



## **PEACEHAVEN TOWN COUNCIL**

**INVITATION TO TENDER FOR WORKS TO REFURBISH  
THE EXISTING COMMUNITY BUILDING KNOWN AS  
THE HUB, PIDDINGHOE AVENUE, PEACEHAVEN, EAST  
SUSSEX AND TO ENHANCE ITS ENERGY EFFICIENCY**

**DATE OF ISSUE - 19/05/2025**

## **1. PREAMBLE**

1.1 Peacehaven Town Council is the owner of The Hub at Piddinghoe Avenue, Peacehaven, East Sussex, BN10 8RJ which provides changing rooms for the adjacent sports fields and a community space for hire with the main hall able to accommodate approximately 50 people.

1.2 The building is single storey, with entrance foyer and corridor leading to the main hall, storage and toilet facilities. The changing rooms and referee's room are accessed via external doors. The overall floorspace is estimated at around 300m<sup>2</sup>.

1.3 The Town Council wishes to let a contract to refurbish its roof, upgrade its heating and hot water systems and install heat pumps and roof-mounted solar panels which provide complementary energy supplies to support the lighting, space and water heating facilities in the building.

1.4 It is intended that the works will produce a building which will support the ambition of the Town Council to move towards a zero-carbon Peacehaven.

1.5 Following the publication of a Planned Procurement Notice in March, a number of organisations have been invited to tender for works to refurbish The Hub and carry out improvements to its energy efficiency.

1.6 The evaluation of tenders submitted in response to this invitation will result in the award of a JCT Minor Works contract. A significant factor in the award of this contract will be the total price quoted, however, satisfactory demonstration of compliance with other instructions and specifications described in this document will also be a significant consideration. Proposals for Tender Evaluation and Award Procedure are outlined in Appendix A.

1.7 The Contractor should allow for any design or regulatory fees necessary to successfully complete this project, details of which should be included in the Contractors Proposals.

1.8 The Town Council has used the services of Paul Grinyer Associates Ltd for structural engineering advice during the development of this tender. The successful contractor may wish to consider their engagement for any future design work should this be necessary – this will be acceptable to the Town Council as it has the potential to secure cost savings as a result of their pre-existing knowledge of the project.

1.9 The Town Council is proposing to appoint an Employers Agent / Quantity Surveyor to act on its behalf throughout the works to advise on the standard of works and the assessment of claims for payment.

1.10 The contract will be awarded by Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex, BN10 8BB. The Town Council will have regard to procedures detailed in the Procurement Act 2023 and the Procurement Regulations 2024 of in the award of this contract.

## **2. GENERAL INSTRUCTIONS**

2.1 The information and instructions in this ITT should be considered in conjunction with the documents listed in the Schedule of Documentation at Appendix B. Tenders which do not show compliance with the instructions given will not be considered.

2.2 Organisations responding to this ITT with their Contractors Proposals are advised to ensure that they are fully familiar both with the nature and extent of the obligations contained in the documentation and the nature, conditions and layout of the site of the proposal. The submission of a Tender by organisations will be taken to constitute confirmation and acknowledgement that they are satisfied on these matters.

2.3 All information contained in this ITT and all associated documentation is to be treated as private and confidential, to be used only in connection with the procurement process for which it is issued. The same confidentiality will be afforded by the Town Council and its representatives in relation to tenders submitted.

### **3. CLARIFICATIONS**

3.1 Any queries arising from the content of this ITT and supporting documentation should be raised via email with the nominated contact identified in paragraph 7.1 prior to the submission of Tenders.

3.2 The nominated contact will endeavour to provide a written explanation or clarification of the matter, provided that the query is received by the nominated officer no later than 5 working days before the date for return of Tenders.

3.3 Any explanation or clarification shall not be construed to add to, modify, or take away from the meaning and intent of this document or the supporting documentation or the obligations and liabilities contained therein.

3.4 Any responses to queries received will be issued by email by the nominated contact and will be circulated to all those who have been invited to tender. Any response issued will not identify the organisation that has raised the query.

