

# Invitation to Tender

Delivery of the Ingrams Sports Pavilion, Cranbrook

Design and Build

## Table of Contents

		Page
1	Introduction	2
2	Tender Process and Timetable	2
3	Description of the Provision	3
4	Budget	4
5	The Site	4
6	Minimum Design Requirements	4
7	Planning Considerations	5
8	Construction Period	6
9	Contract Conditions	6
10	Evaluation Criteria	6

**Cranbrook Town Council**

Janine Gardner  
Town Clerk and Responsible Financial Officer

Younghayes Centre  
169 Younghayes Road  
Cranbrook  
Devon  
EX5 7DR

Email: [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk)  
Tel: 01404 514552  
Mob: 07746 909933

## **1. Introduction**

Cranbrook in East Devon is a town which is being developed on a former green field site from scratch. Construction works started in 2011 and the first residents moved in during the following year. By early 2021, the town had grown to approximately 6,000 residents occupying around 2,300 properties. The current Local Plan which covers the period until 2031 makes provision for the delivery of circa 8,000 homes housing in the region of 25,000 residents – so Cranbrook will be at least a medium-sized town and probably the second-biggest settlement in East Devon.

As part of the development, multi-use sports pitches were delivered in 2019 which are well- used, predominantly by youth teams. Cranbrook Town Council manages the sports pitches and is now looking to commission the construction of a community sports pavilion at the site. This document sets out the parameters and the Town Council is now inviting tenders for the design and construction works to enable the above.

## **2. Tender Process**

<b>Item</b>	<b>Date</b>
Publication date of the contract notice and publication of tender documents	29 June 2021
<b>Deadline for submission of tenders</b>	<b>15 August 2021 at 23:59</b>
Evaluation of tenders (including any clarification questions to tenders)	w/c 16 August 2021
Notification to shortlisted applicants and invitation to presentation	By 27 August 2021
Presentations by shortlisted tenderers	6 and/or 7 September 2021
Evaluation Panel's Recommendation to Council	13 September 2021
Date of the full Council meeting	20 September 2021
Notification to applicants & contract award	21 September 2021
Construction works commencing	As soon as planning consent has been obtained

Prospective contractors must ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them before submitting a tender. Before submitting a tender, any prospective contractor is advised, at his/her own discretion, to visit the site to satisfy themselves as to the full extent of the contract specification. No claims arising from failure to do so will be accepted at a later date. Please note that site visits will require prior appointments and any visitors will be expected to comply with the Council's Covid-19-secure procedures.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk within the timescales indicated above.

The tender shall be submitted only on the attached tender form.

If, having examined the tender documents, prospective contractors wish to submit a tender they should fully complete and return the tender form by the specified deadline to

Cranbrook Town Council  
Younghayes Centre  
169 Younghayes Road  
Cranbrook  
Devon  
EX5 7DR

or to [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk)

Hard copy tender documents should be submitted in a sealed marked envelope.

Tenders received late will not be considered.

Prospective contractors should note that the Council is not bound to accept any particular tender. The Council's decision is final and no correspondence will be entered into on the reasons which a tender has been rejected.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.

### Notes to Tenderers

a) The prices to be included in the tender form are to be the full inclusive value of the work described, including all profits, costs and expenses, inflation and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the contractor to adjust the contract price during the contract period for the works priced as part of this document will be considered.

b) No alteration to the text of the tender form is to be made by the contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed schedule will be adhered to.

c) The construction works have to be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by Cranbrook Town Council will be reduced by 2% for each week or part thereof during which the work is completed later than the agreed completion date.

d) Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the specification of works.

e) Invoices presented for payment must include a schedule of the works completed including the dates of the work.

f) Contractors are asked to contact the Clerk if any clarification is required.

g) The Council reserves the right to make such enquiries as it sees fit regarding the suitability and experience of any tenderer.

### **3. Description of the Provision**

The Section 106 agreement which accompanies the development at Cranbrook stipulates the delivery of "changing facilities for up to four teams".

