more than three sides of A4</p>	<p>Technically relevant examples provided.</p> <p>Experiences that closely match our requirements</p>
<b>Reports &amp; Information Delivered – 30%</b>	<p>By way of attachment please provide examples of client reports provided following similar projects you have completed.</p> <p>Please confirm that the content and detail will be similar to that provided by you should you be successful in this tender.</p> <p>Please also confirm that information will be available in electronic and hard copy format without restriction of use.</p>	<p>Evidence of detailed and relevant client reports that will assist us in our objectives for this project</p> <p>Client reports that are accessible in format.</p> <p>Hard and electronic copies of reports provided without qualification or restriction.</p> <p>It is our requirement that any report(s), data and images (moving or otherwise) provided are the property of The Coal Authority without qualification or restriction and will be provided in clean format (i.e. without visible logo or identification)</p>
<b>Delivery of requirement – 30%</b>	<p>By way of an attachment please provide details of how you would deliver this requirement.</p> <p>This should include details of equipment to be used, number of images captured, frequency of capture and a plan for how you would manage the delivery of the project</p> <p>Also please confirm camera specification, including resolution of images and frame, pan / tilt / zoom capability</p> <p>Please provide a link to an example of a video you have previously produced</p>	<p>A realistic and detailed response that details the equipment to be used as well as the number of images and frequency of image capture.</p> <p>A response that is clear about how the management of activities would be delivered over the period of the project</p>

Subject	Question	High Scoring Response
	<p>Please confirm power requirements, resilience and what maintenance checks are required to ensure recording of data throughout the construction period</p> <p>Please advise of any access to live data or streaming during the construction period</p> <p>Please limit your response to no more than three sides of A4</p>	

## Guidelines

The questionnaire should be completed by a partner/director/senior manager.

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

Appendices in the form of attachments are either requested for the response to a specific question or can be included in the General Attachment area of this questionnaire but where included must be clearly labelled and cross referenced to ensure the information supplied can be assessed in full.

## Assessment & Feedback

The tender submissions will be assessed in accordance with selection criteria.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring and confirmation of the successful tenderer.

## Acceptance Procedure

The Authority does not bind itself to accept your tender and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this ITT but The Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

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No tender shall be deemed to have been accepted unless such acceptance has been notified in writing to the tenderer.

Whether or not your tender is accepted, you must treat the details of all tender documents as private and confidential. If you decide not to submit a tender, you must reply that you wish to reject the tender and provide a comment why.

If you require clarification then a query through the online messaging facility should be submitted.

## **Declaration**

We declare that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We also declare that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

## Appendix A – Transparency Guidance

### Transparency

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

- All new central government ICT contracts over the value of £10,000 to be published in full online from July 2010.
- All new central government tender documents for contracts over £10,000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.
- All new central government contracts over the value of £10,000 to be published in full from January 2011.
- New items of central government spending over £25,000 to published online from November 2010.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new Government contract, the resulting contract between the supplier and Government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

The publication of information incorporates but is not limited to the following documentation/information. This will cover potential contract extensions and orders placed against a framework or term contract.

Contracts: contract, specification, terms and conditions, schedules and pricing – issued by both the tenderer and the Authority.

Tenders: invitation to tender, specification, terms and conditions, prequalification questionnaires, OJEU notices – issued by the Authority.

Spending: summary of invoice information in relation to payments made and includes invoice values – submitted by suppliers.

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