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Boscawen Park -Duck Pond Dredging ITT

Truro City Council

Project Management services

Date 23/08/2024



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# Introduction

## Background

Truro City Council have been successful in achieving grant funding to support improvement works to Boscawen Park as a part of the wider Truro Town Deal. An aspect of the wider masterplan is to undertake dredging works to the existing duck pond, which is currently utilised as attenuation for surface water run-off from the fields and land above.

Over a prolonged period of time the duck pond has been subject to silt deposits reducing the capacity of the pond. The Town Deal master plan includes to dredge the silt out of the duck pond, including its silt trap, to improve habitat provision within the area and increase capacity of water that can be stored.

The proposed works seek to improve flood capacity in the event of tidal surge/or fluvial flooding event and improve the public realm offering of the park.

The duck pond at Boscawen Park is a key feature of the park's landscape, but it is currently facing significant issues due to silt buildup, and structural damage to some stone banks. An initial survey has been undertaken along with a preliminary Ecological Assessment, detailing the existing conditions of the pond and identifies areas in need of maintenance, repair, or further investigation to inform the scope requirements.

## Works undertaken by Others

There are no intended works to be undertaken by others as a part of this project.

## Delivery of the Project under a Single Stage Traditional Procurement Approach

The Project will be procured under a single stage traditional procurement approach. The process can be summarised as follows:

**Tender period** 23rd August 2024 – 20th September 2024

**Site Visits** Week Commencing 2nd September 2024 (Times and Dates TBA)

**Tender Submissions** 20th September 2024 by 12:00pm

**Successful Tenderer notified by** 27th September 2024

Additional programme dates are provided in Section 2.1.

Contractors are to provide a fixed price for the works contained within the tender documents, and further information as to the exact requirements are contained later in this document.

Following receipt of tenders these will be reviewed and scored using the criteria described later in this document. The successful tenderer will be notified and then instructed by 20th September 2024. All relevant Building Contract documents will then be executed prior to commencement of the construction period.

## Contract Documents

The successful tenderer will be expected to enter into a JCT Minor Works Contract (MW 2016) for the Construction Works. Full details can be seen within Section A20 of the Preliminaries document included within this tender document.

Tenderers should note that these Contract Documents will be prepared on the basis that (save for the correction of any manifest errors) they represent the balance of risk that Truro City Council is prepared to accept and are intended to be entered into without amendment.

Tenderers will be required to confirm their acceptance of the Contract Documents in their present forms as part of their Tender Response. If Tenderers have any objections to any of the Contract Documents or believe that any amendment is necessary in order for them to enter into them, they must notify Ward Williams as soon as practicable, and in any event not less than 10 working days prior to the Tender Return Date, providing a commentary setting out the rationale and justification for the proposed changes. Failure to provide details of any proposed amendments will be treated as acceptance of the Contract Documents.

Tenderers will not be entitled to raise any subsequent amendments or add any qualifications to their Tender Responses in relation to the Contract Documents. Subject to Tenderers complying with the above period of notification, Truro City Council will review any comments received but does not make any commitment to accept any proposed amendments. If Truro City Council does accept any proposed amendments, those amendments will apply to, and be communicated to, all Tenderers.

## Project Directory

| **Role** | **Company** | **Representative** | **Contact Details** |
| --- | --- | --- | --- |
| Client | Truro City Council | David Rodda  Richard Budge | [Clerk@truro.gov.uk](mailto:Clerk@truro.gov.uk)  [richard@truro.gov.uk](mailto:richard@truro.gov.uk) |
| Project Manager / Contract Administrator | Ward Williams | Tom Rees  Liam Austin | [thomasrees@wardwilliams.uk](mailto:thomasrees@wardwilliams.uk)  [liamaustin@wardwilliams.uk](mailto:liamaustin@wardwilliams.uk) |
| Quantity Surveyor | Ward Williams | Nick Hannett | [Nickhannett@wardwilliams.uk](mailto:Nickhannett@wardwilliams.uk) |
| Landscape Architect | Mei Loci | Trish Hawes | [phawes@meiloci.co.uk](mailto:phawes@meiloci.co.uk) |
| Ecologist | Plan for Ecology | Nicola Dyer | [nicola@planforecology.co.uk](mailto:nicola@planforecology.co.uk) |
| Principal Designer (CDM) | The Principal Contractor is to be the Principal Designer for the duration for the Construction Works | | |
| Principal Contractor | The Main Contractor will be the Principal Contractor for the duration of the works. | | |

