



CHICHESTER HARBOUR CONSERVANCY INVITATION TO TENDER

FOR THE REPLACEMENT OF THE MID STREAM PONTOONS AT ITCHENOR

Opening date: 24th June 2024
Closing Date: 12th 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 mid-stream pontoon at Itchenor.
- 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 24th 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.

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 replace the existing mid-stream pontoon at Itchenor with a 149.5m x 2.0m walkway with internal pile guides.
- 4.2 To Supply the following equipment as follows:
- 6 x 11.5m x 2.0 m walkway pontoons with internal pile guides
 - 7 x 11.5m x 2.0m walkway pontoons

120 x 1 tonne mooring cleats
Emergency ladder x 2
Life ring and holder x 2

- 4.3 Pontoons to be hot-dip galvanised to BS EN ISO 1461 and welded frames using BS EN 10025 grade steel. Flotation to 2.5 KN and a freeboard of at least 500mm.
- 4.4 Decking to be a GRP non slip Grating, in light grey. 23mm thickness, open hole size/ open area 13mm/ 56% such as supplied by Dura Composites.
- 4.5 Hardwood fendering with sustainable accreditation.

5. Schedule of Works

- 5.1 Disconnect and remove existing pontoons from site for disposal/ recycling.
- 5.2 Assemble pontoons, deliver to site and install. Install emergency ladders and life rings.

6. The Role of the Contractor

6.1 In order to be considered for the contract, the Conservancy need to do our 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 2 similar pieces of work completed within the last 3 years.
 - Quality Assurance - please provide detail that reflects the ability and quality of your work together with the name and contact details of references.
- It could also be necessary for a representative of the Conservancy to inspect the manufacturing site of pontoons and the vessels proposed for the project.

- 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 and 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.

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
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0 - Unacceptable	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.
1 - Poor	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.
2 - Limited	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.
3 - Satisfactory	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.
4 - Good	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
5 - Excellent	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-complaint 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 (as described above), the whole tender will be evaluated 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 19th July 2024, with the works to start after the 23rd September 2024 to be completed no later than 22 November 2024.
- 7.11 Once the old pontoon is removed the new pontoons should be installed within 5 days, subject to weather.

8. Submission of Tender Bid

- 8.1 Your completed submission document saved as a PDF and supplementary documents should be **submitted by 12pm Friday 12th July 2024** in electronic format. Please send to tenders@conservancy.co.uk with the subject “**Private and Confidential – Itchenor Pontoon tender submission**”.
- 8.2 An 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, will be the lead contact for this project, with Adrian Karn, Deputy Harbour Master adrian.karn@conservancy.co.uk secondary contact. Email both members of staff with any questions about the tender.