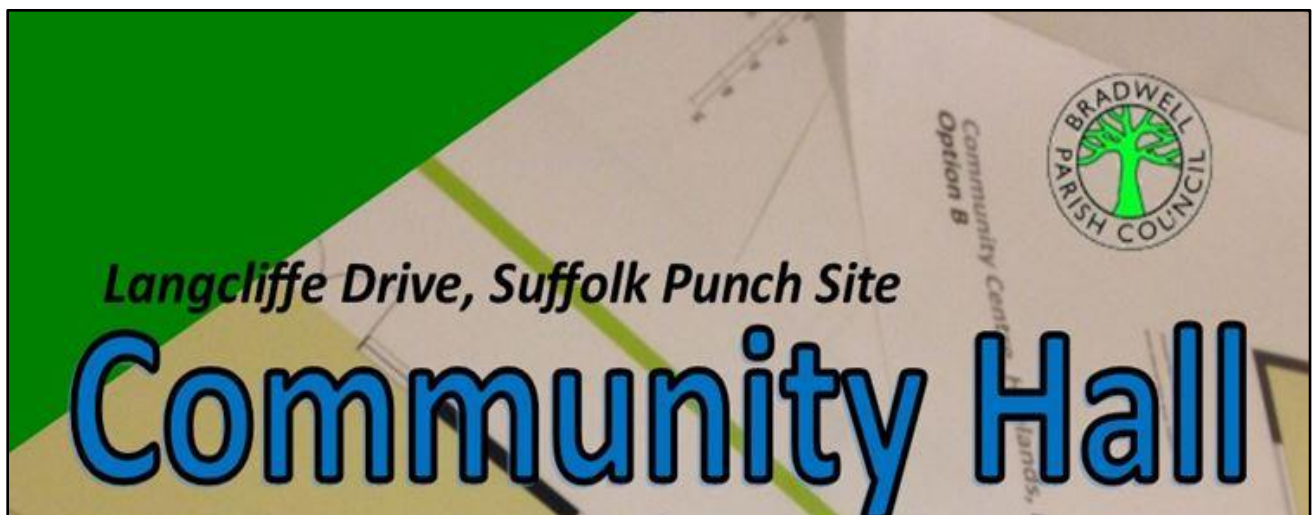




Bradwell Parish Council

Invitation to Tender (ITT)

For the Design and Build of the Suffolk Punch Community Centre



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INVITATION TO TENDER (ITT)

1. Summary Instructions and ITT Key Schedules

Item	Contract Details
Invitation to Tender (ITT)	The client, Bradwell Parish Council, is carrying out this procurement process for the Design and Build of a new Community Centre on the site of the former Suffolk Punch public house.
Principal Designer and Agent	Gotch Saunders and SurrIDGE LLP (GSS)
Project Manager	Karen O'Connor
The Works	The works comprise the design and construction of a new Community Building as per the documents contained in the tender package.
Expression of Interest	31 st October 2022
Date and time for Tender return	22 nd December 2022
Notification of result of Tender evaluation	w/b 30 th January 2023
Contract Commencement	10 th February 2023
Construction works commencing	April 2023
Construction Deadline	December 2023

2. ITT Preamble

2.1 Introduction

Bradwell Parish Council is seeking to award a contract for the design and build of a new community centre (and associated facilities) on the site of the former Suffolk Punch pub. The Parish Council has commissioned GSS as agents for this construction scheme.

This document (and all other ITT links) provides applicants wishing to tender for the design and build contract with the requirements, standards and conditions under which the procurement will be operated.

2.2 Overview of the Client (Bradwell Parish Council)

Operating as a third tier of local authority, the Parish Council provides local services (in conjunction with Milton Keynes Council as the principal unitary authority). The Parish Council is a vital part of the community; representing local interests, making decisions on behalf of parishioners, delivering services to meet local needs and ensuring the well-being of the community.

2.3 Community Centre Construction; Objectives and Background

The purpose of the tendered contract is to deliver the successful design and build of a high-quality community centre for Heelands and Bradwell Parish.

