



Flood Cell 06, Snape Maltings

Volume 0: Instructions for Tendering

On behalf of **East Suffolk Water Management Board**



Project Ref: 332611358/001 | Rev: A | Date: April 2025

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Document Control Sheet




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For and on behalf of Stantec UK Limited				

Revision	Date	Description	Prepared	Reviewed	Approved

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Contents

1	Introduction.....	1
1.1	Background	1
1.2	Location	1
1.3	Scope of works summary	2
1.4	Key Contacts	2
2	Preamble to Invitation to Tender	3
2.1	Introduction	3
3	Guidance Notes for Tenderers	4
3.1	Conditions of Contract	4
3.2	Tender Documents	4
3.3	Programme	5
3.4	Tender site visits.....	6
3.5	Return of tenders.....	6
4	NEC4 ECC (Option A Features).....	7
4.1	Activity Schedule	7
4.2	The Price List for People	7
4.3	Programme	8
4.4	Mobilisation.....	8
4.5	Completion date	8
4.6	Management functions	8
4.7	Payment	8
4.8	Adjudication	8
4.9	Adjudicator.....	8
4.10	Site Information	Error! Bookmark not defined.
4.11	Vested Materials.....	9
5	General Requirements	10
5.1	Confidentiality	10
5.2	Publication	10
5.3	Language and law	10
5.4	Insurance queries	10
5.5	Public information	10
5.6	Pre-construction Health and Safety Information	10
5.7	Principal Contractor	10
6	Tender Assessment Methodology	11
6.1	Introduction	11
6.2	Price Assessment.....	11
6.3	Quality Assessment.....	11
6.4	Qualified tenders	11

6.5	Certification.....	11
6.6	Tender issue and return documents.....	12
6.7	Tender acceptance.....	12
6.8	Construction (Design and Management) Regulations 2015	12
6.9	Insurance.....	12
7	Quality Questions and Evaluation Criteria	13
7.2	Past Experience (Maximum of 5 Pages, Weighting 25%).....	15

Figures

Figure 1: Site Location.....	1
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Tables

Table 1: Evaluation criteria for question one	13
Table 2: Evaluation criteria for question two, three, four and five	15

Appendices

Appendix A	Document Checklist
Appendix B	Written CDM Undertaking (Template)
Appendix C	Health and Safety Questionnaire

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1 Introduction

This information is for tendering purposes only and does NOT form part of the Contract documents.

1.1 Background

- 1.1.1 The Upper Alde & Ore Estuary Embankment Improvements scheme will reduce tidal flood risk and enhance the environment in the upper Alde and Ore Estuary. The Alde and Ore Estuary is vulnerable to flooding from the sea made worse by the poor condition of many of the flood defences.
- 1.1.2 The proposed Flood Cell 06, Snape Maltings scheme is 1 of 4 cells identified to improve the Standard of Service of the existing flood defences and provide resilience to withstand 300mm of overtopping from a 1:200+ year event, given predicted sea levels in 2050. The *Client* is the East Suffolk Water Management Board.

1.2 Location

- 1.2.1 This site is located to the east of the B1069 adjacent to Snape Bridge
- The nearest postcode to the site is: IP17 1SP
 - The OS Grid Reference to the site is: 639290, 257563.
 - The What3words to the site is: ///duplicity.retrain.routine
- 1.2.2 The site is not owned by the *Client* but has permission from the Landowner (Britten Pears Arts) to undertake these *Works*.

