



Eckington Parish Council
Eckington Community Fields
Phase 1

Invitation to Tender

December 2022



Version Control

Project Number: 308
Lead PM: JK

Doc. Version	Dated	Purpose	Distribution
001	28/11/2022	Draft	Internal for review
002	06/12/2022	Final for issue	For issue to contractors

EPC – Eckington Community Fields

Introduction

The project as described in these documents is Phase 1 of the Eckington Community Fields project. Phase 1 encompasses the works on the past agricultural land on the Land East of Pershore Rd in Eckington. The overall project has an objective to create a community space for the people of Eckington. The general description of the works is provided on drawings P1144-ONE-ZZ-XX-DR-L-2000 (P02), P1144-ONE-ZZ-XX-DR-L-2001 (P02), P1144-ONE-ZZ-XX-DR-L-2002 (P02), P1144-ONE-ZZ-XX-DR-L-2003 (P01), Landscape Specification and Landscape Management Plan. The works generally include grassland improvements, footpaths establishment and soft planting.

Project Context & Background

Eckington Parish Council (EPC) is about to secure grant funding from the partnership between Worcestershire County Council and the Worcestershire Wildlife Trust via the Natural Networks Programme aiming to create a natural network of wildlife-rich habitats across Worcestershire that will enhance the quality of blue and green infrastructure.

Working closely with Worcestershire Wildlife Trust, a key pillar of the project is to protect and enhance the area's rich biodiversity. By connecting the site from the north at the new Mirabelle estate to the south at New Rd, Eckington will receive a natural green leisure area that will enable the villagers to enjoy the beauty of natural surroundings.

The site is located on Pershore Rd on the land opposite the Recreation Ground in Eckington. The area can be accessed via the gate on New Rd. A secondary site access is available to the north of the site, next to the Spitfire compound and new car park.

Client Team

The client and professional team is comprised as follows:

Client:	Eckington Parish Council
Project Manager:	Tandem Projects
Principal Designer:	ONE Creative
Landscape Design:	ONE Creative

All formal communications will be between the Project Manager (Tandem Projects) and the Contractor.

Planning

Works to Phase 1 are subject to a variation to Condition 5 of the existing pre-application consent.

Building Control

Works to Phase 1 are not subject to Building Regulations approval due to the nature of the works.

Contractor Design

The Contractor's Proposals shall provide such further specifications, documentation, and drawings as necessary to fully describe the works, the design and standards to which the works are to be developed and constructed. Such further provisions shall require no less a standard of design, workmanship and materials than is contained in the Employer's Requirements and the Contractor's Proposals shall be resolved as laid down in the Conditions of Contract.

Contract

The works are being procured using the JCT Minor Works Building Contract with Contractor's Design 2016 form of contract.

EPC – Eckington Community Fields

The contractor should familiarise themselves with the contents of the standard contract, including all information provided by the client team, in producing their tender. Any queries in relation to the contract should be communicated via email in first instance with the project manager.

Construction (Design & Management) Regulations 2015

The contractor is expected to abide by the requirements of the regulations at the time of implementation. The contractor shall be informed that for the purposes of the regulations, ONE Creative has been engaged by the client as Principal Designer and have discharged the obligations required of them by the regulations. The successful contractor will be required to assume the role of Principal Contractor and ensure all statutory obligations imposed by the regulations are discharged.

Surveys

A ground investigation survey of the adjacent estate development on Pershore Rd has been included for the contractor's information within the tender documents.

Whilst the survey information provided in the tender documents is accurate to the best of the knowledge of the design team, the contractor is strongly advised to visit the site to confirm all details, dimensions, and the like, prior to the issue of their tender return. Access arrangements for site visits and the like are detailed later within this document.

Programme

The contractor shall prepare and return with their tender return a construction programme detailing the following: mobilisation & lead-in, sequence and duration for all construction works, review and handover.

The client has provided a period of 12 weeks from the award of the contract (including all mobilisation) for the completion of the project and the achieving of Practical Completion.

For the purpose of the tender programme, the contractor should assume a contract award date of 31st January 2023. The client reserves the right to vary this award date depending upon the tender assessment and award process. The actual date of the award will be used as the base date for the Contract Programme which shall be issued within 5 working days of the contract award.

Site Restrictions

The contractor shall note that the site has a limited access. Details of proposed access routes, work and compound areas are to be agreed with the Contract Administrator. The contractor will be expected to produce a Construction Phase Plan that demonstrates how all works shall be undertaken, including details of any area, footpath, or facility closures, temporary works and diversions and signage. This shall be agreed with the Contract Administrator prior to the commencement of any works to ensure the safety of all parties. The contractor is strongly advised to visit site to determine site access restrictions.

No car parking areas or access roads shall be blocked or spaces removed without the express approval of the Contract Administrator. (To this end, careful consideration should be given to the maintenance of access to the overspill car park, during the construction of the new footpath and crossover.

Site Accommodation

The contractor shall provide such welfare and site accommodation as is required for their own staff and sub-contractors. No provision is required for the client or their professional team as part of the site establishment.

The contractor shall allow for all required temporary service connections to such accommodation and for making good on completion of all disturbed finished and any damage to hard standings.

