



Berkeley Town Council

Main Tender Document

Provision for new Sports, Play and Fitness facilities, Canon Park Recreational Ground.

To be submitted no later than 10th November 2020.

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

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RESPONSIBLE PARTIES

The Employer

Berkeley Town Council
Salter Street
Berkeley GL13 9DB

Contracts Administrators

Michael Carter (Sports and Play Consulting Limited)
Justine Hopkins (Berkeley Town Council)

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1. General Requirements

1.1 Overview and Objective of Project

Berkeley Town Council (The Employer) is seeking a suitably qualified company or companies to design and redevelop the following facilities within Canon Park. Suppliers can choose one or multiple Lots to provide a submission, however scoring will be based on each response not on the collective submissions.

The tender will be made up of:

Lot 1: Multi Use Games Area

Lot 2: Outdoor Playground

Lot 3: Outdoor Fitness Facility

Canon Park is located on the corner of Station Road and Fieldview, Berkeley GL13 9AL.





1.2 Budget and Costings

- The council has set aside a maximum budget of **£181,228.00 (Ex VAT)** which is summarised in the table below. Submissions may utilise the full allocated budget for each Lot, however, not exceed it unless deemed necessary to fulfil the minimal brief.
- If however, following the receipt of tenders and a preferred contractor is awarded the project and changes are made to the final budget as variations or revisions, these will likely fall within the permissible range of less than a 50% increase or decrease for each Lot. (Reg 72 Public Procurement Regulations 2015)
- 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.
- Depending on the submissions, the council may decide to re-allocate portions of the total budget between the 3 Lots.

Project	Objective	Budget
Lot 1: MUGA	New Multi Use Games Area primarily for 5 a side football with floodlighting	£130,000.00
Lot 2: Playground	New steel playground primarily for 0-14-year-old children	£36,228.00
Lot 3: Outdoor Fitness	New outdoor fitness facility focused on agility and calisthenics	£15,000.00
TOTAL		£181,228.00

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 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 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, equipment and associated works relevant to each Lot which should comply to the appropriate British or European Standards.

If there is evidence that the work does not confirm 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/s will enter into an agreement by way of a Purchase Order with Berkeley Town Council. 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 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 a 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 (Lot 1 only)

3. Scope of Works

3.1 Objectives for each facility

Berkeley Town Council formed a committee working towards the development of new facilities at Canon Park to extend the benefits of playing sport, using a new and improved playground and encourage increased levels of fitness for all ages and abilities.

A public consultation was conducted in March 2020, both online and at the Town Hall, while also working closely with relevant groups such as local youth clubs, sports clubs, playgroups, and schools.

Ultimately there was a strong response and support for the facilities in which this tender has outlined, of which the details and vision for the council and community is provided in the sections below. The aim is to meet the objectives with the available funding as closely as practically possible.

3.1.1 Lot 1: Multi Use Games Area

Canon Park is used primarily by Berkeley Town Council Football Club and for recreational football use. However, due to surface conditions throughout the year in addition to drainage challenges, there is a requirement for an all year Multi Use Games Area, with artificial grass and floodlighting. **A stone drainage system was installed where the new MUGA will be located as shown in the 'drainage map' provided.**



The objective is to provide a facility that can be used for 5 a side football (Practice and 7/8 Year old competition), using FA guidance for the dimensions and if practical any Sports England recommendations (detail these in the response for 5.1.1).

Line markings will be required for Football, and a Basketball Hoop and Netball Post on the outside of the MUGA with a small tarmac pad for practice and suitable line markings.

LED Floodlighting will be used based on the time of day and season, along with any planning conditions, most likely set on a timer system.

The council may implement a roster system and lock the gates at a set time each evening.

A planning application will need to be submitted post tender, and the council would like to work with the preferred contractor and consultant in terms of any support with this process in terms of drawings and supporting evidence and may result in variations or location of the original specifications.

3.1.2 Lot 2: Playground

The current playground is out of date and not fit for purpose, with only 3 play items located on the far western side of the field.

The vision for the council and community is to relocate the play facility closer to the main building and access to the grounds, with a variety of equipment for both toddler and junior age groups.

Equipment will preferably be made of steel, on grass matting, however if budget allows an access path to and within the play area for improved accessibility and due to the current ground conditions the field can experience in wet months.



