

## **CHICHESTER HARBOUR CONSERVANCY INVITATION TO TENDER**

### **ITCHENOR JETTY - VISITOR BERTHING AND PUBLIC LANDING DEVELOPMENT**

**Opening date:** 24<sup>th</sup> June 2024  
**Closing Date:** 12<sup>th</sup> July 2024 – 12pm (Noon)

#### **1. Introduction**

- 1.1 Chichester Harbour, one of the country's most popular leisure harbours is home to over 12,000 vessels, representing about 25% of all the recreational craft in the Solent. Combined membership of the 14 sailing clubs amounts to 12,000 people and each year an estimated 25,000 enjoy the Harbour's waters for racing, cruising and fishing. In turn, Chichester Harbour supports a large number of marine-related businesses, providing jobs and making a valuable contribution to the local economy.
- 1.2 The Conservancy is inviting responses for the replacement of the existing jetty and a new 100 meter arm positioned 7 meters further out into the channel with associated new piling.
- 1.3 In accordance with the Conservancy's financial regulations, this brief has gone out to a public tender process. The Conservancy will award the work to one single successful contractor.
- 1.4 The specification has been updated and is correct as of 24<sup>th</sup> June 2024.

#### **2. Purpose of the Tender Specification**

- 2.1 The ultimate aims of the specification are to: (i) identify a suitable contractor; and thereafter (ii) enter into an agreement between that party and the Conservancy to undertake the works.
- 2.2 Due to both environmental mitigation and Marine Management licencing, the piling works must take place by 31 October 2024.

#### **3. Interested Parties Page**

- 3.1 The primary 'customer' for this project will be Chichester Harbour Conservancy.

#### **4. Tender specification**

4.1 This project is to extend the existing Jetty with an additional 100 meter arm, positioned 7 meters further into the channel and the replacement of the existing pontoons with a reduction of the present T head by 11.5m. There will also be construction of a new landing section and ramp. (Quotations for the ramp are being accepted and are not part of this tender, see note 8.4)

4.2 To supply the following equipment for the replacement of the existing jetty and alterations of the landing area. Details as follows:

2.0m x 2.0m Transition Ramp, Hinge and Fixings  
34 x 1 tonne Mooring Cleat  
5.0m x 2.0m Access Bridge from walkway to T heads  
2.2m x 2.5m Bridge Landing Pontoon Splayed  
10 x 7.5m x 2.5m Walkway (Float Protected)  
1 x 11.5m x 2.5m Walkway  
1 x 9.5 x 2.5 Walkway (Float Protected) Double Splayed (Hinge for Transition Ramp)  
6 x External Pile Guides  
3 x 11.5m x 2.5m Walkway with Central Pile Guides for T head.  
Circa 90 mts 48mm Key Clamp System Handrailing for Walkway.  
Emergency Ladders x 2  
Emergency Cabinet, Lifebuoy and Fire Extinguisher x 2  
Water Tap Stand x 3

4.3 To supply the following equipment for the jetty extension as follows:

4.5m x 2.5m Walkway – Double Splayed  
8 x 12.5 x 2.5m T Head Walkway with 5 x Internal Pile Guides  
5 x Steel Tubular Piles 406mm D  
70 x 1 tonne Mooring Cleat  
Emergency Ladders x 2  
Emergency Cabinet, Lifebuoy and Fire Extinguisher x 2  
Water Tap Stand x 6

4.4 Pontoons to be Hot-dip Galvanised to BS EN ISO 1461 and Welded Frames using BS EN 10025 Grade Steel.

Hardwood Planks to a minimum thickness of 20mm and Hardwood Fenders both with sustainable accreditation.

Flotation to 2.5 KN on all 11.5m Sections with a Freeboard of 500mm Min.

#### **5. Schedule of Works**

5.1 Mobilise piling barge, handle, pitch and drive 5 No steel tubular piles into the seabed to provide secure anchorage for the pontoons and remove 1 No existing wooden pile.

5.2 Disconnect and remove existing pontoons from site for disposal/ recycling (Services will be removed by CHC).

5.3 Removal of the west wooden pile on the existing T head.

5.4 Assemble pontoons, deliver to site and install. Install handrails, access bridge and transition ramp. Install emergency ladders, cabinets and duct services, electric, water and sewage, for connection by others.

5.5 It is a Marine Management Organisation licence requirement that **piling works must be completed by 31<sup>st</sup> October** due to noise restrictions for wintering birds. A further requirement of this tender is that all works are completed by 14<sup>th</sup> November, subject to weather.

## 6. The Role of the Contractor

6.1 In order to be considered for the contract, the Conservancy need to do necessary checks under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This is to ensure that you will take reasonable care of your own safety and that of others. The contractor is required to provide the following information:

- Organisation Details (Please use Tender Submission document provided).
- A Costed Price for each aspect of the works (excluding VAT) as detailed in Section 5 (Please use Tender Submission document provided).
- A Method Statement – a detailed proposal of how you would undertake the works. (Please use Tender Submission document provided or provide separate document).
- A Risk Assessment for the works.
- The Health & Safety Policy for the applicant.
- The Environmental & Sustainability Policy for the applicant.
- Proof of Insurance for the applicant.
- Evidence of two similar pieces of work completed within the last 3 years.
- Quality Assurance Details. Please provide detail that reflects the ability and quality of your work, together with the name and contact details of references. You should also allow the manufacturing site of pontoons and vessels proposed for the project to be inspected by a representative of the Conservancy.

6.2 Please be aware that this project will require the contractor to hold a minimum level of £5m Public Liability Insurance.

