

St Mary's Catholic Primary School

Main Tender Document

Provision to design and install a new: Multi Use Games Area (MUGA) and Running Track.

To be submitted no later than 27th October 2023.

Late submissions will be disregarded.

This document is owned by Sports and Play Consulting Limited and is not to be shared publicly, or any of the content copied or used for commercial purposes, without the explicit consent of the owner.

RESPONSIBLE PARTIES

The Employer

St Mary's Catholic Primary School

Procurement Contact

Michael Carter (Sports and Play Consulting Limited)

TABLE OF CONTENTS

1. General Requirements	4
1.1 Overview.....	4
1.2 Quotations	5
1.3 Non-Consideration of a Tender Response	5
2. Contract Conditions.....	6
2.1 Works and Standards	6
2.2 Purchase Order and Contract Agreement	6
2.3 Insurance	7
2.4 Contractor Documentation	7
3. Scope of Works.....	8
3.1 Objectives for Multi Use Games Area & Running Track.....	8
3.2 Specifications	12
4. Timetable for Project	14
5. Scoring Criteria	14
5.1 Scoring Table.....	14
5.2 Scoring Matrix.....	15
6. Procurement Process	16
6.1 Type of Procedure.....	17

6.2 Site Meeting with Interested Parties.....	17
6.3 Questions and Clarification	17
6.4 Notice of Intent to Bid.....	18
6.5 Short Listing of preferred submissions	18
6.6 Revisions and Negotiation.....	18
6.7 Decision and Award of Contract.....	19
6.8 Supplier Notification	19
7. Named Contact and Consultant for Project	19
8. Supplier Checklist and Instructions	20
8.1 Checklist.....	20
8.2 Instructions	20

1. General Requirements

1.1 Overview

St Mary's Catholic Primary School (The Employer) is seeking a suitably qualified company to design and construct a new **Multi Use Games Area (MUGA)** and **Running Track** at the school grounds shown on the Google Map below (yellow outline is site location – red outline is vehicle access).

More details and specifications are outlined in **Section 3**.



The site location is: Silverdale Road, Newcastle-Under-Lyme, ST5 2TA.

Planning Permission will be required and a pre-application has been submitted to the Local Authority which has advised are likely to be supportive of the project. Suppliers should allow for the cost and supply of Block & Site Plans, Elevation Drawings and a Construction Plan (this will only be requested from the preferred contractor). Other requirements such as Tree Surveys, Drainage Designs and any other supporting documentation stipulated by the Local Authority will be the responsibility of the Employer in terms of cost, however assistance in obtaining these may be requested of the preferred supplier.

1.2 Quotations

- 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 (Regulation 72).
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.

1.3 Non-Consideration of a Tender Response

The Employer 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 Employer 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 Employer 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 individual 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.

Note: The Employer has the right to dismiss a tender that is either abnormally low or equally too high based on the perceived market value at the time of the procurement process unless the tenderer satisfactorily explains the aspects that appear to be significantly different from the wider market. Additionally, if the quotations are above the available Employers budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

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 that meets the brief and is acceptable by The Employer.

If there is evidence that the work does not conform to the required standards 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 a Building 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 and drawings received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply to the Employer.

2.3 Insurance

The **successful** contractor must be able to provide evidence before work commences 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 before the Works are to commence a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion date
- A Risk Assessment and Method Statement
- Access and Traffic Management Plan
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

3. Scope of Works

3.1 Objectives for Multi Use Games Area & Running Track

The Employer requires a new MUGA to support various sports that can be used all year round, mainly Football. However, other activities and general Physical Education will also be a part of the facility for various ages.

The field is currently used for football and has a 60-metre running track, both using the natural turf, which often makes it unusable for much of the year when the ground conditions are poor. However, the running track is presently only used once a year.

Additionally, there are Storm Drain grates with channels that need to be considered in respect to the design and cost of the proposed facilities.

A new set of Cricket Practice Nets are being installed along the north side of the field (as shown on the google map), following the completion of this project.

The key objective for the design and outcome is to create an accessible, safe and practical Multi Use Games Area, specifically for Primary School aged children, along with a new running track parallel to the MUGA. Both locations are somewhat flexible with consideration of the trees, storm drains, proposed cricket nets, and any other aspects that could be part of the Planning Application design rationale. Recommendations and advice in terms of location and layout by the interested suppliers are welcomed as part of the tender response.



Google Map: suggested locations of MUGA (*Blue*) and Running Track (*Green Options*)



Access: Maintenance Gate is approx. 3.2 metres wide – drop kerb is off centre to the right



Above: School Boundary and Tree line.



Left Photo: Current Running Track.

Right Photo: Storm Drains – above drain located near proposed MUGA and must be considered for design. Levels also drop away from the tarmac pad.



Photo: view (north) where proposed MUGA and Running Track to be located




Photo: view (South) where proposed MUGA and Running Track to be located

3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired outcome. Technical specifications and the design are ultimately up to the Contractor to recommend with supporting evidence and professional guidance which may include referencing the:

SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Area (September 2021).

