

Newton Poppleford and Harpford Parish Council

Main Tender Document

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

To be submitted no later than 13th May 2022.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Newton Poppleford and Harpford Parish Council

Procurement Contact

Michael Carter (Sports and Play Consulting Limited)

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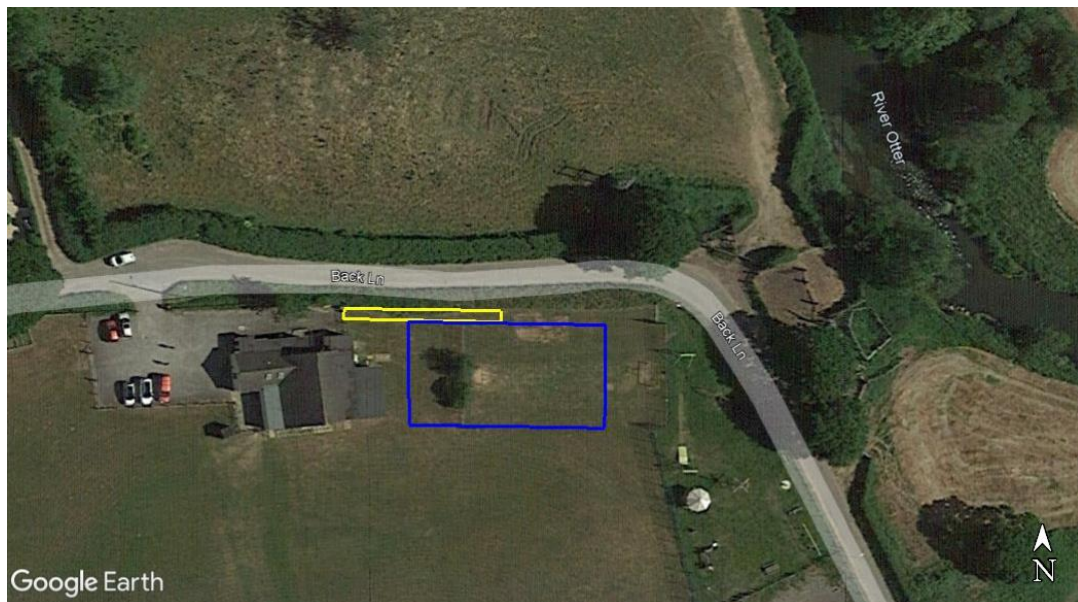
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1. General Requirements

1.1 Overview

Newton Poppleford and Harpford Parish Council (The Employer) is seeking a suitably qualified company to design and construct a new **Multi Use Games Area (MUGA)** at the Recreational Fields shown on the Google Map in **BLUE**. A new pathway will be required which is shown the **YELLOW** outline below.

The proposed site is located at: Back Lane, Newton Poppleford EX10 0EZ.



There are no residential properties overlooking the site, access is good with a wide entrance and turning off Back Lane to the car park, with no height restrictions or challenges. It is expected no Planning Permission will be required however at the time of the Tender being released, a Pre-application has been submitted to the Local Authority.

Note: there is a water drain that runs through the site with a Manhole that will likely be outside of the proposed site. Electric cabling runs near the location however should be outside of the proposed site (see drawings for reference – CAT Scan is mandatory).

Suppliers should allow for the cost of a Block Plan and Elevation Drawings should planning be required (this will only be requested from the preferred contractor if relevant).

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.
- All pricing should be exclusive of VAT and in GBP (£).
- 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.
- Retention of 2.5% 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 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 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**
- Contracts (All Works) 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
- 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

The current site at the Recreational Ground is an informal sports area that is largely unused due to its current state, poor access and inability to use all year round in terms of the ground condition.

The objective is to design and install a new MUGA that will encourage users of all ages and abilities to participate in a number of recreational and competitive based sports all year round.

The location of the site is ideal in terms of accessibility from the car park and is close to the existing playground and club house. A new pathway will be required to improve access with a facility that provides for Football or Futsal, Basketball, and competition Netball.

Looking ahead, the Council will be considering Sports Lighting pending additional funding, local support, and planning permission.

Ultimately the project is to provide a free to use safe, attractive, and suitable facility for various sports to the benefit of the local community.



The wooden palisade fence will be removed by the Council and the location for the new pathway to start.



Pathway to run along the left-hand side, with the fencing and goals posts shown to be removed and disposed of.





Manhole cover for water drain, this will be near the boundary of the MUGA so that access to the manhole remains (outside the fenced area).



Marking in Purple shows the site and the proposed area that Spoil can be disposed of close to the site.



Red Line showing the approximate location of the existing electric feed to power a Flood Light.

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 Contractor to recommend with supporting evidence and professional guidance which should include referencing the:

SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Area (September 2021) and any professional guidance and regulations such as those relating to Netball.

