Valuation Office Agency

Invitation to Tender

SPECIFICATION

VOA/2022/031

Build Cost information – Docks and Jetties

2023 Rating Cost Guide

1. INTRODUCTION

The role of the VOA

1.1. The Valuation Office Agency (VOA) is an executive agency of her Majesty's Revenue and Customs (HMRC). As the public sector's property valuation experts, we provide valuations and property advice to the government and local authorities in England, Scotland and Wales to support taxation and targeted financial support for families and individuals. The VOA also provide property valuation and surveying services to public sector bodies. Its work includes:

- compiling and maintaining lists of council tax bands for approximately 26 million domestic properties;
- compiling and maintaining lists detailing the rateable value of over 2 million commercial properties for business rates;
- determining Local Housing Allowance rates across England;
- advising local authorities of the maximum subsidy level payable for Housing Benefit claims under the local reference rent system;
- maintaining a register of fair rents for regulated tenancies in England;
- providing statutory valuations to support taxes administered by HMRC and the administration of benefits by the Department for Work and Pensions; and
- providing a range of independent property advice and valuations across the public sector.

1.2. Please see www.voa.gov.uk for further details.

2. REQUIREMENT

2.1 Non Domestic Rating (NDR) Context

Valuation Officers (VOs) at the VOA are responsible for the compilation and maintenance of Local Rating Lists for each Local or Billing Authority in England and Wales. (Billing Authorities then charge rates based upon these rateable values.)

Some rateable properties (including oil refineries and liquid bulk storage and premises) have valuations that are partially based on the cost of construction of that property. To assist our staff in preparing these valuations the VOA publishes a Cost Guide at each revaluation. A copy of the 2017 Cost Guide can be supplied if requested and the Guidance Notes accompanies this tender document at Appendix 3.

Expert input is required to assist in establishing the current replacement cost of certain marine based assets typically found at properties serviced by ocean going vessels such as Oil Refineries, bulk liquid/ gas storage depots, docks naval bases and smaller ancillary structures such as pontoons and slipways. These costs will be published as part of the 2023 Cost Guide, the contractor will not be named as a source of information.

2.2 Expert Opinion

Expert opinion is sought on the cost of provision of specific marine based assets as per the attached Appendix 1. These include T-shaped jetties, berthing heads, mooring dolphins, wharves, quays, docks, dry docks and quayside pontoons. These costs will be used in the valuation of property for rating purposes for the 2023 Rating List and will be published in the 2023 Cost Guide.

The contractor should complete the spreadsheet at Appendix 2 together with any written opinion using Appendix 1 and the standard assumptions at 2.3 as a reference.

In addition advice is sought as to what indices are preferred to be able to adjust these figures for going backward or forwards from 1st April 2021 (i.e. BCIS index or some other indices). Previously the Valuation Office has had regard to the Franklin & Andrews marine index but this expired in 2003.

In the event of any future litigation or challenge to the costs provided, the VOA may approach the successful contractor to provide expert evidence to defend their opinions, any such future work would form part of a separate contract.

2.3 Standard Assumptions and Requirements for use in all costings

Date

All costs are to be provided as at the 1st April 2021.

If final account figures are used as evidence, they should be adjusted from the mid-point between the tender base date and the date of practical completion to the 1st April 2021.

VAT

Value Added Tax should not be included in any of the costs.

Location Adjustment

The VOA currently adjusts all the costs for the items detailed below for location in accordance with Section 5 of the Guidance Note accompanying the Cost Guide.

All costs provided by the contractor should be based on a UK mean of 1.00

The contractor is required to comment if any of the costs it provides as part of this tender should continue to be location adjusted in accordance with section 5 of the Guidance Note.

