

Invitation to Tender

Delivery of a Multi-Use Games Area (MUGA), Cranbrook Design and Build

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Cranbrook Town Council

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1. Introduction

Cranbrook in East Devon is a town which is being developed on a former green field site from scratch. Construction works started in 2011 and the first residents moved in during the following year. By early 2024, the town had grown to approximately 9,000 residents occupying just under 3,500 properties. The current Local Plan which covers the period until 2031 makes provision for the delivery of circa 8,000 homes housing in the region of 25,000 residents – so Cranbrook will be at least a medium-sized town and probably the second-biggest settlement in East Devon.

As part of the development, multi-use sports pitches were delivered in 2019 which are well-used, predominantly by youth teams. Cranbrook Town Council manages the sports pitches and is now looking to commission the construction of a multi-use games area (MUGA) at the site. This document sets out the parameters and the Town Council is now inviting tenders for the design and construction works to enable the above.

2. Tender Process

Item	Date
Publication date of the contract notice and publication of tender documents	25 June 2024
Deadline for submission of tenders	11 August 2024 at 23:59
Evaluation of tenders (including any clarification questions to tenders)	12-23 August 2024
Notification to shortlisted applicants and invitation to presentation	By 23 August 2024
Presentations by shortlisted tenderers	Week commencing 26 August 2024
Evaluation Panel's Recommendation to Council	17 September 2024
Date of the full Council meeting	23 September 2024
Notification to applicants & contract award	24 September 2024
Construction works commencing	As soon as practicable following contract award

Prospective contractors must ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them before submitting a tender. Before submitting a tender, any prospective contractor is advised, at his/her own discretion, to visit the site to satisfy themselves as to the full extent of the contract specification. No claims arising from failure to do so will be accepted at a later date. Please note that site visits will require prior appointments.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk within the timescales indicated above.

The tender shall be submitted only on the attached tender form.

If, having examined the tender documents, prospective contractors wish to submit a tender they should fully complete and return the tender form by the specified deadline to

Cranbrook Town Council
Younghayes Centre
169 Younghayes Road
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or to clerk@cranbrooktowncouncil.gov.uk

Hard copy tender documents should be submitted in a sealed marked envelope.

Tenders received late will not be considered.

Prospective contractors should note that the Council is not bound to accept any particular tender. The Council's decision is final and no correspondence will be entered into on the reasons which a tender has been rejected.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.

Notes to Tenderers

a) The prices to be included in the tender form are to be the full inclusive value of the work described, including all profits, costs and expenses, inflation and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the contractor to adjust the contract price during the contract period for the works priced as part of this document will be considered.

b) No alteration to the text of the tender form is to be made by the contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed schedule will be adhered to.

c) The construction works have to be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by Cranbrook Town Council will be reduced for each week or part thereof during which the work is completed later than the agreed completion date.

d) Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the specification of works.

e) Invoices presented for payment must include a schedule of the works completed including the dates of the work.

f) Contractors are asked to contact the Clerk if any clarification is required.

g) The Council reserves the right to make such enquiries as it sees fit regarding the suitability and experience of any tenderer.

3. Description of the Provision

The Section 106 agreement which accompanies the development at Cranbrook stipulates the delivery of a multi-use games area of a size of 685 square metres which must comply in all respects with Sport England requirements.

The wider site is subject to the consented planning application 19/2675/MRES and the attached a location plan indicates the location of the MUGA in the south-eastern extremity of the site.

A topographical survey will be published with the tender documents, together with two topsoil analysis reports dated 2017 and 2018.

The Council is looking to deliver a facility which is suitable for the play of football and netball, and the Council would like to invite tenderers to state what other sports could be played on their proposed surfacing solution.

Note: The Council would like to deliver an appropriate surface which is compliant with Sport England requirements and which will facilitate the target sports and which will also feature a lifespan of a minimum of 15 years.

4. Budget

The budget for the facility is **£170,000.00** plus VAT which will need to include the cost of obtaining planning consent, fencing, floodlights and an access control system to safeguard the facility against unauthorised use.

5. The Site

The Ingrams sports pitches are located at postcode EX5 2FP.

