



Billingshurst Parish Council

Main Tender Document

Provision to design and install a new Wheeled Sports Facility: Jubilee Fields Sports Ground

To be submitted no later than 3rd March 2023.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Billingshurst Parish Council

Procurement Contact

Sports and Play Consulting Limited

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1. General Requirements

1.1 Overview

Billingshurst Parish Council (The Employer) is seeking a suitably qualified company to design and install a new Wheeled Sports Facility at Jubilee Fields. The project centres around the replacement of the previous facility, which has been removed due to the ongoing maintenance challenges and had largely reached the end of life in terms of the state of the materials.

The Council has set aside a specific budget for the project and conducted some local user engagement to validate what is being requested in terms of design and materials.

The site address is: **off the A272, Billingshurst RH14 9GP.**



A previous tender process had been undertaken, however due to delays and procurement requirements from the Local Authority, a new process is required however the objectives and design requirements remain the same. A consultation will take place to score on the submitted designs, along with other criteria to evaluate the submissions in their entirety.



1.2 Budget and Costings

- The council has set aside a maximum budget of **£140,000.00 (Ex VAT)**. Submissions may utilise the allocated budget, however, not exceed it.
- 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. (Reg 72 Public Procurement Regulations 2015)
- 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.
- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.
- No payments or deposits will be made in advance of the *Works* to the selected Contractor under any circumstances.

1.3 Non-Consideration of a Tender Response

The council 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 council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer is not able to provide all the information required by the council 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 named consultant 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 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, surfacing, materials and associated works for a new **Wheeled Sports Facility** which should comply with the appropriate British or European Standards, mainly **BS EN 14974:2019**.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are 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 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 received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

2.3 Insurance

The **successful** contractor should be able to provide evidence 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**
- Contractors (All Works) Insurance of no less than: **Project 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 in advance of any construction the following:

- A Programme of Works with a 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 Wheeled Sports Facility.

Jubilee Fields is made up of a number of sports facilities and the site is accessible by two pathways which lead back to the main car park. The potential footprint is shown below which is approx. 30m x 25m (Blue outline), considering the football markings to the left, and the surrounding pathways and trees.



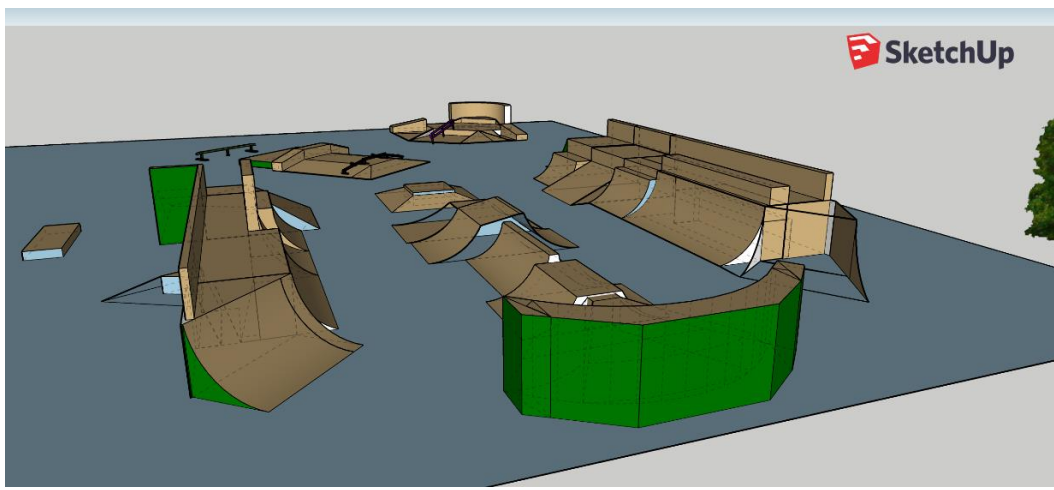
Blue outline showing proposed footprint. Phase two may extend to the southern side.

The previous facility, which was recently removed from site, had been used for over 10 years with considerable popularity. Due to the requirement to replace and potentially enlarge the area with a new facility, the Council is supporting the delivery to meet the needs of the local users.

The Council had engaged with local consultees who have put together a concept design (shown below) which should be used as a guide for any submissions, representing a cross section of users, with endless lines and more progressive.



Concept Design



Note: Suggested dimensions for the above concept can be emailed on request showing HxL (in feet) for each element using various views.

The main goals for the Council include:

- Create a facility that caters for a range of users and abilities.
- Ensure the facility is low maintenance in terms of vandalism and the longevity of materials.
- Consideration of drainage, and practicality of the site such as pathways and seating.
- Potential to increase the footprint in the future as part of a second phase.



Suppliers should consider an allowance for any existing slope on site (approx. 2 metre drop), drainage requirements and the surrounding features such as the pathways and sports pitches.