6.3 Contractors that do not yet have any one of these documents, for instance the Environmental & Sustainability Policy, are encouraged to prepare one for the purposes of this brief and for future work with the Conservancy.

## 7. The Role of the Conservancy

7.1 Until the deadline for responding has passed, contractors may contact the Conservancy for further information if required. The site is accessible to the public if you wish to visit the site

prior to submitting your tender. Project Manager, Jo Cox can be contacted on 01243 512301 or email [jo.cox@conservancy.co.uk](mailto:jo.cox@conservancy.co.uk).

7.2 The Conservancy will ensure that any potential disruption to users of the harbour is communicated in both a timely and appropriate manner.

7.3 Upon the passing of the deadline, the Conservancy will assess and score the responses. The weighting upon requested Criteria Categories will be as follows: (Table 1).

**Table 1: Score Allocation and Weighting**

Criteria Category	Overall Weighting	Assessment Method
Organisation Details	Not Applicable	Mandatory – Pass /Fail
Method Statement	30%	0,1,2,3,4,5 (See Scoring in Table 2)
Risk Assessment	10%	0,1,2,3,4,5 (See Scoring in Table 2)
Health and Safety Policy	10%	0,1,2,3,4,5 (See Scoring in Table 2)
Environmental & Sustainability Policy	10%	0,1,2,3,4,5 (See Scoring in Table 2)
Proof of Insurance	Not Applicable	Mandatory – Pass /Fail
Evidence of 2 Similar Pieces of Work	Not Applicable	Mandatory – Pass /Fail
Quality Assurance – Assessment and Review of Evidence of Previous Work	40%	0,1,2,3,4,5 (See Scoring in Table 2)
Price and Overall Scoring	Price: Quality Ratio	Used to calculate Price : Quality Ratio Score

7.4 Criteria that describes an Assessment Method of “Mandatory – Pass /Fail ” will not be scored as part of the tender, however **if the information is not provided or is incomplete, the tender will be judged as non-compliant and will not continue in the process.**

7.5 The Conservancy will use the following scoring criteria (Table 2) on the relevant evaluation categories:

**Table 2. Scoring Criteria**

Score	Guidance
<b>0 – Unacceptable</b>	No response or any element of the response gives cause for major concern that requirement[s] will not be met. No assurance could be assessed on previous work examples.
<b>1 – Poor</b>	A poor response that addresses/meets few of the requirements. The response given does not provide full confidence that the requirements can be met. Poor assurance assessed based on previous work examples.
<b>2 – Limited</b>	A limited response that addresses and meets some of the requirements. There are a few concerns about whether or not the requirements can be met, which require further clarification. Limited assurance assessed based on previous work examples.

<b>3 – Satisfactory</b>	A satisfactory response that addresses most of the requirements in sufficient detail, providing confidence that most of the requirements can be met. Satisfactory assurance assessed based on previous work examples.
<b>4 – Good</b>	A good response that addresses and substantially meets the requirements, providing confidence that the requirements can be met in full. Good assurance assessed based on previous work examples.
<b>5 – Excellent</b>	An excellent response that has addressed all requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions. Excellent assurance assessed based on previous work examples.

7.6 Applicants that score 0 or 1 for any of the criteria categories will be automatically judged as non-compliant and will not continue in the process.

7.7 Quality Assurance will be assessed on the previous work evidence supplied within the tender submission. The assessment will be based on previous work, manufacturing and vessels. The assessors will look at the following but not limited to: Services, Improvements, Satisfaction, Business Relationships, Customers, Guarantee and Standards. This assessment may require a site visit to previous job sites and or references from previous clients. The site of manufacturing and vessels used to implement the project could receive a request for inspection.

7.8 Following the completion of the assessment criteria scoring, the whole tender will be assessed using a “Price : Quality Ratio” scoring technique. This calculation will be based on:

Quality Assurance + Method Statement + Environmental and Sustainability Policy  
+ Health and Safety Policy + Risk Assessment = **Quality Score**

$$\text{Price : Quality Ratio} = \frac{\text{Quality Score}}{\text{Tender Price Submission}} \times 100$$

7.9 The winning tender will be calculated based on the highest price: quality ratio, demonstrating best value for money.

7.10 The contract will be awarded by Friday 19<sup>th</sup> July 2024, with the works commencing in October 2024. (See point 5.5).

## 8. Submission of Tender Bid

8.1 Your completed submission document saved as a PDF and supplementary documents should be **submitted by 12pm Friday 12<sup>th</sup> July 2024** in electronic format. Please send to [tenders@conservancy.co.uk](mailto:tenders@conservancy.co.uk) with the subject “**Private and Confidential – Itchenor Jetty tender submission**”.

- 8.2 An automatic acknowledgement email will be sent upon receipt. Please contact the Harbour Office if this is not forthcoming within a reasonable time.
- 8.3 Jo Cox Harbour Master [jo.cox@conservancy.co.uk](mailto:jo.cox@conservancy.co.uk) , will be the lead contact for this project, with Adrian Karn, Deputy Harbour Master [adrian.karn@conservancy.co.uk](mailto:adrian.karn@conservancy.co.uk) secondary contact. Email both members of staff with any questions about the tender.
- 8.4 The Conservancy are accepting quotes for the construction of a concrete ramp with a flint facade to match the existing wall. Applicants wishing to quote are requested to contact Adrian Karn on [adrian.karn@conservancy.co.uk](mailto:adrian.karn@conservancy.co.uk) for full specification.