

C22542 ENVHNL Phase7 Drilling Works

FURTHER COMPETITION

**conducted under ESPO Framework Agreement
664_21 Consultancy Services**

TENDER SUBMISSION

(Part B)

**THIS DOCUMENT IS TO BE COMPLETED BY THE TENDERER
AND SUBMITTED TO THE ENVIRONMENT AGENCY**

Closing date for submission of Tender

25 January 2024 (15:00)

NAME OF TENDERER: Arcadis (UK) Limited

Company Registration No: 01093549

CONTENTS

This is Part B for completion by the Tenderer and return to the Customer in accordance with the instructions given in Instructions for completing and submitting a Tender (section 5 of the Invitation to Tender, Part A).

PART B

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Please complete each section of this Form in full and attach the Form (in Word format) in its entirety to each question in the Additional Mandatory Questions and the Technical Envelope in the Defra eSourcing portal.

Where additional information is requested as separate attachments, these may be uploaded to the relevant question as a separate document or they can be appended to the end of this form for ease of submission.

Do not include any pricing information in this form, please complete the **Appendix A Price Schedule** in the Commercial Envelope.

1. ORGANISATION DETAILS AND GENERAL INFORMATION

Questions within section A1 and A2 below are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure so it is important these are completed in full.

A1.	ORGANISATION DETAILS	
1.1	Please state the full name of the organisation submitting this Tender:	
	Arcadis (UK) Limited	
1.2	Please state the registered office address:	
	Address: 80 Fenchurch Street, London, United Kingdom Postcode: EC3M 4BY	
1.3	Please state the company registration number:	
	01093549	
1.4	Please state the VAT registration number:	
	872799950	
1.5	To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of the Customer?	NO
	If yes, please provide details:	

A2.	CONTACT DETAILS (for communications, correspondence and enquiries relating to this Tender submission)
2.1	Please state the contact's name, and position within the organisation:
	Name: [REDACTED] Position: Associate Technical Director
2.2	Please state the contact's address:
	Address: [REDACTED] Postcode: [REDACTED]
2.3	Please state the contact's telephone number:
	[REDACTED]
2.4	Please state the contact's email address:
	[REDACTED]

2. RESPONSE TO REQUIREMENT AND SPECIFICATION

COMPLIANCE WITH SPECIFICATION

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. Therefore, if a Tenderer cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

<p>I confirm I/we comply with all elements of the requirement and specification as outlined in Section 2 of this Invitation to Tender.</p>	<p>YES</p>
<p>Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission.</p>	

RESPONSE TO QUALITY QUESTIONS

Tenderers must provide a response to each of the quality questions below, to describe how they will meet the requirements of the Contract. There are four (4) quality questions in total.

Tenderers are required to respond to all of the quality questions below. Questions should be answered in full and should not refer to other documents, links or appendices.

For each quality question, your reply should be no longer than two (2) sides A4 (Arial Font 10), any information provided that exceeds this limit will not be considered. Please adjust as necessary the size of the 'response' box in order to accommodate your response. Tenderers should expand the box to accommodate their response as needed. Tenderers are advised that their response should be detailed but concise, responding to the question as succinctly as possible.

When answering the quality questions Tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular question should not be included, but wherever possible Tenderers should demonstrate how they will go further than what is being asked for, to add value.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.

Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated in the Invitation to Tender.

Each quality statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission. Do not refer to links to websites or additional information in your reply or include attachments that have not been requested, they will not be considered.

Tenderers are referred to Section 4 of the Invitation to Tender (Part A) and reminded that evaluation of their quality statements will account for 60% of their total Tender score.

Each quality question is given a relative importance weighting to reflect its significance in the evaluation and delivery of the Contract, the question weighting is shown alongside each question. Each quality question will be scored on a 100 (highest) to 0 (lowest) basis to reflect how well the reply meets the specifications and requirements set out in the question. Additionally, for each question a minimum score threshold has been set to ensure bids meet an overall acceptable quality standard. Any reply that fails to meet the minimum score threshold stated for a question will result in your submission being excluded from further evaluation, regardless of quality scores for other questions or your commercial bid.

