



CHICHESTER HARBOUR CONSERVANCY INVITATION TO TENDER

ITCHENOR SHOWER AND TOILET FACILITIES

Opening date: 4th February 2025
Closing Date: 2nd March 2025 - 12pm (Noon)

Works to be completed by early Summer 2025.

1. Introduction

1.1 Chichester Harbour, one of the country's most popular leisure harbours is home to over 12,000 vessels, representing about 25% of all the recreational craft in the Solent. Combined membership of the 14 sailing clubs amounts to 12,000 people and each year an estimated 25,000 enjoy the Harbour's waters for racing, cruising and fishing. In turn, Chichester Harbour supports a large number of marine-related businesses, providing jobs and making a valuable contribution to the local economy.

1.2 Following the installation of the extended public jetty in Itchenor, the Conservancy is inviting responses for the redevelopment of the existing toilet and shower facilities for both visitors and staff,. Works are to be completed to a good professional standard, ready for the 2025 season.

The internal refurbishment works will provide:

- **8 shower rooms,**
- **1 staff WC and ancillary accommodation,**
- **Alterations to external fenestrations and**
- **New decking and ramps.**

1.3 In accordance with the Conservancy's Financial Regulations, this Invitation to Tender has been published publicly with contractors invited to bid for the works described in the Tender Pack. The Conservancy will award the tender to one single successful contractor.

1.4 The specification is correct as of **30th January 2025.**

2. Purpose of the Tender Specification

2.1 The ultimate aims of the specification are to: (i) identify a suitable contractor; and thereafter (ii) enter into an agreement between that party and the Conservancy to undertake the works.

3. Interested Parties Page

3.1 The primary 'customer' for this project will be Chichester Harbour Conservancy.

4. Tender pack

4.1 The tender pack and specification has been produced by Smith Simmons & Partners, and is attached to this document.

5. The Role of the Contractor

5.1 In order to be considered for the contract, the Conservancy need to do necessary checks under the Construction (Design and Management) Regulations 2015 (CDM 2015). This is to ensure that you will take reasonable care of your own safety and that of others.

The contractor is required to provide the following information:

- **Organisation Details** (Please use Tender Submission document provided).
- A **Costed Price** for each aspect of the works (excluding VAT) Please use Tender Submission document provided.
- A **Method Statement** – consisting a construction phase plan and detailed proposal of how you would undertake the works, including;
 - Availability to start works - Facilities must be completed and fully operational by early Summer 2025, with earlier completion beneficial.
 - Disruption Mitigation Measures - The Harbour Office and Workshop will remain occupied for the duration of these works – please include details of mitigation measures to minimise business disruption.
 - Use of Sub-Contractors – Please detail arrangements for management of sub-contractors to ensure deliverability to the required standard.
- A Risk Assessment for the works.
- The Health & Safety Policy for the applicant.
- The Environmental & Sustainability Policy for the applicant.
- Proof of Insurance for the applicant.
- Evidence of two similar pieces of work completed within the last 3 years. Provide details demonstrating the quality of your work, together with the name and contact details of references.

5.2 Contractors that do not yet have any one of these documents, for instance the Environmental & Sustainability Policy, are encouraged to prepare one for the purposes of this brief and for future work with the Conservancy.

6. The Role of the Conservancy

6.1 Until the deadline for responding has passed, contractors may contact the Conservancy for further information if required. Project Manager, Jo Cox can be contacted on 01243 512301 or email jo.cox@conservancy.co.uk.

6.2 The Conservancy will appoint a Quantity Surveyor to oversee the project.

6.3 The Conservancy will ensure that any potential disruption to users of the harbour is communicated in both a timely and appropriate manner.

6.4 The works are exempt from planning permission under the provisions of the Chichester Harbour Conservancy act 1971. The Conservancy will ensure that all relevant exemptions are effectively communicated to Chichester District Council.

6.5 Upon the passing of the deadline a member of staff, appointed on behalf of the Clerk to the Conservancy, will open and redact submissions. Conservancy officers, supported by technical professionals as required, will assess and score the anonymised responses.

