



## **Invitation to Tender**

### Instructions to Tenderers

Aldenhams Parish Council

Phillimore Recreation Ground Café Build

4<sup>th</sup> December 2023

Dear Sir/Madam

**Invitation to Tender for:**  
**Aldenhams Parish Council (APC) – Phillimore Recreation Ground Café Build**

We are pleased to invite you to tender for the above contract on behalf of Aldenhams Parish Council. All relevant documents for this tender can be downloaded from the *WeTransfer* link provided by APC.

This contents list details all the documents to be reviewed:

ITT Instructions
Requirements for Contractors
Contract Documents
Company information questionnaire
Contractor Design Portion (CDP) Schedule
Project Programme
Pricing Schedule
Drawings & Specifications:
- Architectural
- Mechanical & Electrical
- Civils
- Structural
- Specifications (NBS)
- Specifications & Finishes (Project)
- Copies of Surveys
Design Risk Register
Pre-Construction Information

## PROJECT INTRODUCTION

Phillimore Recreation Ground has been in the ownership of Aldenhams Parish Council (APC) for over 125 years. It consists of a main field which is mainly grass, a wildflower meadow and two single goal posts. There is also a MUGA which has tennis court in it, as well as a football/basketball court. On one side is a large children's play area, with equipment for a variety of ages, a small copse called Fir Spring Wood and an allotment site which has approximately 100 plots.

The Council have a four-stage plan to improve Phillimore Rec which includes:

- Phase 1 – Provision of a Café to serve the area.
- Phase 2 – Improvements to the car park, entrance signage, installation of pathways to reduce conflicts between pedestrians and motorised vehicle users, and to make a more welcoming entranceway.
- Phase 3 – Making the Children's Play area more accessible in terms of equipment and access.
- Phase 4 – A pathway around the main field making it usable all the year round.

**This tender is for Phase 1 of the above plan – the build of the Café and all associated works as set out in the attached specification and drawings.**

APC have obtained planning permission for provision of the Café with a terrace.

The Architectural drawings package show the boundary of the site for works.

A Café operator has been engaged by APC during the design process and is working with the project team throughout the development and build of the Café. The Café Operator will attend all monthly progress meetings. The successful contractor will be expected to liaise with the Café operator during the build process and particularly to accommodate any kitchen fit-out/occupancy as the project nears completion.

## SITE REQUIREMENTS

The contractor should note the following:

- Site working hours will be between 0730hrs and 1730hrs Monday to Friday.
- Transport and Delivery restrictions will be in place during school set down and pick up times (0830hrs to 0930hrs and 1430hrs to 1530hrs).
- APC will allocate 6no parking spaces in the adjacent car park for use by the Contractor (who will be asked to provide suitable fencing to demark).

## VISITING THE SITE

The site is in a public park and you may visit to view at your convenience:  
Phillimore Recreation Ground, Gills Hill, Radlett WD7 8AL.

## TENDER RETURN INSTRUCTIONS

**Hard Copies (clearly marked Café Tender) to:**

**Peter Evans, Council Manager, Aldenhams Parish Council, First Floor Radlett Centre, 1 Aldenhams Avenue, Radlett, Hertfordshire WD7 8HL**

**Electronic Copies to:**

**Lockerdel Consulting, Project Managers: [rick@lockerdelconsulting.biz](mailto:rick@lockerdelconsulting.biz)**

For your tender return we request that you submit the following information:

- Confirmation of a fixed sum fee for the work proposed in accordance with the Pricing Schedule.
- Your detailed method statements to deliver the works to meet all the requirements set out in the tender documents issued by APC.
- Supporting evidence in all areas of your tender that the items you are submitting can be substantiated with 3no comparable and relevant case studies that demonstrate your suitability. Please include references.
- Completed 'Form of Tender' and 'Certificate of Bona Fide Tendering' (attached to this letter)
- A statement of compliance with our Terms and Conditions of Contract (JCT Standard Building Contract Without Quantities 2016).
- Proposed Contractor Team (including Sub-Contractors) with CVs and Contractor organogram.
- Fully completed Pricing Schedule, with explanatory notes where applicable.
- A Contractor Programme with sequencing. (The contractor is expected to start immediately from the first day of appointment due to the project's time constraints)
- An Access and Logistics Plan
- A draft Construction Phase Plan
- A draft Site Waste Management Plan
- Completed Company Questionnaire with requested documents
- A draft Risk Register
- Agreement to formal monthly progress meetings with written Contractor reports plus interim and site meetings to be mutually arranged.

