A logo for a community hub

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**Invitation to Tender**

**Construction of St Minver Community Hub**

**Ref: StMCH0001**

Version v 1.0 – 10th January 2024

# 1. About St Minver Community Hub CIO

St Minver Community Hub CIO was developed to construct and run a much-needed Community Hub building in Trewint Playing Field, St. Minver to provide comprehensive facilities for a wide range of community activities for all ages. This will include accommodation for the Scouts, Guides and Football Club where activities and growth are presently severely limited by old, difficult to maintain premises with limited space and facilities and lacking disabled access.

The St Minver Community Hub CIO has already provided an interim Health Hub and an interim Skills Hub which will become permanent facilities in the new Community Hub Building.

The community Hub will provide skills, training, and community activities for the benefit of the people from the surrounding area. It will promote health and wellbeing through training, sports, and health provision.

# 2. Background and Context

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

* 2 community halls
* 1 meeting room
* A space for a community café
* 2 changing rooms (designed for football)
* Referee changing spaces
* Consulting room and dispensing office
* Plant Room
* Environmentally friendly using air/ground source heat pumps, solar PV, underfloor heating, HRV systems, LED lighting, and High levels of insulation.
* Demolition of the existing structures
* Triple garage for storage and public toilet
* Re-instating the car park area

The purchase of this system 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.

# 3. Tender requirements

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

3.1 Design Specifications

The design specification document is: - Enclosure A – “St Minver Community Hub Specification Final Jan 24 V1”

3.2 Drawing set

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Doc Ref.** | **Rev.** | **Date** | **Enclosure** |
| 2005-01 Rev J | Proposed floor plans and elevations | J | 10/01/2024 | D |
| 2005-02 Rev C | Site Layout | C | 06/07/2020 | E |
| 2005-03 Rev C | Location Plan | A | - | F |
| 2005-04 Rev A | Design & Access Statement | A | 06/07/2020 | G |
| 2005-05 Rev D | Storage Unit & Public WC | D | 10/01/2024 | H |
| Planning Permission | Planning permission | A | 05/05/2021 | I |
| Building Reg Drawings 2005-11 Rev C | Building Regulations Sheet | C | 06/01/2024 | J |
| Building Reg Drawings 2005-12 Rev A | Building Regulations Sheet | B | 18/09/2023 | k |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Doc Ref.** | **Rev.** | **Date** | **Enclosure** |
| St Minver Project Plan January 2024 V3 | Proposed Schedule of Works | A | 08/01/2024 | Q |
| Specialist Works & Assumptions | Specialist Works & Assumptions including estimated costs | A | 08/01/2024 | M |

**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 |  |
| Timber Frame with concrete block outer skin Construction and associated superstructure works to water tight stage |  |
| First Fix, Second Fix, & Decoration |  |
| Mechanical & Electrical |  |
| External Works including car park |  |
| External Drainage |  |
| External Services (BT Open reach, WPD and SWW) |  |
| Soft landscaping, pathways & car park |  |
| Demolition of existing buildings (2 timber & 1 concrete block) |  |
| Construction of Triple garage storage unit & public toilet |  |
| Cost of consultancy fees |  |
| Building regulation fees |  |
| Overheads and Profit |  |
| Specialist Works & Assumptions – see document |  |
| **Total Contract Sum (Excluding VAT)** |  |

**3.5 Form of Tender**

The Form of Tender document is Enclosure B – St Minver Community Hub 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/2023/06/UK-SPF-\_-Branding-and-Publicity-V7.pdf***](https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-_-Branding-and-Publicity-V7.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.*

St Minver Community Hub CIO will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

**3.7 Report.** The successful supplier will be required to submit a report to St Minver Community Hub CIO on how the construction has met some of the Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 (Enclosure O). South West Community Builds will provide support in the preparation of this report.

