



Homes &
Communities
Agency

INVITATION TO TENDER

Capitol Park Spine Road Phase 2

HCA Tender Reference: HCAE14049

November 2013 Version A

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Instructions to Tenderers

No alteration may be made to any of the documents attached hereto without the written authorisation of the Employer. If any alterations are made or if these instructions are not fully complied with, the Tender will be rejected.

Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. Only Tenders submitted without qualification strictly in accordance with the Tender documents issued (or subsequently amended by the Homes and Communities Agency (HCA) will be accepted for consideration.

The HCA's decision on whether or not a Tender is acceptable will be final.

All information supplied by the Homes and Communities Agency (HCA) in connection with this Tender shall be treated as confidential by prospective Tenderers and shall not be revealed at any time to any person (including any Organisation) except for the purposes of the preparation and submission of this Tender.

Tenders submitted bearing any marks identifying the sender will not be opened. Particular care should be taken that the Tenderer's identity is not apparent from any image or resulting from a postal franking device, appearing on the envelope or package.

Tenderers are to set out their Tender in the documents provided and bring forward the total to the Form of Tender. The documents must be returned no later than 1pm on Monday 27th January 2014

The tenders are to be evaluated against the following pre-determined award criteria.

Evaluation Factor	Relative rating
Price	70%
Quality	30%

Tenderers who are unable to submit a Tender are requested to confirm this in writing as soon as possible, stating their reasons and returning all Tender documents.

PART A - INFORMATION

- This section provides information on the required Services
- Tenderers are required to **READ THIS SECTION** carefully to understand the HCA's requirements

1 Introduction

This Tender document has been issued by the Homes and Communities Agency (HCA) in connection with a competitive procurement procedure.

No information contained in this Tender or in any communication made between the HCA and any Tenderer in connection with this Tender exercise, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Tender. The HCA reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the HCA incur any liability in respect of this Tender or any supporting documentation. The HCA will not reimburse the costs incurred by Tenderer's in connection with the preparation and submission of their response to this Tender.

Direct or indirect canvassing of any Ministers, public sector employee or agent by any potential bidder concerning this requirement, or any attempt to procure information from any of the above concerning this Tender may result in disqualification of the Tenderer from consideration for this requirement.

The Homes and Communities Agency

The Homes and Communities Agency (HCA) is the single, national housing and regeneration delivery agency for England.

Our vision is to create opportunity for people to live in homes they can afford in places they want to live, by enabling local authorities and communities to deliver the ambition they have for their own areas.

We achieve this by:

- Understanding the needs and aspirations of people and communities through close working with local authorities on local investment planning
- Enabling local delivery through the channelling of our expertise and investment
- Working effectively with the market, house builders, investors and other stakeholders

For more information visit the HCA newsroom at homesandcommunities.co.uk

2 Scope of Services

The works included in this tender are those necessary to carry out the design and construction of Capitol Park Spine Road Phase 2 in Goole.

Works briefly comprise the design and construction of a new spine road approximately 1km in length, comprising 2 way single carriageway road with several priority junctions along its length. Designed and constructed to adoptable standards, including drainage works and utilities works to accommodate future development plots. The full extent of the works is described in the tender documentation.

Site Description

The Capitol Park site is located to the south of the M62 junction 36 adjacent the Guardian Glass and Tesco Distribution facilities off Rawcliffe Road, Goole.

The proposed road runs between an existing roundabout at its western extremity to a new signalised junction at its eastern extremity at its interface with Andersen Road, and is bounded by the new Potter Grange industrial estate to the north.

Requirements

The contractor shall be required to provide the following information in support of their tender:

- a) Proposals of the contractor's management team (including CV's and a summary of their relevant experience), management of the works during design and on site, defects liability, an identification of what are considered to be the key issues;
- b) A detailed programme of works to include any design lead in times required and intended resource levels on site all in accordance with the Contract;
- c) Method Statements;
- d) A risk register identifying key project risks and mitigating actions;
- e) Details of the contractor's waste management plan;
- f) List of proposed key sub-contractors, suppliers and consultants;
- g) Details of the insurances held by the organisation(s) to include the level of Professional Indemnity Insurance held; and
- h) Cash flow for the total contract period.

