

The Maritime and Coastguard Agency (MCA) is an Executive Agency of the Department for Transport. The MCA is responsible throughout the UK for implementing and developing the UK Government’s maritime safety and environmental protection policy. That includes co-ordinating Search and Rescue at sea through Her Majesty’s Coastguard 24 hours a day, and checking that ships meet UK and international safety rules. The MCA work to prevent the loss of lives at the coast and at sea, to ensure that ships are safe, and to prevent coastal pollution: **Safer Lives, Safer Ships, Cleaner Seas.**

The MCA provides a full range of search and rescue, counter pollution, survey, inspection, and enforcement activities and has 12 major business activities:

|  |  |
| --- | --- |
| Survey | Seafarers’ Services |
| Inspection | Search and Rescue |
| Enforcement | Pollution Response and Salvage |
| Ship Registration | Stakeholder Communication |
| Navigation Services | Ministerial Services |
| Strategic Prevention Design/Development | Regulatory Process |

These activities are maintained by support services responsible for providing a range of administrative functions including infrastructure, MCA people, financial management and administration and corporate management.

In accordance with the 2010 Equality Act, our capacity as a public body means we have a statutory duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between people of different backgrounds. Contractors will be expected to ensure that the service they provide promotes good relations between the MCA and its customers and does not directly or indirectly discriminate on the grounds of any of the protected characteristics specified in the Act.

You are invited to submit a tender for the following project:

**MCA REFERENCE: TCA 3/7/1684**

**CONTRACT FOR THE FIT OUT OF 24 WALKER PLACE, LONGMAN INDUSTRIAL ESTATE, INVERNESS, IV1 1TY**

1. **The Works**

1.1 You are invited to submit a tender for the works outlined on the spreadsheet attached as Appendix A to this document – Schedule of Works.

1.2 Area 2 consists of 16 Coastguard Rescue Teams from Applecross in the west to Nairn in the east. The proposed site will be home to the Coastal Operations Base (COB) where fulltime Coastguard staff will be based. The COB will be used for centralised training for the Coastguard teams from across the area, the training ranges from core skills training delivered to new Coastguards to casualty care and rope rescue. An indoor training venue allows us to deliver training throughout the winter when the Highland of Scotland can be extremely wet and wild.

In addition to training volunteers the site will allow the fulltime officers who instruct in the rescue disciplines to carry out continual professional development onsite and hold meetings/training for the division which reaches from Shetland to the central belt, this would be in excess of 20 fulltime officers and no other site across Scotland can facilitate this currently.

Inverness Coastguard Team (CRT) who will be based at the proposed site have 24 volunteers who are tasked from their day jobs to incidents ranging from missing person searches to people fallen off cliffs. The team have responded to 516 incidents in the last five years. The team specialise in Rope Rescue and Mud Rescue supporting flank teams to the west as far as Ullapool and east to Burghead due to the geographical layout of the area and road network.

The site will additionally house Marine Surveyors, Coastal Resources and members of the Northen Lighthouse Board.

1.3 Proposed works:

Fit out of industrial Unit at 24 Walker Place, Longman Industrial Estate, Inverness, IV1 1TY.

Main project activities include:

* Install a stud partitioning, doors, windows, and suspended ceiling to create a classroom with mezzanine floor above for training area complete with access hatch through to classroom for rope access training.
* Install protected fire corridor with access to classroom, mezzanine floor area, garage area and to outside.
* Remove existing mezzanine floor surround to create an open mezzanine floor with storage cages and a new WC.
* Refurbish existing ground floor male toilets to create unisex toilet with two floor- to-ceiling cubicles and wash hand basin.
* Install timber stud partitioning, doors, windows, and suspended ceiling to create the following rooms:
	+ CRS office
	+ Northern Lighthouse Board workshop and store
	+ Shower with changing area
	+ Drying Room
	+ 3 No. stores
	+ Kitchenette
* Electrical fit out including additional power outlets, LED lighting, high level trickle chargers and external EV point.
* Mechanical fit out including plumbing for kitchen, toilet, shower, washing machine and washdown sinks, ventilation and heating.
* Supply and fit fire detection system.
* Supply and fit intruder detection system.
* New fitted kitchen (1st Floor) and Kitchenette (Ground Floor).
* Make good and decorate throughout, including Flowcrete or equivalent floor finish in the garage. Vinyl in the drying room, shower, toilets, kitchen/kitchenette and stores. Carpet tiles in the training room and offices (new and existing)

1.4 The Contractor will take on Design responsibility for the works, acting as Principal Designer and as the Principal Contractor – (Construction Design & Management Regulations 2015) - and should provide for compliance with and provision of necessary resources.

