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Date:	5 June 2023	Contact name:	Ian Ball
Your reference:	Click to enter "YourRef"	Telephone:	+441392 441369
Our reference:	PC2713-RHD-XX-WW-CO-ZX-2012	Email:	Click to enter "ContactEmail"
Classification:	Project related		
Enclosures	Click to enter "Enclosures"		

Littlehampton West Training Wall – Invitation to Tender Covering Letter

To whom it may concern,

On behalf of Littlehampton Harbour Board you are invited to submit a Tender for the **Littlehampton West Training Wall Works**. Further details of the requirement are described in the enclosed documentation as detailed below.

Tenders must be submitted in accordance with these instructions, Tenders not complying with these instructions in any particular way may be rejected by the Employer whose decision in the matter shall be final.

These instructions relate to a contract for the construction of a 40m long section of sheet piled river training wall to replace a failed section of the existing river training wall at Littlehampton. The contract includes for the demolition and removal of the existing failed section of wall. The site is located adjacent to a frequently used navigable channel running between Littlehampton Harbour and the English Channel. The *Client* will be Littlehampton Harbour Board (LHB). The *Works* will be carried out under the terms and conditions of the NEC4 Engineering and Construction Contract (ECC) Option A (as amended by the *Client*).

At the discretion of Littlehampton Harbour Board and based upon the assessment bids against the evaluation criteria, shortlisted tenderers may be invited to attend clarification interviews whereby clarification of specific aspects of their bids may be requested in order to fully understand their offers. The outcome of these interviews will contribute to the final scores achieved by the Tenderer.

The following documentation is enclosed with this Invitation to Tender:

Table 1 – Document List:

Reference	Document Title	
PC2713-RHD-XX-WW-TD-ZX-2013	Instructions to Tenderers	<ul style="list-style-type: none"> Tender information, requirements from each Tenderer and tender assessment process details

		including Declaration Relating to Collusive Tendering and the Conditions of Contract.
PC2713-RHD-XX-WW-CD-ZX-2014	Contract Data Part 1 & 2	<ul style="list-style-type: none"> Form of Agreement; Contract Data Provided by the <i>Client</i> including X and Z Clauses; Contract Data Provided by the <i>Contractor</i>
PC2713-RHD-XX-WW-SO-ZX-2015	Scope	<ul style="list-style-type: none"> ECC Scope Design Drawings
PC2713-RHD-XX-WW-SP-ZX-2016	Specification	<ul style="list-style-type: none"> Schedules in accordance with the Specification for Civil Engineering Specification for the Water Industry, Seventh Edition, the Specification for ICE Specification for Piling and Embedded Retaining Walls, Third edition and the Environment Agency Minimal Technical Requirements
PC2713-RHD-XX-WW-CD-ZX-2017	Activity Schedule	<ul style="list-style-type: none"> Activity schedule for the works
PC2713-RHD-XX-WW-SO-ZX-2018	Site Information	<ul style="list-style-type: none"> ECC Site Information (including Pre-Construction Information)

Delivery of Tender

Tenders should be sent by registered post, recorded delivery, courier or delivered by hand in plain sealed envelopes. Whichever method is used, the envelopes or any franking thereon must not bear any marks, sign or reference which might indicate the name of the tenderer. The tender must remain open and valid for 90 days from the tender return date.

The tender return is to arrive not later than **noon on 23rd June 2023**. The envelopes shall be marked as follows:

TENDER FOR: Littlehampton West Training Wall Works

ADDRESSED TO: Louise Shaw (Clerk to the Harbour Board)
Littlehampton Harbour Board
Harbour Office
Pier Road
Littlehampton
BN17 5LR

An electronic copy must also be emailed to Louise Shaw.

EMAIL TO: clerk@littlehampton.org.uk

The timetable for the tender process shall be adhered to by all Tenderers and is set out below in Table 2.

Dates set out in Table 2 may be amended by Littlehampton Harbour Board at any time. Each Tenderer will be informed if changes are necessary. Any tender returns received after the tender submission deadline may be rejected by Littlehampton Harbour Board to ensure that all Tenderers are treated fairly.

Table 2 - Tender Process Timetable:

Date	Activity
5 th June 2023	Invitation to tender issued
16 th June 2023	Deadline for Tender Queries (TQs)
23 rd June 2023	Tender submission deadline
7 th July 2023	Tender evaluation complete
10 th July 2023	Contract Award letters issued
17 th July 2023	End of negotiations. Contract details finalised and Contract signed
17-31 July 2023	Contractor engagement with Client and its design contractor to finalise detailed design.
31 st July 2023	Contractor receives access to site
15 th August 2023	Works commence (no later than)

The above dates represent the Clients desired timescale. Tenderers must advise as soon as possible after receipt of this ITT if they are unable to meet these requirements.

The results of the tender assessment and Contract Award shall be communicated to Tenderers approximately **2 weeks** following the tender submission deadline.

Documents to be returned

The following documents should all be returned in order for the tender to be considered as compliant. All of the documents should be returned in a single unmarked envelope with electronic copies emailed to the addresses provided above.

Table 3 – List of Documents to be returned:

No.	Document	Supplied
1	Contract Data Part 1 & 2	
2	<p>General Response as outlined in the Instructions to Tenderers:</p> <p>(a) Proof of company registration, company structure including relationship to associated companies and ultimate holding company.</p> <p>(b) A copy of the company's latest audited accounts with the balance sheet for the last 3 financial years showing turnover and profit.</p> <p>(c) VAT registration number if applicable.</p> <p>(d) A reference from the company's bankers.</p> <p>(e) Evidence of insurances held by the company, as required by the contract.</p>	

	<p>(f) List of principal contracts completed within the last three years with contract values, dates undertaken and employers.</p> <p>(g) Details of the company's personnel identifying separately management staff and technical staff.</p> <p>(h) Curriculum vitae of proposed staff.</p> <p>(i) Summary of company's Quality Management System and details of accreditation under ISO 9001 or similar.</p> <p>(j) A full list of the major elements of the work they propose to sub-contract and the sub-contractors they propose to use. The <i>Contractor</i> may not sub-contract the whole of the works</p>	
3	<p>Health & Safety Response as outlined in the Instructions to Tenderers:</p> <p>(a) Details of the Company's organisation and arrangements for health and safety to demonstrate competence in accordance with the Construction (Design and Management) Regulations 2015.</p> <p>(b) Details of the Company's Health and Safety record together with the number of reportable incidents in the last 5 years</p> <p>(c) Details of the Company's Environmental Policy and relevant accreditations (e.g. ISO 14001).</p>	
4	Schedules	
5		
6	Programme	
7	Method Statements	
8	Copies of Certificates of Insurance	

Ian Ball

Principal Civil Engineer
Water & Maritime