# Instructions to Tenderers

## Proposed timetable – Duck Pond Dredging and Associated Works

A summary of current forecast dates for the tender process and subsequent construction works is shown as follows, which may be subject to change:

|  |  |
| --- | --- |
| **Proposed timetable** | **Date** |
| ITT Issued | 23rd August 2024 |
| Site Visits | W/C 2nd September 2024 |
| Last date for queries from tenderers on contract terms and conditions and for tender queries (10 working days prior to tender submission) | 6th September 2024 |
| Tender Return Date | 20th September 2024 by 12pm |
| Successful Tender Notified by | 27th September 2024 |
| Mobilisation Period Commencement, including site setup | 30th September 2024 |
| Construction Works Start on Site | 14th October 2024 |
| Construction Works Completion | 22nd November 2024 |

## 

## Tender Responses

Tenderers are required to submit their Tender Returns electronically in accordance with this ITT, comprising the completed Form of Tender set out in Appendix B1 along with all other information required in accordance with this ITT and set out below. Tender submissions should be issued in line with the requirements detailed on the Contracts Finder portal and should contain the contracts finder reference, submissions via email should be made to, [thomasrees@wardwilliams.uk](mailto:thomasrees@wardwilliams.uk) and [liamaustin@wardwilliams.uk](mailto:liamaustin@wardwilliams.uk).

Tender Responses must be Project specific and must cover all of the information requested in this ITT.

In support of the final submission tenders are required to provide:

* Completed Pricing Document as Appendix A1.
* Confirmation of Overheads and Profit as Appendix A1.
* The Completed Form of Tender set out in Appendix B1.
* Certificate of non-collusion as Appendix B2.
* Acceptance of Contract Terms and Conditions.
* Acceptance of Liquidated Damages amount.
* Response to technical criteria 1 to 4 as Section 3.5 of this document.
* Summary of turnover and workload as Section 3.6 of this document.

All tender correspondence and queries should be issued via email to [thomasrees@wardwilliams.uk](mailto:thomasrees@wardwilliams.uk) and [liamaustin@wardwilliams.uk](mailto:liamaustin@wardwilliams.uk). using the tender query template in Appendix A of this tender document. Queries should not be raised to any other members of the Project team as this process will be managed by Ward Williams. Queries will be recorded and shared with all Tenderers unless commercially sensitive.

Final tender queries must be submitted by 12:00 noonon6th September 2024.

## Procurement Objectives

Truro City Council’s objectives for this procurement process are as follows:

* An emphasis on value for money, budgetary control, environmental protection and risk reduction.
* Achievement of cost certainty prior to entering into the Building Contract.
* Pro-active Contractor involvement to gain benefits of buildability and good detailing, value engineering, robust and progressive pricing and management of commercial and construction risks.
* The progress of the design of the Project and proper preparation and planning for the delivery of the Project. If the Contractor becomes aware of any deficiency or non-compliance with statute within the existing design information this is to be reported to the Contract Administrator immediately.
* To make clear the requirements with which Tenderers must comply and the basis on which the Tenders will be evaluated.

