



Invitation to Tender

The demolition of an existing pavilion building and the design and construction of a new 2-changing room pavilion building and groundman facilities.

**Long Lane Pavilion,
Bursledon Recreation Ground,
Bursledon,
Southampton
SO31 8DA**

To be completed and returned no later than Monday 1 April 2024 at 14:00pm via the Proactis Portal.

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- PART 1: General Introduction and Contract Particulars**
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PART 1

GENERAL INTRODUCTION

1.1 Purpose of this Invitation to Tender (ITT)

This project derives from the full planning approval (Ref: F/23/96488) which comprises of the demolition of an existing pavilion building and the design and construction of a new 2-changing room pavilion building and groundman facilities at Bursledon Recreation Ground.

This ITT has been prepared by Eastleigh Borough Council (the “Agent”) and Ridge LLP, acting on behalf of the landowner, Bursledon Parish Council for the purposes of inviting contractors with the appropriate skills, experience, procedures and financial standing to submit a tender for the design and construction of Long Lane Pavilion as more particularly described below. Tenderers are encouraged to review the supporting information provided before submitting a tender, to fully acquaint themselves with the full extent of the nature and extent of the works required.

The opportunity will be tendered in two stages:

- **Stage 1:** Expression of Interest (EOI) consisting of a self-selection questionnaire and Technical Envelope (see Part 3 for details). Tenders will be evaluated and a maximum of 4 contractors invited to stage 2.
- **Stage 2:** Full Tender - Issue of full ER's for contractors to prepare contractors proposals and priced schedule of works.

This ITT:

- Sets out the overall timetable and process for the procurement.
- Provides tenderers with information to enable them to submit a compliant tender return (including providing templates where relevant).
- Sets out the Evaluation Model that will be used to evaluate tender returns.
- Explains the administrative arrangements for the submission and receipt of tender returns.

1.2 The Project

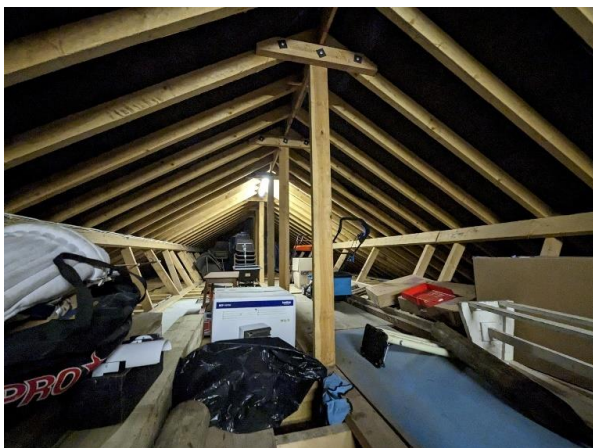
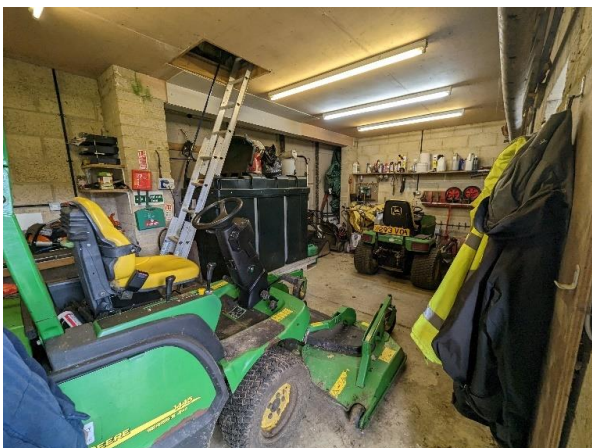
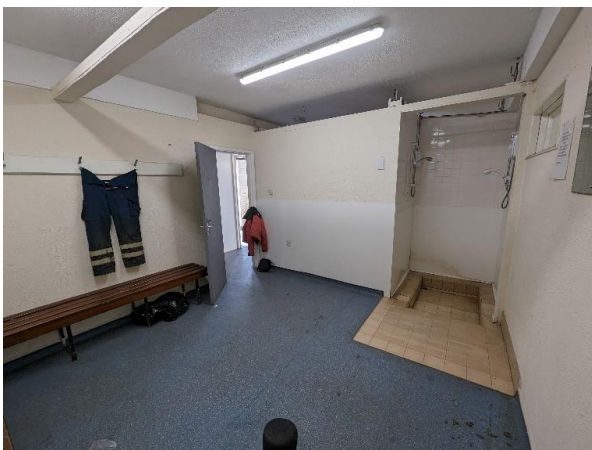
Bursledon Parish Council is seeking to redevelop the pavilion and groundsman facilities at Long Lane Recreation Ground, Bursledon.