Quality Questions

T1. **Project Management (Weighting 20%)**

Please outline how you ensure that the project shall be delivered on time, within budget and to the required quality.

We require, as a minimum, assurance that:

- Your detailed timetable meets the requirements of the project
- Your systems and procedures for assuring quality, including recognised accreditations and internal monitoring and review processes, and you will deliver outputs to the required quality standards
- Your approach to managing the team (including sub-contractors if applicable) delivering the work will ensure appropriate skills and expertise are available and deployed at the appropriate time
- Your approach to communications to the Customer of the progress of the project
- Your approach to risk identification and management, including what you perceive to be the main challenges/risks and the methodologies/planning approaches you will adopt to manage these risks during the project will be thorough and robust, and will maximise the likelihood of delivering a successful project.

Please provide, as a separate document, a risk register for this project.

A minimum score threshold of 20 for this question is required to be met. Any score below this will be scored as a Fail.

[REDACTED]



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REVIEW

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[REDACTED]

T2.	<p>Scope of Work / Methodology (Weighting 40%)</p> <p>Please outline how your organisation will undertake the requirements of set out in the Specification. Your reply should include:</p> <ul style="list-style-type: none"> • You have clearly thought through the basis for your proposed methodology and this is underpinned by relevant practical experience • Outline method statement of how you propose to deliver the services. • Your planning considerations around when activities would take place, including alignment with the relevant access permissions. <p>An outline programme in form of a Gantt chart, identifying key milestones and critical path activities should be provided as a separate attachment.</p> <ul style="list-style-type: none"> • Details of innovation being proposed and benefits/efficiencies it will deliver. • Approach to managing Health and Safety and Biosecurity, including CDM requirements (including sub-contractors if applicable). Your proposal should set out how you will manage the risks related to undertaking site surveys and works, and the H&S and Bio-security procedures that will be applied. • Compliant disposal of waste arisings from drilling activities • Satisfactory assurances that your proposal meets our requirements, in particular that it can deliver against the stated aims and objectives and that it covers all the tasks as set out in the specification. • Your approach is appropriate, deliverable and capable of delivering robust, high quality results, valid conclusions and relevant recommendations. <p>A minimum score threshold of 50 for this question is required to be met. Any score below this will be scored as a Fail.</p>
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[illegible]

T3.

Staff (Weighting 30%)

A description of how the proposed team (including subcontractors if applicable) will bring their skill and experience to deliver best value and efficiency on this particular project. We require, as a minimum, assurances that:

- Each member of your team is suitably qualified and has the necessary expertise and experience to perform their allocated role effectively and efficiently. The following skills and experience are required by the supplier to deliver this project are expected to include:
 - Robust project management
 - Knowledge and expertise in:
 - Geology
 - Borehole design
 - Site management
 - Borehole construction
- Health and Safety Management, including CDM and CSCS qualifications of staff to be deployed on site.
- The proposed project management team has significant recent, relevant experience of delivering projects of similar nature and scale
- The team will work together effectively and efficiently to deliver the required tasks and outputs, and thereby meet the project's aims and objectives
- Proposed team structure, including an organogram (including sub-contractors)
- A table showing each member's days expected to be spent on the project, categories by task. This should match the staff days in the cost proposal. Please do not include any costings within the Quality responses.
- Your contingency plans in relation to unforeseen staff changes and timing of the work
- One recent example of a relevant and similar project your organisation has successfully delivered.

Please upload a single document containing CVs of all key staff (except administrators) who will work on the project. Each CV should be a maximum of 1 A4 page each.

A minimum score threshold of 50 for this question is required to be met. Any score below this will be scored as a Fail.

