

Cottenham Parish Council

Main Tender Document

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

To be submitted no later than 1st of November 2024.

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

Cottenham 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	12
3.3 Access and Compound	16
4. Timetable for Project	17
5. Scoring Criteria.....	18
5.1 Scoring Table.....	18
5.2 Scoring Matrix.....	19
6. Procurement Process	20
6.1 Type of Procedure.....	20

6.2 Site Meeting with Interested Parties.....	20
6.3 Questions and Clarification	21
6.4 Notice of Intent to Bid.....	21
6.5 Short Listing of preferred submissions	21
6.6 Consultation or Public Engagement	22
6.7 Revisions and Negotiation.....	22
6.8 Decision and Award of Contract.....	22
6.9 Supplier Notification	23
7. Procurement Contact.....	23
8. Supplier Checklist and Instructions	24
8.1 Checklist.....	24
8.2 Instructions	24

1. General Requirements

1.1 Overview

Cottenham Parish Council (The Employer) is seeking a suitably qualified company to design and construct a new **Multi Use Games Area (MUGA)** at Cottenham Recreation Ground. The recreation ground is a large open space which offers a variety of sports provision, used primarily by the Cricket Club, Cottenham United Football Club and general recreational use by the local community.

A Full Planning Application has been submitted, in late August 2024, to South Cambridgeshire District Council with initial indications by the local authority that there should be no foreseen issues or conditions on the application. However, if required the Council will seek support and information by the preferred contractor to address any relevant conditions that may form part of the permission.

The site was previously used as two *Grass Tennis Courts*, however, is no longer fit for that purpose and is not for any public use. The design will largely be dictated by the space available, and the mature trees that sit to the western side of the proposed facility, and sports pavilion and proposed cricket nets to the northwest.

The planned size of the MUGA will be **30.0 metres x 20.0 metres** of playing surface, with 3.0-metre-high meshed fencing. Additionally, a tarmac path will be designed into the northern side of the MUGA and connect to the existing temporary road, however design input should be offered by suppliers in the tender response.

Sports Lighting will not be part of the initial stage; however, suppliers should provide a quote for lighting to be installed at a later date with all the necessary requirements including ducting, power, feeder pillar and a push button control, with a hinged column system to simplify maintenance.

Contractors should undertake a site visit and review all aspects of the tender and planning documents to ultimately determine the final design and specifications.



The proposed site is located at:

Cottenham Recreation Ground, Cottenham, Cambridgeshire CB24 8TA

What3words: aged.interview.puzzles

1.2 Quotations

- The project is fully funded by Cottenham Parish Council.
- 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% of the total 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 are 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. The design should conform as much as practically possible in relation to the specifications, to **BS EN 15312**, specifically mitigating any entrapments and ensuring practical access for all users including wheelchairs.

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 duties required within the CDM Regulations 2015 and 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. 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 |
| ➤ All Works Insurance of no less than: | Contract Value |

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 for all relevant tasks
- A Traffic Management Plan (TMP) including a vehicle access and movement policy
- 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 objective for the planned Multi Use Games Area, is to encourage and support recreational sports and fitness activities in a space that is safe, accessible and with minimal operational management.

The site was used as two Tennis Courts (grass), and so there will be the need to remove all the existing fencing and spoil in preparation for the new facility. This includes considerable vegetation growth across the surface. The site is located next to the Sports Pavilion, and adjacent to a planned Cricket Practice Net system

The MUGA will be a tarmac playing surface, with 3.0-metre-high meshed fencing and will be primarily used for football, basketball, fitness and boot camps, and general sports use. It will include goal recesses, basketball backboards and hoops, and sports target panels.

As shown in the Google Map below, there is a requirement for:

- Benches (3) located on a new tarmac surface.
- Connecting pathway to the temporary road.
- Pedestrian and Maintenance gates.

The design must be **inclusive** and **accessible** in terms minimising any barriers to and through the site that is part of the scope, adequate and appropriate signposting and visual references, and ultimately ensuring that the facility can be used by as many people, regardless of age or ability, as much as practically possible.

Note: an allowance needs to be made for the Propane Gas Tank located on the east side during the Works. This may be relocated at a future date, however, assume that this will remain in situ and a risk assessment and method statement required to ensure there is no risk of damage or harm. There are bollards on 3 sides of the tank, however not the 4th facing the proposed MUGA.





Note: Sports Pavilion to the right which will require adequate access and space for MUGA and Football Recess. This area will have a new tarmac path where the turf is shown.



Note: Vegetation across site to be removed and disposed of along with all spoil.

Document is owned by Sports and Play Consulting® Limited.





Note: Propane Gas Tank will remain, including existing fencing and Gates surrounding the tank

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	Primary Sports: Football and Basketball (recreational use)
MUGA Perimeter	30.00 metres x 20.00 metres plus goal recesses.
Fencing	3.0 Metre Height, Twin Bar with <u>Rebound</u> 868 Panels.

