



# Steeple Claydon Parish Council

## Main Tender Document

### *Provision for a new Multi Use Games Area (MUGA).*

To be submitted no later than 21st January 2022.

Late submissions will be disregarded.

#### **General Enquiries**

Sports and Play Consulting Limited

Michael Carter

07421 463099

[michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)



## RESPONSIBLE PARTIES

### **The Employer**

Steeple Claydon Parish Council

### **Contracts Administrators**

Michael Carter (Sports and Play Consulting Limited)

Hannah Holmes (Steeple Claydon Parish Council)

## TABLE OF CONTENTS

<b>1. General Requirements .....</b>	<b>4</b>
1.1 Overview.....	4
1.2 Budget and Costings .....	4
1.3 Non-Consideration of a Tender Response .....	5
<b>2. Contract Conditions.....</b>	<b>6</b>
2.1 Works and Standards .....	6
2.2 Purchase Order and Contract Agreement .....	6
2.3 Insurance .....	7
2.4 Contractor Documentation .....	7
<b>3. Scope of Works.....</b>	<b>7</b>
3.1 Objectives for Multi Use Games Area .....	7
3.2 Specifications .....	9
<b>4. Timetable for Project .....</b>	<b>11</b>
<b>5. Scoring Criteria .....</b>	<b>11</b>
5.1 Scoring Table.....	11
5.2 Scoring Matrix.....	13
<b>6. Procurement Process .....</b>	<b>14</b>



6.1 Type of Procedure.....	14
6.2 Site Meeting with Interested Parties.....	14
6.3 Questions and Clarification .....	14
6.4 Notice of Intent to Bid.....	15
6.5 Short Listing of preferred submissions .....	15
6.6 Consultation or Public Engagement .....	15
6.7 Revisions and Negotiation.....	16
6.8 Decision and Award of Contract.....	16
6.9 Supplier Responses .....	16
<b>7. Named Contact and Consultant for Project .....</b>	<b>17</b>
<b>8. Supplier Submission Checklist and Instructions.....</b>	<b>17</b>
8.1 The Supplier Checklist .....	17
8.2 Delivery of Hard Copies.....	18



## 1. General Requirements

### 1.1 Overview

Steeple Claydon Parish Council (The Employer) is seeking a suitably qualified company to design and construct a new **Multi Use Games Area** within the Recreational Ground.

*Steeple Claydon Recreational Ground is located off Meadoway,  
Steeple Claydon MK18 2PA.*



The facility will initially be free to use, however the Council will consider a revenue based MUGA with Sports Lighting at some point in the future. With the recent completion of the Skate Park, the MUGA should complement and be considerate of this in terms of design and location.

### 1.2 Budget and Costings

- The council has set aside a maximum budget of **£100,000.00 (Ex VAT)**. Submissions may utilise the full allocated budget however not exceed it.



- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 180 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 are the responsibility of the suppliers that have 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 the tenderer 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, materials, surfacing, fencing and associated works required to meet the desired brief and where appropriate, conform to the relevant British or European Standards.

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

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 or signed Order Form with Steeple Claydon Parish 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 (and 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:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction
- Construction Phase Plan

## 3. Scope of Works

### 3.1 Objectives for Multi Use Games Area

Steeple Claydon Recreational Ground is used for a variety of recreational purposes and sports such as Football, Wheeled Sports and a Playground. The new Skate Park was built in 2020 to replace an old and unsafe facility, and the proposed MUGA will be built on the old site. The aim is





to encourage the community to use a facility for football, basketball and other appropriate sporting activities for all ages, and without a hire cost. The primary school is located next to the area, and it is highly likely the school will use the facility, with some training sessions by the local football club.

Additionally, access to the MUGA will be improved by way of a new pathway to allow for families and less abled users all year round, in addition to access via new steps both from the existing tarmac pathway (mirroring the skate park entrances).

A planning application for the MUGA may be required, however the council will verify this with the Local Authority and as it is being located on an area previously used for sports, it may be deemed as a 'Permitted Development'.



*View of proposed location with the new Skate Park in the background. Most of the ground is made up of concrete and tarmac. New seating and access will be on the right side of the picture connecting to the existing pathway.*





*Left Picture:* Current hedge between proposed MUGA and existing Pathway. The shrubbery is to be removed and replaced with soil and seed. Note the drop in height where steps will need to be included for access, along with a sloped pathway.

*Right Picture:* This area is behind the new Skate Park that does suffer from drainage issues. The supplier can include an Option to address this outside of the main brief.

### 3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications are ultimately up to the supplier to recommend with supporting evidence and professional guidance which should include **SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Area (September 2021)**.

Item	MUGA
Dimensions	26m x 14m playing area plus goal recess at each end and seating area. Total area available is approx. 30m x 17m.
Focus Age Group	All Ages
Primary Surfacing	Multi Use Sports Surfacing either Needle Punched or Sand Dressed. (Provide Specifications, Accreditations and Samples if possible)



