

Client

The Royal Institution
of Cornwall

Project Number

230794

Document Number

0200

Date

22.04.2024

**Royal Cornwall
Museum Pitched and
Flat Roof Re-Covering
Works
Quality Submission**

Document Control Record

Version	Date	Prepared by	Checked by
T01	22.04.2024	Jowan James	Tom Cooke

Contents

1.0	Context/Contractor Engagement	4
2.0	Tendering Procedures.....	4
21	Quality Submission.....	4
22	Price Submission.....	4
23	Post Tender Interviews	5

Appendix A – Quality Submission (Questions)

Appendix B – Quality Scoring Spreadsheet

1.0 Context/Contractor Engagement

Kendall Kingscott Ltd have produced a fully designed scheme (as far as possible) on behalf of Royal Cornwall Museum which is to be tendered competitively.

2.0 Tendering Procedures

The tender will be based upon the principles of the NBS Guide to Tendering for construction projects, as set out in the Preliminaries section of the specification.

21 Quality Submission

As per Appendix A, the contractor will be required to submit a separate document comprising formal responses to the provided questions, abiding to strict formatting limitations as follows;

- Q1: Maximum 2 sides of A4, based on a minimum font size of 10
- Q2: Maximum 2 sides of A4, based on a minimum font size of 10
- Q3: Maximum 2 sides of A4, based on a minimum font size of 10
- Q4: Maximum 1 side of A4, based on a minimum font size of 10
- Q5: Maximum 1 side of A4, based on a minimum font size of 10

The quality element will be subject to 40% weighting. Each question will be scored and marked out of 5, in accordance with the following criteria;

- 0 Completely fails to meet required standard or does not provide a proposal.
- 1 Response significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals.
- 2 Response falls short of achieving expected standard in a number of identifiable respects.
- 3 Response meets the required standard in most material respects but is lacking or inconsistent in others. The assessment indicates the Contractor has demonstrated, with some reservations, their ability to provide the works and services being assessed.
- 4 Response meets the required standard in all materials respects and the assessment indicates the Contractor has demonstrated their ability to provide the works and services being assessed.
- 5 Response meets the required standard in all material respects and in exceeding some or all of the major requirements represents an exceptional demonstration by the Contractor of their ability to provide the works and services being assessed.

There will be a panel of 2Nr evaluators to complete the quality assessment remotely. The final score for each question will be based on an average of the evaluator's scores.

22 Price Submission

Having undertaken pricing of the specification, the contractor will be required to fill in the Form of Tender. Kendall Kingscott Ltd / NHS PS will transpose the lump sum tender return from the Form of Tender onto the spreadsheet (example contained in Appendix B) to calculate the total score.

23 Post Tender Interviews

Following the return of tenders and assessment, Royal Cornwall Museum will draw-together a shortlist of contractors to attend an interview.

Interviews will be held in-person at the Royal Cornwall Museum on 12th & 13th June 2024. Following tender, the contractor will be provided with a two hour time slot on either of those days.

The employer's interview panel will comprise representatives from Royal Cornwall Museum and from Kendall Kingscott.

Appendix A – Quality Submission (Questions)

Q1. Relevant Experience: 15%

Demonstrate experience of having successfully undertaken refurbishment / improvement works upon historic and listed buildings within the county of Cornwall. Specific reference to the following points, together with relevant recent case studies will attract the highest scores:

- Successfully completing works to public buildings in which building users have had to remain in occupation
- Successfully completing pitched and flat roofing works within the context of occupied buildings
- Demonstrating a strategy which has resulted in successful communication with building representatives to deliver works with minimal disruption and maximum communication to building users
- Evidence of positive feedback from building users who have had to remain in occupation whilst works occur around them
- Evidence of working on projects where works by others have occurred on site
- Identification of key lessons learnt from previous similar works and a description of how they will be applied to this project

Q2. Management & Communication: 10%

It is our experience that the success of projects in complex environments is heavily dependent upon the dedication, communication skills, emotional intelligence and flexibility of approach of the site manager & building user liaison role. More-so in projects that are inherently disruptive, and which are undertaken in the context of other works on site.