3.5 Should the Town Council may make minor amendments to the ITT or supporting documentation at any time prior to the tender closing date all parties will be informed by email as soon as these arise.

### **4. Tender Presentation**

4.1 All tenders should be submitted in English and priced in pounds Sterling. Tenders must be submitted for the execution of the whole of the works upon the terms set out in the tender documents. Tenders for the execution of a part only of the works will not be considered. Any alternative proposals, alterations, amendments, exclusions or qualifications to the Employers Requirements are to be clearly identified by the Contractor at the time of tender submission. All works are deemed to be included unless specifically identified as excluded.

4.2 Tenders should be itemised to reflect the costs associated with each of the main generic elements of the project and structured along the following lines: -

- Site set up and preliminaries
- Alterations to existing utility services
- Roof works
- PV roof panels installation
- Air / ground source heat pump(s) installation
- Interior works & fit-out of
- Making good to disturbed or damaged surfaces, fixtures, fittings and equipment

4.3 The Town Council has prepared a specification schedule (attached at Appendix C) outlining what it believes to be the main elements of the work. It is anticipated that priced tenders will follow this template unless contractors wish to present their proposals in an alternative but equivalent format which allows the Town Council to undertake effective and comparative evaluation of the priced components.

4.4 It is anticipated that the premises will be closed to existing user groups during the duration of the works and that the selected contractor will have full and free access to the premises. This arrangement will result in a loss of income to the Town Council and, as a consequence of this, it is important that the contractor's timescale for the carrying out of works is as efficient as possible.

4.5 Contractors should include within their submission their proposed timetable and programme of works to deliver the contract.

4.6 Contractors should also note the continuing access requirements of users of neighbouring facilities including Peacehaven Football Club, Peacehaven and Telscombe Bowls Club and the playing pitches on the Sports Park to the east of The Hub and ensure that these are maintained during the course of the works.

4.7 In the preparation of Tenders, Contractors should be mindful of the known issues and constraints defined on pages three and four of the Planned Procurement Notice available as part of the schedule of documentation listed in Appendix B.

4.8 In addition to any more specific obligations imposed by this ITT or within the terms of any subsequent contract, you must satisfy the Council of your ability to undertake the works in accordance with the contract and for the prices and amounts specified in your tender.

4.9 Tenders will be checked, and prices treated as correct. Any item specified for which no separately identified price or amount is submitted will be deemed to be included in other priced items. If any other error or discrepancy is identified the Council may: -

- (a) disqualify the tender if the error or discrepancy is deemed to warrant such treatment; or
- (b) give the tenderer concerned an opportunity to confirm his tender without amendment; or
- (c) permit the tenderer concerned to clarify and correct genuine errors and discrepancies provided that no other adjustments, revisions or qualifications will be permitted. Any such clarification and corrections shall be confirmed in writing.

4.10 Once any tender has been accepted and a contract entered into there will be no rectification of any errors in the prices and amounts quoted by the Contractor.

## **5. NO CONTRACT**

5.1 The town council, as the Tender awarding body, reserves the absolute discretion as to whether or not and how to proceed with this project. Receipt of this Invitation to Tender or the entering into any subsequent communication should not be deemed to provide any indication that a contract will be awarded to any organisation. Neither will the Council be held liable to pay any expense incurred by any organisation in preparing or submitting a Tender.

5.2 As part of the Tender issue, receipt and evaluation processes the town council will be mindful of obligations placed on all parties by the provisions of The Bribery Act 2010 and will address appropriately any perceived or actual actions felt to be in contravention of The Act.

## **6. INFORMATION TO BE SUBMITTED**

6.1 In addition to the Tendered Contractors Proposals submitted in compliance with section 4 above (Tender Presentation), submissions should include confirmation and evidence of the following: -

1. Appropriate insurance cover;
2. Confirmation of warranties given to Peacehaven Town Council;
3. Confirmation of the proposed timetable (with key milestones) for the carrying out and completion of the works;
4. Estimated time/cost profile for the project and whether the contractor has any expectations of initial payment in advance of the start of on-site works;
5. The extent of reliance on sub-contractors for any of the specified works and how the main contractor will ensure satisfactory and timely performance by any sub-contractors;
6. Contact details of recent clients who may be approached for reference prior to formal appointment; and
7. Details of the proposed project design and construction team together with their relevant experience.

