

HMS VICTORY

INVITATION TO TENDER FOR A CONSERVATION LED WHOLE SHIP'S SURVEY

AS PART OF THE PLANNED MAINTENANCE SCHEDULE WORKS (JOB PLANNED DEFINED)

Summary Instructions and Details of Contract:

SUBJECT	DETAIL
Contract Description:	To provide a specialist conservation led whole ship's survey (as defined in the attached Job Plans) of HMS Victory which is located at Portsmouth Historic Dockyard
Programme:	The works and programme / attendances are defined in the attached Job Plans.
Client Representative:	<p>Roy Smith, NMRN Conservation Works Coordinator will be the main contact for planning, coordination and queries during the works.</p> <p>In the meantime the client representative will be:</p> <p>HMS Victory Conservation Project Manager – Peter Vickerstaff</p> <p>Email: peter.vickerstaff@uk.arteliagroup.com</p> <p>Tel: 07736 577922</p>
Date of Tender Return:	<p>Tenders must be submitted in accordance with this Invitation To Tender (ITT) to the NMRN (Historic Ships Team) at the email address HST.procurement@NMRN.org.uk and a hard copy to National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire, PO1 3NH by:</p> <p>22nd February 2017</p>
Last Date for Clarifications	15th February 2017
Schedules:	Schedule 1 – Project Overview

Schedule 2 – Scope of Works (Job Plans)

Schedule 3 – Evaluation Criteria

Schedule 4 – Tender Response Document

Schedule 5 – Pricing Document

Schedule 6 – NMRN Terms and Conditions

Schedule 7 – Form of Tender

Appendix A – Code of Conduct and Dress Code for Contractors

Appendix B – Working hours, facilities and exclusion zone planning

Appendix C – Standard SHE induction

INSTRUCTIONS TO TENDERERS

- 1.1 **Invitation to Tender.** The National Museum of the Royal Navy (NMRN) [the “Client”] invites tenders for conducting a thorough Shipwrights Whole Ship’s Survey as part of the Conservation Maintenance Schedule (CMS) works for HMS Victory in accordance with this Invitation to Tender (ITT), specific job plans and the attached Schedules [“the Tender Documents”]
- 1.2 **Project Overview.** An overview of the project is contained in **Schedule 1**
- 1.3 **Submission of Tenders.**
 - 1.3.1 Tenders must be submitted by the means specified and by the date stated in the tender documents
 - 1.3.2 The Tender must remain open for acceptance for the duration of the Conservation Maintenance cycle, i.e. the annual CMS cycle from April 2017 to March 2018.
 - 1.3.3 The Tender must not be qualified in any way.
 - 1.3.4 You must submit your response with the Form of Tender attached at **Schedule 7**. It must be submitted in the manner and by the deadline specified in the tender documents.
 - 1.3.5 Failure by a Tenderer to complete all questions fully and in accordance with all requirements therein may result in the Tenderer’s submission being rejected.
 - 1.3.6 The Tenderer must, without undue delay, inform the Client of any changes to the information provided in response to any questions in this questionnaire that may arise at any time during the Tenderers participation in this tender process.
- 1.4 Tenderers are required to complete in full the Form of Tender included with the Invitation to Tender and return it with their tender response/ offer by email only. Tenders must be returned electronically to the following email address:

HST.procurement@NMRN.org.uk

Automatic email responses will be generated by way of a reply to confirm delivery. If you do not receive this automated response, please contact the client representative above, before the tender deadline. Submission queries and enquiries received or made after the tender deadline will not be considered.

If you wish to provide a hard copy (in addition to but not instead of the emailed tender submission) please ensure it is delivered ahead of the tender deadline to the following address:

The Historic Ships Team (Procurement), National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire PO1 3NH.

Tender Response (Scored as Schedule 3).

Each question should be answered separately without cross-reference to any other question.

Answers to any questions that require reference to legislation shall specifically refer to UK legislation or codes of practice.

The Client reserves the right to require evidence or additional evidence in relation to any answers given to questions in this submission.

All questions must be answered in English and have a font size no smaller than equivalent to 10pt Arial and submitted as a pdf document. If there is a need to compress files please use WinZip. The tenderer shall provide all documents, appendices and schedules electronically to the email referred to above.