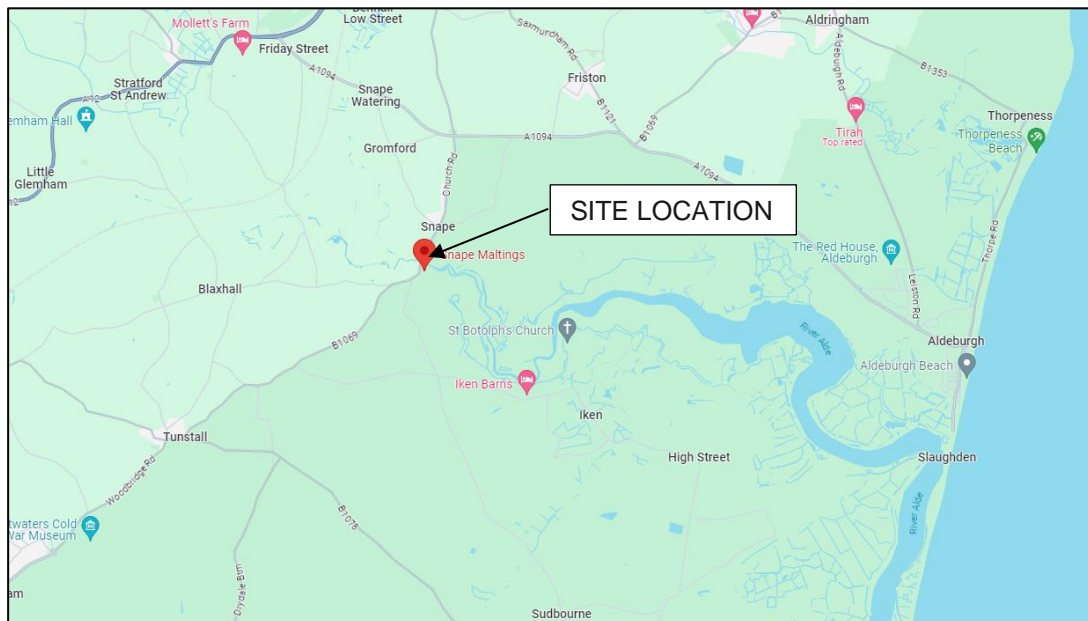


Figure 1: Site Location

1.3 *Scope of Works* summary

1.3.1 The *Scope of Works* is described on the drawings and in separate specifications. In summary, the *Scope of Works* for the project includes (but is not limited to):

- Installation of approximately 20m of new demountable defences along the quay side with piled and concrete slab foundation;
- Installation of approximately 120m of new demountable defences along the northern quay side with piled and concrete slab foundation;
- Improvement to approximately 80 metres of earth flood embankment to be constructed in a passive fashion to provide improved flood protection and amenity and access value around the Henry Moore Lawn area terminating at the northeastern edge of the Concert Hall building; and
- Improvement to approximately 100metres of earth flood embankment, incorporating pedestrian access provision, constructed from the River Cafe terrace area, terminating into the southeast car park area.

1.3.2 The *Site Information* is in Volume 3

1.4 *Key Contacts*

Client

1.4.1 East Suffolk Water Management Board, Peter Roberts, pete.roberts@wlma.org.uk

1.4.2 East Suffolk Water Management Board, Kari Nash, kari.nash@wlma.org.uk

Project Manager & Supervisor

1.4.3 Stantec UK Limited, Malcolm Fillingham, malcolm.fillingham@stantec.com

1.4.4 Stantec UK Limited, Haider Ali, haider.ali@stantec.com

Principal Designer

1.4.5 SWECO, Debi Anderson, debi.anderson@sweco.co.uk

Landowner

1.4.6 Britten Pears Arts (All communication during tender with Landowner to be directed to the *Project Manager*)

1.4.7 ASI Ltd. (All communication during tender with Landowner to be directed to the *Project Manager*)

Local Highway Authority

1.4.8 Suffolk Highways, Bridge Maintenance Team, Stuart Heald, stuart.heald@suffolkhighways.org

Demountable Flood Barriers Supplier

1.4.9 Andrew Yates, Flood Control International, andrew.yates@floodcontrolint.com, 01822 619734

2 Preamble to Invitation to Tender

TENDERS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS. TENDERS NOT COMPLYING WITH THESE INSTRUCTIONS IN ANY PARTICULAR WAY MAY BE REJECTED BY THE CLIENT WHOSE DECISION IN THE MATTER SHALL BE FINAL.