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T4.	<p>Sustainability and Social Value (Weighting 10%)</p> <p>The Authority has set itself challenging commitments and targets to improve the environmental, economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: Defra's sustainable procurement policy statement - GOV.UK (www.gov.uk)</p> <p>Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver sustainability and social value outcomes.</p> <p>Please include:</p> <ul style="list-style-type: none"> • Your 'Method Statement', stating how you will achieve this in relation to the services required for the contract. • How you will manage sustainability and social value with sub-contractors providing services to the contract (if applicable) • How you will monitor, measure and report on your commitments/the impacts of your proposals. You should include, but are not limited to: <ul style="list-style-type: none"> ○ Timed action plan ○ Use of metrics ○ Tools/processes used to gather data ○ Reporting ○ Feedback and improvement ○ Transparency <p>A minimum score threshold of 20 for this question is required to be met. Any score below this will be scored as a Fail.</p>
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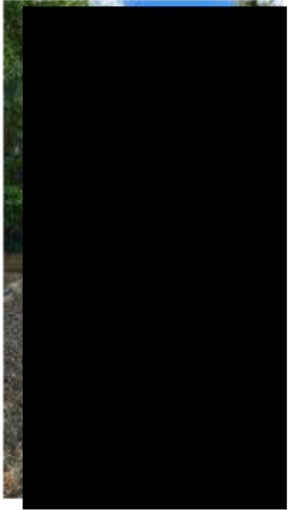
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3. PRICING SCHEDULE

GUIDANCE

Tenderers are referred to Section 4 of the Invitation to Tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price.

Tenderers must take care to ensure they provide a price for each item/element of the pricing schedule provided in the Commercial envelope as specified. Failure to complete the pricing schedule in full may result in the Tender being rejected.

Please do not make any changes to the format of the pricing schedule but rows may be added as required to cost activities for each task, the Customer will evaluate your Tender (and may award a Contract) on the basis that no such changes have been made.

In the event you are unclear with regards to any section, please do not hesitate to contact the Customer. Contact details are provided in the Invitation to Tender (Part A).

PRICING SCHEDULE

Tenderers are referred to Section 4 of the Invitation to Tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price.

Tenderers must take care to ensure they provide a price for item/element of the pricing schedule as specified within the separate pricing document provided in the Commercial Envelope (Appendix A Pricing Schedule). Failure to complete and return the pricing schedule in full may result in the Tender being rejected.

In the event you are unclear with regards to any section, please do not hesitate to contact the Customer. Contact details are provided in the Invitation to Tender (Part A).

4. FREEDOM OF INFORMATION EXCLUSION SCHEDULE

PROVISION OF CONSULTANCY SERVICES FOR THE ENVIRONMENT AGENCY

Tenderers' attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract. Tenderers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of the Customer.

COMMERCIALLY SENSITIVE INFORMATION

I declare that I wish the following information to be designated as commercially sensitive:

Pricing Schedule

The reason(s) it is considered that this information should be exempt under the Freedom of Information Act 2000 is:

Commercially Sensitive

The period of time for which it is considered this information should be exempt is for a period of 5 years until January 2029.