---

***The closing date for the return of both postal and electronic tender submissions is 12 NOON on Friday 19<sup>th</sup> January 2024***

---

All correspondence relating specifically to this project and for any clarifications should be addressed to the Project Managers, Lockerdel Consulting Limited:

Attention of Rick Locker – [rick@lockerdelconsulting.biz](mailto:rick@lockerdelconsulting.biz)

## AWARD PROCESS

APC welcome and would prefer to work with contractors who have experience of working with local authorities and experience of building café environments.

Evaluation of tenders will be carried out by the professional project team and representatives of the APC, including delegated councillors. The evaluation and award process is designed to be demonstrably objective and transparent and based solely on the published award criteria. This will be achieved using a scoring system based on all the relevant weighted criteria. These are as follows:

Every Tender shall be subject to an initial assessment to determine compliance with the requirements of the documentation. Tenders that fail to provide the required information or comply with the mandatory requirements may be rejected, and Tenders where any of the requested information, templates or conditions have been altered may be rejected as non-compliant.

Following the initial assessment, those Tenders that have been assessed as compliant will be evaluated against the Award Criteria detailed below. APC reserves the right to reject any Tender that does not meet the minimum requirements regardless of the overall score. APC reserves the right to reject any tender with arithmetical errors or abnormally low tender sums or return it to the tenderer for rectification.

APC also reserves the right to clarify and where needed for parity purposes, normalise tendered costs.

Quality criteria shall be evaluated using the following mechanism:

Scoring Key		
No	Response	Match to specification
0	Absent response	No information provided, or information does not relate to the question; APC has no confidence in the Contractor's ability to deliver based on the response.
1	Very poor response	Information provided relates somewhat to the question but is too poor for consideration; APC has no confidence in the Contractor's ability to deliver based on the response.
2	Poor response	Information provided relates somewhat to the question but there is little evidence that the Contractor can meet the requirement; APC has little confidence in the Contractor's ability to deliver based on the response.
3	Significantly below average	Information provided relates somewhat to the question and contains evidence that the Contractor can partly meet the requirement; APC has little confidence in the Contractor's ability to deliver based on the response.
4	Below average response	Information provided relates somewhat to the criterion and contains evidence that the Contractor can partly meet the requirement; APC has some confidence in the Contractor's ability to deliver based on the response.
5	Average response	Information provided relates to the criterion and contains evidence that the Contractor can meet the minimum requirement; APC has some confidence in the Contractor's ability to deliver based on the response.
6	Above average response	Information provided relates to the criterion and contains evidence that the Contractor can meet the minimum requirement and

		exceed the minimum requirement in some areas; APC has confidence in the Contractor's ability to deliver based on the response.
7	Good response	Information provided relates to the criterion and contains evidence that the Contractor can meet the minimum requirement, exceed the minimum requirement in some areas that adds value; APC has good confidence in the Contractor's ability to deliver based on the response.
8	Very good response	Information provided relates to the criterion and contains evidence that the Contractor can meet the minimum requirement, exceed the minimum requirement in many areas that adds value; APC has great confidence in the Contractor's ability to deliver and add value based on the response.
9	Excellent response	Information provided relates to the criterion and contains evidence that the Contractor can meet the minimum requirement, exceed the minimum requirement in most areas that adds value; APC has significant confidence in the Contractor's ability to deliver above expectations and add value based on the response.
10	Outstanding response	Information provided relates to the criterion and contains evidence that the Contractor exceeds the minimum requirements in all areas and add significant value; APC has significant confidence in the Contractor's ability to deliver above expectations and to greatly add value based on the response.

The award of contract will be made to the top-scoring provider against the Award Criteria as this provider will be deemed to have submitted the most economically and qualitative advantageous tender. As noted below, the scoring will also include performance at interview.