2.1 Introduction

- 2.1.1 This Instructions to Tendering (ITT) relates to a contract for the construction and *Completion* of the *Works* as described in Part 1 of this document.
- 2.1.2 The *Client* and the *Project Manager* for the scheme will be as stated in *Contract Data Part One*, Volume 1.
- 2.1.3 The Tenders will be assessed using the methodology described in Section 6.
- 2.1.4 This process shall determine the most economically advantageous tender by the *Client*. However, the *Client* does not bind itself to accepting the lowest or any tender. Nothing in this tender document shall oblige the *Client* to enter into a Contract and the *Client* shall be entitled (at its sole discretion) to alter or terminate this tender process at any stage.
- 2.1.5 The individual prices, rates and percentages provided within the tender shall be commercially sustainable. If, in the *Client's* opinion, the tendered amounts are not commercially sustainable or are deemed to be abnormally low, the *Client* may require the Tenderer to provide further details of the constituent elements of the tendered amounts. If having considered the information provided, the *Client* is of the view that the tendered amounts are abnormally low, the *Client* may reject the Tender.
- 2.1.6 The *Client* shall not be obliged to accept any of the tenders submitted and shall not reimburse any costs or fees associated with the preparation of tenders.
- 2.1.7 A list of documents to be returned with the tender is detailed in **Appendix A** of this ITT.

3 Guidance Notes for Tenderers

3.1 Conditions of Contract

- 3.1.1 The Contractor shall be appointed under an NEC4 engineering and construction contract, Option A (priced contract with activity schedule) with additional clauses and options as stated within the *Contract Data* in Volume 1. The *Contract Data* and activity schedule are provided with the tender information.
- 3.1.2 The Contract shall be administrated by Stantec UK Limited who shall undertake the duties of *Project Manager* and *Supervisor* on behalf of the *Client* East Suffolk Water Management Board

3.2 Tender Documents

- 3.2.1 The following is the list of documents included with this Tender invitation:
- Volume 0 – Instructions for Tendering
 - Volume 1 – *Contract Data*
 - Volume 2 – *Scope*
 - Volume 3 – *Site Information*
 - Volume 4 - Pre-Construction Health and Safety Information
 - Volume 5 – Activity Schedule/Pricing Document
- 3.2.2 The following is the list of documents to be submitted with the tender:
- Completed *Contract Data* Part Two
 - Completed Form of Agreement
 - Published price list for people as specified in *Contract Data* Part 2
 - Tender programme
 - Completed Activity Schedule
 - Completed Quality Questionnaire.
 - Completed Health and Safety questionnaire - Failure to supply a completed Health and Safety questionnaire will invalidate the tender.
 - Written undertaking stating willingness to accept the appointment and duties of Principal Contractor.
 - Evidence of the tenderers insurance policies
- 3.2.3 Tenders must be submitted using the accompanying Form of Agreement which must be signed by, or on behalf of, the tenderer and returned together with the other documents. The completed documentation must be submitted in the manner and by the time and date stated in

the ITT. No unauthorised alteration or addition should be made to any component of the tender documents.

- 3.2.4 Tenderers are reminded that it is their responsibility to check all correspondence/clarifications, issued by the *Client*, to ensure they have received all of the information to provide a tender. During the tender process, Tenderers will be notified if there is new project correspondence or clarifications.

3.3 Programme

- 3.3.1 The project is anticipated to proceed in accordance with the following provisional programme:

Return of tenders **27th June 2025**

Award of contract before **11th July 2025**

Completion before **26th June 2026**

- 3.3.2 It should be noted that:

- the Snape Maltings Annual food festival is scheduled for **27-28th September 2025**. A two week period of no *Works* within the Snape Maltings site is included within the *Contract Data* to allow for festival set up and demobilisation. Access to the compound shall remain for compound set up and delivery.
- Between **01st December 2025** to **01st January 2026**, the tenderer shall assume there is no access to Alliance House and the River Alde Quay. These areas are to be suitable for guests. Only *Works* at Henry Moore Lawn is permitted during this period.
- The tenderer is to assume the demountable flood barriers are available from the **30th January 2026**.

- 3.3.3 Any queries arising from the tender documents which may have a bearing on the offer should be raised with the *Project Manager* as soon as possible, however not later than the **13th June 2025**.