The Heelands Estate was developed in 1976 and the Suffolk Punch pub built in 1987. This building has since been demolished and replaced with 27 houses for residential use. As part of the section 106 agreement for this development, the developer provided a financial contribution and suitable land for the construction of a community centre; which the Parish Council was given the responsibility of building. Parking bays were built adjacent to the church's parking bays at the nearby St Augustine's Church.

This is very much a community project; with additional financial support coming from Milton Keynes Council and Bradwell Parish Council. There have also been three public consultations held in support of the project. The initial plans provided by GSS were for a two-storey building, but this was scaled back in 2022 to a single-level community centre because of excessive costs.

3. General Tender Information

3.1 Supervising Officer

The Project Manager and contact will be Karen O'Connor on behalf of GSS. The Project Manager will also co-ordinate updates and communication with the clients, Bradwell Parish Council.

3.2 Budget

The budget for the delivery of this contract is £675,000.

3.3 Payment

These terms are identified in the A20 section (Section 4. page 16) of the attached preliminaries in the tender package documents.

Payments will be on a monthly basis (dates to be agreed) as outlined in clause 4.7.2 on page 13 of the preliminaries. These will be made by Bradwell Parish Council (by BACs) up to 30 days from the due date, once certified by GSS.

3.4 Duration of Contract Term

The contract is anticipated to commence on the 10th of February 2023, with access for construction work planned to start in April 2023.

The contract is anticipated to be completed by December 2023.

4. Site Details

4.1 Site Information

The site is located at Suffolk Punch Close, (off Langcliffe Drive) in Heelands, Milton Keynes, MK13 7FB; as indicated on the site location plans. Access to the site is off Langcliffe Drive.

Following demolition of the public house the site is disused with no buildings.

The works consist of a new single storey Community Hall and associated facilities with mono pitch roofs. The building will consist of a hall with store, kitchen and WC's. There are external works related to this project that involve hard and soft landscaping, new fencing, and a new bins store enclosure.

Restrictions on parking of the contractor's (and employees' vehicles) is limited to the contractors compound area. There is to be no parking outside the site or on the roads leading up to the site

4.2. Site Plans

Plans, indicative drawings and location maps have been included for reference in the Architecture Tender Package. These documents also provide the key details and necessary standards such as;

- Structural and Civil Indicative Drawings
- M&E Structural and Civil Indicative Drawings
- Employers Requirements (incl. preliminaries)
- Architectural Outline Specification and Indicative Drawing (incl. Performance Specification)

4.3 Site Visits

The contractors are requested to advise the GSS Project Manager when they are planning to visit the site. However, there are currently no restrictions preventing access.

5. Architecture Tender Package

See appendix 1 for a full list of pdf documents in the package provided by GSS. Full links are available on the ITT notice on Bradwell Parish Council's website.

5.1 Structural and Civil Indicative Drawings

5.2 M&E Structural and Civil Indicative Drawings

5.3 Employers Requirements

(Including Preliminaries)

5.4 Architectural Outline Specification and Indicative Drawings

(Including Performance Specification)

5.5 Form of Tender

6. Evaluation of Tender Offers

6.1 Evaluation of Tenders

The Invitation to Tender is being procured in accordance with the NBS *Guide to Tendering for Construction Projects* and the *Public Contracts Regulations 2015*. Tenders will be evaluated on the basis of the most economically advantageous proposal (MEAT; Regulation 67). The contract will be awarded on the basis of the best cost/quality ratio and not on price alone.

All tender bids will be treated equally and assessed with transparency throughout the evaluation process. The information disclosed by applicants will be used purely for the purposes of evaluation.

All submissions will be reviewed for completeness and compliance with the ITT and stated requirements. This is to ensure they have been completed correctly and all necessary information provided. Incomplete and non-compliant tenders will be rejected. Tenders will be evaluated solely on the information provided in the tender.

