

Grayshott Parish Council

Redevelopment of Recreation Facilities At Grayshott Recreation Ground

Main Tender Document

Tender responses must be submitted no later than

17:00 Hours on 11th of July 2025

Late submissions will be disregarded

RESPONSIBLE PARTIES

The Employer:

Grayshott Parish Council

Procurement Contact:

Sports and Play Consulting Limited

This document is owned by Sports and Play Consulting Limited and is not to be shared, copied, nor may any of the format or content be copied or used for any purpose without the explicit consent of the owner.

TABLE OF CONTENTS

1. General Requirements	4
1.1 Project Overview	4
1.2 Quotations	4
1.3 Non-Consideration of a Tender Response	5
2. Contract Conditions	5
2.1 Works and Standards	5
2.2 Purchase Order and Contract Agreement	6
2.3 Insurance	6
2.4 Contractor Documentation (Post Award)	6
3. Project Timetable	7
4. Scoring Criteria	8
4.1 Scoring Table	8
4.2 Scoring Matrix	9
5. Procurement Process	10
5.1 Type of Procedure	10
5.2 Site Visit with Suppliers	10
5.3 Questions and Clarifications	11
5.4 Notice of Intent to Bid	11
5.5 Short Listing of preferred submissions	11
5.6 Consultation or Public Engagement	11
5.7 Revisions and Negotiation	12
5.8 Decision and Award of Contract	12
5.9 Supplier Notification	12
6. Named Contact for Project	13
7. Supplier Submission Checklist and Instructions	13
7.1 The Supplier Checklist	13
7.2 Design and Tender Instructions	14
7.3 Submission Instructions	14

APPENDICES

Appendix A:	Scope of Works and Specification
Appendix B:	Indicative Site Plans
Appendix C:	Draft Building Agreement
Appendix D:	Form of Tender & Company Information
Appendix E:	Warranty and Reference Information

DRAFT

1. General Requirements

1.1 Project Overview

Grayshott Parish Council wishes to upgrade and improve the public recreation spaces and sports areas within the site known as Grayshott Recreation Ground. The existing cricket facilities will remain and do not require any works as part of this contract.

The key project objective is to improve the sports opportunities and exercise facilities for young people, and the specific target audience of 11-16 year olds at this location, within the project budget. The existing skate park facility has come to the end of its life and it no longer useable. As part of this project it is to be removed and replaced with improved facilities that broaden the opportunities for young people to play sports and enjoy an active lifestyle, on a free to use and openly accessible basis.

Grayshott Parish Council is seeking suitably qualified and experienced contractor/s to design and deliver new multi-sports and exercise zones at this location, to include equipment, surfacing, fencing, pathways, ducting for future lighting and CCTV and associated landscape works as set out in the Scope of Works and Specification, appendix A.

1.2 Quotations

- The Employer has a fixed budget for the project as detailed in the Scope of Works & Specification document, Appendix A. Submissions should utilise the full allocated budget, however, not exceed it. There is no scoring advantage in under-utilising the budget.
- Following the receipt of tenders and a preferred contractor being awarded the contract, any changes that may be made to the final budget will be administered as variations or revisions and will fall within the permissible range (Regulation 72).
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing must remain valid for 90 days from the date of the tender response deadline. If the quotation by the preferred supplier fluctuates after this 90-day 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.
- Retention of 5% will be held for a period of 12 Months.

➤ Payment (30-day invoice terms) will be on satisfactory completion of Works unless otherwise agreed.

1.3 Non-Consideration of a Tender Response

The Employer 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 Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements. Additionally, disqualification may be a result of detrimental checks pertaining to the financial position of the supplier, quality of similar work or other related information that creates significant risk for the Employer.

Any offence or inappropriate actions by a supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than 'appropriate' contact made to the individual 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.

Note: If the quotations are above the Employers available budget or prices of the preferred Contractor increase after the tender submission and 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, equipment and associated works which should comply with the appropriate British or European Standards, mainly BS EN 15312 (outdoor sports), BS EN 16630 (outdoor fitness), BS EN 14974 (skate parks), BS EN 1177 (safety surfacing), BS EN 1176 (playground equipment), and BS EN 61386 (conduit systems).

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 to the contractor.

The contractor must follow the legal duties of the Construction Design and Management Regulation (CDM) 2015 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 Employer delegates responsibility for the formal CDM roles of Principal Designer and Principal Contractor to the appointed contractor as set out in the Building Agreement.

2.2 Purchase Order and Contract Agreement

The Employer intends to contract a single contractor who will take full responsibility for all works. However, this does not limit the contractor from sub-contracting some parts (but not substantially all) of the works.

