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Tender

## **Consultancy Support for SCOTS Roads Asset Management Project - Phase 4**

Glasgow City Council

F02: Contract notice

Notice identifier: 2022/S 000-016207

Procurement identifier (OCID): ocds-h6vhtk-0329d4

Published 14 June 2022, 8:48am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Glasgow City Council

Chief Executives Department, City Chambers

Glasgow

G2 1DU

#### **Email**

[laura.moffat2@glasgow.gov.uk](mailto:laura.moffat2@glasgow.gov.uk)

#### **Telephone**

+44 1412876410

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00196](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00196)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publictendersscotland.publiccontractsscotland.gov.uk](http://www.publictendersscotland.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Consultancy Support for SCOTS Roads Asset Management Project - Phase 4

Reference number

GCC005536CPU

#### **II.1.2) Main CPV code**

- 71311210 - Highways consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Glasgow City Council on behalf of the Society of Chief Officers of Transportation in Scotland (SCOTS) and all 32 Scottish Local Authorities is seeking a provider to deliver Consultancy Support for the SCOTS Roads Asset Management Project (RAMP) - Phase 4. This project is recognised as being of significant national importance in driving improvement in asset management practice and promoting effective maintenance of the Scottish local road network. SCOTS have developed, in collaboration with its community, a pragmatic recommended practice framework which meets the requirements, needs and priorities of its members.

Through collaboration with SCOTS and key stakeholders, the required services include but are not limited to: design and delivery of practitioner-level asset management training mainly via webinar and instructional video; further development of pragmatic guidance and tools - expanding the RAMP framework to meet evolving roads infrastructure maintenance challenges and needs; auditing of RAM Practices.

#### **II.1.5) Estimated total value**

Value excluding VAT: £750,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 71311210 - Highways consultancy services
- 71311000 - Civil engineering consultancy services
- 79411000 - General management consultancy services
- 72221000 - Business analysis consultancy services
- 71621000 - Technical analysis or consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

### **II.2.4) Description of the procurement**

Glasgow City Council on behalf of the Society of Chief Officers of Transportation in Scotland (SCOTS) and all 32 Scottish Local Authorities is seeking a provider to deliver Consultancy Support for the SCOTS Roads Asset Management Project (RAMP) - Phase 4. This project is recognised as being of significant national importance in driving improvement in asset management practice and promoting effective maintenance of the Scottish local road network. SCOTS have developed, in collaboration with its community, a pragmatic recommended practice framework which meets the requirements, needs and priorities of its members.

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### **II.2.5) Award criteria**

Quality criterion - Name: Methodology / Weighting: 15

Quality criterion - Name: Draft High Level Inception Report / Weighting: 10

Quality criterion - Name: Team / Weighting: 13

Quality criterion - Name: Elected Members Webinar / Weighting: 14

Quality criterion - Name: Response to Brief / Weighting: 7

Quality criterion - Name: Sustainability and Innovation / Weighting: 6

Quality criterion - Name: Fair Work First / Weighting: 5

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £750,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The council may take up 1 x 24 month extension

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

In order to pass the Financial Check section, it is mandatory for Bidders to attain the undernoted: -

Bidders must comply with the undernoted financial requirements in order to participate further in the tendering process: -

There is a minimum financial requirement that affects trading performance, balance sheet strength and current liquidity

Financial requirements for trading performance and balance sheet strength should be calculated on latest filed accounts with Companies House.

#### Trading Performance

An overall positive outcome on pre tax profits over a 3 year period

Exceptional items can be excluded from the calculation.

The above would be expressed in the ratio Pre-Tax Profit/Turnover.

#### Balance Sheet Strength

Net worth of the organisation must be positive at the time of evaluation and organisation must not be subject to an insolvency process.

Intangibles can be included for purposes of the Total Assets figure.

The above would be expressed in the ratio Total Assets/Total Liabilities

If a Bidder is only required to file abbreviated accounts with Companies House, then in the event of the company being successful in the procurement process, full set of accounts will be required in order to verify the above ratios have been complied with.