6.2 Evaluation Criterion

Selection criteria are intended to assess the competence of the tendering organisations; to achieve the required project outcome and to help rate each of the tenders in the evaluation process. In this evaluation of tenders, GSS will be allocating a weighting of price/quality ratio of *Price 70% v Quality 30%* in its assessment of bids.

The evaluation criterion is assessed according to GSS's weightings for both Cost and Quality, with each calculated to give an overall comparative score out of 100 and recalculated to reflect the 70%/30% price-quality ratio. The highest scoring tender bid will be selected. The ITT subsequently provides the opportunity to select the best applicant based on specific tender criteria. This enables GSS to identify the bid that best meets the project's needs, while offering an economically favourable tender.

6.3 Evaluation of Price; Criteria and Weightings

As a local council, value for money is paramount and a Cost Matrix will be used to assess tenderer's quantified Bill of Quantities; to score and weight responses against key cost criteria.

The price assessment will contribute 70% towards evaluation of tenders; to help identify best value for money. This is an opportunity for the tenderer to provide a schedule of competitive rates/prices for their proposed design and build works.

Tenderers are required to submit a compliant tender based on the tender information provided. As requested in the preliminaries, contractors are requested to submit their submission in the form of a fully quantified builder's Bill of Quantities. All prices will be fixed costs.

6.4 Evaluation of Quality; Criteria and Weightings

The evaluation of Quality criteria will contribute 30% of tenders (see the Submission Form 1 document for the Pre-Evaluation Questionnaire). An Evaluation Matrix tool and a Scoring Grid (see Appendices 2 and 3) will be used by GSS to evaluate submitted bids; to score tenders and help identify the one that provides the best value for money.

Submitted Tender offers will be assessed using the following criteria and weightings: -

Evaluation Criteria and Weightings	
Criteria	Weighting
Methodology and Management Systems (Construction Environmental Management Plan)	40%
Experience (Two Case Studies)	20%
Quality and Professional Assurance (Insurance and Accreditations)	20%
Social Value (Distance from Bradwell)	20%

To calculate the true final weighting for each element (as 30% of the evaluation process) it will be necessary to multiply the in Quality percentage results by 0.3.

For instance; a total 10% element weighting score for *Environmental Management* will provide 3% to the overall tender evaluation total (10% x 0.3). Alternatively, a total 5% element weighting score for will provide 1.5% (5% x 0.3) to the overall tender evaluation total.

Before being converted to weightings, each element will be scored a rating out of ten (see appendix 3. *Quality Evaluation Scoring Grid*) that reflects a tender's ability to meet the non-priced Quality criteria.

6.4.1 Methodology and Management Systems - Construction Environmental Management Plan

The site is in a built-up residential area of Milton Keynes. A Construction Environmental Management Plan will help ensure any adverse effects are minimised during construction. The tenderer will need to outline the environmental management system required and how construction will be compliant with current environmental legislation.

Inclusion of a site-specific method statement will demonstrate an understanding of the works required and the necessary management skills/systems required. Any Environmental Statement should also detail mitigation measures and how they will be implemented.

6.4.2 Experience - Case Studies

Recent relevant experience will be viewed favourably; principally with similar or associated Design and Build projects in a residential environment.

Case studies and descriptions of previous projects will help demonstrate the contractors experience, understanding of the requirements and past contract performances. These should be applicable to the size and nature of the Suffolk Punch Community Centre scheme. This is also an opportunity to show the tenderer's ability to complete contracts on time, within budget and to the quality standards required

Inclusion at least two references (that may be contacted) from these two projects will be advantageous.

6.4.3 Quality and Professional Assurance - Insurance and Accreditations

The successful contractor will need to have all relevant insurance cover for this construction project.

The tenderer (and personnel employed by the contractor on this project) will require all necessary accreditations (including technical and professional qualifications) and meet quality management system standards.

6.4.4 Social Value - Distance from Bradwell Parish

Geographic proximity to Heelands (and Bradwell Parish) and Milton Keynes is an important factor; as locality impacts the Parish Council's *Social Value* objectives. Greater weighting will be afforded to tenders from contractors located close to Heelands or at least within up to a 60-mile radius.

