Invitation to Tender for Design & Build of Haldon Viewpoints & Nature Hide

Reference: FEE/0533

# Introduction

**The Forestry Commission’s (FC)** mission is to protect and expand Britain's forests and woodlands and increase their value to society and the environment.

We take the lead in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England and Scotland through specific objectives drawn from the country forestry strategies.

We the FC will always consider equality when conducting our procurement activities. We require you to meet your duties under the Equality Act 2010 and may ask for evidence that you are aware of and operate in accordance with those requirements.

More information is available on our website at [www.forestry.gov.uk](http://www.forestry.gov.uk)

# Specification of Requirements

Age UK Devon and Forest Enterprise England will be awarding a contract for the design and build of two viewpoint structures and one nature hide at Haldon Forest Park.

This project is being externally funded and the total value of this contract over the entire period will be £45,000 (excluding VAT).

# 2.1 Background Information

Forest Enterprise England, the management arm of the Forestry Commission, manages the Public Forest Estate (200,000ha) with the remit of delivering environmental, social and economic benefits. It has been at the forefront of providing innovative environmental art and natural play in woodland landscapes for several decades.

# 2.1.1 Haldon Forest Park Site Context

* Located 6 miles south west of Exeter and within 38 miles of Plymouth and 18 miles of Torbay
* Haldon Forest Park is located within the Haldon Forest block that extends to about 1416Ha along a ridge of high ground between the River Exe to the east and the River Teign to the west
* The site was developed around and on the former Bullers Hill forestry yard and FC District office and is closely bounded by a Site of Special Scientific Interest (SSSI).
* The high ground offers views to the surrounding countryside. Trees are predominantly conifer with areas of broadleaf and restored heathland. The ridge plateau is formed of mainly peat and flint.
* The Forest park has developed over the years with significant external funding from it’s opening in 2006. Today, principal site facilities include a car park, walking trails, cycle trails, cycle hire, GoApe! High ropes course, Segways, the Ridge Café, toilets, two small play areas.
* The site attracts 430,000 visitors a year.
* Recently planning has been approved for the redevelopment of Haldon Forest Park which will put emphasis on nature and conservation across the site.

# 2.1.3 Age UK Devon

Age UK Devon’s vision is to elevate Devon as a county where everyone can love later life. As one of 140 Age UK organisations in the UK, the charity is affiliated to, but fully independent from, the national Age UK charity.

Based in Exeter, Age UK Devon ([www.ageukdevon.co.uk](http://www.ageukdevon.co.uk)) is a registered charity (1019018) and a Company Limited by Guarantee (02773453). The Board of trustees and the charity’s staff and volunteers work closely together with a common understanding of the vision of the organisation and the work that needs to be done to achieve its mission.

Age UK Devon delivers a range of services and activities to support older people who may be suffering from loneliness and social isolation. The charity makes a direct positive contribution to the lives of over 10,000 older people in Devon each year through support services and activities which aim to:

* tackle loneliness and isolation;
* promote health, wellbeing and independence;
* support families and carers;
* help older people access local services;
* assist older people identify and claim benefit entitlements; and
* enable older people to get the most out of life.

# 2.1.4 RDPE Funding for Attracting Older Visitors

Age UK Devon has been working with the Forestry Commission at Haldon Forest Park as part of the Active in Later Life programme. Age UK Devon works with local partners to tackle inactivity, help older people remain active and encourage stronger collaboration to deliver physical activities for older people which include a social opportunity. Following the success of the AGM held at Haldon Forest Park in 2016 opportunities were sought to work with the Forestry Commission to improve the offer at Haldon for older visitors.

Feedback from events held at Haldon identified improvements that could enhance the experience for older visitors. This was then incorporated into a bid for RDPE funding which was awarded and approved in May 2018. The elements include two new viewpoints incorporating interpretation, shelter, seating and play and a nature hide.

# Specification

Under this contract bids are invited for the design and build of the following components:

* Two Viewpoints
* One nature hide

Appendix: Location Plans

1. Overview of Discovery Trail and Site Locations
2. Viewpoint 1 Location Plan
3. Viewpoint 2 Location Plan
4. Nature Hide Location Plan

# 2.2.1 General Specification

* These structures are intended to be a key attraction at Haldon Forest Park and this should be reflected in both the visual aesthetic of the design, materials used and the quality of the build.
* The redevelopment of Haldon Forest Park will focus on nature and conservation. As these structures will contribute to the new identity of Haldon Forest Park, they should be designed in such a way that they are a coherent ‘family’ of structures.
* All structures should be fully accessible regardless of physical ability or age
* Structures should be designed, as far as reasonably possible, so that they can be disassembled and relocated if necessary in future.
* Structures need to be weather proof, wind firm and be signed off by a chartered structural engineer.
* Structures need to provide adequate circulation space. For example consider having separate entry and exit points.
* The structures should not detract from the surrounding landscape but complement and enhance the existing landscape character.
* All structures should incorporate space for interpretation boards provided by others at a size to fit a board measuring 1150mm x 900mm (landscape).
* All structures should be designed to reduce the likelihood of damage by vandalism
* All structures should be appropriate to a woodland setting in scale, design, materials, detailing and workmanship.