The existing facilities consist of a 2 changing room pavilion, which serve a recreation ground consisting of 1 football pitch, 1 artificial cricket wicket, 2 tennis courts and a children's play area. There is also a small groundman's shed which was built as an extension to the existing pavilion, which provides work space and storage for small plant and tools.

The existing pavilion building is old and inefficient, with maintenance costs increasing on an annual basis to maintain its compliance with the relevant legislation. In addition, the existing facilities provide insufficient welfare facilities for the grounds staff, and their need for storage

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and operational space has exceeded the space available at the pavilion. Images of the existing pavilion are provided below for context.



The Parish has successfully gained planning approval (Ref: F/23/96488) to demolish the existing building and build a new 2 changing room pavilion with groundsman workshop in accordance with the plans attached to Part 4 – Appendix A, which will provide:

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- Community users of the Long Lane Rec sports pitches with enhanced changing, toilet and kitchen facilities.
- A more energy efficient building which is more sustainable to manage in the long term
- Adequate welfare provision for Parish ground staff, and adequate storage and operational space for grounds equipment, tools and materials.

Tenderers are encouraged to review the supporting information provided before submitting a tender, to fully acquaint themselves with the full extent of the nature and extent of the works required.

1.3 Form of Contract

The form of contract will be the JCT Design and Build Contract 2016 Edition (MWD) incorporating all current published amendments.

Full details of clauses and recitals are detailed in the Employers Requirements issued at stage 2. The main contract particulars are detailed below.

| | |
|---|--|
| Employer (Client) | Bursledon Parish Council |
| Form of Appointment | JCT Design and Build Contract (2016) |
| Public Liability Insurance Level | £5,000,000 (Minimum) |
| Professional Indemnity Insurance Level | £1,000,000 (Minimum) (12 years) |
| Liquidated Damages | £956 per week |
| Rectification Period | 12 months |
| Warranties | Collateral Warranties required from all sub-consultants and sub-contractors with design responsibility. |
| Novation's from Employer | Not required. |
| Contract Execution | To be executed as a Deed. |
| Payment of Fee | Monthly valuations verified by the Contract Administrator. 5% retention to PC and 2.5% retention until end of defects. Payment terms are amended to 21 days. |

All information contained within this document is subject to the conditions of the above stated contract.

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PART 2

INSTRUCTIONS FOR TENDERING

Submissions must be in accordance with the following instructions. Submissions not complying with these instructions may be rejected by Bursledon Parish Council (“the Authority”) whose decision in the matter shall be final.

2.1 Guidance & Instructions

- 2.1.1 All information supplied by the Authority in connection with the Invitation to Tender shall be treated as confidential and tenderers shall not, without the prior written consent of the Authority, at any time make use of such information for their own purposes or disclose such information to any person (except as may be required by law or where such information is reasonably disclosed for the purposes of obtaining sureties, guarantees or comments from insurers/legal advisers and other information required to be submitted with the tender return).
- 2.1.2 Each tenderer warrants to the Authority that no document that it prepares as part of its submission shall infringe any Intellectual Property Rights. Each tenderer shall retain Intellectual Property Rights in all documents that it prepares as part of its submission and the Authority shall not copy or use any such documents other than for the purpose of evaluation of submissions.
- 2.1.3 The Authority reserves the right to retain all documents submitted by each tenderer as part of its submission documentation.
- 2.1.4 Each tenderer undertakes to indemnify the Authority and to keep the Authority indemnified against all actions, claims, demands, liability, proceedings, damages, costs, charges and expenses whatsoever arising out of or in connection with any breach of the provisions within the Instructions for Tendering.
- 2.1.5 The Authority shall treat all tenderers' responses as confidential during the procurement process. Tenderers may designate any information in their submission as confidential or commercially sensitive where they consider this appropriate, but this may not prevent the Authority from having to make a disclosure of such designated information in accordance with the principles of the Freedom of Information Act (FOIA). Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.
- 2.1.6 Tenderers shall ensure that each Consortium Party, if any, who receives any of the Information, is made aware of, and complies with the provisions of this section as if it were a tenderer.

