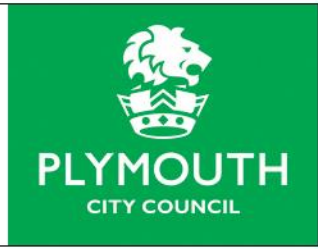


**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT - PART I**

20139 - Car Park Waterproofing & Structural Works



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## **1. INTRODUCTION**

This contract award report is in relation to the procurement of the refurbishment including the following: Concrete repairs to structure, replace expansion joints, anti-carbonation of lower levels, Painting where required and Waterproofing of top decks and line marking of four Plymouth City Council Car Parks i.e. Theatre Royal, Mayflower East, Napier Mutley Plain, Regent Street.

Contract Duration: approx. 12 months

## **2. BACKGROUND**

The investment of £1.6M in structural maintenance of the car parks will ensure the continued operation of the car parks for the next 20 years where, based on current levels of income, the car parks can be expected to generate £39M of net income to the Council.

The Councils car parks are subject to routine maintenance informed by periodic structural and condition surveys.

A number of these car parks are at, or beyond, the original intended design life of 50 years provided these assets are correctly surveyed and maintained, they will remain operation long after the initial design life. Ultimately, as the life of the asset increases the economic viability of the assets will reduce. None of the car parks are deemed uneconomical as an investment of £1.6M in planned preventative maintenance will ensure these assets can generate income for a further 20 years, which equates to £39M on current levels of income.

Structural and conditional surveys undertaken by Brody Forbes in 2017 (appointed by Corporate Property under a corporate framework) identified a series of maintenance requirements across each of these car parks. Requirements ranged from 'low level' actions, such as clearing drainage, through to larger capitalised maintenance, such as replacing section membranes.

£1.6M of supporting borrowing is required to finance the works to extend the life of these cars parks. Undertaking these works can be expected to extend the operational life of these car parks by a further 20 years (assuming they are subjected to routine maintenance over this period i.e. keeping drains clear).

## **3. PROCUREMENT PROCESS**

A competitive procurement was run following the Invitation to Tender procedure in accordance with the Council's Contract Standing Orders. This is a one stage process incorporating both suitability assessment criteria and contract award criteria. Under this process a minimum of 3 suppliers must be invited to submit written quotations. For this procurement, 6 suppliers were invited to this opportunity.

## **4. TENDER EVALUATION CRITERIA**

Evaluation will be undertaken in accordance with the overall evaluation strategy for the project.

The Council will evaluate tender submissions as a two-part process.

The first part will consist of an assessment of the Tenderer's suitability in principle to deliver the works as detailed in the ITT document pack and checking that all required documents are

completed and submitted. Only Tenderers passing this first part will have their Tenders evaluated at the second part.

The second part is the award and considers the merits of the eligible Tenders in order to assess which is the most economically advantageous. In this part only quality, price and social value criteria that are linked to the subject matter of the contract are used.

**Part I - Suitability Assessment - PAS9I**

Part I assessments are made against the responses to the suitability schedule included at Schedule (I).

For ease of completion, where a question has been informed by PAS9I and you have completed a PAS9I for a separate procurement process, provided the PAS9I remains valid and accurate, you may submit this previously completed document as part of your response to this procurement process.

If it is your intention to submit a previous PAS9I, where a question has been informed by PAS9I please insert 'SEE PAS9I' into the response box provided and detail the relevant section number. Please Note: the submission guidance detailed above still applies to the PAS9I document and therefore you may be required to adapt your PAS9I as necessary.

Where the Council considers your PAS9I document as not providing a sufficient response to its question(s) you may be required to submit additional information.

Evaluation Criteria and Methodology

All Suitability Assessment questions will be evaluated on a PASS/FAIL basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender will not be evaluated, and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Wherever possible the Council is permitting Tenderers to self-certify they meet the minimum PASS/FAIL requirements without the need to attached evidence or supporting information. However, where the Council regards the review of certain evidence and supporting information, as critical to the success of the procurement this will be specifically requested.

The return document will clearly indicate whether 'Self-certification' is acceptable or whether 'Evidence is required' for each question.

Where Tenderers are permitted to self-certify, evidence will be sought from the successful Tenderer at contract award stage. Please note the successful Tenderer must be able to provide all evidence to the satisfaction of the Council at contract award stage within a reasonable period, if the successful Tenderer is unable to provide this information the Council reserves the right to award the contract to the next highest scoring Tenderer and so on.

**Part 2 - AWARD**

Tenderers passing all the pass/fail criteria in part I will have their responses made to part 2 evaluated by the Council to determine the most economically advantageous Tender based on the quality, price and social value criteria that are linked to the subject matter of the contract.

Award criteria

The high-level award criteria are as follows:

Criteria	Weighting
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Price	60%
Quality	35%
Social Value	5%
<b>TOTAL</b>	<b>100%</b>

Weightings for individual sub-criteria contained under each of the above are detailed in the return document.

Evaluation Methodology

**PRICE (Schedule 4)**

Evaluation made against comparison of pricing schedules.

**PRI Total Tender Sum**

The Tenderer’s Total Tender Sum will be evaluated using the scoring system below:

$$\left( \frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Tender Sum}} \right) \times \text{Weighting} = \text{Weighted score}$$

**QUALITY (Schedule 2 and Schedules 5-6)**

Each question will be clearly identified as being evaluated on a pass/fail or scored basis.

**Pass/Fail Questions-** Questions identified as PASS/FAIL will be evaluated on a pass/fail basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a ‘fail’ on any of the criteria, the remainder of your Tender will not be evaluated, and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

**Scored Questions -** Questions identified as SCORED will be evaluated in accordance with the following sub-criteria and weightings:

Where individual questions carry either more or less importance than others they have been grouped and weighted accordingly. Section weightings are identified at the top of each group of questions and sub-weightings are identified against individual questions. The question or group of questions will be allocated a score and the appropriate weightings will then be applied. The weighted score will be rounded to **2** decimal places.

Questions identified as SCORED will be evaluated using the Scoring Table I below:

**Scoring Table I**

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.

Very good	4	Response is particularly relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

***Tenderers must achieve an average score of 2 or more for each scored item. Any scored criteria item receiving an average of less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.***

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. Moderation may also be undertaken where the Council deems it necessary. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

### **SOCIAL VALUE (Schedule 3)**

Social value commitments will be assessed based on a combination of quantitative and qualitative assessment. Weightings are contained within the Return Document.

#### **SVI- Total Social Value Commitment (£)**

The Tenderer's Total Social Value Commitment will be evaluated using the quantitative scoring system below:

$$\left( \frac{\text{Tenderer's Total Social Value Commitment (£)}}{\text{Highest Total Social Value Commitment (£)}} \right) \times \text{Weighting} = \text{Weighted score}$$

#### **SV2 – Social Value Method Statements**

The method statements submitted in support of the social value commitments made in SVI will be allocated a single score **for all method statements** and the appropriate weighting will then be applied. The weighted score will be rounded to 2 decimal places.

The qualitative responses will be evaluated using **Scoring Table 1**.

***Tenderers must achieve an average score of 1 or more for each scored item. Any scored criteria item receiving an average of less than 1 will result in the Tender being rejected and Tenderer being disqualified from the process.***

## 5. SUMMARY OF EVALUATION

The procurement documentation was issued electronically via the, The Supplying The South West on 13<sup>th</sup> September 2022, with a tender submission date of 11<sup>th</sup> November 2022. Submissions were received from 4 suppliers.

The tender submissions were independently evaluated by Council Officers and an external Consultant all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

In order to ensure fairness of the process the evaluation of Quality and Price were split, with Price information being held back from the Quality evaluators.

### **Suitability**

The pass/fail evaluation were undertaken by the Procurement Services Function. The minimum pass/fail suitability questions were evaluated by the evaluation panel. The results are contained in the confidential paper.

### **Quality**

The tenders were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper.

### **Price**

Price clarifications were evaluated by Council's Quantity Surveyor and managed through The Supplying the South West Portal. The financial scores are contained in the confidential paper.

## 6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are £1,619,276.54

The form of contract to be used for the main contract works is JCT Intermediate with Contractor Design 2016. This is a Design & Build style contract, which puts the responsibility on the contractor to design and construct the works in accordance with the requirements set out by PCC as the employer, and this means that minor discrepancies in quantities and chosen materials do not result in a valid variation to the contract. Only if PCC voluntarily change the scope of what we require from the contractor, or if any errors are found in the information we have supplied them with at Tender stage, will there be a valid variation or adjustment to the programme. Such changes will be assessed by the project team for validity, and the quantum of the cost/time adjustment.

Further financial information is contained within the confidential report.

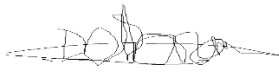
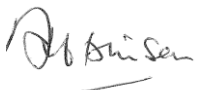
## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to Concrete Repairs Limited on JCT Intermediate and Contractor Design Terms and Conditions.

This award will be provisional and subject to the receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

In the event the highest scoring supplier cannot provide the necessary documentation the Council reserves the right to award the contract to the second highest scoring supplier.

**8. APPROVAL****Authorisation of Contract Award Report**

<b>Author (Responsible Officer / Project Lead)</b>	
<b>Name:</b>	Darren Stoneman
<b>Job Title:</b>	Civil Enforcement Manager
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	
<b>Date:</b>	30 January 2023
<b>Service Director</b>	
<b>[Signature provides authorisation to this award report and award of Contract]</b>	
<b>Name:</b>	Philip Robinson
<b>Job Title:</b>	Service Director for Street Services
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	
<b>Date:</b>	30 January 2023