The successful contractor will enter into a Building Contract (Appendix C) with agreed terms and conditions, for both the *Employer* and the *Contractor* to jointly authorise, and the agreement will not be final until both parties have signed this contract. Suppliers should review the Building Contract prior to making their tender submission to ensure an understanding of the terms and conditions are agreed upon, otherwise proposed adjustments should be stated in the tender return. Responses to Section 5 will be a commitment to deliver on the content, along with the final design and quotation.

2.3 Insurance

Post award, the **successful** contractor must 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 |
| ➤ All Works Insurance of no less than: | £200,000 |

2.4 Contractor Documentation (Post Award)

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. Prior to any site work commencing the contractor will provide a **Construction Phase Plan** which will include (but not limited to) the following:

- A Programme of Works with an expected commencement and completion dates (Gantt Chart format). This is also required as part of the tender submission, to be firmed up once project has been awarded.
- Compound, Storage, Heras Fencing and Welfare details and drawings showing proposed location
- A Risk Assessment and Method Statement
- A Traffic Management Plan (TMP) including a vehicle access and movement policy
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

3. Project Timetable

Action:	Action by	Date:
Tender Release Date:	Parish Council / S&PC	15 th May 2025
Confirm intent to bid	Contractor	Before 23 rd May 2025
Site Visits with Procurement Contact:	Supplier & S&PC	2 nd June 2025
Submission of questions/ queries	Contractor	Before 21 st June 2025
<u>Tender Submissions Due:</u>	Contractor	11 th July 2025
Decision on Preferred Supplier/s:	Parish Council	August 2025
Potential Community Engagement (and any subsequent revisions):	Parish Council	August 2025
Building Agreements Signed:	Parish Council / S&PC	Before 30 August 2025
Construction period:	Contractor	November 2025 – January 2026

4. Scoring Criteria

4.1 Scoring Table

Criteria	Information	Weighting
4.1.1 Project Design:	Specifically scoring will be based on the perceived and calculated play & sports outcomes (using an internal value assessment) and design of the facility including: 1. Primary Play / Sports Values and experiences for the focus age group detailed in the specifications. This should be as Inclusive(*) as possible for a range of abilities and as appropriate for the type of facility. <i>(refer to *Definitions, below)</i>	40%
	2. Design Layout in respect to positioning of equipment, surfacing, seating and overall Accessibility(*) as appropriate for the type of facility. <i>(refer to *Definitions, below)</i>	20%
4.1.2 Technical and Specifications:	Specifically scoring will be based on how well the tender meets the requirements and specification (set out in Appendix A) in relation to: 1. Materials and specifications used for equipment, sub-base, seating, surfacing and all associated works. 2. Any shortcomings or obvious omissions from the specifications or brief. 3. Compliance to the Building Contract (although there will no scoring made specifically for this, changes if requested must be reasonable and agreed to by the Council before any final decision is made on a preferred supplier). 4. Details of the warranties included for all items and associated works.	20%
4.1.3 Presentation. Quotation and Supporting Information:	Suppliers are to provide: 1. 1 x 3D visual in A1 or A2 size for the hard copy (refer guidelines on design in Section 7.2) and a digital file (.pdf) 2. 1 x CAD (1:200) or scaled Google Map of the design in A1 or A2 size for the hard copy. and a digital file (.pdf) <i>Include a reference number for each item with a table listing the name/detail of each item of</i>	

	<p><i>equipment and surfacing (including quantities and colours).</i></p> <p>3. An itemised and detailed quotation, ideally with a picture reference, with costs for each item including installation of that item. A separate cost for the total quantity of each type of surface and associated materials – such as edging, subbase etc. (Advise the manufacturer or supplier of each product if they are not from your own organisation, including ancillary items).</p> <p>4. A supporting document evidencing and summarising 4.1.1 (Project Design) and 4.1.2 (Technical Design) should be submitted including any omissions to the brief (allow up to 6 pages). Information such as materials, finish and dimensions are most helpful here along with features and functions of key elements proposed.</p>	<p>20% (5% for each)</p>
--	---	--

4.2 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	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

5. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Act 2023 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.

If the number of submissions is considered too low, and/or the mandatory requirements are not met, the Employer has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief 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 project objectives, even if only one submission was received.

5.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender* (below threshold). Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document and is considered a Works Contract.

5.2 Site Visit with Suppliers

There will be a site meeting held 2nd June 2025 to give all suppliers the opportunity to meet with the procurement contact in 30-minute individual slots to clarify any questions. This meeting is not mandatory; however, suppliers must visit the site at their own convenience without cost to the Council to ensure that all information required is gathered to ensure a robust response to the Specification and Scope of Works within a fixed price tender.