# 2.2.2 Specific Requirements

# Two Viewpoints:

Age UK Devon, in partnership with the Forestry Commission, plan on building two new viewpoints on the existing Discovery Trail. These will offer the user a place to rest and enjoy the views towards Dartmoor and the Teign Valley.

Each viewpoint should be designed and built:

* To have the view as its main focus. The viewpoints should have a strong connection to the surrounding landscape. The local setting should be reflected in the design and siting of the structures and where possible the interplay between the structure and the surrounding landscape should be maximised.
* To incorporate shelter to offer some protection from wind, rain and sun
* With seating suitable for older visitors (aged 55 and over) and toddlers. For example armrests are required for lifting up out of a seat, or perch like seats for those unable to get down to a standard height seat.
* With space for approximately 8 people standing and 5 people seated, or 5 people standing, 5 seated and 1 wheelchair/tramper user.
* With an element of play that children of all abilities can participate in. The target age for play should be 1-5years.
* The incorporation of a play element into these viewpoints should be in line with the Forestry Commission’s approach to play. This should be achieved through creative design, a clear understanding of how and why children play and a determined attitude to build play structures only when there is clear and justifiable reason for doing so and to encourage play and exploration of the wider forest environment. The play element may be incorporated as part of the viewpoint structure and/or may be a separate element/s within the area surrounding the viewpoint.
* To be fully accessible from the existing Discovery Trail track. Any additional path required should be included in this contract and should be designed to a 1:20 gradient. Any making good, fencing and planting should also be included in this contract.

The Forestry Commission will work with the contractor to facilitate the opening up of views through our own forest operations contracts.

The total cost of both the viewpoints structures combined should be no more than £35,000. How to allocate the cost between the two structures is up to the bidder.

# 2.2.3 Nature Hide

Age UK Devon in partnership with the Forestry Commission plan on building a new nature hide in an area that is to be restored to heathland. This will be situated at the end of a 160m long path.

The nature hide should be designed and built:

* With a wide view(s) (horizontal and vertical) of significant habitats in the area without vision being impaired by physical features, light reflection/direction of the sun or the height of the individual viewer.
* To enable observation of wildlife in the habitat where they are likely to remain undisturbed by noise or physical intrusion.
* To ensure that any movement into, out of or within the hide doesn’t disturb the wildlife.
* Does not necessarily need to be a fully enclosed space but should have some element of shelter.
* To accommodate approximately 8-12 nature watchers or 5-8 nature watchers (seated or standing) and one wheelchair/tramper user
* To have non-drip detailing on the front eaves to prevent rain blowing onto lenses
* With well-considered ergonomics, comfortable to remain in for long periods of time. It should contain seating but also allow for users to utilize both binoculars and telescopes (i.e. both standing and sitting)
* Glass, if it is used/proposed, can distort images seen through binoculars so any glass viewing windows need to be easy and safe to open or there need to be alternatives available. Windows or viewing slots need to be quiet to open, able to stay firmly open or firmly shut. They need to be storm force wind proof when left open and easily cleanable from the outside. When in situ the angle of any windows needs to prevent light reflection in the viewing area and birds flying into the glass.
* To consider the impact on existing habitat and the ability of the design to deliver biodiversity enhancement
* To provide suitable fencing & screening towards the end of the trail nearest the hide to restrict disturbance to the wildlife.

The Forestry Commission will be building the trail to access this nature hide prior to construction. This will be 2.5m wide and will allow for light vehicle access only during the construction of the nature hide.

The Forestry Commission will be undertaking mulching in this area to start the process of heathland restoration and will work with the contractor to carry out mulching where necessary prior to construction of the nature hide.

The total cost of the design and build of nature hide should be no more than £10,000.

# 2.3 Geographical Location

Indicative locations for both viewpoints and the nature hide have been agreed by Forestry Commission site staff and the planning authority, including Natural England (see accompanying appendix). There is scope within these marked areas to choose the most suitable location for the proposed design provided all other design criteria are met.

The two viewpoints are located along the existing Discovery Trail. There is an existing cycle trail in close proximity to both the viewpoint locations which will need to be considered in the design particularly in relation to any play concepts.

The location for Viewpoint 1 is near a timber stacking area that is still in occasional use. It is essential to maintain a turning space for a rigid frame timber lorry. Details will be confirmed at a later date.

The Nature Hide is located approximately 200m from the Ranger’s office in an area of windblown conifer that is to be restored to heathland.

# 2.4 Accessibility Requirements

* All designs will be expected to have components that are *Accessible to All* as an integral part of the design (not an after-thought, awkward tack on, or separate item).
* Designs should include the provision of appropriate impact attenuating surfacing where required, ensuring that this enables access/transfer points for all-abilities.
* The designs and layouts should also cater for carers, or parents within the structure, with some element of seating included.
* Bidders under this contract must demonstrate a clear understanding of an inclusive approach to play.
* Whilst careful design consideration should be given to the needs of elderly visitors, those with mobility difficulties, visual impairment, mental health or learning difficulties should also be accommodated as far as possible.

