



Invitation to Tender

Torpoint Integrated Travel Network (Initial 6 Mobility Hub Feasibilities)

1. About the organisation

1.1 The organisation responsible for the creation and issue of this invitation to tender is:

Torpoint Town Council
1-3 Buller Road
Torpoint
Cornwall Council
PL11 2LD Tel: 01752 814165, clerk@torpointtowncouncil.gov.uk

1.2 Torpoint is a friendly community that has risen in popularity over the past 20 years. It developed at the turn of the 18th century around the growing service across the River Tamar and has therefore become the gateway to the picturesque peninsula of South East Cornwall.

1.3 The history of Torpoint goes back some 270 years - not very long in comparison with many other local towns and villages. One of the first mentions of Torpoint is an old print of the Hamoaze dated 1734. It shows two men leaning against a millstone which has the words 'Tarr Point' carved on it. There is also a mention in Antony Church records dated 1745.

1.4 Torpoint ferries have been operating since 1791 with the first chain ferry in 1834. There have been several modernisations since then and Torpoint can now boast the world's largest chain ferries.

1.5 St John's Lake is part of the tidal estuary of the River Tamar. It is an outstanding wintering spot for the waders and wildfowl as well as being a stopover for migrating gulls and terns.

1.6 Torpoint's proximity to St John's Lake and Plymouth Sound has encouraged the development of its thriving sailing community. The open tidal waters provide the challenging conditions enjoyed by sailors and windsurfers alike.

1.7 HMS Raleigh, situated on the outskirts of Torpoint, is a Royal Navy training establishment for all ratings, it also is the home of the Band of Her Majesty's Royal Marines (Plymouth). HMS Raleigh has figured prominently in the community since it was originally commissioned in 1940.

1.8 The twin villages of Kingsand and Cawsand lie on the Cornish side of Plymouth Sound with Maker & Rame close by. Mount Edgcumbe House and Park are also in the same vicinity. Torpoint's neighbour and old rival

Millbrook nestles at the head of Millbrook Creek and was a centre of industry for a considerable number of years.

2. Background and Context

2.1 Torpoint Integrated Transport Active Network (TITAN) is the outcome of a Transport Regeneration Survey conducted by Cormac (Enclosure 1) in partnership with Cornwall Council, Antony Estate, Mount Edgcumbe Estate, Maker with Rame Parish Council and Torpoint Town Council. The regeneration survey was funded by a Town Vitality Funding Bid and Torpoint Town Council. The survey demonstrates the general communications and public transportation problems that the Rame Peninsula and Torpoint suffers from. An increase in the number of roads, infrastructure and public transportation is highly unlikely in the Peninsula given its rural setting, Area Of Nature Beauty and protected areas. Therefore, given its geographical separation and topographic issues it is clear an integrated transport approach is essential.

2.2 The project will support those who live here, as well as enable access to jobs, services, training and education. The feasibility studies that this project will build upon the TITAN report to ensure the existing infrastructure can be integrated with the creation of the 6 mobility hubs described in the report. All six initial hubs have been suggested their creation should be within the Rame Peninsula taking into account land ownership.

2.3 TITAN brings forward the opportunity to connect the dislocated communities together, by integrating its cycle networks and footpaths and it supports public transport opportunities. The network proposed is designed to account for significant origin and destination travel patterns, future increased visitor numbers (National Marine Park and Cruise Liner Terminal) and it capitalises on the latest technology. The revealed potential for the development of water-based travel in the area (Growth Fund Bid for Rendel Pier) is also incorporated into the regeneration strategy, alongside the integration of existing bus services to provide much improved communications across the area.

2.4 The aim of the feasibilities is to determine the size and location of the Hubs based upon services to allow an initial design to be created, identify risks and issues, alongside connectivity to public transport routes and determine delivery costs.

2.5 The ITT is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

3. Tender requirements

3.1 Whilst the whole project is a significant development this quotation seeks to complete the feasibility studies on the first six key locations and to fully understand the costs and commence delivery. The mobility hubs will enable coordinated travel, provide e-bike charging facilities, secure cycle storage, access to wi-fi hotspots as well as providing seating, protection from inclement weather and dependent upon location, potential parcel delivery services, access to emergency medical equipment and local information, as well as connecting to transport data.

3.2 The overarching report will contain six location specific costed feasibility reports for the delivery of a mobility hub at the first six key locations identified by the Torpoint Town Project Board to support the Torpoint Integrated Travel Active Network (TITAN).