(NB. It is anticipated that final 'as built' plans and specifications and all relevant operational manuals will be provided to the town council at the conclusion of works.)

## **7. NOMINATED CONTACT FOR FURTHER INFORMATION AND QUERIES**

7.1 Any queries or further information relating to this Notice should be submitted in writing to The Town Clerk or Parks Officer via email: [townclerk@peacehaventowncouncil.gov.uk](mailto:townclerk@peacehaventowncouncil.gov.uk) / [parksofficer@peacehaventowncouncil.gov.uk](mailto:parksofficer@peacehaventowncouncil.gov.uk). No queries will be accepted less than 5 working days before the closing date for responses to this Notice. All parties will be made aware of all queries received and responses provided.

## **8. SUBMISSION OF TENDERS - ANTICIPATED TENDERING TIMETABLE**

Issue of ITT documents	19 <sup>th</sup> May 2025
Closing date for receipt of tenders	12.00 mid-day, 13 <sup>th</sup> June 2025
Post Tender clarifications, short-listing and contractor interviews (where required)	w/c 16 <sup>th</sup> June 2025
Appointment of preferred contractor	Recommendation to be considered by meeting of the full Parish Council – 24 <sup>th</sup> June 2025. Notification to successful contractor on Friday 25 <sup>th</sup> June 2025.

(This timetable may be subject to change depending on responses received)

8.1 One copy of all Tender documentation should be submitted via email to the nominated email - [thehub@peacehaventowncouncil.gov.uk](mailto:thehub@peacehaventowncouncil.gov.uk) - clearly headed TENDER: PEACEHAVEN HUB, to be received before 12:00hrs on Friday 13<sup>th</sup> June. All documents requiring a signature must be signed

by a duly authorised person. For the avoidance of doubt, tender packages will be accessed by the Town Clerk in the presence of at least one councillor after the deadline for submission of tenders has passed.

8.2 The Council does not bind itself to accept the lowest or any submission and reserves the right to accept or reject any tender. The Council accepts no responsibility for any loss or expense which may be incurred in the preparation and submission of any tender.

8.3 Receipts will be issued to each tendering organisation for the tenders submitted.

8.4 Late tenders will not be considered.

**Deadline for submission of Tenders – mid-day, 13<sup>th</sup> June 2025**

## **APPENDIX A: TENDER EVALUATION CRITERIA AND METHODOLOGY**

### **INTRODUCTION**

In the interests of transparency and fair competition this Appendix sets out how the evaluation of the Tender will be carried out. Tenders will be evaluated against financial and non-financial criteria, which will be weighted 50%:50% respectively.

A points-based scoring system will be adopted, with 1000 points available across all criteria: 500 points for the financial criterion and 500 points for the non-financial criteria.

### **THE FINANCIAL CRITERION (50%) – MAXIMUM TOTAL POINTS 500**

The Financial Criterion is the completion of the ITT Priced Specification (Employer's Requirements)

The Town Council will seek clarification, if necessary, on any of the information provided within the ITT Priced Specification. If after such clarification, the Town Council is not satisfied that the Contractor is able to deliver works to the required standards, the Client reserves the right to reject the tender.

Each tender will be awarded points based on its relationship with the cost of the lowest tender. The tender with the lowest total cost will be awarded 50 percentage points i.e. 50% of the overall marks available. Each of the remaining tenders will be awarded percentage points on a pro rata basis.

### **THE NON-FINANCIAL CRITERIA (50%) – MAXIMUM TOTAL POINTS 500**

There are 6 non-financial criteria contributing to the Non-financial evaluation (50% of the overall evaluation, maximum total points 500). In order to ensure that the relative importance of each of the non-financial criteria is correctly reflected in the overall evaluation, the non-financial criteria have been weighted as shown by the relative maximum scores achievable in respect of each criterion in Table 1 below.

