

Invitation to Submit Expressions of Interest and
to Respond to Pre-Qualification Questionnaire

CONSERVATION & REPAIR OF STEEL GANTRY CONVEYOR

National Coal Mining Museum for England

We are seeking to identify and shortlist a number of companies, who will be invited to tender for the contract to undertake conservation and restoration works to a mid-20th century approx. 300m steel & timber gantry conveyor at the National Coal Mining Museum in Wakefield.

The works will comprise reinforcement and conditioning of identified sections of metalwork, the painting of all metalwork within the structure, including small drift head structures at its eastern end (at ground level), and replacement of wooden boards along the gantry conveyor which are used for means of inspection and maintenance. The main contractor will be responsible for management of all works, including supply of scaffolding and/or other appropriate means of access.

The structure is of considerable heritage significance, even though is not designated/listed at the present time, and we are looking for companies who are able to work with and around historic and/or sensitive structures in a considered and proven way, as reflected in the questions below.

The works will also take place in an environment which for 5 out of 7 days each week, has public and vehicle access in close proximity, and therefore the appointed contractor will need to have demonstrated ability to work with appropriate systems in place to mitigate any associated risks, including as per the questions below, experience of working in such environments, i.e. within the public realm.

With regards to sub-contractors, it is acknowledged that a large proportion of this contract will be industrial painting of the historic steelwork. When coming out to tender, we anticipate providing a list of potential sub-contractors who could deliver such works, but please note that this is not a list of nominated or approved sub-contractors, but may be a useful point of reference.

With regard to programme, we request that responses to this Invitation are submitted by end Monday 17th November. We expect to come out to tender to the short-listed tenderers for prices by Monday 8th December at the latest, but this may well come

forward considerably, with the Preferred Contractor hoped to be mobilising to site early in the New Year.

With regard to the short-listing process, responses to the below quality questions will be evaluated by a collaborative team according to the attached criteria below, with the highest scoring respondents then invited to submit prices in due course. Please note, any significant concerns raised by the Evaluation Team to any individual quality question response will mean that the submission is not considered for shortlisting.

Rigorous financial checks will be made against each bidder and NCMME reserve the right to seek clarification and evidence of financial stability, should any concerns be forthcoming.

With regard to contract value of the works, this is currently estimated at around £225,000.

Reference images, please see the end of this document.

Pre-Qualifying Questions:

1	WEIGHTING 40 Specifically regarding the historic and sensitive nature of the structure in question, please set out your suitability to carry out the proposed works, drawing reference to previous relevant projects, taken to mean works to historic and/or sensitive structures, with reference made to approach, management of works, liaison with the architect and client. Your response should draw direct reference to previously successfully completed projects, citing any previous projects which are considered relevant. <i>MAX 2 sides A4, plus images if desired</i>
2	WEIGHTING 20 The works will take place at height and in the public domain, i.e. with the contractor team and sub-contractors working at height, and with members of the public in close proximity to the works, and with vehicle/pedestrian access close to the site and any scaffolding. Please set out with reference to previous projects that have been completed in, or immediately adjacent to, public areas, processes and systems that you have in place to mitigate any associated risks. <i>Max 1 side A4 plus any supporting documents/policies/accreditation</i>
3	WEIGHTING 20 Given the nature of the works and the significance of the structure, it is critical that an appropriately experienced and qualified team are identified by the contractor to oversee the works and liaise with the Project Architect and Client. Please identify the team you would expect to lead this project, including experience, qualifications and expertise. This must include at least your expected Project Lead/Project Manager and the Site Manager. <i>Max 2 sides A4</i>
4	WEIGHTING 20 It is hoped that the successful contractor will be able to deliver these works within a relatively short programme, as will be detailed when we come out to tender. With reference to previous projects, available resources,

	supply chain management and communication, please set out how you are able to delivery works and projects where time/programme is of the essence. For example, this may be where you have worked with multiple gangs on a large structure, under weather protection or weekend working. <i>Max 1 side A4</i>
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SCORING CRITERIA/EVALUATION GUIDANCE

General

- 1.1 Submissions must be returned in the format requested for each question
- 1.2 The NCMM reserves the right to disqualify a Bidder's submission if it has not been submitted in the format requested, or within the specified word limits.
- 1.3 The NCMM reserves the right to clarify matters regarding a tender response with Bidders during the tender evaluation process. In the event of such clarifications taking place the NCMM shall take into account any information submitted by a Bidder by way of clarification
- 1.4 Bidders must ensure all submissions including supporting information are cross referenced to the relevant question to which they relate. Failure to do this will result in loss of marks if a response cannot be easily identified
- 1.5 Bidders are not to include general marketing or promotional material relating to the organisation in response to any of the questions, unless specifically requested to do so. Marketing and promotional material will not improve the Provider's scores and will be discarded by the NCMM
- 1.6 The NCMM reserves the right to issue supplementary documentation and information at any time during the bidding process to clarify any issue or amend any aspect of the information provided. All such further information issued during the bidding process shall be deemed to form part of this process and, where applicable, shall supersede any information provided to the extent indicated in the supplementary documentation

Quality

- 2.1 Bidders are required to submit responses to the Pre-Qualifying Questions 1 to 4, as set out above and as stated
- 2.2 The NCMM will use the following scoring criteria when evaluating all written bids

Scoring Matrix for Quality Criteria		
Score	Judgment	Interpretation

5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills and resource and/or quality measures required to provide the services. Full evidence provided where required supporting the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource, and / or quality measures required to provide the services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource, and / or quality measures required to provide the services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource, and/or quality measures required to provide the services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the services, with little or no evidence to support the response.

- 2.3 The questions that will be scored against this matrix are pre-qualifying questions 1 to 4.
- 2.4 If any Bidder scores less than a 3 against any of the pre-qualifying questions in their written submission, it may no longer be considered.
- 2.5 Bidders should note the word count included for each question and adhere to this. Where a response exceeds the word count evaluators will stop reading the response when the word count has been reached, so information provided beyond this will not be evaluated
- 2.6 The tender questionnaire submission will be scored by a Quality Evaluation Team, where each team member will independently mark the submissions. The final mark for each question will be a consensus mark of the evaluation team to arrive at the 'Quality Points' per question

- 2.7 The 'weighted score' achieved for each question will be added together to arrive at a total quality weighted score

REFERENCE IMAGES



