**Lake District National Park Authority **

**Invitation to Tender**

**The design, supply and installation of an electrical infrastructure upgrade at Brockhole on Windermere, LA23 1LJ**

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**Date: 2nd October 2020**

**Deadline for Submissions: 12:00 30th October 2020**

### Introduction and background to the project

Brockhole is the Lake District National Park Authority Visitor Centre, located between Windermere and Ambleside. It consists of a formal house and listed gardens alongside other activities including water sports and tree top rope courses. The main house was constructed in 1898 as a family residence before being purchased by the Lake District National Park Authority (LDNPA). The site now attracts in the region of 300,000 visitors a year and is open to the public for the most of the year. The majority are families who visit during school holidays and weekends over the summer. The current power supply to the site is not sufficient to support proposed improvements at Brockhole, including a new sustainable heating system using heat pumps and the installation of electrical vehicle charge points in the carpark.

**Tender Objective**

The Lake District National Park (LDNP) invite contractors to submit tenders for the end to end delivery of an electrical infrastructure upgrade at the Brockhole Visitor centre, Windermere, Cumbria. This will include all aspects of design and delivery, as well as the management of any sub-contractors used and interfaces with the Distribution Network Operator (DNO) and metering companies. The design and delivery installation works will have to be undertaken by a suitably qualified (National Electricity Registration Scheme) NERS registered supplier (confirmation of this accreditation should be supplied). The contract terms will be as contained with a standard JCT Design and Build contract.

The LDNPA has already received a quote from the local DNO, Electricity North West Limited (ENWL) for their aspects of a power upgrade, but procurement regulations require us to competitively tender this work. A copy of the quote from ENWL has been included.

LDNPA are looking for tenders from electrical contractors, Independent Connection Provider (ICP), or Independent Distribution Network Operators (IDNO). The appointed company will be required to manage all the interfaces with the local DNO and or any IDNO or any subcontractors used. The contractor will also be responsible for ensuring the adoption of the upgraded network either by the local DNO or an IDNO.

A weighted evaluation will be made on tender returns, based 50% on cost and 30% on quality of the proposed solution and 20% on contractor’s skills and experience.

The contractor will be expected to submit a fixed fee proposal and have the capacity to deliver the contract preferably by **12 February 2021.**

A site visit is essential to fully appreciate the opportunity. Appointments are available **on 19th October 2020** and can be arranged through [Sharon.hodgson@lakedistrict.gov.uk](mailto:Sharon.hodgson@lakedistrict.gov.uk) telephone on 07929119389.

### Tender Documents

The following documentation has been included:

Annex 1 - Invitation to Tender document (this document)

Annex 2 - Form of Tender

Annex 3 - Declaration of Non Collusion

Annex 4 - References

Annex 5 - As existing service plan drawing

Annex 6 - Employers requirements/ technical specification

Annex 7 - ENWL Quotation

### Submission of the tender documents

### Your submission should include:

1. Completed form of tender, including breakdown of costs (Annex 2).
2. Declaration of non-collusion (Annex 3).
3. References – these should demonstrate where possible a similar project on a similar site (Annex 4).
4. Proposed technical solution including as a minimum:
   1. As proposed service plan drawing
   2. Equipment Specification (sub-station, meters and sub meters etc.)
   3. Civils specification (groundworks, ducting etc.)
   4. Electrical specification (cabling and connections etc.)
5. A programme/schedule of works, such as Gantt chart or a plan.
6. Details and methodology of how you propose to effectively deliver the scheme with minimal disruption to the operation and appropriate consideration for public safety.
7. Details of your accounts and evidence in relation to financial viability of your business.
8. Brief CVs of the key personnel who will be undertaking the work (for example Contracts manager and Site supervisor).

### Before commencing a formal tender evaluation, documents provided by tenderers will be checked to ensure that they are complete. At this stage, any non-compliant tenders will be rejected by the Authority. Tender responses which are deemed to meet the eligibility requirements will be shortlisted and we may invite tenderers for a second stage interview. Shortlisted tender submissions will be evaluated according to the Evaluation Criteria given later in this document.

### Tenders must be received via the Chest procurement portal by 12:00 noon 30th October 2020. Please ensure you allow enough time to complete uploads before the deadline. Tender documents received late, i.e. after the specified date and time, will not be considered.

**How to return the tender**

The tender is to be submitted in electronic format via the Chest procurement portal.

### Please raise all queries related to the tender via the Chest messaging system.

**Opening of tenders**

### Tender documents will remain unopened until after the closing date, after which time they will all be passed to the originating department. All tenders submitted will be verified to ensure that the information requested has been provided before they are evaluated.