All electronic files should be clearly named with reference to the questions/sections they refer to.

The responses submitted by the Tenderer shall, if they are successful in being awarded a Contract, be carried forward into the operation of the Contract. Tenderers must therefore ensure that the fees submitted in the Tender Price section reflect the commitments given in this Quality Submission.

2.0 TIMETABLE & PROCESS

- 2.1 Place Advertisement: 20th January 2017
- 2.2 Tender Return: 22nd February 2017
- 2.3 Review by NMRN: Week Commencing 27th February 2017
- 2.4 Stand still period (10 working days): until 15th March 2017
- 2.5 Appointment: 20th March 2017

SCHEDULE 1 – PROJECT OVERVIEW

- 1.1 The National Museum of the Royal Navy (NMRN) is based within Portsmouth Historic Dockyard (PHD). The NMRN came into being to tell the entire naval story, past present and future; the story of a Service that has literally sculpted the history, culture and the people of Great Britain. The NMRN has a simple vision, 'to be the world's most respected Naval Museum, underpinned by a spirit of enterprise and adventure', and; its goal is, "to promote the traditions and public understanding of the Royal Navy and its constituent branches, past, present and future".
- 1.2 From December 2016 the NMRN will be directly employing a small team of staff to manage, oversee and carry out Conservation maintenance and emergent works to ensure that the ship is maintained to a high, professional standard.
- 1.3 Each year a schedule of Conservation Maintenance tasks is assessed (as part of a 5 year maintenance plan) and tasks of a specialist nature that cannot be undertaken by the in-house team are compiled and various packages of work issued for tender.
- 1.4 HMS Victory attracts in the region of 400,000 visitors annually. It is also oldest commissioned warship in the world and is the Flagship of the First Seaford of the Royal Navy. Therefore its importance both nationally and internationally is immeasurable.
- 1.5 In addition to visits by the general public, the ship is also used by the Royal Navy for ceremonial occasions, RN VIP dinners and NMRN corporate events that require any works to or around the ship in careful considered and coordinated. The NMRN also allow TV filming and media access on a commercial basis and may require limitations on noisy works or suspension of works during these hours (normally before 10am).
- 1.6 The NMRN are also undertaking a major phase of Conservation works will is likely to take in the region of 15 years to complete. These works will commence in late 2016 with the stonework repairs to the dry dock (a Scheduled Ancient Monument), the installation of a new ship support system and the removal of the 1925 support cradles. There are other planned works to the interior of the ship in association with these Conservation works.
- 1.7 All works planned to the ship should ensure that access for visitors is maintained wherever possible during normal opening hours (10am to 6pm 7 days a week). Where some areas of the ship or its surroundings have to be closed to the public or the visitor route diverted for safety reasons, the contractor should ensure that discussions are held and agreement made with the NMRN Conservation team as far in advance as possible and no less than 3 weeks in prior of works commencing.
- 1.8 As a prime visitor attraction within the United Kingdom, Contractors will be expected to display a high standard of professionalism at all times. This includes behavior, language, respectful interaction with the public and other stakeholders, and standards of attire. Failure to adhere to these standards will

result in individuals being removed from site and the Contracting Company warned of the reasons for their removal. Should further breaches occur the contracting company will be refused access to the ship and removed from any future works.

- 1.9 Contractors should also be aware that the NMRN has a team of specialists working within the Historic Ships Team (HST). This team includes a full time Archaeologist, Conservator and Assistant Director who report to the Director of Historic Ships. Any planned fixing, drilling or alteration to the ship should be reviewed with and agreed by the HST prior to works commencing. Failure to do so will result in the contractor being removed from site, damages /reinstatement costs charged and moneys withheld. It is the Contractors duty to ensure all works have been assessed and approved by the HST prior to works commencing.
- 1.10 The NMRN HST reserves the right to suspend works and / or remove any personnel from the ship with immediate effect for any breach of discipline, behavior, appearance, damage or undertaking any unapproved work. A full review with a Director of the Contracting Company will be held as soon as possible to undertake a review of the breach, agree measures to ensure these breaches do not reoccur and undertake detailed briefings to all operatives before works can recommence.
- 1.11 Visitors are encouraged to ask questions of anyone working on or around the ship so contractors should be fully prepared to periodically interact and explain what works are being undertaken, why and how. They are not expected to know the history of the ship or how it was operated, and any questions outside of their knowledge or experience should be directed to the nearest NMRN Tour Guide present on each deck.
- 1.12 Further instructions for Contractors can be found in the attached SHE induction document. Please note that this is the current requirements of the Maintenance Management Contractor (BAE Systems) and may be modified by the NMRN in the near future.