Table 1: Non-financial Criteria and weightings

<b>No</b>	<b>Criterion</b>	<b>Relative weighting - %</b>	<b>Maximum Points available</b>
NfC1	Demonstration of experience & understanding of client brief	17.5	175
NfC2	Programme & phasing of proposals / Methodology of works during on-site stage	17.5	175
NfC3	Capacity to comply with contract and with proposed timetables including demonstration of the strength of sub-contractor relationships	5	50
NfC4	Proposals for site set-up & management / recognition of access easements	5	50
NfC5	Risks, health & safety impacts & mitigations	2.5	25
NfC6	Handover and aftercare	2.5	25
	<b>Total</b>	<b>50</b>	<b>500</b>

### **SCORING METHODOLOGY**

Each Non-financial Criterion will be scored out of a maximum possible score of 10. The scoring system will be based on the general principles and descriptions shown in Table 2 below.

Tenderers should note that if a tender fails to achieve a score of 5 or above in respect of any of the Non-financial Criteria, the Town Council will give careful consideration to the nature and content of the Tenderer's response and the reasons for any shortfall and may allow the Tender to proceed further or may reject the Tender.

Table 2: Score range

Score	Assessed standard – consideration given to:
10 (Exceptionally High Standard)	<b>No Risk</b> <ul style="list-style-type: none"> <li>• response supported by comprehensive evidence, which provides the Assessment Panel complete confidence that the Bidder's response will support the delivery of a successful solution;</li> <li>• positive impact on timetable;</li> <li>• no compromise expected to be required or detriment to the Client with no concerns</li> </ul>
8 (High Standard)	<b>Low Risk</b> <ul style="list-style-type: none"> <li>• response supported by a high standard of evidence in most areas, which provides the Assessment Panel with a high degree of confidence that the Bidder's response will support the delivery of a solution which is acceptable to the Client;</li> <li>• no impact on timetable likely;</li> <li>• or negligible compromise required or detriment to the Client with few concerns</li> </ul>
5 (Good Standard)	<b>Medium Risk</b> <ul style="list-style-type: none"> <li>• response supported by a good standard of evidence in a large number of areas, which provides the Assessment Panel with a satisfactory degree of confidence that the Bidder's response will support the delivery of a solution which is acceptable to the Client;</li> <li>• timetable requiring adjustment, but key dates can still be achieved;</li> <li>• limited compromise required or proposal posing detriment to the Client with minor concerns</li> </ul>
2 (Weak Standard)	<b>High Risk</b> <ul style="list-style-type: none"> <li>• several areas are not supported by a good standard of evidence, which provides the Assessment Panel with a low degree of confidence that the Bidder's response will support the delivery of a solution which is acceptable to the Client;</li> <li>• timetable in jeopardy;</li> <li>• compromise required posing detriment to the Client with concerns</li> </ul>
0 (Unacceptable Standard)	<b>Unacceptable Risk</b> <ul style="list-style-type: none"> <li>• no response or no evidence provided to support important elements of the Bidder's proposals, which provides the Assessment Panel with no confidence that the Bidder's response will deliver the Contract;</li> <li>• unacceptable amendments / risk;</li> <li>• non-compliant Bid</li> </ul>

#### Final Total Scores

The evaluation team will aggregate the final total weighted scores for the Financial Criterion and the Non-financial Criteria to arrive at the most advantageous tender.

The evaluation panel will be referring to information previously submitted at the PPN stage in the final evaluation and award of this contract. Tenderers should update any previously submitted documentation if this is felt by them to be necessary or appropriate.