5.3 Questions and Clarifications

Please note that any responses to queries or clarification requests, subject to there being no confidentiality issue that cannot be resolved, will be circulated to all bidders.

Suppliers are forbidden to approach any person/s outside of the named contact **(Section 6)** within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

5.4 Notice of Intent to Bid

Suppliers should notify the named contact with confirmation of your intent to provide a bid submission. Any questions relating to the tender will need to be made in writing no later than one week prior to the tender submission deadline date. Only one submission and one design will be accepted from each tenderer.

If notification of your intent to provide a submission is not received, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and may result in that organisation submitting an incomplete response.

5.5 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 & Financial Checks
- Public Consultation
- Additional Consultation within the Council or Third Parties

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

5.6 Consultation or Public Engagement

The Employer reserves the right to engage in a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, 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. Public consultation will not be used as part of any process to select a preferred contractor.

5.7 Revisions and Negotiation

If required, the Employer 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.

5.8 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 and/or by a 3rd party such as the Procurement Contact or a consensus of all stakeholders.

5.9 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 based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

6. Named Contact for Project

The Employer has appointed a procurement contact 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

7. Supplier Submission Checklist and Instructions

7.1 The Supplier Checklist

Ensure you have submitted the following information for a full and compliant tender. If unsure of the format or detail, please request clarification with the procurement contact.

Response	Format
1. <u>Completed Copy of Appendix D:</u> Form of Tender & Company Details and contact information.	PDF or Word Labelled: <i>SupplierName-Appendix D</i>
2. <u>Completed Copy of Appendix E:</u> Warranty and project references	PDF or Word Labelled: <i>SupplierName-Appendix E</i>
3. <u>Copy of Environmental or Sustainable Policy:</u> Details of sustainability, recycling policies and any information on mitigating impact to the environment.	PDF or Word Labelled: <i>SupplierName-Environmental</i>
4. <u>Response to 4.1.3 (Points 1-4):</u>	PDF or JPG Labelled: <i>SupplierName-3D</i> <i>SupplierName-CAD</i> <i>SupplierName-Quotation</i> <i>SupplierName-SupportingDocument</i>
5. A proposed Programme of Works with an expected timescales for each stage of the project, specific dates do not need to be included (Gantt Chart format)	PDF or Excel Labelled: <i>SupplierName- Programme of Works</i>
6. Drawing/s to demonstrate the proposed location of Storage Compound, Heras Fencing, Welfare Facilities and Vehicle Access routes	If supplied as a separate document to the 2d CAD plan PDF or JPG Labelled: <i>SupplierName- Site Set-up</i>

(This information may be included on the 2d CAD plan)	
---	--

7.2 Design and Tender Instructions

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

- No children or adults shown in the visuals.
- Equipment must be to the scale of their actual size.
- Photos of the proposed equipment should be included around the border of the 3D visual or on a separate sheet, with various views of any proposed Multi Play Units to fully describe all specific components/features.
- Links to videos may be provided, such as YouTube, to show the features and use of equipment (links can be included in the quotation, however, do not provide a fly-through video of the design).

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

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

7.3 Submission Instructions

Both electronic and hard copies are required by the due date and time, with exceptions only given to hard copies arriving late for reasons outside of the suppliers control such as 3rd party delivery companies being at fault.

Only plan drawings and 3D visuals are required in hard copy, by post to the Parish Council offices. All other documentation should be electronic.

Email/Electronic submissions are to be sent:

Via email or electronic transfer for all the above responses should be sent to Michael Carter, at: michael@sportsandplayconsulting.co.uk

Downloadable document links (such as via WeTransfer or similar) are acceptable with an extended expiry date of no less than 30 Days.

Hard copies to be sent to:

Grayshott Parish Council
Grayshott Sports Pavilion
Beech Hangar Road
Grayshott
GU26 6LS

Attention: Serena Thompson
Re: Grayshott Recreation Ground: Redevelopment of recreation facilities

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).

***Definitions:**

1. **Inclusivity** (ref – 4.1.1): is the considered provision of opportunities for play that ensure all children, including those with diverse physical, cognitive and sensory abilities can join in and be included within the play. Broadly, it considers the play features such as design and positioning of equipment, surfacing, layout and flow within a playground.
2. **Accessibility** (ref – 4.1.1): concerns the quality of being able to find, reach, enter and navigate around the play area. Broadly it considers environmental factors such as travel routes, signposting, surfacing and visibility or understanding and ease of navigating and moving within the environment to access the play area and features within it.