A Bidder should have no outstanding issues, with regard to statutory filing requirements with Companies House.

Bidders who have been trading for less than the 3 years noted above must provide evidence that they are complying with the above minimum financial requirements for the period in which they have been trading.

Bidders who do not comply with the above financial requirements but are part of a Group, can provide a Parent Guarantee if the Parent company satisfies the financial requirements stipulated above.

Due to the potential negative financial consequences of the pandemic on company finances, the council also requires assurance regarding current liquidity of the bidding company. The bidder must therefore provide a Letter of Comfort from its own bank to satisfy the above financial requirement.

If the pandemic has had an adverse affect on the latest set of accounts filed with Companies House, the council will take that into account in determining financial suitability for the contract.

The above, however, should not impinge on the financial viability of the company, as defined by the ratios set out in the above financial requirements.

The council reserves the right, at its own discretion, to seek such other information from the Bidder in accordance with Regulations 61(7) or Regulation 61 (8) of the Public Contracts (Scotland) Regulations 2015 to prove the Bidder's economic and financial standing

Any Bidder that fails to achieve or exceed the criteria as stated above will be excluded at this stage.

Minimum level(s) of standards possibly required

Glasgow City Council Insurance Requirements are

Employer's Liability Insurance

The organisation shall take out and maintain throughout the period of their services Employer's Liability insurance to the value of at least TEN MILLION (GBP 10,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

Public Liability Insurance

The organisation shall take out and maintain throughout the period of their services Public Liability insurance to the value of at least FIVE MILLION (GBP 5,000,000) POUNDS STERLING in respect of any one claim and unlimited in the period.

## Professional Indemnity Insurance

The organisation shall take out and maintain throughout the period of their services and for a further six years on completion of their services. Professional Indemnity insurance to the value of a minimum FIVE MILLION POUNDS (GBP 5,000,000) STERLING in respect of any one claim and in the aggregate.

The above insurances shall be with an insurance company registered with Financial Conduct Authority (FCA) in the UK, or equivalent body for EU member states. No organisation may sub-let or sub-contract any part of the commission unless the sub-contractor is similarly insured, except with the council's express permission in writing. It is the express responsibility of the lead organisation to ensure this is the case.

Should the Bidder not have the specified insurances at the time of Invitation to Tender then, the Bidder must certify in their response to this ITT that the specified insurance will be obtained prior to contract award.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the services as described in this Contract Notice and as further detailed in the Invitation to Tender.

Bidders must provide a detailed response to questions 4C1.2 of the Scottish Procurement Document (SPD) noted in the Qualification Envelope of the PCS-T system and as detailed below;

Please provide 2 relevant examples, broadly similar in scale and complexity, of services carried out during the last 5 years as specified in the Contract Notice.

Examples from both public and/or private sector customers and clients may be provided

The examples should highlight all relevant and applicable skills, expertise and capacity to deliver the scope of requirements as detailed.

Your examples should include but are not limited to the following details; Customer name, value of contract and start and end dates and Brief description of services provided

Additionally, the examples should highlight experience that demonstrates; collaboration with multiple stakeholders, development and delivery of training using different media and, development of guidance and methodologies

All subcontractors, if used, should be named and their role in overall delivery outlined.

Each example is worth 50%. A minimum pass mark of 60% out of 100% is required in total for these two examples. Any Bidder who fails to achieve the minimum pass mark for this element will be excluded at this stage.

Bidders must achieve 60% or more pass mark from the 100% available in order to continue to the next stage in the process

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Please see the Invitation to Tender uploaded in the Buyers Attachment Area of PCS-T for full details of the performance measurement and monitoring plans for this contract. They include use of an annual balanced score card, Interim and Annual performance reviews and Customer Satisfaction Surveys

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-009017](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

14 July 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

14 July 2022

Local time

12:00pm

Place

Glasgow, UK

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If Phase 5 should proceed - notices would be issued in 2027

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Bidders must hold certificates for Quality Assurance & Environmental Management Standards or comply with all questions noted in SPD Section. 4D. Bidders must note the implications FOI legislation & ensure that any info they wish the council to consider withholding is indicated. (NB the council does not bind itself to withhold this info).

