

# Cottenham Parish Council

## Main Tender Document

***Provision to improve the existing  
Wheeled Sports Facility at:  
Cottenham Village Hall***

To be submitted no later than 2<sup>nd</sup> June 2023.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### The Employer

Cottenham Parish Council

### Procurement Contact

Sports and Play Consulting Limited

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## 1. General Requirements

### 1.1 Overview

Cottenham Parish Council (The Employer) is seeking a suitably qualified company to refurbish and enhance the existing Wheeled Sports Facility at Cottenham Village Hall. Due to the limited space around the existing site, in addition to a power cable, careful design and planning will be required before submitting your proposal.

The site address is: **Lambs Lane, Cottenham CB24 8TA.**



### 1.2 Budget and Costings

➤ 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. (Reg 72 Public Procurement Regulations 2015)

- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- The rectification period will be 12 Months from installation with a 5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.
- No payments or deposits will be made in advance of the *Works* to the selected Contractor under any circumstances.

### 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 are the responsibility of the suppliers that have 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 the tenderer 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 may result in disqualification. Anything other than *appropriate* contact made to the named consultant 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.

**Note: The Employer has the right to dismiss a tender that is either abnormally low or equally too high based on the perceived market value**

at the time of the procurement process unless the tenderer satisfactorily explains the aspects that appear to be significantly different from the wider market. Additionally, if the quotations are above the available Employers budget or prices of the preferred Contractor increase after the tender submission prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, materials and associated works for a new **Wheeled Sports Facility** which should comply with the appropriate British or European Standards, mainly **BS EN 14974:2019**.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are 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 a *Building Contract* (Appendix 3) with agreed terms and conditions 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 during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 Insurance

The **successful** contractor should 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 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 a **Construction Phase Plan** which will include the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- Access and Traffic Management Plan
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction



### 3. Scope of Works

#### 3.1 Objectives for Wheeled Sports Facility.

The original site was constructed in 2015 and has several concrete areas which are crumbling/spalling particularly on the joints and does have some drainage issues where the surfacing drops to ground level where there are also cracks between the surface and adjoining elements.

Additionally, a recently installed power cable runs from the sub-station next to the facility around the footprint as shown on drawings available, which must be considered with any design and construction.

As there is a playground and footpath next to the site, space is limited and will be a key aspect of any proposed design along with the power cable.

Ultimately the Council will be looking to address the current issues, while enhancing the area with some new elements based on local consultation feedback.








Note: a power cable runs around the facility from the sub-station onto the field and to the Village Hall – a drawing of the location can be provided on request. Any design must ensure that there is no damage, hazard or breach in terms of *method of works* (including easements) occurs. The cable is managed by UK Power Networks.

### 3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.2.

Item	Requirement
<b>Suggested Additions and Comments</b> <i>(Based on local user feedback)</i>	<p>"I think the old tarmac area could definitely be utilised. Would need resurfacing and possibly have ramps in a similar way either end (opposite ends maybe, so flat one end and curved the other) with a manual pad extension added to the grind box"</p> <p>"I like the idea of extending the halfpipe into a bowled end and possibly have a ramp (a spine) going into it too, so again it can be its own self-contained area that people can trick in and out of too".</p> <p>"There may need to be drainage adjustments for this as it's currently flooded and I'm not entirely sure where the soakaway is. Although it tends to flood because it is open ended, so all the mud and leaves block the drainage"</p>
<b>Refurbishment</b>	All concrete and steel on site that requires suitable repair to minimise any current risk, improve usability and ensure a robust solution for the long term.

	
<b>Primary Users</b>	Scooters, Skateboard
<b>Primary Materials</b>	Concrete & Steel
<b>BS EN</b>	14974:2019
<b>Drainage</b>	Yes: please consider appropriate drainage solutions by a suitably qualified person/s for either the existing or possibly future issues as a result of any changes to the design. The area shown below already suffers from poor drainage with a solution required as part of the quotation.

