**A logo with a unicorn and a shield

Description automatically generated**

**Contract for:**

**Enabling and building stabilisation works at**

**Bassett Centre Refurbishment, Camborne**

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| Volume 2 (Part B) – Applicants Offer  This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted. |

Closing time/date for return of submission: **12:00 (Noon) 25/10/2024**

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| Name of Applicant: |

Please return electronically to: [tenders@camborne-tc.gov.uk](mailto:tenders@camborne-tc.gov.uk)

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# Section 1 – General Notes

1. This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.
2. This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.
3. There is a word count for the responses – Please ensure that for each method statement that the response is no more than 2,000 words on 2 A4 pages at a font no smaller than Aerial 11.
4. Appendices are only permitted to illustrate detail as set out in the method statement, not to add in more detail. Where appendices are used to avoid word count or are not succinct then they will not be evaluated.

# Section 2 Applicants Response to Tender

1. Section 2 to be completed by all Applicants looking to submit a formal response to this Tender.
2. Please note, in completion of the bid submission around quality questions, we would be expecting to see the tenderer bring out the detail of the whole core team (irrespective of level of input anticipated and their roles, experiences and capabilities, and what they would bring to support in the delivery of this project – but with a clear focus on the key members of the proposed team that would be engaged.
3. The below are pass fail questions, and in the event that you answer “no” to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.
4. The below are pass fail questions, and in the event that you answer “no” to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.

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| **Ref** | **PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding:** | **Please delete as appropriate** |
| 1 | The work will be in line with all issued drawings and accompanying schedules issued with this Tender opportunity | Yes / No |
| 2 | You will be appointed as Principal Contractor as defined under the Construction Design Management (CDM) Regulations and appoint the nominated Contractors acting as coordinator to deliver the total project as set out in this tender pack. | Yes / No |
| 3 | You will contract with the Council under the Terms and Conditions as set out.  NOTE: If the Contractor does have any comments they shall be provided as a table detailing each and every clause, their objection, and proposed revised wording. A ‘Pass’ will be given for either full explicit acceptance or providing comments on the Contract amendments in the format noted above. A ‘Fail’ will be given if the Tenderer makes any generic comment, no comment at all or does not explicitly accept the Contract amendments.  The Contractor shall note that any such issues above will be the only matters that can be discussed during Contract formalisation and the Council will not enter into any form of negotiation for any points or clauses not clearly raised as part of the Tender submission. | Yes / No |
| 4 | The Tenderer must confirm their full, unqualified and unconditional acceptance of the liquidated damages amounts included within Section A20 of the Preliminaries document for the Contract within Appendix E of the ITT. | Yes / No |
| 5 | You will be able to deliver the and hand over the site as complete to the Council by the target date as set out in the indicative timetable – if not please provide your target date (the Council may look at reasonable dates beyond target date) | Yes / No |