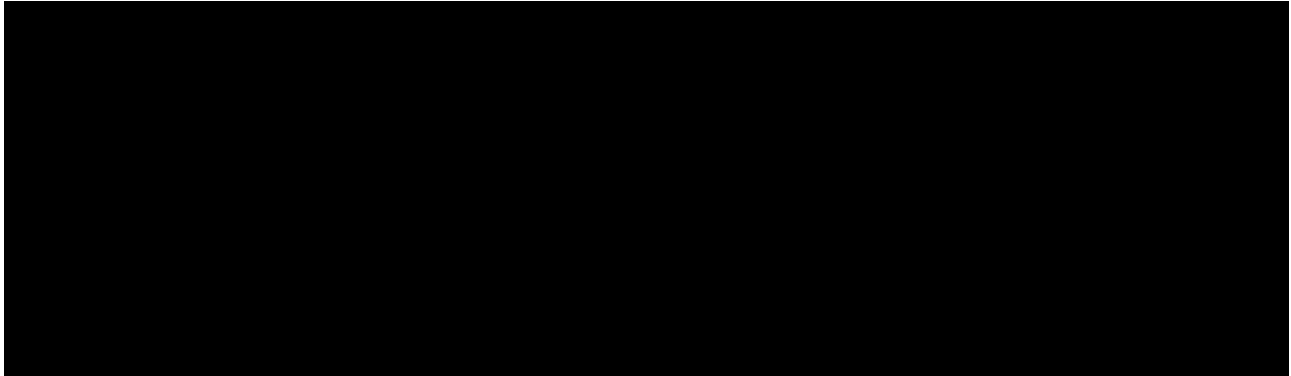
5. TENDERING DECLARATION

In response to the Invitation to Tender for the provision of Consultancy Services dated 03 January 2024, I/We, the undersigned, confirm that in submitting a Tender against this Contract that I/We

- 1 Undertake that this offer shall remain valid and open for acceptance for a period of [60] days from the date of submission unless specifically withdrawn in writing.
- 2 Understand that the Customer is not bound to accept any Tender it receives.
- 3 Certify that I/We have not done, and I/We will not, at any time before the notification of Tender results, do any of the following:
 - 3.1 Communicate to any person other than the person calling for the Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender is necessary to obtain insurance premium quotations required for the preparation of the Tender;
 - 3.2 Enter into any agreement or arrangement with any person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted;
 - 3.3 Offer to pay or give or agree to pay 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 this or any other Tender or proposed Tender for the said work any act or thing of the sort described above. In the context of this clause the word 'person' includes any persons and anybody or association, corporate or unincorporate; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.
- 4 Contract and agree, on the acceptance of this Tender, in whole or part, to perform the Services detailed in the Specification, at the prices and terms quoted, and in accordance with the call-off Terms and Conditions of the Framework Agreement.
- 5 Accept the call-off Terms and Conditions of the Framework Agreement, to which this Tender is my/our response, and I/we undertake to perform any Contract awarded as a result of this Tender in strict conformity with those Terms and Conditions.
- 6 Understand that my/our responses to the questions posed in this Invitation to Tender including any explicit or reasonably implied undertakings, will form part of any Contract subsequently entered into between myself/ourselves and the Customer.
- 7 Confirm that if our Tender is accepted we will, if required, upon demand:
 - (a) Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
 - (b) Sign a formal Contract document if required;
- 8 Agree that unless and until a Contract is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.
- 9 Certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this Invitation to Tender. I/We

understand that false information could result in my/our exclusion from further participation in this and future Tender processes.

This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.



6. ENCLOSURES CHECKLIST

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.

To ensure your Tender submission is evaluated properly, the Customer needs to have a complete response from you.

Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.

Please tick the appropriate box where you have completed the section.

CHECKLIST:	
Please also ensure that you have:	Tick Below
Completed the Organisation Details section. <i>(Your Tender will be non-compliant if you have not completed this schedule)</i>	<input checked="" type="checkbox"/>
Answered all questions and provided responses to the method statement questions in section 2, Response to Requirement and Specification. <i>(Your Tender will be non-compliant if you have not completed this schedule)</i>	<input checked="" type="checkbox"/>
Provided a Risk Register to support your reply to question T1	<input checked="" type="checkbox"/>
Provided a Gantt Chart to support your reply to question T2	<input checked="" type="checkbox"/>
Provided CVs of key staff to support your reply to question T3	<input checked="" type="checkbox"/>
Completed the pricing schedule in full as directed. <i>(Your Tender will be non-compliant if you have not completed this schedule)</i>	<input checked="" type="checkbox"/>
Completed the Freedom of Information Exclusion Schedule.	<input checked="" type="checkbox"/>
Signed the Tendering Declaration. <i>(NB it must be signed by suitably senior personnel as directed)</i>	<input checked="" type="checkbox"/>

END OF DOCUMENT