- 3.3.4 Tenderers are reminded that it is their responsibility to check all correspondence/clarifications, issued by the *Client*, to ensure they have received all the information to provide a tender.

- 3.3.5 All questions and answers shall where appropriate be distributed to all tenderers and shall be anonymous.

- 3.3.6 If the *Client* receives a request for clarification or other query from a Tenderer, the *Client* reserves the right:

- a. where the query relates to an item on which, in the judgement of the *Client*, it is important that all Tenderers are clear, the answer to the query shall be made available to all Tenderers and/or
- b. where the query requires, in the judgement of the *Client*, a change or addition to any of the documents comprising the ITT, to change or add to the relevant section of the ITT.

- 3.3.7 If a Tenderer wishes the *Client* to treat a clarification as confidential and not issue the response to all Tenderers, it must state this when submitting the clarification. If, in the opinion of the *Client*, the clarification is not confidential, the *Client* will inform the Tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Tenderers.

3.4 Tender site visits

- 3.4.1 All tendering Contractor's shall be expected to visit the site to familiarise themselves with the existing conditions, access and works areas.
- 3.4.2 Site visits shall require prior arrangement from the *Client*. The tenderer shall submit requests for a site visit by email addressed to the *Client* and *Project Manager*.

3.5 Return of tenders

- 3.5.1 Tenders shall be returned to East Suffolk Water Management Board, Pierpoint House, 28 Horsley's Fields, Kings Lynn, Norfolk, PE30 5DD.
- 3.5.2 One paper copy of tenders, plus one digital copy, shall be submitted in a plain envelope marked 'Flood Cell 06, Snape Maltings Tender' but bearing no markings to identify the Contractor.
- 3.5.3 The deadline for return of tenders shall be 12:00 noon on **27th June 2025**.

4 NEC4 ECC (Option A Features)

4.1 Activity Schedule

- 4.1.1 Tenderers are to submit a completed Activity Schedule, which should be priced, extended and totalled, with their tenders. The Activity Schedule will be in Microsoft® Excel format.
- 4.1.2 Information in the Activity Schedule is not the *Scope* or *Site Information*
- 4.1.3 If the Activity Schedule is found to contain an arithmetical error in extension, cost, or carrying forward then the error in extension, cost, or carrying forward shall be corrected to arrive at a new tendered total of the Prices. It is the responsibility of tenderers to manually check arithmetic to ensure that page and summary totals are correct and have been carried forward to the Tender Assessment Sheet correctly
- 4.1.4 Errors present in the Microsoft® Excel Workbook should be notified via e-mail as soon as they are found.
- 4.1.5 Returned Activity schedules should be submitted in the original format and on the most recent version of the documentation provided.
- 4.1.6 Tendered total of the Prices shall be inserted in *Contract Data* Part Two.

Provisional Sums

- 4.1.7 The provision of a secondary access and materials/compound area to the south of the site is incorporated within the *Scope* (Volume 2). Tenderers are to submit a provisional sum only to include arrangements for using the land adjacent if available. Negotiations of using such land between the *Client* and Landowner are currently ongoing. Post contract award, responsibility for obtaining permission to enter such land and liability for any damage or disturbance caused whilst on such land rests with the tenderer.
- 4.1.8 The piled foundation detail for the proposed demountable flood barriers are to still be confirmed and anticipated to be provided during the Tender period (**30th April 2025**). In the event tenderers submit their completed tenders prior to this information, Tenderers are to submit a provisional sum including a brief description on assumptions.
- 4.1.9 The Tenderer may not provide any further provisional sums unless agreed.

4.2 The Price List for People

- 4.2.1 As stated in Part two of the *Contract Data*, the tenderer shall price for the following list of people as a minimum.
 - Contracts Director
 - Site Manager
 - Site Foreman
 - Senior Quantity Surveyor

4.3 Programme

- 4.3.1 Tenderers are required to submit a tender programme. This programme shall be compiled in accordance with clause 31.2 of the NEC4 ECC conditions of contract the activity schedule, Volume 2 (*Scope*) and in accordance with any requirements stated within the Quality Assessment contained in section 6 of this document.
- 4.3.2 The tender programme shall be the accepted programme at contract award.
- 4.3.3 The tender programme shall begin at the starting date and shall end at the *Completion Date* as stated in *Contract Data Part One*.

