

National Asset Delivery Technical Surveys and Testing

**National TST Registration Information
and request to participate in the tender
process associated with appointing a
Geodetic Surveying Framework**

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1 INTRODUCTION AND BACKGROUND

1.1 Introduction

1.1.1 Highways England is changing the way it provides maintenance services across a number of regions. This means that they will deal directly with the supply chain, to provide all goods and services associated with maintaining the Highways England asset.

1.1.2 This approach is known as Asset Delivery (AD) and it has been implemented in the East Midlands region (Area 7), Cumbria (Area 13), North East (Area 14) and the South West (Areas 1 & 2). The North West (10) is due go live on 1st April 2019. Other Areas will transfer to this model in due course. See the map below.



1.1.3 To determine and test asset condition across our network, the AD teams procure the services of suppliers that have been registered as TST suppliers. The type of surveys and tests required fall under categories such as:

- Asset Condition
- Asbestos testing and surveying
- Topographic
- Drainage
- Ground investigation
- Pavement
- Structures
- Electrical and Communications
- Environmental
- Traffic and Non-Motorised User
- Utility

1.1.4 The aim of this approach is to have the ability to procure relatively low risk, low value surveys and tests quickly whilst maintaining a balance of both

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value for money and quality. In order to achieve this, a flexible method of procuring suppliers has been developed to suit the ad-hoc nature of the surveys and tests.

- 1.1.5 This method involves suppliers going through an open stage registration process to become a TST supplier. Suppliers that successfully complete the registration stage are then invited to tender for specific packages of survey and testing work.
- 1.1.6 To further develop this approach, Highways England is seeking to appoint a framework of suppliers to undertake geodetic (commonly referred to as topographical) surveys. Implementing a framework will streamline the process by reducing the need for individual tenders. To be eligible to participate in the associated tender process, interested suppliers must be registered as a TST supplier.
- 1.1.7 To register as a TST supplier you need to follow the instructions in section 1.2 below and submit your registration questionnaire and supporting documentation via Bravo.
- 1.1.8 **Any Supplier who does not submit a registration document by the stated deadline or their registration fails will not be invited to tender for the geodetic framework.**
- 1.1.9 **Any Supplier who submits a registration document but fails the registration process will not be invited to tender for the geodetic framework.**
- 1.1.10 Suppliers already registered as TST supplier to provide topographical surveys do not need to complete another registration document.
- 1.1.11 Further details on the requirements relating to the framework and the associated tender process can be found in the tender documents (see document entitled 'Geodetic Surveying Framework Tender Documents DO NOT COMPLETE vr1.0 10Oct18.pdf')
- 1.1.12 **PLEASE NOTE YOU SHOULD NOT SUBMIT A TENDER UNTIL YOU HAVE BEEN INVITED TO DO SO. ANY TENDER THAT IS SUBMITTED PRIOR TO THE COMMENCEMENT OF THE TENDER PROCESS WILL NOT BE CONSIDERED.**

2 REGISTRATION PROCESS

2.1 Stage 1: Registration Stage

- 2.1.1 The registration stage requires the supplier to set-up an account on the e-tendering system BRAVO which then provides access to the registration documentation. This includes the Registration Questionnaire (RQ), the National ARP Surveys & Test datasheet (which require completion) and other supporting documentation.
- 2.1.2 The RQ document consists of a series of standard pass/fail questions covering Health & Safety, Finance and Technical Ability. Suppliers are also asked to supply Reference Contracts Documents to evidence their ability (for each survey or test applied for) as well as to confirm whether they have or are working towards the specified accreditation/standards required for the tests and surveys they intend to bid for when work arises.
- 2.1.3 Highways England reserves the right to check all accreditation/insurance and financial checks necessary prior to award of any potential contract (via the quotation stage) and disqualify any supplier whom is found to be non-compliant.