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| **Method Statement Topic Area – CONSTRUCTION AND DELIVERY:** |
| **Requirements for the Applicant’s response to this Method Statement:**  The Applicant’s response to this Method Statement is for the Applicant to provide a detailed method statement around how they will meet the requirements as set out in the associated around the **Construction and delivery** elements**.** This will include details on the teams they would assemble to undertake the construction aspects, evidence around their experience and skills around same / similar construction and how this project would benefit from that.  The response should also take into account the nature and type of construction which the works are to be carried out in and accordingly how the supplier will assemble a team able to work effectively in such a setting, e.g. listed buildings and buildings of historic importance, traditional construction methods and crafts, conservation constraints, etc  The Contractor must have proven and demonstrable experience of successful restoration, conservation and reinstatement work on historical and significantly important buildings which takes into consideration of the necessary professional trade experience, e.g. stonemasonry, carpentry / joinery, roofing / leadwork, etc as well as necessary understanding and experience around working on listed and conservation projects.  The Contractors response must clearly indicate the experience that they would bring to this project through reference to previous projects, the professions and tradespersons they would look to enlist on the project along with details of the specific works they have worked on, plus how these experiences and personnel would benefit this project to deliver high quality successful outcomes.  Please identify the top 5 risks relating to the completion of the works and submit details of how you propose to remove or at least mitigate the potential consequence of these major risks. This should not be a generic risk register.  This will include providing confidence in how the supply will assemble the right skills, either from within and across their organisation as well as with any wider supply chain.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly indicate an understanding of the requirements as set out and what is necessary to delivery high quality outcomes in relation to the construction and needs for this project. It will clearly set out how each of the identified parts in the specification will be approached and met by the Contractor.  It would also set out the approach around undertaking the required activity any previous experience in similar situations and how that knowledge, experience and expertise would be applied in the Contract delivery in relation to the actions in the actual formal construction work.  The Contractor should demonstrate their site setup and any subsequent changes as a result of the phases of work including but not limited to deliveries, hoarding lines etc. This should include:   * A set of clear logistics drawings showing hoarding lines, access and servicing of the site and how these arrangements may change over the period of works. Maximum of 4 drawings.   The remaining bullet points in this section should be completed on no more than two sides of A4 in total.   * Approach to managing Health & Safety * Minimising noisy works and providing dust control * Vegetation and protection of existing infrastructure * Any temporary works requirements * Construction Management Plan, including Traffic Management * Waste Management Plan * Bat control and bird nesting issues   A strong response could include indication of a strong track record around construction within similar settings and scale / scope of works and how this track record and expertise could successfully be applied in relation to this actual Contract. This would include the interpretation of the design, applying the necessary associated Regulations and compliance matters, setting out and constructing onsite to a high-quality standard.  A strong response would also inspire confidence that the Contractor has the skills, expertise and capacity to deliver the project. In relation to the construction aspects the Contractor response would provide a tangible link between the construction elements and ancillary works and clarity to costs that would be incurred. This could include details of that track record through case study / references and testimonials.  The response would also be clear around the contribution which the Contractor would make within the local economy for example through both the construction and delivery phase the use of (and percentage total) of local suppliers for sourcing of materials and / or through project and how it can contribute to wider economic benefits. It would outline what arrangements would be put in place to enable the Council to raise comments and concerns, and how these would be captured and acted upon, including in monitoring and reporting arrangements.  A strong response would provide clear details around risks and appreciation on how these are to be mitigated.  It would provide details of all warranties and any other after construction customer service facilities they offer and provide fully detailed proposals for Value Engineering opportunities to achieve possible cost and programme saving opportunities |
| **Please provide your response below:** |