4.4 Mobilisation

- 4.4.1 The period between the Contract Date (award) and the starting date specified in *Contract Data Part One*.

4.5 Completion date

- 4.5.1 Is as specified in *Contract Data Part One*.

4.6 Management functions

- 4.6.1 The *Client* has designated the following personnel who will take on full responsibility for performing the management functions and duties of *Project Manager* and *Supervisor* as defined by the Contract. The designated person for each duty is as follows:
 - *Project Manager*: As stated in *Contract Data Part One*
 - *Supervisor*: As stated in *Contract Data Part One*
- 4.6.2 The *Client* shall notify the Contractor in writing if the designated person changes and/or when any of their responsibilities under the contract are delegated to other people.

4.7 Payment

- 4.7.1 Payment shall be in accordance with the contract

4.8 Adjudication

- 4.8.1 The dispute resolution procedures stated in *Contract Data Part One* will be used for this contract.

4.9 Adjudicator

- 4.9.1 The *Client* will agree the Adjudicator's name with the Contractor before confirming the appointment.

4.10 Site Information

- 4.10.1 For *Site Information*, refer to Volume 3.
- 4.10.2 The tenderer's attention is drawn to the extra clauses (defined as Z clauses) which have been added to the Contract and are set out in *Contract Data Part One*.

4.11 Vested Materials

4.11.1 The Tender is made aware that there will be no payment for vesting any materials.

5 General Requirements

5.1 Confidentiality

- 5.1.1 The tender must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender documents, other than on an “In Confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender. Tenderers shall not at any time release information concerning the ITT and/or the tender documents for publication in the Press or on radio, television, screen or any other medium.

5.2 Publication

- 5.2.1 Tenderers must note that the amount of the successful tender and the name of the tenderer will be published.

5.3 Language and law

- 5.3.1 Tenderers should note that tenders and supporting documents must be written in English and that any resulting contract, its formation, interpretation and performance will be subject to and in accordance with the law of England.

5.4 Insurance queries

- 5.4.1 Should be raised in writing with the *Client* at the earliest opportunity but in any event not later than two weeks before return of the tender. Tenderers should note that failure to submit required insurance details will delay consideration of their tender by the *Client*. A contract will not be awarded to a tenderer until their existing or proposed insurances have been verified.

5.5 Public information

- 5.5.1 Tenderers should note requirements in the *Scope* regarding the erection, format and style of Information boards.

5.6 Pre-construction Health and Safety Information

- 5.6.1 Pre-construction information has been supplied by the *Client*, and Health and Safety Information has been compiled by the Principal Designer. The successful tenderer in the role of Principal Contractor will be required to prepare a construction phase plan in accordance with the requirements of the CDM Regulations and co-operate with the Principal Designer to enable them to fulfil their duties under the Regulations.

5.7 Principal Contractor

- 5.7.1 Tenderers should include a written undertaking that if awarded the contract they are willing to accept the appointment of Principal Contractor and the duties thereof in accordance with Regulation 13 of the CDM Regulations. A template is provided in Appendix B.

6 Tender Assessment Methodology

6.1 Introduction

- 6.1.1 The assessment of tenders shall be carried out in two separate evaluations; one based upon price and the other on quality, at a 70/30 ratio scoring split between cost and quality.

6.2 Price Assessment

- 6.2.1 An evaluation of the activity schedule submitted by each tenderer will be made by the *Client*. The tenderer with the lowest compliant value will be awarded 70 marks and then remaining tenders will be allowed a mark as a percentage of the total against this.

