



**DENMEAD**  
PARISH COUNCIL



# Tender Documents and Specification for the Construction of a Multi-Use Games Area for Denmead Parish Council

*November 2023*

Darrin Mellor



# Denmead Parish Council

## Invitation to Tender for the Construction of a Multi-Use Games Area at Ashling Park (King George V)

### Contents

Introduction .....	1
Section 1 – Invitation to Tender .....	2
Section Two - Technical Specification for MUGA Construction.....	8
Section Three – Specification for MUGA Fencing .....	11
Section Four-Sports Pitch Markings .....	13
Section Five – Reinstatement.....	13

### Introduction

This document outlines the requirements of the contractor with regard to constructing a MUGA Inc. fencing for Denmead Parish Council.

The aim and desired outcome for the project is that the successful contractor will design and construct a Multi-use Games Area (MUGA) for Denmead Parish Council.

The specification provides a broad outline of the statutory and minimum requirements that any design and build facility must meet. However, it is up to the contractor to provide a suitably designed product to meet the needs of the Parish Council.

## Section 1 – Invitation to Tender

### 1. Denmead Parish Council – an introduction

- 1.2 Denmead is a civil parish of 1215 hectares, located on the B1250 between Waterlooville and Hambledon in the Southeast Corner of Hampshire, 11 miles north of Portsmouth.
- 1.3 Local Governance is provided at the Parish Level by Denmead Parish Council; the local authority is Winchester City Council, and the County Level is Hampshire County Council.

### 2. Summary of Requirements

- 2.1 The Parish Council requires a contractor to complete the design and construction of a Multi-Use Games area on the King George V playing field (Ashling Park).
- 2.2 The work required includes the following:
- A type 2 tarmacadam MUGA surface marked with sports markings
  - A fence surrounding the MUGA
  - A joining footpath from the main pathway to the MUGA
  - Reinstatement of the area surrounding the MUGA and the area the Parish Council has allowed for site compound facilities
- 2.3 The work is expected, subject to internal governance and agreement, to commence after 1 January 2024 on a programme of completion following a tender exercise.

### 3. Invitation to tender and Specification Document

- 3.1 The Invitation to tender is designed to give all suppliers a fair and equal opportunity to tender. The ITT documents contain the following sections.
- Introduction
  - Invitation to tender
  - MUGA specification
  - Pricing Schedule
  - Conformation of Organisational details and certification

### 4. Indicative Timetable

Date	Activity
6 November 2023	Tender is advertised, and documents are sent out.
1 December 2023	Date for return of tenders
15 December 2023	DPC will have completed the evaluation process and advise the preferred bidder.
12 January 2024	DPC internal governance for the approval of the contract appointment and preparation of signed documents to be sent to the approved bidder.
26 January 2024	Pre-commencement site meeting
12 February 2024	Works Commence on-site
30 April 2024	Project Completed

## **5. Clarification Period – Pre-Tender**

- 5.1 Any questions you may have regarding this ITT should be submitted by e-mail to the following:

Email: [ParishClerk@denmead-pc.gov.uk](mailto:ParishClerk@denmead-pc.gov.uk)

- 5.2 The clarification for this tender is from 6 November 2023 to 1 December 2023; the questions and answers will be shared with other bidders, although the questioner will remain anonymous.

### **5.3 ITT Return**

- 5.3.1 Suppliers should note that the prices quoted shall remain valid for a minimum of 90 days from the agreed Tender Date.
- 5.3.2 ITTs must be completed on the 1 December at 12 noon by the ITQ return deadline stated in the table in 4 above. Please ensure you allow sufficient time to submit your ITT, particularly if you are uploading large files, as the Council cannot accept submissions sent after the deadline.
- 5.3.3 Please answer the questions specifically for your company, not for the group, if you are part of a group of companies.
- 5.3.4 Suppliers are required to limit the amount of marketing material submitted with the ITT to that which is directly relevant to, or requested by, the questions set in the ITT. If relevant, please indicate which question it relates to, marking clearly on all enclosures the name of your company. Please note that word limits may apply. Where these do, any referenced materials that exceed the word limits may be excluded from the evaluation process.
- 5.3.4 Suppliers shall ensure that the tender response is compliant with all statutory and other provisions to be observed and performed in connection with any subsequent award of contract.
- 5.3.5 Suppliers should note that the Council does not bind itself to accept the lowest or any tender and reserves the right to accept or reject a tender either in whole or in part.
- 5.3.6 The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process or for any other costs incurred by those tendering for this Contract.