		
Fencing Colour	RAL 6005 (Moss Green)	
Goal Recess and Basketball Hoop	A goal recess (White) is to be included at each end, with a minimum depth of 1.2 metre x 3 metre wide. Basketball Backboard and Hoop at each end to be designed into the goal recess ensuring compliance with BS EN 15312.	
Gates & Locks	<p>2 x Standard Pedestrian Lockable Gates, located at the east and west sides of the proposed MUGA (east side connecting to the new pathway).</p> <p>1 x Double Leaf Maintenance Lockable Gate (4.5 metres wide) on the east side.</p> <p>All gates should have drop bolts and associated steel fixings in the ground.</p> <p>Include a Borg Pin Entry lock for each pedestrian gate that is robust and suitable for outdoor use.</p> <p>A Steel plate should be designed into the gates to further secure any unauthorised access to the facility.</p>	
		
Target and Play Panels	<p>Include the following panels from Play Innovation (https://playinnovation.co.uk/) to be installed on the western side of the MUGA:</p> <p>Street Snooker</p> <p>Cricket Champ</p> <p>Tennis Superstar</p>	



Sign	A1 size steel sign affixed to MUGA Fencing. Artwork to be advised.
Primary Surfacing	Porous Tarmacadam playing surface and line markings for football and basketball.
Primary Sport and Line Markings	Football (White) – permanent markings.
Secondary Sport and Line Markings	Basketball (Yellow) – permanent markings.
Base Works	MOT Stone Type 3 – Minimum 300mm Aggregate. Porous Tarmac 40-50mm thick open textured. Geotextile Membrane. Note: <i>The subbase should be designed in accordance with any ground tests prior to work commencing in addition to supplier recommendations which will be dictated by a formal drainage strategy.</i>
Drainage	A drainage solution must be designed by an appropriately qualified person and supported with documentation and drawings to show proposed solution and to support the condition of the planning permission.
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 <i>Playing Area</i> to avoid any risk of injury) BS EN 1340
Bins	1 x Broxap Eco 120 litre Black Steel installed on a hardstanding near the main pedestrian access point of the proposed MUGA.

		
Pathway to MUGA	Minimum 1.2-metre-wide x 5.0 metre long of the same specifications as the MUGA surface and subbase.	
Seating / Spectator Area	3 x seats (Steel or Recycled Plastic) to be installed onto extended tarmac as shown on the Google Map (two on the north side and one on the east side). There will be a new tarmac pathway on the north side of the MUGA which will be approx. 1.2 metres x 30.0 metres long.	
		
Sports Lighting	None	
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	Welfare will be provided by the Council: access to the Pavilion &/or Village Hall (photos must be taken on the initial day of use and on completion, making the sure any damage or general cleanliness is at least the same condition prior to work commencing).	
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.	
Independent Inspection	1 x ROSPA or suitably qualified inspector to undertake a review of the completed facility.	
<i>Addendum (Optional outside of main brief and budget)</i>	<ul style="list-style-type: none"> • 4 x Steel Sheffield Cycle Hoops near proposed MUGA on hardstanding. • LED Sports Lighting system with 4 x hinged columns that will be powered by the sports pavilion adjacent to the site. Include costing for all ducting and feeder pillar system. 	

3.3 Access and Compound

Access to site:

A tarmac road runs from Lambs Lane via the Primary School, through the carpark onto the temporary road. The compound will be located near the site, with direct access to the Construction site, following the route (shown in Red on the google map). It is critical that a **traffic management plan** is created to allow for the Nursery and Primary School use, particularly during hours of high traffic: drop off and pick up times and agreed to by the Council prior to Works commencing.



Works compound:

The site will be fully secured with Heras fencing (Double Clipped) with controlled access for contractors and sub-contractors only for the duration of the build period.

Site compound

A separate materials and delivery compound will be established and fully secured with Heras fencing and be fully accessible for vehicle delivery via Lambs Lane and through the vehicle access gate to an agreed compound area.

Contractor parking

Contractor parking will be available if required at the western end of the public carpark, which will be agreed to with the Council prior to Works commencing.

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:	13 th of September 2024
Site meeting for interested contractors: (11am – 1pm)	9 th of October 2024 (TBC)
Notification of your intention to provide a response and deadline for questions relating to the tender:	18 th of October 2024
Tender Submission Due:	<u>16:00 Hours (4pm)</u> <u>1st November 2024</u>
Decision on Preferred Supplier:	November 2024
Commencement of Works (guide only pending supplier lead times and any planning conditions)	February 2025.

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 <i>Drawings</i> and <i>Quotation</i> relating to the specifications and design.	40%
5.1.2 Company Experience:	Provide an overview of the company's experience in design and building these types of facilities. This includes any information on average number of builds per annum, years' operating, and internal expertise such as civil engineering, drainage, and groundworks. Please also include: 1. Any accreditations or ISO certifications 2. Any industry memberships such as SAPCA	20%
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. 3. All other documentation that has been requested or deemed relevant to the submission.	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 that all 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	30%

	<p>Supplier A Cost is £125,000.00</p> <p>Supplier A Score is 24 (out of a possible 30 - 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>	
--	---	--

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, 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 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 on a specific date to give all suppliers the opportunity to meet with the Procurement Contact 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 Procurement Contact, 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 contact a confirmation of your intent to provide a submission, 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
- Reference and Credit 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 following the decision of a preferred contractor. 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.

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 Procurement Contact 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. Procurement Contact

The Employer has appointed a 3rd party 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. Detailed Quotation and Company Experience	PDF or Word Labelled - <i>SupplierName</i> Quotation
5. Design Drawings	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 procurement contact at: michael@sportsandplayconsulting.co.uk

Hard copies to be sent to:

Cottenham Parish Council
Village Hall, Lambs Lane,
Cottenham CB24 8TA.

Attention: Jo Brook

'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 (labelled as above).