3 The Contract

The Conditions of Contract shall be the NEC Engineering and Construction Contract June 2005 (amended in June 2005 and April 2013) Option A priced with activity schedule.

Amendments to the Conditions of Contract are contained in the Z-clauses included in the Contract Data; no modifications to these conditions will be accepted.

The Contract particulars are included in the Contract Data.

The Contract will be for a period of 16 months.

4 Administration of the Contract

The Contract shall be administered by:

[REDACTED]
Area Manager
Sheffield City Region and The Humber
T: [REDACTED] 1
M: [REDACTED]

Homes and Communities Agency
2nd Floor
South Swale
Lateral
8 City Walk
Leeds
LS11 9AT

5 Pricing

A pricing schedule (Activity Schedule) has been provided with this Tender (Form B5) which must be completed and returned as part of the Tender Response.

Tenderers are required to bring forward the total Fixed price to the Form of Tender contained within Form B6.

Please ensure Form B6 is at the front of your response.

Any uncertainty over the meaning of the financial submission will be removed via tender clarification queries and tender clarification responses.

Activity Schedule

Tenderers are to submit an activity schedule with their tenders. This will be a document headed "Activity Schedule" and will comprise a list of activities with an amount entered against each activity. This amount is the sum due to the contractor on completion of each activity unless it is included in a group. If groups of activities are required to be identified on the schedule, payment for each group becomes due when all the activities in the group are completed.

Activity descriptions must be clear and complete so that the work included in each can be identified and the completion of each activity easily recognised.

The activity schedule must relate to the programme. A list of activities which must be included, as a minimum in the schedule, is provided in Form B5.

6 Procurement Process and Timetable

The proposed procurement timetable is set out below.

Procurement Stage	Indicative Date
Contract Notice published	22 nd November 2013
Deadline for Tender Questions	1pm 10 th January 2014
Deadline for Tender Submissions	1pm 27 th January 2014
Notification of intention to award contract	25 th February 2014
Contracts awarded and signed	10 th March 2014
Commencement	10 th March 2014

This timetable is intended as a guide and, whilst the HCA does not intend to depart from the timetable, it reserves the right to do so at any time.

The tender process for the works is to take place in a single stage, leading to the submission by the contractor of a compliant lump sum tender with the accompanying contractor's proposals to satisfy client's requirements.

It is intended that the contractor use the eight week tender period to make best use of their expertise in design and construction of this nature and therefore provide the most economic and best quality solution to meet the projects requirements within the constraints defined.

7 Instructions for Completion

Tenderers are invited to complete all parts of the enclosed 'Part B: Documents to be Returned' and submit, together with any requested supporting information, by the due date for return.

Tenderers should provide a single point of contact in their organisation for their response to the Tender Document. The HCA will not be responsible for contacting the Tenderer through any other route other than the nominated contact. The Tenderer must, therefore, undertake to notify any changes to the contact promptly.

Tenderers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Tenderer's organisation, this should be indicated with an explanation.

Questions should be answered in English.

Currency in pounds sterling.

Tenderers should ensure all requested information is provided in accordance with the Tender Checklist provided within Form B7. Information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.

Failure to provide the required information, make a satisfactory response to the question, or supply documentation referred to in responses, within the specified timescales, may mean that the Tender is not further evaluated.

In the event that none of the responses are deemed satisfactory, the HCA reserves the right to terminate the procurement and where appropriate re-advertise the Contract.

Tenderers must be explicit and comprehensive in their response to this Tender as this will be the single source of information on which responses will be evaluated.

Tenderers are advised neither to make any assumptions about their past or current supplier relationships with the HCA nor to assume that such prior relationships will be taken into account in the evaluation procedure.

8 Procurement Queries

The HCA's named point of contact for the procurement of this contract is [REDACTED]. All requests for further information in respect of the Contract should be sent using the contact details below.

