**Asset Data Collection - Vehicle Based Imagery and LiDAR Survey**

A vehicle based imagery survey is required of entire Southend Borough Council network in one direction (lane 1 where dual). There is the possibility of additional small survey lengths (both directions) added for complicated junctions or wide areas. These would be advised before the commencement of any site surveys, an additional cost per km needs to be supplied for this element.

**Survey Network**

A copy of the Southend’s NSG network will be supplied as a shapefile to the successful applicant but as an overview it is broken down as follows:

|  |  |
| --- | --- |
| A Road | 52.71 |
| B Road | 15.01 |
| Classified | 36.37 |
| Service Road | 2.53 |
| Unclassified | 381.81 |
|  | 488.44 |

**Cameras**

The imagery survey must be undertaken in a vehicle and consist of a minimum of 4 camera’s giving the widest field of view possible (it is accepted this may not be quite 360). Due to the one direction survey, one camera angle must cover the reverse direction to ensure the identification of all assets (e.g. rear facing signs).

Data extraction will be required from all camera angles, therefore they must be suitably calibrated to enable this. All supplied imagery should be GPS referenced as individual frames in case the requirement for loading to our Asset Management system becomes a requirement.

**Software**

Software must be supplied to enable Southend employees to view and extract the data in-house. Therefore any licensing or installation requirements need to be detailed. We would be looking at up to 5 number licences so additional costs need to be added if applicable.

It is envisaged that the whole network would be surveyed before delivery of the imagery dataset to Southend. However, we would require a short element (approx. 20km) to be delivered ASAP so that we can ensure the software works on our system, the asset specification is set correctly and we can extract test files to ensure data loads to our Symology system.

Extracted data formats will be required in either shape or csv files for loading to Symology. Any history of loading data to Symology would be an advantage. The software should also enable the upload of additional shape files (to enable reference or update to any current data) and the editing of new collections following any quality assurance checks.

**Asset data Specification**

The Asset Data Specification will be supplied to the successful applicant but any costs associated with the construction of an asset specification data base must be included. There may be some attributes required that cannot be collected from this type of survey but allowance should be made for non-mandatory item entry.

Additional images of some assets (point items) will be required in jpg format and should be referenced in the extracted data file.its say0.

**ENQUIRIES AND QUOTATION SUBMISSION**

Southend Borough Council invites you to quote for the provision of this support. If you are interested in bidding for this work, please provide a quote for the work and a proposal based upon our requirements and the available budget, indicating your relevant experience and recommendations where applicable, key milestones, and how you will deliver the requirements.

Providers should note that all clarification questions must be made in email. The Council at their discretion reserves the right to circulate any response to all providers. All clarification questions must be clearly marked CLARIFICATION with the question and Provider details clearly set out. Any clarification questions from the Provider to the Council should be sent to ChrisRead@southend.gov.uk

It is recommended that Providers click ‘**Watch this notice’** on Contracts Finder to be notified of any clarifications or updates to the documents.

The quotation return date is **10:00hrs on 9th October 2019.** Quotations should besubmitted by email to [ChrisRead@southend.gov.uk](mailto:ChrisRead@southend.gov.uk) (you are recommended to request confirmation of receipt). Please use the title **‘Asset Data Collection Vehicle Based Imagery and LiDAR Survey in the Borough of Southend on Sea, Essex’** when submitting your response.

Suppliers are requested to provide the following supplementary information in support of their application (further details can be found in the technical questionnaire in Section A- Technical Questionnaire)

* Demonstrable understanding of the requirements and deliverables via a Technical Questionnaire
* Track record of delivery of similar services, including examples of how you have carried out such services in the past.
* Any areas where added value can be delivered for the client
* Costs including all project fees, management fees, survey costs, licencing costs and any other expenses excluding VAT (if applicable).

**Evaluation of Quotations**

All quotations will be subjected to a thorough evaluation. The Council will examine quotations for completeness and may seek clarification where necessary. A quotation determined to be incomplete or not substantially fulfilling the conditions in this document will be rejected.