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- 2.1.7 Any tenderer who, in the Authority's opinion, breaches any of the requirements of the Instructions for Tendering may, at the Authority's sole discretion, be disqualified (without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a tenderer may attract).
- 2.1.8 The Information in this and any other documents or information to which it refers has been prepared by the Authority in good faith. However, it does not purport to be comprehensive or to have been independently verified and the Authority does not accept any responsibility for the Information or in any other document for its accuracy or completeness and shall not be liable for any loss or damage arising as a result of such Information or any subsequent communication. Tenderers are expected to carry out their own due diligence checks for verification purposes.
- 2.1.9 The tenderer shall not communicate with any employee of the Authority (other than via the Clarifications process) with a view to providing or requesting information on any part of their submission.
- 2.1.10 Written submissions shall be contained within the maximum word count where stated. Submissions should be clearly identified with the tenderers name at the top of each document. Any content that exceeds the word count stated will not be assessed.
- 2.1.11 Responses will be evaluated on the basis of information submitted by the deadline for receipt of submissions.
- 2.1.12 Potential tenderers should respond to the Invitation to Tender on the basis that the Authority has no prior knowledge of their organisation.
- 2.1.13 Every effort will be made to reach a decision on award of the Contract as soon as possible after submission of returns.
- 2.1.14 Tenderers are reminded that it is their responsibility to check all correspondence/clarifications, issued by the Authority, to ensure they have received all of the information required to provide a compliant submission. During the tender process, tenderers will be notified electronically via Proactis if there is any new project correspondence or clarifications.
- 2.1.15 The full cost of responding to this tender process, including but not limited to any costs and/or expenses involved in the preparation of the response and for any subsequent presentations and/or demonstrations and/or negotiations, will be borne by the tenderer. The Authority shall have no liabilities in this regard. Tenderers' participation in the procurement process will be entirely at their own risk. The Authority shall bear no liability whatsoever for the outcome of this tender process, whether withdrawn or altered or recommenced, including but not limited to any loss of bidding costs, profit or economic loss incurred by tenderers or any other person arising out of or in connection with this tender process.

2.2 Clarifications and Site Visits

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- 2.2.1 Tenderers may raise clarification queries during the tender period, and these must be submitted via the Proactis e-tendering system to be received no later than **17.00 hrs on 26 March 2024**. All questions and answers shall, where appropriate, be distributed to all tenderers via the Proactis e-tendering system and shall be anonymous. If the Authority receives a request for clarification or other query from a tenderer, the Authority reserves the right:
- (a) where the query relates to an item on which, in the judgement of the Authority, it is important that all tenderers are clear, the answer to the query shall be made available to all tenderers and/or
 - (b) where the query requires, in the judgement of the Authority, a change or addition to any of the documents comprising the Invitation to Tender to change or add to the relevant section of the submission documentation.
- 2.2.2 If a tenderer wishes the Authority to treat a clarification as confidential and not issue the response to all tenderers, it must state this when submitting the clarification. If, in the opinion of the Authority, the clarification is not confidential, the Authority will inform the tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all tenderers.
- 2.2.3 Contractors may visit the site to familiarise themselves with the site, its access and surroundings to help inform their tender. The site is currently publicly accessible by foot, best accessed by parking on Long Lane, Bursledon, SO31 8DA. If you require additional directions, please contact;

Harry Lee
Corporate Project Manager
Property Services
Eastleigh Borough Council
T: 023 8068 8469
E: Harry.lee@eastleigh.gov.uk

2.3 Submission Deadline

- 2.3.1 Tenders should be submitted via the Proactis e-tendering portal (<https://sebp.due-north.com/>) no later than **14:00 hrs on 01 April 2024**.
- 2.3.2 Paper copies of tender returns or **late tender returns** will not be considered. Please ensure that you allow sufficient time to upload your submission. Where information or documentation is, or appears to be, incomplete or erroneous, or where specific documents are missing, the Authority may request the supplier to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit.
- 2.3.3 Tender documents must be written in English and uploaded in Word/Excel or PDF format only and must be correctly labelled. Larger attachments should therefore be submitted as Zip files.

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2.3.4 Tenderers may withdraw their submission at any time prior to the Deadline or any other time prior to accepting the offer of a Contract.