Mott MacDonald – [REDACTED]

Any questions in respect of this Tender should be submitted in writing:

By e-mail to: [REDACTED]

By post to: Mott MacDonald House
111 St Mary's Road
Sheffield
S2 4AP

All Questions must be received by 10th January 2014 and shall be submitted on the template in Form B3.

Tenderers should specify in their clarification question if they wish the clarification to be considered as confidential between themselves and the HCA. The HCA will consider any such request and will either respond on a confidential basis or give the Tenderer the right to withdraw the clarification question. If the bidder does not elect to withdraw the question, and the HCA considers any clarification question to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all prospective service providers who have responded.

All responses received and any communication from service providers will be treated in confidence but will be subject to the above.

9 Transparency

This procurement and award of this Contract is subject to the transparency arrangements being adopted by the UK Government. These arrangements include the publication of Tender documentation issued by the HCA and the Contract between the HCA and supplier. Tenderers should highlight any areas they consider commercially sensitive in order for the HCA to be able to honour our transparency obligations without undermining the Tenderer's commercial interests.

The contract value associated with the successful Tender and the name of the Tenderer may be published. As part of the Governments Transparency Agenda, HCA regularly makes available details of expenditure in excess of £500.00 by supplier.

10 Freedom of Information

Candidates are advised that the HCA is subject to the Freedom of Information Act 2000 ("The Act"). If a candidate considers that any of the information supplied as part of this procurement procedure should not be disclosed because of its commercial sensitivity, confidential or otherwise, they must, when providing this information, clearly identify the specific information they do not wish to be disclosed and clearly specify the reasons for its sensitivity. The HCA shall take such statements into consideration in the event that it receives a request pursuant to the Act which relates to the information provided by the interested party. Please note, it is insufficient to include a statement of confidentiality encompassing all the information provided in the response.

11 Bribery and Corruption

The HCA takes a zero-tolerance approach to bribery and corruption and sets high standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of its activities. The principles contained within this policy apply to both internal and external audiences, including anyone wishing to undertake business or engage with the HCA.

Please refer to our [Anti-bribery and Corruption Policy](#) for further information.

12 Submission of Tender

A response to this Tender is required by 1pm on 27th January 2014.

Tenderers must submit their Tender by paper submission (one hard copy) with a full supporting digital copy (one digital copy including all supporting material) on a suitable storage device (CD/Memory Stick).

The completed Tender **MUST** be returned **using the digital tender label provided** by post. Tenderers should ensure that suitable provision is made to ensure that the document is received by the deadline. Tenders may be invalidated if late or if unidentifiable or improper envelopes/labels used.

Completed Tender documents may be submitted at any time before the closing date. Please note that completed Tenders received after the closing date may be rejected. Tenderers must ensure that any changes to their contact details are communicated to the HCA or they will be unable to receive communications from the HCA.

Responses will be evaluated in accordance with the evaluation criteria set out in Section 13 below.

The HCA does not bind itself to accept any Tender. The Contract will be awarded on the basis of the most economically advantageous tender.

The HCA expressly reserves the right to require Tenderers to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Tender.

13 Evaluation Criteria

RELATING TO PART B

Price will account for 70% of the Overall Score - see section B5 for Pricing Schedule.

Quality will account for 30% of the Overall Score – see section B4 for Quality Submission.

Criteria	Demonstrated by	Weighting
Price	<ul style="list-style-type: none"> Completed Pricing Schedule 	70%
Quality	<ul style="list-style-type: none"> See below for individual weighting and score methodology 	30%
Quality 1.	1 – The training, skills and experience requirements are not sufficient to deliver the Employer's objectives. 2 – The training, experience and skills requirements are sufficient to deliver the <i>Employer's</i> objectives and the people named in the <i>key staff schedule</i> meet the stated requirements. 3 – The approach to filling the posts in the <i>key staff schedule</i> has been well developed, and the named people have adequate ability to achieve continuous cost reductions and deliver the <i>Employer's</i> objectives. 4 – The training, experience and skills of the people are highly relevant to the requirements of the project and the proposed team are comprehensively equipped to successfully deliver the project objectives. 5 – The proposed team have demonstrated that they can work together and collaboratively with the Employer to deliver the Employer's objectives and to achieve significant and continuous reductions in cost resulting in savings on the Employer's budget.	10%
Quality 2.	1 – The approach has not considered fully the requirements of the contract and fails to demonstrate appropriate cost and risk control. 2 - The proposed resources and programme are adequate for the methodology described, and risk management procedures are acceptable. 3 - The proposals show a well thought out balance between the resources required to carry out the work and the resources and approach proposed to mitigate the risks to the work. 4 - The proposals include specific project initiatives which give a high degree of confidence of completing the project within the time and budget constraints and mitigating risks. 5 - The proposals include highly innovative and specific project initiatives which give a high confidence of completing the project within the time and budget constraints and minimising risks.	10%
Quality 3.	1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks 2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.	10%

