

## **Invitation to Tender**

### **Falmouth Harbour Commissioners Falmouth Harbour – Destination Development Feasibility Study**

**REF SPF**

## 1. **About Falmouth Harbour**

Falmouth Harbour (FH) was created by an Act of Parliament over 150 years ago. The Falmouth Harbour Order 1870 created the body corporate of Falmouth Harbour Commissioners to run and manage the Harbour. For 150 years Falmouth Harbour has been operating as a Trust Port. Our purpose is to shape and maintain the Harbour for the benefit of all stakeholders. Any surplus we make is reinvested into the Harbour to benefit everyone, creating jobs and opportunities.

Falmouth Harbour continues to be a vibrant, valuable Harbour for the UK, with a thriving marine cluster, but also becoming a focus for blue growth around new marine and environmental technologies as a key part of Cornwall's low-carbon future.

Falmouth Harbour has grasped the opportunity for a new industrial marine revolution; infrastructure investment has delivered better jobs and careers for the local community in new industries and future technologies such as autonomous vessels, energy devices, data, future fuels, future shipping, superyachts, recreation and sustainable tourism. Falmouth Harbour is the UK's Atlantic gateway with access to one of the best global sailing and watersports environments.

Our vision for Falmouth Harbour in 2030:

- Falmouth Harbour is the UK's Atlantic gateway.
- A vibrant, pristine harbour with a thriving marine cluster.
- World-leading National Water Sports facilities accessing one of the best global sailing and water sports environments.
- Supporting a thriving coastal community where opportunity exists for all to have skilled, well-paid jobs.



Falmouth is the UK's first and last major harbour, conveniently located at the entrance to the Western Approaches. Together with the Carrick Roads, Falmouth Harbour is the third deepest natural harbour in the world and the deepest in Western Europe. Falmouth offers services to vessels of all sizes, all taking place within an unrivalled natural environment.

## 2. Background and Context

We wish to invest in a Feasibility Study.

The Feasibility Study 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

To deliver our vision, we must invest in a Feasibility Study which identifies opportunities for developing Falmouth as a year-round destination for marine economic activity focussed on cruise, leisure, watersports tourism (over, on and under the water), education regarding the environment and marine conservation. The Study will greatly solidify the exact value-add in terms of socio-economic value.

It is anticipated that some of the activities proposed will enable us to develop a skills development programme which could range from outreach and volunteering opportunities to apprenticeships and bespoke sector specific development opportunities, including further collaborations with Further Education and Higher Education providers.

The Plan will look at the suitability of FHC's assets for developing Falmouth as a 'destination'.

**Areas to be investigated include:**

- Destination marketing- global reach - cruise, leisure visitors, all watersports
- Business and events offer.
- 'What lies beneath' – outreach, education and visitor economy programme focussed on marine conservation.
- Role of tourism: Connect with ocean experience and education incl. hospitality; hotels, stays incl. AirBnB and bookable experiences for leisure, cruise and land-based visitors.
- Establish new partnership and leadership group: scaling Falmouth's proposition nationally and then globally.
- Resources – key roles and skills internally to run.
- New marina - 100m berth - superyachts, marine energy support vessels, events and visitor economy – possibilities of integrating this with a public access pontoon/boardwalk.
- Green infrastructure port – including new fuels, electric berths.
- Skills opportunities – with possible footprint for Falmouth marine school
- Potential for collaborations with the likes of national infrastructure projects such as Floating Offshore Wind

**The Study will include:**

- Costs and Business Plans.
- Implementation plans and programmes.
- Impact analysis and evidence base for future planning; including socio-economic study on prospective economic net gain for Falmouth and Cornwall.
- Environmental impact studies, (to include climate change analysis and mitigations) consenting and other professional advice.
- Stakeholder engagement and consultation.

The Feasibility Study is to follow the RIBA Stages and should include:

- Project Initiation (Stages 0-1) to include site appraisal & asset review, site constraints and opportunities, market assessment and opportunities.
- Option Development (Stage 2a) to include concept developments and masterplans.
- Options Assessment (Stage 2b) to include environmental and economic assessments, economic benefit assessments, business models, financial appraisals, options assessment and preferred schemes.

**Consultant Team**

The Feasibility Study will review the potential for all the assets and infrastructure within the remit of Falmouth Harbour Commissioners. See Plan Encl 1.

To this end, we suggest that as a minimum, the following skills sets will be required:

- Project Manager
- Masterplanner
- Marine Leisure Specialist
- Economic Benefits Consultant
- Funding/ Financial Advisor
- Development Appraisal/ Business Planning
- Environmental Consultant
- Structural Engineers (Marine and Building)
- Architect
- Cost consultant

### **Timescales for Delivery**

This Study is part of a grant funded application process and therefore procurement will be subject to grant approval of the project.

The Study must be completed by December 2024.