## Tender Conditions

* The Tenderer shall be deemed to have visited the Site to satisfy themselves as to the full extent and character of the Works, the supply and conditions affecting labour, the conditions affecting the supply of materials and site conditions and restrictions affecting the work. No claim resulting from failure to do any of the foregoing shall be admitted. Site visits will be available week commencing 2nd September 2024. Arrangements to visit the site should be established with Thomas Rees ([thomasrees@wardwilliams.uk](mailto:thomasrees@wardwilliams.uk) ) and Liam Austin ([liamaustin@wardwillliams.uk](mailto:liamaustin@wardwillliams.uk) ) of Ward Williams.
* Site visits are not mandatory, but any Tenderers not attending the site visits will be deemed to have satisfied themselves of the site conditions to submit a compliant Tender Response. No claims to adjust any tendered sums due to non-attendance will be accepted. Under no circumstances is the Tenderer to visit site without prior arrangement and agreement.
* The Tenderers shall treat the details of this ITT as private and confidential and shall not divulge any of the information contained therein whatsoever to any third party or enable any third party to peruse or reproduce the said information for any use other than the purposes of submitting a Tender Response.
* Tenderers shall complete the Forms of Tender attached at Appendix B1, the Certificate of Non-Collusion at Appendix B2 and the Pricing Document in the format provided in Appendix A1 of this ITT, along with all other deliverables as noted.
* Additions and Alterations: Truro City Council reserves the right to amend or correct this ITT and any of the Contract Documents should any ambiguities or mistakes come to light during the tender process. Should this occur, all Tenderers will be advised of any amendments or corrections, and (where necessary), appropriate additional time granted to all Tenderers to complete their submissions.
* Conflicting Information: Any items of information, which are conflicting or ambiguous, shall be brought to the attention of the project team through a tender query using the template included in Appendix A by the tender query deadline.
* The Tenderer may raise any queries regarding this ITT up to 5 working days prior to the Tender Return Date. The team will review all queries received during the period and a comprehensive schedule of queries/answers will be issued. All Tender queries and responses will be circulated to all Tenderers unless stated to be, and accepted by Truro City Council, as being commercially sensitive.
* The Tenderer is responsible for ensuring that all necessary items of work are included within its Tender Response to fulfil the requirements of this ITT.
* The Tender Response will not be considered unless it is completed in full and returned within the specified time.
* Truro City Council may seek clarification and confirmation of Tender Responses but shall not allow any amendment to Tender Responses save to correct any manifest errors.
* Truro City Council is not bound to accept the lowest or any Tender Response.
* The Tenderer must bear in full their cost in connection with the submission of its Tender Response - for the avoidance of doubt Truro City Council will not be liable for any Contractor costs of tendering this project.
* All quantities, units and dimensions in this document and tender drawings are given in metric values unless shown otherwise.

# Tender Deliverables & Evaluation and Award Criteria

## Introduction and Evaluation Criteria

The purpose of this section is to provide information to Tenderers on the evaluation process for Tender Submissions and the criteria that will be used to determine the most economically advantageous Tender.

Tenders will be evaluated on commercial and technical criteria and will be assessed using the weightings set out in the table below:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Commercial Criteria | 70% |
| Technical Criteria | 30% |
| **TOTAL** | **100%** |

Truro City Council is not bound to accept the most economically advantageous, or any tender and reserves the right to disregard submissions which provide abnormally low commercial tender submissions.

## Commercial Scoring Methodology

Truro City Council reserves the right, but is not obliged, to request clarification of any arithmetical errors or inconsistencies identified and/or to make post Tender adjustments to a Tenderer’s Tender Response as a consequence of such clarifications, arithmetical errors or inconsistencies identified in a Tenderer’s Tender Response.

When each tender has been reviewed and adjusted as necessary, the lowest, fully compliant normalised Tender Price will be awarded full marks (i.e. the full 70% Commercial Allowance available). Other tenders will be awarded a score based upon a proportion of the lowest tender.

The lowest tender return (X) will receive 100% of the commercial marks (i.e. 100% of 70). The remaining tender returns (Y) will be scored as a percentage against the lowest tender return (X/Y), which will be applied to the 70 marks available and an overall commercial score out of 70 therefore derived.

For the avoidance of doubt, where a question has a pass/fail status, the response to the deliverable will first be assessed to ensure the required information to achieve a pass has been submitted. Responses which pass all pass/fail criteria will then be scored in accordance with the above methodology. If a response fails, it will not be scored and the fail under the commercial criteria will result in the entire Tender Response being rejected.

## Commercial Criteria

Tenderers are required to provide the following:

### Fixed price for The Works (see Appendix A1)

Tenderers are to provide a fixed price for the works, as identified within the Pricing Document contained within Appendix A1 of this Tender Document. This is to include Overheads & Profit as noted.