From the consultation and community feedback the main items that should be included are:

- Junior and Toddler Swings
- Basket Swing
- Climbing Multi Play unit for Juniors
- Spinning Bowl or similar
- Activity Trail (not wooden)
- Picnic Tables with games

As the area will be focused on 7-14 years, preference would be to include any dynamic items (not however a Zip Wire) and items that will be challenging enough to provide long term interest and re-use.

The 3 units in the existing play area (shown below) will need to be removed by the contractor and disposed of at a suitable waste facility.





3.1.3 Lot 3: Outdoor Fitness Facility

Following positive feedback from the consultation, in addition to some funding specifically for an outdoor gym, there is a need to create a formal fitness facility which will be located where the play items are currently situated.

The facility should cater for a wide range of ages and abilities however the consultation suggests this will be more likely to be used by younger/middle aged adults. Although a *Peddle Bike* and *Air walker* scored higher on the consultation, there is a desire for more of an agility and calisthenic type equipment including a *Multi-Use Frame*.

Equipment should be steel, with some elements catering for less able such as a wheelchair user with grass matting used as the surfacing.

3.3 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired outcome. Specifications are ultimately up to the supplier to recommend with supporting evidence (as outlined in 5.1.1 and 5.1.2)

Site	Lot 1	Lot 2	Lot 3
Dimensions	36.5m X 27.5m plus minimum 2.0m run off (to meet FA guidance on 5 a side)	Approx. outline shown on google map	Approx. outline shown on google map
Focus Age Group	All Ages	0-14 Years	14+ Years
Primary Surfacing	Supplier to provide advice: 3G Artificial Grass preferred. Shock Pads or other considerations can be included based on supplier advice and rationale	Grass Matting	Grass Matting



Primary Sports and Line Markings	5 A Side Football (white) 36.5m x 27.5m	N/A	N/A
Secondary Sports and Line Markings	Netball Post with 5 x 5m tarmac pad and markings outside MUGA Basketball Post/Backboard with 5 x 5m tarmac pad and markings outside MUGA		
Base Works	Minimum 150mm Stone Type 1	None	None
Macadam Base Course	Yes: 40mm	None	None
Drainage	Supplier to provide advice: please note a drainage system was installed in this area as per attached map: 650-750mm deep channels	None	None
Removals and Disposal	Any waste material to be removed. Spoil can be left on site in a suitable location determined by the council before works begin	3 Play items plus any waste material to be removed. Spoil can be left on site in a suitable location determined by the council before works begin	Any waste material to be removed. Spoil can be left on site in a suitable location determined by the council before works begin
Edging	PCC	None	None
Pathways	None (a suitable path may be installed by a separate contractor from the building to the MUGA or if budget allows within the scope of this Lot)	Option to include pathway from hardstanding to and within playground using a permeable surface and base.	None
Seating	None	2 x Steel Picnic Benches with games panel (on hardstanding) 3 x Steel Benches with backrests (on hardstanding)	None
Bins	None	2 x 120 Litre Steel on hardstanding	1 x 120 Litre Steel on hardstanding
Sign	1 x A2 Steel Sign affixed to fencing	1 x A2 Steel Sign affixed to a post	1 x A2 Steel Sign affixed to a post
Fencing / Height and Goals	3.0m High Powder Coated Green Meshed Rebound Fencing. White Goal Recess	None	None



	and moveable goals suitable for 5 a side competition (3.66m x 1.2m)		
Gates	Lockable Gate with code system	None	None
RPII Inspection	No	Yes	Yes
Floodlighting	Yes: Supplier to Advise Specifications. Timer based on when required pending season and planning conditions. Power survey required to check if existing building can support lighting or what is required.	None	None
Re-Instatement	Seed and Soil and any damaged property returned to the same or better condition than prior to commencement	Seed and Soil and any damaged property returned to the same or better condition than prior to commencement	Seed and Soil and any damaged property returned to the same or better condition than prior to commencement
Welfare Required	Yes	Yes	Yes
Cycle Racks / Shelter	None	5 Individual Cycle Racks robust steel fixed into hard standing	None
Planning Permission	Yes Required – Preferred Contractor should allow the costs of a Block Plan, Lighting Spill and any other drawings and requirements set out by the Local Authority or Sports England	Unlikely – TBC	No



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:	Wednesday 7th October 2020
Site meeting for interested contractors (30-minute slots – max 2 people from each supplier only):	Monday 19th October 2020
Notification your intention to provide a response and deadline for questions about the tender:	30th October 2020
Tender Submissions Due:	<u>Tuesday 10th</u> <u>November 2020</u>
Decision on Preferred Supplier/s:	December 2020

