



# Invitation to Tender

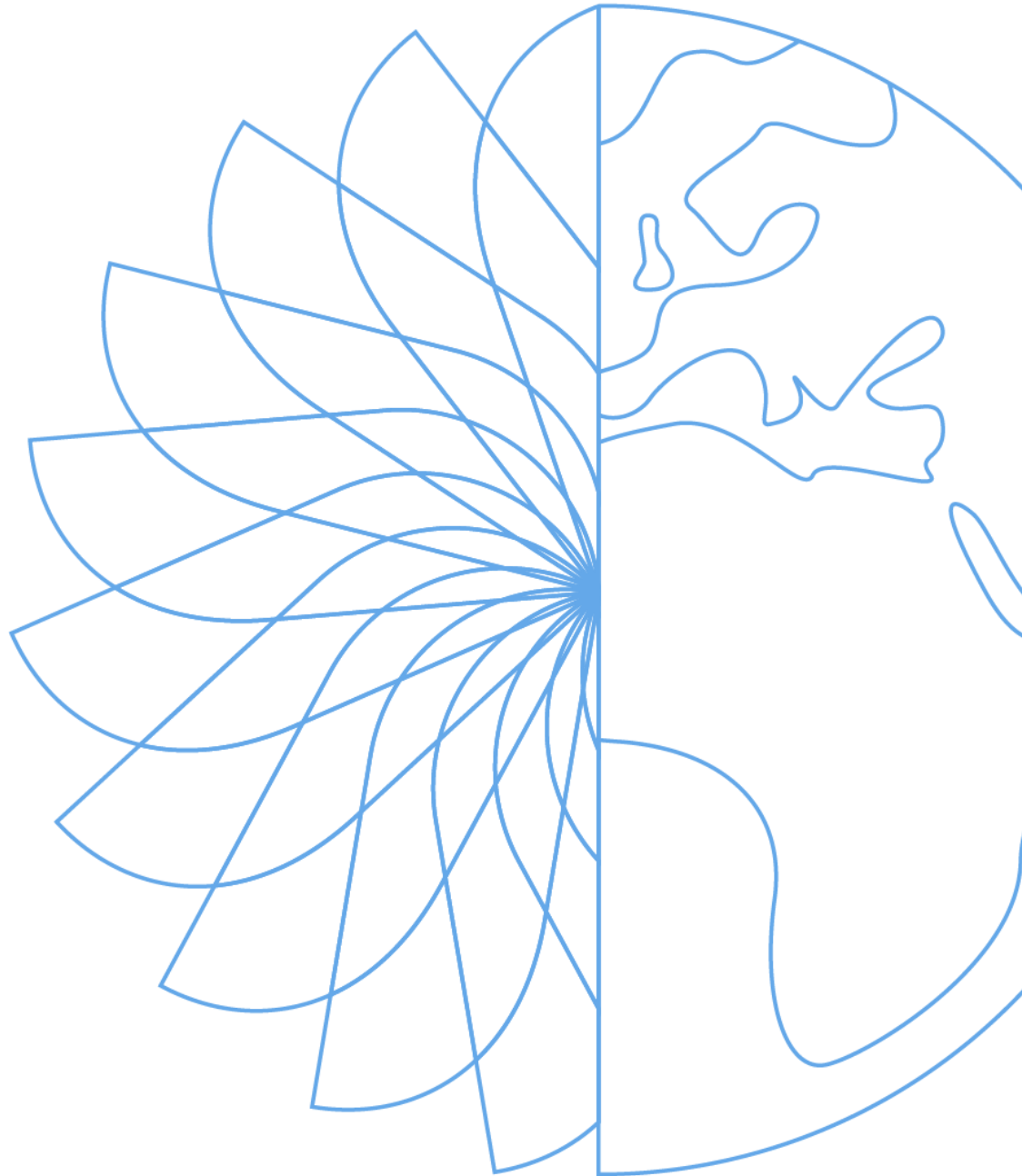
**Tender Deadline: 21/05/2025 at 12pm  
(Midday)**

**Boscawen Park – Sport Pitch**

April 2025

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# 1. Introduction

## 1.1 Brief Summary of Project

The Boscawen Park sports pitch project aims to create a high-quality playing surface that supports long-term use and community enjoyment.

The successful tenderer will be appointed under a Minor works JCT contract (lump sum) acting as the Principal Contractor.

