

Attachment 8.1 – Model for Draft Tender Documents Checklist

MODEL FOR DRAFT TENDER DOCUMENTS CHECKLIST

Unit : _____
Route and Scheme Name: _____ _____ _____
Scheme Identifier Number: _____
Form of Contract: _____

Note: This checklist is provided as a basis for the Operating Company to ensure all requirements have been addressed. The Operating Company shall adapt this checklist as necessary for use with any of the forms of contract and procurement options that the Operating Company may require to use and that are subject to an Order.

Consent for any such other form of checklist for other forms of contract and procurement options shall be sought in writing by the Operating Company from the Director.

1. GENERAL DOCUMENTATION AND CONDITIONS OF CONTRACT

Yes/No/(N/A)

- | | | | |
|-----|------|--|--------------------------|
| 1.1 | (i) | Is the correct and up to date version of the Instructions to Tenderers, as stated in the model Contract document specified? | <input type="checkbox"/> |
| | (ii) | Are all relevant Scheme specific sections completed? | <input type="checkbox"/> |
| 1.2 | | Is a completed Construction Phase Plan included and do the Instructions to Tenderers include reference to the successful tenderer being appointed as Principal Contractor? | <input type="checkbox"/> |
| 1.3 | | Are the correct Form of Tender and associated Certificates included and are the appropriate appendices to the Form of Tender all as specified in the MCD? | <input type="checkbox"/> |
| 1.4 | (i) | Is the correct and up to date version of the conditions of contract based on the specified MCD included. | <input type="checkbox"/> |
| | (ii) | Are all amendments issued by the Director applied? | <input type="checkbox"/> |
| 1.5 | (i) | Are any contract specific requirements to the conditions of contract specified, such as definitions of the Employer, Engineer/Project Manager and Special Requirements included? | <input type="checkbox"/> |

- (ii) Are any changes listed in the Draft Tender Documents Certificate?
- 1.6 Has the Director given written consent to any additional requirements to the model of the type of contract issued by the Director?

2. SPECIFICATION **Yes/No/(N/A)**

- 2.1 (i) Are the correct Preamble and schedule of relevant publication dates included?
- (ii) Issue date of Specification used --/----
- (iii) Is the most up to date Specification referred to in any Specification clause amendments?
- 2.2 Are there any relevant clauses or paragraphs from the Term Contract for Management and Maintenance of the Scottish Trunk Road Network [name of] Unit included in the Specification (for example patching or traffic management)?
- 2.3 (i) Are all additional or substitute clauses acceptable and have any departures from standard been approved by the Overseeing Department (including alternative materials)?
- (ii) Are all relevant Scottish Government/Transport Scotland Interim Amendments included?
- (iii) Are all such changes listed in the Draft Tender documents Certificate?
- 2.4 Are all relevant Specification Appendices included and completed in accordance with the Notes for Guidance to the Specification for Highway Works (NGSHW)?

Additional Scheme-Specific Specification Requirements: **Yes/No/(N/A)**

- 2.5 Are all relevant materials and workmanship testing requirements included in Appendices 1/5 or 1/6 as per NGSHW table NG 1/1 and other Scheme specific materials?
- 2.6 Is an appropriate method of setting out, including level control, included in Appendix 1/12 and is all information needed for tendering purposes included?
- 2.7 Are all programming constraints and traffic management restrictions and requirements included in Appendices 1/13, 1/17, 1/18 and 1/20 as per the NGSHW sample Appendices?
- 2.8 Are schedules included for fencing, safety fencing, drainage and bearings as per NGSHW sample Appendices?
- 2.9 (i) Are full earthworks requirements included?

- (ii) Has a full geotechnical investigation been carried out where required?
- (iii) Has appropriate geotechnical certification been obtained where required?
- (iv) Has written consent been given by the Director for specialist materials or activities?
- 2.10 (i) Are specific requirements of the Scheme for pavement and surface dressing materials (including design mixes) included as per NGSHW sample appendices?
- (ii) Has written consent been given by the Director for specialist materials?
- 2.11 Are fully detailed new sign and road marking schedules included (referenced to drawings if appropriate)?
- 2.12 Are all electrical, road lighting and cabling requirements as per the Design Manual for Roads and Bridges (DMRB) and NGSHW sample Appendices included?
- 2.13 Are all maintenance painting of steel Structures requirements included as specified in the stated MCD?
- 2.14 Are bridge deck waterproofing requirements clear, including approval of proprietary systems?
- 2.15 (i) Is all structural work clearly defined and does it comply with the appropriate DMRB standards or approved departures?
- (ii) Has written consent been given by the Director for significant structural work?
- (iii) Have the requirements for any Works Contractor designed structural elements been defined including Approval in Principal submission requirements?
- 2.16 Are the requirements for submission of fabrication drawings, method statements, risk assessments etc. clearly set out?
- 3. BILL OF QUANTITIES OR MILESTONE SCHEDULES Yes/No/(N/A)**
- 3.1 (i) Are the correct Preamble and schedule of relevant publication dates included?
- (ii) Is the most relevant and/or most up to date Method of Measurement or Milestone Schedule referred to in any amendments?
- (iii) Issue date of Method of Measurement or Milestone Schedule used --/----