# 2.5 Special Conditions

* This is an externally funded project with Age UK Devon as the Applicant and the Forestry Commission acting as the Managing Agent. For this reason all invoices are to be sent to Age UK Devon, 1 Manaton Court, Matford Business Park, Exeter EX2 8PF c/o Debs McIver.
* Contractors must ensure that their working practice does not damage the trail tracks or infrastructure; they will be held liable to put right any damage at their own cost.
* Please note, on completion all designs would remain the sole property of the Forestry Commission with the guarantee that they would not be used on other sites without prior consent. Following award all design ownership will be agreed in writing.

# 2.6 Health and Safety

* The CDM Regulations will apply to any design and construction on the FC estate and as such contractors must be able to address the whole life of any relevant structures including the design, installation process, inspections, maintenance, repairs and decommissioning in this regard; conveying the implications to the FC through the preparation and handover of Risk Assessments, as-built drawings, structural engineering calculations, Health and Safety File, whole life cycle of the structure etc.
* Chainsaw use may be needed as part of the work required on this contract. Confirmation of chainsaw qualification will be required at the start of the contract and proved prior to work on site. Chainsaw operators will have to demonstrate that they have undertaken formally recorded chainsaw training within the five-year period immediately prior to the commencement of any operation/contract with participating organisations.
* Construction machinery and equipment may be needed as part of the work required on this contract. Proof of qualification will need to be confirmed at the start of the contract and proved prior to work on site. Any operator employed on a Forestry Commission site shall be competent and in possession of a current CPCS (Construction Plant Competence Scheme) card or similar approved for the machine being operated or task being undertaken. It is also the responsibility of the Contractor to ensure that any Sub contractor is also suitably qualified and that appropriate documentation is presented to the employer for the inspection and subsequent inclusion in the Health and Safety File.
* A pre-commencement meeting will take place BEFORE any work can start at which Health & Safety requirements are discussed as well as risk assessments, First Aid procedures, etc.
* In relation to children’s play design and build on this contract is to take full account of safety recommendations in BSEN 1176 and 1177 and all relevant safety design standards and guidance. These standards are to be regarded as a minimum requirement.
* A construction engineers report will be required as part of this contract.

# 2.7 Warranty Requirements

* The Forestry Commission wants to ensure that any investment in recreation infrastructure is financially sustainable – that the cost of capital outlay can be recouped over a period of time through visitor spend at sites (e.g. car park income). What the FC does not want to embark on is high capital investment on infrastructure that is costly to maintain and needs to be removed before time due to poor design, workmanship or inappropriate materials.
* The forest is a harsh natural environment with extremes of weather and heavy public use. Despite these conditions the FC wants, as much as possible, to use timber and natural materials. Due to variable durability of timber species and timber treatment systems, the factor that often has the greatest bearing on longevity of timber structures in the forest is where timber is in contact with the ground.
* Contractors must be able to work within these conditions to assess timber durability and alternative species/materials/construction methods to ensure that a life expectancy of ten years is achievable.
* Reasonable wear and tear as well as environmental damage will be taken into account during annual assessments, which are currently undertaken by independent chartered structural engineers, who produce a report each year on large or complex recreation structures. Structures must remain free of serious defects and deteriorations and the Forestry Commission will require replacements for components that do need replacing in the 12 month warranty period.
* Bidders will be expected to provide life span expectations, maintenance schedules and inspection regimes at the hand-over meeting.

# 2.8 Contract Management Requirements

* A local site manager will be designated as a point of contact for contractors.

# 2.9 Sustainability Requirements

* Only timber and timber products originating either from independently verified, legal and sustainable sources (such as Grown in Britain, PEFC/FSC certified timber or woodland products), or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be used.
* We encourage use of durable home-grown timber where possible (e.g. heart wood from Oak, Sweet Chestnut, Larch and Douglas Fir) but are aware of problems resulting from untreated timber that has been in contact with the ground. We have had recently positive experience with the use and durability of Robinia.
* In regard to this contract it is recognised that some components may need to be made with steel, particularly for structural strength and longevity when in contact with the ground.
* Contractors must understand and be able to work appropriately in areas with sensitive landscape and biodiversity interests, taking care of existing trees and not impacting their roots (BS 5837:2012).
* Any timber treatment must be to BS EN 335-1 Use Class 3.2. (for external, uncoated use).
* To protect the Public Forest Estate and to minimise the risk of introducing or spreading harmful pests and diseases, biosecurity measures appropriate to the level of risk at the location of work are expected to be undertaken. For more information and guidance, please visit [www.forestry.gov.uk/england-keepitclean](http://www.forestry.gov.uk/england-keepitclean).
* Spill kits are required for vehicles and machinery used on the Public Forest Estate.

# 2.10 Timescales

The winning contractor will work up developed designs, consultations, calculations, and off-site fabrication. As there will be other contractors working on site for forestry operations, the on-site installation of the structures in this contract will be negotiated with the winning contractor at the pre-commencement meeting. It is expected that this will be after the school summer holidays between 1st October 2018 and 19th October 2018.

The build for all three structures should be completed and approved for use by 21st December 2018 and must be accompanied by all relevant handover documents.