3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1, 5.1.2 and 5.1.3.

Item	Requirement
Suggested Elements	Mainly Ramps with some street elements: Quarter pipes/Extensions. Hips. Spine. Jump box. Vertical wall.



	Multiple pads, street section. Wall ride with pyramid style flatbank leading into it. Rails
Primary Users	BMX, Scooters, Skateboard
Primary Materials	Wood, Steel, Composite Material Tarmac base with suitable subbase and PCC edging.
BS EN	14974:2019
Drainage	Include any necessary drainage system and details of such a system to reduce excess water such as a soakaway for piped drain to the ditch on the south side.
Removals and Disposal	Any spoil can be removed and either used as bunding around the new facility using topsoil and seed (without it effecting the surrounding football pitch or pathways or using hazardous waste) or removed off site to a suitable waste depot.
Pathways	Design in connecting pathways from existing pathways on both sides of the facility. <i>Ensure they are accessible in terms of width and preferably tarmac surface with suitable edging and stone base</i>
Seating Area	None: however, two existing steel benches can be relocated onto a new hard standing around the new facility. (location to be confirmed)
Bins	None – however two existing barrels used for waste can be relocated.
Sports Sign	Yes: A2 sign on a steel post to be installed (artwork to be advised)
Heras Fencing	Yes: Double clipped heras fencing with construction signage to be erected from the start to the completion of the work.
RPII/ROSPA Inspection	Yes: Qualified Wheeled Sports Facility Inspector.
Re-Instatement	Yes: any damage to existing materials and turf must be re-instated to original condition.
Welfare Required	Yes: please include any fresh water and toilet facilities.



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:	16 th January 2023
Site meeting for interested contractors (30-minute slots):	1 st February 2023 (TBC)
Notification of your intention to provide a response and deadline for questions about the tender:	10th February 2023
Tender Submissions Due:	<u>3rd March 2023 at 16:00 hours.</u>
Decision on Preferred Supplier:	April 2023
Works to Begin (<i>Guide Only</i> subject to lead times and consultation stage):	September 2023

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 Consultation	A public consultation either online and/or with a focus group displaying the designs submitted and an appropriate scoring and feedback mechanism to determine the preferred design. <i>Any attempt to manipulate this process unlawfully or otherwise deemed as inappropriate will result in a disqualification of the supplier's tender.</i>	50%



5.1.2 Design Rationale:	Specifically scoring will be based on: <ol style="list-style-type: none">1. <i>Design Rationale</i> in terms of the layout and how you have utilised the space to cater for various users and abilities including the concept design.2. <i>Consideration of Phase 2</i> in terms of the Council potentially extending the footprint should funding become available and a strong need to undertake this stage.	10%
5.1.3 Experience, Warranties and Environmental Policy/Practice (Appendix 2):	Specifically scoring will be based on: <ol style="list-style-type: none">1. Detail the company experience you have in building these types of facilities, including staff experience, and reference sites.2. Materials and Warranties: the robustness of the materials against both arson and the natural elements and the relevant warranties.3. Please demonstrate that you environmental or sustainability credentials or policies in relation to either the materials used or business practice.	30% (10% each item)
5.1.4 Presentation and Quotation:	Suppliers are to provide: <ol style="list-style-type: none">1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2).2. 1 x CAD or scaled Google Map of the design in A2 size or similar.3. An itemised quotation.	10%



5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion (except the public consultation):

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
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.

In the event that 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*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with either the consultant or a member of the council to clarify any questions on the specific date detailed in Section 4. However, this is not mandatory, and suppliers should still 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 and one design will be accepted unless otherwise stated.

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 to the Council;



- Council visits to reference sites;
- 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 conduct a public consultation as part of the scoring criteria. 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 to ensure that it is fair and transparent.

6.7 Revisions and Negotiation

If required, the council 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.

6.7 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 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 the Procurement Contact 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 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.

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 Submission Checklist and Instructions

8.1 The Supplier Checklist

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>



3. <u>Response to 5.1.1, 5.1.2 and 5.1.3:</u>	PDF or Word Labelled – <i>SupplierName</i> 5.1.1 <i>SupplierName</i> 5.1.2 <i>SupplierName</i> 5.1.3
4. <u>Response to 5.1.4:</u>	PDF or JPG Labelled – <i>SupplierName</i> CAD <i>SupplierName</i> 3D <i>SupplierName</i> Quotation

8.2 Design and Tender Instructions

3D Design Regulations (Points deducted for failing to follow these):

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size with details showing all the measurements/dimensions
- Include any number references to specific items or elements in the design
- No Videos are to be provided

8.3 Submission 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:

Billingshurst Parish Council
Billingshurst Centre, Roman Way
Billingshurst RH14 9QW.

Attention: Greg Burt

'Tender – Billingshurst Parish Council Wheeled Sports 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).