2.4 Indicative Timetable

2.4.1 The Authority is working to the following procurement timetable, although reserves the right to amend the timetable if required:

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| Issue Invitation to Tender (Stage 1 - EOI) | 18 March 2024 |
| Clarification Queries Deadline | 26 March 2024 |
| Stage 1 Return Deadline | 01 April 2024 |
| Stage 1 Evaluation | 01 April – 07 April 2024 |
| Stage 2 ITT | 08 April 2024 |
| Stage 2 Return Deadline | 24 May 2024 |
| Stage 2 Evaluation | 24 May – 13 June 2024 |
| Contract Award | 14 June 2024 |
| Design Period | 14 June 2024 – 31 August 2024 |
| Construction Commencement Date | 01 September 2024* |

***Contractors may mobilise in advance of this date.**

PART 3

STAGE 1 TENDER EVALUATION CRITERIA

3.1 Tender Evaluation

3.1.1 Stage 1 tender returns will be evaluated using the scoring criteria set out below. A maximum of 4 contractors will be invited to stage 2 to tender for the opportunity in full.

3.1.2 For their submission to be considered for acceptance, suppliers must complete in full and submit each of the following sections via the Proactis Portal:

- Envelope 1: Qualification Envelope - Supplier Selection Questionnaire (SSQ) (Appendix B);
- Envelope 2: Technical Envelope (Appendix C);

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3.1.3 Bursledon Parish Council reserve the right to exclude any submission from consideration where the supplier concerned has not completed all sections in full.

3.2 Envelope 1: Qualification Envelope - Supplier Selection Questionnaire (SSQ)

3.2.1 Qualification Envelope questions are included in 'Supplier Selection Questionnaire' in Appendix B. The suitability and capability of suppliers to carry out these works will be determined based upon the responses received in the Qualification Envelope - Supplier Selection Questionnaire (SSQ). This section is scored entirely on a "pass or fail" basis.

3.2.2 **Suppliers are encouraged to complete this envelope first to ensure they satisfy the qualification envelope before proceeding to complete.**

3.3 Envelope 2: Technical Envelope

3.3.1 Technical Envelope questions are included in Appendix C of this document. Suppliers must respond to all of these questions in sufficient detail in order to meet the minimum scoring requirement.

3.3.3 The responses to each of the technical questions will be evaluated by officers from Bursledon Parish Council and their consultants and scored from 0 to 5 using the Scoring Scale noted below. This score will then be converted according to the weighting given to each question as detailed in Appendix C. Each response must receive a minimum of 2 marks for the suppliers' submission to be considered for acceptance.

Scoring Scale

| Score | Rating | Criteria for Awarding Score |
|-------|--------------|--|
| 0 | Unacceptable | The information is omitted/no details provided, or irrelevant answer provided. Fail. |
| 1 | Poor | The Authority has serious reservations that the Tenderer understands the requirement in the question. The proposal provides very limited evidence and assurance that the relevant aspect of the service would be delivered to the expected standard and there are serious doubts about aspects of the response. Fail. |
| 2 | Fair | The submission is superficial and generic in its scope. The Authority has some reservations that the Tenderer understands the requirement in the question. The proposal provides some limited evidence and assurance that the relevant aspect of |

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| Score | Rating | Criteria for Awarding Score |
|----------|---------------------|--|
| | | the service or requirement would be delivered to a satisfactory standard. |
| 3 | Satisfactory | The Authority is reasonably confident that the Tenderer understands the requirement in the question and the proposal provides some satisfactory evidence and assurance that the relevant aspect of the service or requirement would be delivered to a satisfactory standard. |
| 4 | Good | The submission is robust and well documented. The Authority is confident that the Tenderer understands the requirement in the question and the proposal provides good evidence and assurance that the relevant aspect of the service or requirement would be delivered to a good standard. |
| 5 | Excellent | The proposal is innovative and adds value. The Authority is completely confident that the Tenderer understands the requirement in the question and the proposal provides very good evidence and assurance that the relevant aspects of the service or requirement would be delivered to an excellent standard. |

PART 4

APPENDICES included as a separate documents:

Appendix A: Project Information

- Appendix A_5021481-RDG-XX-ST-D-B-0011_A Proposed Site Plan
- Appendix A_5021481-RDG-XX-00-D-B-0001_D Proposed Plan
- Appendix A_5021481-RDG-XX-XX-D-B-0010_B Proposed Elevations

Appendix B: Envelope 1 – Qualification Envelope_SSQ

Appendix C: Envelope 2 – Technical Envelope