**Invitation to Tender**

**Construction of**

**Barripper Village Hall Extension**

**Ref: BVH000124**



Barripper Village Hall, Botetoe Road, Barripper,

Camborne, Cornwall TR14 0RR

Version v 1.0 –30th March 2024

# 1. About Barripper Village Hall

Barripper Village Hall has redeveloped the main hall, kitchen, and toilets. This final stage of the project is to complete the main building works by adding to the existing works by constructing two small meeting rooms.

The Barripper Village Association was formed in the early 1990s to manage the playing field and to develop the Village Hall and the children's play area. The Village Hall is ideal for children's parties, meetings, and band rehearsals.

The new extension will create two small meeting rooms and they need to be multipurpose meeting spaces for organisations like the NHS for drop-in sessions and for changing rooms for the cricket club.

# 2. Background and Context

This tender is to provide the community provision that will comprise of: -

* Construction of two meeting rooms
* Rainwater Harvesting Tank for outside watering and machinery wash down
* All lighting will be LED lighting
* Pathways, access ramp and soft landscaping

As per the plan above (not to scale), the new extension is highlighted in red, Room 1 and Room 2 need to be constructed along with the corridor and access ramp. All the services for this (Mechanical and Electrical) need to link to the existing building.

As part of this project, the existing main hall interior walls will be insulated and decorated.

The purchase of this construction project is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender along with the Tendering Evaluation method in section 10.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

3.1 General Construction Overview

This is for the final phase of the redevelopment project at Barripper Village Hall.

The plan below shoes the extension that needs to be constructed as part of the final stage of the redevelopment.



3.2 Design Specifications

The design specification document is: - *Enclosure A – “Barripper Village Hall Extension Specification Final March 24 V1”*

3.2 Drawing set

The following drawings are to be used for this tendering document: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title**  | **Doc Ref.**  | **Rev.**  | **Date**  | **Enclosure**  |
| 2039\_BR.E001.01 - Existing Plans (A1) | Existing Plans  | - | 17/01//2022 | D |
| 2039\_BR.LCBL001.01 - Location Plan and Proposed Block Plan (A1) | Site Layout  | - | 170/01/22 | E |
| 2039\_BR.P001.01-A - Proposed Plans (A1) | Building Regulations Sheet | A | 17/01/22 | F |
| ACFULZ\_-\_CONDITIONAL\_APPROVAL-6124953 | Planning permission | - | 02/11/2022 | G |

3.3 **Schedule of Works/Bill of Materials**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title**  | **Doc Ref.**  | **Rev.**  | **Date**  | **Enclosure**  |
| Barripper Village Hall Delivery & Project Plan March 2024 V1 | Proposed Schedule of Works  | A  | 01/04/2024 | H |
|  |  |  |  |  |

**3.4 Pricing Document**

The pricing requested will be submitted on the Form of Tender Document, using the headings below.

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Prelims |  |
| Site Preparation |  |
| Contractor Cost Items (Management, Site accommodation, temporary services, hoarding, etc) |  |
| Substructure and Foundation Works  |  |
| Concrete Structure with external cladding and associated superstructure works to watertight stage |  |
| First Fix, Second Fix, & Decoration |  |
| Mechanical & Electrical |  |
| External Works  |  |
| External Drainage  |  |
| Soft landscaping and pathways  |  |
| Internal Insulation in old hall |  |
| Cost of consultancy fees |  |
| Building regulation fees |  |
| Overheads and Profit |  |
| **Total Contract Sum (Including VAT)** |  |

**3.5 Form of Tender**

The Form of Tender document is Enclosure B – Barripper Village Hall Form of Tender V1. This will be completed and submitted along with the covering letter.

**3.6 Shared Prosperity Fund Branding and Publicity Guidance** <https://ciosgoodgrowth.com/wp-content/uploads/2024/02/UK-SPF-_-Branding-and-Publicity-V12.pdf>

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Barripper Village Hall will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

4**. Budget**

The suggested budget available for this commission is £65,000 (Including VAT) but inclusive of all expenses.

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget.

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 20th December 2024. The timetable for submission of the Tender and completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | Monday 1st April 2024 |
| Site visits\* | Monday 15th April 2024, 9:00am – 10:30am |
| Last date for raising queries | Monday 11th April 2024 |
| Last date for clarifications to queries | Friday 19th April 2024  |
| Deadline to return ITT | Friday 3rd May 2024 – 5pm |
| Evaluation of ITT | Tuesday 7th May 2024  |
| Award of Contract  | Thursday 9th May 2024 |
| Target Date for commencement of works | Monday 27th May 2024 |
| STRICT - Construction Deadline | Friday 20th December 2024  |

\*Site Visits – The site is open and is currently being used by the community. Due to the open nature of the site, they can either be accompanied or not. Site visits can be arranged through South West Community Builds by emailing: - tenders@communitybuilds.co.uk.

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Barripper Village Hall during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than Five Hundred Thousand (£100,000),
5. Employers Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
7. To confirm that the contractor **will** take out site insurance to cover the building/materials for the duration of the construction, until full sign off/handover.
8. Conflict of interest statement
9. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.6 above)

6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.3 Project Method Statement. This should include:

 a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 2 pages of A4).

 b. Programme of work that demonstrates how you will meet the proposed timetable and key milestones.

 c. Details of any design proposals

6.4 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Barripper Village Hall.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Barripper Village Hall or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Barripper Village Hall to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to: tenders@communitybuilds.co.uk in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Barripper Village Hall to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Barripper Village Hall unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Previous examples | 20 |
|  |  |
| Ref 6.3 Project Method Statement | 20 |
|  |  |
| Ref 6.4 Budget | 60 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |
| --- |
| **Scoring Matrix for Award Criteria** |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Barripper Village Hall reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Barripper Village Hall is not bound to accept the lowest price or any tender. Barripper Village Hall will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Barripper Village Hall’s internal procedures and Barripper Village Hall being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the NEC4: Engineering and Construction Short Contract: June 2017.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: **Friday 3rd May 2024**

Latest time to be returned: **17:00**

Emailed tenders should be sent electronically to: -

tenders@communitybuilds.co.uk

with the following message clearly noted in the Subject box;

*‘Construction of Barripper Village Hall: Reference no. BVH000124’*

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit Barripper Village Hall to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Barripper Village Hall or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Barripper Village Hall and any other party (save for a formal award of contract made in writing by Barripper Village Hall or on behalf of Barripper Village Hall).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Barripper Village Hall or any information contained in Barripper Village Hall’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Barripper Village Hall for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Barripper Village Hall reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Barripper Village Hall liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

|  |  |  |
| --- | --- | --- |
| Enclosure | Document Title | Revision |
| A | Barripper Village Hall Specification Final March 24 V1 | V1 |
| B | Barripper Village Hall Form of Tender V1 | V1 |
| C | NEC4 Contract Amendments Z Clauses V1 | V1 |
| D | 2039\_BR.E001.01 - Existing Plans (A1) | - |
| E | 2039\_BR.LCBL001.01 - Location Plan and Proposed Block Plan (A1) | - |
| F | 2039\_BR.P001.01-A - Proposed Plans (A1) | A |
| G | ACFULZ\_-\_CONDITIONAL\_APPROVAL-6124953 | - |
| H | Barripper Village Hall Project & Delivery Plan March 2024 v1 |  |
| J | UK-SPF-\_-Branding-and-Publicity-V12.pdf | V12 |