1.5 **Quality of Workmanship.** All works should be completed to a high standard, fit for purpose and in accordance with current British Standards, industry best practice and relevant Regulations for each work element. All electrical work is to be undertaken by a National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalently accredited electrical engineer.

1.6 The contractor is to pay the necessary fees to all associated sub consultants, i.e., building control, data installation, local authority planning etc.

1.7 A viewing day for tenderers to visit site is expected to take place **Monday 13th May 2024**. Visit to site can be arranged using the Messaging system on the Jaggaer Portal; timeslots will be allocated on a first-come-first-served basis. The first slot is anticipated to be 9am.

1.8 **General Specification.** All items listed on the Works Schedule are to include all sundry items required to fully complete their installation. All items are to be installed in accordance with manufacturer’s guidelines. All disturbed surfaces must be made good with any penetrations through fire wall compartments being made good with temporarily during the works and completed with a permanent approved solution affording the same fire rating as the compartment.

1.9 **Health and Safety.** The works to be undertaken under the full remit of the Construction (Design and Management) (CDM) Regulations 2015. At this stage we do not anticipate that the project will be notifiable.

1.10 **Handover.** The contractor is to provide a handover file for the property, including copies of all Electrical Safety Test Certificates, maintenance/servicing information, building control certification, etc.

**2.** **Pricing**

2.1 Recommendations from the Tenderer for any additional works, not already included in the price, would be greatly appreciated, with separate quotes as optional extras.

2.2 The Tenderer should submit the completed Pricing Schedule and completed Works Schedule to fit out the Unit at 24 Walker Place, Longman Industrial Estate, Inverness, IV1 1TY.

**3. Guarantee**

3.1 We regard warranties as a key component of achieving overall best value for money. Full details of any warranties on the tendered equipment are required, including the period of cover.

**4.** **Delivery**

4.1 The MCA requires works to commence as soon as possible after contract award. Tenderers should state in their tender their lead time for commencing work and the expected time on site for completion of all works and handover to the MCA.

**5. Payment**

5.1 Payment shall be made upon completion of all works in accordance with the ‘General Conditions of Contract for the Supply of Goods and Associated Services’, and subject to the receipt of a valid and correctly submitted invoice. The MCA pays undisputed invoices 30 days in arrears.

**6. Submission of Tenders**

6.1 Tenders must be submitted by the deadline date stated in the Invitation to Tender letter, and in accordance with the Instructions to Tenderers

6.2 Tenders are required to provide a full programme of works.

**7.** **Sustainability**

7.1 The MCA is committed to sustainable procurement. This means making the necessary decisions to protect our environment and to operate its procurement activity in an economically, socially, and environmentally responsible way. Tenderers should indicate ways in which their organisation promotes and practices sustainable development and how this can impact on this contract.

7.2 Consideration should be taken to account for the following areas:

 **Origin and recycled/recyclable content of materials**

* Tenderers should detail the quantities used and recycle content of the product.
* Recyclability of product once it has reached its end of life.
* Type of paints and coverings used.

**Transport mode selected for freight**

* Tenderers should detail options to identify and promote measures to reduce emissions during transport of goods. Including rail freight or low emission/fuel efficient heavy goods vehicles

7.3 More information on the environmental consideration can be found at:

<https://www.gov.uk/government/policies/making-sustainable-development-a-part-of-all-government-policy-and-operations>

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

**8.**  **Social Value**

8.1 The contractor must provide a description of the actions they would take to minimise the amount of CO2 emitted by their organisation on the MCA's behalf, apart from the use of energy on site. Your answer could include (but should not necessarily be limited to):

* Maximizing the efficiency of delivery mechanisms.
* Managing CO2 emissions in business travel.
* Managing your sub-contracts to minimise the use of energy/emissions of CO2.

8.2 The contractor must provide a statement on what their organization does to minimize the risk of modern slavery in their supply chain for this contract, and promote employment rights for their supply chain workers at least in line with the Ethical Trading Initiative Base Code? Your response could include (but should not necessarily be limited to):

* Management of sub-contractors.
* Policies on recruitment.
* Staff training and awareness.
* Association with apprenticeship scheme

8.3 The contractor must provide a description of any social or economic benefits that could be delivered to local communities, because of your organisation carrying out this contract.