#### **Building Research Establishment Environmental Assessment Method (BREEAM)**

The Section 106 agreement specifies in paragraph 25.2 that "any non-residential Building [must achieve] at least a BREEAM Standard Very Good rating as set out in the BREEAM Standards".

#### **Ingram Sports Pitch Specification**

Section 2.6-2.8 in the Ingram Sports Pitch Specification dated March 2016 by FPCR sets out the following:

##### Changing Rooms

2.6 Reference is made to allow for disabled access. Sloped access into the building entrances should be maximum 1:21.

2.8 Car parking includes the provision of 52 spaces of which 4 are designated disabled provision, with a coach bay suitable for 2 coaches as well as 7 cycle stands.

#### **4. Budget**

The budget for the delivery of the changing facilities, the car park and associated landscaping is **£895,553.00**.

There is an option to deliver the car park separately. In that case an appropriate deduction will be made from that budget.

#### **5. The Site**

The Ingrams sports pitches are located at postcode EX5 2FP. A location plan which shows the indicative location of the pavilion can be accessed via the planning documents associated with planning application 19/2675/MRES (please see section 7 below).

Please note that site visits will require prior appointments and any visitors will be expected to comply with the Council's Covid-19-secure procedures.

#### **6. Minimum Design Requirements**

The building must conform to Sport England's design guidance relating to clubhouses (appended as a supporting document).

The pavilion must be suitable for the use of cricket and football. An internal social space must be suitable for a wide range of activities for a full age range of users, including the wider community.

In particular, the building will need to adhere to a changing room specification stipulated by the sports governing bodies, the Football Association and the England & Wales Cricket Board (TS5 Pavilions & Clubhouses), as well as Sport England (Clubhouse Design Guidance Notes) as follows:

Two gender-neutral team changing rooms (one set) per two adult pitches.

A minimum of one WC toilet, self-contained, per changing room.

A minimum of four shower heads with cubicles for privacy plus a dry-off area of 8m<sup>2</sup> self-contained per changing room.

Spectator toilets / disabled toilets should be separate from players' toilets. Players and spectators should not be mixed in communal areas for welfare reasons. An externally accessed WC would be useful to ensure dirt and mud is not brought into the building on a regular basis.

Privacy screening should be provided into each changing area.

Officials' accommodation x 2 should be provided and must be self-contained with a shower and WC with a minimum free changing area of 6m<sup>2</sup>.

N.B. An accessible WC with shower and bag storage will be preferred in the place of a second dedicated official changing room to maximise the use and functionality of a building.

Changing rooms should be a minimum of 20m<sup>2</sup> of usable changing space (not including WCs, showers and entrance lobby area).

The applicant should consider the provision of team 'bag storage' areas, which can mean that the changing rooms can be used more effectively and possibly reduce the need for multiple changing

rooms. This is particularly helpful on large multi-pitch sites, where the use of the storage and staggered kick-off times can provide an effective solution.

The clubroom area / social space should be usable by sportspeople and the wider community. A kitchen should be provided, ideally with an external hatch which serves users outside, preferably on the side of the building closest to the pitches.

Cleaning cupboard should be provided and include a low-level cleaning bucket sink.

Plant room should be factored into the design.

Disabled access is required.

Sloped access into the building entrances should be maximum 1:21.

Internal and external storage space should be maximised.

Provision should be made for electric heating and hot water supply. The installation of roof-mounted solar panels should be considered.

The building will need to achieve at least a BREEAM Standard Very Good certification, and it will be the successful contractor's responsibility to achieve this.

A lighting column illuminating a Devon Air Ambulance landing strip on the pitches will need to be installed at the north-eastern extremity of the proposed car park and reference is made to the technical specification documents published with this tender. An indicative location plan can be provided.

Car parking includes the provision of 52 spaces of which 4 are designated disabled provision, with a coach bay suitable for 2 coaches and 7 cycle stands.

Any prospective bidder will be welcome to exceed these minimum requirements within the budget.

## **7. Planning Considerations**

An approved planning consent reference 14/2137/MRES (approved with conditions) exists which governs access, appearance, landscaping and scale for sports pitches and associated facilities, up to 145 dwellings, open space, access and drainage at the Ingrams Cranbrook Site, London Road EX5 2FP.

