



INVITATION TO TENDER

Building Heat Decarbonisation Plan

TENDER FOR CONSULTANTS

Version Control:

Reviewed/ Updated by:	Date of review/ change:	Version #
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Please read this entire document before completing your response.

1.0 INSTRUCTIONS:

Net Zero Rossendale: Building Heat Decarbonisation Plan- Invitation to Tender

- 1.1.1 Rossendale Borough Council (“the Council”), is inviting you to tender for the provision of those services described in the Scope of Services.
- 1.1.2 You are required to submit your Tender to meet the Scope of Services appended and set out in this Invitation to Tender.
- 1.1.3 It is essential that you comply with the following instructions in the preparation and submission of your Tender. The Council reserves the right to reject any Tender that does not comply with these instructions.
- 1.1.4 Tenders must be received by **12 noon on Monday 16th September 2024**. Any Tender submitted after this date and time will be disregarded by the Council.
- 1.1.5 Procurement timescale:
The process is being conducted in accordance with the following indicative timescale:

Tender document issued	19/08/2024
Closing date for receipt of tender	16/09/2024 (12 noon)
Start of assessment period (estimated)	18/09/2024
Contract award (estimated)	25/09/2024
Anticipated contract completion	31/12/2024*

* Tenderer to confirm completion date is achievable.

- 1.1.6 Clarification questions should be submitted by emailing KwabenaPoku@rossendalebc.gov.uk no later than 7 days prior to close date. Please note that the Council’s responses to any queries or clarification requests may, at the Council’s discretion, be circulated to all EOI registered parties.
- 1.1.7 Other than the registered officer, Kwabena Osei Poku, no other Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this Tender, or any other matter relating to the Contract. Any attempt to lobby for or against to Members or Officers of the Council or media during the tender process may be considered grounds for exclusion.
- 1.1.8 **Completed tenders must be submitted via our dedicated email address tenders@rossendalebc.gov.uk no later than 12 noon on Monday 16th September 2024.**
- 1.1.9 **Your tender must include the following documents:**
- Full price schedule and cost breakdown
 - Evaluation Responses
 - Certificate of Non Collusion and Non Canvassing
 - Acknowledgement and Agreement of the Terms and Conditions
 - Acknowledgement and Agreement of the Data Protection Agreement

The Council reserves the right to reject any tender where the Tender Response has not been fully completed.

- 1.1.10 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the Tender. All such further documentation that may be issued shall be deemed to form part of the Tender and shall supplement and/or supersede any part of the Tender to the extent indicated.
- 1.1.11 A Tender submitted in accordance with this Request for Tender will be deemed to remain open for acceptance or non-acceptance by the Council for a period of 90 days from the closing date stipulated. The Council may accept the Tender at any time within this prescribed period. The Council shall, however, not be bound to accept the lowest or any tender.
- 1.1.12 If your tender is accepted by the Council, you will be required to enter into a Contract with the Council for the provision of the Services ("the Contract"). The Contract shall incorporate the terms and conditions published with this Invitation to Tender.
- 1.1.13 Your Tender must be completed in full and in English.
- 1.1.14 Your Tender must be submitted in Microsoft Word format and any supporting documentation must be submitted in Microsoft Word, Microsoft Excel or Adobe PDF format. It is your responsibility to ensure that the Council receives your tender by the specified deadline. In the event that Tenderers believe that they are unable to submit a Tender through the electronic system or require assistance they must contact the Procuring Officer **no later than 4 calendar days before the submission date for the Tender** to enable any technical queries to be investigated and resolved.
- 1.1.15 Your Tender must be signed and dated where required.

1.2 SUB-CONTRACTING

When submitting a quote, the bidder must notify the Council of any parts of the services, which it proposes to sub-contract. Failure to do so will invalidate any such quotation.

The Council's prior written approval must be obtained before any part of the services is sub-contracted. The Council reserves the right to refuse such approval at its absolute discretion.

An approved sub-contractor must give a direct warranty and undertaking to the Council but the Contractor will nonetheless remain primarily liable for the provision of the Services.

1.3 CLARIFICATION

Should you require clarification in respect of anything contained within this ITT documentation, you must submit your question via the email KwabenaPoku@rossendalebc.gov.uk no later 9th September 2024 at 12:00 noon

The Council's responses to any queries or clarification requests may be circulated to all Bidders. Please confirm your intention to tender as soon as possible to receive these notifications.

FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "**Not for disclosure to third parties**" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

2.0 SPECIFICATION:

Net Zero Rossendale: The Council is seeking a consultancy to develop a Building Heat Decarbonisation Plan (BHDP) to cover 12 buildings across the Rossendale Borough Council estate (to be read in conjunction with the appendices):

Background:

- 2.1 Rossendale Borough Council (RBC) has been successful in its grant bid submission for the Low Carbon Skills Fund (LCSF) Phase 5. The grant from Salix is to cover the costs associated with accessing the expertise and skills needed to develop a Building Heat Decarbonisation Plan (BHDP) to cover 12 buildings across the RBC estate.

One of the key barriers to meeting the UK's 2050 Net Zero target is the way buildings are heated. Most of the Council's buildings are reliant on fossil fuel-based heating, and expert skills are required to identify and plan how these heating systems can be replaced. Energy consumption from heating council-owned buildings contributed the Council's largest emissions in 2020 (51%).

This tender is to cover the Energy Consultancy services for the development of BHDP that gives the Council a detailed profile including the required recommendations to decarbonise, reducing the carbon footprint and total energy usage, and ultimately, to achieve net zero by the 2030 deadline.

- 2.2 The purpose of the development of the BHDP is also to determine how and when carbon reduction measures should be put in place e.g. the replacement of fossil fuel reliant heating systems with low carbon alternatives.

"The Building Heat Decarbonisation Plan" works has 3 key elements;

- 2.2.1 To establish and describe the current state of RBC's sites with detailed survey Information including:

- Establishing a baseline in terms of energy use to provide the background on the condition and energy consumption of the buildings.
- Outlining energy efficiency projects and existing low carbon heating technology in place.

- 2.2.2 Analysis of each site considering possible decarbonisation measures, the costs, payback periods and carbon savings.

- 2.2.3 The final output is an action plan detailing the prioritised recommended actions for each site. This will:

- Identify carbon saving/ decarbonisation works required to meet our 2030 net zero target.
- Recommendations for energy efficiency/ decarbonisation works considering timescales, planning constraints, payback, and costs with consideration to electricity loading capacity and any future changes to load capacity

- Identification of key challenges; consideration for risks associated with implementing recommended improvements and identify any issues that may limit the recommended action performance, whether these issues are technical, financial, or logistical in nature.

2.3 Provision of Information:

2.3.1 The Council will provide a copy of the following relevant information –

Site List (APPENDIX A)

Pricing Schedule (APPENDIX B)

Evaluation Response (APPENDIX C)

Standard Terms & Conditions (APPENDIX D)

Certificate of non-collusion & canvassing (APPENDIX E)

Data protection (APPENDIX F)

These documents are available in the Appendix at the end of this document.

2.4 Management Arrangements:

The Economic Development Team led by the Climate Change Programme Officer, Kwabena Osei Poku, will manage the commission. The Economic Development Team will co-ordinate liaison between the Consultant and other relevant Officers in the Council and other organisations, where necessary.

2.5 Submission Requirements:

2.5.1 Tenderers are invited to submit proposals to Rossendale Borough Council for consideration demonstrating the following:

- An understanding of the brief and requirements;
- A fully costed Scope of Services as provided in this tender document;

2.6 Resources and Personnel:

2.6.1 Tenderers must specify how their project team will be set up, who will lead it and the roles each member of the team will play; the roles and responsibilities of any sub-consultants should also be set out clearly. CVs of the project personnel including lead Energy Consultant, and other appropriate staff, including any sub-consultants, should be provided.

2.6.2 A clear day to day Energy Consultant must be identified who will be the main contact and who will have full knowledge of every aspect in the preparation sections of the Tender and that any immediate issues can be quickly addressed, or meetings attended at short notice.

2.7 Capability Statements and References:

2.7.1 Bidders will be required to demonstrate a proven track record with regards to the

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requirements of the commission. The key skills and competencies required from contractors are:

- Knowledge and understanding of building heat decarbonisation;
- Experience of having worked on building heat decarbonisation projects;

2.8 Please provide details of three comparative or relevant projects carried out by your organisation and by the individuals who would be part of the project (please limit each example to one double-sided A4 page).

2.9 Details of two independent referees (including at least one Local Authority), for whom similar, or comparable, work has been conducted.

2.10 Tender Pricing:

2.10.1 Tenderers are requested to submit a detailed cost breakdown for each elements of the works, with an overall costs, including VAT.

3.0 EVALUATION CRITERIA and SELECTION PROCESS:

3.1 We will evaluate the quotations received on the basis of Most Economically Advantageous Tender (MEAT) criteria listed below.

In the event of a tie break (where two or more top scoring bids have the same total weighted score including both quality and price), the Council shall select from amongst those bids, the submission with the highest score for price.

