**Invitation to Tender**

***Polperro Big Green Project***

**Ref: CLUP3\_003**

# 1. About Polperro Community Council

Polperro is a large village, civil parish, and fishing harbour within the Polperro Heritage Coastline in south Cornwall, with a population of around 1,554. Polperro, through which runs the River Pol, is 7 miles east of Fowey and 4 miles west of the neighbouring town of Looe and is a noted tourist destination, particularly in the summer months, for its idyllic appearance with tightly-packed ancient fishermen's houses which survive almost untouched, its quaint harbour and attractive coastline.

Polperro Community Council has overall responsibility for the well being of the Polperro community.

# 2. Background and Context

Polperro Community Council wants to revitalise and promote the use of an open public space at the heart of our village known as Big Green. Our residents, businesses and tourist visitors will all benefit. Our planned development will make the space more attractive and safer to use for a wide variety of projects and events. The traditional “village green” area of Polperro had been lost to the community for over 175 years when it was sold for development along with other land owned by the nearby Manor.

The site currently represents a riverside mostly cobbled area including seating, planting and a Celtic cross monument. It lies adjacent to the Grade II Listed Saxon Bridge, in relatively close proximity to a small number of Listed Buildings (all Grade II) and is situated centrally within the historic village of Polperro and the Polperro Conservation Area. A heritage impact assessment carried out as part of the current planning process concluded that: “the proposed refurbishment of Big Green will result in a Positive Effect on the character of the Conservation Area, due in large part to the currently rather shabby nature and dated appearance of the public open space”.

Since planning consent was gained in 2019 conditions attached to it relating to possible contamination of the land due to its historic uses have been complied with in full and reached a positive outcome. The project is the full refurbishment of the Big Green as per planning applications PA22/05274 | Listed Building Consent for refurbishment including new paving, shelter/stage building, stepped link to community room balcony, seat/planter, riverside promenade, relocation of Celtic cross, remodelling of junction to bridge, relocation of electric cupboard, new street furniture and provision of cafe seating areas. (Land At Big Green Polperro PA22/05273). Refurbishment including new paving, shelter/stage building, stepped link to community room balcony, seat/planter, riverside promenade, relocation of Celtic cross, remodelling of junction to bridge, relocation of electric cupboard, new street furniture and provision of cafe seating areas.

The purchase of this system 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

The successful tenderer will be expected to undertake the following activities to deliver the project based on the following requirement and specifications:

**3.1** **Design** **Specifications** **and** **Drawing** **set**

Please refer to Enclosures 1-7

**3.2** **Schedule of Works and Form of Tender**

PleaserefertoEnclosure8

**3.3 Shared Prosperity Fund Branding and Publicity Guidance** <https://ciosgoodgrowth.com/wp-content/uploads/2023/10/UK-SPF-_-Branding-and-Publicity-V8.pdf>

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Polperro Community Council will provide the logos for the Billboard. Polperro Community Council will provide the plaque the Plaque and Billboard.

**3.4 Report.** The successful supplier will be require to submit a report to Polperro Community Council on how the construction has met some of the Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 (Enclosure 9). See also the sections in Section1 Prelims of the SOW: Recycled Materials; Ecology; Waste Disposal and Environmental Protection.

4**. Budget**

The total maximum budget available for this commission is £270,000.00 (exc VAT) but inclusive of all expenses.

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 final acceptance by the client on completion of any retained funds. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 7 February 2024 |
| Site visit, This is by appointment by emailing [clerk@polpeerocommunitycouncil@gov.uk](mailto:clerk@polpeerocommunitycouncil@gov.uk) | 21 February2024 |
| Last date for raising queries | 1700 28 February 2024 |
| Last date for clarifications to queries | 29 February 2024 |
| Deadline to return ITT | **1700 13 March 2024** |
| Evaluation of ITT | WC 18 March 2024 |
| Preferred supplier notified | 22 March 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

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

1. A single point of contact for all contact between the tenderer and Polperro Community Council during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. Conflict of interest statement
8. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.3 above)
9. Confirmation the supplier will provide a report to Polperro Community Council on how the construction has met some of the Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 (Enclosure 9)
10. Completed hourly rates in Section 1 and Form of Tender(Enclosure 8)

6.2 Social Value.

Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode

6.3 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.4 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety and resources to safeguard the

health and safety of operatives (including those of Sub-Contractors) and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

c. Details of any design proposals

d. How you are going to meet some of the Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 (Enclosure 9)

6.5 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 Polperro Community Council.

**8. Conflicts of Interest**

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 Polperro Community 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.

Receipt of this statement will permit Polperro Community 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

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

[clerk@polperrocomunitycouncil.gov.uk](mailto:clerk@polperrocomunitycouncil.gov.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Polperro Community Council to Contracts Finder and will be viewable to all tenderers.

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 Polperro Community 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 Social Value | 10 |
| 1. Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs). Score is determined by local spend/total spend x the available marks |  |
| Ref 6.3 Previous examples | 10 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.4 Project Method Statement | 20 |
| Project Method Statement. This should include:  a. The management organisation of the company to include who will be responsible for Health and Safety and resources to safeguard the health and safety of operatives (including those of Sub-Contractors) and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.  c. Details of any design proposals  d. How you are going to meet some of the Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 (Enclosure 9) |  |
| Ref 6.5 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 60marks. 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 = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

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. |

During the tender assessment period, Polperro Community 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.

Polperro Community Council is not bound to accept the lowest price or any tender. Polperro Community 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 Polperro Community Council’s internal procedures and Polperro Community Council being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with JCT minor works building contract (MW) 2016 (see Section 1 of SoW Enclosure 8).

# 14. 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: 17:00

Emailed tenders should be sent electronically to:

[clerk@polperrocomunitycouncil.gov.uk](mailto:clerk@polperrocomunitycouncil.gov.uk)

and

[peegley@gmail.com](mailto:peegley@gmail.com)

with the following message clearly noted in the Subject box:

‘Polperro Big Green Project ITT Response’

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

# 15. Disclaimer

The issue of this documentation does not commit Polperro Community 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 Polperro Community Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Polperro Community Council and any other party (save for a formal award of contract made in writing by Polperro Community Council or on behalf of Polperro Community Council).

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 Polperro Community Council or any information contained in Polperro Community 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 Polperro Community Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Polperro Community 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.

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

# 16. Enclosures

1. 23521 - 001 TE1 - BIG GREEN, POLPERRO - EXISTING SITE PLAN

2. 23521 - 010 TE1 - BIG GREEN, POLPERRO - PROPOSED SITE PLAN

3. 23521 - 011 TE1 - BIG GREEN, POLPERRO - PROPOSED ELECTRICAL PLAN

4. 23521 - 012 TE1 - BIG GREEN, POLPERRO - PROPOSED DETAILS

5. 23521 - 013 TE1 - BIG GREEN, POLPERRO - PROPOSED FOUNDATION PLAN

6. 23521 - 020 TE1 - BIG GREEN, POLPERRO - PROPOSED EAST ELEVATION AND 3D VIEWS

7. 23521 - 030 TE1 - BIG GREEN, POLPERRO - STAGE PLAN & ELEVATIONS

8. P3003\_PolperroBigGreenSoW

9. SPF Construction Project Guidance for Contractors V3.1