6.3 Quality Assessment

- 6.3.1 Tenderers are to provide responses and information as detailed in the following sections. Each tenderer's quality submissions will be evaluated using marks allocated in line with the evaluation criteria shown in the following sections.
- 6.3.2 The scoring is based around the tenderers performance with regards to each bullet point which forms each question. The tenderer should answer these directly, as any detail provided which is not specifically asked for within the prompts will not attract marks.
- 6.3.3 Weighting of each of the questions are shown in section 7.

6.4 Qualified tenders

- 6.4.1 Tenders must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the tender equivocal and/or placing it on a different footing from other tenders. This includes any qualifications, or statements which could be interpreted as qualifications contained within the tenderer's quality submissions. Only tenders submitted without qualification and strictly in accordance with the tender document as issued (or subsequently amended by the *Client*) will be accepted for consideration. The *Client's* decision on whether or not a tender is acceptable will be final and the tenderer will not be consulted. Qualified tenders will be excluded from further consideration and the tenderer notified.

6.5 Certification

- 6.5.1 Tenderers should note approval procedures (including minimum approval periods and mandatory QA requirements) for proprietary products given in the Specification. Tenderers must satisfy themselves prior to submission of their tender that the following certificates are available as appropriate in relation to the work, goods and materials offered as follows:
- certificates of conformity with quality management schemes;
 - certificates of conformity with product certification schemes (where the product is not marked);
 - Statutory type approval certificates;
 - 'manufacturers' and 'suppliers' test certificates.

6.6 Tender issue and return documents

- 6.6.1 Issued documentation in the main will be in Microsoft® Word (.docx)/PDF or as stated within the ITT or *Scope*.
- 6.6.2 All correspondence and tender amendments during the tender period will be uploaded onto any advertising portals and to the registered tender contact and address if known.
- 6.6.3 If for any reason a tenderer is unable to access or submit tender information, they are advised to immediately contact the Procurement Support Contact stated in the Key Information.

6.7 Tender acceptance

- 6.7.1 The *Client* does not bind itself to accept the lowest or any tender.
- 6.7.2 It is the policy to make every effort to reach a decision on the award of any contract within 90 days of the closing date for submission of tenders. If the 90 days period appears likely to be exceeded the *Client* will initially seek to negotiate an extension of that period with the tenderers. However, if exceptionally this is not possible or delay appears likely to be excessive, the *Client* will re-tender the work. Tenders MUST therefore remain open for acceptance for a minimum of 90 days from the tender return date.

6.8 Construction (Design and Management) Regulations 2015

- 6.8.1 The attention of tenderers is drawn to the Construction (Design and Management) Regulations 2015. It is proposed to formally appoint the successful tenderer as Principal Contractor under the Regulations at the time of contract award. Tenderers must therefore be able to satisfy the *Client* that they are competent and have made available adequate resources for health and safety. Accordingly, tenderers are required to submit with their tenders, a written undertaking they shall be Principal Contractor from contract award. A template is provided in Appendix B.
- 6.8.2 Tenderers are also required to submit with their tenders a completed questionnaire on health and safety as set out in Appendix C.
- 6.8.3 As the site is under separate land ownership, the tenderers should also review and comply with the landowners site rules and the health and safety policy as set out in Appendix C within the Contract *Scope*.

6.9 Insurance

- 6.9.1 Tenderers must provide with this tender evidence of insurance policies as stated in the *Contract Data Part One*.

7 Quality Questions and Evaluation Criteria

Question 1 - NEC4 ECC Programme (Weighting 30%)

Tenderers are required to submit a tender programme which demonstrates how you will construct the *Works* in accordance with the *Scope*. The programme you submit shall demonstrate the following:

- How you will comply with the schedule of constraints stated within the *Scope* (Volume 2)
- How you will comply with the requirements of clause 31.2 of the NEC4 ECC, paying particular attention to the order and timing of periods of working across the 4 main areas (Terrace and car park, Henry Moore Lawn, Alliance House and River Alde quay) excavation and material import, temporary works, crane operations (if any) and the resourcing of the programme. The tenderer is to assume the de-mountables are available on the 30th January 2026.