Documents supplied to suppliers wishing to register

- Supplier Briefing (This document)
 - Registration Questionnaire Issue 2 Revision 2
 - National ARP Surveys and Tests Annex 0 Issue 2 Revision 0
 - Reference Contract Document (National TST) – this document is embedded within the RQ document, but is also supplied for ease of use.
 - Data_Handling_Policy_-_Supply_Chain_Version_V3 (for information only)
 - Company Records Policy v1 (for information only)
 - Information Assurance Policy (for information only)
- 2.1.4 For the purpose of pre-registration, suppliers will need to provide (and return) the following
- Completed RQ (including Part 1, Part 2, Part 3)
 - Completed Table - National ARP Surveys & Tests
 - Contract Reference Document(s) – One required for each survey that you wish to apply for
 - A copy of your slavery and human trafficking statement (if applicable)
 - Health and Safety Policy and Capability Part 1 (evidence)
 - Health and Safety Policy and Capability Part 2 (evidence)
 - Information Assurance (evidence)

- Sub-contracting arrangements appendix (if applicable)
- Consortia arrangements appendix (if applicable)
- Special Purpose Vehicle (SPV) appendix (if applicable)
- Conflicts of interest appendix (if applicable)
- Self-cleaning appendix (if applicable)
- Compliance with Equality Legislation appendix (if applicable)
- Environmental Management appendix (if applicable)
- Further guidance on the RQ can be found on Annex A.

2.1.5 If successful, the successful supplier will notified by Highways England and therefore be eligible for tendering for discreet technical surveys and testing work packages. These discreet packages of work will therefore be available at the subsequent quotation stage of this process. Notifications of packages will be issued via BRAVO to successfully registered suppliers when a need for a survey or test is identified by Highways England.

2.1.6 As BRAVO is the platform used for the tender process, it is therefore vital that account details are stored safely and contact details are kept up to date at all times by the supplier. If a supplier is not registered onto BRAVO, further details will be provided upon successful registration.

2.2 Stage 2: tender stage for TST work packages

2.2.1 At the tender stage, suppliers who have successfully registered their company details on BRAVO but have also passed the relevant criteria by providing both the necessary documentation and Reference Contracts Documents to evidence their ability (as detailed within stage 1), will be invited to tender as and when a need arises.

2.2.2 Tender documents will be published and uploaded into BRAVO by Highways England. There will not be a requirement to go through the registration process again unless current legislation changes. However there may be a requirement to ensure that suppliers remain compliant and therefore accreditation documentation can be requested that ensures suppliers are fully certified.

2.2.3 Suppliers who may have failed the Registration Stage but still wish to be considered as a pre-approved supplier can re-apply, but will need to re-submit a new RQ and be fully re-assessed prior to acceptance and be invited to tender for future opportunities.

2.2.4 This process is illustrated on the flowchart Annex B

2.2.5 Every time there is a requirement for a survey or test, a new contract will be issued. Therefore the form of contract, contract documents, contract period and value of the contract will vary for every need.

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- 2.2.6 There are forms of contract being used TST works are the NEC3 professional service short contract (PSSC), the engineering and construction short contract (ECSC) or the NEC3 term service short contract
- 2.2.7 Annexe C identifies the range of potential tests and surveys that may be required through TST. It indicates the required accreditation/qualifications needed for each survey type or test.

Evaluation of Tender (Quality & Price) Evaluation

- 2.2.8 Evaluation of tenders for individual work packages will be based on a combination of price and assessment of the proposal to undertake the work (i.e. method statement.) Price can generally mean the lowest, however the proposal under consideration will also need to demonstrate that this overall package represents real value by being robust, affordable, and sustainable but is also a proposal that offers assurance that the supplier can provide the works as detailed within a number of documents; Works Information/Site Information and Instructions for Tenderers.
- 2.2.9 As part of their tender, suppliers are asked submit their proposal for providing the works (i.e. method statement prepared based on the scope of requirement) including the programme (timeline of activities), resources (to be provided), risk register (including identification and mitigation) and Health & Safety.
- 2.2.10 The suppliers whose proposals are deemed acceptable will have a financial and performance evaluation which will determine who is awarded the tender.

Performance Assessment

- 2.2.11 The Performance Evaluation will be based on past performance on suppliers who have undertaken work on previous TST contracts. This is unique to TST contracts in the Asset Delivery Model suite. TST suppliers will be given an overall performance score reflecting their performance against the following key areas; Health & Safety, Working to Programme and Quality. This overall score will then be carried forward and used in the evaluation of tenders when that supplier bids for future work.
- 2.2.12 The details of the performance metric and assessment is described in Technical Surveys and Testing - Performance Management Manual and within the Instructions for Tenderers document.
- 2.2.13 The winning bid will be awarded based on a providing both an acceptable proposal, and also has the highest combined performance score and the financial score. The ratio 60:40 is applied to the performance (60%) and financial scores (40%) respectively.
- 2.2.14 If we do not hold any performance metrics for a supplier, they are automatically scored 60%.