Tenderers are to provide a fully detailed fixed lump sum including for:

* Fixed price for the Dredging Works, including waste disposal and associated works.
* Preliminaries:

Staff Costs

Tenderers are to provide fixed staff costs in Pounds Sterling (£) for the construction period as noted in Section 2.1 above and are to provide a detailed build up using the Preliminaries proforma set out in Appendix A1.

This figure should be fully inclusive of the costs of employing staff engaged on the Project, including payroll costs, travel, subsistence, secretarial/clerical support but excluding site accommodation and sundry site overheads (stationary/telephones/e-mail/courier/ consumables etc. which are to be included within the organisation costs below).

Organisation Costs

Tenderers are to provide a fixed cost in Pounds Sterling (£) for the provision of Preliminaries/Organisation Costs other than the staff costs for the construction period as noted in section 2.1 above. These fixed lump sum prices may only be adjusted because of variations instructed by Truro City Council and/or as expressly provided in the Contract.

* Schedule of Provisional Sums and Dayworks
* Percentage fee for the Tenderer’s overheads and profit for the construction period.
* Overheads and Profit percentage for variations (see Appendix A1)

The percentage identified for the construction period will also be applicable to the costing of any changes (omissions and additions) including subcontractor and preliminaries variation costs, during the construction period.

### 

### Contract Terms and Conditions (Pass/Fail) (see Appendix C)

The Contractor shall confirm their full acceptance of the proposed Terms & Conditions for the contract. If the Contractor does have any comments they shall be provided as a table detailing each clause, their objection, and proposed revised wording. The Contractor can submit these queries up to 5 working days prior to the tender return, after which date no further objections will be reviewed. A ‘Pass’ will be given for either full explicit acceptance or providing comments on the contract amendments in the format noted above. A ‘Fail’ will be given if the tenderer makes any generic comment, no comment at all or does not explicitly accept the contract amendments.

The Contractor shall note that any such issues above will be the only matters that can be discussed during contract formalisation and Truro City Council will not enter any form of negotiation for any points or clauses not clearly raised as part of the tender submission.

This is a pass / fail requirement. A Tenderer whose Tender fails to confirm full, unqualified and unconditional acceptance of the terms of the Contract Conditions or does not provide any comment as above, may be failed and the entire Tender rejected.

### Liquidated Damages (Pass/Fail) (see Appendix C)

The Tenderer must confirm their full, unqualified and unconditional acceptance of the liquidated damages amounts included within Section A20 of the Preliminaries document for the contract within Appendix E of the ITT.

This is a pass / fail requirement. A Tenderer whose Tender fails to confirm full, unqualified and unconditional acceptance may be failed and the entire Tender rejected.

## Technical Scoring Methodology

Truro City Council’s evaluation team will score each Tenderer’s response to the quality questions set out in below on a scale of 0 to 5 in accordance with the following table.

For the avoidance of doubt, where a quality question has a pass/fail status, the response to the deliverable will first be assessed to ensure the required information to achieve a pass has been submitted. Responses which pass all pass/fail questions will then be scored in accordance with the following table. If a response fails, it will not be scored and the failure for that question will result in the entire Tender Response being rejected.

| **Score** | **Scoring Principles** |
| --- | --- |
| 0 | **Unacceptable**  **No response, or the response fails to address the question or the requirements; or the response provides a very poor or even no explanation, details or evidence of how it will meet the requirements. Truro City Council therefore has little or no confidence from the response that the requirements will be met.** |
| 1 | **Major Concerns**  **Response falls short of the requirements in major areas, provides poor explanations, level of detail and lacks evidence of how the requirements will be met. Truro City Council therefore has some major concerns and a low degree of confidence from the response that the requirements will be met.** |
| 2 | **Minor Concerns**  **Response meets the requirements in most but not all respects. In most but not all respects it provides an acceptable explanation, level of detail and evidence of how it will meet the requirements. However, there are some omissions in the response and/or the explanation, and the level of detail or evidence provided is lacking in some areas. Truro City Council therefore has some minor concerns and reservations about the requirements being met in full.** |
| 3 | **Satisfactory**  **Satisfactory response which meets the requirements and provides an acceptable explanation, level of detail and evidence covering all aspects of the requirements. Truro City Council therefore has confidence from the response that the requirements will be met.** |
| 4 | **Good**  **Good response which meets, and in some areas, exceeds, the requirements, with comprehensive explanations, level of detail and strong evidence provided covering all aspects of the requirements. Truro City Council therefore has a high degree of confidence that the requirements will be met and, in some areas, exceeded.** |
| 5 | **Excellent**  **Excellent response which exceeds the Requirements with very good explanations, comprehensive level of detail and very strong evidence provided covering all aspects of the requirements and demonstrating the added value which the Tenderer offers. Truro City Council therefore has a very high degree of confidence that the requirements will be met and exceeded.** |