**9.** **Minimum Standards (Qualification Stage)**

9.1 This section details the Minimum Standards tenderers must satisfy in order for their submission to be moved onto the Evaluation stage. The following requirements will be assessed on a “Pass/ Fail” basis under the Qualification envelope on Jaggaer. Failure to provide information to an appropriate level of detail may render the application non-compliant and their evaluation may be taken no further.

9.2 Tenderer must provide details and references of a similar project carried out within the last 2 years. Details should include:

* Client
* Nature of project
* Programme value
* Client contact for reference purposes

9.3 Tenderers must confirm that they will have all the required insurances in place at the start of the contract. The minimum levels are listed below:

* Employers Liability £5,000,000.00
* Professional Indemnity £5,000,000.00
* Public Liability £10,000,000.00

9.4 Tenderers must confirm that prior to any work commencing on site, compliance with the Baseline Personnel Security Standard (BPSS) for undertaking unsupervised activity on Government estate will be met. The following checks must be undertaken on all personnel working on site:

* Proof of identity
* Nationality
* Right to Work
* Employment History (3 years)
* Criminal Record (DBS check)
* Details of any significant period (over 6 months) spent abroad in past 3 years.

9.5 Tenderers must confirm acceptance of the NEC3 Engineering and Construction Z Clauses.

9.6 Tenderers must confirm acceptance of the following requirements of contract:

* Existing main power supply, distribution boards and boiler condition to be reviewed. Any improvements must be advised at tender stage and detailed to the MCA.
* Works are to be undertaken inside normal working hours 07:00hrs to 19:00hrs Monday to Sunday.
* Due to the time constraints, out of hours working and weekends are encouraged (outside normal working hours to be itemised in the schedule of works).
* All works are to comply with current legislative regulations and best practice guidance, including all relevant British Standards.

9.10 Tenderers must hold the following accreditations/ certifications and provide evidence at tender stage:

* NICEIC accreditation
* Safe Contractor accreditation
* ISO 9001 accreditation or equivalent
* ISO 14001 accreditation or equivalent
* Certificate of Registration under the Waste (England & Wales) Regulations 2011

**10.** **Selection Process**

**Evaluation** **Criteria** - Quality Score represents **60%** of the Total Scores

10.1 It is essential that the tenderer response for each requirement is provided in full detail using the Technical envelope on the Jaggaer portal. The table below outlines the requirements and weightings for each question section. The full details are on Jaggaer:

|  |  |  |
| --- | --- | --- |
| Question Section | Weighting | Sub-weightings |
| **Compliance with the Technical Requirement**Tenderers are required to respond to each line item in the Scheme of Works under the headings:* Health Safety & Environment
* Design Works
* Statement of Requirement
* Completion
 | 60% | Health Safety & Environment **including** **example of RAMS for this project** – 20%Design Works – 35%Statement of Requirement – 35%Completion – 10% |
| **Provide full details of warranties on the tendered equipment including the period of cover.**The defects liability period of 12 months will commence on the date of the successful handover from the contractor to the MCA Estates representative.The guarantee period will be a minimum of 12 months unreserved on workmanship and all new equipment and materials supplied by the contractor.The equipment and installation will meet the Manufacturer’s criteria to achieve the maximum Manufacturer’s warranty. | 10% | Not applicable |
| **Programme of Works**Provide a detailed programme of works for the estimated time on site.Provide details of lead time until the works can commence. | 20% |  |
| **Social Value** | 10% | Minimising CO2 emissions – 33.3%Modern Slavery – 33.3%Social and economic benefits – 33.4% |

**Quality Points**

**5** - A score of 5 will be achieved by demonstrating a robust understanding and methodology that specifically meets the requirement. The response provided will have full and comprehensive supporting evidence and examples.

**3** - A score of 3 will be achieved where the proposed approach meets the basic requirement with the exception that the supporting commentary and/or evidence does not fully explain, justify, or provide a fully comprehensive response or examples.

**1** - A score of 1 will be achieved as per the criteria for achieving a score of 3 with the exception that the supporting commentary and/or evidence does not fully explain or justify the approach, experience of allocated resource and only some aspects of the MCA’s requirements are fully met.

**0** - A score of 0 will be achieved for any answer that does not meet the level required to score a 1 or above.

 Quality Score = x Weightings

 Highest Quality Score Possible for the Criterion

 **Price Score** represents **40%** of Total Scores Weightings

 Overall cost 100%

 **Lowest Bid Cost**

 Cost Score = x Weightings

 Each Bidder’s Cost

TOTAL SCORE = Total Quality Score + Total Cost Score

**THE MCA INTENDS TO AWARD THE CONTRACT TO THE HIGHEST SCORING TENDERER**