Award Criteria	Sub-criteria	Sub-weighting
<b>Quality</b>	Case studies to demonstrate tender compliance	10%
	Methodology and programme	20%
	Sustainability & Social Values	7.5%
<b>Price</b>	Price and Resources	55%
	Interview	7.5%
<b>Total</b>		<b>100%</b>

Interviews will be held at the Radlett Centre during week commencing 29<sup>th</sup> January 2024. The interview panel will be confirmed in due course to the invited tenderers.

Please note that we expect a Senior Director, Project Manager, proposed Site Manager and an M&E subcontractor to attend the interview.

It is anticipated that a maximum of five (5) companies will be invited to interview.

## GUIDANCE ON COMPLETING YOUR TENDER

Please read the documentation thoroughly and then provide your response. Where there are charts, diagrams, images, or other data that are difficult to paste in please attach as an appendix with appropriately clear references so they are easy to review during the evaluation.

Where response templates have been provided, these have been designed to drive tenderers to provide more succinct and logical responses, and to allow evaluators to make a like-for-like comparison across the responses received. If you think the template doesn't allow you to adequately express your proposal, please contact us before you change them.

Please do not:

- Change any numbering or the order of questions.
- Amend the pricing schedule in any way, use phrases such as '*included above*'
- Include irrelevant images.
- Rely heavily on cross-referencing.
- Include general marketing material.

Please do:

- Answer the questions in order and refer to the relevant question number.
- In relation to the Pricing schedule do ensure that you have left no blanks.
- Submit the core written response documents in A4.
- Use a logical and sensible nomenclature for the documents that you submit, such that the documents when sorted by name in ascending alphabetical order are in the order that they should be read by the panel.
- Keep your proposal relevant to this project.

Please feel free to:

- Include a **one-page** cover letter introducing your tender.
- Use examples to support your proposal.
- Apply your own style, font, colour, etc.
- Include relevant pictures, charts, diagrams.

## CONDITIONS APPLYING TO THIS INVITATION TO TENDER

APC reserves the absolute right to:

- Cancel the project, the procurement, the selection and/or the evaluation process at any stage.
- Not undertake to accept the lowest or any tender and reserves the right to accept the whole or any part of any tender or services offered, unless the tenderer expressly stipulates otherwise.
- Require a Tenderer to clarify its response in writing and/or provide additional information.
- Amend the terms, conditions and/or requirements of the tender process including the ITT process.
- Re-visit the selection decision at any point if the information provided by a Tenderer materially changes or if there are any changes to the consortium members or significant sub-contractors. Tenderers must notify APC if at any point there are any changes to the information supplied.

All tenders must remain valid and open for acceptance by APC for 90 days from the tender submission date.

We regret that unless specified otherwise you will not be entitled to claim from APC or its agent any costs or expenses which you may incur in the preparation and submission of your tender, and any attendance for site visits and interviews during the tender process.

All information supplied by APC to you must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purposes of submitting the tender. All information supplied by you to APC will similarly be treated in confidence, save where disclosure is required by law.

All submissions, questions, clarifications and communications of any kind must be submitted/conducted in English and all pricing and other financial information shall be provided in £ pounds sterling.

**It is incumbent on tenderers to ensure that they have all the information required for the preparation of their tenders and that they satisfy themselves about the information and correct interpretation of terminology used in the tender documentation. Tenderers must also ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their tender is accepted. Tenderers shall have no claim whatsoever against APC in respect of the scope of the Requirements being different to that envisaged by the provider.**

Information provided on drawings shall take precedence over any description or measurement listed in the pricing schedule. It is incumbent on tenderers to check and measure quantities for all items on the pricing schedule to determine their costs.

This ITT and the associated procurement documents are believed to be correct at the time of issue, neither the APC, its advisors, nor any other awarding entities will accept any liability in any circumstances for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability howsoever arising in relation to any statement, opinion or conclusion contained in, or any omission from this ITT (including its associated sections) and in respect of any other written or oral communication transmitted (or otherwise made available) to any tenderer. No representations or warranties are made in relation to these statements, opinions or conclusions. This exclusion does not extend to any fraudulent misrepresentation made by, or on behalf of, APC.

