



The Coal
Authority

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Resolving the [impacts](#) of mining

Remedial works to headframe and shaft top above metal mine workings - Rookhope

Invitation to Tender Introduction, scope & procurement procedures document



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Overview

1. Contractual References

This tender will be associated with Coal Authority reference CA18/1/2/25

The conditions of contract are the core clauses and the clauses for the main Option A, dispute resolution Option W2 and the secondary Options X2, X18, Y(UK)2 of the NEC3 Engineering and Construction Contract April 2013 with additional conditions of contract.

2. Introduction

Thank you for showing an interest in the Authority's requirement for a contractor to undertake remedial works to the Grove Rake Headframe and shaft top.

The Authority is seeking to appoint a contractor provide the service described in the scope document with effect from March 2019

3. Background

The Authority was established by Parliament to undertake specific statutory duties, set out in the Coal Industry Act 1994, associated with licensing coal mining operations; managing property and the historic legacy arising from the ownership of the coal reserves and underground workings; settling subsidence damage claims not falling on coal mine operators and providing access to coal mining information.

It employs 240, based mainly at the head office in Mansfield with some field staff remotely based in order to enable a fast response to incidents in the coal mining areas.

The Authority is funded by Grant-in-Aid from the Department of Business, Energy and Industrial Strategy. The Authority takes pride in its achievements, quality and motivation of staff, and is focused on delivering its high level objectives.

This project is part of the Water and Abandoned Metal Mines (WAMM) Programme, which is funded by DEFRA and managed in partnership between the Coal Authority and the Environment Agency.

4. Project Overview

Rookhope mine was formally closed in 1999. The mine has since flooded and is discharging polluted minewater into the Rookhope Burn that is situated in the North Pennines Area of Outstanding Natural Beauty. The Rookhope Burn is a tributary of the River Wear. The mine water is causing deterioration of river water quality and failures under the Water Framework Directive.

Mining operations ceased at the site several years ago and the recent "clearing" of the site has now opened the way to further investigation into the feasibility of a mine water treatment scheme. The existing headframe at the site have had a detailed structural survey and have proved to be sound for activities to be conducted under and around it, but not to provide any structural or weight

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bearing capacity. The ground around the top of the shaft is of unknown bearing capacity and the shaft is open and currently uncapped. There may be asbestos on the site and a refurbishment and demolition survey is being carried out and will be made available. There is the original lift cage still in-situ, sat over the shaft. Secured palisade fencing has been installed around the headframe to restrict access. Depending on construction methodology panels of this fence may be required to be removed, landowner agreement would need to be obtained prior to removal. Any disturbance or modification of the fence would need to be corrected on completion of works.

A tactile Inspection was carried out on 27th March 2018, and was based on a hands-on examination of all exposed surfaces utilising ladders, MEWP and hand tools, with the main focus being the primary structural elements. Several elements were hammer tested. Ladders were used for the lower levels and a MEWP was used to gain access to the higher levels. The stairs and landings were accessed by ladders and MEWP to allow a condition survey to be undertaken.

The landing areas at level 2 & 4 were deemed 'unsafe' due to their poor condition in terms of missing and loose parts. These areas were not accessed and were visually inspected from a safe position. The MEWP was used to move around the tower from each face. The report begins at the south end of the structure at the entrance of the headframe (Refer to General Arrangement Drawings for orientation). For the purpose of this report, each face has been referenced as North, South, East and West and each level denoted as levels 1 to 8.

The masonry walls surrounding the headframe entrance obscure the primary elements (columns and beams).

Remedial works are required to ensure safe access to facilitate a pumping test, the long term objective is investigate potential to build a pumped mine water treatment scheme.

The contractor should ensure no dislodge debris is released down the shaft.

The design for this work has been produced by an external third party. Appendix B – drawings and report ref:

5. Specific Project Objectives

The key project objectives are to:

- Allow safe access to facilitate a pumping test, consideration to be given to the overhead height restrictions
- Consideration to be given to the potential to build a pumped minewater treatment scheme
- Considerations to Cap weight approx 2 tonnes
- Safe removal of the lift car and supports
- Removal of unsafe components from the headframe
- Ensure no dislodged debris is released down the shaft
- Safe covering of the shaft mouth with a suitable semi-permanent platform to enable erecting and operating of equipment to support the pump and lines.

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- On completion of works, remove winch equipment and secure shaft covering from unauthorised access.

Tasks - The following tasks form part of this package of works:

- Project management
- Production of CPP and RAMS
- Secure storing of materials on site due to historic interest in the items
- Production of drawings/ report of remedial works carried out

The Contractor will be required to manage the project to ensure it is delivered safely to an adequate standard, on time and within budget.

The proposal should allow for:

- The arrangement and a safe demolition sequence of the cables within the shaft
- NEC contract management
- Programme of works to meet with the clients critical path
- Production of methodology
- A start-up meeting on site
- Scheduled weekly email/ telephone updates of progress to the Coal Authority's Supervising Officer
- Adherence to Quality Management standards
- Report of final works completed

Subsequent progress meetings may be held in person or by teleconference as agreed and at the discretion of the Authority.

