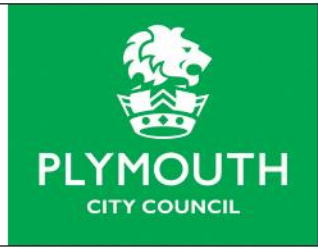


**PROCUREMENT GATEWAY 3 -
CONTRACT AWARD REPORT - PART I**

Guildhall Refurbishment - 24788



1. INTRODUCTION

2. BACKGROUND

3. PROCUREMENT PROCESS

4. TENDER EVALUATION CRITERIA

5. SUMMARY OF EVALUATION

6. FINANCIAL IMPLICATIONS

7. RECOMMENDATIONS

8. APPROVAL

1. INTRODUCTION

This contract award report is in relation to the procurement for the refurbishment of the Plymouth Guildhall. The scope of the requirement includes: New audio and sound installations, new lighting, refurbished toilets, additional acoustics, repairs and redecoration throughout the building, new office, re-configuration of ancillary spaces, new stage and works to the bar areas.

Contract Duration: 12 months (subject to project completion)

2. BACKGROUND

In June 2020 the Council submitted a bid to the Future High Streets Fund for £17.482m. The funding was required to allow the redevelopment of the former Civic Centre, as well as to modernise and provide improvements for the Guildhall. This bid was successful and the Council was awarded £12.046m

The 17,800sqft Grade II Listed Guildhall would be re-imagined as a commercial standard multi-purpose events space. Works would include improvements to the audio and visual offering at this key venue. Other works proposed would include refurbishment, new toilets, redecoration, new acoustics, new lighting, new main office and refurbishment of the main entrance doors.

3. PROCUREMENT PROCESS

Prior to the procurement documentation being issued, the Council undertook a pre-market engagement exercise in July 2023 with several suppliers to inform them of the upcoming opportunity and request some general feedback to assist towards deciding in how to shape the resulting procurement.

A competitive procurement was run undertaking an Invitation to Tender procedure. 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 formal quotations, 2 of whom should be local PL postcode suppliers, where possible, as outlined in the Council's Contract Standing Orders. For this procurement, 5 suppliers were invited (whom 5 are local) to this opportunity.

4. TENDER EVALUATION CRITERIA

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

The Council evaluates tender submissions as a two part process.

The first part consisted of an assessment of the Tenderer's suitability in principle to deliver the goods, services and works as detailed in the ITT document pack and checking that all required documents are completed and submitted. Only Tenderers passing this first part had 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 as set out below.

Part I - Suitability Assessment - PAS9I

Part I assessments are made against the responses to the suitability schedule included at Schedule #(1).

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 PAS91, where a question has been informed by PAS91 please insert 'SEE PAS91' into the response box provided and detail the relevant section number. Please Note: the submission guidance detailed above still applies to the PAS91 document and therefore you may be required to adapt your PAS91 as necessary.

Where the Council considers your PAS91 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 1 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 is as follows:

Criteria	Weighting
Price	45%
Quality	50%
Social Value	5%
TOTAL	100%

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 particular 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 a score of 1 or more for each scored item. Any scored criteria item receiving a score less than 1 will result in the Tender being rejected and Tenderer being disqualified from the process.

Moderation will 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.

Moderation will 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

5. SUMMARY OF EVALUATION

The procurement documentation was issued electronically via the, Supplying The South West portal on 14th August 2023, with a tender submission date of 2nd October 2023. Submissions were received from 3 suppliers.

The tender submissions were independently evaluated by Council Officers and external Consultants 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 was undertaken by Procurement. The financial evaluation was undertaken by the Finance department. The minimum pass/fail suitability questions were evaluated by the quality evaluation panel. The results are contained in the confidential paper.

Quality

The tenders were evaluated by the quality 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 the external Quantity Surveyor and managed through The Supplying the South West Portal. The financial scores are contained in the confidential paper.

6. FINANCIAL IMPLICATIONS

Upon receipt of the tender submissions, it was identified that the pricing received was above the project budget. Therefore, the scheme was reviewed to identify where changes and reductions could be made. Tenderers were then invited to re-submit an updated price and programme based on the reduced scope.

Further value engineering opportunities still need to be identified and will be discussed with the successful Tenderer. The value engineering will involve a series of workshops and meetings to discuss the detailed design with consultants while also considering the priority works as identified by the Council. This process should result in a reduced contract sum, within budget.

It is recommended that provisional award for the contract up to the budgeted value allocated on the capital programme for this project.

No financial or contractual commitment will be made until both the Council and the successful Tenderer have agreed a contract sum that is acceptable to both parties and is within the project budget.

Further details are contained in the confidential paper.

7. RECOMMENDATIONS

It is recommended that a contract is awarded to TEC Construction on JCT Traditional Contract without Quantities

The award will be conditional upon value engineering discussions with TEC Construction and agreeing a contract price within the project budget.

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


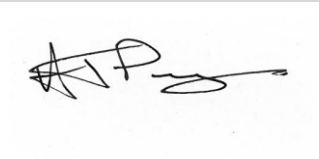
In the event that TEC Construction cannot provide the necessary documentation the Council reserves the right to award the contract to the second highest scoring supplier.

This award is also subject to the outcome of any challenge made during the call-in period.

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

Author (Responsible Officer / Project Lead)

Name: John London

Job Title:	Senior Project Manager		
Additional Comments (Optional):	N/A		
Signature:		Date:	05.02.24
Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Anthony Payne		
Job Title:	Strategic Director for Place		
Additional Comments (Optional):			
Signature:		Date:	8 February 2024