Tenderers shall note that the programme submitted will be used for the purposes of assessing this tender, and shall become the first accepted programme

Evaluation Criteria for Question 1

Explanation	Score
The response provides a highly detailed programme which fully addresses the requirements of both of the prompts and demonstrates an extensive understanding of the requirements of clause 31.2 of the NEC4 ECC.	100
The response provides a detailed programme which address the requirements of both of the prompts with a maximum of two instances of missing detail and demonstrates a good understanding of the requirements of clause 31.2 of the NEC4 ECC.	90
The response provides a detailed programme which address the requirements of both of the prompts with more than two instances of missing detail and demonstrates a reasonable understanding of the requirements of clause 31.2 of the NEC4 ECC.	70
The response provides a programme which attempts to address the requirements of both of the prompts, but one of the prompts is not covered in sufficient depth and understanding. The response demonstrates understanding of the requirements of clause 31.2 of the NEC4 ECC.	50
The response provides a programme which either misses one prompt (i.e. no attempt of meeting the requirements), or both of the prompts are not covered in sufficient depth and understanding. The response demonstrates very little understanding of the requirements of the NEC4 ECC.	25
The response has either missed both prompts (i.e. no attempt of meeting the requirements), no response is provided or, a response is provided which is not relevant or does not comply with the requirements stated in clause 31.2 of the NEC4 ECC.	0

Table 1: Evaluation criteria for question one

Question 2 – Delivering the *Works* (Maximum of 6 Pages, Weighting 10%)

- 7.1.1 The *Works* are to be delivered whilst continually maintaining at all times, the integrity of the existing flood protection (+3.00 to +3.90m AoD – Refer to Contract *Scope* for exact levels). Please demonstrate how you will deliver the *Works* in accordance with the *Scope*, taking account of the constraints and requirements.
- 7.1.2 Please provide statements of anticipated methods of working.

Question 3 – Traffic/Pedestrian Management (Maximum of 3 Pages, Weighting 20%)

- 7.1.3 In order to deliver the *Works*, traffic management will be required. Minimal vehicular and pedestrian traffic disruption and the provision of safe and effective temporary walking and diversions will be significant factors. Please demonstrate how you will construct the *Works* in accordance with the *Scope*, taking account of the requirements:
- Traffic management from the main compound west of Bridge Road (B1069)
 - Traffic and pedestrian management for public users of the site as local business are to remain open and operational.
 - Your outline traffic and pedestrian management phasing plans for all phases of the construction. These should be provided as an attachment.
 - Explanatory notes which describe your traffic and pedestrian management proposals for all phases. Please provide phasing plans (as long as they are clearly legible).
 - A brief description of your overarching approach for public and vehicle movements will be provided to the *Client* with regular programme updates, to enable them to keep local stakeholders and road users informed.

Question 4 – Carbon Efficiency & Social Value (Maximum of 2 Pages, Weighting 15%)

- 7.1.4 The project is part funded by DEFRA and it will be necessary to demonstrate carbon savings on *Completion*. The Contractor is to provide proposals of how carbon will be reduced in construction. Key considerations should include use of recycled materials, sourcing of materials, transportation (material, plant and labour),
- 7.1.5 Further, as part of the *Client's* wider aims, it is key that the projects we deliver reduce impacts to the environment. Therefore, please provide your approach to:
- reducing the carbon footprint of the project by utilising low carbon energy sources for the site compound and site vehicle fleets and plant / machinery.
 - reducing car use within your site-based people on this project. Your response shall clearly describe:
 - the numbers of people you anticipate will travel to site for each phase of the project
 - how you will ensure that the number and distance of vehicle (car, van etc.) journeys are reduced as much as is practical
 - providing skills and training as part of this project

- ensuring that local suppliers and subcontractors are used where possible. Your response should include the following:
 - a list of the suppliers and subcontractors you anticipate you will use
 - what they will supply / what operations they will be used for
 - where they are based, and their distance from the site (to the nearest mile)
 - if you are not using suppliers and/or subcontractors local to the site, briefly describe the reason/s behind this, and what factors drive the selection of your supply chain

7.2 Past Experience (Maximum of 5 Pages, Weighting 25%)

7.2.1 Please provide 3 examples and case studies of past experiences.

Evaluation Criteria for Questions 2, 3, 4 and 5.