Contract Size Adjustment Assumptions

The costs supplied should assume a total contract in the order of £4 million after any adjustment for any location but before any adjustment for fees. Any actual cost evidence used to calculate the cost should be adjusted to a standard £4 million contract in accordance with the table below

ERC £	% Adjustment
Up to 0.25 million	+ 10% max
0.5 million	8%
0.75 million	6%
1.0 million	4%
1.5 million	3%
2.0 million	2%
3.0 million	1%
4.0 million	0%
5.0 million	-0.5%
6.0 million	-1%
8.0 million	-1.5%
10.0 million	-2%
15.0 million	-3%
18.0 million	-4%
20.0 million	-5%
25.0 million	-6%
35.0 million	-9%
Over 40.0 million	- 10% MAX
NB. Intermediate figures may be interpolated.	

Professional Fees and other charges

Professional fees, or other charges, should not be included in the costs provided by the contractor.

The VOA currently adds fees as an overall % addition in accordance with Section 7 of the Guidance note accompanying the Cost Guide.

The contractor is required to comment on whether these fees are at a suitable level for these types of structures. If higher or lower fee additions are suggested, then these are to be detailed by the contractor together with reasoning.

Measurement

Each specific item will specify how it is measured. The costs supplied must apply to the unit of measurement specified in each case

Site Assumptions

The items being costed form part of the whole site being costed at “the Date”

A cleared level site is available without the need for abnormal works.

All mains services (where required) are available adjacent to the site.

The costs are to assume standard site conditions. If any of the structures require pile or raft foundations this is to be provided as an addition and stated separately.

Evidence

The contractor is required to disclose the evidence or sources underlying the opinions given.

3. KEY DATES & TIMESCALES

- Contract to be awarded to the successful bidder by 23/12/2022
- Cost opinions and supporting evidence/sources to be delivered to by 24th of March 2023

4. CONFLICTS OF INTEREST

The supplier shall not accept outside instructions to act against the VOA in circumstances where the matter relates to the subject matter of this contract. This requirement shall apply during the term of the Contract and shall survive after the Contract is terminated in respect of any matter on which the supplier has advised or acted for the VOA.

The supplier shall notify the VOA of any possible or potential conflict of interest which may result from other activities and shall only commence such other activities after obtaining written approval of the VOA (which may not be unreasonably withheld).

The supplier shall carry out conflict of interest checks on an ongoing basis and take all reasonable steps to remove or avoid the cause of any conflict of interest.

The VOA reserves the right to deem any suppliers (and other sub-contractors and consortium) party to the same frameworks as the VOA as posing automatic conflicts of interest.

5. CONTRACT MANAGEMENT

The successful supplier will be required to appoint a contract manager who will act as the principal point of contact for VOA.

The VOA will similarly appoint a contract manager who must be kept informed of progress by the supplier and be involved in key decisions. These may include (but are not restricted to) proposed changes in supplier staffing (at all levels) or deviations from the agreed work programme, which must be discussed and agreed with the VOA contract manager in advance.

Reviews & Management Information

The nature of contract management reviews and management information will be agreed between the VOA Contract Manager and Supplier Contract Manager post-contract award. Due to the nature of the service provided, reviews will be scheduled as a minimum on a monthly basis.

6. INVOICING & PAYMENTS

Payments will be made via an electronic payments system, SAP Ariba P2P (MYBuy). Invoices should be provided for each milestone within one month of agreement of deliverables and sent to voainvoices.ap@hmrc.gov.uk copying in contract manager email address (including the purchase order provided). Payments will be made into the bank account provided by the supplier..

7. TIMETABLE

The estimated timetable for delivery is set out below

DATE	ACTIVITY
28/11/2022	Publication of ITT & Clarification period starts
4pm on 05/12/2022	Clarification period closes ("**Tender Clarifications Deadline**")
4pm on 06/12/2022	Deadline for the publication of responses to Tender Clarification questions
4 pm on 12/12/2022	Deadline for submission of Tenders to the Agent ("**Tender Submission Deadline**")
13/12/2022	Bids Compliance Checks & Commencement of Evaluation Process
23/12/2022	Proposed Award Date of Contract
Week Commencing 2/01/2023	Expected commencement date for Contract(s)

8. LENGTH OF CONTRACT

The contract term shall be from **Commencement date until 24th March 2023**

9. EVALUATION CRITERIA

(This will form 80% of the evaluation)

9.1 Please confirm that you have no conflict of interest to deliver this Specification **[Pass / Fail]**

Tenderers that fail Q.7.1 will not be considered for further evaluation.