* Technical (Quality) evaluations will be conducted, based on the information submitted in Section A. in writing, as part of this quotation submission.
* Commercial (Price) evaluations will be conducted, based on the information submitted in Section B, in writing, as part of this quotation submission.

**AWARD CRITERIA**

The Council does not bind itself to accept the lowest priced quotation, or any quotation for this service. The Council will have no obligation to Providers arising from this quotation unless and until it enters into a formal contract with the successful Provider for the provision of the goods and/or services that are subject to this Quotation document. Any contract awarded will be to the Provider whose proposal is determined to be the most economically advantageous.

40% PRICE ALLOCATION: To be detailed within this written quotation submission, by the Provider. It is the requirement of the Council to maximise the budget available for this project. The Quotation is accepted on a “Fixed Price” basis and the Provider will not be entitled to claim any additional payments or expenses including but not limited to any increase in the price of the service and / or cost of, or incidental to, the employment of labour. The prices included in the Quotation shall be the maximum payable by the Council for the duration of the contract.

Pricing Evaluation (40%) – Using the Prices submitted by Providers a percentage will be allocated to the total cost as follows:

* Score = (Lowest Price Quotation / Your Price) \* 40%
* The Table below gives an example of how the methodology works when applied to contract prices. The prices used here are examples of the pricing methodology and do not reflect any expectation of this contract in relation to any aspect of the pricing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Bid A | Bid B | Bid C | Bid D |
| Programme Price | £1400 | £1500 | £1450 | £1400 |
| Points Score | 40% | 37.3% | 38.6% | 40% |

The scores awarded in the example table to Bid A and Bid D is calculated as follows:

* Bid A and Bid D with the lowest contract price in relation to the other bids are awarded the score of 50. The applied methodology gives a calculation as follows: (£1400 / £1400) x 40% = 40.00%.
* Bid B with the highest contract price in relation to the other bids is therefore the lowest scoring bid in the pricing section, awarded 37.3%. The applied methodology arrives at this score through a calculation as follows: (£1400 / £1500) x 40% = 37.3%

60% QUALITY ALLOCATION: To be detailed within this written quotation submission, by the Provider, in Section A (Technical Questionnaire). You should refer to the Asset Data Collection Contract Specification document for details of the requirements before answering the technical questionnaire. Your quote in response to this brief should consider and provide the following:

|  |  |  |
| --- | --- | --- |
|  | SECTION | SECTION WEIGHTING |
|  | Answers to the Technical Questionnaire | 50% |
|  | Previous track record | 10% |

Evaluation of Responses will be carried out on an individual question basis. Grade labels and definitions are as follows:

|  |  |  |
| --- | --- | --- |
| **SCORING MATRIX** | | **SCORE** |
| **Unacceptable / not answered** | Question not answered – and / or – Response to the question significantly deficient – and / or - raises fundamental concerns regarding the organisation’s ability to successfully deliver the Contract. Answer does not provide satisfactory evidence as to the organisation’s capability to deliver the contract successfully. | 0 |
| **Poor** | A response that is inadequate or only partially addresses the question. Response provides only limited evidence as to the organisation’s capabilities to deliver the contract successfully. Raises a large number of concerns and/or includes a large number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 1 |
| **Acceptable** | An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides an average level of evidence as to the organisation’s capability. The response raises some concerns and/or includes a significant number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 2 |
| **Good** | A good response in terms of the level of detail, accuracy and relevance. The information provides good evidence of the ability of the organisation to deliver the Contract successfully; but does raise minor concerns and/or includes deficiencies around some of the information provided in the response. Does not raise any fundamental concerns regarding the organisation’s ability. | 3 |
| **Very Good** | A very good response in terms of the level of detail, accuracy and relevance. The information submitted provides significant evidence of the ability of the organisation to deliver the Contract successfully. However, the response lacks a level of detail needed for full marks. The response raises no fundamental concerns regarding the organisation’s ability. | 4 |
| **Excellent** | An excellent response in terms of the level of detail, accuracy and relevance. The level of information provided is comprehensive and evidences strongly an assurance as to the organisation’s capability to deliver the contract successfully. The response raises no concerns and has no information deficiencies. | 5 |

