

Proposed tender timetable – Mill Marsh Play Area Contract 2023.

This report shows a proposed extended timetable for the tender with a timetable illustrating how this would be reported to the Council Committee throughout the process.

Proposed timetable

The table below gives indicative dates for the tendering process. The critical activities in the programme are the completion of tender documentation, the advertising and return of initial expressions of interest, the formal invitation to tender, the return of tenders and commencement of negotiations and the final tender submissions and evaluation of these. A one month mobilisation period from the tender award in August 2023 until commencement in September 2023 is allowed for in the programme.

Activity	Date
First draft documentation and report to Recreation and Property Cttee prepared	14/02/23
Committee Decision	20/02/23
Advertise on for expressions of interest on Contracts Finder Portal	21/02/23
Formal expressions of interest closing date	10/03/23
Draft documentation sent out to companies who have expressed an interest	13/03/23
Meeting with companies who have expressed an interest to provide clarification and receive comments	20 -22/03/23
Comply Comments on first draft documents received from interviews	22-27/03/23
Second draft documents and Cttee report prepared	27/03/23
Second draft documents agreed by Council Recreation and Property Cttee	03/04/23
Contract advertised on the Government Contract Finder Portal.	04/04/23
Pre-qualification documents sent out to prospective tenderers	18/04/23
Deadline for return of pre-qualification documents	02/05/23
Financial evaluation of pre-qualification documents	02 -09/05/23
Technical evaluation of pre-qualification documents	02 -09/05/23
References taken up on prospective tenderers	02 -15/05/23
Selection of Shortlist of tenderers for next stage	16/05/23
Invitations to tender sent out to shortlist companies	16/05/23
Tenderers to visit site	22-26/05/23
Visits to inspect tenderers work on other contracts	22-26/05/23
Deadline for return of ITT proposals	12/06/23
Evaluation of ITT proposals (including identifying areas for clarification)	13-16/06/23
Clarification period, meeting(s) with each bidder	19-22/06/23
Modification of Tender documents (if required)	23/06/23
Issue Final Tender documents	26/06/23
Deadline for return of final tenders	07/07/23
Evaluation of Final Tenders (including clarification) and selection of successful tenderer,	07 -14/07/23
Prepare report to Council Recreation and Property Cttee	10/07/23
Council Recreation and Property Committee approval	17/07/23
Tenderers notified of outcome	18/07/23
Contract award	01/08/23
Mobilisation period	01/08 – 01/09/23
Contract start date	01/09/23

The inclusion of an invitation to tender submission of proposals, if agreed, may provide an opportunity to assess the level of understanding of the Council's requirements and design expertise of the tenderers. It includes a period for modification of the package on offer, before the formal process of inviting tenders, based on final proposals from each tenderer, takes place.

The Programmes aims at a 1st September start date from a 1st August award. It is predicated on a final Council decision being taken on 17th July, prior to the Council's summer recess. It takes account of the additional Coronation Bank Holiday in May. Subject to the above, these dates can be subject to changes at this stage to allow for resource availability within the Council.