9.2 Please outline (ideally with examples of work or projects you have been involved in) your expertise in, and knowledge of, marine – land assets. ***Word limit - maximum 1500 words (40%)***

9.3 Please outline your experience in producing specification and costs for marine works. ***Word limit - maximum 1500 words (40%)***

9.4 **Pricing (This will form 20% of the evaluation)**

Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.

Please provide a Day Rate and estimated number of days for the delivery of the specification based on an 8 hour day.

Please provide price estimates relating to the four sections of the requirement:

- The Report;
- The Services;

Please note that Travel undertaken must comply with VOA Travel Policies and reimbursements will only be made in accordance with Travel rates and approvals.

A full estimate of further costs should be provided including hour/day rates and estimates of total charges for the work beyond the initial report.

10. SUMMARY OF REQUIREMENTS

Tenders should include the following information:

- A proposal to meet the specification of work and answers to all tender questions. This should include details of the proposed methodology to achieve work requirements.
- Expertise and experience of key personnel proposed, their status within the company, area of expertise
- Confirmation delivery timescales can be met.
- A firm price bid (exclusive of VAT) for the "Final Report" above is required plus the full estimated amount of hours/days for the full specification of work, with hourly rate breakdown and charges.

- Any further costs identified (including travel). Provide a statement of the expert's availability to give evidence.

11. TENDER QUERIES & SUBMISSION

Enquiries and requests for clarification are welcomed and must be submitted at the latest by **4pm on 05/12/2022 by e-mail to tenders@voa.gov.uk** - please annotate all query emails with a subject box saying **"2023 Jetties and Dock Cost Tender Clarification"**

You should send a PDF or read-only electronic copy of your tender proposal by e-mail to **tenders@voa.gov.uk**, to arrive no later than **4 pm on 12/12/2022** (unless the date is subsequently amended in writing by the VOA).

Please annotate all tender emails with a subject box saying **"2023 Jetties and Dock Cost Tender Response"**

No hard copies of the tender are required.

12. TERMS AND CONDITIONS

Model Short Form VOA Ts&Cs.doc

13. SCORING

Scoring will be kept within bands and scores allocated for each question in line with scoring scheme contained in the following table. The maximum total score will be 100. Please See Appendix A

The contract will be awarded on the basis of supplier ability to evidence required quality aspects of the VOA requirement. Whilst contract price will be an important consideration, it is only one of a range of important factors affecting any decision to award a contract. VOA reserve the right not to accept the lowest priced (or any) tender.

APPENDIX 1

The contractor is required to provide cost opinions for the following specific items

T Shaped Jetties and Berthing Heads

The costs sought are for "T" shaped jetties, which have a similar layout on the attached plans Appendix 1A, are set out below:

Appendix 1A - Example of Oil Jetty T

KEY:		
Asset	**Explanation**	**Contractor Action**
A - Shore Arm & Sea Arm	Access from Shore/Riverside to Berthing Heads The jetty head approach structure can be linked to shore by a road, bridge or walkway, these items should be separately valued as items of civils or plant. They can provide a roadway and pipe track. In some cases a separate or adjacent pipe track may be used and in other the pipe track may be beneath the shore arm. This can comprise precast concrete cross beams founded on steel piles.	Advice is required as to the modern design of these items and required spacing of piles and sizes. In the past the tension loads in piles were resisted by dead anchors filled and grouted into the underlying rock. The measurement and costing for these items is on a cost per sq. m The contractor is required to provide costs for: • Piperack – Cost per sq. m - Cost Guide Code 51Z0016 • Roadway – Cost per sq.m - Cost Guide Code 51Z0017 • In addition the contractor is to provide the above costs broken down into price per tonne for the supporting structure and the cost fer square metre for the concrete road deck. Where steel quantities in the jetty structure are known the following costs would be required for: ○ Supporting Structure - This cost includes piling, structural steelwork, fittings, cathodic protection and painting – Cost per te Cost Guide Code 51Z0018 ○ Concrete Road Deck (200mm) - This cost will need to be adjusted for concrete road decks of different thicknesses –

