

## TENDER EVALUATION PROCESS

The following information is based on the instructions issued to tenderers.

### QUALITY ASSESSMENT

There were five questions that tenderers had to answer.

All questions have been given an individual weighting. The weightings given to each question are shown below. Questions were scored out of 10 with the maximum score for any question being 10. Bidders were asked to note that the responses to each element within a question would not be given an individual mark, rather they would be marked and assessed by the Council as one 'package' of information and a single mark per question would be awarded.

The overall weighting for this tender is 40% Quality, 60% Commercial.

The total score for the Quality evaluation was 40% broken down as follows:

	Subject	Percentage
<b>Q1</b>	Organisation, Key People and Delivery	8%
<b>Q2</b>	Programme and project risk	16%
<b>Q3</b>	Social Value	4%
<b>Q4</b>	Minimising Carbon/ Climate Emergency	4%
<b>Q5</b>	Traffic and Pedestrian Management and public liaison	8%

The Scores from the Quality Questions were converted into weighted scores as the following example demonstrates:

	Weighting	Score (max 10)	Quality Score x Weighting	Weighted Score
Q1	8%	9	(9/10)*8	7.2%
Q2	16%	7	(7/10)*16	11.2%
Q3	4%	8	(8/10)*4	3.2%
Q4	4%	8	(8/10)*4	3.2%
Q5	8%	6	(6/10)*8	4.8%
<b>Total Quality Score</b>	<b>40%</b>			<b>29.6%</b>

All responses were limited to a maximum allowable number of pages. The question would have been marked at a score of zero if the word/page limit was exceeded or the response was not provided in the correct file format. One page was considered the equivalent of one side of A4 at Arial font size 11 point excluding question reference.

## Quality Questions

**Q1** Bidders were asked to set out the following:

- their approach to delivery,
- who will be involved in delivering the works Project; and
- what are, and how they will manage, the key interfaces – internally within the Project team, and externally.

**Q2** Bidders were asked to set out the following:

- Programme with narrative
- Project Risks

**Q3** Bidders were asked to set out the Social Value commitments that you are prepared to make when delivering this Project - having regard to our four main priorities and the fact that you too are to deliver the Project under the banner of improving lives through stronger communities.

- Empowered People
- Resilient Society
- Thriving Economy
- Sustainable Environment

**Q4** Bidders were asked to set out what measures they plan to implement to minimise the climate/ carbon impact of the Project.

**Q5** Bidders were asked to provide details of their plan and methodology for engagement with the Local Highway Authority, local businesses and the Public. The following items were to be considered with this response:

- (a) Communication Plans for local businesses and public,
- (b) Liaison Resources,
- (c) Engagement meetings with both local businesses and public prior to commencement and during the works,
- (d) Conflict resolution and complaint management.

Bidders had to provide draft traffic management plans with narrative including details for ensuring minimum disruption during construction periods and beyond.

## Scoring Criteria

The following scoring matrix was used when evaluating responses to the quality submission.

Classification	Score	Award Criteria
<b>Excellent</b>	<b>10</b>	Exceeds the requirement.  Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures.  Response identifies factors that demonstrate added value, with evidence to support the response.
	<b>9</b>	Exceeds the requirement of the statement below but does not fully meet the requirement of the statement above.
<b>Good</b>	<b>8</b>	Satisfies the requirement with minor additional benefits.  Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures.  Response identifies factors that demonstrate added value, with evidence to support the response.
	<b>7</b>	Exceeds the requirement of the statement below but does not fully meet the requirement of the statement above.
<b>Acceptable</b>	<b>6</b>	Satisfies the requirement.  Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.
	<b>5</b>	Exceeds the requirement of the statement below but does not fully meet the requirement of the statement above.
<b>Minor Reservations</b>	<b>4</b>	Satisfies the requirement with minor reservations.  Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.
	<b>3</b>	Exceeds the requirement of the statement below but does not fully meet the requirement of the statement above.
<b>Serious Reservations</b>	<b>2</b>	Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.
	<b>1</b>	Exceeds the requirement of the statement below but does not fully meet the requirement of the statement above.
<b>Unacceptable</b>	<b>0</b>	Does not meet the requirement.  Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.

## **PRICING SCHEDULE**

### **Price Submission ECC - Tender Price and Compensation Event Scenarios**

The Price (as per bidder's submitted Form of Tender) and Compensation Event (CE) Scenarios total (calculated from rates and percentages submitted in a Tenderer's Contract Data Part Two) were assessed.

