



St John Fisher Catholic College

Main Tender Document

Provision for a new Multi Use Games Area (MUGA).

To be submitted no later than 4th February 2022.

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

07421 463099

michael@sportsandplayconsulting.co.uk



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RESPONSIBLE PARTIES

The Employer

St John Fisher Catholic College

Contracts Administrators

Michael Carter (Sports and Play Consulting Limited)

Vicky Bowers (St John Fisher Catholic College)

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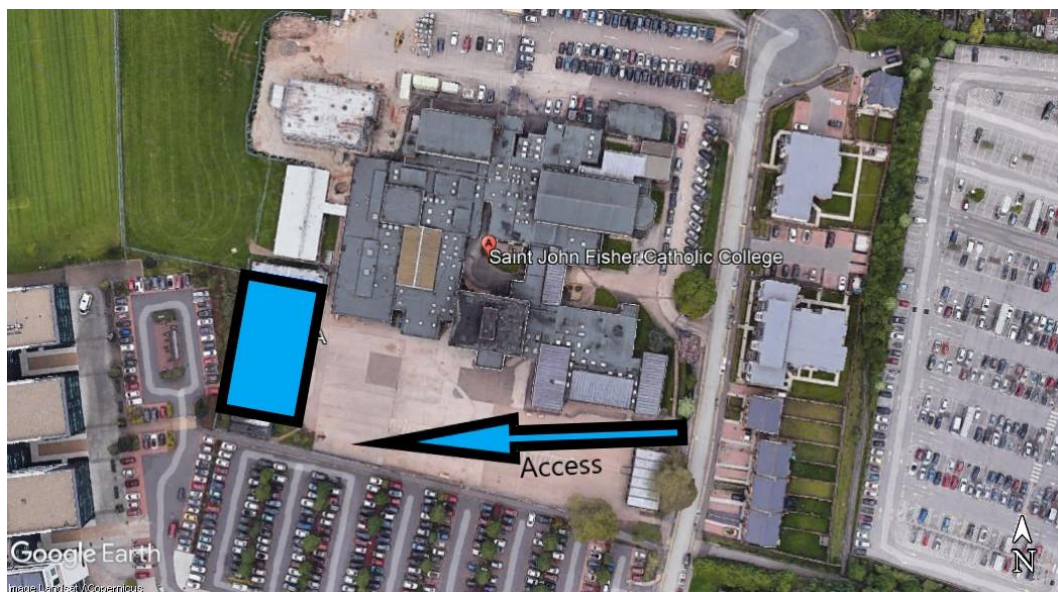


1. General Requirements

1.1 Overview

St John Fisher Catholic College (The Employer) is seeking a suitably qualified company to design and construct a new **Multi Use Games Area (MUGA)** within the school grounds as shown on the Google Map in **BLUE**.

St John Fisher Catholic College is located at: Ashfields New Road,
Newcastle under Lyme ST5 2SJ.



The location of the MUGA had previously been used to site portable classrooms which have since been removed. Currently the site is soil and turf on the edges with tarmac from the main outside space of the school pushing slightly into the area proposed for the MUGA (unclean edge located above the current soil levels). Two manholes are located in the vicinity which run services across the proposed facility (drawings will be provided if available).

There are no residential properties overlooking the site, access is good with a wide maintenance gate (photo below) off Ashfields New Road straight across the tarmac space to the work site, with no height restrictions or challenges. It is expected no Planning Permission will be



required however at the time of the Tender being released, a Pre-application has been submitted to the Local Authority. **Suppliers should allow for the cost of a Block Plan and Elevation Drawings should planning be required (this will only be requested from the preferred contractor if relevant)**



1.2 Budget and Costings

- The school has set aside a maximum budget of **£110,000.00 (Ex VAT)**. Submissions may utilise the full 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.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 180 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.



1.3 Non-Consideration of a Tender Response

The school 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 school may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer not able to provide all the information required by the school 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 individuals 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.

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.

If there is evidence that the work does not conform to the required standards and as a result the materials or workmanship is 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 an agreement by way of a Purchase Order with St John Fisher Catholic College. In addition, a binding contract (Appendix 3) with agreed terms and conditions will be provided 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, and communications 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 must 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**



2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (and named Consultant) 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 an expected 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
- Construction Phase Plan

3. Scope of Works

3.1 Objectives for Multi Use Games Area

St John Fisher Catholic College is a mixed high school of approx. 1100 students with limited access to sports facilities, and often will use the MUGA located at Newcastle College.

The proposal is to utilise an area of the school that was the location for portable classrooms, however, now remains unused and sectioned off. The objective is to build a good sized Multi Use Games Area that will allow a range of sports safely and practically, all year round.

Football and Netball will be the main sports played by the students however the facility should allow for other sports such as Basketball, Cricket (Panels) and general recreational use. Seating should be included on the outside of the MUGA, possibly on the North and Eastern sides.



The existing tarmac does extend into the space and needs to be cleanly cut and connected to the new surface area of a suitable level with appropriate stone and kerb edging to provide a high-quality finish.

The school colours are **Blue and Yellow** and where possible incorporated into the design, such as the Fencing.



South Facing Above



North Facing Above



3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications are ultimately up to the supplier to recommend with supporting evidence and professional guidance which should include referencing the:

SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Area (September 2021).