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| **Method Statement Topic Area - PARTNERING AND COLLABORATION:** |
| **Requirements for the Applicant’s response to this Method Statement:**  Camborne Town Council will be looking to contract with a contractor as lead partner for the delivery of this tender and for the lead partner to assemble the necessary core team to deliver the overall works set out within this document.  As noted elsewhere in this tender pack, any resulting Contract will be for support over a period of time, with a range of partner organisations, individuals or a number of different contractors undertaking specific projects on the overall scheme.  Accordingly successful progress on the project will need to build upon the ability to build and maintain a long-term arrangement across partners, to deliver the overall vision and objectives.  The appointed lead partner will play a critical part in supporting the Town Council to achieve the intended outcomes. As with all such projects it is vital to ensure the right partners who both share the ethos but also understand how to work with other stakeholders in a matrix team setting and advance the project in a way that effectively balances and takes account of the individual stakeholder needs and expectations.  Please provide details of your partnering ethos and experience and how you would look to bring your experience of working on complex / matrix collaborative projects to this project, coupled with engagement with the client and clients assembled team, key stakeholders. This should noting the plans to engage a main contractor, how the Applicant would work successfully to achieve both the requirements set out in this tender but as part of a wider dynamic and complex matrix team.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would be clear on the overall structure of partners and the lead contractor. It would provide details on how the core team members would work with both Camborne Town Council and as well with each other and key stakeholders / other contractors.  A strong response would provide details on the approach they would adopt and the experience and credentials they have elsewhere which they would bring to this project to make it a success.  A strong response would include also an indication of a strong track record regarding successful contract and project management and working collaboratively with key stakeholders. It would provide confidence on how this track record could successfully be applied in relation to this actual Contract and the expertise which the team would bring to delivery of this in any awarded Contract.  A strong response would provide examples of how, where and when you have implemented and delivered a successful complex project in an environment with a number of stakeholders.  A strong response would provide a comprehensive plan for Stakeholder Engagement, detailing strategies to effectively identify, communicate with, and manage all relevant stakeholders. Ensure the plan includes methods to align stakeholder expectations, address concerns, and secure buy-in to support Project goals and timelines. |
| **Please provide your response below:** |
| **Method Statement Topic Area – OVERALL PROJECT MANAGEMENT:** |
| **Requirements for the Applicant’s response to this Method Statement:**  The Applicant’s response to this Method Statement is for the Applicant to provide a detailed method statement around how they will meet the requirements on Overall Project Management to enable successful delivery of all elements of work related to this project. This would include details around how they would project manage the works  The Method statement response should also include details on provided elsewhere in this tender pack and the objectives as set out in Volume 1.  Theresponse should include submission of a realistic programme and completeness of overall project and details of the project team that will be involved in the delivery of this Contract.  On the basis of the information in this ITT, to support this method statement please develop and submit an integrated programme for the mobilisation and carrying out of the Project. Tenderers should provide a commentary on the programme outlining what considerations or assumptions have been made. The programme is to be provided using suitable programming software and the Tenderer is to confirm that it will be updated and submitted on a monthly basis showing progress.  The programme for the mobilisation and works period should include the following, where relevant to the Works:   Compliance with completion milestones set out in the Employer’s programme.   Periods for mobilisation and lead in times.   Identification of key procurement dates aligning with a procurement schedule.   Critical path.   Reporting on progress, cost, procurement, and final account agreement.  Tenders should provide a detailed procurement schedule along with commentary on the pre and post construction programme outlining what considerations or assumptions have been made, what format the programme is to be provided in (Microsoft Excel is not acceptable).  The completion date provided is the latest the works should complete unless your submission details the reasons why you would not be able to achieve this. If Tenderers are able to complete the works before this date, this will be taken into consideration by the assessors.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would include how the Contractor would ensure meeting the requirements around project planning, from the logistics around resourcing how they would go about efficiently and effectively managing the resources, through to the Project Management approach they would apply. This would include a clear programme plan and could include examples of previous experience and knowledge, along with the expertise on how that would be used and applied in this contract.  A strong response would also indicate the approach to be applied in relation to resourcing plan to undertake the work, including proposed project plan around when and how the work would be delivered, along with resourcing plan that maps out to the required work, and ensures resilience around service delivery and business continuity.  A strong response would demonstrate the appropriateness of the project team to meet the requirements of the project, details of their previous experience of working in a project team environment, expertise they would bring to the Contract, and the project management structures that will be in place and the means by which they will communicate with the Council and key stakeholders throughout the life of the Contract. This would be supported by CVs of the key personnel to be assigned to this project.  It would also clearly outline through the delivery of the Contract how the objectives of the Council would be achieved and consider the different elements of the work required and demonstrates an understanding of managing key stakeholder’s expectations within a particular budget envelope.  A strong response would outline clearly how quality is to be maintained in relation to the delivery of the requirements as set out in the specification, and how staff are engaged to play an active part in the delivery of this during the course of their work.  This would include details on how the Contractor monitors quality, what arrangements they would have in place to maintain the required quality, and arrangements for how any service failings are corrected.  It would outline what arrangements would be put in place to enable the Council to raise comments and concerns, and how these would be captured and acted upon, including in monitoring and reporting arrangements.  It would provide details of all warranties and any other after construction customer service facilities they offer. |
| **Please provide your response below:** |