



Worth Parish Council

Main Tender Document

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

To be submitted no later than 16th June 2023.

Late submissions will be disregarded.

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Page 1 of 20



RESPONSIBLE PARTIES

The Employer

Worth Parish Council

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.....	6
2. Contract Conditions.....	7
2.1 Works and Standards	7
2.2 Purchase Order and Contract Agreement	7
2.3 Insurance	8
2.4 Contractor Documentation	8
3. Scope of Works.....	9
3.1 Objectives for Multi Use Games Area	9
3.2 Specifications	10
4. Timetable for Project	12
5. Scoring Criteria	13
5.1 Scoring Table.....	13
5.2 Scoring Matrix.....	14
6. Procurement Process	15



6.1 Type of Procedure.....	15
6.2 Site Meeting with Interested Parties.....	15
6.3 Questions and Clarification	16
6.4 Notice of Intent to Bid.....	16
6.5 Short Listing of preferred submissions	16
6.6 Consultation or Public Engagement	17
6.7 Revisions and Negotiation.....	17
6.8 Decision and Award of Contract.....	18
6.9 Supplier Notification	18
7. Named Contact and Consultant for Project	18
8. Supplier Checklist and Instructions	19
8.1 Checklist.....	19
8.2 Instructions	19



1. General Requirements

1.1 Overview

Worth Parish Council (The Employer) is seeking a suitably qualified company to design and construct a new **Multi Use Games Area (MUGA)** at the Recreation Ground. The Council is planning major improvements within the grounds, which will also include a new playground, carpark, pathways and landscaping.

Funding for the projects will largely be from *Building Contributions* to the Local Authority (subject to confirmation), however the Council is also seeking additional grants and funding sources to ensure a robust and optimum outcome.

It is likely that Planning Permission will be required for the MUGA, and at the time of the tender process, the Council will submit Pre-Application advice in relation to what would be required for permission.

The sequence and timing of construction will depend on various factors, including Full Planning Permission and the proposed Playground and other planned *Works*. That is, although it is likely the MUGA will be the first stage of development and will need to be confirmed within the Council and preferred contractor.

**The proposed site is located at: Off Copthorne Bank, Copthorne
CRAWLEY RH10 3RE (White outline below).**



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 disallow a submission if the tenderer does not provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that is pertinent to the requirements and part of the scoring.

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 (note 'Defects' in Building Agreement), 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, for both the Employer and the Contractor to jointly authorise, and 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 should 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 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

The primary goal for the proposed MUGA is to provide a recreational sports facility for the local community. That is, a facility that although during the initial tendering stages will have a focus on football and basketball in terms of use, the medium to longer term use will be somewhat fluid and based on consultation, demand and practicality.

With Sports Lighting included within the design, it is anticipated that the facility will be used based on 'paid bookings' however potentially free to use during permitted hours. Using a Smart Gate and booking system, the facility will be secured and managed accordingly.

In addition to supporting and encouraging sports and activity levels, the facility must also be safe and practical in terms of use and design.

Topographical Survey and Concept Drawings: A Topographical Survey has been completed and available as a PDF and DWG on request. Additionally, a concept plan provided by a local Architect with the proposed facilities is available to outline the objectives across the Recreation Grounds.

Planning Support: Suppliers should allow for all associated drawings and surveys to support a Planning Application (Selected Contractor Only). This would likely include:

- Block Plans
- Elevation Drawings
- Drainage Survey and Report
- Construction Phase Plan
- Scaled Google Map
- Lighting Plan (Sports Lighting)



Other surveys and reports such as Noise Assessment or Ecology reports will be outside of the requirements in terms of supplier's responsibility and budgeting within the tender response.



Views above of planning location of MUGA. Access possibly from carpark next to site via fence/hedge (right side of picture).

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 following:

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

Item	Requirement
Sports	Primary Sports: Football Secondary Sports: Basketball
Playing Area	38.0 metres x 18.5 metres
Focus Age Group	All Ages
Fencing	3.0 Metre Height, Twin Bar with Rebound 868 Panels
Gates	1 x Pedestrian SMART GATE SYSTEM (or similar) for bookings and free use 1 x Maintenance Lockable Gate