| Item | Requirement |
|------------------------|--|
| Sports: | Primary Recreational: Football (5 a side) or Futsal Primary Competition: Netball Secondary Recreational: Basketball |
| Playing Area | Due to the site being potentially used for competition Netball, the playing area should be a minimum of 34.5m x 18.25m as per SAPCA guidance (30.5m x 15.25m plus the runoff). |
| Focus Age Group | All Ages |
| BS EN | Multi Use Games Area: 15312 |
| Fencing | 3.0 Metre Height, Twin Bar Rebound 868 Panels |

| | |
|---|---|
| Gates | 1 x Chicane and 1 x Maintenance Double Leaf Gate. Please consider a design that would enable the Chicane and Escape Route to be closed off and a new locked gate installed. |
| Colour | Fencing: RAL 6005 (Dark Green) Goals: White. |
| Sports Panels | 1 x Cricket Wicket 1 x Street Snooker or Target Panel Use Anti Vandal Fixings |
| Primary Surfacing | Multi Use Sports Surfacing either Needle Punched or Sand Dressed. BS EN 15330 – 1 BS EN 15330 – 2 (Provide Data Sheet, Accreditations such as FIH approved and Samples if possible) |
| Goals / Basketball | Goal dimensions must be an adequate size for type and use and have escape routes (gaps) on the edges of both goals each with a fixed basketball board and hoop. |
| Netball Posts | 2 x Netball Posts (competitive size) that are adjustable and socketed (flush cover plate) so they can be removed and stored when not in use. Sockets located at appropriate positions on the court however ensuring the Basketball Hoop does not impede or create any issues with proximity and avoid any interference with the existing drain. |
| Primary Sports and Line Markings | Netball (White) |
| Secondary Sports and Line Markings | Football (Yellow) |
| Base Works | Type 3 MOT – 250mm Stone. Porous Tarmac 40-50mm tick open textured. |
| Shock Pad | Yes: to be installed over Tarmac layer. |
| Drainage | At contractor discretion should additional drainage be advised other than the stone base. Any drainage solution must be designed by an appropriately qualified person and supported with documentation and drawings to show proposed solution. The Employer had advised that there is currently no evidence of drainage issues or water pooling at the site. |
| Removals and Disposal | Existing Fencing and Goal Posts on site. Note the mesh panels (approx. 20 linear metres) will likely be stored by the Council for re-use if they can be removed at the ground fixings to avoid damage. Spoil from groundworks can be disposed of locally as shown on the Google Map less than a few hundred metres from site. |
| Edging | PCC 150mm x 50mm |

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| | BS EN 1340 |
| Pathways and Access | A new Tarmac or Suds based pathway should connect to the Chicane from the car park. At least 1.2 metres wide with suitable edging and will be approximately 30 metres in length. |
| Seating | 3 x Benches with backrests – recycled plastic or steel to be affixed onto a hardstanding base. |
| Sign and Bins | Sign: 1 x A2 size steel sign affixed to Fencing (artwork TBC) Bins: 1 x 120 Litre Steel Black Bin with hood (Broxap Derby or similar) onto hard standing. |
| Sports Lighting | None Required – however design should allow for future lighting with ducting around the MUGA – specify within response. |
| Re-Instatement | Any damage to existing pathways, fencing or buildings must be repaired back to the original state. |
| Welfare Required | None – available on site if required. |
| Addendums: Please include the following as separate line item outside of the main total. | <u>Yearly Maintenance Package:</u> two site visits per annum to top up and regulate sand, herbicide, and brush facility. <u>Sports Lighting:</u> please include a cost to design and install new Sports Lighting at a future date suitable LUX for the sports mentioned and the proposed use. |

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: | End March 2022 |
| Site meeting for interested contractors (11am – 12.30pm): | Monday 25 th April 2022 |
| Notification of your intention to provide a response and deadline for questions relating to the tender: | 29th April 2022 |
| Tender Submission Due: | <u>13th May 2022 (16:00 hours)</u> |
| Decision on Preferred Supplier: | June 2022 |
| Works to Begin: | September 2022 |

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, Management and Experience: (Max 1 Page for each point) | <p>Detail the specifications, approach to managing the installation and experience for designing and installing this type of facility. This should include:</p> <ol style="list-style-type: none"> 1. Specifications for the surfacing, groundworks, fencing, drainage and all materials and components of the overall design in response to the requirements outlined in Section 3.2. 2. How the company manages supply chains in relation to meeting time frames, quality control, health and safety and assess their performance and output. Please include any specific experience and requirements employees and sub-contractors need to meet who would be responsible for the construction works. 3. Experience of the company designing and installing similar facilities, relevant accreditations and memberships (eg. SAPCA/Chas/Constructionline) and inclusion of Reference Sites (Appendix 2). | 40% |
| 5.1.2 Social Value/ Sustainability: | Outline any accreditations or Business Practice in terms of production, materials or any other aspect that details Waste Management and Sustainability , specifically | 10% |

| | | |
|--|---|------------|
| | in relation to the design being proposed at Newton Poppleford Recreational Ground. | |
| 5.1.3 Presentation and Quotation: | Suppliers are to provide: 1. 1 x CAD or scaled Google Map of the design showing all dimensions. 2. An itemised quotation with costs for each component being proposed within the design. | 10% |
| 5.1.4 Total Cost: | 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> Lowest Cost is £100,000.00 Supplier A Cost is £125,000.00 Supplier A Score is 32 (lowest cost divided by Supplier A Cost * 40) | 40% |

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. |
| 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 should 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 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
- Supplier Response to any change requests to the original submission
- Credit Checks

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 based on the scoring criteria set out in the tender document. Scoring may be compiled by specific member/s of the Employer such as a Sub-Committee or Group, or by a 3rd Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by either of the Contract Administrators named in this document.

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 will be provided on request via email outlining the 'Advantages' of the winning bid. 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. Response to 5.1.1 and 5.1.2 | PDF or Word Labelled – <i>SupplierName</i> 5.1.1 <i>SupplierName</i> 5.1.2 |
| 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 by the due date and time:

Email

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 delivered and marked as follows:

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL
C/O The Pavilion, Back Lane.
Newton Poppleford EX10 0EZ
Attention: Mrs Jacqui Baldwin
'Tender –Multi Use Games Area Project'

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.