3.3 Each of the six feasibility reports should contain the following:

- a. An agreed identified location once physically checked against services
- b. Land ownership details as well as access information
- c. Requirements to site mobility hub
- d. Indicative design and details of mobility hub content based on location
- e. Traffic, Mobility and Route connectivity for footpaths, cycling and public transportation
- f. Grid Analysis for connection and Data Access
- g. Site overlay including spatial overlay and suggested arrangements
- h. Feasibility of delivery, Risks, Issues, Dependencies and Opportunities
- i. An overarching report to describe how the six link together and any issues around delivery and cost to including the requirement for signage and way finding.
- j. Cost Breakdown for delivery by task and member of staff

4. Budget

The total maximum budget available for this commission is £60,000.00 (exc VAT), but inclusive of all expenses.

Tenders that exceed the total budget will not be considered.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 21st December 2023. The timetable for submission of the tender, completion of the programme is set out below.

Milestone	Date
Date Invitation to Tender (ITT) available on Contracts Finder	18 July 2023
Last date for raising queries	28 July 2023
Last date for responses to clarifications to queries	2 August 2023
Deadline to return ITT	1200 6 September 2023
Evaluation of ITT	7 September 2023
Evaluations reviewed by Town Team Project Board and recommendation made	12 September 2023
Award of Contract	21 September 2023
Start Meeting	25 September 2023
Final Report Submission	4 December 2023

6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Torpoint Town Council during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:

- i. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),
 - ii. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
 - iii. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
 - d. Conflict of interest statement.
- 6.2 Examples of two other similar projects that have been completed that demonstrate the ability and experience of the team being proposed (one side of A4 maximum per example).
- 6.3 CV's of all relevant members of the team (one side of A4 maximum per CV).
- 6.4 Programme of work.
- 6.5 Breakdown of expected costs and budget.

7. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Torpoint Town Council.

8. Conflicts of Interest

8.1 Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Torpoint Town Council or its programme team, that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest, which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

8.2 Receipt of this statement will permit Torpoint Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender clarifications

9.1 Any clarification queries arising from this Invitation to Tender (ITT) which may have a bearing on the offer should be raised by email to:

clerk@torpointtowncouncil.gov.uk in accordance with the Tender and Commission Timetable in section 5.

9.2 Responses to clarifications will be anonymised and uploaded by Torpoint Town Council to Contracts Finder and will be viewable to all tenderers.

9.3 No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Torpoint Town Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

Tender returns will be assessed on the basis of the following tender award criteria

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1.	Pass/ Fail
Ref 6.2 Examples of similar work	20
Examples of two other similar projects that have been completed that demonstrate the ability and experience of the team being proposed (one side of A4 maximum per example).	
Ref 6.3 CV's, capability and capacity	20
CV of all relevant members of the team being proposed to provide the contracting authority with confidence that the tenderer has the capability and capacity to deliver the work in the time frame required (one side of A4 maximum per CV).	
Ref 6.4 Programme of work	40
Programme of work to deliver the required feasibilities and overarching report in a practicable and realistic order to achieve the required programme.	

<p>Each of the six feasibility reports should contain the following:</p> <ul style="list-style-type: none"> a. An agreed identified location once physically checked against services b. Land ownership details as well as access information c. Requirements to site mobility hub d. Indicative design and details of mobility hub content based on location e. Traffic, Mobility and Route connectivity for footpaths, cycling and public transportation f. Grid Analysis for connection and Data Access g. Site overlay including spatial overlay and suggested arrangements h. Feasibility of delivery, Risks, Issues, Dependencies and Opportunities i. An overarching report to describe how the six link together and any issues around delivery and cost to including the requirement for signage and way finding. j. Cost Breakdown for delivery by task and member of staff <p>The report should be completed in a PDF format.</p>	
Ref 6.5 Breakdown of expected Costs & Budget	20
<p>A fixed fee for this work (exc VAT) including travel and other expenses.</p> <p>The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 20 x lowest bid / bid</p>	

11. Assessment of the Tender

11.1 The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

11.2 During the tender assessment period, Torpoint Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

11.3 Torpoint Town Council is not bound to accept the lowest price or any tender. Torpoint Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Torpoint Town Council's internal procedures and Torpoint Town Council being able to proceed.

12. Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached Torpoint Town Council standard Financial Regulations. (See Enclosure 2 – Section 11. Contracts).

13. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: As per Section 5

Emailed tenders should be sent electronically to tender@torpointtowncouncil.gov.uk with the following message clearly noted in the Subject box; 'TITAN Initial 6 Mobility Hub Feasibilities'

Tenderers are advised to request an acknowledgement of receipt of their email.

14. Disclaimer

14.1 The issue of this documentation does not commit Torpoint Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Torpoint Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Torpoint Town Council and any other party (save for a formal award of contract made in writing by Torpoint Town Council or on behalf of Torpoint Town Council).

14.2 Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Torpoint Town Council or any information contained in Torpoint Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Torpoint Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

14.3 Torpoint Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

14.4 Cancellation of the procurement process (at any time) under any circumstances will not render Torpoint Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

Enclosures:

Enclosure 1 EDG2028 Transport Strategy Report V0.3 final
Enclosure 2 Torpoint Town Council Financial Regulations