3.2 Are all items of work, as identified in the Drawings, Specification and Health and Safety Plan, covered?

3.3 Are all standard items as per the Bills of Quantities for Highway Works Library of Standard Item Descriptions?

Yes/No/(N/A)

3.4 (i) Has the Method of Measurement (including itemisation and item coverage) been amended to cover new or non-standard items?

(ii) Has cognisance been taken of non-standard items contained within Term Contract for Management and Maintenance of the Scottish Trunk Road Network - [name of] Unit?

3.5 (i) Is a standard dayworks schedule included or, if not, has Conditions of Contract (ICE 5th Edition Clause 52(3) or equivalent) been omitted?

(ii) Is the inclusion of any provisional sums reasonable?

(iii) Are any such provisional sums consented to in writing by the Director?

3.6 Are all preliminary items (traffic management, offices/messes, recovery vehicles, diversions) included?

3.7 Have all quantities in the Bill of Quantities been checked and do similar items appear to correlate (for example earthwork excavation, disposal, deposition, imported material)?

3.8 (i) Are Prime Cost, Provisional or Nominated Sub-contractor items correctly applied?

(ii) Are provisional sums reasonable?

4. DRAWINGS

Yes/No/(N/A)

4.1 (i) Are a location plan, general arrangement and a limit/extent of Site drawing or land made available by the Employer for the Works included as appropriate?

(ii) Do these include outlines of general Site clearance, earthworks and structural Works (Contractor Design)?

(iii) Do the drawings identify all constraints on undertaking work and any required sequences of construction?

4.2 Are pavement construction and tie-in details, edge and drainage details, kerbing and footway alignments, electrical details, structural concrete and reinforcement detail and typical traffic management details included?

4.3 Have all Drawings been checked and signed/initialled as such?

5. LANE RENTAL AND LANE OCCUPATION **Yes/No/(N/A)**

- 5.1 Is the Scheme lane rental?
- 5.2 If not lane rental, has the written consent of the Director been obtained?
- 5.3 (i) Are the bonus/charge amounts or lane occupation charges for main Works and maintenance work defined in the Appendix to Form of Tender or equivalent?
- 5.3 (ii) Have the amounts been calculated in accordance with SH4 of the DMRB or has the written consent of the Director been obtained?
- 5.4 (i) Is the Working Day correctly defined in the conditions of contract (ICE 5th Edition Clause 1 or equivalent)?
- 5.4 (ii) Has the maximum duration of Works been defined in the Instructions for Tendering in accordance with SH4 of the DMRB?
- 5.5 Are paragraphs 5, 6, 7 and 8 for the Instructions for Tendering amended as per SH 4/91 of the DMRB or as appropriate for the particular type of contract to be used?
- 5.6 Are conditions of contract clauses 1, 14, 41, 43, 44, 47, 49 and 60 amended as per SH 4/91 of the DMRB or as appropriate for the particular type of contract to be used?

6. CERTIFICATION **Yes/No/(N/A)**

- 6.1 Have all relevant Design and Design Check Certificates Design Interim Certificates and Design Check Interim Certificates and Consultation Certificates from Attachment 8.1 to Schedule 2 Scope to the Term Contract for Management and Maintenance of the Scottish Trunk Road Network - [name of] Unit been completed?
- 6.2 Has the Draft Tender Documents Certificate and associated Appendix A to the Draft Tender Documents Certificate, both included within Attachment 7.2 Draft Tender Document Certificates to Schedule 3 of the Term Contract for Management and Maintenance of the Scottish Trunk Road Network – (name of) Unit been completed and included?

7. Any Other Operating Company or Scheme Specific Requirements:

8. Any further comments by the Operating Company in relation to sections 1 to 7 inclusive above:

9. Any further relevant comments:

Signed: _____

Name: _____
(BLOCK CAPITALS)

Position: _____

Operating Company: _____

Date: _____

Final tender Documents and Checklist reviewed by Performance Audit Group

YES

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NO

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*** Tick as appropriate**

Signed Date

Name (Block Capitals)

Position in Performance Audit Group.....