Please note that site visits will require prior appointments.

6. Planning Considerations

An approved planning consent reference 14/2137/MRES (approved with conditions) exists which governs access, appearance, landscaping and scale for sports pitches and associated facilities, up to 145 dwellings, open space, access and drainage at the Ingrams Cranbrook Site, London Road EX5 2FP.

A further reserved matters application under reference 19/2675/MRES was approved with conditions and comprises the layout, scale, appearance, landscaping and access for a revised pitch layout, the relocation of a play area, addition of a multi-use games area and air ambulance lighting column, and revised junction layout with the B3174 (London Road) (subsequent application in respect of permission 03/P1900 which was accompanied by an environmental statement).

The existing planning applications can be viewed on the local planning authority East Devon District Council's website at <https://planning.eastdevon.gov.uk/online-applications/>.

A separate planning application will have to be prepared and submitted which will seek permission for the successful bid/design relating to the MUGA which this tender seeks to establish. **The responsibility for obtaining planning consent will rest with the successful contractor.**

7. Construction Period

The construction works should start on or as soon as possible after planning consent has been obtained.

The construction works have to be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by Cranbrook Town Council will be reduced for each week or part thereof during which the work is completed later than the agreed completion date.

8. Contract Conditions

The works will be subject to a Joint Contracts Tribunal (JCT) design and build contract which will detail all final contractual provisions.

9. Evaluation Criteria

The following section defines Cranbrook Town Council's method of evaluating the received tenders. Tenders will be evaluated in accordance with the Council's Financial Regulations using the criteria and weighting below.

A tender evaluation panel will evaluate tenders based solely on the information provided in the tender form and its members will evaluate tenders in accordance with the process described below with the aim of establishing a preferred supplier for the Council's requirements and, if appropriate, submitting a recommendation to the Council to award a contract to the preferred supplier.

Confidential information relating to the evaluation will not be divulged to anyone outside the Committee as to do so may undermine the integrity of the contract award process.

Decision-Making Process

All tenders will be checked for completeness and to ensure they are fully compliant. All complete and compliant tenders will then be evaluated in accordance with the evaluation criteria in terms of their ability to meet the technical requirements specified.

Following the completion of all stages of the evaluation process, the panel will present its recommendation to the full Council. Only following approval from the Council will the bidders be notified of the decision, and confidentiality restrictions lifted from the contract details.

Evaluation Criteria

Tenders will be evaluated on the basis of the most economically advantageous proposal in accordance with Regulation 67 of The Public Contracts Regulations 2015, using the following criteria. Each criterion has been assigned a weighting to reflect the relative importance of such criterion to the Council.

Criteria	Definition and Required Evidence	Weighting
Price	<p>The full and final cost over the full term of the contract, taking into account affordability and the commercial stability of a reasonable return for the supplier. Please submit evidence of</p> <ul style="list-style-type: none"> <input type="checkbox"/> your ability to carry out the contract to the proposed design and specification and within the stipulated budget <input type="checkbox"/> your financial and/or operational capacity to deliver the contract, <input type="checkbox"/> your last year's audited accounts. <p>N.B. If you are unable to provide audited accounts you may provide:</p> <ul style="list-style-type: none"> (i) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation, or (ii) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position, or (iii) An alternative means of demonstrating financial status if any of the above are not available 	50%
Quality	<p>The supplier's ability to perform the contract to the highest standards. Please submit</p> <ul style="list-style-type: none"> <input type="checkbox"/> evidence of your knowledge in and experience of carrying out similar contracts or other relevant evidence during the last five years, <input type="checkbox"/> two references from recent customers of similar works. 	25%
Timeframe	The supplier is required to complete all works within a fixed term, a proposal for which should be made by the applicant on the tender form.	10%
Compliance	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of the contractor's compliance with all Health & Safety, employment laws and regulations 	10%

	and safeguarding procedures, e.g. by submitting a relevant policy(ies).	
Environmental Issues	<input type="checkbox"/> Evidence of the contractor's approach to environmental issues and how you will manage the disposal of waste, e.g. by submitting a relevant policy(ies).	5%