### **5.4 Post Tender Clarification**

- 5.4.1 The Council may enter into post-tender clarification following receipt of the tenders.
- 5.4.2 The Council reserves the right (but is not obliged) to seek clarification of any aspect of a bidder's tender during the evaluation phase where necessary for the purpose of carrying out a fair evaluation. Bidders are asked to respond to such requests promptly.

### **5.5 Evaluation Criteria**

- 5.5 A panel of Councillors, officers and external consultancy support agreed by the Parish Council will carry out the selection and evaluation of the tender to ensure an appropriate breadth of understanding and experience.

- 5.6 Submissions will be evaluated on the basis of the Most Economically Advantageous Tender (MEAT), which combines price and quality. The Tender with the highest overall score will be deemed the 'Preferred Bidder'. The breakdown of quality and cost are as follows: cost (60%) and quality (40%).

### Quality Evaluation (40%)

- 5.7 Quality and compliance will be undertaken on the submitted tenders.
- 5.8 It is likely that the following criteria will be used in the tender evaluation

Item	Criteria	Weighting
1	Company experience in the construction of MUGA	40
2	Supplying of required documentation	20
3	Health and Safety and Site Management	20
4	Case Studies of Similar Projects Undertaken	10
5	Quality Management Documentation	5
6	Environmental Compliance and Policies	5

- 5.9 The formula used to calculate the weighted scores for each question scored is the moderated score (between 0 and 5) divided by 5 and multiplied by the weighting factor shown:

$$\text{Question Weighted Score (\%)} = (\text{Supplier's score} / 5) \times \text{Question Weighting}.$$

### 5.10 Performance Scores

Score	Performance	Judgement
0	No response or the response is highly inaccurate.	Unacceptable
1	Limited response provided or a response that is inadequate, substantially irrelevant, inaccurate or misleading	Poor
2	Response only partially addresses the question	Below Expectations
3	An acceptable response submitted in terms of the level of detail, accuracy and relevance. The response is good, but there are either some omissions of important factors or negative indications that reduce the extent to which the project aims will be achieved.	Satisfactory
4	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirements with no negative indications or inconsistencies.	Good

5	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project's aims or requirements. Response highly relevant with comparable contract value.	Excellent
---	--	-----------

5.11 The Council reserves the right to reject tenders that score '0' for any question or where it is clearly stated in the question this is a pass or fail.

5.12 Regardless of a tender's overall merits, if the evaluation panel considers there is a fundamental weakness/ flaw likely to affect the supply of the service, then the tender may be rejected. This may include a qualification that the evaluation panel finds unacceptable.

### Pricing Evaluation Criteria (60%)

5.13 Bid prices will be scored on a comparative basis, with the highest value offer receiving 100% of the available marks allocated to price. All other bids will be compared against that lowest bid and allocated proportional scores when compared to the lowest priced bid.

5.14 The following formula will be used to provide a comparative score for cost:

$$\text{score} = \frac{\text{lowest bid}}{\text{bid}} * 30$$

5.15 VAT will be paid, if applicable, at the prevailing rate of the day.

5.16 The pricing schedule should be completed in full or may be considered a non-compliant quote. All prices quoted should be exclusive of Value Added Tax (VAT).

5.17 This contract is to be carried out on a fixed cost basis, which must include all overheads, disbursements and out of office expenses.

5.18 Any additional costs not stated in the Pricing Schedule will not be accepted unless prior written approval is received from the Council.

5.19 The method of work specified in the brief and the schedule represent the standard of service that the Council currently requires. The price inserted by the bidder must reflect this current standard, and no attempt should be made by the bidder to anticipate future change. However, the Council does reserve the right to make changes to the services described in the specification through consultation with the bidder.

5.20 The Council's standard payment terms are thirty (30) days from invoice receipt.

5.21 Payments will be made to the successful bidder at the agreed rates, in sterling (£), which are fixed prices as per the accepted pricing schedule and will not vary according to the situation and circumstances unless agreed by the Parish Council or its nominated officer.

### 5.22 Payment Schedule

5.22.1 The contractor shall be paid on an indicative pricing schedule, which is as follows:

20% following satisfactory preparation of all ground works as agreed by the Parish Clerk & RFO.

60% on completion of all works as agreed by the Parish Clerk & RFO.

10% One Month following the final agreed completion date.

5% Two Months following the agreed completion date.

