



Caldicot Town Council

# Caldicot Town Council

## Main Tender Document

*Provision to design and build a new  
Multi Use Games Area.*

## **King George V Playing Fields**

To be submitted no later than **24<sup>th</sup> May 2021.**

Late submissions will be disregarded.

### **General Enquiries**

Sports and Play Consulting Limited

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Caldicot Town Council

## RESPONSIBLE PARTIES

### **The Employer**

Caldicot Town Council  
Council Office, Sandy Lane  
Caldicot NP26 4NA

### **Contracts Administrators**

Michael Carter (Sports and Play Consulting Limited)  
Sarah King (Caldicot Town Council)

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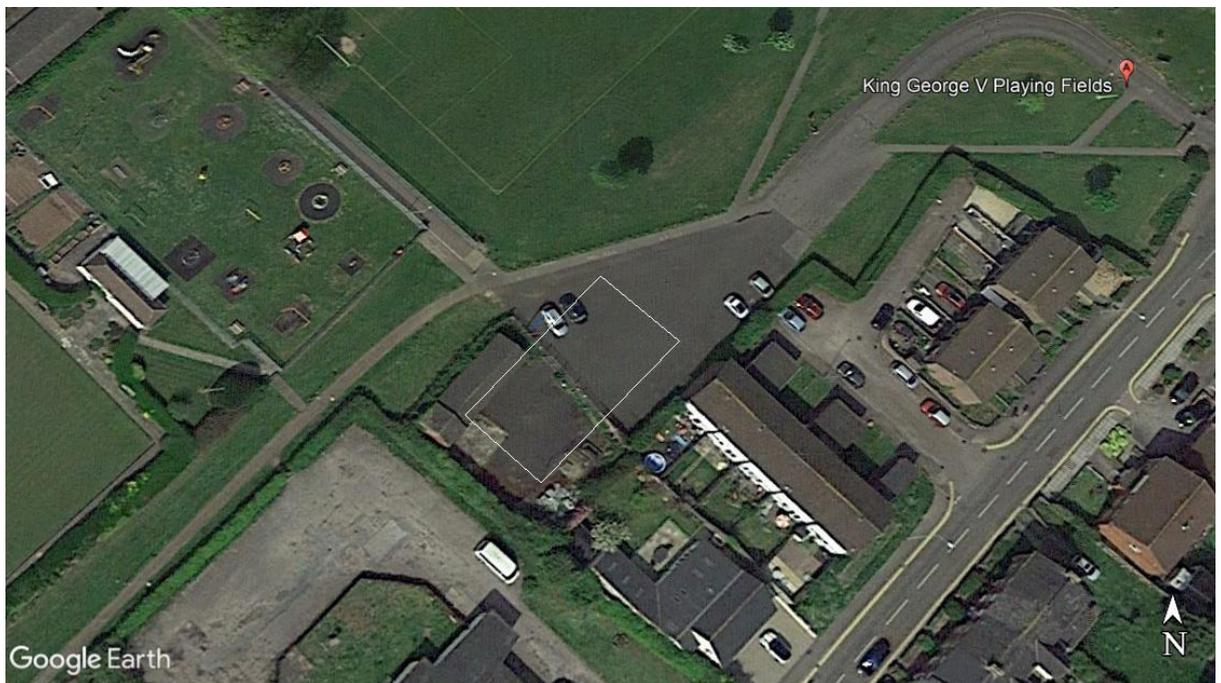
## Caldicot Town Council

### 1. General Requirements

#### 1.1 Overview and Objective of Project

Caldicot Town Council (The Employer) is seeking a suitably qualified company (The Contractor) to design and install a new Multi Use Games Area (MUGA).

The location of the site is **Off Newport Road, Caldicot NP26 4BR.**



The aim is to create a free facility that can be used for various informal sports. The site has a planned demolition and complete clearance of a structure used for storage, along with the removal of some fencing, gates, and a power column, which will be ready for the new build based on the timescales outlined in the tender.

Although there is an area that is being used informally as a car park, the orientation of the MUGA will be located into this area (shown as the white outline above).



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The exact location will be determined following the planning application and any further discussions with Caldicot Town Council once a preferred supplier is selected. Planning permission may require a minimum distance of the fencing from the residential boundary, however at this stage the desired 'Playing Area' will be:

**26m x 14m excluding the goal recess.**

Suppliers should allow for the cost of a Block Plan and SuDS Application along with any design and drawing details as required for a Full Planning Application.