A further reserved matters application under reference 19/2675/MRES was validated on 9 March 2020 which is awaiting decision and comprises the layout, scale, appearance, landscaping and access for a revised pitch layout, the relocation of a play area, addition of a multi-use games area and air ambulance lighting column, and revised junction layout with the B3174 (London Road) (subsequent application in respect of permission 03/P1900 which was accompanied by an environmental statement).

Cranbrook Town Council agrees with the location of the proposed building, car park and landscaping proposed under planning application reference 19/2675/MRES (ref. minute 21/49) (see appendix).

The existing planning applications can be viewed on the local planning authority East Devon District Council's website at <https://planning.eastdevon.gov.uk/online-applications/>.

A separate planning application will have to be prepared and submitted which will seek permission for the successful bid/design relating to the sports pavilion which this tender seeks to establish.

## **8. Construction Period**

The construction works should start on or as soon as possible after planning consent has been obtained.

The construction works have to be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by Cranbrook Town Council will be reduced by 2% for each week or part thereof during which the work is completed later than the agreed completion date.

## **9. Contract Conditions**

The works will be subject to a Joint Contracts Tribunal (JCT) design and build contract which will detail all final contractual provisions.

## **10. Evaluation Criteria**

The following section defines Cranbrook Town Council's method of evaluating the received tenders. Tenders will be evaluated in accordance with the Council's Financial Regulations using the criteria and weighting below.

A tender evaluation panel will evaluate tenders based solely on the information provided in the tender form and its members will evaluate tenders in accordance with the process described below with the aim of establishing a preferred supplier for the Council's requirements and, if appropriate, submitting a recommendation to the Council to award a contract to the preferred supplier.

Confidential information relating to the evaluation will not be divulged to anyone outside the Committee as to do so may undermine the integrity of the contract award process.

### **Decision-Making Process**

All tenders will be checked for completeness and to ensure they are fully compliant. All complete and compliant tenders will then be evaluated in accordance with the evaluation criteria in terms of their ability to meet the technical requirements specified.

Following the completion of all stages of the evaluation process, the panel will present its recommendation to the full Council. Only following approval from the Council will the bidders be notified of the decision, and confidentiality restrictions lifted from the contract details.

### **Evaluation Criteria**

Tenders will be evaluated on the basis of the most economically advantageous proposal in accordance with Regulation 67 of The Public Contracts Regulations 2015, using the following criteria. Each criterion has been assigned a weighting to reflect the relative importance of such criterion to the Council.

<b>Criteria</b>	<b>Definition and Required Evidence</b>	<b>Weighting</b>
Price	The full and final cost over the full term of the contract, taking into account affordability and the commercial stability of a reasonable return for the supplier. Please submit evidence of  <input type="checkbox"/> your ability to carry out the contract to the proposed design and specification and within the stipulated budget	50%

	<input type="checkbox"/> your financial and/or operational capacity to deliver the contract, <input type="checkbox"/> your last year's audited accounts.  N.B. If you are unable to provide audited accounts you may provide:  (i) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation, or (ii) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position, or (iii) An alternative means of demonstrating financial status if any of the above are not available	
Quality	The supplier's ability to perform the contract to the highest standards. Please submit  <input type="checkbox"/> evidence of your knowledge in and experience of carrying out similar contracts or other relevant evidence during the last five years, especially delivering buildings to BREEAM Very Good standard, <input type="checkbox"/> two references from recent customers of similar works.	25%
Timeframe	The supplier is required to complete all works within a fixed term, a proposal for which should be made by the applicant on the tender form.	10%
Compliance	<input type="checkbox"/> Evidence of the contractor's compliance with all Health & Safety, employment laws and regulations and safeguarding procedures, e.g. by submitting a relevant policy(ies).	10%
Environmental Issues	<input type="checkbox"/> Evidence of the contractor's approach to environmental issues and how you will manage the disposal of waste, e.g. by submitting a relevant policy(ies).	5%