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 (Max 1000 words):	Detail the rationale and specifications of all aspects of the submission based on meeting the desired brief and relevant certifications (please be concise and table the specifications for easy reference). This may include: <ul style="list-style-type: none">➤ Specifications for the surfacing, groundworks, or equipment➤ Design rationale in terms of layout and functionality	40%



	<ul style="list-style-type: none">➤ Details not requested or outlined within the tender however pertinent for consideration➤ Any other aspects considered to be additional benefits or value to the council and/or community	
5.1.2 Materials and Maintenance (Max 500 words):	Provide a written report on the materials used, and information on the quality and expected longevity. Specifically scoring will be based on: <ul style="list-style-type: none">➤ Warranties and what these include or exclude (Appendix 2)➤ Maintenance required on all equipment and surfacing➤ Any other aspects relevant for consideration, such as protection against vandalism or minimising ongoing costs	20%
5.1.3 Project Management and Supply Chain Approach (Max 500 words):	Provide a report on how you will manage this project internally and with any supply chains to reduce risks while maintaining best quality. Specifically scoring will be based on: <ul style="list-style-type: none">➤ Company experience of similar projects and how you monitor and improve on the quality control of installations➤ How you manage supply chains such as manufacturers, installers, and any third-party contractors in terms of project management➤ Roles and Responsibilities and the company structure relevant to delivering the project, and experience and qualifications of those involved	10%



	<ul style="list-style-type: none"> ➤ Expected lead times to start and complete relevant Lot 	
5.1.4 Presentation and Information:	<p>Suppliers are to provide:</p> <ul style="list-style-type: none"> ➤ 1 x 3D visual (refer guidelines on design) ➤ 1 x CAD or scaled Google Map of the design ➤ An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation 	10%
5.1.5 Total Cost:	<p>Scoring will be made according to the overall cost of the design, assuming the minimum specifications of the brief are 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.</p>	20%

5.2 Scoring Matrix

9-10	Superior	<p>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.</p>
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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 for each Lot.



6.2 Site Meeting with Interested Parties

There will be a site meeting 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 are welcome to visit the site at their own convenience without penalty.

Should there be government restrictions or guidance in relation to COVID-19 and site visits are not possible these will be postponed or cancelled. A maximum of two representatives from each supplier should attend to minimise any risks from COVID-19 and to keep the process fair between suppliers.

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 for each Lot will be accepted.



If notification of your intent to provide a submission is not sent, or 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 for further review and analysis. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Checks
- Public Consultations or Engagement

Short Listing may only be used if in the unlikely event scoring used in the initial stage is equal (highest) for two or more suppliers to warrant further discussions.

6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.



6.7 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 “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 to any major degree.

6.8 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 of the outcome. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

6.9 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the justification and scoring of the submissions will be provided on request. 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 Submission Checklist and Instructions

8.1 The Supplier Checklist (1 for each Lot Submitted)

Response
1. Completed Copy of Appendix 1
2. Completed Copy of Appendix 2
3. 1 x CAD as a PDF to be provided in A2 size or as close to this as possible, 5.1.4
4. 1 x 3D Design visual to be provided in A2 size or as close to this as possible, 5.1.4
5. Itemised Quotation, 5.1.4
6. Response to 5.1.1, 5.1.2, 5.1.3
7. An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, in addition to hard copies to the Employer by the due date and time

8.2 Design and Tender Instructions

3D Design Regulations (Points deducted for failing to follow these):

- No children or adults shown in the visuals
- No background or photo shopping images
- Equipment must be to scale of their actual size
- Include reference items with a number and product name
- Do NOT duplicate equipment in the visual i.e. different views of one unit (details can be shown in main proposal or quotation)



- No Videos are to be provided

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

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

8.3 Delivery of Hard Copies

Hard copies to be delivered to:

Berkeley Town Council
Salter Street
Berkeley GL13 9DB
Attention: Justine Hopkins

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 marked only with:

'Tender – Canon Park Redevelopment Project'

and sent to arrive no later than:

13:00pm hours, 10th November 2020.

PLEASE NOTE - OFFICE HOURS ARE:

TUESDAY 9:00am to 13.00pm

WEDNESDAY 10:30am to 12:30pm

THURSDAY 14:00pm to 16:00pm