5% Three Months following the agreed completion date.

- 5.22.2 Payment will be made upon satisfactory supply of services, materials or completion of designated works. This will be agreed by the Parish Clerk, RFO and the designated Contract Manager.

## **6. Preferred Bidder and Due Diligence**

- 6.1 The supplier with the highest combined score for quality and price will be identified as the preferred bidder. Subject to the completion of the Council's due diligence process the preferred bidder will be awarded the contract.
- 6.2 Should the preferred bidder fail to meet the requirements at due diligence, the next highest ranked supplier shall become the preferred bidder.
- 6.3 The due diligence shall be used to validate the information given as part of the self-certification declaration made as part of the tender. This will include an assessment of the following:
- Professional and Business Standing
  - Economic and Financial Standing:
    - i. Minimum annual turnover over £150,000
    - ii. The Council may also conduct a 3rd party financial appraisal as part of due diligence using the services of Dunn & Bradstreet and reserves the right to request two years of formal accounts to conduct its own appraisal. The Council reserves the right to reject any Tenderer at this time that it believes does not have the financial capacity to fulfil the contract.

## **6.4 Insurances**

- 6.4.1 The minimum insurance level requirements for this contract are:
- £5 Million Employers Liability
  - £10 Million Public Liability

## **6.5 References**

As part of this process, the tenderer shall supply the Council with two references for similar works completed since May 2021. The references shall contain:

- Names of organisation work was undertaken for.
  - Contact Name and E-mail address
  - Brief description of project.
- 6.6 It is unlikely that the Council will proceed with a formal award if the preferred bidder cannot meet the minimum requirements, although the Council does reserve the right to consider each case on its merits and assess the risks and implications involved in the proceeding.

## **7 Award of Contract**

- 7.1 Once a preferred bidder has been identified and passed due diligence, the Council requires that, as above, the quotation is valid for a period of 90 days (from the return deadline for receipt of quotations) for acceptance by the Council.

## **8 Freedom of Information**

- 8.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (together the 'Information Laws'), all information submitted to the Council may be disclosed in response to a request made pursuant to the Information Laws
- 8.2 In respect of any information submitted by a supplier that the supplier considers commercially sensitive, the supplier should set out the following information in their submission.
- clearly identify which information is considered commercially sensitive
  - explain the potential implications of disclosure of such information
  - provide an estimate of the period of time during which the bidder believes that such information will remain commercially sensitive.
- 8.3 Where a supplier identifies information as commercially sensitive, the Council will endeavour to maintain confidentiality. Suppliers should note, however, that even where information is identified as commercially sensitive, the Council might be required to disclose such information in accordance with the Information Laws. Accordingly, the Council cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.



## Section Two- Technical Specification for MUGA Construction

### 2.1 Pre-Amble

- 2.1.2 This specification relates to the Design and Construction of the King George V Playing field in Denmead. This specification outlines the minimum standards and guidance to which the MUGA is to be constructed to and the methods employed.
- 2.1.3 The requirements of this specification are to produce the following:
- A Multi Use Games Area of construction by Type 2 tarmacadam
  - A Fence surrounding the MUGA of metal construction with a rebound facility
- 2.1.4 Works will also include the reinstatement of work areas following the completion of works.
- 2.1.5 As part of their bid, the Contractor will provide a fully detailed method Statement on how the works will be completed, showing compliance with specification and project brief, statutory requirements and Health and Safety.
- 2.1.6 The bidder should note that there is a requirement of the planning permission granted that a requirement to protect trees is in place on the site. The details of this requirement are shown as a separate appendix to this document.
- 2.1.7 The bidder shall also note there is a requirement to design and build a suitable access pathway to the MUGA from the existing site footpath.

### 2.2 Construction Design and Management Regulations 2015

- 2.2.1 Construction, Design and Management Regulations will apply to this project site.

### 2.3 Project Design

- 2.3.1 As part of the costed proposal, the Contractor will produce a design proposal and tendered cost for production.
- 2.3.2 The design will be submitted as part of the tender submission; this will include indicative pictures and plans of the proposed project.

### 2.4 SAPCA Code of Practice for Construction of Multi-Use Games Areas

- 2.4.1 The Contractor will follow the SAPCA code of conduct for constructing a Multi-Use Games Areas.

### 2.5 Facility Access

- 2.5.1 The design and construction of the facility must comply with the requirements of the Equality Act 2010.

