**Invitation to Tender – Mini Competition**



*HCA MULTIDICPLINARY PANEL*

Invitation to Tender for:

**Kirkleatham Business Park – Engineering Investigation & Recommendation Report**

|  |
| --- |
| Invitation to participate in a mini competition |
| **Panel Name**: HCA Multi-disciplinary Panel |
| **Project Name**: Kirkleatham Business Park – Access Road Works  **Date:** 16 August 2016  **Reference Number**: 27175/AJ |
| **To**: |
| **From:**  *(Redacted),*  *St. George’s House,*  *Kingsway,*  *Team Valley,*  *Gateshead.*  *NE11 0NA.*  *(Redacted)*  *Tel : (Redacted)* |
| **BACKGROUND**  Kirkleatham Business Park is an established business park located 2 miles west of Redcar and 5 miles east of Middlesbrough on the A1042 (Kirkleatham Lane), offering good road links to the A19. The site covers an area of 67.004 hectares with 52.875 hectares of land available for development. A 38ha part of the site is unserviced and used for agricultural purposes. The HCA under a separate appointment have sought to explore potential for conversion of part of this area of up to 23ha which could deliver up to 550 residential units, and will submit an outline application later this year.  Redcar and Cleveland Council have included the site for residential use in its Local Plan, which is currently at the options/discussion stage, with expectation that the plan will be implemented in Summer 2017.  This tender seeks to appoint a consultant from the HCA’s multi-disciplinary panel to part service the site with the provision of an access road and upfront payment of the electrical services and network distribution costs for a housing development of 550 units, including 220 Starter Homes, at Kirkleatham Business Park. This will de-risk the project by providing an `oven–ready` site for development, thereby speeding up delivery of housing.  **OBJECTIVES**  The objective of the commission is to appoint a consultant from the HCA’s multi-disciplinary panel to act as Principle Designer and manage the design of the Access Road Junction, preparation of tenders and administration of the construction contract. This should include:   * Stage 1 Design. This includes:   + Detailed design of up to two access road junctions, to include street lighting, highway drainage all to adoptable standards   + Collation and submission of technical approval package to Redcar & Cleveland Council   + Application for utility (C2) existing records information   + Application for utility (C3) budget diversion estimates   + Designers duties under CDM 2015   + Submit for planning consent for the infrastructure including liaison with planning authority, including any pre and post-application discussions   + Provide cost advice on budget, including tender assessment * Stage 2 Procurement. This includes:   + Advertising the tender opportunity through the Agency’s Contract Finder service   + Prepare tender and contract documentation (assuming NEC Option A)   + Management of tender process   + Preparation of tender report   + Application for utility (C4) detailed diversion estimates   + Placing orders for utility diversion works * Stage 3 Construction. This includes:   + Preparation of pre-construction information   + Administration of the contract   + Carrying out site inspections on a part-time basis   + Preparation of as-built information * Duties shall also include:   + Ensure that the scheme is fully designed and delivered to the agreed budget. No additional fees will be paid for any redesign due to cost overruns, including any tender returns   + Statutory undertaker liaison for new supplies including the electrical services supply/network distribution and placement of any orders   + Landscaping works and highway structures   + Provide advice or negotiations associated with CPO, Highways Orders, Stopping Up Orders and Traffic Regulation Orders   + Provide capacity checks on the existing highway drainage system   + It can be assumed that the junction will be non-signalled and based on outline services drawing ref WYG/A090070-03-91-18-C-001A   This list is not exclusive. We would seek advice from the successful bidder to include additional services as deemed necessary to ensure the successful design, management and delivery of the contract.  Due to budgetary restraints it is intended that the infrastructure contract including roads, highway, drainage and any servicing by statutory undertakings is complete by **31 March 2017**.  The proposed budget cost for this project is £850,000, which includes provisions for:   1. Electrical Services/Network Upgrade £500,000 2. Highway Access £250,000 3. Consultancy/Design costs £100,000   As stated above, no additional fees will be paid for any redesign due to cost overruns.  The HCA’s intention is to ensure that the current information available is up to date to allow prospective developers to accelerate their proposals in a timely and cost effective manner.  This will improve the marketability of the site to accelerate the redevelopment of the sites and to allow the HCA to maximise potential land receipts.  **SCOPE**   * Review current information available and determine reliability of existing information; * Provide recommendations and a fee proposal including a schedule of rates for undertaking additional work that is identified as being required; * Provide cost advice for any identified required physical works; * Provide Project Plan and programme which meets client’s timetable.   **SITE INFORMATION, PROGRESS & BACKGROUND DOCUMENTS**  All existing documentation will be made available to the successful tenderer.  **KEY DELIVERABLES**  The key deliverables are:   * Fully designed engineering and architectural drawings to deliver the key infrastructure at Kirkleatham Business Park * Identification of any other potential issues not outlined above.   Any reports will be the property of the HCA.  The HCA will be represented by *(Redacted)*.  It is anticipated that there will be a series of meetings during the design process (allow for every 2-3 weeks), which will allow an iterative process to proceed towards a consensus and hence a conclusion whilst adhering to the programme. Thereafter allow 3 meetings after contract award.  **PROGRAMME**  It is acknowledged that this is a tight programme due to budgetary constraints:   |  |  | | --- | --- | | Tender Issue | 18 Aug | | Tender Return | 5 Sept | | Appointment | 9 Sept | | Inception Meeting | 12 Sept | | Complete Design | 28 Oct | | Tender Return | 30 Nov | | Start on Site | 8 Jan 2017 | | Complete | 31 Mar 2017 |   **THE SERVICES**  The tenderer will be expected to outline all required services in order to accord with and complete each element of work as identified in the ‘Objectives’ and ‘Scope’ sections above.  It is acknowledged that the commission may identify additional consultancy work that may be necessary, and the consultant should identify future work and provide a detailed fee proposal for undertaking any additional work. The HCA reserves the right to appoint the consultant to undertake future work based on the rates provided if appropriate.  **EVALUATION CRITERIA**  Tenderers should note that the final tender assessment marks for each Tenderer's Quality Statement and Financial Submission will be aggregated on a Price/Quality ratio of 70:30.  Tender submissions should be no more than 15 A4 sides, inclusive of all information.  Each tender response will be scored by representatives of the HCA.  **Price Assessment**  Tenderers will provide a fee proposal which individually prices each item of work and provides a total fee for all work. Tenderers must also complete the “Resource Schedule” in Appendix D in full to enable the HCA to consider both total hours proposed and the total fee against the input by each member of staff.  **Quality Assessment**  Marks will be awarded for each of the assessment criteria of the quality statement, as set out in Table 1. The assessment criteria are weighted as shown in Table 2.  **Table 1: Tender Score Criteria**   |  |  |  | | --- | --- | --- | | CRITERIA | | MARKS | | A | Very high standard with no reservations at all about acceptability. | 10 | | B | High standard but falls just short of A. | 9 - 8 | | C | Good standard, basic requirements met, but with some reservations | 7 - 5 | | D | Acceptable but with significant reservations but not sufficient to warrant rejection. | 4 - 1 | | E | Fails to meet requirements. | 0 |   **Table 2: Tender Assessment Sheet (Quality)**   |  |  |  |  | | --- | --- | --- | --- | | **Scheme : Kirkleatham Business Park** | | | | | **TENDERER :** | | | | | **TENDER ASSESSOR :** *(Redacted)* | | | | | **SCORING CATEGORY** | **ASPECT**  **WEIGHTING**  **(A)** | **MARKS**  **AWARDED**  **(B)** | **WEIGHTED MARKS**  **(C)**  **(AxB=C)** | | **Price :**  Based on the most economically advantageous bid. | 70 % |  |  | | **Quality :**   * Demonstration of understanding of requirements of the brief and the required end product. * Demonstration of proposed methodology and approach to obtaining relevant data and service utility quotes. * Organisation Chart, Experience and Key Personnel. * Quality Assurance Systems. * Recognition of programme requirements. * Knowledge and understanding of the Site. | 30 % |  |  | | **TOTAL** | **100 %** |  |  | | TOTAL SCORE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Assessor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature)  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| DATE RESPONSES REQUIRED BY: 12 noon 5 September 2016 |
| RETURN ADDRESS & CONTACT DETAILS *(Redacted),*  *St. George’s House,*  *Kingsway,*  *Team Valley,*  *Gateshead.*  *NE11 0NA.*  *(Redacted)*  *Tel : (Redacted)* |

|  |
| --- |
| Response to invitation to participate in a mini competition |
| **Panel Name**: |
| **Project Name**: **Date:**  **Reference Number**: |
| **To**: *(Redacted)* |
| **From:** *Name of Consultant*  *Address of Consultant* |
| Proposal *Brief statement to explain how the commission will be undertaken or*  *Schedules of services to be delivered*  *Information on other consultant input that may be required*  *Identification of other information that may be required*  *Other commentary on the brief* |
| **Proposed staff**  *Who will undertake the commission?*  *Identify members of staff*  *How much time will they devote to it?*  *Complete Resource Schedule at Appendix D* |
| Management arrangements *How will the commission be managed?*  *Who will be responsible for reporting to the client?*  *Who will manage the team?* |
| **Timescale**  *When will the commission be complete?*  *When will key milestones be complete?*  *What is the programme for the works?*  *Are any programme dates we have given achievable?* |
| Fee Proposal *Lump sum fee for completing the commission* |

**APPENDIX D - Resource Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity**  *(please list the activities required to meet this commission)* | **Resource**  *(please add the name of the person carrying out the activity}* | **Grade/Job Title** | **Daily Rate**  **(£)** | **No. of days to complete activity** | **Total**  **(£)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |