



## **PITSTONE PARISH COUNCIL**

# **PRE-TENDER NOTICE FOR WORKS TO EXTEND & REFURBISH THE EXISTING SPORTS PAVILION AT MARSWORTH ROAD, PITSTONE, BUCKINGHAMSHIRE**

Date of Issue - Friday 4 October 2019

## **BACKGROUND**

Pitstone Parish Council has obtained planning permission for the extension and refurbishment of the existing sports pavilion at Marsworth Road, Pitstone, Buckinghamshire, LU7 9AP.

The newly extended and refurbished facility will be provided with upgraded changing facilities, a social area, storage facilities for grounds maintenance operations and a re-surfaced car park.

The planning permission and supporting documents may be viewed on the relevant planning pages of the Aylesbury Vale District Council website, reference 18/04002/APP.

## **TENDER AWARDING BODY**

The tender awarding body will be Pitstone Parish Council.

## **KEY PROJECT OUTCOMES**

The project involves the following key elements:-

1. Remodelling of the existing brick and tiled pavilion structure (351 sq. m.) to incorporate a social / function room, office and kitchen servery.
2. Construction of a new north-eastern wing to incorporate changing facilities, sanitary accommodation and plant room.
3. Construction of a new south-western wing to incorporate turnstile entry and externally accessible storage space for grounds maintenance functions.
4. Refurbishment of the existing entrance and car parking areas to provide a total of 42 car spaces, 4 bicycle stands, refuse area and lighting.

## **KNOWN ISSUES / CONSTRAINTS**

1. Construction alongside continued use of facility  
The pavilion site will need to remain accessible to users throughout the construction process. Football is played at the site from August through to May each year, predominantly at weekends. It is anticipated that the north-eastern wing will be constructed & available for use prior to the remodelling of the existing accommodation, enabling the football teams to continue to use the existing changing rooms until the new changing rooms are available with the clubs using the new changing rooms whilst the existing building is remodelled. Therefore, careful site management will be required. The parish council will work with the successful contractor to determine if any evening football training (does not utilise the pavilion buildings) needs to be re-scheduled. Final arrangements to be approved by Principal Designer.
2. Access through car park / easements  
The main site access drive exists off Marsworth Road (B489) with double metal gate (kept padlocked). Double width wooden gates (padlocked from inside) allow access for plant to the pitch side on the south-western side.

Both Anglian Water (who have a balancing pond adjacent to the western boundary of the pavilion site) and Network Rail (who have a rail maintenance depot to the western boundary of the balancing pond) have access rights across the western part of the existing car park.

There are a number of utility easements around the outside of the site including electricity (with sub-station to the eastern boundary of the site), sewerage and water. The groundkeeper will require access through gates to the pitches throughout.

3. Site Set Up, Construction and Welfare Facilities

No vehicle or plant access will be available across football pitches.

Contractor to recommend most appropriate location and size of site compound required. Possible locations include (a) between the wooden access gates and the senior pitch, in land not required by south western extension; (b) land between that required for north-eastern extension, north-eastern boundary and junior pitch (note that this is partially occupied by large planted mound & may require section of wooden fencing to be removed for access); (c) part of north-eastern car park (with/without (b)). Final arrangements to be approved by Principal Designer.

4. User-defined constraints (sports clubs)

The new facility must be fully compliant with the Football Association Ground Grading Category G (suitable for Step 6), available via this link: <http://www.thefa.com/get-involved/player/clubs-leagues/ground-grading>

The new facility must be compliant with Sport England clubhouse requirements, available via this link: <https://www.sportengland.org/facilities-and-planning/design-and-cost-guidance/clubhouses/>

Football must be able to continue at the site throughout construction.

5. Building Control

The contractor & novated architect, Woods Hardwick, to liaise with Aylesbury Vale District Council Building Control to gain the necessary permissions etc. All necessary advice and guidance is available via this link: <https://www.aylesburyvaledc.gov.uk/section/building-control>

Contractors should note that a new Buckinghamshire Council is due to come into existence in May 2020 combining Bucks County Council and the various underlying District Councils. The new body has yet to define the impact upon planning departments.

6. Project Timing

The grounds are owned by the Parish Council. Planning permission has been granted for the proposal. 94% of funding is in place/pledged. Therefore, the parish council is keen to commence construction as soon as possible. To minimise disruption to users, council will be looking for an efficient construction timetable which minimises time required on site. Precise durations are to be agreed with the successful contractor.

7. Project Funding Conditions

Staged payments must be clearly defined in advance. Funders require inspections and evidence that the specified works for each stage have been carried out, prior to releasing funding. The councils Technical Project Manager will inspect and advise council accordingly.

8. Other Conditions/Requirements

- Council's insurer requires information relating to Contract Works liabilities, exposure and values prior to commencement.
- The Members of the Council's Sports and Leisure Committee will act as Tender Evaluation Panel, however the appointment of the successful contractor will need to be ratified at a meeting of the full parish council.

- Function room will need to be suitable for a variety of general hires including meetings, functions, parties and general keep-fit etc.
- Any replacement exterior boundary fencing/wooden gates will need to match existing new fencing fitted to the western boundary, preferably by utilising same supplier (subject to being competitive) - Alpha Fence Ltd, The Granary, Ty Coch Upper Llanover Abergavenny, NP7 9LA.
- Note that some materials, e.g. cladding & roofing are specified within the planning permission and will therefore need to be as stated.

## **PRE-TENDER PROCESS**

The purpose of this pre-tender notice is to identify and assess contractors who have the technical ability and capacity to tender fully for the work. A list of contractors will be invited to submit a full tender proposal to the Parish Council.

The time limit by which expressions of interest must be received by Pitstone Parish Council is Friday 8<sup>th</sup> November 2019).

The Parish Council will be using the Restricted Procedure outlined in Regulation 28 of the Public Contracts regulations 2015 in the award of this contract.

## **QUALITATIVE ASSESSMENT OF RESPONSES**

Basic qualifying criteria against which interested parties will be assessed at this Pre-Tender Notice stage will include:-

- Demonstration of technical capabilities on similar sized projects / relevant contract experience and references (for similar work within the last 3 years),
- Capacity to comply with contract and funding timetables,
- Financial standing and legal status,
- History of membership of relevant trade quality bodies (e.g. CHAS, SafeContractor, Constructionline, GasSafe),
- Demonstration of compliance with relevant legislation (including environmental and equal opportunities),
- Extent of reliance on sub-contractors and strength of any such existing relationships.

The evaluation of responses will be carried out by reference to the table reproduced in Appendix A.

The Parish Council reserves the right to invite any number or none of the responding contractors to participate in the full tender stage.

## **DOCUMENTS CURRENTLY AVAILABLE**

Planning permission documents may be viewed via reference 18/04002/APP on the following web link -

<https://publicaccess.aylesburyvaldc.gov.uk/online-applications//search.do?action=simple&searchType=Application>

Other documents which will be made available during the full tender phase include:-

- Topographical survey
- Asbestos Survey
- Drainage Plan
- Utilities Plans
- Existing pavilion layout plan
- Access Rights

## EXPECTATIONS

The proposed development currently benefits from planning permission and 94% of funding is already in place. Work is currently in progress to develop a full design specification and detailed Employers Requirements against which we propose to proceed to the full tender stage.

We envisage that the experience of the final preferred contractor will be used to help inform the final choice of fixtures, fittings and finishes where these are not already specified. We will also expect the final preferred contractor, after appointment, to work with the parish council, its professional advisors and other relevant bodies to implement the project to full completion and sign-off by all relevant parties.

We envisage that the final preferred contractor will perform the role of sole main contractor for the development and be able to mobilise any sub-contractors and consultants required to fully deliver the project, which may involve the direct appointment of structural and mechanical / electrical design engineers. Note that it is the intension of the Council to novate the architect to the successful contractor.

It is anticipated that interested parties will familiarise themselves with the site and its general layout. It is expected that the preferred contractor (when identified) will provide valid and current copies of insurance documents, all accreditation board certificates, health and safety policy and relevant method statements to cover the relevant activities and timescales of the project.

The Parish Council propose to enter into a formal works contract with the preferred contractor (JCT Design & Build) prior to commencement of site works.

## ANTICIPATED TENDERING TIMETABLE

Issue of initial ITT Notice	Friday 4 October 2019
Closing date for expressions of interest in response to Pre-tender Notice	Friday 8 November 2019
EOI evaluation and assessment & identification of long list	11 Nov. – 22 Nov. 2019
Issue of formal tender documents	W/c Monday 25 November 2019
Closing date for receipt of formal tenders	Friday 10 Jan. 2020
Post Tender clarification period	w/c 13 & 20 Jan. 2020
Short-list & interviews	w/c 27 January 2020
Appointment of preferred contractor	Evaluation panel to formulate recommendation on appointment of preferred contractor - 13 <sup>th</sup> Feb. 2020. Recommendation to be ratified/approved 27 February 2020 by meeting of the full Parish Council Notification to successful contractor on Friday 28 February 2020.

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

## FURTHER INFORMATION AND QUERIES

Any queries relating to this Notice should be submitted in writing to Laurie Eagling, Parish Clerk via email: [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.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.

Further information about this project can be obtained from: Phil Woodward (procurement/tendering) via email: [phillipw456@gmail.com](mailto:phillipw456@gmail.com), Brian Brooks (technical/project management) via email: [brooks.pitstone@gmail.com](mailto:brooks.pitstone@gmail.com) or Laurie Eagling (council clerk) via email: [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk).

## **SUBMISSION OF RESPONSES**

Responses to this Notice must be made by **5pm on Friday 8<sup>th</sup> November 2019**, preferably by e-mail to:- [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk) or via post to 9 Warwick Road, Pitstone, Beds, LU7 9FE.

Both email and written submissions to be clearly marked "Pavilion Expression of Interest" in the heading/on the envelope. You will receive an emailed receipt from the Clerk but submissions will not be circulated to members or considered until the closing date.

## **CONFLICTS OF INTEREST & DECLARATIONS**

Contractors submitting expressions of interest in response to this Notice should include the following in their submission:-

1. Their full contact details.
2. A declaration of their status as a sole trader, partnership, limited company, LLP etc.
3. Whether any partner / director has any unspent criminal convictions relating to the conduct of his/her business or profession.
4. Whether any partner, director or employee is related to any elected councillor or employee of Pitstone Parish Council.
5. Where the applicant is a member of a group of companies, provide the name and address of the ultimate holding company and a chart showing the group structure and reporting lines.

You are asked to certify that the information supplied is accurate to the best of your knowledge and belief and that you are able to provide the undertakings requested. Providing any information that proves to be false will result in you not being considered for the contract in respect of which this Notice is issued.

You are also asked to confirm that you are authorised to sign your submission and provide the requested information, authorisations and undertakings.

## Appendix A

### Evaluation Template

	<b>Evaluation criteria</b>
1	All relevant information provided.
2	Documentation provided to demonstrate a properly constituted trading organisation.
3	Demonstration of applicant's economic / financial standing.
4	Any potential conflicts of interest recognised & addressed.
5 *	Assessment of technical capability, capacity and experience.
6 *	Relevant contract experience, including references.
7 *	Environmental / equal opportunities policies & quality accreditation mark.
8	Satisfactory declarations are made

\* Greater weightings will be given to these factors.

(The Council reserves the right not to select an applicant who has been assessed as having significant weaknesses in one particular evaluation area notwithstanding acceptable or strong responses in other areas)