Closer proximity to the construction site supports *Social Value* aims as it helps reduce vehicular travel by the contractor and significantly reduces the carbon footprint of the works. It can also contribute towards supporting local businesses, employment and the economy.

7. Invitation to Tender Process

7.1 Process

Bradwell Parish Council is issuing this ITT and inviting bids from applicants; in response to the published contract notice. The procedure is being procured under the Council's open tender process; in line with the Public Contracts Regulations 2015. This procurement will follow a clear and transparent process, to ensure that all applicants are treated equally and fairly.

GSS is acting as the Parish Council's agent for this construction project and will be assessing all tenders and recommending the appointment of the successful contractor. It will also be project managing the successful contractor and scheme.

7.2 Indicative Timetable for Tenders and Schedule

Set out below is the indicative timetable for tendering with the key dates for this proposed procurement as follows: -

Indicative Timetable for Tenders	
Procurement Stage	Deadline
Publication of ITT advertisement (Contract Notice) in Contract Finder	14 th October 2022
Deadline for Expressions of Interest	31 st October 2022
Deadline for ITT questions/queries from prospective tenderers	25 th November 2022
Deadline for clarification responses to be issued	2 nd December 2022
Deadline for receipt of completed ITT documents returned to GSS	22 nd December 2022
Ratification of Evaluation Assessment by GFF and Award of Contract	27 th January 2023
Notification of Contract award (Contract Award Notice) to applicants	w/b 30 th January 2023
Anticipated issue of contract to successful tender	10 th February 2023
Anticipated commencement of contract to start on site	April 2023
Anticipated completion of contract	December 2023

7.2 Guidelines

Applicants should read these ITT instructions, attachments and all documents in the GSS Architecture Tender package carefully before completing the Tender documentation. Failure to comply with completion and submission requirements may result in the rejection of the Tender.

7.3 Expressions of Interest

All expressions of interest should be lodged with the Project Manager, Karen O'Connor, at GSS by 31st October 2022. This is to enable fair and equal responses to all potential tenderers following later enquiries.

7.4 ITT Enquiries

All initial enquiries should be made to the Project Manager by telephone on 01536 526900 or by email at kjo@gssllp.co.uk. Please remember the deadline for these enquiries is 25th November 2022.

7.5 Clarification Requests

Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations required if the tender is awarded.

All clarification enquiries should be submitted by applicants to the Project Manager by the 2nd December 2022. These requests should clearly reference the appropriate paragraph in the ITT documentation and be aggregated rather than sent individually. GSS is under no obligation to respond to clarification requests received after this deadline.

Responses will be shared with all contractors that submit an Expression of Interest.

8. Instructions for Completion and Tendering

8.1 Form of Tender

This is a covering document (see architecture tender package 5.5) prepared by GSS and signed by the applicant to indicate they understand the tender being made and accept the various terms and conditions of the tender documents and any other requirements that are stipulated.

8.2 Pre-Evaluation Questionnaire (PEQ)

The PEQ form (see downloads) is used to ascertain the suitability of a contractor. This is the opportunity for the applicant to demonstrate they comply with any mandatory or discretionary requirements for the contract. It is also where the applicant can outline their specific qualities and experience to support their tender.

8.3 Checklist of Documents

Tenderers are required to submit the completed checklist; to ensure that all ITT documents required for completion have been returned with the submitted tender (see attachment Submission Form 2).

8.4 Submission of Tenders and Supporting Documentation

All complete tenders must be submitted in writing or email (by 12.00 noon on the 22nd December 2022) to the GSS office and clearly marked '*Design and Build of Suffolk Punch Community Centre; Contract Tender*'.

If sent by mail (or in person) to GSS, tenders should be submitted in a sealed envelope and addressed to Karen O'Connor, Senior Project Manager (at Gotch Saunders & SurrIDGE LLP, The Stables, 14 The Drive, Kettering, Northamptonshire, NN15 7EX)

No additional information should be submitted or will be considered after the submission deadline.