	Tarmac surfacing for area outside of the fencing where the seating and main access points will be located.
<b>Primary Sports and Line Markings</b>	Football (White)
<b>Secondary Sports and Line Markings</b>	Basketball Key (Yellow)
<b>Panels</b>	1 x Cricket 1 x Target Practice
<b>Base Works</b>	Type 3 MOT – Minimum 200mm. Porous Asphalt 40-50mm tick open textured. <b>Supplier to provide recommendation and guidance.</b>
<b>Shock Pad</b>	Yes – <b>Supplier to provide recommendation and guidance.</b>
<b>Drainage</b>	Area behind Skate Park suffers from pooling of water and may require French drain to be quoted as an option to the main brief (refer photo). <b>Supplier to provide recommendation and guidance.</b>
<b>Removals and Disposal</b>	Shrubbery along sloped areas between existing pathway and MUGA. All Spoil
<b>Edging</b>	PCC 150mm x 50mm
<b>Pathways</b>	Yes (from existing tarmac pathway to MUGA similar to Skate Access Points): Inclusive Tarmac 1.8 metre wide with PCC edging. Tarmac / Concrete 1.8 metre wide Steps with PCC Edging. <b>Supplier to provide recommendation and guidance.</b>
<b>Seating</b>	2 x Steel Benches with Backrest
<b>Bins</b>	1 x 120 Litre Steel Broxap (Black) to match existing bins at Skate Park
<b>Sign</b>	1 x A2 Size (Artwork TBA) affixed to the fencing.
<b>Fencing / Height and Goals</b>	3.0 Metre 868 Twin Bar in Green with White Goals. Basketball Hoops and Backboard over each goal.
<b>Gates</b>	1 x Chicane 1 x Maintenance Gate
<b>RPII Inspection</b>	N/A
<b>CCTV</b>	Council will be organising CCTV to be installed following completing of MUGA as a separate contract. Details of this work will be provided as it is expected some minor groundworks to be undertaken by the MUGA contractor to allow for the CCTV Post.
<b>Sports Lighting</b>	None – however design should allow for future lighting such as ducting around the MUGA – specify within response.
<b>Re-Instatement</b>	Topsoil and Seed
<b>Welfare Required</b>	Yes



## 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.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	Monday 15th November 2021
Site meeting for interested contractors (30-minute slots – max 2 people from each supplier only):	Wednesday 1st December 2021
Notification of your intention to provide a response and deadline for questions about the tender:	Friday 10 <sup>th</sup> December 2021
<b>Tender Submissions Due:</b>	<b><u>Friday 21<sup>st</sup> January 2022 (16:00 hours)</u></b>
Decision on Preferred Supplier/s:	February 2022
Works to Begin:	May 2022

## 5. Scoring Criteria

### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Project Design &amp; Management</b> (Max 1000 words):	Detail the specifications and rationale of the submission based on meeting the desired brief and managing the installation. This may include: ➤ Specifications for the surfacing, groundworks, fencing, drainage and all materials and components of the overall design.	<b>40%</b>



	<ul style="list-style-type: none"> <li>➤ 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 specific in terms of processes, performance indicators and the personnel involved.</li> <li>➤ Other inclusions that were not specifically requested however deemed to be beneficial to the users and within the budget.</li> </ul>	
<b>5.1.2 Materials and Maintenance (Max 500 words):</b>	<p>Provide detail on the maintenance involved and any applicable warranties:</p> <ul style="list-style-type: none"> <li>➤ Warranties and what these include or exclude (Appendix 2)</li> <li>➤ Maintenance required on all materials and surfacing</li> <li>➤ Any other aspects relevant for consideration, such as protection against vandalism or practical considerations</li> </ul>	<b>20%</b>
<b>5.1.3 Presentation and Quotation:</b>	<p>Suppliers are to provide:</p> <ul style="list-style-type: none"> <li>➤ 1 x 3D visual</li> <li>➤ 1 x CAD or scaled Google Map of the design</li> <li>➤ An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation</li> </ul>	<b>20%</b>
<b>5.1.4 Total Cost:</b>	<p>Scoring will be made according to the overall cost of the design, assuming the minimum specifications of the brief is 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</p>	<b>20%</b>



	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.	
--	--	--

## 5.2 Scoring Matrix

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 select the Most Economically Advantageous Tender.

### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. A scoring matrix will be used to calculate each of the required criteria to assist in a decision for a preferred contractor.

### 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 so long as the information gathered will ensure a robust response.

### 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.



#### 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. Only one submission will be accepted.

If notification of your intent to provide a submission is not sent, or you 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 Short Listing of preferred submissions

The Employer has the right to short list the submissions for further review and analysis. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Checks
- Public Consultations or Engagement

Short Listing may only be used if in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions.

#### 6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily 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.

#### 6.7 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, these 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 and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome to any major degree.

#### 6.8 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. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

#### 6.9 Supplier Responses

The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the justification and 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 be with *Sports and Play Consulting Limited*.

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format (Fill in supplier name with your company)
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierName</i> Appendix1
2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierName</i> Appendix2
3. Response to 5.1.1 and 5.1.2	PDF or Word Labelled – <i>SupplierName</i> Questions
4. Quotation	PDF Labelled - <i>SupplierName</i> Quotation
5. Design Drawings	PDF or JPG Labelled – <i>SupplierName</i> CAD <i>SupplierName</i> 3D
6. Electronic and Hard Copies	An email or electronic transfer of all the above responses should be sent to the named consultant, Sports and Play Consulting, by the due date and time. Additionally, hard copies are to be sent to the Council as per details in Section 8.2



## 8.2 Delivery of Hard Copies

### **Hard copies to be delivered to:**

STEEPLE CLAYDON PARISH COUNCIL  
The Village Hall  
48 Queen Catherine Road  
Steeple Claydon  
Buckinghamshire  
MK18 2PY  
Attention: Hannah Holmes

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube marked only with:**

**'Tender – Steeple Claydon Multi Use Games Area Project'**

and sent to arrive no later than:

**16:00pm hours, 21<sup>st</sup> January 2022.**