Cost: 60%

Quality 40% to include:

Criteria	Maximum Potential Score	Weighting	Total Maximum Potential Score
1) Proposed Team: Please provide: Details of the proposed team who will be involved in the delivery of the work, detailing key staff including their professional qualifications, CV's, proposed roles in delivering this project and their responsibilities and, in particular, their relevant experience. Please identify who will be the lead Energy Consultant on the project on your behalf. Identify your supporting team structure and details of resilience for the core team to cover events such as absence through sickness and annual leave.	5	2	10
2) Progress monitoring – methodology	5	2	10

Please provide examples of your monthly progress reports for the Energy Consultant role			
3) Experience Please provide three examples of previous experiences of working on similar development projects, ideally working with a Local Authority Client – detail the work undertaken, resourcing, challenges encountered and addressed and outcome.	5	2	10
4) Social Value The Council recognises the important role it can play through the delivery of Social Value through procurement. Social Value is the additional economic, social and environmental benefits that can be created when the Council purchases from an outside organisation, above and beyond the value of the Services purchased. Please include details of the Social Value your company commits to deliver by responding to the social value criteria in Appendix C.	5	2	10

3.1.1 **Evaluation** should ensure that you adequately cover the specific points included in the evaluation criteria listed above in your quotation response.

All responses will be assessed based on the following scoring methodology:

0	No response
1 Inadequate	Significant indications that the proposal lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
2 Concerns	Some concerns that the proposal may lack certain requirements in this area to achieve the required standard of service delivery
3 Minor Concerns	Information indicating potential to deliver outcomes with minor concerns
4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating proposal capable of delivering outcomes to required standard with added benefits

3.1.2 **Criteria 4 (Social Value)** will be assessed on the above 0-5 scoring methodology in
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respect of the quality of the social value offer including both the social value offered and the supporting description of how and when this will be delivered and evidenced to the Council. The descriptive information should provide confidence of your ability to deliver the SV offered.

Where a score of 3 or above is not achieved for each element of the Quality Criteria, the Council reserve the right to exclude the quotation at that point.

During the evaluation period, the Council reserves the right to request samples or to seek clarification, in writing or by means of a clarification meeting, with any or all of the Bidders.

Where a bidder has made an error in a quotation submission the Council may ask the bidder to confirm or withdraw their bid. However, where a bidder has made a visible and genuine arithmetical error, they may be given the opportunity to correct that error.

The Council reserve the right to carry out an independent financial appraisal of contractor's financial strength prior to contract award and will not award a contract to any contractor where this reveals any cause for concern which cannot subsequently be explained to the Council's satisfaction

- 3.1.3 **Responsible Procurement:** The answers provided in your response will be evaluated and scored. Bidders who self-certify that they do not meet the requirements of this section will be excluded. The provision of insufficient or false information and/or any responses that leads the Council, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder's ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract

3.1.4 **Shortlisted Consultant**

The Shortlisted Consultant shall be the Bidder who scores overall highest in the above.

The Council will consider the Health & Safety information provided by the Shortlisted Consultant and may ask for additional documentary evidence and information to verify and support the answers given. The Council will not award a contract to any Consultant where this reveals any cause for concern which cannot subsequently be explained to the Council's satisfaction.

- 3.1.5 **Insurance** - Prior to Contract Award the Shortlisted Consultant will be required to provide the following information to the Council's satisfaction:

- Insurance Documentation – Public Liability minimum of £5 million, Employers Liability £10million, Professional Indemnity £2 million

The Council reserves the right not to award the contract to the shortlisted contractor where the information provided raises any cause for concern. In this event, the Council will then consider the second shortlisted contractor and so on.

Appendix A – Site List

Site Name	Total Buildings/ Campus GIA	Number of Buildings on Site
1. Hall, Aged, Blind & Disabled Centre, Burnley Road, Bacup, OL13 8AB	801	1
2. The Business Centre, Futures Park Bacup, OL13 0BB	2863	1
3. Henrietta Street Recycling Depot, Henrietta Street, Bacup, OL13 0AR	1,029	2
4. Sports Changing Rooms, Maden Rec, Maden Road, Bacup, OL13 8HJ	35	1
5. Mechanics Hall (Bacup Library), St James Square, Bacup, OL13 9AH	394	1
6. Stubbylee Annexe, Stubbylee Lane, Bacup, OL13 0DE	183	1
7. Stubbylee Hall, Stubbylee Lane, Bacup, OL13 0DE	955	1
8. Haslingden Sports Centre, Helmshore Road, Haslingden, BB4 4DN	2691	1
9. Sports Changing Rooms, Marl Pits Pavilion & Sports Centre, Newchurch Road, Rawtenstall, BB4 7SN	262	1
10. Sports Centre & Pool, Marl Pits Pool, Newchurch Road, Rawtenstall, BB4 7SN	1589	1
11. Museum and Café, The Whittaker Museum And Visitors Centre, Haslingden Road, Rawtenstall, BB4 6RE	662	2
12. Whitworth Civic Hall (The Ashcroft), Whitworth Civic Hall, Whitworth, OL12 8DP	1072	1

Appendix B – Pricing Schedule

Evaluation of this section is based on the 60% Price criteria as described in the ITT

Bidders should complete the schedule below.