8.5 Acceptance of Offers

Submitted documents shall constitute an irrevocable offer to provide the Design and Build of Suffolk Punch Community Centre. Bradwell Parish Council will not necessarily accept the lowest priced tender bid; the decision to award the contract will be based on the specified evaluation criteria and weightings.

8.6 Award of Contract

Any acceptance by Bradwell Parish Council (via GSS) shall be communicated in writing to the applicant. Upon such acceptance by the applicant, the Contract shall become binding on all parties.

GSS shall conclude a formal Contract with the successful applicant, which shall embody the Applicant's offer. No tender can be considered successful until a formal contract has been signed by an authorised GSS officer and co-signed by the applicant's authorised officer.

9. Appendices

Appendix 1. Architecture Tender Package

The list of Document links attached to the ITT notice on Bradwell Parish Council's website.

Structural and Civil Indicative Drawings

- 200427-RGL-ZZ-ZZ-DR-S-740-0001-D2-P02-Masonry - Details.pdf
- 200427-RGL-ZZ-ZZ-DR-S-240-0001-D2-P02-Foundation - Details.pdf
- 200427-RGL-ZZ-XX-DR-D-120-0001-S2-P07-Proposed Drainage and Leve.pdf
- 200427-RGL-ZZ-GF-DR-S-710-0001-D2-P02-Masonry - Ground Floor Lay.pdf
- 200427-RGL-ZZ-01-DR-S-710-0001-D2-P02-Masonry - Roof Layout.pdf
- 200427-RGL-ZZ-00-DR-S-710-0001-D2-P02-Masonry - Substructure Lay.pdf
- 200427-RGL-ZZ-00-DR-S-210-0001-D2-P02-Foundation - General Arran.pdf

M&E Structural and Civil Indicative Drawings

- 200427-RGL-ZZ-XX-SP-U-95-0001 Mechanical and Electrical Building Services RIBA Stage 3.pdf
- 200427-RGL-ZZ-XX-RD-U-95-0012 Mechanical and Electrical Building Services Room Data Sheet (RDS) - External.pdf
- 200427-RGL-ZZ-XX-CA-E-91-0001-S2-P03_Electrical Building Service.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0011 Mechanical and Electrical Building Services Room Data Sheet (RDS) - Plant 10.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0010 Mechanical and Electrical Building Services Room Data Sheet (RDS) - Store 09.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0009 Mechanical and Electrical Building Services Room Data Sheet (RDS) - Main Hall 08.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0008 Mechanical and Electrical Building Services Room Data Sheet (RDS) - Kitchen 07.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0007 Mechanical and Electrical Building Services Room Data Sheet (RDS) - WC 06.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0006 Mechanical and Electrical Building Services Room Data Sheet (RDS) - WC 05.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0005 Mechanical and Electrical Building Services Room Data Sheet (RDS) - WC 04.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0004 Mechanical and Electrical Building Services Room Data Sheet (RDS) - WC 03.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0003 Mechanical and Electrical Building Services Room Data Sheet (RDS) - Cleaners Cupboard 11.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0002 Mechanical and Electrical Building Services Room Data Sheet (RDS) - Accessible WC & Baby Changing Facility 02.pdf
- 200427-RGL-ZZ-GF-RD-U-95-0001 Mechanical and Electrical Building Services Room Data Sheet (RDS) - Entrance Lobby 01.pdf
- 200427-RGL-ZZ-GF-DR-M-63-0001 - Mechanical Building Services Foul Drainage Above Ground Ground Floor.pdf
- 200427-RGL-ZZ-GF-DR-M-62-0001 - Mechanical Building Services Cold & Hot Water Services Ground Floor.pdf
- 200427-RGL-ZZ-GF-DR-M-55-0001 - Mechanical Building Services Ventilation-Air Conditioning Ground Floor.pdf