Colour	Fencing: RAL 6005 (Dark Green) Goals: White
Primary Surfacing	Multi Use Sports Surfacing: Sand Dressed. BS EN 15330 – 1 (Provide Data Sheet, Accreditations etc)
Goals / Basketball	Goal dimensions must be an adequate size for type and use with a fixed basketball board and hoop– minimum 1.0 metre deep.
Primary Sport and Line Markings	Football (White/Yellow) – permanent markings.
Secondary Sport and Line Markings	Basketball (Blue/Black) – permanent markings.
Base Works	MOT Stone – Minimum 250mm Aggregate. Porous Tarmac 40-50mm thick open textured.
Shock Pad	Yes: 10mm
Drainage	Yes: A drainage solution must be designed by an appropriately qualified person and supported with documentation and drawings to show proposed solution and able to support a planning application.
Removals and Disposal	Spoil– all waste material and spoil to be removed and disposed of in a licenced facility.
Edging	PCC 150mm x 50mm (Must be outside of the Playing Area to avoid any risk of injury) BS EN 1340
Pathways	A Tarmac pathway be installed around the entire perimeter only of the MUGA – 1.2 metres wide with PCC edging.
Bins	Yes: 2 x Broxap Derby 120 litre Black Steel installed onto tarmac pathway.
Seating	4 x Benches (Steel or recycled plastic) with backrests installed onto tarmac perimeter (2 on each long side allowing sufficient space on the tarmac pathway for access – i.e. set back or additional surface around seat)
Sports Lighting	Yes: Include LED Sports Lighting, suitable for proposed sports and multi-use recreational purposes. Power will be accessed from the Social Club adjoining the field (Subject to a supplier survey by a qualified engineer). The system should have consideration of the proposed booking system and fee-use. Feeder pillar on a concrete plinth and any required switching. Design should allow and costed for lighting to remain on for a period of time at the end of the available time of day for safety reasons – ie 10 minutes via column near car park.
Re-Instatement	Any damage to existing turf, pathways, roads, fencing, and any existing materials, must be repaired back to the original state. Grade and seed damaged turf with topsoil (remove any stones and materials that could pose a risk to machinery or persons).



Welfare Required	Yes: Portable Toilets and Drinking water should be provided by supplier
Heras Fencing	Double Clipped heras fencing with suitable construction and safety notices should be used for the duration of the agreed Works until formally handed over.
Addendums: Please include the following as separate line items outside of the main total.	<p><u>Yearly Maintenance Package:</u> two site visits per annum to top up and regulate sand, herbicide, and brush facility.</p> <p><u>Maintenance Machinery:</u> cost for the purchase of a ride-on vehicle to properly maintain the site.</p>

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:	17 th April 2023
Site meeting for interested contractors:	9 th - 10 th May 2023 (TBC)
Notification of your intention to provide a response and deadline for questions relating to the tender:	26 th May 2023
Tender Submission Due:	<u>16th June 2023</u>
Decision on Preferred Supplier:	July 2023
Public Consultation:	July / August 2023
Full Planning Permission Application (allow 12+ weeks for a response):	To be submitted August 2023
Commencement of Works (guide only pending permissions and supplier lead times):	Q1 2024



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:	Scoring based on the details within Appendix 4 including questions, <i>Drawings</i> and <i>Quotation</i> in terms of specifications and design.	50%
5.1.2 Presentation and Quotation:	Suppliers are to provide: <ol style="list-style-type: none"> 1 x CAD or scaled Google Map of the design showing all dimensions. An itemised quotation with costs for each component being proposed within the design. All other documentation that has been requested or deemed relevant to the submission. 	10%
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 <u>minimum specifications have been met.</u></p> <p>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 32 (lowest cost divided by Supplier A Cost * 40)</p> <p>If a tender is perceived to be significantly over the market value, and there are no alternative submissions for review or to</p>	40%



	score accordingly, the Employer has the right to dismiss the tender for further consideration or may re-tender.	
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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.

6.2 Site Meeting with Interested Parties

There will be a site meeting on a specific date 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 can 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 from each supplier.

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

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- Reference Contact Checks
- Reference Site Visits
- Supplier Response to any change requests to the original submission
- Additional Consultation within the Council or external parties

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

6.6 Consultation or Public Engagement

The Employer reserves the right to a public consultation; the local Youth Support Worker will facilitate this by engaging with local user groups. 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.

6.7 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.



6.8 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.

Standstill Period: For contracts over the UK Procurement Threshold at the time of the tender, a Standstill period will apply of *10 Calendar Days* from notification date.

6.9 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, however if suppliers want additional detail on the selection, this will need to be requested of the Employer which will be at their discretion to provide. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

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	PDF or Word Labelled – <i>SupplierName</i> Appendix4
4. Quotation	PDF Labelled - <i>SupplierName</i> Quotation
5. Design Drawings (Shown on Google Map)	PDF Labelled – <i>SupplierName</i> CAD

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

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

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:

Worth Parish Council
First Floor, The Council Hub,
Borers Arms Road, Copthorne RH10 3ZQ.
Attention: Jennifer Nagy
'Tender – Worth Parish Council 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 (labelled as above).