Annex A – Further Guidance on the Registration Questionnaire (RQ)

The **Registration Questionnaire (RQ)** consists of a series of standard pass/fail questions covering Health & Safety, Finance, Technical Ability, Quality etc. Suppliers are also asked to supply Reference Contracts Documents to evidence their ability as well as confirm they have or are working towards the specified accreditation/standards required.

When submitting a completed **RQ** the supplier will also need to select the surveys and tests they intend to bid for when work arises (by completing the document National ARP Surveys). Where applicable, suppliers are asked to have the relevant qualifications or accreditation to undertake that specific survey or test (column B). Suppliers are also asked to provide reference contract documents (for each survey type) to demonstrate they have previously undertaken that particular survey and test they are registering for;

e.g. a supplier submitting an RQ for undertaking Geographical Slope Surveys will also need to be a member of the British Drilling Association and provide a Reference Contract Document evidencing they have undertaken Geographical Slope Surveys previously for a client in a similar environment. Therefore upon completion and acceptance by Highways England their **RQ** upon is valid at Quotation Stage when bidding for Geographical Slope Surveys only.

A single **RQ** with multiple reference contracts can be submitted for each survey type or test. Alternatively a single reference contract may be submitted to demonstrate a supplier has undertaken more than one type of survey or test for a particular project; however this must be made clear.

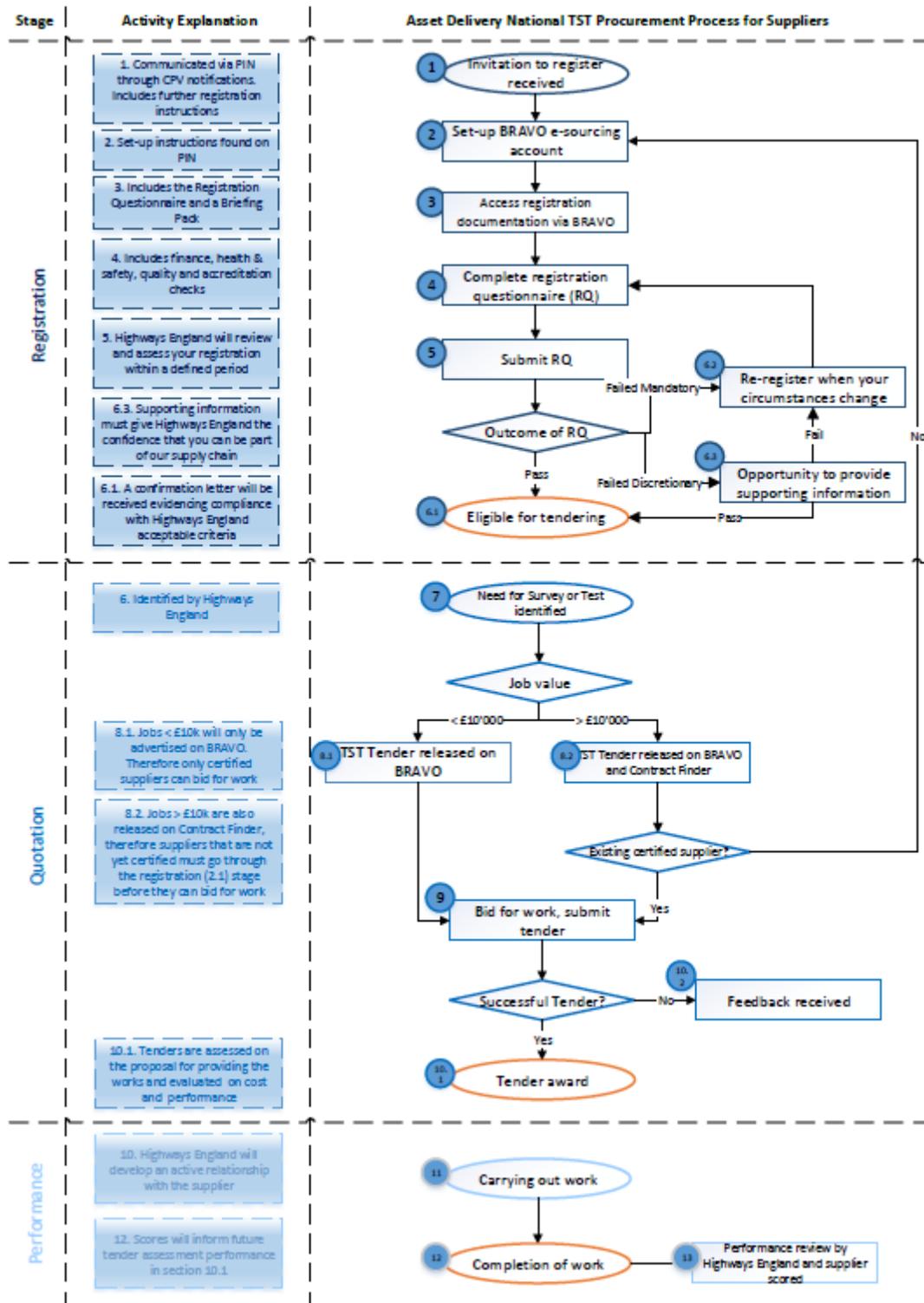
The **RQ** will be assessed on a pass/ fail basis to determine the suitability of the supplier for that particular survey or test. Suppliers who have passed registration can use their **RQ** to bypass generic checks when bidding for work for the specified test or survey at Quotation Stage. Those who have failed can re-submit a new **RQ** at any time.

