

Request for Proposals

Title: Lower Moors SSSI Survey Ref: LMS 071

Date of Issue: 19 September 2016 Deadline Date: 10 October 2016

Deadline Time: 16:00

CIOS Contact: Julian Pearce Phone: 01720 424806

Email: jpearce@scilly.gov.uk

Requirement

Type: Services

Number of providers to be appointed: 1

Short Description:

The Council of the Isles of Scilly (the Council) is seeking to improve its understanding of the hydrology of the Lower Moors Site of Special Scientific Interest (SSSI). This is with a specific view to improved understanding for the management of this site and alleviating surface water issues in the area, including; flooding of the adjacent industrial site and waste site; increased freshwater run off from the industrial and waste sites into the Lower Moors; potential water quality issues originating from the waste site and saline intrusion into the site primarily from the south.

To this end, the Council is seeking tenders to undertake both a topographic survey and a hydrological monitoring study of the Lower Moors area.

Additional Documentation/Specification Attached: Yes

Duration of Contract (if applicable): 28 months

Key Performance Indicators/Measures of Success: See below description

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Milestone | Completion of topographic Study | Completion of final report as specified in the Specification | 30 November 2016 |
| Milestone | Installation of dipwells and monitoring wells | Report detailing installation details | 16 December 2016 |
| Milestone | Training and Instruction provided to Wildlife Trust workforce | Wildlife Trust support project by taking manual monitoring on site | 28 February 2017 |
| Milestone | 12 month data analysis and interpretation | Summary of surface water flow pathways and mechanisms provided | 16 December 2017 |
| Milestone | Project Completion | Final Report and site management plan issued | 28 February 2018 |

Response

In completing your quotation please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to [jpearce@scilly.gov.uk](mailto:jpearce@scilly.gov.uk).

2. A written response to the following quality criteria below

Quality Criteria 30%

**QC 1:** Provide a capability statement that identifies why your company is suited to delivering this project **Value** **10%** **Limit:** 2 **pages**

**QC 2:** Provide a programme of delivery for the project highlighting the key activities and timings. **Value** **10%** **Limit:** **2 pages**

**QC 3:** Identify your methodology for delivering the project **Value** **10%** **Limit:** Pages **4**

3. A price for delivering the Services . Please set out your price in the following layout.

Price Criteria 70%

|  |  |
| --- | --- |
| PRICING SUMMARY DOCUMENT FOR HYDROLOGICAL MONITORING | |
| Item | Cost |
| Topographic Survey |  |
| Installation of Dipwells |  |
| Data Logging |  |
| Monitoring Points – Installation |  |
| Monitoring Points – Data Recording |  |
| Data Analysis, Interpretation and Reporting |  |
| Guide Price for 5 year data monitoring post project (after 28 February 2018) |  |
| Annual Ecological (botanical) Survey |  |
| Water Quality Monitoring Lab Analysis |  |
| Wildlife Trust – training and instruction in manual measurements |  |
| Other (please detail) |  |
| TOTAL COST |  |

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

4. The following information (required by the Authority to undertake due diligence checks).

* Company name, registration number and registered/main address
* VAT number (if applicable)
* A signed copy of the Terms & Conditions of tender.

All submissions are to be submitted as a paper copy to: Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary's, TR21 0LW. Quotations should be recieved prior to the deadline date identified on page 1 of this form. Envelopes should make reference to the name of the quotation opportunity and should be marked do not open automatically on receipt. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 2 months from the deadline date.

Award

Submissions will be assessed on the basis of the most economically advantageous tender approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 3 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

Quality Criteria

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system below with these percentages multiplied by the maximum score achievable for each question.

|  |  |
| --- | --- |
| Assessment | Score |
| Very Poor – Submission fails to demonstrate the required understanding/knowledge/information requested | 0-9% |
| Poor – Submission provides limited evidence of meeting the projects objectives, aims or the requirements of the Council. | 10-39% |
| Satisfactory – Submission demonstrates an adequate understanding of the project and/or the requirements of the Council | 40-60% |
| Good – Submission demonstrates considerable evidence of meeting or exceeding the project objectives, aims or requirements of the Council. | 61-80% |
| Very Good – Submission demonstrates clear evidence of significantly exceeding the project objectives, aims or requirements of the Council | 81-100% |

**Sample calculation** – If the overall quality criterion is 60% and quality criteria 1 (QC 1) is 5%, the maximum achievable score for QC1 is 3%. If the evaluators score the response to this question at 40% (lower satisfactory) then the contractor would be awarded 1.2% of the 3% available. Or (60 x5%) x 40% = 1.2%

Once each of the quality criteria have been assessed using the above scoring mechanism, the individual quality criteria scores will be summed to provide the overall quality score.

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

**Sample calculation** – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A’s price score is calculated as 137.5/100 x 50 = 68.75 and submission B’s price score is calculated as 137.5/175 x 50 = 39.28. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A’s weighted score is 27.50% and Submission B’s is 15.71%.

Overall Score

The overall score for the submission is determined by summing the overall quality score with the overall price score. For clarity, the contract will be awarded to the submission that has the highest overall score.