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	<p>3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.</p> <p>4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.</p> <p>5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.</p>	
Quality 4.	<p>1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks</p> <p>2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.</p> <p>3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.</p> <p>4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.</p> <p>5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.</p>	5%
Quality 5.	<p>1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks</p> <p>2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.</p> <p>3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.</p> <p>4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.</p> <p>5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.</p>	10%
Quality 6.	<p>1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks</p> <p>2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.</p> <p>3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.</p> <p>4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.</p> <p>5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.</p>	5%

Quality 7.	1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks	10%
	2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.	
	3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.	
	4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.	
	5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.	
Quality 8.	1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks	10%
	2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.	
	3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.	
	4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.	
	5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.	
Quality 9.	1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks	10%
	2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.	
	3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.	
	4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.	
	5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.	
Quality 10.	1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks	10%
	2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.	
	3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.	
	4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.	

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	5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.	
Quality 11.	1 – The approach fails to demonstrate and evidence an adequate understanding of the project and fails to address adequately the main management and technical risks	10%
	2 – The approach demonstrates and evidences an adequate understanding of the project and covers the main management and technical risks to an acceptable standard.	
	3 – The approach demonstrates and evidences a good understanding of the project and covers the main management and technical risks to a good standard.	
	4 – The approach demonstrates and evidences a very good understanding of the project. The approach includes specific initiatives which give a high degree of confidence of delivering the project objectives.	
	5 – The approach and evidence have been tailored specifically to suit the project, uses innovative approaches to deal comprehensively with the main management and technical risk and gives a very high degree of confidence of delivering the project objectives.	

PART B – DOCUMENTS TO BE RETURNED

- The Tenderer **SHOULD RETURN ALL DOCUMENTS** within the following section as part of their Tender response as detailed within Form B7.

Form B1 Acknowledgement of Receipt and Intention to Respond

Capitol Park Spine Road Phase 2
HCA Tender Reference - HCAE14049

Please e-mail this acknowledgement within **48 hours of receipt** of these Tender documents

Please Send Acknowledgement To:

To: [REDACTED]
Mott MacDonald House
111 St Mary's Road
Sheffield
S2 4AP

E-Mail: [REDACTED]

I/we acknowledge receipt of the Tender documents in respect of the above Tender.

- ☐ We intend to respond to this Invitation to Tender by the due date of 1pm Monday 27th January 2014
- ☐ We are not responding to this invitation to Tender and will return all associated material to the Homes and Communities Agency

Date of Receipt:

Company:

Name:

Signed:

Position:

Form B2 Certificate of Non-Collusion and Non-Canvassing

In recognition of the principal that the essence of Tendering is that the Homes and Communities Agency shall receive bona fide competitive Tenders from all those Tendering:

WE CERTIFY THAT:

1. The Tender submitted herewith is a bona fide Tender that is intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
 - (i) communicate to a person other than the person calling for this Tender, the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
 - (ii) enter into an agreement with any person that they shall refrain from Tendering or as to the amount of any Tender submitted; and
 - (iii) offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to have done in relation to any other Tender, any act or thing of the sort described above.
5. We have not canvassed or solicited any employee of the Homes and Communities Agency, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods and Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf, done any such act.
6. We further hereby undertake that we will not in the future canvass or solicit any employee of the Homes and Communities Agency, in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or services and that no person employed by us or acting on our behalf will do any such act.