Initial site preparation focuses on clearing and stabilising the area, with attention given to removing debris and managing existing vegetation in a low-impact way. Rather than relying on chemical treatments, the project adopts a more environmentally conscious approach to vegetation control—shifting to mechanical mowing to manage plant growth. This not only supports soil health but also reflects a broader commitment to sustainable land management.

To ensure the field performs well under various weather conditions, a new drainage system will be installed with precision methods that enhance long-term resilience and ease of maintenance. Existing infrastructure within the site, such as water lines and outfall pipes, will be carefully handled to either integrate or safely remove them, protecting nearby features like the cricket square and public footpaths.

Following installation, the field will be restored with high-quality rootzone material and carefully seeded and fertilised to support healthy turf development. Special attention is paid to finishing details, such as the inclusion of flood flaps and maintenance access points, which help ensure safety and durability over time.

## 1.2 Brief Summary of Scope (Boscawen Park pitch drainage works specification.pdf)

The specification produced for the project is included within Appendix A. The project involves detailed site clearance, preparation, and drainage installation for a sports field. The contractor must remove all debris, rubbish, and fly-tipped material. Cleared vegetation may be left to decompose on-site before final disposal. Specific site features, such as the Cricket Square water supply, electricity cables, and outfall pipes, must be removed or secured. A 2m buffer around the cricket square and footpaths will be maintained to prevent damage.

The client has instructed a shift from herbicide application to mowing for vegetation removal. Instead of using chemical treatments to eliminate all vegetation and root systems, the new approach involves mechanically cutting the existing grass and plant material. The ground within the development area shall be mown as short as possible, with all clippings collected and removed off-site to a suitably licensed waste composting facility.

Following mowing, the upper 5mm layer of vegetation and thatch will be uniformly stripped from the site to ensure proper site preparation before drainage installation. This material will be temporarily stored in the park's work compound to reduce its volume before final disposal at a licensed waste facility, as directed by the client. All other aspects of the drainage system, including laser-controlled trenching, collector drains, and rootzone treatments, remain unchanged.

Inspection chambers will be installed to facilitate maintenance, set to prevent trip hazards while allowing mowing. The drainage outfall will be fitted with flood flaps to prevent backflow. Finally, the field will be reinstated with certified rootzone material, seeded, and fertilised to ensure successful establishment. This plan ensures long-term functionality and playability while maintaining environmental considerations.

## 2. Description of Contract

For the purposes of this Invitation to Tender (ITT), the following documents summarise the contract that Truro City Council intend to enter following this ITT document. (Please see Appendix C and D)

- JCT Minor Works Building Contract (2016)

Tenderers will be required to confirm their acceptance of the Contract Documents in their present forms as part of their Tender Response. If Tenderers have any objections to any of the Contract Documents or believe that any amendment is necessary in order for them to enter into them, they must notify Truro City Council via Tender Clarification as soon as practicable and in any event not less than 14 days prior to the Tender Return Date providing a commentary setting out the rationale and justification for the proposed changes. Failure to provide details of any proposed amendments will be treated as acceptance of the Contract Documents.

Tenderers will not be entitled to raise any subsequent amendments or add any qualifications to their Tender Responses in relation to the Contract Documents should be successful in the first stage. Subject to Tenderers complying with the above period of notification, Truro City Council will review any comments received but does not make any commitment to accept any proposed amendments. If Truro City Council does accept any proposed amendments, those amendments will apply to, and be communicated to, all Tenderers.

## 3. Programme of Tender

Please see below the proposed dates of the tender.

Stage	Date
Tender Release Date	23/04/2025
Tender Return Date	21/05/2025 at 12pm (Midday)
Contract Award	06/06/2025
Start on site	Indicative Start on site (14/07/2025) TBC

A site visit can be arranged with Tenderers on request to Liam Tanner (Email: [LiamTanner@wardwilliams.uk](mailto:LiamTanner@wardwilliams.uk))

## 4. Evaluation and Award Criteria

The purpose of this section is to provide information to Tenderers on the evaluation process for Tender Submissions and the criteria that will be used to determine successful tender response.

Tenders will be evaluated on commercial, quality and deliverability criteria and will be assessed on ratios set out in the table below:

Criteria	Weighting
Commercial Criteria	70%
Technical Criteria	30%
<b>TOTAL</b>	<b>100%</b>

### 4.1 Technical Scoring Criteria

With the exception of the responses to any technical questions subject only to a pass/fail assessment, Truro City evaluation team will score each Tenderer's response to the quality questions on a scale of 0 to 5 in accordance with the following table.