Item	Requirement
Sports	Football, General Physical Education
Playing Area	28.0 metres x 16.0 metres
Focus Age Group	4 – 11 Years of Age (425 Students)
Fencing	3.0 Metre Height, Twin Bar Rebound 868 Panels Jet Black RAL 9005
Gates	1 x Chicane Entrance (West side near existing tarmac pad) 1 x Maintenance Lockable Gate
Access pathway	Tarmac path with PCC edging from existing tarmac pad to the Chicane Entrance (both sides of Chicane) for good access, ensuring it is wide enough and practical.
Colour	Fencing: BLACK Jet Black RAL 9005 Goals: White
Sports Panels	2 x Target Panels
Primary Surfacing	Multi Use Sports Surfacing either Needle Punched or Sand Dressed. BS EN 15330 – 1 BS EN 15330 – 2 (Provide Data Sheet, Accreditations etc)
Goals	Goal dimensions must be an adequate size for type and use – minimum 1.0 metre deep – like below (NO Basketball Backboards). 
Primary Sport and Line Markings	Football (White) – Goal Area, Halfway Line, Centre Circle - cut into sports surface with school logo below:

		
Base Works	MOT Stone – Minimum 250mm Aggregate. Porous Tarmac 40-50mm thick open textured.	
Shock Pad	Yes: 15mm	
Drainage	Yes: A drainage solution should be designed by an appropriately qualified person and supported with documentation and drawings to show proposed solution (unless the stone base is considered sufficient). This may change if a drainage design is requested by Planning based on those recommendations.	
Removals and Disposal	None: Spoil Only – include cost to take all spoil off site.	
Edging	PCC 150mm x 50mm (Must be outside of the Playing Area to avoid any risk of injury) BS EN 1340	
Running Track Please detail this separately from the MUGA in the quotation (show as two totals)	4 x Lanes (1 metre wide) with white lane markings including start and finish lines. 60 metres in length (total from end to end) Polymeric or suitable Artificial Grass (Colour contrasting to the MUGA surface) Appropriate stone base	
Sports Lighting	None Required	
Re-Instatement	Any damage to existing turf, pathways, and any existing materials must be repaired back to the original state. Grade and seed damaged turf with topsoil.	
Welfare Required	Yes	
Optional Addendum:	<u>Yearly Maintenance Package:</u> two site visits per annum to top up and regulate sand, herbicide, and brush facility.	

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.

Action:	Date:
Tender Release Date:	6 th September 2023
Site meeting for interested contractors (10.30 – Midday):	22 nd September 2023
Notification of your intention to provide a response and deadline for questions relating to the tender:	13 th October 2023
Tender Submission Due:	<u>27th October 2023</u>
Decision on Preferred Supplier:	November 2023

5. Scoring Criteria

5.1 Scoring Table

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

Criteria	Information	Percentage
5.1.1 Project Design and Specifications (Appendix 4)	Scoring based on the details and responses within Appendix 4 and Quotation in terms of specifications and design.	60%
5.1.2 Presentation and Quotation:	Suppliers are to provide: 1. 1 x CAD or scaled Google Map of the design showing all dimensions.	10%

	<p>2. An itemised quotation with costs for each component being proposed within the design.</p> <p>3. All other documentation that has been requested or deemed relevant to the submission.</p>	
5.1.3 Total Cost:	<p>Scoring will be made according to the Total Cost of the design, using the quotation submitted by each supplier on the basis the minimum specifications have been met. Calculations on cost will be based on increments (0.5) that are proportionate and fair to the submissions provided from highest to the lowest cost as a percentage of the weighted amount. <i>Example:</i></p> <p>Lowest Cost is £100,000.00</p> <p>Supplier A Cost is £125,000.00</p> <p>Supplier A Score is 24 (lowest cost divided by Supplier A Cost * 30)</p> <p>If a tender is perceived to be significantly over the market value, and there are no alternative submissions for review or to score accordingly, the Employer has the right to dismiss the tender for further consideration or may re-tender.</p>	30%

5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion:

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement.
------	----------	---

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 Advantageous Tender.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, starting the process over.

Alternatively, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

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 and is considered a Works Contract.

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 may visit the site with a pre-arranged time with the Operations Manager (Dave Rushton – contact details on request) or use the tender information provided so long as this 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 only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Contact Checks
- Reference Site Visits

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

6.6 Revisions and Negotiation

If required, the Employer 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 of any significance.

6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee and/or by a 3rd party such as the Procurement Contact or a consensus of all stakeholders. Details of the scoring will be provided electronically to each supplier who submitted a response.

6.8 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. 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 **scoring** of the submissions by the Consultant will be provided on request via email. 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

8. Supplier Checklist and Instructions

8.1 Checklist

Response	Format (Fill in <i>SupplierName</i> with your Company Name)
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. Completed Copy of Appendix 4	Excel Labelled – <i>SupplierName</i> Appendix4
4. Quotation	PDF Labelled - <i>SupplierName</i> Quotation
5. Design Drawings	PDF or JPG Labelled – <i>SupplierName</i> CAD

8.2 Instructions

Both electronic and hard copies required by the due date and time.

Email to be sent to:

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

michael@sportsandplayconsulting.co.uk

Hard copies to be sent to:

St Mary's Catholic Primary School
Silverdale Road, Newcastle Upon Lyme ST5 2TA
Attention: Mr David Rushton
'Tender – Multi Use Games Area and Running Track'

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 (labelled as above).