2.11 Payment Terms

Contractors will be paid in full upon Completion with 5% of the contract value being held back as Retention Money to be released after the 12 month Defects Period.

**Note: Tenderers must include details of any areas where they will not be able to comply with these requirements. If your Tender does not meet these requirements we reserve the right to reject it completely.**

# 3 Notes for Completion and Conditions

# 3.1 Timetable

Whilst we do not intend to depart from the timetable below, we reserve the right to do so and if this is required, we will inform Suppliers in writing of any changes.

|  |  |
| --- | --- |
| **Stages** | **Dates** |
| Bidder Briefing Days | 6th August 2018  Haldon Forest Park, Kennford,  Exeter EX6 7XR  7th August 2018  Haldon Forest Park, Kennford,  Exeter EX6 7XR |
| Closing date for expressing interest and questions | 10/08/2018 |
| Closing Date and Time for Tender Returns | 22/08/2018 12noon |
| Notification of Award | 31/08/2018 |
| Standstill period | 10 Days |
| Expected Start Date | 10/09/2018 |

### 3.2 Bidder Briefing

A bidder briefing & site visit is being offered to tenderers to help them to understand more about the requirements of this contract and the tendering process. The briefings will take place on the dates specified in the timetable above and bidders must contact the person named at 3.4 below to confirm their attendance and receive further details. The briefings normally last around 2hrs and will include an opportunity to view the proposed locations for the structures.

The bidder briefing is mandatory as we consider it essential that tenderers gain an understanding of the location before submitting their tender.

### 3.3 Site Visits

Bidders can visit the sites shown in the Appendix independently. This will be in addition to the mandatory bidder briefing and local staff will not be able to assist with organising a visit or the detail of this contract.

## 3.4 Enquiries

Please send all enquiries by email, by the deadline stated at Section 3.1 quoting thereference numberprinted at the front of this document to:

Helen Tew for procurement related questions: [Helen.tew@forestry.gsi.gov.uk](mailto:Helen.tew@forestry.gsi.gov.uk)

Julia Matthews for questions relating to the Design Competition (these will be answered on or after the bidder briefing day: [julia.l.matthews@forestry.gsi.gov.uk](mailto:julia.l.matthews@forestry.gsi.gov.uk)

If we consider any question or request for clarification is relevant to all interested parties, we will circulate both the query and the response to all prospective bidders, although your identity will remain confidential.

**If you want to tender, and have not yet registered interest in the tender, you must do so before the closing date for expressing interest to make sure you are told about any questions and answers.**

## 3.5 Responses and supporting documents

Responses must be completed in full, any additional appendices must be clearly labelled. The FC will only evaluate on information provided, working history with the FC cannot be considered unless outlined in your tender submission. Please do not send promotional or general information; this will not be evaluated. Please ensure that all questions are completed in full, and in the format requested.

## 3.6 Return arrangements

Please return your completed tender submission inclusive of any relevant appendices as:

* 1 paper copy by post or hand delivered, and
* 1 copy on disk or USB type storage device in a read only format

Please note that we do not accept email copies. We must receive your completed tender before the closing date and time shown in the Timetable at section 3.1. We will keep tenders received before this deadline unopened until after this time. We reserve the right to not consider any tenders received after the deadline. Please be aware that tenders may be copied for our use.

Mark your envelopes with the words ‘**Tender for Design & Build Haldon Forest Park Viewpoints and Nature Hide –** **Not to be opened until 22nd August 2018 at 12noon**.

Send completed tender documents to the following address:

Age UK Devon

c/o Sophie Littlewood

1 Manaton Court

Matford Business Park

Exeter

EX2 8PF

## 3.7 Clarification

During our evaluation process, we may need to seek clarification on aspects of your tender return. If required we will contact you using the contact details you have provided. Clarification may require you to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. The purpose of any such clarification is to provide us with the information we require to score your submission; it will not be an opportunity for you to improve or substantially change the information you have already submitted.

## 3.8 Sub-contracting arrangements

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the requirements, details should be provided. This includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key deliverables each sub-contractor will be responsible for.

The FC recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However Suppliers should be aware that where information provided to the FC indicates that sub-contractors are to play a significant role in delivering key requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the FC immediately of any change in the proposed sub-contractor arrangements. The FC reserves the right to deselect the Supplier prior to any award, based on an assessment of the updated information.

## 3.9 Consortia arrangements

Please contact the FC before submitting a tender if you intend to bid as a consortium.

## 3.10 Confidentiality

When providing details of contracts in answering section 4.4 of this ITT (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

The FC reserves the right to contact the named customer contact in section 4.4. regarding the contracts included in section 4.4. The named customer contact does not owe the FC any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

The FC confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contracts Regulations.

The Supplier must treat all information supplied to it by the FC in confidence and must not disclose it to third parties other than to obtain sureties or quotations for submitting its response.

As part of the tendering process, the Supplier must identify any parts of its tender submission which it designates as confidential and would not want published; such information may include technical or trade secrets or other confidential information. The FC will then assess this information (along with the rest of the contract) when considering which contractual information should or should not be published or released on request.