Item	Requirement
Dimensions	38m x 20m playing area plus goal recess at each end The total area available for the Works is approx. 40m x 22m.
Focus Age Group	High School Years 7-12 (11-17 years of age)
BS EN	Multi Use Games Area: 15312
Fencing	3.0 Metre Height, Twin Bar Rebound 868 Panels
Gates	1 x Chicane and 1 x Maintenance Double Leaf Gate.
Colour	Fencing: Blue Goals: Yellow or White. Goal dimensions must be an adequate size for type and age group and have escape routes (gaps) on the edges of both goals each with a fixed basketball board and hoop. If budget allows include 4 mini-goals (2 on each of the long sides of the MUGA).
Primary Surfacing	Multi Use Sports Surfacing either Needle Punched or Sand Dressed. BS EN 15330 – 1 BS EN 15330 – 2 (Provide Data Sheet, Accreditations such as FIH approved and Samples if possible)
Primary Sports and Line Markings	Football (White)
Secondary Sports and Line Markings	Netball (Yellow)
Panels	2 x Cricket 1 x Target Practice Affixed on fencing user tamper proof fixings with no protrusion of bolts.
Base Works	Type 3 MOT – 250mm Stone. Porous Tarmac 40-50mm tick open textured.
Shock Pad	Yes: to be installed over Tarmac layer.



Drainage	At contractor discretion should additional drainage be advised other than the stone base. Any drainage solution must be designed by an appropriately qualified person and supported with documentation and drawings to show proposed solution. The school had advised that there is currently no evidence of drainage issues or water pooling at the site.
Removals and Disposal	All Spoil and Packaging
Edging	PCC 150mm x 50mm BS EN 1340
Pathways and Access	Tarmac surfacing should connect to the Chicane and provide practical access behind the goal ends on both sides and under any seating utilising the 40m x 22m proposed space.
Seating	Allow for some spectator seating, preferably some <i>lean</i> benches or standard benches onto hard standing at the <i>North</i> end and possibly <i>Eastern side</i> of the MUGA. (6 benches) coloured in Blue Steel or Recycled Plastic.
Sports Lighting	None Required – however design should allow for future lighting such as ducting around the MUGA – specify within response.
Re-Instatement	Any damage to existing pathways, fencing or buildings must be repaired back to the original state.
Welfare Required	Yes – located within Heras Fencing during works.
Addendums: Please include the following as separate line item outside of the main total.	Yearly Maintenance Package: two site visits per annum to top up and regulate sand, herbicide and brush facility.

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:	Friday 3rd December 2021
Site meeting for interested contractors (11am – 12.30pm):	Thursday 13 th January 2022
Notification of your intention to provide a response and deadline for questions relating to the tender:	Friday 21 st January 2022.



Tender Submission Due:	<u>Friday 4th February 2022</u> <u>(15:00 hours)</u>
Decision on Preferred Supplier:	March 2022
Works to Begin:	July Summer Holidays 2022

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, Management and Experience: (Max 1 Page for each point)	Detail the specifications, approach to managing the installation and experience for designing and installing this type of facility. This should include: <ol style="list-style-type: none">1. Specifications for the surfacing, groundworks, fencing, drainage and all materials and components of the overall design in response to the requirements outlined in Section 3.2.2. How the company manages supply chains in relation to meeting time frames, quality control, health and safety and assess their performance and output. Please include any specific experience and requirements employees and sub-contractors need to meet who would be responsible for the construction works.3. Experience of the company designing and installing similar facilities, relevant accreditations and memberships (i.e.	50%



	SAPCA/Chas/Constructionline) and inclusion of Reference Sites (Appendix 2).	
5.1.2 Materials and Maintenance:	Provide detail on the maintenance involved and any applicable warranties: <ol style="list-style-type: none">1. Warranties and what these include or exclude (Appendix 2).2. Suggested maintenance required on all materials and surfacing, and options for the company to provide a maintenance contract to the school.	10%
5.1.3 Presentation and Quotation:	Suppliers are to provide: <ol style="list-style-type: none">1. 1 x 3D visual.2. 1 x CAD or scaled Google Map of the design.3. An itemised quotation with costs for each component being proposed within the design.	10%
5.1.4 Total Cost:	Scoring will be made according to the overall cost of the design, assuming the minimum specifications of the brief is met. Scoring on cost will be based on increments that are proportionate and fair to the submissions provided from highest to lowest cost as a percentage of the proposed budget. Example: proposals that are within the budget will score an automatic 5/10 then increase based on the increment of submissions. If the cost difference is deemed minimal (i.e. less than 1%) between suppliers, the scoring will be considered equal.	30%



5.2 Scoring Matrix

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 Economically Advantageous Tender.



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.

6.2 Site Meeting with Interested Parties

There will be a site meeting to give suppliers the opportunity to meet with the consultant and clarify any questions. However, this is not mandatory, and should suppliers wish to visit the school at an alternative date or time, they must advise the named consultant to inform and arrange with the school. Meetings will only be conducted during “non-break” times where possible. Contractors should have the appropriate CRB checks and identification available to the school should this be required.

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 will be accepted.

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 Contact Checks
- Reference Site Visits

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

6.6 Revisions and Negotiation

If required, the school 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.

6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

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 will be provided on request via email. 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 Checklist and Instructions

8.1 Checklist

Response	Format (Fill in supplier name with your company)
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. Response to 5.1.1 and 5.1.2	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. Quotation	PDF Labelled - <i>SupplierNameQuotation</i>
5. Design Drawings	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i>

8.2 Instructions

Both electronic and hard copies by the due date and time:

Email

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 delivered and marked as follows:

ST JOHN FISHER CATHOLIC COLLEGE
Ashfields New Rd, Newcastle-under-Lyme
Newcastle ST5 2SJ

Attention: Mrs Vicky Bowers

'Tender – St John Fisher Catholic College 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.