- 200427-RGL-ZZ-GF-DR-M-54-0001 - Mechanical Building Services Heating & Cooling Services Ground Floor.pdf
- 200427-RGL-ZZ-GF-DR-E-77-0001 - Electrical Building Services Fire Detection & Alarm Ground Floor.pdf
- 200427-RGL-ZZ-GF-DR-E-73-0001 - Electrical Building Services General and Emergency Lighting Ground Floor.pdf
- 200427-RGL-ZZ-GF-DR-E-70-0001 - Electrical Building Services General LV Power & Data Ground Floor.pdf
- 200427-RGL-ZZ-00-DR-E-91-0001 - Electrical Building Services Street Area Flood Lighting Site Plan.pdf

Employers Requirements

Cover Content;

1. Contents
2. 1Cover 30.9.22
3. DOCUMENT CHECKLIST SHEET Job No H105 QF007 H105 A

General Summary

H105-Preliminaries

A54.pdf PROVISIONAL WORK-ITEMS

Appendix A;

1. 20-0427 _ Civil - Heelands Community Centre, Milton Keynes - upto RIBA Stage 3 (Performance Design) - Issue 7
2. 20-0427 _ Struct - Heelands Community Centre, Milton Keynes - upto RIBA Stage 3 (Performance Design) - Issue 4
3. 2022-09-01 Issue Sheet 14
4. Document Issue Sheet 20-0427 MEP2 01.08.22

Appendix B

1PCI H105 Revision A

Appendix C

1PCI H105 Revision A

Appendix D

Sub Contractor Collateral Warranty for the Employer

Appendix E

APPENDIX E parent company guarantee

Appendix F

H105 Room Data Sheets rev F

Appendix G

2011005 Heelands FINAL Report

Appendix H

29272

Appendix I

1. VM 1174993-1.0-Virgin Media Asset Location Information.pdf
2. VA ALI-1.0-Vodafone _ Atkins Asset Location Information.pdf
3. N0018694-1_1_of_1_appendix-2-5-GTC Utility Networks Gas Asset Lo.pdf
4. EN0018694-1_1_of_1_appendix-5-8-GTC Utility Networks Electricity.pdf
5. CIJ04375D-1.0-BT Openreach Asset Location Information.pdf
6. CFH_EP_000001-1.0-CityFibre Asset Location Information.pdf
7. 20215741 WPD-1.0-Western Power Distribution (WPD) Asset Location.pdf

8. 20215741 SGN-1.0-Southern Gas Networks (SGN) Asset Location Info.pdf
9. 447870 2-1.0-Anglian Water Waste Water Asset Location Informatio.pdf
10. 447870 1-1.0-Anglian Water Clean Water Asset Location Informatio.pdf
11. 20-0427 _ MEP1 - Heelands CC Public Utility Supplies Searches - Issue 1.pdf

Appendix J

1. Design & Access Statement Rev C.pdf
2. 200427-RGL-ZZ-XX-DR-D-120-0001-S2-P07-Proposed Drainage and Leve.pdf
3. 200427-RGL-ZZ-00-DR-E-91-0001 - Electrical Building Services Street Area Flood Lighting Site Plan.pdf
4. (SK)16 - Proposed External Materials.pdf
5. (SK)15A - Proposed Bin Store.pdf
6. (SK)14A - Proposed Indicative Site Logistics Plan.pdf
7. (SK)13E - Proposed Site Plan.pdf
8. (SK)12H - Proposed Elevations.pdf
9. (SK)11C - Proposed Roof Plan.pdf
10. (SK)10G - Proposed Floor Plans.pdf
11. (SK)00A - Proposed Site Location Plan.pdf

Appendix K

1. BPC - Heelands Community Centre
2. Heelands Plan

Architectural Outline Specification and Indicative Drawing

R01 Performance Specification H105

H105, Significant Health and Safety Risk Register

Indicative Drawings;

1. (SK)14A - Proposed Indicative Site Logistics Plan
2. (SK)00A - Proposed Site Location Plan
3. (90)01A - Bin Store
4. (72)01A - Fixed Hall Storage Layout
5. (68)04A - Fire Strategy Ground Floor
6. (00)10B - GA Site Plan
7. (00)08A - GA Section
8. (00)07A - GA Sections
9. (00)06A - GA Roof Plan
10. (00)03B - GA Elevations
11. (00)01A - GA Ground Floor Plan

Form of Tender

Appendix 2. Quality Evaluation Matrix.