		Cost per sq.m Cost Guide Code 51Z0019 The contractor is required to comment on factors that could affect costs and approximate variations.
B – Berthing Heads/Jetty Head	Is defined as a stationary, artificial landing place, projecting into water, used for unloading or loading ships. Typically, it is a fixed structure which does not rise and fall with the tide and which is fixed to the seabed with piles. These can consist of a suspended deck of precast and insitu reinforced concrete spanning between concrete encases steel beams that are founded on steel piles. This will support crude and product handling equipment on the jetty head comprises flexible hoses supported by tower structures. In some cases these jetty head structures were not designed to accommodate berthing loads.	• The contractor is required to provide costs for T shaped jetties these are measured on a horizontal surface area basis: length x width and a cost is required per Sq. m Cost per sq. m Cost Guide Code 51Z001 • The contractor is required to advise if the berthing head varies with the size of ship. The contractor is to provide different cost for different size berthing heads depending on the size of the ship if appropriate. • The contractor is required to comment on any additional factors that could affect costs and approximate variations.

C – Berthing Dolphins	A berthing dolphin is a fixed structure that does not rise and fall with the tide and which is fixed to the seabed with piles, similar to a jetty head but smaller in size. The berthing dolphins can be flexible structures that absorb berthing energy and breasting forces though lateral displacement at the head of the dolphin. These may comprise groups of large diameter vertical steel piles which have been grouted into pre-drilled sockets in the underlying rock formation. In comparison other sites have a rigid structure comprising a number of raking tubular steel piles, typically of a smaller diameter than an equivalent flexible structure. The piles are arranged in a manner to provide optimum lateral resistance with negligible lateral displacement of the structure. In this design the piles are built into a structural steel frame, although a reinforced concrete structure would achieve the same result. As a consequence the greater number of piles in a rigid dolphin can result in a larger footprint for the structure than a flexible dolphin of equivalent capacity. They can comprise of large diameter high tensile steel tube cantilever piles, drilled into the seabed and grouted into position. They can be connected by steel diaphragm structures at different levels. The design capacity of the dolphin structures will vary depending on vessel size and layout of the jetty. In the past multiple piles have been used .	• Costs are required for ships in the range from 10,000 DWT – 300,000 DWT. (Although at the moment the largest size is circa 165,000 - 175,000. In the past these have been valued on a price per sq.m or a minimum cost per berthing dolphin. • The contractor is required to comment on this approach and to recommend a cost approach to these structures. The contractor is required to advise if the berthing dolphin varies with the size of ship. • The contractor is to provide different cost for different size berthing dolphins depending on the size of the ship if appropriate. Previous advice received by the VOA stated ships of less than 10,000 DWT generally do not require berthing dolphins as ships of this size are usually moored against “fenders” on the berthing head. • The contractor is required to advise on whether mono piles for the berthing and mooring dolphins would be suitable and if so, what would be the cost of these structures. It is understood that modern day practice in marine construction to minimise time and expense by reducing the quantity of piling and therefore adopt a smaller number of large diameter mono piles, perhaps 2m to 3m rather than more smaller diameter piles. So a modern design may be based on mono piles. • The contractor is to provide a cost per sq. m or minimum cost per berthing dolphin and any variation for Mono or larger pile dolphins. Cost Guide Code 51Z002
D – Mooring Dolphins –	A mooring dolphin is a fixed structure that does not rise and fall with the tide and which is fixed to the seabed with piles, similar to a jetty head but smaller in size. These can comprise of a reinforced concrete head with a number of tubular steel piles, some of which are raking and separate vertical. Tension loads in raking piles may be resisted by dead anchors,	• The contractor is to provide a cost per berthing dolphin and any variation for Mono or larger pile dolphins. Cost Guide Code 51Z003