**Section A- Basic Contact Details & Technical Questionnaire**

|  |  |  |
| --- | --- | --- |
| Contact name for enquiries about  this bid: |  | |
| Address:  Post Code: |  | |
| Telephone Number: |  | |
| Email Address: |  | |
| Company Registration Number (if  this applies): |  | |
| VAT Registration number: (if  this applies): |  | |
| Have you ever been employed by this Council? (if yes please provide details) | | Yes   No |
| Please state if you have a relative(s) who is employed by the Council at a senior level or who is a Councilor? (if yes please provide details) | | Yes   No |

**PROSPECTIVE PROVIDER RESPONSE FORM**

**TECHNICAL QUESTIONNAIRE**

The first part of each question only requires a Yes/No response, but further questions in each section will require a worded response. Additional supporting information is permitted where necessary. Please restrict worded answers to ONE paragraph with a max word count of 130 for each question.

|  |
| --- |
| 1. Can you supply all key elements of the contract requested i.e. vehicle based imagery, LiDAR data and extraction software?   If No, what element(s) can you not supply?  (Weighting – 15%) |
|  |
| 1. Will you be using more than one positioning system to ensure locational accuracy of the survey vehicle?   How do you ensure accuracy in terms of the survey and imagery data?  (Weighting – 5%) |
|  |
| 1. Will you be supplying a minimum of 4 camera views?   What is the total coverage (degrees) of all cameras used?  (Weighting – 5%) |
|  |
| 1. Do you supply a rear camera view?   If No, how do you propose we collect data on non-visible assets on a one pass survey?  (Weighting – 5%) |
|  |
| 1. Are all camera views calibrated so that data can be extracted from each view?   If No, what alternative method, if any, are you proposing?  (Weighting – 15%) |
|  |
| 1. Will the supplied imagery be in as individual GPS referenced frames?   (Weighting – 5%) |
|  |
| 1. Are you able to deliver a bespoke asset specification?   Is the option of non-mandatory entries available?  (Weighting – 10%) |
|  |
| 1. Will there be suitable software made available to SBC to extract required data in-house?   How many licences will you supply as standard?  (Weighting – 15%) |
|  |
| 1. We would normally collect the asset data as either point or linear items, can your system also produce polygon data?   If yes, how is this undertaken?  (For information only) |
|  |
| 1. Are your data export routines Symology compatible i.e. produce shape and csv files?   Do you have any previous experience of producing/uploading Symology data?  (Weighting – 5%) |
|  |
| 1. Can you provide a short (approx. 20km) trial batch of data, prior to delivery of the complete survey?   Other than this trial batch do you propose delivery the main survey in one element, or as a phased return?  (Weighting – 5%) |
|  |
| 1. Do you record inspectors name via data collection?   How do you ensure the quality of collected data and that there is an audit trail of this process?  (For information only) |
|  |
| 1. Does your software allow the production of separate images of individual assets to be collected (e.g. sign)?   If Yes, would these images be referenced in the data file?  (Weighting – 5%) |
|  |
| 1. Does your software allow the additional upload of additional shape files to enable the checking/revision of existing data?   If we were to add additional areas like car parks (prior to commencement of main survey) would this cause any issues?  (Weighting – 5%) |
|  |
|  |
|  |
|  |
|  |
| 1. How many site days to complete the survey?   Please detail the breakdown of days from start of contract to final deliverable?  (For information only) |

**PROSPECTIVE PROVIDER RESPONSE FORM**

**B – COMMERCIAL QUESTIONNAIRE**

|  |
| --- |
| Please provide a quote for the full cost of delivering this project- please provide a breakdown of the full costs.  Costs including all project fees, management fees, survey costs, licencing costs and any other expenses excluding VAT  Please provide a separate cost per km for additional surveys – should they be added before commencement of main survey e.g. Car park areas.  (Weighting = 40%) |
|  |