## **APPENDIX B - Schedule of Documentation**

<b>1. EXISTING LAYOUT PLAN</b>
<b>2. ASBESTOS SURVEY</b>
<b>3. PROPERTY CONDITION REPORT</b>
<b>4. PEACEHAVEN HUB – DESIGN REPORT</b>
<b>5. UTILITIES PLAN</b>
<b>6. STRUCTURAL FEASIBILITY REPORT</b>
<b>7. PRICING SPECIFICATION (Appendix C attached)</b>
<b>8. PLANNED PROCUREMENT NOTICE (Issued on 12.03.2025)</b>

Documentation available at – <https://www.peacehaventowncouncil.gov.uk/hub/>

### **APPENDIX C**

ITEM			
<b>1.0</b>	<b>SITE SET-UP &amp; PRELIMINARIES</b>	To Include -	
		Site security & protection	
		Staff management	
		Storage of materials	
		Securing all permissions & approvals	
		Scaffolding	
		Waste management & site clearance	
		Safety, health & welfare	
		All necessary tools & plant	
		Any professional fees	
		Other contractor requirements (please insert)	
<b>2.0</b>	<b>ALTERATIONS TO EXISTING UTILITY SERVICES</b>	To Include -	
		Locate & cap off existing gas service	
		Remove gas meter cabinet & make good	
		Strip out & remove existing gas heaters/boilers, water storage tanks & redundant pipework & flues	
		Make good to any disturbed ceiling, wall and floor finishes (to match surrounding)	
		Upgrade existing electricity supply with new network TP&N connection suitable for proposed PV solar panels and GS or AS heat pump installations and for retained services	
		Supply and fit all essential cabinets and distribution / control panels	

		Alterations to accommodate existing fire alarm, security, broadband and CCTV systems	
		Make good to any disturbed external surfaces and finishes (to match surrounding)	
		Testing, commissioning & certification of new services	
		Other contractor requirements (please insert)	
<b>3.0</b>	<b>ROOF WORKS</b>	To Include -	
		Strip off and remove all existing pitched roof sheeting	
		Make good or renew eaves, soffits and rainwater goods	
		Supply and fit new profiled sheet roof covering over existing lattice beams (confirm structural stability)	
		Supply and fit appropriate insulation to underside of roof sheets incorporating all necessary moisture and vapour barriers	
		Supply and fit 2 No. double-glazed rooflights in new roof above existing entrance corridor	
		Ensure underside of roof covering has fair-faced finish	
		Renew existing translucent sheeting over south-facing veranda	
		Renew covering to existing flat roof over entrance lobby and make good at all wall junctions and upstand flashings.	
		Other contractor requirements (please insert)	

<b>4.0</b>	<b>PV ROOF PANELS &amp; INSTALLATION</b>	To Include -	
		Design and install PV solar array to south-facing roof elevation to provide maximum feasible output for the building	
		Other contractor requirements (please insert)	
<b>5.0</b>	<b>AIR / GROUND SOURCE HEAT PUMP(S) INSTALLATION</b>	To Include -	
		Design & install air or ground source heat pump(s) of sufficient capacity to support heating and hot water needs of the building (price for either option)	
		Other contractor requirements (please insert)	
<b>6.0</b>	<b>INTERNALS</b>	To Include -	
		Replace all lighting with LED lights with PIR controls	
		Check integrity and operation of all existing power sockets and renew as necessary	
		Check integrity and operation of all heating pipework and renew / insulate as necessary	
		Check capacity and output of all radiators and replace / upgrade as necessary incorporating thermostatic controls	
		Check integrity and operation of all air extraction / ventilation units and renew as necessary	
		Supply and fit point-of-use electric water heaters of sufficient capacity to all	

		showers, sinks and wash basins	
		Ensure all pipework, ducting and cabling is installed and left in a tidy and sound condition	
		Testing, commissioning & certification of new services	
		Other contractor requirements (please insert)	
<b>7.0</b>	<b>MAKING GOOD TO ALL DISTURBED OR DAMAGED SURFACES, FIXTURES, FITTINGS &amp; EQUIPMENT</b>	To include -	
		Make good to any disturbed or damaged finishes, fixtures, fittings and electronic systems (internal and external)	