

Invitation to Tender

Geotechnical Survey procurement and tender evaluation consultancy for the Saare-Liivi Offshore Wind Park

Purpose of Tender

The purpose of this tender is to engage a qualified consultant to support the organization, planning and management of the procurement processes of geotechnical surveys related to the Saare-Liivi Offshore Wind Park (SLOWP).

The geotechnical campaign is divided into two phases. The first phase, an initial geotechnical survey, will be carried out during 2025 and includes approximately 10 deep boreholes (BH) and approximately 20 cone penetration tests (CPT). The purpose of the initial geotechnical survey is to retrieve sufficient knowledge of the geotechnical site conditions for assessing constructability and suitability of various foundation types in SLOWP project.

The second phase of the geotechnical campaign or the final geotechnical survey, will be started in 2026 with the goal of validating the applicability of the results from the first phase at the final installation locations of wind turbine and substation foundations.

The selected tenderer will be responsible for supporting the whole tendering process of the first phase of the geotechnical campaign.

For the second geotechnical campaign phase, the selected tenderer will be tasked to define the description of required activities and budgetary needs. The aim of this task is to enable timely allocation of funds for the final geotechnical survey.

Tender schedule

The Initial Geotechnical Offshore Survey (1st phase)

- **November 2024** – Issue of Invitation to Tender
- **December 2024** – Bid evaluation and Q&A rounds
- **February 2025** – Contract negotiations and signing

The Final Geotechnical Offshore Survey consultation (2nd phase)

- **November 2024** (ASAP after contract)– Definition of required activities and budgetary needs

Scope of Work

The selected tenderer will be responsible for:

0. **Final geotechnical survey planning:** Support planning processes by developing sufficiently detailed description of the required activities and budget needs for enabling timely allocation of funds for the final survey. Input for funding applications is expected ASAP after signing the contract.

1. **Reviewing the Invitation to Tender:** Invitation to Tender (ITT) documentation has been previously compiled by Utilitas Wind (UW). The purpose of this task is to review the ITT documentation before launching the geotechnical survey tender. The goal is to identify the most efficient and cost-effective solution for UW, ensuring that the selected approach meets both technical requirements and the actual needs of the SLOWP project.
2. **Supporting the Tender Process:** Support the geotechnical survey tender process at all stages of tender, and suggest measures to ensure transparency, fairness and proportionality of the tender process and procure sound financial management of the UW's funds.
3. **Q&A Rounds Support:** Support the organization and execution of Q&A rounds, providing clarity and timely answers to bidders' inquiries in cooperation with UW.
4. **Bid Evaluation and Comparison:** Lead the verification of fulfilment of qualification requirements and the evaluation of bids, provide detailed report containing comparisons of bids and make proposal on the selection of bidders with whom to start contract negotiations. Provide necessary support to conduct clarification rounds and interviews with shortlisted bidders and present the evaluation results to the management board of UW.
5. **Assistance in Contract Negotiations:** Support contract negotiations with up to three bidders to be able to reach the final contract on best possible terms and conditions for UW. Tenderer is to perform exhaustive risk assessment to identify adverse scenarios which must be covered by contract in a favourable manner for UW.

Qualification Requirements

Tenderer should meet the following qualification criteria:

- **Experience:** Demonstrated expertise in advising or managing offshore wind park geotechnical surveys and tender processes.
- **International Project Knowledge:** Familiarity with EU tender regulations and experience with international projects.
- **Competent Team:** The project team should consist of at least the following key members, who meet the specified qualifications and experience criteria:
 1. **Contracting Expert:**
 - A person with legal expertise, particularly in negotiating contracts of a similar nature.
 - Must hold a relevant academic education or training in law or a related field.
 - Required to have successfully negotiated at least two (2) reference projects of a similar type.
 2. **Geotechnical Expert:**
 - A person with expertise in planning and conducting geotechnical surveys and studies.

- Must hold a relevant academic degree in geotechnics or a related field.
- Required to have completed at least two (2) reference projects in geotechnical studies.

3. Project Manager:

- A person who has successfully managed geotechnical survey projects in the past.
- Must have a proven track record of leading at least two (2) reference projects of similar scope.

One expert may fulfil more than one role, provided they meet the qualifications and experience required for each position. Use of subcontractors is allowed.

- **Availability:** Ability to start with the provision of the services from 8th of November 2024 until February 2025.

Evaluation criteria

- **Total Price (50% Weight)**
 - The price proposal should present a total budget together with a clear and detailed breakdown of costs, and hourly price for possible additional works.
 - The bidder offering the lowest total budget will be given full points for this section. Higher-priced proposals will be scored comparatively using a price evaluation formula: $\text{Score for Price} = (\text{Lowest Bid Price} / \text{Bidder's Price}) \times \text{Weighting (50\%)}$.
- **Experience with Offshore Wind Park Projects (15% Weight)**
 - Higher scores will be awarded to bidders who have experience in executing, constructing and designing of offshore wind park in similar metocean site conditions as SLOWP.
- **Qualifications of Key Team Members (15% Weight)**
 - The evaluation will be based on the qualifications and experience of the key team members who will be assigned to the project.
 - Teams where all three key members have experience in geotechnical surveys of offshore wind projects will be awarded with the highest scores. The teams where only some of the three key members have experience in geotechnical surveys of offshore wind projects will be provided proportionately less scores.
 - The proposed team structure should demonstrate sufficient capacity and expertise to manage the project effectively.
- **Comprehensive Project Plan and Approach (20% Weight)**
 - The plan should demonstrate a clear understanding of the project's scope and its specific challenges.
 - The bidder's approach to ensuring transparency, fairness, and financial soundness during the tender process should be highlighted.

- The project plan should also offer solutions that improve efficiency, mitigate risks, or enhance the quality of the tender process.
- Higher scores will be awarded to bidders who propose a well-structured, realistic, and efficient approach that demonstrates a deep understanding of the SLOWP project's needs and challenges.

Proposal Requirements

The proposal should include:

- A list of similar offshore wind park projects completed in the last fifteen years.
- Description of experience with international projects and EU tender regulations.
- The names and CVs (incl references) of key team members proposed for this project.
- Project plan and approach, outlining its proposed methodology for managing the entire tender process, from reviewing the Invitation to Tender to overseeing bid evaluations, managing Q&A rounds, and assisting with contract negotiations.
- A detailed price proposal, including a breakdown of cost components.

Contact Information

For all communications related to this tender, please contact:

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Project manager for geotechnical survey will be:

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Submission Deadline

All offers must be submitted **by 1st November 2024 at 11:00 (EET)**.