## Technical Criteria

The purpose of the qualitative Tender Response is to demonstrate that the proposed Tenderer’s team has a full and proper understanding of the Project and its requirements and can demonstrate that its proposed team have the experience to undertake the Project. Truro City Council is looking for a team that have worked well together and individuals that have the competence and experience to be able to deliver the Project. Where possible, experience should be demonstrated by reference to specific projects of a similar scale and nature.

Tender Responses must include a response to each question set out below, in the same order.

The responses to individual questions must be project specific, concise and qualitative rather that quantitative.

A summary of questions and proposed scoring weightings can be seen as follows:

|  |  |
| --- | --- |
| **Technical Question** | **Weighting (%)** |
| 1 – Personnel & Relevant Experience | 5% |
| 2 – Health and Safety Information, Site Setup & Logistics Planning | 15% |
| 3 – Programme | 5% |
| 4 – Key Risks | 5% |
| **Total** | **30%** |

All questions should be answered on one page of A4 unless otherwise stated, with a font size no less than 10.

### Question 1: Proposed Personnel & Relevant Experience

Provide names, roles and CVs for the main members (Responsible Director / Commercial Manager / Site Manager etc.) of project staff. Maximum one page per CV, including Organisational chart and proposed key site team members and a fully detailed proposed sub-contractor list.

Tenderers must provide examples where their company, and specifically the project team proposed, have demonstrated the successful delivery of similar projects during the past 5 years. Three examples should be provided, to demonstrate relevant experience. Limited to one side of A4 for each example excluding images, the following project information should include but not be limited to:

* Project location and client
* Project description and Form of Contract
* Project budget
* Project Outturn cost (construction cost)
* Construction programme (weeks) and completion date
* Which individuals from the proposed team for this project were involved in these past projects and their specific roles
* 2 project images

### Question 2 Health and Safety Information, Site Setup & Logistics Planning

Describe the proposed policies and resources your organisation will employ to safeguard the health and safety of operatives, including those of Truro City Council’s Stakeholders and the public.

The Contractor should demonstrate their site setup and any subsequent changes as a result of the schedule of work including but not limited to deliveries, storage of materials etc. This should include A set of clear logistics drawings showing site boundary lines, access and security of the site and how these arrangements may change over the period of works

The remaining bullet points in this section should be completed on no more than two sides of A4 in total.

* Provide a fully detailed method statement for works to be undertaken.
* Approach to managing site health & safety.
* Tree protection works requirements
* Any temporary works requirements
* Construction Management Plan, including Traffic Management
* Waste Management Plan

### Question 3 Programme

Based on the information in this ITT, develop and submit an integrated programme for the mobilisation and carrying out of the project. Tenderers should provide a commentary on the programme outlining what considerations or assumptions have been made. Commentary to be a maximum of one page of A4. The programme is to be provided using suitable programming software and the tenderer is to confirm that it will be updated and submitted showing changes.

The programme for the mobilisation and works period should include the following:

* Periods for mobilisation and lead in times.
* Critical path.
* Client handover activities.

The completion date provided in Section 2.1 is the latest the works should complete unless your submission details the reasons why you would not be able to achieve this. If tenderers can complete the works before this date, this will be taken into consideration by the assessors

### Question 4 Key Risks

Please identify the top 5 risks relating to the completion of the works and submit details of how you propose to remove or at least mitigate the potential consequence of these major risks. This should not be a generic risk register.