If a Tenderer proposes to enter into an Agreement with APC, it must carry out its own due diligence enquiries and rely only:

- On its own enquiries and judgement in relation to this procurement, including the preparation of its tender; and
- On the Terms and Conditions attached to this ITT, subject to the limitations and restrictions specified in it.

All tenderers are recommended to seek their own financial and legal advice.

Following the award of contract, debriefing will be available to tenderers on request.

In submitting your tender, you confirm that you are willing to sign the contract electronically if requested.



## **Freedom of Information**

In submitting a response, the Tenderer acknowledges that APC is subject to the requirements of the Freedom of Information Act 2000.

APC undertakes to hold confidential, any information provided by you in your Tender subject to disclosure of the information specified for release to the public.

You are asked to consider if any of the information supplied by you in your tender should not be disclosed because of its sensitivity. If this is the case, you should, when providing the information, identify same and specify the reasons for its sensitivity. APC will consult with your nominated contact about sensitive information before making a decision on any Freedom of Information request received.

If you consider that none of the information supplied by you is sensitive, please make a statement to that effect and include this statement as an appendix to your Tender submission. Such information may be released in response to an FOI request.

Yours faithfully,

**Peter Evans**  
**Council Manager & Secretary King Georges Fields Radlett Trust**

Invitation To Tender for:

**Aldenhams Parish Council, Phillimore Recreation Ground Café Build**

**FORM OF TENDER**

Having examined the ITT and all its attachments we offer to carry out the whole of the Works as described in and in accordance with the documents referred to in this Tender for the sum of:

£ \_\_\_\_\_ (exclusive of VAT)

within [X] weeks from the Date of Possession.

Our fully priced document(s) and other documents required by the Invitation to Tender has been posted and emailed to APC. We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document(s) before acceptance of this offer, they shall be dealt with by way of a formal clarification document issued by APC or its agent and by mutual agreement.

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer incorporating all the terms and conditions referred to in this offer within 14 days of being requested to do so.

This tender remains open for acceptance for 90 days from the last date fixed for the submission of tenders.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_ (Name)

in the capacity of: \_\_\_\_\_ (Title)

duly authorised to sign this Form for and on behalf of:

\_\_\_\_\_ (Company Name)

Invitation To Tender for:

**Aldenhams Parish Council, Phillimore Recreation Ground Café Build**

**CERTIFICATE OF BONA FIDE TENDERING**

1. I declare that this is a bona fide Tender, intended to be competitive and that I have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person ('person' includes any persons any body or association, corporate or incorporate; and) except as disclosed on this Certificate under 7 below.
2. I declare that the Company is not aware of any connection with a member of the APC staff which could affect the outcome of the bidding process.
3. I declare that I have not done and I undertake that I will not do at any time any of the following:
  - a) communicate to any person, including the addressee calling for the Tender, the amount or approximate amount of the proposed Tender.
  - b) enter into any agreement or arrangement with any other person or body that he or it shall refrain from tendering or as to the amount of any Tender to be submitted.
  - c) enter into any agreement or arrangement with any other person or body that we will refrain from tendering on a future occasion.
  - d) offer or pay or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or causing to be done in relation to any other tender for the said work any act of the kind described above, or do anything which contravenes the provisions of the Bribery Act 2010 or any other applicable laws.
  - e) canvas or solicit APC staff.
4. I understand that any instances of illegal cartels or market sharing arrangements suspected by the APC will be referred to the Office of Fair Trading for investigation and may be subject to action under The Competition Act 1998 and The Enterprise Act 2002.
5. I understand that any misrepresentations may also be the subject of criminal investigation or used as a basis for civil action.
6. In this Certificate "agreement" or "arrangement" includes any transaction private or open, or collusion, formal or informal, and whether or not legally binding.
7. Disclosure:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_ (Name)

in the capacity of: \_\_\_\_\_ (Title)

duly authorised to sign this Form for and on behalf of:

\_\_\_\_\_ (Company Name)