IN THIS CERTIFICATE

1. 'Person' includes any person, any body or association corporate or incorporate.
2. 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.
3. 'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.

Signed:

Date:

Name:

In the Capacity of:

Duly authorised to sign for and on behalf of:

Tender Queries Submission Sheet

Submitted by: _____ Date: _____

[illegible]

Form B4 Quality Submission

To enable the HCA to evaluate the quality element of the Award Criteria, we require Tenderers to provide a response to the delivery of the Scope of Services outlined in Section 2.

The quality section will be assessed through tender submission based on the questions below. **The tender submission for the questions must not exceed 25 sheets of A4 pages (50 sides).**

Tenderers should refer to Section 13, contained within Part A of this document as to the relevant weighting of each question and the scoring framework that will be used within the evaluation.

1. Present a detailed organogram of your project team. Key team members (day-to-day managers of the project) to be present and to present their relevant experience in this regard. Please limit this to five key individuals, e.g. Project Manager, Site QS, Contract Manager, Design Manager (your organisation may give these roles different titles).

2. Present your proposed programme for the works. Identify how the absolute programme may be bettered and highlight any areas of work that have been scheduled to deal with site sensitivities such as water quality, environmental issues, utilities etc. Base your response on the following indicative dates:

- Mobilisation: 11th March 2014;
- Early Design: 24th April 2014;
- Complete Detailed Design by: 15th September 2014;
- Main Works Commencement: 4th August 2014
- Absolute completion: 24th June 2015

The programme is to be provided on 1 side of A0 paper.

In addition, provide:

- a) A commentary on the overall programme period and any elements of risk within that you consider may threaten timely completion;
- b) A schedule of the design and construction resources planned for the contract in sufficient detail to identify individual resources and the total proposed resources for each operation on the programme.

3. The illustrative design for the scheme provides a baseline for further development during the detailed design stage. Mindful of the Works Information, describe how any variations to the design as shown in the tender documentation that you have included in your submission will produce verifiable savings in cost and time.

4. Present a detailed proposal on how you will ensure that disruption to the local road network will be kept to a minimum and a coordinated approach will be achieved with other works in the area.

5. Describe how you will maintain effective engagement, communication and collaboration with the following people:

- Project Manager;
- The Contractor's supply chain;
- External stakeholders;

6. Please describe your process for maintaining prompt payment to the supply chain?

7. Describe how you will manage sustainability and inclusion effectively both:

- Design; and
- Construction.

8. Outline how you will manage risk and opportunities effectively and demonstrate improvements to time, cost and health and safety through innovation.

Please also provide a register of risks, identifying and describing the risk, to include the estimated effect of the risk on programme and cost, and describe the actions proposed to avoid or reduce the risk.

9. Outline how you will aim to achieve zero defects and the processes you have in place for aftercare, i.e. responsiveness to requests to remedy defects and structured communication with the team until complete to the client's satisfaction.

10. Outline how you will ensure that timely response to key information and action required by HCA and other relevant stakeholders within the period. And how compensation events will be priced accurately in construction?

11. Outline how you will manage Health and Safety processes in design and construction, and also confirm the effectiveness of Health and Safety management through independent audit. The contractor shall set out the approach for each role under the Construction (Design and Management) Regulations to identify and address the health and safety aspects of the scheme. Evidence shall be provided of the required competence to fulfil the role and to demonstrate that the tenderer is able to deal with the key health and safety issues of the scheme.

Key People Submission (Question 1)

The Contractor is to provide a detailed organogram of his project team to show key team members (day-to-day managers of the project) and provide details of their relevant experience.

The organogram should identify the posts and proposed location of key people and their teams. The skills, training and experience needed by the key people should be described. The submission must explain how the tenderer intends to fill these posts and must demonstrate that the people named meet the stated requirements. Emphasis must be placed on how these people will use their skills to successfully deliver the clients objectives.

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The submission should list the key people proposed for this contract, and identify any additional posts which tenderers consider will be critical to the success of the project. CVs and other evidence that the people identified meet the requirements for their posts are to be provided for the named people.