### 2.6 Drainage (general)

- 2.6.1 The contractor will provide a soakaway facility which will contain a suitable drainage scheme ensuring that:

- Surface water will be removed from the site at a rate that will safeguard against surface flooding occurring.
- Not allowing excess water to remain present in the construction that may effect the load bearing capacity of the construction.
- Protects the installation from the effects of ground or surface water from the surrounding area.

## 2.7 Sub - Base

2.7.1 The contractor shall provide a sub-base which shall ensure that the following stresses may occur during the lifetime of the facility:

- Settlement
- Frost Heave
- Clay Shrinkage/swelling
- Ground loading
- Vegetation disturbance
- Flooding
- Other types of Grounds Movement

2.7.2 The sub-base to the MUGA should, therefore, be designed to meet the following criteria:

- It should be capable of supporting and transmitting to the existing ground the loads of all vehicles, plant, machines, and materials to be used in the construction without causing deformation of the construction.
- It should be capable of supporting and transmitting all loads on the playing surface without permanent or long-term deformation of the playing surface. Such loads arise mainly from players and maintenance equipment.
- It should ensure that water, whether rainwater or natural ground water, will drain away freely through the sub-base material, either into the natural subsoil or into the drainage system.

2.7.3 The MUGA will be built on an area which is predominately clay, and it is required that the foundation depth will need to be a minimum of 300mm deep to a maximum of 385mm with a total construction depth of 450mm.

2.7.4 Where recycled materials are used, these should be certified to meet the requirements for Highway works series 0700 clause 710. Topped off with 50mm virgin rock.

2.7.5 Layers shall be laid not more than 150mm layers before being compacted.

2.7.6 A geotextile membrane shall be included on the formation prior to the installation of the subbase

## 2.8 Perimeter Edging

2.8.1 To keep the base, sub-base and surfacing from subsiding at the edges, a low retaining kerb should be installed at the edges of the MUGA. This kerb should be formed of pre-cast concrete, and the dimension is 150mm x 50mm.

2.8.2 The level of the top of the kerb should match the type of surfacing being installed, for this an asphalt surface, the top of the kerb should be installed level with the playing surface.

- 2.8.3 The kerbs shall be well haunched in suitable concrete, derived from the prevailing soil conditions, the bed and haunching may incorporate movement joints at appropriate spacing.

## **2.9 Asphalt Surface**

- 2.9.1 Porous asphalt surfaces should be laid to an even and consistent texture to ensure an optimum appearance and minimal variation in playing characteristics.
- 2.9.2 Manufacturing and laying operations should be controlled to minimise textural variations. Some degree of textural variation is, however, inherent in certain materials and laying. Such variations are acceptable, providing that they are not so severe as to significantly affect the playing characteristics, porosity, or strength of the surface and providing that the appearance of the MUGA is not unreasonably impaired.

## **2.10 Porous Asphalt Bay Joints**

- 2.10.1 Construction joints are inherent in most surfacing systems. They should, however, be neat and even and should not affect the bounce of the ball. Marks left by the roller during the laying of the surface may be visible, particularly in certain light conditions, but they should never be so severe either to deflect a ball in play or to be detectable underfoot by a player.

## **2.11 Paint Coatings**

- 2.11.1 The MUGA will be colour coated and over marked with the following:
- Solvent – Based polyurethane paint
- 2.11.2 Painting will only be undertaken once the bitumen has hardened adequately in accordance with the manufacturer's recommended application rates.
- 2.11.3 The area to be coated with paint or binder should be free of oil and grease and should be swept or blown free of dirt, leaves, grit and debris immediately prior to painting. To minimise the effects of paint-drift the edges of the court and perimeter fencing should be masked with sheeting, boarding or other suitable material for a height of around 1m, dependent on the prevailing wind at the time of spraying. The manufacturers of paints and binders will provide details of the types of protective clothing, facemasks, etc., that are recommended when using their products. If any doubt arises, the advice of the manufacturer should be sought prior to the process being undertaken.
- 2.11.4 Painting shall only be undertaken in fine, dry and relatively still weather. The temperature should be above 5 degrees centigrade; the contractor shall note this is the ground temperature, not the air temperature.

## Section Three – Specification for MUGA Fencing

### 3.1 Pre- Amble

- 3.1.1 This specification relates to the design and provision of Fencing for the MUGA as detailed in Section 1 of this specification. This specification relates to the minimum standards and guidance to which the fencing is constructed and installed, and the methods employed.
- 3.1.2 The requirements of this specification are to produce the following:
- Fencing surrounding the MUGA of metal construction with a rebound facility built in goals and a gated access.