### 1.2 Budget and Costings

- The council has set aside a budget of approx. **£60,000.00 (Ex VAT)** however pricing will be part of the scoring criteria.
- All pricings should be exclusive of VAT and in GBP (£).



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- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

### 1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission is the responsibility of the suppliers that have been decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, sub-base, edging, sports surfacing, sports fencing, and associated works which should comply to any relevant regulations and guidance by appropriate sporting organisations.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.



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The contractor must follow the 2015 CDM regulations and will have the skills, knowledge, and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

### 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with Caldicot Town Council. In addition, a binding contract (Appendix 3) with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

### 2.3 Insurance

The **successful** contractor must be able to provide evidence of:

- Public Liability Insurance of no less than: **£10 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

### 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (or named Consultant) and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:



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- A Construction Phase Plan
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and their roles

### 3. Scope of Works

#### 3.1 Requirements

A public consultation was conducted to provide feedback on what the community would like to include in the new sports facility. The main points from the consultation included:

- Play/Sports/Sensory Panels (highest response)
- Basketball (2<sup>nd</sup> highest response)
- Football goals and mini goals (3<sup>rd</sup> highest response)
- Inclusive for all users and abilities
- Mainly used by friends and family rather than competitive sports

The consultation had approximately 30 responses that was conducted at a local primary school.

#### 3.2 Specifications

Product	Specifications
<b>MUGA Fencing</b>	3.00m high steel fencing with sound reducing characteristics, specifically to meet BS EN 15312. 26m x 14m.
<b>Goals</b>	Goal recess in white, with minimum dimensions of: 3.66m x 1.83m and 1.00m depth with Basketball Backboards at either end, plus 2 x Mini Goals (White) on each long side of the MUGA.
<b>Sub-Base</b>	Minimum 150mm MOT Type 3, dependant on SuDS design and what supplier is recommending as a base and for drainage.
<b>Sports Panels</b>	1 x Cricket Panel, 1 x Target Practice affixed to fencing.
<b>Edging</b>	PCC curb edging around perimeter, haunched and fully bedded.
<b>Tarmac Overlay</b>	6mm open textured macadam with an average of 30mm to be laid over stone base, dependant on SuDS design and guided by what supplier is recommending.
<b>Sports Surface</b>	Needle Punch sand filled carpet suitable for multi-use sports



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<b>Line Markings</b>	5 a Side Football permanent infill– white, Basketball Keys – yellow
<b>Seating</b>	2 x Benches to be supplied by council and installed onto a hard surface by contractor as part of this agreement.
<b>Bin</b>	1 x Steel Bin to be supplied by council and installed onto a hard surface by contractor as part of this agreement.
<b>Sign</b>	1 x Sports MUGA Sign with artwork to be confirmed – minimum A2 size affixed to fencing.
<b>Gates</b>	Chicane Entrance on one side of MUGA.
<b>Drainage</b>	Ensure a SUDS design that will meet approval by SAB (Suds Approving Body) and any current regulations. Detail specifications of the proposed drainage system and rationale to address SAB requirements. Contractor should allow any costs and drawings required to submit a SUDS Application with the Full Planning Application. Drainage design must be by a suitably qualified person with details of experience supplied in response.
<b>Reinstatement</b>	Repair any damage to surrounding tarmac and turf and site cleared and tidy.
<b>Services</b>	Power and Water services in close proximity – drawings to be supplied
<b>Net over roof</b>	Provide a nylon net over the top of the MUGA with steel supports to stop balls going over the fencing. (This is optional based on the ability to design into the proposed fencing)

### 3.3 Removals, Relocation and Disposals

Removal of any spoil and packaging off site and disposed in an appropriate waste depot. The site will be cleared of any structures and levelled in preparation of the new build; however, suppliers may wish to visit the site once this has been completed to ensure all aspects of the area are considered.