## 3.11 Additional tender information

* All details of the tender, including prices and rates, must be valid for 90 days from the closing date for Tender Submissions as detailed in Section 3.1.
* The completed tender and all accompanying documents must be in English.
* Any contract or framework agreement concluded as a result of this ITT will be governed by English law.
* All prices will be in sterling and exclusive of VAT.
* Once we have awarded the contract or framework agreement, we will not pay any additional costs incurred which are not reflected in your tender submission.
* A Tender Panel will evaluate responses to the tender objectively using the evaluation matrix.
* Unless otherwise stated in this ITT, all costs associated with taking part in this process remain your responsibility and we will not return any part of your completed tender to you.

## 3.12 Pass/Fail questions

Some questions in the tender are fundamental requirements of the contract or framework agreement. These are marked on a ‘pass/fail’ basis and if you do not answer these sections appropriately, we may reject your submission in full and cease to evaluate any more questions.

## 3.13 Weighted questions

Some sections of this ITT include questions that are weighted. The weightings applied to each question ensure the relative importance of each is correctly reflected in the overall scores applied. For these questions, the marks out of 4 that are achieved for each question will be subsequently weighted to provide a total number of marks out of 100%.

## 3.14 Award & Feedback

Once we have carried out the evaluation and identified the successful tenderer(s), we will write to all tenderers by email of our award decision. We will give all bidders the opportunity of feedback. Please request feedback via email as soon as possible if required.

## 3.15 Right to cancel or vary the process

We reserve the right to cancel or withdraw from the tendering process at any stage.

## 3.16 Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with us will disqualify you from being considered and may constitute a criminal offence.

## 3.17 Disclaimer

While the information in this ITT and supporting documents has been prepared in good faith by us, it may not be comprehensive nor has it been independently verified.

Neither the FC, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff or agents:

* makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of this ITT; or
* accepts any responsibility for the information contained in the ITT or for the fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of relying on such information or any subsequent communication.

# 4 Your response

In order to submit a tender for this requirement you must complete and return the below sections in compliance with Section 3 above. All sections must be completed and returned.

Full details of how we will evaluate your submission can be found in the Evaluation Matrix below.

## 4.1 Supplier Information

|  |  |  |
| --- | --- | --- |
| **Supplier details** | | **Answer** |
| Supplier Name & Address | |  |
| Registered company number | |  |
| Registered charity number | |  |
| Registered VAT number | |  |
| Name of immediate parent company | |  |
| Name of ultimate parent company | |  |
| Please indicate your trading status | | Choose an item. |
| Please indicate whether any of the classifications apply | | Choose an item. |
| **Contact details** | | |
| Supplier contact details for enquiries about this ITT | | |
| Name |  | |
| Postal address |  | |
| Phone |  | |
| Mobile |  | |
| E-mail |  | |

## Selection Criteria

## 4.2 Insurance

|  |  |
| --- | --- |
| **Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract or framework, the levels of insurance cover indicated below.** | **YES / NO** |
| Employer’s (Compulsory) Liability Insurance = £5million  **Note**: It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |  |
| Public Liability Insurance = £5million |  |
| Professional Indemnity Insurance = £5million |  |

## 4.3 Health and Safety

This section allows us to assess your competency for health and safety. We have provided some guidance to help you understand the requirements for each area. You may also find it useful to refer to the Health and Safety Executive (HSE) website for some guidance before completing this section. You can find this here: <http://www.hse.gov.uk/>.

|  |  |
| --- | --- |
| 4.3.1 | 1. Does your organisation have a written health and safety policy? AND 2. If yes, please provide details of when it was last reviewed and updated.   Note: If your organisation has less than 5 employees, the Forestry Commission still requires you to have a written Health and Safety Policy |
| **Answer:** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.3.2 | The FC requires confirmation that this contract or framework will be carried out by personnel (individuals, staff or sub-contractors) with the pre-requisite Health and Safety certifications / qualifications. Bidders are required to complete the table below with reference to their delivery team for this contract or framework. | | | | |
| **Certification / Qualification** | | | **Number of personnel with certification / qualification** | **Qualification Provider** | **Frequency of Update training** |
| First Aid at work or Emergency First Aid at Work (+ F)\* | | |  |  |  |
| CPCS Operator Card or similar approved | | |  |  |  |
| Chainsaw Operation – Cross Cutting | | |  |  |  |
| 4.3.3 | | If the appropriate personnel who will deliver the contract **do not** currently hold any or all of the above qualifications or certifications, explain any plans (including dates) you have in place to secure the necessary certifications/qualifications in advance of contract or framework commencement.  Please state ‘not applicable’ in the box below where this does not apply. | | | |
| **Answer:** | | | | | |

**\*** Please see our [First Aid Policy for those that work on our land](http://www.forestry.gov.uk/forestry/infd-8wpmpq) for further details. Note: if your current certification does not cover these aspects, you will be required to undertake the necessary training prior to commencing any work.

