

**Council of the Isles of Scilly**

A strong, sustainable and dynamic island community

**INVITATION TO TENDER FOR**

**Internal Remodelling of Carn Gwaval Well-being centre**

**REFERENCE NUMBER**

CIoS\_241213

**DATE OF ISSUE**

**ddmmyyyy**

**Advertised at:** [**https://www.gov.uk/contracts-finder**](https://www.gov.uk/contracts-finder)

[**http://www.scilly.gov.uk/business-licensing/contracts/current- contract-opportunities**](http://www.scilly.gov.uk/business-licensing/contracts/current-%20%20%20%20contract-opportunities)

# Core information

|  |  |  |
| --- | --- | --- |
| Title |  | Remodelling works to Carn Gwaval Wellbeing Centre |
| Our ref: |  | CIoS\_241213 |
| Procurement type |  | Works |
| Description |  | The Council of the Isles of Scilly are seeking tenders from suitably qualified and experienced contractors to undertake the internal re-modelling of the Carn Gwaval Wellbeing centre. |
| CPV Code1 |  | 45000000 |
|  |  |  |
| Estimated contract value |  | £160,000.00 |
| Quality:Price ratio |  | 30:70 |
|  |  |  |
| Primary contact |  | procurement@scilly.gov.uk |
| Clarifications and tenders to; |  | procurement@scilly.gov.uk |
|  |  |  |
| Tender publication date: |  | 13 December 2024 |
| Clarifications upto date: |  | 03 January 2025 |
| Tender submission date |  | 20 January 2025 |
| Tender submission time |  | 16:00 |
| Tender evalaution period |  | 31 January 2025 |
| Contract award date |  | 03 February 2025 |
| Standstill period |  | na |
| Earliest date contract award |  |  |
| Anticipated contract commencement |  | 01 March 2025 |
| Contract end date |  | 30 July 2025 |
|  |  |  |
| Contract suitable for SME? |  | Yes |

# Section A: Introduction

The Council of the Isles of Scilly is looking for a single Provider to be appointed to undertake the internal remodelling of the Carn Gwaval Well-Being Centre.

## This is a sub threshold level works contract being procured under the open tender process. As a consequence of the estimated value of the contract this procurement is not subject to the full extent of the Public Contract Regulations.

## Section B provides details on the required response format, qualitative questions for tender appraisal, sections for the priced return and an explanation of the evaluation process. There is also a checklist of additional certificates to complete and sign.

## Section C contains the Scope of Services.

## Prior to commencing formal evaluation, Tender Responses will be checked to ensure they are fully compliant with the conditions of Tender. Non-compliant Tender Responses may be rejected by the Authority. Tender Responses which are deemed by the Authority to be fully compliant will proceed to evaluation. These will be evaluated using the selection criteria and weightings detailed in Section B.

## Following evaluation of the Tenders the Authority will undertake all necessary due diligence checks, including those relating to the successful providers response to Appendix A: Qualitative Selection Document, and, subject to the due diligence checks, will award a contract to the successful provider. Where checks on the qualitative selection document make the initial successful providers non-compliant their submission will be rejected and the next highest scoring tender will become the successful provider

# Section A continued: Background

## The Council of the Isles of Scilly can claim that it is unique in terms of its geographical isolation, its constitution, history and community and in terms of the broad range of services that it delivers. The Council has responsibility for the provision of children services, adult social care, housing, waste management, recycling, fire services, highways, environmental health, planning and development, registration of births, marriages and deaths, tourism, coastal-defences, sea fisheries, transport, Health overview, Health and Safety, and emergency planning. A complete catalogue of services would give a list of more than 100 services provided to this remote island community. The Council also operates St Mary’s Airport, central to the local economy and the 10th busiest regional passenger airport in the United Kingdom.

## The Council has an important role as a focus for the Islands’ community and has a significant role as a community leader. It is at the centre of the sustainable development of this unique Island Community and works closely with partners to ensure a sustainable and vibrant community.

## The Isles of Scilly situated 28 nautical miles south west of Lands End, Cornwall, are a group of approximately 200 low-lying granite islands and rocks. The 2011 Census identifies the resident population on Scilly as 2,203, with the majority living on St Mary’s. Most of these live within the administrative centre of Hugh Town. In addition, there are small though significant communities on 4 of the off-islands of St Agnes, Bryher, Tresco and St Martin’s. The population remains stable but is aging rapidly as the young leave for the mainland in pursuit of further education, jobs and homes and the elderly retire to the islands. Issues of access and social exclusion are acutely felt here.