### 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.



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<b>Action:</b>	<b>Date:</b>
Tender Release Date:	12 <sup>th</sup> April 2021
Site meeting for interested contractors (30-minute slots from 10:00 am – 13:00 pm):	22 <sup>nd</sup> April 2021
Notification your intention to provide a response and any questions about the tender:	1 <sup>st</sup> May 2021
<b>Tender Submissions Due:</b>	<b><u>24<sup>th</sup> May 2021</u></b> <b><u>16:00 Hours (4:00pm)</u></b>
Decision on Preferred Supplier:	June 2021
Work to Commence (Pending Planning):	September 2021

**Note:** A Planning and Suds application is to be submitted following the tender process on receipt of the submissions.

## 5. Scoring of Submissions

### 5.1 Scoring Criteria

<b>Criteria</b>	<b>Information Required</b>	<b>Weighted Percentage</b>
<b>5.1.1</b> Specifications	Complete Appendix 4 in response to each of the required specifications outlined in Section 3.2. Answer with either a 'Yes', 'No' or 'Partial' and notes to accompany response which detail the specifications you are proposing. <b>Scoring (Points):</b> Non-Compliant – 0 Partial Compliance – 1 Compliant – 2 Exceed Compliance – 3 <i>Maximum score is 45 which will then be calculated on the weighted percentage.</i>	<b>40%</b>
<b>5.1.2</b> Questions	1. Confirm how your company manages supply chains in relation to meeting time frames, quality control, health and safety and assess their performance and output. Please be	<b>30%</b>



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	<p>specific in terms of processes, performance indicators and the personnel involved.  <b>Scoring: 10%</b></p> <p>2. Outline details of how you may ‘Value Engineer’ the initial design or during construction by consulting with the Installation Team, Employer and/or Consultant in relation to potential time or cost saving methods that will have minimal to no impact on the quality of the proposed design change.  <b>Scoring: 10%</b></p> <p>3. Outline details of the experience and qualifications in terms of the company, employees and sub-contractors that will be involved in delivering this project. Provide specific detail on individual qualifications, company memberships and what sector and facilities the company specialise in.  <b>Scoring: 10%</b></p>	
<p><b>5.1.3</b> Total Cost</p>	<p>Scoring will be made according to the overall cost of the design, assuming the minimum specifications of the brief are met. Scoring on cost will be based on increments that are proportionate and fair to the submissions provided from highest to lowest cost as a percentage of the proposed budget. Example: proposals that are within the budget will score an automatic 5/10 then increase based on the increment of submissions. If the cost difference is deemed minimal (i.e. less than 1%) between suppliers, the scoring will be considered equal.</p>	<p><b>20%</b></p>
<p><b>5.1.4</b> Design Presentation and Quotation</p>	<p>Suppliers are to provide:</p> <ol style="list-style-type: none"> <li>1. 1 x 3D visual</li> <li>2. 1 x CAD or scaled Google Map of the design</li> <li>3. An itemised quotation</li> </ol>	<p><b>10%</b></p>



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### 5.2 Scoring Matrix

#### Responses to 5.1.2 and 5.1.3

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

### 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to ultimately select the Most Economically Advantageous Tender.



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### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

### 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

Should there continue to be government restrictions or guidance in relation to COVID-19 and a site visit is not possible, it will be postponed until further notice or suppliers can visit the site if this is appropriate to do so. If a site visit was not possible due to the government restrictions, then an extension may be given until such time as suppliers have been able to visit the site.

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.



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### 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4.

Failure to notify your intention to bid, or are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

### 6.5 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily be to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant, however it will not be used to score any of the original designs submitted.

### 6.6 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.



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### 6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome and scoring results of the preferred contractor and that supplier only. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

### 6.8 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should only be with *Sports and Play Consulting Limited*.

### **Sports and Play Consulting Limited**

Contact: Michael Carter

Mobile: 07421 463099

Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)



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## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

<b>Response</b>	<b>Format (Fill in supplier name with your company)</b>
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. Completed Copy of Appendix 4 (Response to 5.1.1)	Excel Document Labelled – <i>SupplierNameAppendix4</i>
4. Response to each question in 5.1.2	PDF or Word Labelled – <i>SupplierNameQuestions</i>
5. Quotation	PDF Labelled - <i>SupplierNameQuotation</i>
6. Design Drawings	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i>
7. An email or electronic transfer of all the above responses should <b>only</b> be sent to the named consultant, Sports and Play Consulting, by the due date and time.	Email above files as attachments or an electronic transfer with no expiry date

**Do NOT include the following information for the initial tender response:**

- TUV Certificates
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

### 8.2 Delivery of Hard Copies

Hard copies at the tender stage will NOT be required, however may be requested for either a public consultation or internal review at an agreed date by the Employer.