The total score available for these elements of the evaluation are 60% broken down as follows:

- ECC Tendered Total of the Prices           85% of 60% = 51%
- CE Scenarios                                   15% of 60% = 9%

All scores, i.e. those attained for each area were combined resulting in overall score for Price. Tenderers are to keep their bid open until 30 April 2024. In relation to the pricing, the base date for Clause X1 (Inflation Clause) is stated as 1 November 2023, any payments assessed following the final award of the contract will therefore calculate inflation from that date. The Tenderers were advised to consider the application of the X1 clause within their overall commercial bid.

Prices must be exclusive of VAT and be in Pounds Sterling.

Any Contractor risk values that the Tenderer considers necessary should be allowed for within the total of the Prices. Such a value must be allocated within the rates in the Price List and Tenderers must ensure that their submitted programme reflects any time issues due to the identified risks. The Tenderers must only include mitigation, and cost and time allowances for risks that it has priced for in their Tender. Tenderers must not allocate risks to the Client.

### **Evaluation Criteria**

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. For example:

- Bid 1 £100,000 scores 100
- Bid 2 £120,000, differential of £20,000 or 20% remove 20% from price scores 80
- Bid 3 £150,000, differential £50,000 remove 50% from price scores 50
- Bid 4 £175,000, differential £75,000 remove 75% from price scores 25.

The lowest score possible is 0. All scores are then subjected to a multiplier, these scores will be weighted to the related percentage i.e. CE 9% and Tendered Price 51%.

Tenderers were required to complete the Bill of Quantities, Volume 5B, included in the ITT. The Tenderer shall return the Bill of Quantities in Excel format as provided without amendment. All prices quoted shall be inclusive of all costs associated in the delivery of this Contract but shall be exclusive of VAT. All costs must be included in this section, as costs appearing elsewhere in the proposal but not mentioned in the Pricing Schedule shall be presumed waived.

## Compensation Event Assessment

The evaluation of the financial element of the tender included an assessment of the rates the Tenderer submitted as set out in Contract Data Part 2. This was accomplished by way of an evaluation of three potential Compensation Event Scenarios. The profile of people rates will vary between the Scenarios. The scenarios are set out in the table below:

	Scenario 1	Scenario 2	Scenario 3
Works value (approximate)	£100,000	£100,000	£100,000
People cost (approximate - to be sourced from person categories)	£40,000	£45,000	£50,000
Equipment cost (published list excluding adjustment)	£30,000	£45,000	£25,000
Other cost elements	£30,000	£10,000	£25,000
Sub-total	£100,000	£100,000	£100,000
Fee (as tender submission)	TBA	TBA	TBA
Total	TBA	TBA	TBA

Using the information above, and the rates and fee percentages submitted in Contract Data Part 2, the total Compensation Event prices were calculated as part of the tender evaluation process. The total value of the CE Scenarios Works and People Costs are approximate, the resultant Total was dependent upon the Tenderers returned rates and Fee.

The prices from the three CE scenarios were converted into scores and weighted as per the following example demonstrates:

	Contractor 1	Contractor 2	Contractor 3
CE Scenario 1	£105,350	£90,200	£108,120
CE Scenario 2	£102,663	£82,775	£106,000
CE Scenario 3	£107,500	£90,750	£111,300
Total value	£315,513	£263,725	£325,420
Score (max 100)	80.04	100.00	76.60
Weighted score (max 9)	7.24	9.00	6.90

Number of contractors shown is illustrative only, assessment of all compliant tenders was undertaken.

## AWARD CRITERIA

The breakdown of questions and associated weightings from the Quality Questions and the Pricing Schedule are identified below:

No	Section 1 Quality Questions	Weighting (Out of 100%)
1	Organisation, Key People and Delivery	8%
2	Programme and project risk	16%
3	Social Value	4%
4	Minimising Carbon/ Climate Emergency	4%
5	Traffic and Pedestrian Management and public liaison.	8%
	<b>Sub-total</b>	<b>40%</b>
	<b>Section 2 Pricing Schedule</b>	
n/a	Submitted Price (As submitted on Form of Tender derived from Bill of Quantities - Volume 5B)	51%
n/a	Compensation Event Assessment	9%
	<b>Sub-total</b>	<b>60%</b>
	<b>Total</b>	<b>100%</b>