Tenderers Amendments- Bidders must enter any clause, condition, amendment to specification or any other qualification they may wish to make conditional to this offer within the Tenderers Amendment statement on PCS-T. Prompt Payment -The successful tenderer shall, as a condition of being awarded, be required to demonstrate to the council's satisfaction that all funds due permitted sub-contractors are paid timeously and as a minimum, invoices rendered by subcontractors shall be paid within 30 days of receipt. The successful tenderer shall also impose this condition on its sub-contractors in respect of payments due to any sub-sub-contractors. Bidders will be required to complete the prompt payment statement and Non-collusion statement within PCS-T. All bidders will be required to sign an Insurance Mandate within PCS-T. If is not signed & returned the council reserves the right to request copies of certificates at any point during the contract period. T&C are located within the buyers attachment area of PCS-T.The buyer is using PCS-Tender to conduct this exercise. The Project code is 21352. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows: 10CBPs per 150,000GBP spend threshold.

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

A sub-contract clause has been included in this contract. For more information see: <http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Bidders must indicate the type and volume of any Community Benefits outcomes they propose to deliver.

Listed below are the Community Benefits Points (CBP) and thresholds which trigger when the community benefits must be delivered. For information, the required CBP points have been calculated on the total estimated contract value.

The spend thresholds and minimum Community Benefits Points that are required to be delivered at that level of spend are; 10 CBPs required at Threshold 1 150,000GBP, 10 CBPs required at Threshold 2 300,000GBP, 10 CBPs required at Threshold 3 450,000GBP, 10 CBPs required at Threshold 4 600,000GBP, 10 CBPs required at

Threshold 5 750,000GBP

Please note – the points are cumulative with each threshold met requiring a further 10 points. For the avoidance of doubt the total minimum Community Benefit Points (CBP) required should the total contract value reach the total estimated contract value is 50.

The outcomes may be chosen from any of the themes available on the menu and bidders must confirm the outcomes that will be delivered should the spend reach threshold 5.

Bidders must confirm that they will meet these obligations in full by completing the relevant areas within the Community Benefits Menu.

Bidders are also required to provide a supporting Methodology for each of the Themes they are offering from the Menu, detailing how the Community Benefit outcomes will be delivered.

(SC Ref:696855)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court and Justice of the Peace Court

PO Box 23 1 Carlton Place

Glasgow

G2 9DA

Email

[glasgow@scotcourts.gov.uk](mailto:glasgow@scotcourts.gov.uk)

Country

United Kingdom

Internet address

<http://www.scotcourts.gov.uk/the-courts/court-location/glasgow-sheriff-court-and-justice-of-the-peace-court>

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Glasgow City Council (“the Council”) must, by notice in writing as soon as possible after the decision has been made, inform all tenderers and candidates concerned of its decision to award the contract, conclude the framework agreement or establish a dynamic purchasing system. The Council must allow a period of at least the relevant standstill period (where the notice is sent by facsimile or electronic means the period is 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent, when sent by other means the period is 15 days) to elapse between the date of despatch of the notice referred to in Regulation 85(1) of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”). The Council is obliged to comply with the Regulations and any eligible economic operator can bring an action in the Sheriff Court or the Court of Session where as a consequence of a breach by the Council, suffers or risks suffering loss or damage. The bringing of court proceedings during the standstill period means that the Council must not enter into the contract, conclude the framework agreement or establish the dynamic purchasing system unless the proceedings are determined, discontinued or disposed of; or the court, by interim order, brings to an end the prohibition. The bringing of court proceedings after the standstill period has elapsed and the remedies that are available to the courts are detailed in the Regulations. Economic Operators can write to the Council seeking further clarification on the notice, to which the Council must respond within 15 days. Economic Operators should be mindful to seek their own independent legal advice when they consider appropriate to do so