Bidders should also submit, as part of this fee proposal, a drawdown schedule for each element which, in line with the progress of works and the key dates, can be used to value the fees due each month.

Bidders should include in their Total Fixed Cost submitted in the table below for all costs including employee costs, supplies and services, materials, equipment, transport, management, administration and any other costs which the bidder deems necessary to be able to fulfil the Council's requirements as set out in the project scope and ITT documents. No additional claims for expenses will be accepted.

Phased payment arrangements will be applicable to this contract and will be agreed with the successful Bidder at the Inception meeting. This could be on satisfactory performance and completion of each Key Stage, within 30 days of receipt of a valid and undisputed invoice or as agreed at the meeting.

I/We the undersigned hereby offer to supply and deliver the goods, works and/or services described or referred to in the Specification and invitation to quote (ITT) documentation, for the following costs, exclusive of value added tax:
(all costs to be quoted in pounds sterling and exclusive of V.A.T.)

	Description of Goods/Services	FIXED COST (excl V.A.T) £ : p
1.	As per appended schedule of work	£
GRAND TOTAL COST:		£

The above are the fully inclusive and total charges to be applied for the Services as described in the Scope of Service and associated documentation.

i) Period for which prices will remain fixed (from closing date for quotes) _____
(minimum 90 days)

I/We hereby offer to supply the above mentioned goods and/or services on the Council's Standard Terms and Conditions of the Purchase of Consultancy Services, and confirm that we have read, understood and agree to be bound by these Conditions for all orders placed as a result of this process.

Signed

.....

Economic Development Rossendale Borough Council

Name (Block Capitals)

Designation

For and on behalf of

Date

Tel No.

E-mail address

Appendix C – Evaluation Response

Criteria	Response (Please feel free to use additional sheet as necessary but within any stated limits)	Score (Based on set criteria)
1) Proposed Team: Please provide: Details of the proposed team who will be involved in the delivery of the work, detailing key staff including their professional qualifications, CV's, proposed roles in delivering this project and their responsibilities and, in particular, their relevant experience. Please identify who will be the lead Energy Consultant on the project. Identify your supporting team structure and details of resilience for the core team to cover events such as absence through sickness and annual leave.		
2) Progress monitoring - methodology Please provide examples of your monthly progress reports for the Energy Consultant role.		
3) Experience Please provide three examples of previous experiences of working on similar development projects, ideally working with a Local Authority Client – detail the work undertaken, resourcing, challenges encountered and addressed and outcome.		
4) Social Value The Council recognises the important role it can play through the delivery of Social Value through procurement. Social Value is the additional economic, social and environmental benefits that can be created when the Council purchases from an outside organisation, above and beyond the value of the Services purchased. - Please confirm what % of your supply chain are based within 25		

<p>miles of the site</p> <ul style="list-style-type: none"> - Please confirm attendance at least one Rossendale Works careers fair (this could be a job fair with the public, or a careers event for school-age pupils) and what support you can offer in that regard - Please confirm you will sign up to the Lancashire Skills Pledge. - - Please confirm what engagement you can provide and what benefits you can generate for the local community through your appointment 		
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Appendix D: Standard Terms and Conditions of Contract

Please see RBC Standard Terms and Conditions in the attached download ITT2 Standard T&Cs:

Please sign below to indicate you have read and accepted these terms & conditions:

Signature:.....

Date:.....

Position:.....

Appendix E: Certificate of non-collusion and canvassing:

To: The Committee and Member Services Manager, Room 213, The Business Centre, Futures Park, Bacup OL13 0BB

Statement of Non-Canvassing

I/we hereby certify that I/we have not canvassed any member, Director, Employee, Representative or Adviser of Rossendale Borough Council in connection with the proposed award of the Contract by Rossendale Borough Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, Employee, Representative or Adviser of Rossendale Borough Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

Statement of Non-Collusion

The essence of selective tendering for the Contract is that Rossendale Borough Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

- communicate to a person other than Rossendale Borough Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
- offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

I/we agree that Rossendale Borough Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signature:.....

Date:.....

Position:.....

Appendix F: Data protection:

Please see link for copy of RBC Data Protection Processor Agreement:

https://www.rossendale.gov.uk/downloads/file/14401/data_processor_agreement

Please sign below to indicate you have read and accept this agreement:

Signature:.....

Date:.....

Position:.....