SCHEDULE 2 – SCOPE OF WORKS

- 1.1 Please refer to the specific job plans attached in Appendix A

SCHEDULE 3: EVALUATION OF TENDERS

1.1 Tender submissions will be judged on both Quality and Cost using a ratio of:

60% Quality and 40% cost

1.1.1 Quality Criteria.

The quality criteria are made up of two parts as indicated below:

Part	Quality Criterion	Assessed by	Weighting
Part One	Experience / qualifications of personnel proposed to carry out the survey	Depth of experience and suitable qualifications	50%
Part Two	Experience working in a Heritage environment	Case studies and references of similar projects	50%

1.2 It is essential in your application that you provide evidence and proven examples in each of the selection criteria in so far as you are able. Your responses should be no more than 2 sides of A4 paper for each part referred to above.

1.3 The scoring guidance for this quality criterion will be as follows:

- Excellent Assessment - Score 9: An excellent response that fully meets the requirements. Full and comprehensive supporting details provided.
- Very Good – Score 7: A very good response that meets the requirements. Very good supporting details provided
- Satisfactory – Score 4: A response that meets the requirements. Sufficient supporting details provided.
- Nil Response – Score 0: no response received.

SCHEDULE 4 - TENDER RESPONSE DOCUMENT

1.1 Applicants Organisation (Pass/Fail).

Name of Organisation:

Contact name for enquiries about this Tender:

Company Address:

Post Code:

Telephone Number:

Email Address:

Website address (if any):

Company Registration number:

VAT Registration number

Registered address if different from the above

Is your organisation:

- A public limited company
- A limited company
- A partnership
- Other (please specify)

Name of (ultimate) Parent Company if this applies

Companies House Registration number of parent company (if applicable)

- 1.2 **Insurance (Pass/Fail).** Where appropriate, please provide confirmation that you have or, if successful, will procure the following minimum levels of insurance:
- Public Liability (minimum value £10million) YES/ NO/ Will Obtain
 - Employers Liability (minimum value £10million) YES/ NO/ Will Obtain
 - Professional Indemnity Insurance (minimum value £2million) YES/ NO/ Will Obtain
 - Are there any special conditions or exclusions on the Policy? If yes, please give details:
- 1.3 **Financial Information (Pass/Fail).** Financial viability may be checked via an independent agency currently Dunn & Bradstreet
- 1.4 **Technical Capacity (Scored – Schedule 3).** Please provide a project specific proposal that demonstrates your capacity and ability to provide the works indicated for each job plan (appendix A) including a statement of exclusions such as materials, equipment or attendances required to be provided by the NMRN.
- 1.5 **Interview.** The NMRN reserves the right to interview any contractor or supplier to further assess their capability and work standards or request site visits to review specific examples of work from the case studies provided in **Schedule 3**.
- 1.6 **References.** Please list the name and address, job title, email and telephone contact details for the three examples provided in **Schedule 3** (item 1.2).

SCHEDULE 5 – PRICING SCHEDULE

- 1.1 Please provide lump sum costs against each of the items in the following schedule:

2017 Planned maintenance tasks	PM number	Cost £
Internal Whole Ships Survey	PM5300	
External Whole Ships Survey	PM5301	

Please qualify any and all exclusions from your tender.

- 1.2 Please note that the NMRN reserves the right to instruct each job plan individually or collectively and as such they should be priced accordingly. Should any economies be achieved by undertaking multiple tasks during one visit then these should be highlighted in your submission.
- 1.3 Please also provide a day and half day rate for works suspended through no fault of the contractor, i.e. NMRN instruction to suspend works or inclement weather.