The **RQ** is valid indefinitely for the particular survey type or test the supplier originally registered for. However suppliers are asked to self-certify that the information supplied at Registration Stage is still valid and accurate. Where circumstances / information have changed from the initial **RQ** submission, the supplier should indicate this and either resubmit a new **RQ** or the relevant section of the **RQ** with any additional supporting information. This should be agreed by Highways England and re-assessed where appropriate.

If a new need for a survey or test is identified, suppliers who have already registered will not need to submit a new **RQ**. However suppliers must submit a new reference contract and have the relevant accreditation to undertake that new requirement. New suppliers, who have not registered, will need to complete the full **RQ**.

Highways England reserves the right to check accreditation and disqualify any supplier whom is found to be non-compliant.

Annex B – TST Procurement flowchart



Annex C – List of TST requirements*

Category	Survey or Test	Accreditation Requirement
Asset Condition	Traffic sign retro-reflectivity survey in accordance with TD25	none identified
	Road marking and road stud retro-reflectivity survey in accordance with TD26	none identified
Topographic	Topographical surveys	None Identified
Drainage	Full drainage asset surveys	none identified
	Drainage connectivity surveys	none identified
	Drainage validation surveys	none identified
	Priority culvert, outfall and soakaway assessment	none identified
	Water quality testing, including but not limited to testing for Sampling Metals (including non-standard metals), Trade Effluent and Suspended Solids etc.	UKAS accredited in laboratory analysis
Ground Investigation	Ground Investigation - Exploratory holes in accordance with BS 5930:2015 including but not limited to window sampling, trial pits and boreholes	Member of British Drilling Association
	Geotechnical Laboratory testing, soil testing and reporting in accordance with BS EN 1997	UKAS accredited in laboratory analysis
	Installation of and ongoing ground and water monitoring	Member of British Drilling Association
	Geotechnical slope surveys	Member of British Drilling Association
	Waste Acceptance Criteria testing	UKAS accredited in WAC laboratory analysis
	In-situ testing and Geophysical field investigations and field testing in accordance with BS 5930:2015	Member of British Drilling Association
Pavement	Pavement coring, test pits and material testing in accordance with HD 29/08	Laboratories must be UKAS accredited.
	Falling Weight Deflectometer (FWD) pavement surveys in accordance with HD 29/08	All FWD's must be tested and approved in an annual FWD correlation trial as per HD 29/08.
	Pavement visual conditions surveys	none identified
	Ground Penetrating Radar pavement surveys in accordance with HD 29/08	none identified

