



## **Woodside Liners**

### Invitation to Tender

### Procurement guidance & supporting information

CA18/2/1/28



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## Overview

### Contractual References

This tender will be associated with Coal Authority reference CA18/2/1/28

The Authority wishes to appoint a contractor to undertake the phased replacement of 3 No. lagoon liners with free issue 2mm HDPE liners totalling approximately 15,000m<sup>2</sup> together with associated works at Woodside Mine Water Treatment Scheme. The associated works are to construct a flow meter chamber and undertake minor metalwork safety works.

The location of this site known as Woodside MWTS is within Shipley Country Park, nr Ilkeston, Nottinghamshire. (444991, 343126).

The conditions of contract are the core clauses and the clauses for the main Option A, dispute resolution Option W2 and the secondary Options X2, X18, Y(UK)2 of the NEC3 Engineering and Construction Contract April 2013. with additional conditions of contract.

### Indicative Timetable

Below is detailed the indicative timetable of the procurement process.

Task	Date
Invitation to Tender published	12 April 2019
Site visit	2 May 2019
Tender Period Closes	17 May 2019

### Site Visit

Interested parties are invited to visit the Woodside site for an escorted inspection on

**2 May 2019 at 1000 hrs**

**Please confirm your attendance at this visit by way of a message on the Coal Authority's e-sourcing portal.**

**Please also confirm names and contact details of those attending.**

## Pricing

A financial ceiling will be set, based upon the appointed Contractor's financial submission. The financial ceiling will not be exceeded by the appointed Contractor without prior justification and the written authorisation of the Coal Authority's Project Manager.

## Tender Return, Assessment & Criteria

The ITT Bid evaluation will be based on the technical and financial proposals within the bids and the information set out in each compliant bid

Bidders must accept the Coal Authority's terms & conditions.

The Coal Authority will reject any Bid which is not a Compliant Bid.

A Bid shall only be a compliant bid if the following documents have been completed and submitted:

- Qualification Envelope completed in the Bravo e-portal
- Technical Questionnaire and Responses - Completed in the Bravo e-portal

The tendering *Contractors* are to ensure that the registered contact details on the eTendering portal are correct for this process.

In order to register, please log on to <https://inbye.coal.gov.uk/s2c/> following the links and should you have any difficulties with this procedure, please contact Peter Kobryn on 01623 637302

The tender will be awarded on the basis of the most economically advantageous tender and will be assessed based upon a **60% Quality and 40% Financial split**, with the quality assessment being completed prior to the financial assessment.

The documentation to be submitted is summarised.

One Quality Submission is required on the eTendering portal.

The Financial submission for the project is to be submitted on the eTendering portal.

The Evaluation of the ITT responses will be carried out in two stages.

These stages are:

- Stage One: Core Assessment;
- Stage Two: Technical Assessment.

### Stage 1 – Core Assessment

The assessment at Stage 1 will comprise of a number of questions on the following topics:

- General & Organisation

- Economic & Financial & Legal Standing and Insurance
- Safety, Health & Environmental Issues

These elements will be assessed on a minimum “meets requirements” basis.

The Authority reserves the right to exclude any bid that does not meet the minimum requirements for these elements

The “meets requirements” score required in the health and safety and environmental sections of the questionnaire is 40%.

The Authority will exclude a bid from this process if it establishes that the economic operator has been convicted of any of the offences defined in Regulation 57 of the Public Contract Regulations 2015

Bids meeting requirements will then be evaluated on the basis of the most economically advantageous tender.

Your tender should be submitted on a fixed price basis and should remain open for acceptance for a period of 120 days from the closing date for the receipt of tenders.

Tenders received after the tender closing date will not be considered. Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your tender.

Your submitted tender rates and prices must be exclusive of Value Added Tax.

