Contract for the provision of Backfill & Reinstatement Services

**RFP Scope of Requirements**

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**ALL COMMUNICATIONS MUST BE SENT VIA THE ARIBA E-PROCUREMENT SYSTEM**

You are invited to tender after being shortlisted as part of the PQQ process.

This RFP is being conducted in line with the Utilities Contact Regulations 2016 using the negotiated procedure via Achilles UVDB qualification system notice.

The reference number used by the Official Journal of The European Union (OJEU) is 2019/S 212-521277

As part of NGN's commitment to comply with the principles of the UCR 2016 and to ensure a fair evaluation process Northern Gas Networks will be conducting anonymous tendering.

Bidders must remove all references to their company name, including any logos and branding. For all answers provided that relate to this tender. Any bid that fails to comply with this requirement may be treated as non-compliant by NGN and rejected from the process.

**Project Scope (Works Information)**

Northern Gas Networks (NGN) require one/two supplier(s) to undertake full Reinstatement Activities associated with NGNs Customer and Operations Emergency Locate and Repair Programme, Connection Activities throughout the RIIO GD1 & GD2 price control period.

NGNs direct labour Emergency, Locate and Repair Teams currently undertake circa 10,000 jobs per annum alongside connections works resulting in circa 3,500 jobs per annum across the whole NGN operational region.

From time to time there may be occasion’s where NGN will require the supplier to undertake backfill & reinstatement works on their direct service provider (DSP) operations. The awarding bidder(s) will be required to price separately for this on a need by need basis at NGNs discretion.

**Full Reinstatement and Sundry Services**

Backfill and permanent reinstatement of open excavations carried out are in support of NGN’s Emergency & Repair and Connection teams for both public and private property. Currently NGN undertake circa 20,000 reinstatement jobs per annum on public property and circa 13,000 on private property.

Backfill and reinstatement services are required in support of NGN’s direct labour replacement programme. These works to do not constitute the primary subject matter of this tender and NGN reserves the right to instruct other organisations to carry out these Works.

Excavation, backfill and permanent reinstatement of interim / temporary / sub-standard reinstatement carried out by NGN or other NGN’s suppliers.

Incidental work, rectification of defects / damage caused by others (associated with the Asset Owner’s assets) including miscellaneous items of work e.g. correcting suppliers defects and S81 works.

1. Backfill and Reinstatement of Open Excavations
   * Removal of surplus as a separate job
   * Total backfill and reinstatement
   * Binder and surface course
   * Removal of sign, lighting and guarding (SLG) back to NGN’s nearest operational depot on completion of backfill and reinstatement works.
   * Informing NGN’s nominated traffic management (TM) suppliers of any issues and off hiring all traffic management associated with the works on completion of the works.
   * Minor corrective action to comply with HAUC Specification
2. Permanent Reinstatement of interim/temporary and correcting defects (caused by other contractors)
   * Total excavate, backfill and reinstatement
   * Excavate and reinstate binder and/or surface course
3. Incidental Work
   * Excavation, dismantling and rebuilding of existing surface boxes,chamber and all associated backfill and permanent reinstatement to meet the HAUC Specification.
   * Resetting and / or complete removal of the surface box including all associated excavation, backfill and permanent reinstatement to meet the HAUC Specification.
   * All work necessary to remove damaged sections of duct(s) or drain(s) (fresh and foul water), (caused by DLO & others) including provision of new duct(s) or drain(s) (fresh and foul water) and carrying out the subsequent permanent repair.
   * Minor one-off incidental work not associated with other reinstatement works for example concrete edging / channel / kerbs (including bedding in concrete and cement joints)
   * Provision of a fully equipped 2-man team including vehicle, fuel and any associated plant , tools and equipment.
   * Provision of road plating including delivery, placement and collection.

During the course of the contract it is likely that NGN will move to a new work management application (new app) to better interface with S4 HANA enterprise resource platform. The awarding bidder(s) will be provided with the necessary hardware to operate the new app, and will be provided with super-user training.

The awarding bidder(s) are required to undertake the transition to new app. The awarding bidder(s) will be expected to provide training to all of its employees and will not be entitled to recover or re-charge to NGN any costs or expenses associated with the cost of transition.

There is an expected service level/KPI provision in terms of attendance and job completion which will be detailed further in the tender documentation (if successful through this PQQ stage).