The page limit does not include the key people CVs.

Form B5 Pricing Schedule

The completed pricing schedule should be returned as part of the Tender Return. Below is a list of activities which must be included, as a minimum in the schedule. Total price should be carried forward to the Form of Tender within Form B6.

The following activities must be included in the Activity Schedule but may be subdivided:

- Pre-construction staff costs;
- Pre-construction survey costs;
- Mobilisation;
- Demobilisation;
- Design staff costs;
- Construction staff costs;
- Construction establishment time related costs;
- Site security;
- Temporary plant;
- Site clearance;
- General excavation and filling;
- Works to junctions;
- Road sub-base;
- Road base;
- Binder course;
- Surface course;
- Road kerbs;
- Road works and tie into existing roundabout;
- Road works and tie into Andersen Road;
- Excavation and filling for footpaths;
- Footpath kerbs/edgings;
- Road markings;
- Road signage;
- Lightening columns;
- Cabling and ducting to lighting including joints;
- Surface drainage excavation;
- Surface drainage pipework including protection, backfilling and fittings;
- Surface drainage manholes;
- Surface drainage gullies;
- Surface drainage channels;
- Formation of attenuation chambers;
- Outfall/headwall to surface drainage;
- Topsoil to embankments;
- Fencing and Landscaping;
- Ducting under road for future services;
- Culverts for existing water courses;
- Road Restraint Systems;
- Electrical connections; and
- Drainage connections.

Form B6 Form of Tender

Homes and Communities Agency

FORM OF TENDER – TENDERERS TO CARRY FORWARD TOTAL PRICE FROM PRICING SCHEDULE

Capitol Park Spine Road Phase 2 HCA Tender Reference - HCAE14049

Chief Executive
HCA

I/We.....(Tenderer's name)
having read the tender documentation delivered to us and do hereby offer to provide the [insert
Contract Title] described for the sum carried from the Pricing Schedule of:

£.....
.....
.....
(amount in words).

I/We confirm that we currently hold (or agree to effect) Public Liability/Third Party Insurance indemnifying us and the Employer against such liability with a limit of indemnity of not less than [insert value] in any one accident, unlimited in any one year.

I/We understand that it may be necessary to negotiate a level of cost acceptable to the Employer.

I/We agree and understand that no insertion or endorsement made to this Form of Tender or any other conditions made by the Tenderer in connection with this tender figure will be accepted by the Employer and any such insertion, endorsement or condition shall render the tender liable to rejection by the Employer.

Dated this..... day of[insert year]

SIGNED* WITNESS

PRINTNAME..... ADDRESS

POSITION IN COMPANY

NAME & ADDRESS OF COMPANY..... WITNESS.....

.....ADDRESS.....

.....
*IN THE CASE OF PARTNERSHIPS OR SOLE PRACTITIONERS A PARTNER OR THE SOLE PROPRIETOR MUST SIGN HERE.

The Agency does not bind themselves to accept any tender and no expense by a person submitting a tender will be paid for.

Form B7 Tender Return Checklist

In order to allow the Homes and Communities Agency to evaluate your submission and assist your organisation in ensuring it has submitted a compliant Tender, please confirm that you have completed the following sections and enclosed the relevant documents as detailed in the Tender Documentation by completing the following (*delete as appropriate*):

Completed section	
Form B1: Acknowledgement of Receipt and Intention to Respond	YES / NO
Form B2: Certification of Non-Collusion and Non-Canvassing	YES / NO
Form B3: Tender Queries Submission Sheet	YES / NO
Form B4: Quality Submission	YES / NO
Form B5: Pricing Schedule	YES / NO
Form B6: Form of Tender	YES / NO
Form B7: Tender Return Checklist	YES / NO

homesandcommunities.co.uk
mail@homesandcommunities.co.uk
0300 1234 500



Homes &
Communities
Agency

Homes and Communities Agency

2nd Floor

Lateral

8 City Walk

Leeds

LS11 9AT



The Homes and Communities Agency is committed to providing accessible information where possible and we will consider providing information in alternative formats such as large print, audio and Braille upon request.