#### **4. Budget**

The total maximum budget available for this commission is £120,000.00 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

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 the building has been accepted by the client. The timetable for submission of the Tender, completion of the programme are set out below:

Milestone	Date
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Date ITT available on Contracts Finder	22 December 2023
Last date for raising queries	1700: 12 January 2024
Last date for clarifications to queries	17 January 2024
Deadline to return ITT	<b>1700: 22 January 2024</b>
Evaluation of ITT	23 <sup>rd</sup> January 2024
Interviews	5 <sup>th</sup> February 2024 in Falmouth
Preferred supplier to be notified	Week commencing 5 <sup>th</sup> February 2024
Award of Contract	This is subject to successfully obtaining grant funding and will normally be no later than 30 days from contract evaluation
Study to commence	12 February 2024
Acceptance by client	31 December 2024

## 6. Tender submission requirements

Please include the following information in your Tender submission.

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

- a. A single point of contact for all contact between the tenderer and Falmouth Harbour Commissioners during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
  - i. Professional Indemnity Insurance with a limit of indemnity of not less than Five million (£5,000,000),

- ii. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
    - iii. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
  - d. Conflict of interest statement.
  - e. Confirmation that the supplier has read and understood the Shared [Prosperity Branding and Publicity Guidance](#).
- 6.2 Social Value. Describe your social values as an organisation and how these link with those of FHC. No more than 1 side of A4.
- 6.3 Understanding of the brief, including methodology and approach. No more than 4 sides of A4.
- 6.4 Partnering and collaboration. No more than 3 sides of A4.
- 6.5 Past experience and how you will bring this experience to Falmouth. No more than 2 sides of A4.
- 6.6 Budget breakdown:
- RIBA Stages 0-1
  - Stage 2a
  - Stage 2b

## 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 Falmouth Harbour Commissioners.

## 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 Falmouth Harbour Commissioners 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 Falmouth Harbour Commissioners 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:

[jackie@jackiegeorge.co.uk](mailto:jackie@jackiegeorge.co.uk)

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

Responses to clarifications will be anonymised and uploaded by Falmouth Harbour Commissioners 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 Falmouth Harbour Commissioners 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:**

Evaluation Criteria Breakdown	Means of Evaluation	
	Sub Criteria	Main Criteria
<b>Ref 6.1 Covering letter:</b>		
Acceptable covering letter including confirmation of the requirements detailed at 6.1		<b>Pass/ Fail</b>
Ref 6.2 Criteria: Social Value	100%	<b>10%</b>
<b>Criteria: Quality</b>		<b>70%</b>
Ref 6.3 Sub Criteria: Understanding the brief, including	40%	

methodology and approach		
Ref 6.4 Sub Criteria: Quality and Past Experience and how you will bring this experience to Falmouth	40%	
Ref6.5 Sub Criteria: Partnering and Collaboration	20%	
<b>Criteria: Price** (based on Schedule 1 – Price)</b>		<b>20%</b>
Sub-Criteria –Bid Price (RIBA Stage 0 to 2b (inclusive)) (exc VAT) including travel and other expenses	100%	

## 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
5	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.
4	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.
3	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.
2	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.
1	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.
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During the tender assessment period, Falmouth Harbour Commissioners 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.

Falmouth Harbour Commissioners is not bound to accept the lowest price or any tender. Falmouth Harbour Commissioners will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Falmouth Harbour Commissioners' internal procedures and Falmouth Harbour Commissioners being able to proceed.

**12 Presentation**

Following the initial moderation of evaluated scores of the bids received as part of the evaluation process Falmouth Harbour Commissioners will require presentations with bidders.

Presentations are only to be held with those bids who are within 10% (based on price and quality) of highest scoring bidder following the initial round of evaluation and moderation.

The presentations will be an opportunity for the bidder to reinforce their Tender submission and to physically bring to life their proposal. Submitting of new information not submitted at the time of the tender will not be permitted.

It will also afford Falmouth Harbour Commissioners with the opportunity to clarify points from the initial desktop evaluation of the Applicants Tender. The presentations will not be scored, however, Falmouth Harbour Commissioners may, as a result of clarifications obtained from the sessions, look to adjust initial desktop evaluated scores.

The intention is for these presentations to be in person in Falmouth.

**13. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer's response.

**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:

[jackie@jackiegeorge.co.uk](mailto:jackie@jackiegeorge.co.uk)

with the following message clearly noted in the Subject box;

Falmouth Harbour Commissioners, Falmouth Harbour – Destination Development Feasibility Study REF SPF

**Tenderers are advised to request an acknowledgement of receipt of their email. For large files, a site such as WeTransfer/ Dropbox should be used**

#### **15. Disclaimer**

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

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 Falmouth Harbour Commissioners or any information contained in Falmouth Harbour Commissioners' 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 Falmouth Harbour Commissioners for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Falmouth Harbour Commissioners 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

Falmouth Harbour Commissioners liable for any costs or expenses incurred by tenderers during the procurement process.

**16. Enclosures**

- i) Site Plan
- ii) Schedule 1