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting	* Total Weighting
Quality	30%	Construction Environmental Management Plan	40%	Environmental Management	10%	3%
				Health & Safety	10%	3%
				Methodology	10%	3%
				Site Management	10%	3%
		Case Studies	20%	Case Study 1	10%	3%
				Case Study 2	10%	3%
		Insurance and Accreditations	20%	Insurance Cover	5%	1.5%
				Accreditations	8%	2.4%
				Quality Management Systems	7%	2.1
		Distance located from Construction Site	20%	Within Bradwell Parish Boundary	5%	1.5%
				Within City of Milton Keynes unitary authority area	5%	1.5%
				Within Buckinghamshire	5%	1.5%
				Within 60 miles of Construction Site	5%	1.5%
					100%	

* The percentage weighting once the 30% contribution (which Quality criteria makes to the overall Tender evaluation total) is take into account.

To calculate this final weighting for each element in Quality the figure is multiplied by 0.3.

- For instance; a total 10% element weighting score for *Environmental Management* will provide 3% to the overall tender evaluation total. Alternatively, a total 5% element weighting score for will provide 1.5% to the overall tender evaluation total.

Before being converted to weightings, each element will be scored a rating out of ten (see appendix 4. *Quality Evaluation Scoring Grid*) that reflects a tender's ability to meet the non-priced Quality criteria. This figure is used to help determine the percentage score for each element assessed.

Appendix 3. Quality Evaluation Scoring Grid

GSS uses a rating or scoring grid that scores a tenderer’s ability to meet each of GSS’s non-priced criteria. Scores under each of the Quality/ Technical criteria will be awarded on the following basis:-

Score		Methodology
10	Exceptionally High Standard	No Risk: Response supported by comprehensive evidence, which provides the Assessment Panel complete confidence that the Tenderer’s response will support the delivery of a successful solution; positive impact on the schedule; no compromise expected to be required or detrimental to construction with no concerns
8	High Standard	Low Risk: Response supported by a high standard of evidence in most areas, which provides the Assessment Panel with a high degree of confidence that the Tenderer’s response will support the delivery of a solution which is acceptable; no impact on the schedule likely; or negligible compromise required or detriment to construction with few concerns
5	Good Standard	Medium Risk: Response supported by a good standard of evidence in a large number of areas, which provides the Assessment Panel with a satisfactory degree of confidence that the Tenderer’s response will support the delivery of a solution which is acceptable to GSS; the schedule requiring adjustment, but key dates can still be achieved; limited compromise required or proposal posing detriment to the construction with minor concerns
2	Weak Standard	High Risk: Several areas are not supported by a good standard of evidence, which provides the Assessment Panel with a low degree of confidence that the Tenderer’s response will support the delivery of a solution which is acceptable to GSS; the schedule in jeopardy; compromise required posing detriment to the construction with concerns
0	Unacceptable Standard	Unacceptable Risk: No response or no evidence provided to support important elements of Tenderer’s proposals, which provides the Assessment Panel with no confidence the Tenderer’s response will deliver the Contract; unacceptable amendments / risk; non-compliant Bid.

The category elements are added-up to provide a total categories sum. The score out of ten can be converted to the Quality Weighting percentage. This conversion to the quality weightings is relatively simple.

The formula used is: -

The quality weighting ÷ maximum score available x score allocated.

- For example; *Quality Management Systems* has a Quality Weighting of 7%. If a tender scores 8\10 on this element it will mean a weighting score of; $7 \div 10 \times 8 = 5.6\%$

To find what percentage this contributes to the overall weighting (when the price categories are taken into account, it will be necessary to multiply each Quality weighting by 0.3 (to reflect the Price 70% v Quality 30% ratio).

If a score of 0 is awarded to any one or more question or less than 3 in two or more questions, this will give grounds for excluding that ITT from any further consideration.