Explanation	Score
A fully compliant response, which fully addresses all the prompts and demonstrates an extensive understanding of the areas/matters to which the question refers.	100
The response addresses all the prompts but with one minor instance of missing detail. Demonstrates a very good working knowledge of the areas/matters to which the question refers.	90
The response addresses all the prompts but with multiple minor instances of missing detail. Demonstrates a good working knowledge of the areas/matters to which the question refers.	70
The response demonstrates a reasonable understanding of the areas/matters to which the question refers but has either missed one prompt or up to two of the prompts have not been covered with sufficient depth and understanding.	50
The response demonstrates little knowledge of the areas/matters to which the question refers and has either missed two prompts or more than two of the prompts have not been covered with sufficient depth and understanding.	25
The response has either missed three or more prompts, no response is provided or, a response is provided which is not relevant or does not comply with the requirements stated in this document.	0

Table 2: Evaluation criteria for question two, three, four and five

Appendix A Document Checklist

Check list of information which must be submitted with the tender

	Mark (X)
1. Completed <i>Contract Data</i> Part Two	<input type="checkbox"/>
2. Completed Tender Form of Agreement	<input type="checkbox"/>
3. Published price list for people as specified in <i>Contract Data</i> Part 2	<input type="checkbox"/>
4. Tender Programme	<input type="checkbox"/>
5. Completed Activity Schedule	<input type="checkbox"/>
6. Completed Quality Questionnaire	<input type="checkbox"/>
7. Completed Health and Safety questionnaire (See Appendix C)	<input type="checkbox"/>
8. Written undertaking to accept the appointment and duties of Principal Contractor (See Appendix B)	<input type="checkbox"/>
9. Evidence the insurances required under this contract are in place	<input type="checkbox"/>

Appendix B Written CDM Undertaking (Template)

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 Upper Alde & Ore Estuary Embankment Improvements, Flood Cell 6, Snape Maltings

This agreement is made on theday of 2025

Between;

.....

of **East Suffolk Water Management Board** (the *Client*) and

.....

of (the Contractor)

WHEREAS from the award of the Contract, the Contractor shall be the Principal Contractor and shall undertake all duties required by the Regulations, including managing coordination between themselves and all other contractors.

EXECUTED AS A DEED BY THE *CLIENT*

East Suffolk Water Management Board.....(the *Client*)

by affixing his common seal in the presence of

..... (name of Chairman)

..... (signature of Chairman)

and (name of Project Delivery Engineer)

..... (signature of Project Delivery Engineer)

AND AS A DEED BY THE CONTRACTOR

..... (the Contractor)

by affixing his common seal in the presence of

..... (name of Director)

..... (signature of Director)

and..... (name of Director or Company Secretary)

..... (signature of Director or Company Secretary)

Appendix C Health and Safety Questionnaire

CONTRACTORS HEALTH & SAFETY QUESTIONNAIRE	
<p>We require this document to be completed and returned to allow us to compare potential contractors. All answers given may be subject to further scrutiny at a later date.</p> <p>Please provide the documentation requested with your response.</p>	
COMPANY DETAILS Name Address Contact Details Telephone: Email:	
Questionnaire completed by Position within company	
Date	
Please provide copies of the following documentation:	
Employers liability/third party/public liability Insurance certificates.	
Health and Safety Policy A signed and dated copy of your current company health & safety policy	
Please answer the following questions	
Health and Safety Advice Explain the organisation for the management of health and safety within your organisation	
Accident / Incident Investigation and Recording Please provide evidence showing the way in which you record and investigate accidents and incidents. Where applicable please also provide evidence of the following: <ul style="list-style-type: none"> Records of last two accidents/incidents and action taken to prevent recurrence RIDDOR reports within the last 3 years Information of any enforcement action taken over the last five years, and what action was taken to put matters right. 	
Co-operation and Co-ordination with Others Please provide details to demonstrate how you co-operate with others (user of the site) and how you co-ordinate your work with that of other contractors.	