	drilled and grouted into the underlying rock. More modern mooring dolphins may be larger mono piled dolphins.	
E – Catwalks/ Walkways between dolphins	Catwalks/Walkways - (based on catwalk/walkway of 1.22m width)	• The contractor is to provide a cost per m run of a 1.22m wide walkway. The cost is to reflect any supporting structure and handrails on both sides. • The contractor to advise if the cost varies in accordance with the width of the walkway and to provide details. Cost Guide Code 51Z004
F – Water Cannons & CCTV Towers and a Ships Access Towers		• The contractor is to provide a cost for a cylindrical tower of steel construction, 15 metres high, with caged cat ladder access to platforms at two levels supporting a water cannon and CCTV unit. Cost per item required. Cost Guide Code 51Z005 • The contractor is to provide a cost for a cylindrical tower of steel construction, 15 metres high, with stairway access to ships gangway and caged cat ladder access above to upper platform, which supports a water cannon. The ships gangway is operated by hydraulic controls. Cost per item required. Cost Guide Code 51Z006
G - Quays/Wharves	A quay (or wharf) is a solid, stationary, artificial landing place lying alongside or projecting into the water. Typically, quay walls are vertical or near vertical structures which a vessel or boat can dock alongside. Modern quay walls will typically be of reinforced concrete construction, although older quays/wharves may be brick built. The VOA currently survey docks on a vertical surface area basis: length x the required vertical height of the wall. The unit rate includes the cost of an area of horizontal docking on top of the wall to an assumed width of	• The contractor is to provide a cost for the dock/quay wall based on a £ m2 of the wall measured as defined above. • The contractor is to comment on and provide variations in price if required based on construction type and vertical height of wall. • The contractor is to comment on and provide details is cost varies due to location eg coastal v estuary.

	approximately 12m, but this area is not included in the area calculation. The required wall height depends on the size of vessel using the facility. The actual height is measured from top of the quay wall to the minimum maintained depth of the water.	
H - Dry Docks	The VOA define a dry dock as an artificial enclosed area of water in which ships are repaired. A dry dock is fully enclosed by means of a sluice (dock) gate or caisson, which allows the dock to be pumped out and used as a dry dock. The VOA measure dry docks based on the wetted volume. This is based on the internal length x width across the entrance x depth.	• The contractor is to provide a cost of dry dock based on a price per m3. The contractor is to advise as to factors affecting this cost for example total volume, depth, location and how best to reflect these variations in the cost. The costs are to exclude any dock gate or caisson as these are to be provided as a separate item.
I - Locks	The VOA define a lock as a confined section of water within sluice gates or caissons, designed to allow either the movement of vessels from one level of water to another or allow access to a non-tidal basin from tidal waters. The VOA measure locks on a volumetric basis: internal length x width (to the inside wall face) x depth.	As for docks the contractor is to provide a cost of lock based on a price per m3. The contractor is to advise as to factors affecting this cost for example total volume, depth, location and how best to reflect these variations in the cost. It may be that the cost of provision of a lock are aligned or linked to the cost of a dock, if so, the contractor is to advise accordingly. The costs are to exclude any dock gate or caisson as these are to be provided as a separate item.