4**. Budget**

The total maximum budget available for this commission is £900,000 (exc 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 | Wednesday 10th January 2024 |
| Site visits\* | Monday 22nd January 2024 – 11am until 1:30pm |
| Last date for raising queries | Thursday 1st February 2024 |
| Last date for clarifications to queries | Friday 2nd February 2024 |
| Deadline to return ITT | Wednesday 14th February 2024 5pm |
| Evaluation of ITT | Friday 16th February 2024 |
| Award of Contract | Monday 19th February 2024 |
| Target Date for commencement of works | 4th March 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](mailto: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 St Minver Community Hub CIO 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 (£500,000),
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)
10. Confirmation the supplier will provide a report to St Minver Community Hub CIO on how the construction has met some of the Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 (Enclosure P)

6.2 Social Value.

a. Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cornwall and the Isles of Scilly Postcode

b. Plastic waste recycling rate on the contract (e.g. to reduce microplastics)

6.3 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.

6.4 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

d. How you are going to meet some of the Guide for Construction Projects With a Project Value Over £100,000 Sections 2-5 (Enclosure P)

6.5 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 St Minver Community Hub CIO.

**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 St Minver Community Hub CIO 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 St Minver Community Hub CIO 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](mailto:tenders@communitybuilds.co.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by St Minver Community Hub CIO 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 St Minver Community Hub CIO 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 Social Value | 10 |
| 1. Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs). Score is determined by local spend/total spend x the available marks |  |
| Ref 6.3 Previous examples | 15 |
|  |  |
| Ref 6.4 Project Method Statement | 25 |
|  |  |
| Ref 6.5 Budget | 50 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 50 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 = 50 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, St Minver Community Hub CIO 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.

St Minver Community Hub CIO is not bound to accept the lowest price or any tender. St Minver Community Hub CIO will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with St Minver Community Hub CIO’s internal procedures and St Minver Community Hub CIO 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: **Wednesday 14th February 2024**

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

Emailed tenders should be sent electronically to: -

[tenders@communitybuilds.co.uk](mailto:tenders@communitybuilds.co.uk)

with the following message clearly noted in the Subject box;

‘Construction of St Minver Community Hub & Storage Unit: Reference no. StMCH0001’

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

# 15. Disclaimer

The issue of this documentation does not commit St Minver Community Hub CIO 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 St Minver Community Hub CIO or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between St Minver Community Hub CIO and any other party (save for a formal award of contract made in writing by St Minver Community Hub CIO or on behalf of St Minver Community Hub CIO).

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 St Minver Community Hub CIO or any information contained in St Minver Community Hub CIO’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 St Minver Community Hub CIO for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

St Minver Community Hub CIO 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 St Minver Community Hub CIO liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

|  |  |  |
| --- | --- | --- |
| Enclosure | Document Title | Revision |
| A | St Minver Community Hub Specification Final Jan 24 V1 | V1 |
| B | St Minver Community Hub Form of Tender V1 | V1 |
| C | NEC4 Contract Amendments Z Clauses V1 | V1 |
| D | 2005-01 Rev J | J |
| E | 2005-02 Rev C | C |
| F | 2005-03 Rev C | C |
| G | 2005-04 Rev A | A |
| H | 2005-05 Rev D | D |
| I | Planning Permission | V1 |
| J | Building Reg Drawings 2005-11 Rev C | C |
| K | Building Reg Drawings 2005-12 Rev A | A |
| L | St Minver 3D Images of Building V1 | V1 |
| M | Specialist Works & Assumptions | V1 |
| N | SPF Construction Project Guidance for Contractors V3.1 | V3.1 |
| O | Deliberately left blank |  |
| P | UK-SPF-\_-Branding-and-Publicity-V7.pdf | V7 |
| Q | St Minver Project Plan January 2024 V3 | V3 |
| R | Partition Moving Wall SSO-Q17825 rev A | V1 |
| S | Partition Wall L20 545 St Minver Community Hub SLIDING STACKING PANEL PARTITIONS | V1 |
| T | Kitchen Estimate - K8 document Estimate-10769204 | V1 |
| U | Medical Hub & additional community hall sink & unit Estimate - K8 document Estimate-10772203 | V1 |
| V | St Minver Community Hub Kitchen 3D Visuals V1 | V1 |