### Quality Scoring Assessment for Stage Two

Assessment	Detail	Score
<b>Adds Value</b>	The evaluators are satisfied that the submission demonstrates clearly and convincingly how all the <i>Employer's</i> requirements in the area being evaluated will be delivered in an excellent way adding value	<b>5</b>
<b>Meets Requirements</b>	The evaluators are satisfied that the submission demonstrates how the <i>Employer's</i> requirements in the area being evaluated will be met to an acceptable standard.	<b>4</b>
<b>Minor Concerns</b>	The evaluators consider that the submission demonstrates how most of the <i>Employer's</i> requirements for the area being evaluated will be delivered but there are areas of minor concern.	<b>3</b>
<b>Significant Concerns</b>	The evaluators consider that the submission leaves them with significant concerns about the requirements for the area being evaluated being delivered in an acceptable manner	<b>2</b>
<b>Unacceptable</b>	Either <ul style="list-style-type: none"> <li>• no proposals are submitted in relation to the aspect of the</li> </ul>	<b>0</b>

Assessment	Detail	Score
	<p>proposals for delivery being evaluated,</p> <ul style="list-style-type: none"> <li>the evaluators consider that the submission fails to demonstrate how the <i>Employer's</i> requirements for the area being evaluated will be delivered or</li> <li>the evaluators have major reservations about the approach or solution proposed in the submission in relation to the area being evaluated</li> </ul>	

**The Coal Authority reserves the right to deem any submission scoring a 0 or 2 for any scored question as non – compliant and as such may be excluded from consideration**

### Stage Two – Technical Assessment – Details

See below details, requirements and weightings for the quality elements of this tender.

Subject	Question	High Scoring Response
<b>Technical Experience – 35%</b>	<p>Provide by way of attachment evidence of three previous projects that you have delivered which are relevant and / or similar to the scope of this contract.</p> <p>Please include detailed information on the scope of these previous projects, the extent and detail of the works involved, location and value.</p> <p>Maximum 6 sides of A4</p>	<p>Technically relevant examples provided. Scope meets or exceeds project work specification.</p> <p>Phased liner replacement, metalworks , flow meter chamber, stairs, isolation, flow management and operation of treatment works.</p> <p>Responses with technical content providing significant detail to assure technical capability.</p>
<b>Contract Management Experience – 10%</b>	<p>Provide details of past relevant or similar projects showing how you have managed the contract, how the contract has been implemented and how it has been managed throughout the lifecycle of the project.</p> <p>The Coal Authority will be using NEC ECC Contract Option A for this project so any experience of using this form of contract should be highlighted.</p> <p>Details of methods and personnel</p>	<p>Relevant or similar project examples provided which were managed under NEC ECC.</p> <p>Evidence that key resources for the project have understanding of NEC ECC suite of contracts.</p> <p>Clear and concise evidence of highly developed contract management skills and experience.</p> <p>Evidence of experience of beneficial</p>

Subject	Question	High Scoring Response
	<p>skills used for the management of NEC ECC contracts is of particular relevance.</p> <p>Please explain how your experience and skills have benefitted the client Project Manager in these examples</p> <p>Equivalent experience of contract management will be accepted and considered.</p> <p>Maximum of 2 sides of A4</p>	<p>working with client Project Managers</p>
<b>Outline Programme – 15%</b>	<p>By way of an attachment please provide an outline programme for the delivery of the scope of works detailed in the Works Information.</p> <p>Please identify the critical path in your programme</p> <p>This could be in the form of either a Gantt chart or spreadsheet but should clearly illustrate the detail of each stage of the process.</p>	<p>Clear understanding of each element of work and reasonable timescales.</p> <p>A programme that shows evidence of detailed planning and optimally balances the timescales for delivery with realistic estimates for completion.</p> <p>Shows time allowance for changeover/drain down of lagoons and chambers.</p>
<b>Risk – 5%</b>	<p>Provide evidence of risk identification and elimination and risk management methodologies in construction stages of a similar project.</p> <p>Provide examples of construction risk assessments for similar projects.</p> <p>Maximum of one spreadsheet document or 4 pages of A4</p>	<p>Appropriate consideration given to CDM in construction which requires the general principles of prevention to eliminate, so far as reasonably practical foreseeable risks in construction.</p> <p>Examples of detailed design risk assessments and mitigation methods considered.</p>
<b>Methodology – 20%</b>	<p>Please explain how you would complete these works by way of a detailed methodology that backs up your programme submission</p> <p>Provide explanation of the methodology to be used to deliver key</p>	<p>An appropriately detailed response that gives the assessment panel confidence in the methodology and programme.</p> <p>This should include consideration of the phased liner replacement and the order in which works are completed,</p>

