**Invitation to Tender – Mini Competition**



*HCA MULTIDICPLINARY PANEL*

Invitation to Tender for:

**Dun Cow Quay – Quay Land, Blyth, Northumberland: Structural Survey and Recommendation Report**

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| Invitation to participate in a mini competition |
| **Panel Name**: HCA Multi-disciplinary Panel |
| **Project Name**: Dun Cow Quay – Quay Land: Structural Survey and Recommendation Report  **Date:** 29 June 2015  **Reference Number**: DCQ-QL-STRUCTURAL |
| **To**: Ove Arup |
| **From:**  **Redacted** |
| **BACKGROUND**  The HCA own land outlined in red and blue on plan numbered APH1352\_A. The site is known as Dun Cow Quay and is located along Blyth Quayside between the Offshore Renewable Energy Catapult (OREC) formerly National and Renewable Energy Centre (NaREC) and the Blyth Enterprise Community Centre fronting the River of Blyth. The land edged in red is referred to as the Dun Cow Quay – Development Plots and the land edged in blue is referred to as the Dun Cow Quay – Quay Land.  This tender solely relates to the Dun Cow Quay – Quay Land. On visual inspection this land comprises an area of hard standing, an operational jetty, quay wall and associated maritime structures.  **OBJECTIVES**  The Agency is seeking to appoint a consultant from the multi-disciplinary panel to undertake a structural survey and provide a recommendation report of the Dun Cow Quay – Quay Land.  The recommendation report must include costing’s for each element of works required and a proposed RAG rating of when each element of works should be undertaken.  **SCOPE**   * Desk top research and collation of all available historical data relating to the site; * Review data and previous reports; * Demonstrate reliability of existing assessments of stability in line with all relevant standards and codes and make recommendations for further investigation, monitoring and remedial works; * Determine reliability of existing assessments of stability and risk to existing structures; * Inspect and survey existing structures; * Provide an investigation survey and report on maintenance issues; * Inspect and survey elements and integrity testing existing structures were required; * Assessment of residual life/ limitations on loading/limitation on berthing/limitations of development of the hinterland/ protection measures to critical structural elements; * Make recommendations for repairs; * Develop a maintenance programme of inspections and repairs; * Consider the effects of global warming; * Consider the effects of tidal surge; * Consider vessel capacity and possible required upgrading works; * Provide a cost plan to include an assessment of soft assets (soft landscaping, promenade hard landscaping/surfacing, art works etc) over a 30 year period; * Provide a cost plan to include an assessment of hard assets over a 60 year period; and * Provide recommendations relating to the condition, maintenance and repair and/or replacement of all assets.   **SITE INFORMATION, PROGRESS & BACKGROUND DOCUMENTS**  The site is located in the vicinity of Dun Cow Quay, Blyth Quayside and the boundaries of the land subject to the land transfer are shown edged in blue (plan APH1352\_B).  Historic and current information relating to the site is limited. The successful tenderer will be provided with a copy of the following documents:   * Posford Duvivier – Integrity of Dun Cow Quay dated August 1999; * Insite Environmental – Low Quay Study dated 9 March 2005; * arc Environmental – Phase 1 Desktop Study Report dated 18 March 2008; * arc Environmental – Phase 2 Ground Investigation Report dated 17 March 2008; and * Dun Cow Quay Development Brief dated June 2008.   **KEY DELIVERABLES**  The key deliverables of the commission will comprise a structural survey and recommendation report which satisfies each point detailed within the Scope of works detailed above.  It is anticipated that there will be a series of meetings with the HCA and partners.  **PROGRAMME**  The proposed programme is as following:  Tender Return: Monday 20th July 2015;  Appointment: Friday 24th July 2015;  Draft Report: Friday 4th September 2015;  Final Report: Friday 25th September 2015.  **THE SERVICES**  The tenderer will be expected to outline all required services in order to accord and completed each element of work as identified in the ‘Scope’ section above.  The tenderer will be expected to outline their experiences of managing/surveying maritime structures.  **EVALUATION CRITERIA**  Tenderers should note that the final tender assessment marks for each Tenderer's Quality Statement and Financial Submission will be aggregated on a Price/Quality ratio of 70:30.  Each tender response will be scored by representatives of the HCA.  **Quality Assessment**  Marks will be awarded for each of the assessment criteria of the quality statement, as set out in Table 1. The assessment criteria are weighted as shown in Table 2.  **Table 1: Tender Score Criteria**   |  |  |  | | --- | --- | --- | | CRITERIA | | MARKS | | A | Very high standard with no reservations at all about acceptability. | 10 | | B | High standard but falls just short of A. | 9 - 8 | | C | Good standard, basic requirements met, but with some reservations | 7 - 5 | | D | Acceptable but with significant reservations but not sufficient to warrant rejection. | 4 - 1 | | E | Fails to meet requirements. | 0 |   **Table 2: Tender Assessment Sheet**   |  |  |  |  | | --- | --- | --- | --- | | **Scheme :** | | | | | **TENDERER :** | | | | | **TENDER ASSESSOR :** | | | | | **SCORING CATEGORY** | **ASPECT**  **WEIGHTING**  **(A)** | **MARKS**  **AWARDED**  **(B)** | **WEIGHTED MARKS**  **(C)**  **(AxB=C)** | | **Price :**  Based on the most economically advantageous bid. | 70 % |  |  | | **Quality :**   * Demonstration of understanding of requirements of the brief and the required end product. * Demonstration of proposed methodology and approach to obtaining relevant data and carrying out surveys. * Organisation Chart, Experience and Key Personnel. * Quality Assurance Systems. * Recognition of programme requirements. * Knowledge and understanding of the Site. | 30 % |  |  | | **TOTAL** | **100 %** |  |  | | TOTAL SCORE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Assessor : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature)  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| DATE RESPONSES REQUIRED BY: 5pm on Monday 20th July 2015 |
| RETURN ADDRESS & CONTACT DETAILS Redacted |

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| Response to invitation to participate in a mini competition |
| **Panel Name**: |
| **Project Name**: **Date:**  **Reference Number**: |
| **To**: |
| **From:** *Name of Consultant*  *Address of Consultant* |
| Proposal *Brief statement to explain how the commission will be undertaken or*  *Schedules of services to be delivered*  *Information on other consultant input that may be required*  *Identification of other information that may be required*  *Other commentary on the brief* |
| **Proposed staff**  *Who will undertake the commission?*  *Identify members of staff*  *How much time will they devote to it?*  *Complete Resource Schedule at Appendix D* |
| Management arrangements *How will the commission be managed?*  *Who will be responsible for reporting to the client?*  *Who will manage the team?* |
| **Timescale**  *When will the commission be complete?*  *When will key milestones be complete?*  *What is the programme for the works?*  *Are any programme dates we have given achievable?* |
| Fee Proposal *Lump sum fee for completing the commission or*  *Fee proposal* |

**APPENDIX D - Resource Schedule**

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| **Activity**  *(please list the activities required to meet this commission)* | **Resource**  *(please add the name of the person carrying out the activity}* | **Grade/Job Title** | **Daily Rate**  **(£)** | **No of days to complete activity** | **Total**  **(£)** |
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