Half day delay	£
Full day delay	£

Please note that for any delay likely to be in excess of 1 day, the contractor may be asked to suspend works and make arrangements for a return to site in the future to complete the works. In such circumstances only 1 days delay can be claimed against each case of suspension.

SCHEDULE 6 – NMRN TERMS AND CONDITIONS

- 1.1 **Payment Terms:** Unless stated otherwise, payment terms will be 30 days from receipt of invoice. Invoices are to be submitted to the Client, who will review and approve them for processing.
- 1.2 **Invoicing:** Invoices should be emailed to finance@nmrn.org.uk and cc'd to the HST procurement email address HST.procurement@NMRN.org.uk for review and approval.
- 1.3 **Invoicing:** All goods and services must be procured using a system generated order number, including those based on contracts. This order number must be clearly shown on each invoice, if we receive an invoice missing this we will return it, unpaid, to the supplier and request that they contact the staff member who placed the order to obtain one.
- 1.4 **Contact Information:** Depending upon the works package or material supply, a suitable short contract based upon the NEC Suite of Contracts will be used. Any contract amendments will be discussed and agreed between the contracting parties prior to the award of contract. Should you have any queries or wish to have an informal discussion about this role then please contact Andrew Baines, Director of Historic Ships on 023 9272 7565

SCHEDULE 7 FORM OF TENDER

To: National Museum of the Royal Navy, HM Naval Base (PP66), Portsmouth, Hampshire, PO1 3NH

Email: HST.procurement@NMRN.org.uk

Date: _____

Work Package / PMS reference(s):

2017 Planned maintenance tasks	PM number	Cost £
Internal Whole Ships Survey	PM5300	
External Whole Ships Survey	PM5301	

1.1 I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

1.2 Our Lump Sum offer for this Service is set out in Schedule 5 of this document.

£_____ plus VAT

Amount in Words: _____

1.3 Attached to this Form of Tender are the following:

1.4 Our response to the information set out in **Schedule 3 and 4**.

1.5 The completed Pricing - **Schedule 5**.

1.6 I/We confirm that we accept the NMRN Terms and Conditions as issued with the Invitation to Tender.

1.7 I/We understand that the Client reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

1.8 I/We confirm that this Tender will remain valid for 12 months from the date of this Form of Tender.

- 1.9 I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed _____

Signed by (complete the table below):-

Date: _____

Name(s): _____

Position: _____

For and on behalf of (name of
organisation): _____

Contact Tel Nr: _____

Contact Email Address: _____

Address: _____

APPENDIX A

Individual Job Plans

Summary list of works:

2017 Planned maintenance tasks	PM number
Internal Whole Ships Survey	PM5300
External Whole Ships Survey	PM5301

Programme:

It is anticipated that these surveys will be undertaken between April and May 2017, depending upon the completion of some internal beam end fixing remedial works and prior to the installation of the new ship's support system.

INTERNAL SURVEY (PM5300)

The purpose of the survey is to examine the ships internal structure, checking timbers (by non-invasive means) for decay, identifying structural weakness, and provide a written report of findings and recommendations. The survey is to include all internal structural members, internal bulkheads and planking from stem to stern and from keelson to deckhead on the upper gun deck and deckhead of underside of poop deck. The survey will include all internal non-structural elements of the ship, such as through-deck ladders, cabin supports & partitions, decorative panels, iron fittings, mast supports, gun ports, hatches and coamings, capstan and all other fixtures throughout the ship.

The previous full ship survey was carried out in 2012 used the methodology of recording the ship by deck, port and starboard. Each deck and ship's side was then further divided by recording findings from the aft side of each deck beams above to the aft side of the next beam. All material that was encompassed within this area, upon each deck, was recorded and included in the report accordingly. This system enabled every visible square foot of the interior of the ship to be inspected.

All future surveys are to be recorded in accordance with the referencing system within the intelligent model which has been developed by the NMRN and Fenton Holloway. Beam references will be provided by the NMRN Archaeologist to ensure continuity of referencing to the intelligent model.

Timbers should be checked visually and by sounding and pricking the surface with the point of a knife or similar. Prior to and throughout the duration of this survey, the contractor is to work closely with the NMRN Archaeologist to fully understand which elements of the ship are classed as historically significant and agree a method of analysing this material with minimal or zero damage.