The Contractor will be required to use the Coal Authority's information and collaboration software tool, Conject to share project information and reports as deemed appropriate by the Authority's Project Manager. The Coal Authority will provide access and support for such software tools as required.

Deliverables

The key deliverable will comprise a single technical report to be provided in digital format to include the following elements:

- Executive summary (1 page)
- Details of works completed
- Conclusions
- Lessons Learned

The Contractor will be required to present the report to the Coal Authority in Mansfield.

6. Indicative Timetable

Below is the indicative timetable of events to facilitate the proposal preparation. The final project timetable will be agreed at the start-up meeting.

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Post award we would expect the *services* to be programmed as detailed in the table below, assuming that sample delivery and supplementary information has been provided by the Coal Authority.

Task	Time Scale
1. Invitation to Tender published	21 February 2019
2. Deadline for Submission of Tenders	13 March 2019
3. Assessment & Award	w.c. 25 March 2019
4. Production of CPP and RAMS	4 April 2019
5. Completion of remedial works	Mid May 2019
6. Final report / As built	Mid June 2019

7. Milestones

The key milestone within the project are:

- Safe completion of remedial works by mid - May 2019 to allow survey and sampling to be completed prior to a pump test to start in June

8. Data

Any drawings, documents, and data prepared by the Contractor in connection with the works and services shall become the property and copyright of the Authority. The Contractor shall not be entitled either directly or indirectly to make use of such drawings, documents, or data without prior approval of the Authority, approval of which shall not unreasonably be withheld.

9. Commitment to Programme

The successful tenderer must demonstrate that they can meet the timetable detailed above (this may be subject to change).

The successful tenderer will be expected to begin work immediately following contract award.

10. Pricing

A financial ceiling will be set, based upon the successful tenderer's financial submission.

The financial ceiling will not be exceeded by the successful tenderer without prior justification and the written authorisation of the Coal Authority's Project Manager.

11. Tender Return, Assessment & Criteria

Tenderers 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 InBye following the advice provided in the tender documents and should you have any difficulties with this procedure, please contact Peter Kobryn (peterkobryn@coal.gov.uk & 01623 637302), who will assist you.

The tender will be awarded on the basis of the most economically advantageous tender and will be assessed based upon a 40% Quality and 60% Financial split, with the quality assessment being completed prior to the financial assessment.

The documentation to be submitted is summarised below.

One Quality Submission is required on the eTendering portal.

The Financial submission for the project must 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 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 and time will not be considered.

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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

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

Quality Assessment – Details

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

No.	Subject	Requirement and / or Evidence Required	Quality Weighting
1.	Technical Experience	<p>Provide by way of 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 works involved, location and value.</p>	35%
2.	Contract Management Experience	<p>Provide details of past relevant or similar projects showing how you have managed the contract.</p> <p>The Coal Authority will be using NEC ECC Contract Option A for this project so any experience of using this form of contract should be highlighted.</p> <p>Details of methods and personnel skills used for the management of NEC ECC contracts is of particular relevance.</p> <p>Please explain how your experience and skills have benefitted the client Project Manager in these examples</p> <p>Equivalent experience of contract management will be accepted and considered</p>	5%
3.	Outline Programme	<p>By way of an attachment please provide an outline programme for the delivery of the scope of works detailed in the Works Information.</p> <p>Please identify the critical path in your programme</p> <p>This could be in the form of either a Gantt chart or spreadsheet but should clearly illustrate the detail of each stage of the process.</p> <p>Please note the required start and completion dates referred to in the tender documentation when answering this question.</p>	25%
4	Delivery of Design	<p>Please confirm that you are capable and willing to deliver the design provided for these works –</p> <p>This is a pass / fail question</p> <p>If you have any comments on the provided design, please include them for our consideration</p>	Pass / Fail
5.	Methodology	<p>By way of an attachment please explain how you would complete these works by way of a detailed methodology that backs up your outline programme submission</p> <p>Provide explanation of the methodology to be used to deliver key elements of this work.</p>	35%
6.	Delivery	<p>By way of an attachment please detail how you will deliver the various requirements of this project.</p> <p>Will all elements be delivered by direct labour or will specialist sub-contractors be utilised?</p> <p>If work is to be sub contracted please detail the organisations concerned and the process that your organisation follows to approve and employ sub-contractors.</p> <p>This is not a scored question and is for information only</p>	For Information

12. 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.

The response and supporting documents must relate specifically to the organisations policy and arrangements.

Organisations currently providing services to the Authority must provide full details as requested and not just refer to the Authority or a contact within the Authority.

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.

13. Assessment & Feedback

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

Feedback will be provided to tenderers 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.

14. 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.

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

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.

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 should reply that you wish to reject the tender and provide a comment why. This feedback will be appreciated.

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

15. 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.