7.0 Scoring

The weighting upon requested Criteria Categories will be as follows: (Table 1).

Table 1: Score Allocation and Weighting

Criteria Category	Overall Weighting	Assessment Method
Organisation Details	Not Applicable	Mandatory – Pass /Fail
Method Statement	30%	0,1,2,3,4,5 (See Scoring in Table 2)
Risk Assessment	10%	0,1,2,3,4,5 (See Scoring in Table 2)
Health and Safety Policy	10%	0,1,2,3,4,5 (See Scoring in Table 2)
Environmental & Sustainability Policy	10%	0,1,2,3,4,5 (See Scoring in Table 2)
Proof of Insurance	Not Applicable	Mandatory – Pass /Fail
Evidence of 2 Similar Pieces of Work	Not Applicable	Mandatory – Pass /Fail
Quality Assurance – Assessment and Review of Evidence of Previous Work	40%	0,1,2,3,4,5 (See Scoring in Table 2)
Price and Overall Scoring	Price: Quality Ratio	Used to calculate Price : Quality Ratio Score

7.1 Criteria that describes an Assessment Method of “Mandatory – Pass /Fail ” will not be scored as part of the tender, however **if the information is not provided or is incomplete, the tender will be judged as non-compliant and will not continue in the process.**

7.2 The Conservancy will use the following scoring criteria (Table 2) on the relevant evaluation categories:

Table 2. Scoring Criteria

Score	Guidance
0 - Unacceptable	No response or any element of the response gives cause for major concern that requirement[s] will not be met. No assurance could be assessed on previous work examples.
1 - Poor	A poor response that addresses/meets few of the requirements. The response given does not provide full confidence that the requirements can be met. Poor assurance assessed based on previous work examples.
2 - Limited	A limited response that addresses and meets some of the requirements. There are a few concerns about whether or not the requirements can be met, which require further clarification. Limited assurance assessed based on previous work examples.
3 - Satisfactory	A satisfactory response that addresses most of the requirements in sufficient detail, providing confidence that most of the requirements can be met. Satisfactory assurance assessed based on previous work examples.
4 - Good	A good response that addresses and substantially meets the requirements, providing confidence that the requirements can be met in full. Good assurance assessed based on previous work examples.
5 - Excellent	An excellent response that has addressed all requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions. Excellent assurance assessed based on previous work examples.

7.3 Applicants that score 0 or 1 for any of the criteria categories will be automatically judged as non-compliant and will not continue in the process.

7.4 The Method Statement will be scored based on the criteria set out in 5.1. and should provide assurance of the ability to deliver the project within the stated timeframe to the standard required, with minimal impact on business continuity.

7.5 Quality Assurance will be assessed on the previous work evidence supplied within the tender submission. The assessors will look at the following but not limited to: Services, Improvements, Satisfaction, Business Relationships, Customers, Guarantee and Standards. This assessment may require a site visit to previous job sites and or references from previous clients.

7.6 Following the completion of the assessment criteria scoring, the whole tender will be assessed using a “Price : Quality Ratio” scoring technique. This calculation will be based on:

Quality Assurance + Method Statement + Environmental and Sustainability Policy
+ Health and Safety Policy + Risk Assessment = **Quality Score**

$$\text{Price : Quality Ratio} = \frac{\text{Quality Score}}{\text{Tender Price Submission}} \times 100$$

7.7 The winning tender will be calculated based on the highest price: quality ratio, demonstrating best value for money.

7.8 The contract will be awarded by 21st March 2025.

8.0 Submission of Tender Bid

8.1 Your completed submission document saved as a PDF and supplementary documents should be **submitted by noon on 2nd March 2025** in electronic format only. Please send to tenders@conservancy.co.uk with the subject “**Private and Confidential – Itchenor Shower and toilet facilities tender submission**” Do not use this email address for queries, instead contact the project manager.

8.2 An automatic acknowledgement email will be sent upon receipt. Please contact the Harbour Office if this is not forthcoming within a reasonable time.

8.3 Jo Cox - Harbour Master jo.cox@conservancy.co.uk, is the lead contact for this project.