	Dynamic Cone Penetrometer (DCP) pavement foundation test in accordance with HD 29/08	none identified
	Deflectograph testing in accordance with HD 29/08	Current approval of Deflectometer correlation trial as per HD 29/08.
	Sideways-force Coefficient Routine Investigation Machine surveys in accordance with HD 28/15	none identified
Structures	Structural waterproofing pull-off testing	none identified
	Structural survey and in-situ testing, including but not limited to: concrete sounding survey, concrete defects survey, cover to reinforcement survey, potential mapping (half-cell testing), concrete resistivity, in-situ testing for carbonation	EngTech TMICE or CEng MICE, and UKAS accreditation
	Paint inspection and testing, including but not limited to: resin analysis, toxic elements content, dry film thickness, adhesion, soluble salt, holiday test, surface profile	Inspector to be Icorr level 1 minimum, and UKAS accreditation
	Laboratory testing of materials and samples, including but not limited to: - Steelwork: weld inspection and testing inc NDT, mechanical fastener properties, material composition, mechanical properties - Reinforcement: material composition and mechanical properties - Concrete cores: chloride and cement content	UKAS accreditation
	Lighting column or post thickness survey, including but not limited to eddie current and guided wave methods	none identified
Electrical and Communications	Electrical testing	Highway Electrical Registration Scheme (HERS) training and competence assessments. All site workers must hold a valid ECS card.
	Communications testing	Highway Electrical Registration Scheme (HERS) training and competence assessments. All site workers must hold a valid ECS card.
	Fault testing and diagnosis	Highway Electrical Registration Scheme (HERS) training and competence

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		assessments. All site workers must hold a valid ECS card.
	Traffic signals inventory and condition surveys	National Highways Sector Scheme 8
	Electrical and communication duct surveys	Highway Electrical Registration Scheme (HERS) training and competence assessments. All site workers must hold a valid ECS card.
	Stability dynamic push pull testing	Highway Electrical Registration Scheme (HERS) training and competence assessments. All site workers must hold a valid ECS card.
Environmental	Arboriculture Surveys including tree decay surveys (BS5837 & tree hazard assessment)	Full Member of the Arboriculture Association or Institute of Chartered Foresters. Experience of undertaking BS5837 & tree hazard assessments
	Water Resources & Water Quality Assessment/management	Member of the Chartered Institute of Water & Environmental Management (CIWEM) with relevant linear infrastructure experience.
	Ecology: European & UK protected Species Surveys including, but not limited to: Birds, Bats, Great Crested Newts, Otters, Water Vole, Reptiles, Invertebrates, Badger, White-Clawed Cray Fish.	Relevant Knowledge, skills & experience in line with Chartered Institute for Ecology & Environmental Management (CIEEM) competencies for species survey & relevant Natural England licence.
	Ecology: Phase I & II (NVC) Habitat Survey	Relevant Knowledge, skills & experience in line with CIEEM competency framework accomplished level.
	Ecology: Ecological appraisal and assessment	Relevant Knowledge, skills & experience in line with CIEEM competency framework accomplished level.
	Flood Risk Assessment	Member of CIWEM with relevant linear infrastructure experience.
	Landscape & Visual Impact Assessment (LVIA)	Chartered member of the landscape institute or

		equivalent.
	Noise & Vibration Survey	Full Member of the Institute of Acoustics or equivalent.
	Noise & Vibration Impact Assessment & Modelling	Full Member of the Institute of Acoustics or equivalent.
	Air Quality Monitoring	Full Member of the Institute of Air Quality Management (IAQM).
	Air Quality Assessment & Modelling	Full Member of the Institute of Air Quality Management (IAQM).
	Archaeological Survey (Geophysical Survey, Excavation & Watching Briefs)	Full member of the Institute for Archaeologists.
	E-DNA Testing	Natural England recognised laboratory
Traffic and Non-Motorised User	Traffic Counts: Automatic Traffic Counts	none identified
	Traffic Counts: Manual Classified	none identified
	Traffic Counts: Junction Turning Counts	none identified
	Traffic Counts: Automatic Number Plate Recognition	none identified
	Traffic Counts: Video Surveys	none identified
	Non-Motorised User surveys and counts	none identified
	Journey time surveys	none identified
	Roadside Interview Surveys	none identified
	Origin Destination Movements by Automatic Number Plate Recognition (ANPR)	none identified
	Origin Destination Movements by Bluetooth Detector	none identified
	Parking Surveys	none identified
	Spot Speed Surveys	none identified
Utility Survey	Buried utility survey to locate and verify underground utilities via scanning and trial pit in accordance with PAS 128:2014 Type A	none identified

* the list of survey types is not exhaustive