J – Dock Gates and Caisson	Dock gates are an essential part of a dock system. They are the moveable elements of the system that retain water for the rise and fall of the lock and allow vessels to pass when open. There are various designs of dock gates but advice is required on the cost per item and any variations due to size. Caisson Gates are a form of lock gate which consists of a large floating concrete or steel box. This can be flooded to seat the caisson in the opening of the dock to close it or pumped dry to float it to be towed clear of the dock. They are often used in naval dock facilities, shipbuilding and repair docks, and in situations where a reverse hydrostatic head needs to be supported.	There are various designs of caisson dock gates but advice is required on the cost per item and any variations due to size.
K - Slipways	Slipways (also known as boat ramps) are ramps onshore which are used to move smaller boats in and out of the water. They are typically constructed from reinforced concrete and are measured on a surface area basis, length x width, including the full length of slipway underwater to the seabed	The contractor is to provide a cost per m2 for slipways.
L - Pontoons	A pontoon is a floating platform used to dock vessels and to facilitate the transfer of personnel from the pontoon to the vessel and vice a versa. They are more heavily engineered than the pontoons typically found in marina environments and are normally a concrete structure which is attached to dolphins (piles) which permit the pontoon to move vertically to accommodate changes in water level whether within a dock or due to tidal changes. The dolphins will typically be smaller than those referenced elsewhere in this document and are used simply to anchor a pontoon in place. A bridge capable of supporting pedestrian access will link the pontoon to the shore/quay and will be hinged at both ends to accommodate	The contractor is to provide the following costs: 1. Pontoon 2. Bridge 3. Dolphin 4. Provision of mains services (electricity and water) to the pontoon

	the vertical movement of the pontoon.Both the pontoon and the bridge are measured by reference to the surface area of the structure: length x width.	

APPENDIX 2 – SPREADSHEET FOR COMPLETION

Appendix 2 - Spreadsheet of Items.

APPENDIX 3 – COPY OF 2017 COST GUIDE GUIDANCE NOTES

VOA 2017 Cost Guide Guidance Note

Appendix 4 – Evaluation Scoring Criteria

Score	'Closed' Question Criteria	'Open' Question Criteria
100	Excellent answer which meets all of the requirements and provides all of the required detail.	An excellent response that: • is completely relevant, addressing all of the requirements; • demonstrates an excellent understanding of the requirements, is comprehensive, robust and unambiguous; • provides highly credible supporting evidence, benefits or innovation; and/or • meets the requirements in all aspects, with no ambiguity or weaknesses identified and no clarification required.
80	Good answer which meets all of the requirements but lacks some minor detail	A good response that: • is highly relevant, addressing all of the requirements; • demonstrates a good understanding of the requirements and is comprehensive; • provides supporting evidence of sufficient detail; and/or • meets the requirements in all aspects, but contains minor weaknesses or a small amount of ambiguity.
60	Satisfactory answer, which meets the requirements in many aspects, but fails to provide sufficient detail in some areas.	A satisfactory response that: • is relevant, addressing most or all of the requirements; • demonstrates a satisfactory understanding of the requirements; • provides supporting evidence but lacks detail in some areas; and/or • meets the requirements in most aspects, but contains manageable weaknesses or some ambiguity and may require some
40	Limited answer which satisfies some aspects of the requirements, but fails to meet the specification in the whole.	A limited response that: • is mostly relevant, addressing most of the requirements;

Score	'Closed' Question Criteria	'Open' Question Criteria
		• demonstrates a limited understanding of the requirements; • provides supporting evidence but lacks detail in some or most areas; and/or • contains weaknesses or ambiguity which suggest that the requirements would not be met unless clarified.
20	Poor answer which significantly fails to meet the requirements.	A poor response that: • is only partially relevant, addressing some of the requirements; • demonstrates a poor understanding of the requirements; • provides supporting evidence that is of limited/insufficient detail or explanation; and/or • contains multiple and/or significant weaknesses or ambiguity that suggest the requirements would not be met.
0	The response is not considered relevant. The response is unconvincing, flawed or otherwise unacceptable. Response fails to demonstrate an understanding of the requirement. No evidence is provided to support the response. Or nil response.	An unacceptable response that: • is not fully relevant, addressing some or none of the requirements; • demonstrates very limited or no understanding of the requirements; • provides little or no supporting evidence that is of insufficient detail or explanation; and/or • is unconvincing, flawed or otherwise inadequate, suggesting that the requirements will not be met. Or nil response.