**Timetable for this tender**

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| --- | --- |
| **Date** | **Activity** |
| **02nd October 2020** | Publication of Tender Documentation |
| **19th October 2020** | Planned site visit |
| **12:00 noon 30th October 2020** | Tenders return deadline |
| **2nd – 6th November 2020** | Tender evaluation and shortlisting |
| **Week commencing**  **9th November 2020** | Presentations by shortlisted consultants (if required) |
| **16th November 2020** | Notification to successful supplier |
| **30th November 2020** | Contract Award (after 10 working day cooling off period) |

**Contact and information**

For feedback on your submission please contact Richard Horner; [Richard.horner@lakedistrict.gov.uk](mailto:Richard.horner@lakedistrict.gov.uk)

### Lake District National Park Authority, Murley Moss Business Park, Oxenholme Road, Kendal, Cumbria. LA9 7RL

**Checklist for Compliance**

The following completed documents are required for the tender to be deemed compliant:

* Form of Tender (Annex 2)
* Declaration of Non-Collusion (Annex 3)
* References (Annex 4)
* Technical Solution/Design
* Programme/Schedule
* Detailed Methodology

### Evaluation of tenders

### Once verified as complete the tenders will be considered based on the information they have submitted in their tender. The tenders will be evaluated upon the following criteria;

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| --- | --- |
| **Evaluation Criteria** | **Potential Score** |
| Price   * Fixed fee proposal including breakdown of contractor prelims and priced schedule of works as follows (Annex 2):   + The design work,   + The site clearance,   + The groundworks,   + Installation of sub-station, transformer, meters and sub meters   + Ducting and cable installation and connections   + The commissioning, training and handover   + Contractor prelims (site welfare)   + Provisional sums (please specify) | 50 |
| Quality   * Quality of tender submission (presentation and relevance of content) * Quality of design proposal (technical solution) * Ability to deliver within the required timescales (programme/schedule) | 30 |
| Skills and Experience   * Appreciation of site specific issues and ability to demonstrate effective delivery whilst maintaining public safety and ability to demonstrate minimal disruption to site operations (methodology) * Evidence of prior experience delivering similar services on a comparable site (references) | 20 |
| **Maximum Possible Score** | **100** |

**Questions on tender submissions**

### If tenderers have any questions they wish to ask the Authority, they must submit them via the Chest procurement portal.

We have also included messages from the Chest relating to the previous separate tenders of the solar and battery system to ensure all tenders have the same information whether or not they have previously tendered.

### Any questions received will be made anonymous and responses sent to all tenderers.

**Award of tender**

### The Authority will decide to whom the contract shall be awarded based on the evaluation criteria outline above. The Authority does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole or parts of tenders/quotations. The Authority will notify acceptance of the tender to the successful tenderer as soon as is reasonably practicable.

### TENDER INFORMATION

**Confidentiality**

### The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.

**Freedom of Information**

### The Authority is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly all information submitted to the Authority may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

**Anti-Fraud and Corruption Policy**

### The Authority has an Anti-Fraud and Corruption Strategy which sets out the responsibilities of officers and action to be taken in cases of theft, corruption, irregularity, or when damage is suspected. The Confidential Reporting Code, (Whistle Blowing Policy), forms part of this Strategy which provides a mechanism for staff to report suspected wrong doings confidentially.  In the event of such an issue, an investigation would be carried out and action taken as necessary.

**Costs and expenses**

### The Authority will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. The Authority does not bind itself to accept any of the tenders as a result of the tendering process including the lowest tender.

**Preparation of Tenders**

### For the preparation of their tender and entering into a contract with the Authority, tenderers must ensure that they have all the information required and must satisfy them of the correct interpretation of terminology used in these documents.

**Alterations**

### None of these documents may be altered by the tenderer. If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contracts objectives) they must provide details in a separate letter accompanying the tender response.

**Prices**

All prices must be net and, where applicable, carriage paid with all cash and trade discounts allowed for.

**VAT**

All prices and/or rates shall be **exclusive** of VAT.

**Validity of tenders**

### Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.

**Sub-contractors**

### The names and addresses of any sub-contractors the tenderer proposes to employ must be provided with the tender.

**Quality of goods / services**

### Tenderers must possess relevant professional qualifications and experience.

**Conflict of Interest**

### The Authority requires all tenderers to confirm whether any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

**Treatment of tender**

### The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Authority and the tenderer.

**Debriefing**

### All unsuccessful bidders will be offered the opportunity to be given a debriefing. Requests for debriefing are to be made in writing.

**The Authority’s use of Contract Outputs**

### The Authority may wish to publicly quote the Contract Outputs such as any policies, figures, training materials, risk assessments etc. Tenders are requested to confirm that the Authority may (at the Authority’s own discretion) do so without restriction.

**Ownership**

### The intellectual property rights rests with the Authority, not the tenderer.