## The exceptional quality of the islands environment reflects its designation as an Area of Outstanding Natural Beauty (AONB), Conservation Area and Heritage Coast. The Conservation Area and the AONB boundaries are coincidental and cover the entire archipelago. In addition there are 27 Sites of Special Scientific Interest, 236 Scheduled Ancient Monuments, 128 listed buildings (4 Grade 1 and 8 Grade 2\*), a Special Area of Conservation (EU Habitats Directive) and a Special Protection Area (EU Birds Directive).

## The economy of the islands is dominated by tourism which leads to significant under employment on the islands. The potential for career development and higher paid jobs is currently limited. Our young people are not exposed on a daily basis to the range of employment, social and cultural opportunities available in the wider world.

## Additional general information about The Council of the Isles of Scilly can be found on [www.scilly.gov.uk](http://www.scilly.gov.uk). A more detailed brief of the project can be found in the specification at Section C of this ITT. The Authority shall actively manage the resulting key contract activities including: contract review meetings; KPI management and analysis of management information.

# Section B: Response, Submission and Evaluation

### Required Response Format

**Qualitative evaluation criteria**

## **An Executive Summary** – highlighting the key elements of the proposed approach and commercial matters. (0%) (Limit 1 side A4)

## **Meeting the Specification**

## **Demonstrable experience and qualifications in construction** as detailed in the Specification **Pass/Fail**

## Tenderers should provide case studies of their previous experience of works of this scale and complexity (10%) (Limit 1 side A4)

## **Environmental considerations**.

Tenderers should describe how they will dispose of waste materials arising from construction activity (10%) (Limit 1 side A4)

## **Health and safety**

## Tenderers should review the Contractor Health and Safety document and detail their capacity to comply with the core requirements outlined.

(10%, Limit 1 side A4).

**Total - 30%**

**Scoring Methodology:**

The tender submissions will be assessed using the scoring methodology below. If a tender submission receives a fail then the tender will not be considered further and will be rejected on the ground that the appointment would present too great a risk to the delivery of the contract.

|  |  |
| --- | --- |
| Score | Assessment |
| 0 | No comments or information provided; complete rejection of fundamental principles of THE project; meets none of the mandatory requirements and demonstrates a complete misunderstanding of Authority’s brief. |
| 1 | Poor submission with limited evidence that the mandatory requirements are met. The response demonstrates a poor understanding of the Authority’s brief and there are issues, weaknesses or omissions which seriously detract from the quality of the response. |
| 2 | Acceptable submission with identifiable shortcomings – the comments made show areas of weakness and though mandatory requirements are broadly met, there are areas where the evidence of delivering the mandatory requirements is not detailed or clear.  Information has been provided but there are areas where the understanding of the Authority’s brief is not supported by detailed evidence; or there are issues, weaknesses or omissions which detract from the quality of the response more than occasionally. |
| 3 | Good submission – comments or information submitted are good and meet the mandatory requirements of the question without offering any notable advantages.  A good level of information is provided that demonstrates a good understanding of the Authority’s brief and requirements. Though supported by evidence, there are issues, weaknesses or omissions which occasionally detract from the quality or detail of the response. |
| 4 | Very good submission – comments made demonstrate a sound and complete approach which have the potential to meet the mandatory requirements of the question.  Very good level of information provided that demonstrates a very good understanding of the Authority’s brief and requirements. The response is supported with clear and detailed evidence with a few minor issues, weaknesses or omissions. |
| 5 | Excellent submission – comments made demonstrate a sound and complete approach which will have the potential to meet and exceed the mandatory requirements of the question.  Comprehensive level of information provided that demonstrates an excellent understanding of the Authority’s brief and requirements. The response is supported with clear and detailed evidence and if there are any issues, weaknesses or omissions identified, they are minimal and do not detract from the high level of relevance and detail of the response. |

## **Cost Value for Money (70%)**

## Tenderers should complete the Pricing Template \ PL\_4101565\_CG Schedule of Works.xlsx provided in the Tender pack

## For clarity, all tender price submissions will be judged on their estimated annual fee. The individual price elements will not be used to determine the successful proposal. The above breakdown, along with the narrative, allows the Council to better understand how the overall fee is made up by each of the identified activities.

## In their response to this section, tenderers should set out any assumptions that they have made in arriving at their fixed price. Specifically excluded items should also be identified.