The location of the contractor's site compound and accommodation to be agreed upon with the Contract Administrator.

Communications

All formal communications during the tender period and following the award of the contract shall be between the nominated representatives of the Contractor and the Project Manager. The contractor shall note that the Project Manager shall be responsible for the administration of the contract and will undertake the role of Contract Administrator for the post-contract phase of the project.

Contact details for the Project Manager are contained within the invitation to tender letter.

Although a matter that will be discussed and reinforced at a pre-start meeting. All instructions will be provided by the Contract Administrator (Tandem Projects) in writing. Instructions from any other party or individual either verbal or written should not be acted upon and will not be considered in terms of valued works should anything be undertaken.

Confidentiality

Tenderers shall treat the details of the tender documents as private and confidential and shall not divulge any of the information contained therein whatsoever to any third party or enable any third party to peruse or reproduce the said information for any use other than the purposes of the tender.

Liquidated and Ascertained Damages

LADs have been assessed on the basis of loss of revenue income and have been set at £500 per week or part thereof.

Insurance

In addition to the Employers and Public Liability insurance requirements as defined in the draft form of contract, the contractor is to provide adequate insurance for the works for the duration of the contract period. The client will assume no responsibility for insuring the works during this period.

The contractor shall provide Professional Indemnity insurance to the value of £1 million in respect of the detailed design of the works.

Return of Tender

The contractor shall carefully review all tender documentation and attached files. The following documents are then required to be completed and returned with the overall tender submission by the contractor.

- Form of Tender
- 'The Contractor's Proposals'
- Tender Sum Analysis
- Contractor's Programme
- Contractor's Relevant Case Study Portfolio
- Response to Quality Questions Document

The contractor is required to return three hard copies and the electronic copy of the entire tender submission by the time and date shown in the invitation to tender letter. Any late submissions may be discarded without consideration.

Tenders are to be returned by 12.00 noon on 13th January 2023.

The contractor should submit the tender return to the following address:

Mrs Lynne Yapp
36 Abbey Road
Pershore
Worcestershire, WR10 1JP

EPC – Eckington Community Fields

And the electronic copy to be submitted on a Dropbox or WeTransfer link via email to jkesiak@tandemprojects.co.uk

Clarifications

The contents of this document, together with the tender documents provided describe the Contract Works in detail. Should the contractor require any further information or clarification of any details they should contact the Project Manager (by email in the first instance) to request such information or clarification within the first 2 weeks of the tender period. Under no circumstances should tenders be qualified as this may lead to rejection of the tender. Contractors are requested not to contact either officers of the Parish Council or members of the design team directly, all queries should be directed to the Project Manager. Tender Clarifications and the responses to them will be scheduled into a document that will be distributed to all tendering contractors.

Visiting Site

The contractor is strongly advised to visit the site during the tender period. This is an opportunity for the contractor to capture any further site information & knowledge.

The contractor may, as the areas are all open to the public, arrange to visit site at any time and as many times as they deem necessary in order to complete their tender. No appointments are necessary, unless the contractor wishes to meet the Project Manager on site to discuss any of the works.

Tender Assessment

Tenders will be assessed by the Project Manager together with members of the Client and Professional team and their combined assessment will form the basis of the recommendation to the client for the appointment of the preferred contractor.

Tenders will be assessed on the basis of both the financial submission (tender and contract sum analysis) and the quality submission, as detailed below. These will be weighted in the proportions, 65% cost, 35% quality for this project.

Feedback will be given to unsuccessful tenderers following the completion of the assessment, reporting and award process.

Quality Submission

The contractor, as part of his tender return shall respond to the following questions and provide bespoke responses, relating directly to these works and their experience. Any reference projects used in the response should be from the contractor's office that will be responsible for delivering this project, should the contractor be successful.

The purpose of this section is to present a number of quality questions to the competing contractors in order to gain an accurate understanding of how the contractor will successfully deliver this project. The contractor should consider the key values that their company can offer to this scheme that will set them apart from the rest of the market.

The following questions should be carefully read and considered by tendering contractors. Answers to each question are NOT to exceed any more than 1 side of A4 per question. Please do not include standard marketing information or company brochures as this will not be considered in the assessment.

Question 1 – Safe Working and Public Access

As noted, these works to be undertaken are all within the public realm on this busy park area. The contractor is required to confirm how the construction / public interface is to be managed throughout the works and what measures will be put in place to ensure the safety of all concerned.

Question 2 – Experience of Similar Projects

Please confirm the company's experience of projects of a similar size and nature. All reference projects should have been undertaken by the office who will be responsible for these works should the contractor be successful in securing the project. (This submission can include datasheets for up to 3 reference projects in excess of the page limit noted above.)

Question 3 – Experience of Team Proposed

Please provide an organogram for the team responsible for delivering the project. Please confirm qualifications and experience for the staff proposed and where appropriate relate these to the demonstration projects from Q3 above.

Question 4 – Programme

Provide a construction programme for the works, based on the dates outlined in this document. Confirm all mobilisation periods, phasing, sequencing and timescales for all activities.

Question 5 – Risks

In addition to the issues identified in Q1 above, the contractor is to identify any construction risks that they foresee with the practical construction of this site and identify what measures will be undertaken to mitigate the implication of such risks.