### 3.2 Project Design

As part of the costed proposal for the construction of the MUGA a suitably designed fence will be included as part of the overall project.

### 3.3 SAPCA Code of Practice for the Construction and Maintenance of Fencing Systems for Sports Facilities

- 3.3.1 The contractor will follow the SAPCA code of conduct for the Construction and maintenance of fencing systems for Sports Facilities.

### 3.4 Type of Fencing

- 3.4.1 The purpose of the fencing for this facility shall be as follows
- Retain and rebound balls into the playing area
  - Be aesthetically pleasing
  - Have control access points
  - Retain Surfacing Materials within the confines of the playing area
- 3.4.2 The fencing will be of Twin Bar Mesh Panel, providing a robust, strong panel for rebound characteristics.

### 3.5 Installation of Fencing

- 3.5.1 As part of his submitted cost and design proposals, the contractor will, as a minimum install to the following standards:
- 3.5.2 The height of the fence shall be as follows:
- 3 metres high to the sides of the pitch
  - 5 Metres behind each goal area
- 3.5.3 The colour of the fence shall be green.
- 3.5.4 The panels shall be formed from pre-galvanised wire and polyester powder coated to the required colour.

- 3.5.5 As the site will be used for football, the fence will be required to have additional horizontal wires to the lower 1200mm to absorb high impact.
- 3.5.6 The welded mesh panels should be supported by rolled hollow section steel posts (RHS) using a combination of Intermediate posts, stepped intermediate posts, two-way posts and external flanged corner posts. All posts should also have a purpose made U bracket at every fixing point. These “nutserts” should be positioned so that when the fencing is installed the majority of them support the weight of each lift of panel.
- 3.5.7 The foundations for the base of each post should be a minimum of strength classification of 20N.
- 3.5.8 For the corners of the installation, the contractor may use a flanged corner post or two-way post. This should be clearly indicated in the tender process.
- 3.5.9 The posts should be spaced evenly at 2.525m maximum centres, where bays are used these should be uniform.
- 3.5.10 Posts should be concreted to the full depth of the excavated holes.
- 3.5.11 All posts are to be installed so that the double wired mesh panels face the playing area with fixings protruding into the area.
- 3.5.12 Any cuts reduced width panels should be cleanly cut with burred edges removed and bare metal ends treated with a suitable protective paint.

### **3.6 Access To The MUGA**

- 3.6 Access to MUGA shall be openings in the fence as shown in the indicative drawings, the access gap should be no greater than 2 metres but be sufficient in the bidders design to allow access for machinery to maintain the facility.

### **3.7 Material Specifications/Standards**

- 3.7.1 Double wire panels – Manufactured in line with the requirements of BS 1722-14:2017 (specification for open mesh steel panels). The wire used is to comply to the dimensions and tolerances set out in BS EN 10218-2:2012 T2. Galvanised wire is cleaned & pre-treated before the application of exterior grade powder organic coating polyester powder. Coating applied should comply with BS1722 pt. 16: 2009 sections 5.1-5.8 inclusive and will generally be in line with BS EN 13438: 2013 section 6.5.
- 3.7.2 RHS Posts- Steelwork used for standard intermediate and two-way posts will generally be formed from pre-galvanised material, conforming to EN-10305-5 & DX51D Z275. Other steelwork, such as gates, gate posts and flanged corners are fabricated using mild steel to a minimum grade of S275. These items are hot dip galvanised after manufacture to BS EN ISO 1461:2009. Both pre-galvanised and hot dip galvanised steelwork is polyester powder coated to standard RAL colours, BS EN 13438 2005 applies (min thickness 120 microns).
- 3.7.3 Bolts & fixings- All fittings required to assemble the fencing should be galvanised to BS 7371: Part 6: 1998 Or a Magni-coated finish.

## Section Four-Sports Pitch Markings

4.1 The bidder shall allow in their price to cover the MUGA with the following pitch markings.

- 5 a side football
- Mini hockey
- Handball
- Cricket Creases for Casual Use
- Basketball
- Netball

## Section Five – Reinstatement

5.1 The Bidder should be aware they are responsible for the reinstatement of all areas which form part of this project; this includes the MUGA surrounds, compound area and any traffic, the current site conditions will be jointly inspected and agreed prior to the commencement of works.