

Bozeat Parish Council

Main Tender Document

Provision to design and build a new Multi Use Games Area

To be submitted no later than Friday 18th October 2019.

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

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RESPONSIBLE PARTIES

The Employer

Bozeat Parish Council

Bozeat, Wellingborough, Northamptonshire.

Contracts Administrator/s

Brian Gibbins (Councillor – Bozeat Parish Council)

Michael Carter (Sports and Play Consulting Limited)

INFORMATION AND INSTRUCTIONS

1. General Requirements

1.1 Overview of Project

Bozeat Parish Council is seeking a suitably qualified company to design and build a new Multi Use Games Area (MUGA) to replace and upgrade the facility which is currently a Tennis Court.

The location of the site is Bozeat Playing Field, off Dychurch Lane, Bozeat NN29 7PE.



The Parish Council and Bozeat Playing Fields and Village Hall Association would like a new facility that caters for a wider range of sports and demographics. Having recently installed a new Outdoor Fitness facility and Table Tennis Table near the existing Tennis Court, this will be the next major project at the Playing Field to encourage fitness and activity for the local community.



1.2 Budget and Costings

- The council has a substantial amount to contribute towards the new MUGA, however does not have a fixed budget until the tender process is completed. The quotation from the preferred supplier will be used to make up any difference which may be from external funds or grants
- 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 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 is the responsibility of the suppliers that have been 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 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 or the supplier directly contacting any member of the council concerning the tender 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

The successful contractor will enter into an agreement by way of a Purchase Order with Bozeat Parish Council. In addition, a binding contract with agreed terms and conditions (Appendix 3) will be provided for both the council and preferred contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

Any conditions not specifically detailed in the contract will refer to the requirements within this tender document and supporting documents provided by the supplier. A reference noting this will be included in the agreement signed by both parties.

The work is for the design, supply and installation of appropriate groundworks, surfacing, sports fencing and associated works which should comply to any relevant regulations or guidance from Sports England. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

The successful contractor must provide evidence of:

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|--|-------------------|
| ➤ Public Liability Insurance of no less than: | £5 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**

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.

The selected contractor will commit to a weekly meeting on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over.

3. Design Brief

3.1 Overview

- Removal and disposal of all existing fencing, gate and waste material and spoil
- Installation of new 3.0-metre-high steel mesh GREEN powder coated fencing, suitable for a MUGA and a new gate that will be locked (key) when not in use
- Football Goals and Basketball Hoops/Backboards at both ends, considering the existing Table Tennis Table at the pavilion end of the facility
- Playing surface will be on the existing tarmac area, measuring approx. 33.0m x 16m
- Goals should NOT have any escape routes and be closed off
- Appropriate base works and a new tarmac layer to be used on the existing surface, with a new sports surface, ideally Polymeric (Anti Slip) to be used with line markings for:
 - Basketball
 - Five a side Football
 - Tennis
- New MUGA Sign with artwork to be advised. This must be an appropriate size and material that is robust (provide details).
- Advice and details for a suitable drainage system on the perimeter of the MUGA

- Suitable ducting to allow for connectivity to future Flood Lighting and back to an electrical box/mains which the council may consider as a separate project, and any advice and considerations for potential flood lighting

3.2 Surfacing

The council and consultant are open to advice on the types and different surfaces available based on the expected use, maintenance and other factors however a polymeric surface at the initial stages is preferred. Any proposed surfacing should meet the required regulations and **outline what maintenance is expected and ongoing costs.**

3.3 Post Installation Inspection

Please allow for a suitably qualified independent inspection following the completion of the project, and all noted defects need to be attended to and resolved before the open date and formally being signed off by either of the Contracts Administrator/s.

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	18 th September 2019
Site meeting for interested contractors (30-minute slots)	Friday 4th October 2019 Approx. 2pm – 4pm
Tender submissions due	Friday 18 th October 2019
Selection of preferred supplier and any revisions to design	November 2019
Work to commence	TBA

Note: Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build.

5. Scoring of Tender

5.1 Scoring Table

Criteria	Information	Percentage
Experience, Quality of Materials, Surfacing and Associated Works: (Refer Table 5.2)	Scoring will be made based on: <ul style="list-style-type: none"> • Information on the specifications provided to meet the brief • Reference sites the council can visit or discuss with the appropriate contacts • Compliant with relevant standards on the materials (EN or Guidance from Sports England) and works (CDM) • Suitability and experience of the supplier 	50%
Presentation and Information: (Refer Table 5.2)	Suppliers are encouraged to provide a 3D visual and a CAD of the design. Any supporting information specifically to answer requirements set out in the tender, or that is relevant to the scoring.	20%
Total Cost:	Scoring on price will be subject to comparing the overall design. materials and specifications and then weighted by the overall cost. That is: <ul style="list-style-type: none"> • A score out of 10 (then weighted accordingly) will be scored on the total cost by each submission, the lowest starting at 10. • Each response will be given a score based on the difference between the highest and lowest quotation as a percentage difference – ie £50k scores a 10, then £60k scores an 8 (20% difference) 	30%

5.2 Scoring Matrix (per 10%)

8-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources &
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		quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
6-8	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.
4-6	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.
2-4	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 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.

6.1 Site Meeting with Interested Parties

There will be site meeting (**Friday 4th Oct**) to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers and welcome to visit the site at their own convenience without penalty.

6.2 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, circulated to all bidders.

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.

6.3 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, will not be deemed “significant” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.

6.4 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. All parties who have submitted a formal tender response will be notified and where applicable a “Stand Still” period will begin from that date. An agreement will be made (Appendix 3) setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

7. Named Contact and Consultant for Project

Bozeat Parish Council has appointed a consultant for the tender process of the new MUGA. All contact should be with Sports and Play Consulting Limited.

Sports and Play Consulting Limited.

Michael Carter

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Michael@sportsandplayconsulting.co.uk

8. Submission and Checklist

The tender response should include:

- Completed copy of Appendix 1 and Appendix 2 (Mandatory)
- 1 x CAD as a PDF to be provided in A3 size or as close to this as possible (Mandatory)

- 1 x 3D Design visual as a PDF to be provided in A2 size or as close to this as possible (Not Mandatory)
- Itemised Quotation and supplementing information to be provided in A4 size (Mandatory)
- An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, by the due date and time (Mandatory)

Hard copies as follows to (including a completed copy of Appendix 1 and Appendix 2):

Bozeat Parish Council
C/- 65 Queen Street, Bozeat NN29 7LA
Attention: Clerk to the Council

*Please note - Tenders are to be returned in a plain envelope and tube marked only with:

'Tender – Bozeat MUGA and Ancillary Works' and sent to arrive

no later than Friday 18th October 2019.