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Tender

## **EHC 0424 Provision of Lead Consultant, Design co ordination and Project Management for Hertford Castle transformation**

East Hertfordshire District Council

F02: Contract notice

Notice identifier: 2024/S 000-017051

Procurement identifier (OCID): ocds-h6vhtk-046cbe

Published 31 May 2024, 3:19pm

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

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

East Hertfordshire District Council

Wallfields, Pegs Lane

Hertford

SG13 8DE

#### **Contact**

Corporate Procurement

#### **Email**

[procurement@eastherts.gov.uk](mailto:procurement@eastherts.gov.uk)

#### **Telephone**

+44 1438242775

**Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

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

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Tenders or requests to participate must be submitted to the above-mentioned address

**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

EHC 0424 Provision of Lead Consultant, Design co ordination and Project Management for Hertford Castle transformation

Reference number

EHC399-1297-2024

#### II.1.2) Main CPV code

- 71000000 - Architectural, construction, engineering and inspection services

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

East Herts council is seeking the provision of lead consultant and project manager services. 'Hertford Castle Transformation' is a National Lottery Heritage Fund (NLHF) project which will transform Hertford Castle, developing it as a hub for activities and for the town council to engage with the community, increasing its value to the public, and connecting people with cultural and natural heritage. This project has been awarded funding from the NLHF for its Development Stage to refine the project and develop specifications for works which will be undertaken during the Delivery Stage. At the end of the Development Stage an application for funding for the Delivery Stage will be submitted to the NLHF. The appointed Consultant will take responsibility for co-ordination of all consultants and sub-consultants delivery professional services and project outputs under direction of the project partners. The scope is split into two work packages. please see detailed description

#### II.1.6) Information about lots

This contract is divided into lots: No

### II.2) Description

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

- 71000000 - Architectural, construction, engineering and inspection services

**II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

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

The contract required is to inform and develop detailed plans for the second stage of the project and support the Delivery Stage grant funding application to the NLHF. It will be split into two works packages. Work Package 1 will involve the co-ordination of specialist surveys, development of targeted plans, and securing of consents. Work Package 2 will involve project management, reporting to key stakeholders, and securing funding required for the next stage of the project. Please be aware:• The contract will include as a minimum Work Package 1. • Work Package 2 is optional and will be removed from the specification in the event this option is not exercised. The estimated total value of the Contract is stated in II.1.5) of this notice and is for the initial term, Organisations should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process shall be executed as a deed. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

15 July 2024

End date

31 May 2025

This contract is subject to renewal

No

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Maximum number: 6

#### **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

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

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

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

As stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

as stated in the procurement documents

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## **Section IV. Procedure**

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

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

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

Date

1 July 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

15 July 2024

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic invoicing will be accepted

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

East Hertfordshire District Council reserves the right to cancel the procurement and not to proceed with the long term contracts at any stage of the procurement process. East Hertfordshire District Council also reserves the right not to award a contract. Neither East Hertfordshire District Council nor any person on whose behalf of whom this procurement is undertaken is to be liable for any costs incurred by those expressing an interest or tendering for these contracts. The Council reserves the right to carry out additional financial checks on all companies tendering for this Contract at any time during the procurement process, to ensure that they continue to meet the Council's requirements and remain financially viable to perform the Contract. To access this procurement opportunity please [visit www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. Any clarifications regarding this opportunity must be raised through the Correspondence area in the eTendering system. If you are experiencing problems with the eTendering system, In-Tend offer a help section which includes a dedicated UK Support Desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or telephone +441144070065 for any website /technical questions, Monday to Friday 8:30 - 17:30. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law, including the Freedom of Information Act 2000. If the potential supplier considers that any of the information submitted in the proposal should not be disclosed because of its commercial sensitivity or for reasons of confidentiality, then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the potential supplier about such commercially sensitive or confidential information when considering any request received under the Freedom of Information Act 2000 before replying to such a request, but the decision of the Council in deciding whether an exemption applies is final. Please note the deadline for return and allow sufficient time to make your return as late returns will not be permitted.

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

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

High court

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.