|  |  |
| --- | --- |
| 4.3.4 | Briefly describe your selection process for sub-contractors. The selection process should include assessment and review of sub-contractors’ approach to risk assessment; competence and qualifications; and accident/near miss reporting & recording.  If you intend to carry out all work using your own direct employees, you need only provide a short statement to this effect. |
| **Answer:** | |

|  |  |
| --- | --- |
| 4.3.5 | Briefly describe your process for ensuring personnel are competent and up to date on general and site specific health and safety requirements. This should include your plans for supervision and monitoring. Provide evidence of examples to support your response. |
| **Answer:** | |

|  |  |
| --- | --- |
| 4.3.6 | Provide an example of a site specific risk assessment you have applied in a previous contract which demonstrates that the risks identified have been controlled.  OR  Where an example from a previous contract cannot be produced, please explain how you would risk assess a job; please support this response with a generic or hypothetical risk assessment relevant to the subject of the contract/framework. |
| **Answer:** | |
| 4.3.7 | In relation to your risk assessment process, describe how you monitor to ensure the controls remain in place for the duration of the work. Where available, supply any relevant evidence to support your response such as completed checklists or other similar evidence. |
| **Answer:** | |
| 4.3.8 | Explain your approach to Lone Working; and where this is carried out provide details of your process, methods and frequency of checking for contracts of this nature. |
| **Answer:** | |

|  |  |
| --- | --- |
| 4.3.9 | Briefly explain how your organisation obtains competent health and safety advice (either within the organisation or externally). Please show us you have the following or equivalent: Internal health and safety personnel, consultants, appointed person in the organisation responsible for health and safety. |
| **Answer:** | |

|  |  |
| --- | --- |
| 4.3.10 | 1. Describe your accident / near miss reporting system including any actions taken post incident to prevent recurrence; 2. Support your response with one example where this is available; 3. Describe your understanding of the requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). |
| **Answer:** | |

|  |  |
| --- | --- |
| 4.3.11 | Provide a short explanation of your process for Inspection and Testing of Machinery and Equipment providing certificates and completed checklists to support your response.  Your answer should show an understanding of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where relevant. |
| **Answer:** | |

## 4.4 Requirement Specific Questions

## 4.4.1 Timescales

|  |
| --- |
| Are you able to complete the Design and Build Contract by 14th December 2018? Please provide a programme that includes key dates & milestones referencing RIBA Plan of Work from stage 3 onwards  Stage 3: Developed Design  Stage 4: Technical Design  Stage 5: Construction  Stage 6: Handover and Close Out |
| **Answer:** |

## Chartered Structural Engineer

|  |
| --- |
| Will there be a Chartered Structural Engineer included as part of the project team? Please provide details of the Structural Engineer to be used. |
| **Answer:** |

## 4.5 References

|  |  |  |
| --- | --- | --- |
| **Relevant experience and contract examples** | | |
| Please provide details of up to two contracts, in any combination from either the public or private sector that are relevant to our requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. | | |
|  | Contract 1 | Contract 2 |
| Name of customer organisation |  |  |
| Point of contact in customer organisation  Position in the organisation  E-mail address |  |  |
| Contract start date  Contract completion date  Estimated Contract Value |  |  |

## 4.6 Award Criteria

## 4.6.1 Concept Design

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weight %** |
| **A1** | Marks will be awarded on the following basis:  Concept Designs for each structure  This will be marked on the following:   * How well the brief has been understood and reflected in the design * How well the design offers shelter & access for all ages and all physical abilities * How your proposals make connections (e.g. physical, visual, intellectual, etc.) with the surrounding forest to encourage engagement and exploration of the natural environment   NB. Concept Design includes outline proposals for structural design and outline specifications.  Each Design will be given an individual score with the following weightings:  Viewpoint 1  Viewpoint 2  Nature Hide | 48%  16%  16%  16% |
|  | **Answer:**  Sketches, plans and annotated illustrations to communicate ideas are welcome at A3. No more than 2 sides for each structure.  Design Statements are welcome at A4. No more than 1 side. |  |

## 4.6.2 Method Statement

|  |  |  |
| --- | --- | --- |
| **Question** | | **Weight %** |
| **A2** | Method Statement  Please include the following:   * Details of staff working on the project * Description of the activity * Description of how the work will be managed * The location of the activity, its boundaries, means of access and how it will be segregated from other activities * How you will comply with CDM Regulations * Plant & equipment required * Precautions necessary to protect workers and other people that may be affected * Emergency procedures * The handling and storage of materials and pollution prevention procedures | 27% |
|  | **Answer:**  Method Statements are welcome at A4. No more than 2 sides. |  |

## 4.7 Pricing Schedule

Please give details of your pricing in the schedule provided below. This should be broken into the three individual structures that are being proposed.

Ensure that you include all design and build costs against each item.