If areas of rot are suspected, then NMRN Archaeologist should be informed and consulted. Baseline moisture content of these suspected areas should be taken and the presence of live hyphae or mycelium noted. Similarly, areas of insect attack (whether current or historical) should be identified. Frass positions should noted and cleared, to allow for future study.

Scope of Survey to include the following decks:

- a. Upper Decks
- b. Upper Gun Deck
- c. Middle Gun Deck
- d. Lower Gun Deck
- e. Orlop Deck
- f. Hold

EXTERNAL SURVEY

The purpose of the survey is to examine the external structure, check timbers for decay (by non-invasive means), identify any structural weakness, and provide a written report of findings and recommendations. The survey should examine the external hull from stem post to sternpost and from keel to the quarter and poop decks. The survey should also include all non-structural elements of the ship, such as rudder, cappings, mouldings, beak deck bulkhead, round houses, gun ports, gratings, cat chocks, hatch coamings and all other external fixtures.

The findings will be recorded by dividing the ship to below water line, topsides and deck layer. These areas should then be divided in to port and starboard sides.

Each area is to be further divided by recording findings between beam centres on the deck layers, between the cradle supports below the waterline and in line with the cradle supports on the topsides and all that is encompassed by these areas recorded. This system will enable every square foot of the external areas to be survey, where visible.

Timbers are to be checked by sounding and pricking the surface with the point of a knife, probing with a decay detecting drill and visually.

The point of a knife should only penetrate the surface of timbers if decayed or softness is found otherwise no visible mark is to be left to sound material.

Scope of Survey to include:

- a. Below Waterline Port Side
- b. Below Waterline Starboard Side
- c. Topsides Port
- d. Topsides Starboard
- e. Beak Deck Port Side
- f. Beak Deck Starboard Side
- g. Quarter Deck Port Side
- h. Quarter Deck Starboard Side
- i. Poop Deck Port Side
- j. Poop Deck Starboard Side

Report outputs

To ensure uniformity and comparison of the results, the NMRN will produce a template form to be completed for each structural element / area. This form will identify standard categories of decay or soundness.

On commencement of the survey, it is expected that the successful contractor will attend a briefing with the NMRN. At this briefing methods used for identifying the condition of elements and its relevant category will be agreed together and benchmarked for future reference.

The survey report should then contain completed template forms with an indication of level of decay and what the degradation may be due to. The report does not need to make recommendations for future repairs but should identify priorities for future repairs. The report should also include a graphical, coloured representation of the survey condition findings on plans and elevations which will be provided by the NMRN. These coloured drawings should be produced in AutoCAD with hard and soft copies made available to the NMRN.

Appendix B

Current SHE induction document

Appendix C

Standards of Behaviour, language and attire

Behaviour:

All personnel working on HMS Victory are expected to maintain the highest standards of professionalism, respect and courtesy to all members of the general public, NMRN staff, Royal Navy Staff, VIPs, guests and other contracting companies at all times whilst working within the Portsmouth Historic Dockyard as a whole.

The NMRN reserves the right to permanently remove anyone from site for any serious offence.

Language:

Any foul or offensive language used whilst working within the Portsmouth Historic Dockyards will not be tolerated and the offending person will be removed from site. Only after a full review (with a Director of the Company employing the offender and a member of the HST) where actions / undertakings are agreed and assurances no further breaches will occur, will the offender be allowed back on site.

Attire:

All operatives / contractors employed to work on, in, or under HMS Victory or within the confines of the dry dock within which she is sited are to wear the following minimum standards of attire at all times within Portsmouth Historic Dockyard:

- Work trousers and appropriate footwear / site boots.
- Company branded polo shirts, sweatshirts, overalls, fleeces and waterproofs. It is expected that all operatives working for each contractor should have matching attire.
- Depending upon the activity and SHE requirements, branded PPE jackets and hard hats.

If there is a valid Health and Safety reason why such attire cannot be worn for any planned activity it is the responsibility of the contracting company to request permission for a relaxation of these standards for part or the whole of that activity prior to commencement of work.

It is the duty of each contracting company to gain permission for proposed branded workwear from the HST prior to commencement of work.

Failure to provide the above standard of workwear will result in the suspension of works at no cost to the NMRN.