0 to 5 Scoring Matrix	
0	No response is provided or the response is not relevant to the question.
1	The response significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals.
2	The response falls short of achieving the expected standard in a number of identifiable respects.
3	The response meets the requirement in certain material respects and provides certain information which is relevant, but which is lacking or inconsistent in material respects.
4	The response meets the requirement in most material respects, but is lacking or inconsistent in some minor respects.
5	The response meets the requirement in all material respects and is extremely likely to deliver the required output/outcome.

## 5. Price/Quality

### 5.1 Price Scoring

The price attributes 70% of the final score.

Please refer to the pricing schedule attached located in Appendix B – Pricing Schedule and ensure both options are in their entirety to ensure that the options can be explored by the client after award. Please note that GMA0930.56-2 Boscawen Park - Drainage Design - **Option 2 will be the basis for the price scoring.**

Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works. The contractor's tender (offer to carry out the work at a specified price) will then be accepted, forming the basis for the Main Contract. This is then to form the Priced Documents included in the Contract.

Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.

Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.

All variations shall be agreed in writing by Truro City Council prior to carrying out any proposed variation work. The variation shall be documented and include any associated, increase or decrease in costs.

### 5.2 Quality

The maximum percentage score available is highlighted in bold against each individual question.

Please extend the answer box as appropriate to accommodate your answer.

Post-tender interviews may be held with the requirement to be confirmed during tender. The purpose of the interviews is to allow Tenderers to present their team and provide a summary of their submission proposal as well as address any points of clarification associated with these. This will be confirmed to tenderers when/if required.

### 5.3 Quality Questions

#### 1. Site Set Up/ Logistics and Programme **(15%)**

The Contractor should demonstrate their proposed site setup and any subsequent changes throughout the phases of work, including but not limited to arrangements for deliveries, hoarding lines, site access, and service zones. The submission must illustrate how these arrangements will evolve in response to the project's progression and ensure safety, efficiency, and minimal disruption to the surrounding environment.

This should include 1hr clear logistic drawing showing hoarding lines, access and egress points, servicing arrangements, and the interface with the public realm. The drawing must also identify how these elements may change across different construction phases.

Please note the drawing '2034 3 0011F Site Block Plan – Proposed' within Appendix A highlighting works that are to neighbour the site. Please ensure your Logistics plan takes these works into account.

In addition to the logistics plan, the Contractor must review and include mitigation for the document titled 'Boscawen Designers Risk Assessment', demonstrating a proactive and detailed approach to mitigating the risks.

As part of this response the Tenderers are also to propose a programme that aligns with the logistics plan and phasing of works and provide Health and Safety Considerations. The programme is to show the following:

- Start and Completion Dates
- Key Activities or Work Stages
- Duration of Activities
- Dependencies and Logic Links
- Float/Contingency

#### **Submission Format**

- Within **2 sides of A4** (minimum 11 font)
- Maximum **1 side of A3** to illustrate the **site logistics plan**
- Maximum **1 side of A3** to illustrate the **programme**

**Answer:**

## 2. Experience and Proposed Team (15%)

Tenderers are to include details of two (2) comparable projects completed within the last five years, clearly demonstrating your team's experience in delivering works of a similar nature.

Each example should include:

- Project name and location
- Client name and contact (if appropriate)
- Description and scope of works
- Value and duration of the project
- Role undertaken by your organisation and key individuals involved

The case studies should reflect projects that involved similar constraints or conditions—such as work within public parks, proximity to sensitive sites (e.g., schools or SSSIs), drainage and reinstatement works, or phased construction programmes.

To support this, please provide a CV for the following personnel.

- Contracts Manager
- Site Manager
- Quantity Surveyor

CVs should, illustrate familiarity with similar projects and technical requirements.

### Submission Format

- Within 2 sides of A4 (not including CV's) (minimum 11 font)
- Maximum 3 CV's (1 A4 each)

**Answer:**



## Appendix A Specification

- Grounds Management Association
  - Boscawen Designers Risk Assessment
  - Boscawen initial comments R3
  - Boscawen Park pitch drainage works specification - FNL
  - GMA0930.56-1 Boscawen Park - Drainage Design - Option 1
  - GMA0930.56-2 Boscawen Park - Drainage Design - Option 2
- Preconstruction Information Pack

## Appendix B Pricing Scheule

- Boscawen Schedules FNL

## Appendix C Preliminaries

- Boscawen pitch drainage works prelims - FNL



## Contact information

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## Our office locations

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