	
<b>Removals and Disposal</b>	All spoil and waste to be removed off site.
<b>Pathways</b>	None
<b>Seating Area</b>	None
<b>Bins</b>	None
<b>Sports Sign</b>	None
<b>Heras Fencing</b>	Yes: Double clipped heras fencing with construction signage to be erected from the start until the completion of the work.
<b>RP11/ROSPA Inspection</b>	Yes: Qualified Wheeled Sports Facility Inspector.
<b>Re-Instatement</b>	Yes: any damage to existing materials and turf must be re-instated to original condition.
<b>Welfare Required</b>	No: Welfare can be provided at the Village Hall

#### 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.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	April 12 <sup>th</sup> 2023
Site meeting for interested contractors (30-minute slots):	3 <sup>rd</sup> May 2023 (TBC)



Notification of your intention to provide a response and deadline for questions about the tender:	12 <sup>th</sup> May 2023
<b>Tender Submissions Due:</b>	<b><u>2<sup>nd</sup> June 2023</u></b>
Decision on Preferred Supplier:	July 2023
Works to Begin ( <i>Guide Only</i> subject to lead times and consultation stage):	Q4 2023

## 5. Scoring Criteria

### 5.1 Scoring Table

Criteria	Information	Percentage
<b>5.1.1 Consultation:</b>	A public consultation and/or internal review within a focus group of the designs submitted. An appropriate scoring and feedback mechanism to be determined. <i>Only submissions that are deemed to have provided adequate information with no missing or sub-standard detail or specifications will go through to the consultation stage.</i>	<b>30%</b>
<b>5.1.2 Technical and Design Rationale:</b>	Specifically scoring will be based on: 1. <i>Design Rationale</i> in terms of the layout and how you have utilised the space to cater for various users and abilities to meet the brief. 2. Detailing the technical specifications including (but not limited to) the: drainage, subbase, materials and any supporting information relating to the refurbishment and new elements.	<b>20%</b>

<p><b>5.1.3 Experience, Warranties and Environmental Policy/Practice:</b></p>	<p>Specifically scoring will be based on:</p> <ol style="list-style-type: none"> <li>1. Detail the company experience you have in refurbishing and building these types of facilities, including warranty information and reference sites (Appendix 2).</li> <li>2. Please demonstrate your environmental and sustainability credentials (such as ISO 14001) or policies in relation to either the materials used or general business practice.</li> </ol>	<p><b>20% (10% each)</b></p>
<p><b>5.1.4 Total Cost:</b></p>	<p>Scoring will be made according to the Total Cost of the design, using the quotation submitted by each supplier on the basis the minimum specifications have been met. Calculations on cost will be based on increments (0.5) that are proportionate and fair to the submissions provided from highest to the lowest cost as a percentage of the weighted amount. <i>Example:</i>  <b>Lowest Cost is £50,000.00</b>  <b>Supplier A Cost is £75,000.00</b>  <b>Supplier A Score is 20 (lowest cost divided by Supplier A Cost * 30)</b>                      If a tender is perceived to be significantly over the market value, and there are no alternative submissions for review or to score accordingly, the Employer has the right to dismiss the tender for further consideration or may re-tender.</p>	<p><b>30%</b></p>

## 5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.



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 Advantageous Tender.

In the event that the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, starting the process over. Alternatively, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

## 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

## 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with either the consultant or a member of the council to clarify any questions on the specific date detailed in Section 4. However, this is not mandatory, and suppliers should still visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

## 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 and one design will be accepted unless otherwise stated.

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 to the Council.
- Council visits to reference sites.
- Additional consultation within the Council or external parties.

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

## 6.6 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee or Group, &/or by a 3<sup>rd</sup> Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by the Procurement Contact named in this document.

## 6.7 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 by the Consultant will be provided on request via email, however if suppliers want additional detail on the selection, this will need to be requested of the Employer which will be at their discretion to provide. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 6.8 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, 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.

## 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](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled – <u>Appendix1</u>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <u>Appendix2</u>
3. <u>Response to 5.1.2 and 5.1.3:</u>	PDF or Word Labelled – <u>5.1.2</u> <u>5.1.3</u>
4. <u>Drawings and Quotation:</u>	PDF or JPG Labelled – <u>CAD (Scaled Drawing)</u> <u>3D Visual (Optional)</u> <u>Quotation (Itemised)</u>

### 8.2 Tender and Submission Instructions

***Do NOT include the following information for the initial tender response:***

- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

Both electronic and hard copies required by the due date and time.

**Email to be sent to:**

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

[michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

**Hard copies to be sent to:**

Cottenham Parish Council

Village Hall

Lambs Lane, Cottenham CB24 8TA.

Attention: Jo Brook

'Tender – Cottenham Parish Council Wheeled Sports 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 (labelled as above).**