Please note: as this is a fixed price tender the selection panel will not necessarily go with the cheapest price submitted as the objective is to achieve the best value as set out in the Award Criteria (4.5).

|  |  |
| --- | --- |
|  | ***Weight %*** |
| **Please provide details of your pricing in the schedule provided below** | 25 |

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description** | **Price**  **(£)** |
| 1 | Viewpoint 1 |  |
|  | * Design Costs |  |
|  | * Build Costs |  |
| 2 | Viewpoint 2 |  |
|  | * Design Costs |  |
|  | * Build Costs |  |
| 3 | Nature hide |  |
|  | * Design Costs |  |
|  | * Build Costs |  |
| 9 | TOTAL (Excluding VAT) |  |

## 4.8 Terms and Conditions

This ITT, and any contract or framework agreement arising from it, will be subject to the latest version our [terms and conditions](http://www.forestry.gov.uk/website/forestry.nsf/byunique/infd-8xtkx5) for Services (non-operational)

The successful Tenderer’s usual terms and conditions are not, and will not, become terms and conditions of any contract or framework agreement that we may award as a result of this ITT.

|  |  |  |
| --- | --- | --- |
| a) | Do you accept the FC’s Terms and Conditions of Contract as detailed above? (delete the option that doesn’t apply) | Yes / No |
| b) | If no, please provide details of any specific areas that you have an issue with. Please note that failure to agree to our Terms and Conditions of Contract may invalidate your tender submission. | |
|  |  | |

## Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection and evaluation process to assess my organisation’s suitability to participate in this procurement, and to determine which supplier(s) provide the most economically advantageous tender in accordance with the criteria set out in this ITT. I am signing on behalf of ………………………………………………………………… **(insert name of supplier)**.

I understand that the FC may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I understand the FC may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The FC may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this ITT. The FC may also assess whether specified minimum standards for reliability for such contracts are met.

I understand that I must disclose if my organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control has been convicted of any criminal offences.

In addition, the FC may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

The essence of selective tendering is that the FC will receive *bona fide* competitive tenders from all those tendering. In recognition of this principle, I certify that this is a *bona fide* tender, intended to be competitive, and that ‘we’ (I or any other person acting for on behalf of my organisation) 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. I also certify that we have not done and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

* communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium insurance quotations required for preparing the tender;
* enter any agreement with any other person whereby they will refrain from tendering or as to the amount of any tender to be submitted;
* offer or pay or give or agree to pay 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 this work any act or thing of the sort described above.

In this certificate, the word “’person” includes any individual, partnership, association, or body either corporate or unincorporated; and “’any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

I also declare that there is no conflict of interest in relation to the FC’s requirement.

**ITT COMPLETED BY**

Name:

Role in Organisation:

Date:

Signature:

Evaluation Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Description** | | **Scoring** | | **Scoring Criteria** | |
| 4.2 | Insurance | | Pass/Fail | | **Pass –** You must either confirm that you have the required levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be successful, that such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the requirement.  **Fail** – If you cannot make such a commitment, your bid will fail in its entirety. | |
| 4.3.1 | Health & Safety Policy | | Pass or Fail | | **Pass** – Organisation has a health and safety policy which has been reviewed in the last two years.  **Fail** – Organisation does not have a health and safety policy OR Organisation does have a health and safety policy but bidder has provided no evidence of policy being reviewed in last two years. | |
| 4.3.2  4.3.3 | Certifications / Qualifications | | Pass or Fail | | **Pass** – Bidder has stated they have all the certifications/qualifications required to undertake the work in response to part a of the question; OR Bidder has not confirmed that all certifications/qualifications are currently held in response to 4.3.2, but has provided a response to 4.3.3 of the question which gives assurance that the necessary certifications/qualifications will be secured in advance of contract commencement.  **Fail** – Bidder has not provided the necessary assurance that all certifications/qualifications will be secured in advance of contract commencement in response to either 4.3.2 and/or 4.3.3 of the question. | |
| 4.3.4 | Sub-contractor Selection Process | | Pass or Fail | | **Pass** – Bidder has described their process for sub-contractor selection. The process explains all the aspects requested in the question and provides assurance that sub-contractors will be assessed thoroughly in this respect to meet the minimum healthand safety requirements of the contract.  **Fail –** The requirement to sub-contract has been identified in the bid, but the process for assessing sub-contractors does not cover the required aspects of the question and/or does not provide the necessary assurance that sub-contractors will be assessed thoroughly in line with requirements. | |
| **Responses to the rest of the H&S section will be scored as detailed below. In order to pass, bidders will need to score 11 or more out of 17. Any bidder scoring below 11 will fail the H&S section.** | | | | | | |
| 4.3.5 | | Updating of H&S | | Scored Question | | **Score of 2** – Response provides confidence that personnel are updated on relevant health and safety matters at appropriate times and that adequate supervision/monitoring is undertaken – relevant actions may include use of site inductions, training, newsletters, meetings, site visits etc.  **Score of 1** – Response leaves reservations about whether personnel are provided with the relevant health and safety updates or provides limited evidence of updates being carried out. There is limited evidence to demonstrate adequate supervision or monitoring takes place.  **Score of 0 –** No response provided or inadequate response provided. |
| 4.3.6 | | Risk Assessment Process | | Scored Question | | **Score of 4** – Relevant site specific risk assessment from previous contract has been provided. This shows appropriate hazards and controls, demonstrating competence in application of this process.  **Score of 3** – Description of risk assessment process has been provided along with generic or hypothetical risk assessment. This shows an understanding of the process and provides confidence that the bidder would be able to apply the principles in a real situation.  **Score of 2** – Description of risk assessment process has been provided without any examples OR generic or hypothetical risk assessment has been provided, with no further information of the process applied.  **Fail – Inadequate process or no response provided** |
| 4.3.7 | | Risk Assessment Process | | Scored Question | | **Score of 3** – Process description provides confidence that sufficient monitoring takes place throughout contract duration to ensure controls remain on site. Response is supported by appropriate evidence such as completed checklists, records of toolbox talks, evidence of supervisory visits or other appropriate evidence.  **Score of 1** – Process description provided without further appropriate supporting evidence – this gives some confidence that controls remain on site through the duration of the contract. OR, Some evidence supplied such as completed checklists, records of toolbox talks, supervisory visits or similar without a description of the process applied.  **Score of 0** – No response provided or response does provide confidence that an adequate process exists to ensure controls will remain on site for the duration of the contract. |
| 4.3.8 | | Lone Working Process | | Scored Question | | **Score of 4** - Supplier does not allow lone working.  **Score of 3** - Lone working is restricted and the approach and system described gives confidence that the risk of lone working is being adequately controlled. Frequency of checking is appropriate to the risks associated with the work.  **Score of 1** - Lone working is carried out but explanation of process gives limited confidence of risks being controlled to an acceptable level.  **Fail - Response is completely inadequate or process described does not provide any confidence that Lone Working process will be managed to ensure safety of personnel.** |
| 4.3.9 | | Health & Safety Advice | | Scored Question | | **Score of 1** - Response identifies competent responsible person.  **Score of 0** - Response not provided or inadequate. |
| 4.3.10 | | Accidents / Near Misses and RIDDOR | | Scored Question | | **1 point allocated for each of the following (maximum score achievable is 3):**   * Relevant accident reporting process described along with any post-accident actions to prevent recurrence – **Score 1 point** * Examples provided are relevant and demonstrate process being put into practice – **Score 1 point** * RIDDOR description, categories, timescales and understanding of responsibilities reflect current legislative requirements – **Score 1 point** |
| 4.3.11 | | Inspection and Testing of Machinery and Equipment | | Pass or Fail | | **Pass** - Sufficient explanation of process provided along with evidence of internal and external checks being carried out. Response demonstrates an understanding of PUWER and LOLER (where relevant).  **Fail - Lack of evidence or understanding provided and or inadequate checking process demonstrated** |
| 4.4.1 | | Timescales | | Pass/Fail | | **Pass** – Able to complete the contract within the specified time period  **Fail –** Unable to complete the contract within the specified time period |
| 4.4.2 | | Chartered Structural Engineer | | Pass/Fail | | **Pass** – Chartered Structural Engineer will be used for the duration of this contract.  **Fail –** Unable to provide a Chartered Structural Engineer for this contract. |
| 4.5 | | References | | Pass/Fail | | **Pass –** Two references relevant to the subject matter of this ITT have been provided and the authority is content that the minimum standards for reliability have been met. We will consider accepting a lower number of references depending on how long you have been in business.  **Fail** – References are not relevant OR a satisfactory number of references have not been provided OR the authority has evidence of the suppliers’ failure to discharge their obligations under previous principal relevant contract(s) which may include minimum standards for reliability in performing such contracts having not been met. |
| 4.6.1 | | Concept Design | | 48% | | **0 – No response or totally inadequate**  No response or an inadequate response.  **1 – Major Reservations / Constraints**  The response simply states that the supplier can meet some of the requirements set out in the question or Specification of Requirements, but have not given information or detail on how they will do this.  **2 – Some Reservations/Constraints**  Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or Specification of Requirements. There is some doubt in their ability to consistently meet the full range of requirements.  **3 – Fully Compliant**  Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or Specification of Requirements. This gives full confidence in their ability to meet the full range of our requirements.  **4 – Exceeds Requirements**  Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract or framework. |
| 4.6.2 | | Method Statement | | 27% | | **0 – No response or totally inadequate**  No response or an inadequate response.  **1 – Major Reservations / Constraints**  The response simply states that the supplier can meet some of the requirements set out in the question or Specification of Requirements, but have not given information or detail on how they will do this.  **2 – Some Reservations/Constraints**  Bidder has provided some information about how they propose to meet most of the requirements as set out in the question or Specification of Requirements. There is some doubt in their ability to consistently meet the full range of requirements.  **3 – Fully Compliant**  Bidder has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or Specification of Requirements. This gives full confidence in their ability to meet the full range of our requirements.  **4 – Exceeds Requirements**  Bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract or framework. |
| 4.7 | | Pricing Schedule | | 25% | | Price will be evaluated using the ‘standard differential method’ – each bidder receives 100% of the available marks less the percentage by which their tender is more expensive than the lowest; with 4 being the maximum score achievable.”  As this is a fixed price contract the selection panel will not necessarily go with the cheapest price submitted. |
| 4.8 | | Terms and Conditions | | Pass/Fail | | **Pass**: Terms and Conditions have been accepted without any exceptions, or exceptions are minor and can be accommodated.  **Fail**: Exceptions noted have been discussed and are unable to be accommodated. |
| 4.9 | | Declaration | | Pass/Fail | | **Pass**: Completed, signed declaration has been provided.  **Fail**: Declaration has not been signed or provided, or exceptions have been noted which cannot be accepted. |