**Total – 100%**

**Scoring Methodology:**

The Authority will evaluate the Fixed hourly rate of each provider to determine the Price scores. The Authority uses a graduated mean weighted average system in determining the relative scores awarded. This process is conducted through a spreadsheet formula which operates as follows:

* All tenderers Price submissions are summed and a mean average price is established.
* The mean average price constitutes the value at which 50% of the available score for price is met. For example, if the mean average of all the prices was £150,000 any individual submission equalling this value would achieve 50% of the Price weighting (in this tender 60%). In this example the score awarded to such a submission would be 30% (50% of a total of 60 = 30%)
* The formula identifies tenderers proximity to this 50% benchmark value and awards, on a graduated basis, relatively higher marks are awarded for those submission whose price is lower than this benchmark (reflecting better price offered to the Authority) and relatively lower marks are awarded for those submissions whose price is higher than this benchmark.
* Mathematically the process used can be expressed as
  + Mean Average/Price submission \*0.5
  + As an example, two tenders are received and the prices of these tenders are £100,000 and £200,000. This generates a mean average of £150,000. The calculation is applied to the price submission with the following result:
    - Tender 1 - 150,000/100,000 \*0.5 = 0.75
    - Tender 2 – 150,000/200,000 \*0.5 = 0.375
  + The values generated for Tenders 1 and 2 (0.75 and 0.375) are then applied to the overall Price weighting for this section (in this tender 60%) to generate the final price scores for the respective tenders. This can be expressed mathematically as:
    - Tender 1 – 60% x 0.75 = 45%
    - Tender 2 – 60% x 0.375 = 22.5%
  + For clarity, the final Price score for Tender 1 and 2 are respectively 45% and 22.5%.

### Documents to Complete and Sign

## In addition to providing written responses to sections B1 to B5, the following documents need to be completed and signed.

* Annex A - Standard Selection Questionnaire (to complete, sign and return with tender)
* Annex B - Specification and Pricing Document (Pricing Template\PL\_4101565\_CG Schedule of Works.xlsx)(to complete, sign and return with tender)
* Annex C Certificate of Bona Fide Tender (to complete, sign and return with tender)
* Annex D Expression of Interest Proforma (to complete, sign and return as soon as possible)

### Submission of Tenders

## Tenders should be submitted in accordance with the Core Information table

### Evaluation of Tenders

## The Tender process will be conducted to ensure that Tenders are evaluated fairly to ascertain the most advantageous tender.

## The successful tenderers will be selected on the basis of the most advantageous proposal, having regard to the evaluation criteria specified above. The Authority shall not be bound to accept any proposal received or to award any contract pursuant to this Invitation to Tender.

### Evaluation Process

## The evaluation process will feature some, if not all, the following phases:

|  |  |
| --- | --- |
| **TABLE 2: EVALUATION PROCESS** | |
| Phase 1 | Compliance Checks |
| Phase 2 | Assessment of the Selection Phase Information (Standard Selection Questionnaires) |
| Phase 3 | Independent Evaluation of the Award Criteria (Questions D1 – D4) by evaluation committee members |
| Phase 4 | Consensus Meeting to confirm scores for the tenders  (The consensus scoring process will operate on a mean average basis of each of the independent scores) |
| Phase 5 | Cost/Price Scoring  (Undertaken through spreadsheet) |
| Phase 6 | Identification of the Most Economically Advantegous Tender Submission  (This will be on the basis of the highest total score for the combined quality and cost/price scores) |
| Phase 7 | Evaluation Report, recommendation and decision to proceed |
| Phase 8 | Notification of tenderers |
| **Note - the Authority reserves the right to vary the process so that Selection Phase evaluation takes place following phase 6.**  **Note – Some phases e.g. Cost/Price Scoring, may overlap with other phases and the above ordering of activity should be considered illustrative only**. | |

### Award of Contract

## The Authority will inform all Tenderers in writing of any intention to award a Contract. Following a minimum standstill period of 8 days, subject to there being no substantive challenge to that intention, a Contract will be formally awarded to the successful Tenderer.

## All unsuccessful Tenderers will be provided with an “unsuccessful letter” in writing at the start of the standstill period notifying them of the outcome of the evaluation exercise. This will include details of:

* the award criteria;
* the score of the Tenderer;
* the name of the successful Tenderer/s
* the score for the successful Tenderer/s.

## Unsuccessful Tenderers will be able to seek a debrief

## **Section C: Scope of Services**

## **Please refer to the project brief included with the ITT in the tender pack.**

# Section D: Draft Contract

**Please see draft contract within the tender pack**