**Invitation to Tender**

***New Slipway in Mevagissey Harbour***

**Ref:CLUP037 Version 2**

# 1. About Mevagissey Harbour Trustees

The second largest ﬁshing port in Cornwall, Mevagissey Harbour is beautiful, historic and hosts a thriving ﬁshing industry. Mevagissey welcomes many thousands of visitors to our ancient harbour each year. These stunning surroundings and ﬁshing boats seem to have changed only superﬁcially over the centuries. However these ancient quays stand in vivid contrast to our highly modernised ﬁshing industry. Our ﬂeet is committed to sustainable ﬁshing and you may well see landings being made for home consumption and for export – all of the highest quality.

Mevagissey Harbour Trustees have owned and managed the port since 1774. In 1988 the Trust became a charity and Mevagissey is now one of only three such Trust Ports in this country. The harbour is a national asset with a long and fascinating history but with global warming and more severe storms, it does face an uncertain future as funding for repairs and protection is hard to come by.

# 2. Background and Context

The Trustees of Mevagissey intend to improve public access to the sea at the harbour. This project will make a significant difference for all the leisure harbour users. For safety reasons, the Harbour has banned paddle boarders and kayakers from the harbour. Swimmers were banned many years ago. This ban means the only access to the water in the harbour area is from Island Beach (see Enclosure 1) which is behind the harbour office. The current access there is unsafe and unsuitable for disabled access. The narrow steps are in very poor condition, as in the area that the steps lead down to. The current situation is not safe for ongoing use. Therefore, the Trustees are seeking to improve the situation for all users by providing a new slipway which will facilitate a safe access to the beach by widening the entrance and replacing the dangerous steps with a wider walkway. This work would separate leisure users from the fishing fleet, thus ensuring the safety of the many sea users for generations to come.

The purchase of this slipway is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

3.1 The new slipway is to be built to the specification at Enclosure 2 and encompass as a minimum the following detailed requirements.

3.2 Set up and secure the site at the rear of the harbour office

3.3Clear the existing concrete and broken steps (see Photographs at Enclosure 3).

**3.4** Anchor a minimum of 15mm diameter galvanised rods into the existing step, rear wall and the rocks parallel to back walls. (see Photographs at Enclosure 3).

**3.5** Weld a minimum of a393 (or equivalent) mesh to the new rods vertically and horizontally to form a large L shape around existing structure along the main slipway.

**3.6** Form shuttering from prefabricated steel to create 1:12 slipway to the beach.

**3.7** Anchor a minimum of 15mm diameter galvanised rods 300mm in from both long sides at a minimum of 1 metre spacing. (see Photographs at Enclosure 3).

**3.8** Insert premade galvanized mesh gages to whole length of the slipway.

**3.9** Form shuttering around steel to create the new 1:12 slipway to the beach

**3.10** Complete the slipway with a minimum of c40 concrete ensuring no air pockets are created.

**3.11** Concrete to have a tempered/brushed finish to aid gripping in the wet.

**3.12** Supply and fit Stainless-steel handrail (see Enclosure 2) along one side of the new slipway.

4**. Budget**

The total maximum budget available for this commission is £130,000.00 (exc VAT) but inclusive of all expenses and plant.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the acceptance of the new slipway by the Trustees. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 10 August 2023 |
| Last date for raising queries | 1700 25 August 2023 |
| Last date for clarifications to queries | 1700 29 August 2023  |
| Deadline to return ITT | 1700: 18 September 2023 |
| Evaluation of ITT | 19-20 September 2023 |
| Award of Contract  | 29 September 2023 |
| Start of work  | 2 October 2023 |
| Work complete | 22 March 2024 |
| Acceptance by the Trustees. | Week commencing 25 March 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Mevagissey Harbour Trustees during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timeline and in particular the start date.
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
7. Conflict of interest statement

6.2 Provide two examples of previous projects which you feel demonstrate your ability to deliver this type of project. (maximum 1 page of A4 per example).

6.3 Provide experience of the project manager and the senior tradespeople which demonstrates their building experience. (maximum 1 page of A4 per example).

6.4 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Mevagissey Harbour Trustees.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Mevagissey Harbour Trustees or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Mevagissey Harbour Trustees to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

meva.harbour@talk21.com

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Mevagissey Harbour Trustees to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Mevagissey Harbour Trustees unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2  |  |
| Provide two examples of previous projects which you feel demonstrate your ability to deliver this type of project. (maximum 1 page of A4 per example). | 20 |
| Ref 6.3 |  |
| Provide experience of the project manager and the senior tradespeople which demonstrates their building experience. (maximum 1 page of A4 per example).  | 20 |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |
| --- |
| **Scoring Matrix for Award Criteria** |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Mevagissey Harbour Trustees reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Mevagissey Harbour Trustees is not bound to accept the lowest price or any tender. Mevagissey Harbour Trustees will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Mevagissey Harbour Trustees ’s internal procedures and Mevagissey Harbour Trustees being able to proceed.

12**. Tender Award**

Any contract awarded as a result of this tender process will be in between Mevagissey Harbour Trustees and the winning tenderer.

# 13. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

meva.harbour@talk21.com

with the following message clearly noted in the Subject box; ‘Mevagissey Harbour New Slipway’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 14. Disclaimer

The issue of this documentation does not commit Mevagissey Harbour Trustees to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Mevagissey Harbour Trustees or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Mevagissey Harbour Trustees and any other party (save for a formal award of contract made in writing by Mevagissey Harbour Trustees or on behalf of Mevagissey Harbour Trustees ).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Mevagissey Harbour Trustees or any information contained in Mevagissey Harbour Trustees ’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Mevagissey Harbour Trustees for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Mevagissey Harbour Trustees reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Mevagissey Harbour Trustees liable for any costs or expenses incurred by tenderers during the procurement process.

# 15. Enclosures

1. Plan 1
2. Plan 2
3. 7 Photographs