Subject	Question	High Scoring Response
	<p>elements of this work e.g. phased liner replacement, metalworks , flow meter chamber, stairs, isolation and flow management.</p> <p>This should include details of elements such as, for example, permits controlling isolation.</p> <p>Maximum 3 sides of A4 per site to include any diagrams.</p>	<p>management of flows, isolation and consideration of contingency if required etc.</p>
<b>Delivery</b>	<p>By way of an attachment please detail how you will deliver the various requirements of this project.</p> <p>Will all elements be delivered by direct labour or will specialist sub-contractors be utilised?</p> <p>If work is to be sub contracted please detail the organisations concerned and the process that your organisation follows to approve and employ sub-contractors.</p>	<p>This is not a scoring question – for information only.</p>
<b>Site Supervision - 15%</b>	<p>By way of an attachment please detail how you manage all elements of a project when on site.</p> <p>This is relevant whether you will be delivering the project with wholly direct labour or with sub contracted organisations.</p> <p>Please also include the CV of the person who would be your full time site manager if successful</p> <p>By managing the project on site , we mean;</p> <p>(i) How quality is maintained on site throughout the project?</p> <p>(ii) How the different activities (civil,</p>	<p>This question is seeking to get a good understanding of how you would effectively manage the day to day working of the site during the project including STS interface.</p> <p>Detailed evidence of procedures and also behavioural management that deliver an efficient and effective project for the client</p> <p>A suitably experienced site manager</p> <p>Particularly if using sub-contractors (but also if using direct labour) how will the site supervisor / manager be able to effectively supervise activities that may not be their core experience and ensure high quality work</p>



Subject	Question	High Scoring Response
	<p>mechanical, operational interface) will be managed by your appointed site manager / supervisor?</p> <p>(iii) How an effective site is maintained during the project?</p> <p>(iv) How you would deal with the specific demands of complying with CONSERVATION OF HABITATS AND SPECIES REGULATIONS 2017 Mitigation licence: (Greater Crested Newt Licence)</p> <p>Maximum 2 sides of A4 &amp; 2 sides of A4 for CV</p>	

## Guidelines

The questionnaire should be completed by a partner/director/senior manager.

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately, if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the organisations policy and arrangements.

Organisations currently providing services to the Authority must provide full details as requested and not just refer to the Authority.

Appendices in the form of attachments are either requested for the response to a specific question or can be included in the General Attachment area of this questionnaire but where included must be clearly labelled and cross referenced to ensure the information supplied can be assessed in full.

## Assessment & Feedback

The tender submissions will be assessed in accordance with selection criteria.

The Authority will recognise the required standstill period when notifying all bidders of the outcome of the process.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring and confirmation of the successful tenderer.

## Acceptance Procedure

The Authority does not bind itself to accept your tender and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this ITT but The Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

No tender shall be deemed to have been accepted unless such acceptance has been notified in writing to the tenderer.

Whether or not your tender is accepted, you must treat the details of all tender documents as private and confidential. If you decide not to submit a tender, you must reply that you wish to reject the tender and provide a comment why.

If you require clarification then a query through the online messaging facility should be submitted.

## Declaration

We declare that this is a bona fide tender, intended to be competitive, and that we 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.

We also declare that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, pay or give or agree 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 be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

## Appendix A – Transparency Guidance

### Transparency

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

As part of the transparency agenda, Government has made the following commitments with regard to procurement and contracting:

- All new central government ICT contracts over the value of £10,000 to be published in full online from July 2010.
- All new central government tender documents for contracts over £10,000 to be published on a single website from September 2010, with this information to be made available to the public free of charge.
- All new central government contracts over the value of £10,000 to be published in full from January 2011.
- New items of central government spending over £25,000 to published online from November 2010.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new Government contract, the resulting contract between the supplier and Government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

The publication of information incorporates but is not limited to the following documentation/information. This will cover potential contract extensions and orders placed against a framework or term contract.

Contracts: contract, specification, terms and conditions, schedules and pricing – issued by both the tenderer and the Authority.

Tenders: invitation to tender, specification, terms and conditions, prequalification questionnaires, OJEU notices – issued by the Authority.

Spending: summary of invoice information in relation to payments made and includes invoice values – submitted by suppliers.