The awarding bidder(s) will be expected to take into account all TUPE liabilities associated with current workforce currently undertaking this work. Further details will be issued within the tender documentation if successful through this PQQ stage

**Estimated Contract Timings**

The Contract will be awarded for an initial term of a 3 years with the option to extend for a further five x one-year periods.

The Contract ‘Initial Term’ is anticipated to commence on the 1st September 2020 potentially until the 31st August 2023 with the option to extend at NGNs discretion potentially until 31st August 2028.

**RFP Tender Assessment / Evaluation**

The award will be based upon price & quality ratio. It is the intent that the award will deliver to NGN the total best value.

The evaluation criteria is 50% commercial, 35% non-commercial and 15% environmental. The individual scores for each section is indicated against the questions in the evaluation criteria document.

The assessment of price will be carried out independently of the quality/environmental assessment and scored against the methodology stated in the evaluation criteria document.

Assessment 1 - Tender submission – 100% weighting

Commercial – 50%

Non-Commercial – 35%

Environmental – 15%

Total – 100%

Following on from the evaluation of the tenders submitted (as described above) only the top 3 highest scoring bidders overall from each lot will be shortlisted and invited to assessment 2 - supplier presentation.

All bidders will be notified if they are shortlisted through to assessment 2. The reasons for the decision, including the characteristics and relative advantages of the successful tender will be detailed within the notice of decision to award a contract in line with regulation 101 of the UCR 2016.

Assessment 2 - Supplier Presentation – 100% weighting

The top three shortlisted bidders overall from each lot only are required to present to the NGN evaluation panel.

The supplier presentation will be scored against the criteria and weighting stated in the supplier presentation scoring criteria document.

Assessment 3 - Final Assessment (Assessment 1 & 2 combined) – total score out of 200%

Assessment 1 – Score out of 100%

Assessment 2 – Score out of 100%

Total – 200%

Please note for assessment 3 the weightings / criteria and scores (except in respect of price) will be carried forward from assessment 1 and will remain unchanged.

NGN will identify the most economically advantageous tender submission for each lot by combining the overall total score from assessment 1 and 2.

**All bidders should note the following:**

1. Lot 3 relates to the same services as those included within Lots 1 and 2.
2. NGN will therefore either:

(a) award contracts to the winner of Lot 1 and the winner of Lot 2, or

(b) award a single contract to the winner of Lot 3,

based on which option is **most economically advantageous for NGN** across the whole area of its network.

1. For example, if NGN awards a contract to the highest scoring bidder in Lot 3, then NGN will not award contracts to the highest scoring bidders of Lot 1 and Lot 2. Conversely, if NGN awards a contract to the highest scoring bidders of Lot 1 and Lot 2 then NGN will not award a contract to the highest scoring bidder of Lot 3.
2. Bidders may submit bids for a single Lot, any two Lots or all three Lots.

**Bidders should therefore note that due to the process described above, the highest scoring bidder of at least one Lot will not be awarded a contract on the conclusion of this process**

**Evaluation Panel**

**2.7 Evaluation Panel**

NGN’s team to perform the evaluation of this tender process comprises the following:

|  |  |
| --- | --- |
| Name | Department |
| Ashley Haddock | Procurement Manager |
| Warren Iveson | Totex Business Performance & Assurance Manager |
| Richard Armstrong | Legal Advisor |
| Jeffrey Oliver | Regional Reinstatement Manager |
| Rachael Dodds | NRSWA |
| Jennie Dods | Quantity Surveyor |
| Neil Whalley / Charles Eddington | Environmental |

**2.6 Scoring Methodology**

For qualitative questions NGN will score on the following basis

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| **10** | **Excellent** –Overall the response demonstrates that the bidder exceeds all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement. |
| **8** | **Good** -Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested and any omissions in relation to the level of detail requested in terms of either the response or the evidence are trivial. This, therefore, is a good response that meets all aspects of the requirement which but may have a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested. |
| **5** | **Adequate** - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested. |
| **2** | **Poor** – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **0** | **Unacceptable** - The response is non-compliant with the requirements of the ITT and/or no response has been provided. |

**Tender Response**

Responses must be submitted via Ariba with all attachments saved in a zip file, if you experience any technical difficulties please contact the person names in this document.

All bidders will be notified of outcome and provided feedback by the date specified on the procurement timetable.