- Please demonstrate your procedure for selecting a suitable site manager, ensuring that suitable personnel can be retained for the duration of the project and that they will be ready for involvement with the project based upon the latest programme.
- Furthermore, the site manager and building user liaison role will need to be able to create & maintain a culture of authority and respect with the contractor's own employees, trainees, visitors etc., and an ability to control them and ensure that they adhere to the museum's expected standards in terms of behaviour, language and appearance. Please demonstrate the designated site manager's approach and experience in this respect.
- Please also detail the procedure you would follow in selecting a replacement for your site manager & building user liaison role if this became necessary.
- Please acknowledge and make reference to the site set up requirements on the logistics plans provided, including requirements for offices, welfare facilities, sanitary facilities, storage containers, cutting areas etc. Please comment on your ability to provide such a set up and confirmation that your preliminaries rates include for the provision of a site set up with facilities which can comply with the minimum requirements of that set out in the sketch.
- Please provide, as an appendix, an organogram illustrating the personnel from your organisation who will have involvement with this scheme. Please provide specific reference to persons who will take responsibility for the following matters:
 - Point(s) of contact during the pre-construction phase
 - Building user point of contact
 - Site manager
 - Responsibility for site safety
 - Providing day-to-day communication and updates to the Project Manager
 - Dealing with matters of pricing, instructions etc.
 - Attendance at monthly progress meetings

Q3. Supply Chain Management: 5%

Based upon the specification and drawings presented as part of this tender, together with your knowledge and experience of having successfully undertaken similar works, describe how relationships with your relevant supply partners will be formed, maintained and managed to ensure the best possible outcome for the employer and other building users, whilst ensuring that the local reputation of the museum as a 'good employer' remains intact. Specific reference to the following points, together with relevant examples will attract the highest scores:

- Demonstration of good, long-term trading relationships with local supply partners
- Identification of key trades, specialisms and product groups that are critical to the success of the project and demonstration of how these will be secured and managed during the construction process
- Identification of the supply chain challenges presented by the project location, scope and timescales and demonstration of how these challenges will be managed
- Supply chain challenges presented by availability of specified roofing materials and how these will be managed
- Key lessons learnt from previous similar roofing works and a description of how they will be applied to this project

Q4. Programme – 5%

The commencement date and constraints plan provided with this tender must be adhered-to when considering the works programme which is provided with your tender.

Whilst within the preliminaries document, a commencement date and contract duration (37 weeks) has been prescribed (clause A10.110), tendering contractors are invited to put-forward an alternative contract duration if this results in benefit to the Employer i.e. reduced preliminaries costs, scaffold hire cost etc.

Please describe the principal challenges presented by this context and how it will be ensured by yourselves that the dates can be met. Specific reference to the following points will attract the highest scores:

- Acknowledgement of the fact that phasing of works will need to be carefully planned by the contractor to ensure continuity of work whilst working safely around other projects occurring on site
- Provide a brief commentary how the phasing will be undertaken including making reference to other projects occurring on site
- Key project risks presented by your master plan
- Key programme / phasing lessons learnt from previous similar works and a description of how they will be applied to this project

Q5. Financial Control – 5%

Noting that the funding for this project is fixed, the contractor is to comment on and evidence their ability to deliver the works within the tender sum, highlighting the top cost risks and how these would be mitigated.

Please describe the measures that would be put in place to ensure that the pricing of variations associated with both the provisional sums and the proposed works scope increase can represent value for money to the Employer.

Appendix B – Quality Scoring Spreadsheet

- 0 Completely fails to meet required standard or does not provide a proposal.
- 1 Response significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals.
- 2 Response falls short of achieving expected standard in a number of identifiable respects.
- 3 Response meets the required standard in most material respects but is lacking or inconsistent in others. The assessment indicates the Contractor has demonstrated, with some reservations, their ability to provide the works and services being assessed.
- 4 Response meets the required standard on all material respects and the assessment indicates the Contractor has demonstrated their ability to provide the works and services being assessed.
- 5 Response meets the required standard in all material respects and in exceeding some or all of the major requirements represents an exceptional demonstration by the Contractor of their ability to provide the works and services being assessed.