## Turnover & Workload

Contractors should provide a summary of turnover for the past three years, and a summary of upcoming workload for the next 12 months. These responses will not be scored but will further inform the tender review process.

## Freedom of Information

Tenderers are requested to specify with reasons if any information contained in its bid submission is confidential. Truro City Council will use reasonable endeavors to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

## Modern Slavery

Truro City Council takes Modern Slavery very seriously and tenderers are asked to confirm their organisation’s approach to reducing the risk and preventing Modern Slavery during the process. This may be in the format required by Section 54(5) of the Modern Slavery Act 2015. . Truro City Council has also resolved to become an accredited Real Living Wage employer and therefore will be seeking to ensure that all contractors used by them also pay the Real Living Wage to all employees even if they are not themselves an accredited Real Living Wage employer.

## Selection of the winning Tender

The winning tender will be selected based on Contractors’ responses to the commercial and technical requirements and each section scored as detailed in the above methodologies. The successful tender will be the submission that achieves the best overall score. Truro City Council is not bound to accept the lowest tender and reserves the right to disregard submissions which provide abnormally low commercial tender submissions.

The successful tenderer will be subject to financial checks prior to appointment, and tenderers will be required to forward company accounts for the preceding three years of trading. If required these will be requested and will need to be provided by the tenderer within one day of the request being made. Should the financial checks not prove satisfactory to Truro City Council the successful tenderer will not be appointed to undertake the works.

## Evaluation Team

The evaluation of Tenders will be carried out by Truro City Council’s Tender evaluation team which shall include representatives from Truro City Council, Project Managers and Quantity Surveyors from Ward Williams Associates and where appropriate members of the appointed design team for the applicable sections of the tender.

The Tender evaluation team will meet on one or more occasions for the purposes of reviewing and evaluating Tenders.

# Further Tender Information.

## Sustainability – Carbon Impact

Tenderers should consider as a part of the submission their carbon impact when delivering the works. Considerations will be made on the use and sourcing of sustainable and local material along with site operational impacts. Sustainable accreditation should be provided to support the tender submission.

## Tender Submission Programme

The Tenderer is required to comply with the Tender programme dates included in Section 2.1. Contractors are to provide detailed explanation if via their own assessments, they will not be able to deliver to the outlined tender submission programme.

## Planning Permission

Works are to be undertaken under Truro City Council’s Permitted development rights

## Construction (Design & Management)

The Construction (Design & Management) Regulations 2015 came into effect on the 6th April 2015.  The role of Principal Designer has been provided by Mei Loci in line with the regulations and they will undertake the role for the project for all pre and post-construction activities.

## Statutory Notices

The successful Contractor will be responsible for issuing all statutory notices to the relevant authority in order for the woks to take place.

## Deliveries

Tenderers must consider as part of their proposal the following restrictions on deliveries. No deliveries/large vehicle movements outside of the hours of:

* 8am -5pm

There may be requirements to restrict deliveries during the works, any restrictions will be communicated to the successful Contractor in good time.

# Appendix A - Commercial

A1 – Pricing Document

A2 – Tender Query Sheet template

# Appendix B - Forms of Tender

B1 – Form of Tender

B2 – Certificate of Non-Collusion

# Appendix C - Contract Conditions

A draft contract for the main contract will be provided during the Pre Construction Period, but proposed amendments to standard contract conditions can be found within Section A20 of the Project Preliminaries in Appendix E of this tender document.

# Appendix D – Design Information

D1 – Condition report and scoping document

D2 – Preliminary Ecological assessment

D3 – Location Plan

# Appendix E – Project Preliminaries

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# Appendix F – Pre Construction Information & Survey Information

F00 – Pre Construction Information (PCI)

F01 – Site Topographic Survey (info only)

F02 – Ecology (Info only)

F03 – Site Underground Utilities Survey (Info Only)

F04 – Ground Investigation Phase 1 preliminary risk assessment (Info only)

F05 – Tree Surveys (Information Only)

F05 – Record Drawings (Info Only)

Contact information

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Our office locations

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