

April 2022



## INVITATION TO QUOTE

**Didcot Town Council invite you to quote for the following services regarding the new Sports and Community Pavilion, Edmonds Park, Park Road, Didcot OX11 8QE.**

Didcot is a designated Garden Town with a population set to double in the next ten years to around 60,000. The Town Council maintains many green spaces and community buildings. The project to build a new sports and community pavilion in Edmonds Park is long awaited by the residents and the Town Council is committed to delivering a good quality multi-functional community space that will provide a wide range of activities. Edmonds Park is a popular recreational area in Didcot with a site of approximately 21 acres providing the perfect place for sports and recreational use.

**Planning permission granted** ([Planning Application P21/S2646/FUL \(southoxon.gov.uk\)](https://www.southoxon.gov.uk/Planning-Applications/P21/S2646/FUL) ) All plans available here.

Full planning permission was granted last summer to construct a single storey pavilion providing sports changing rooms; multi-functional community space and related facilities. The aim is to construct the building off site using modular construction methods to keep costs down and reduce disruption to the remainder of Edmonds Park. The project is to aim for BREEAM “Excellent” or as close to this standard as possible.

The anticipated contract spend is £1.5 million but the Council is realistic that prices in the construction industry are high due to world events. We are now looking to progress this project to completion and invite quotations for the following two stage tender process.

### STAGE ONE

- Preparation of Project Estimate to include in the 1<sup>st</sup> Stage Tender Documents.
- Preparation of 1<sup>st</sup> Stage Tender Documentation comprising Preliminaries; Elemental Cost Summary, Schedule of Provisional items; Summary of Stage 2 Contract Sum Analysis/Work Packages; 1<sup>st</sup> Stage Tender – Main Summary and Form of Tender; 1<sup>st</sup> Stage Document Register; Draft JCT Form of Contract; Draft Collateral Warranties; Draft Performance guarantee bond; Outline project programme; Pre-

Construction Form of Tender/Pricing Schedule; Draft pre-construction Services Agreement; Tender evaluation criteria; Preparation of high level schedule of Employers Requirements.

- Issue tender documents via Contracts Finder.
- Respond to Tender Queries during the 1<sup>st</sup> Stage Tender Period.
- Review the 1<sup>st</sup> Stage Tender submissions for errors; omissions; exclusions; qualifications; inconsistencies between tender documents and the tenders received.
- Prepare recommendations for Didcot Town Council to approve.
- Attend 1<sup>st</sup> Stage tender interviews.
- Issue award decision notices to tendering contractors.

## **STAGE TWO**

- Preparation of Pre-Construction Services Agreement.
- Facilitate, set up and manage a two-stage tendering process; hold regular meetings with the Contractor to review progress; agree a final schedule of work packages to be tendered; confirm acceptance of the sub-contractors proposed for each tender work package to: review and comment upon the Contractors sub-contract tender documents; respond to 2nd Stage tender queries; review the Contractors tender report and recommendation for each work package and make a recommendation to the Town Council; review any main Contractor direct costs associated with each work package to ensure not a duplication of main preliminaries costs and make recommendations. Agree contents and format of the 2<sup>nd</sup> Stage employers requirements; agree contract sums with Contractor; agree any derogations against 1<sup>st</sup> Stage Tender Employers requirements; agree schedule of provisional sums.
- Prepare 2<sup>nd</sup> Stage Tender Report with recommendations
- Provide Principal Designer Services to assist the Town Council to discharge their duties under the CDM 2015 regulations during the Stage 1 tender period. The role of Principal Designer would be transferred to the successful Contractor once appointed under the PCSA.
- Provide compliance reviewing of the Contractors Employers Requirements/Contractors Proposal during the Stage 2 tender process.
- Liaise with the appointed BREEAM adviser regarding the aspiration to achieve BREEAM Excellent in the project.

## **QUOTATIONS REQUIRED FOR THE FOLLOWING:**

- 1. Preparation of Project Estimate to include the 1<sup>st</sup> Stage Tender Documents**
- 2. Preparation of 1<sup>st</sup> Stage Tender Documentation**
- 3. Issue tender documents via Contracts Finder**
- 4. Respond to Tender Queries during the 1<sup>st</sup> Stage Tender Period**
- 5. Review the 1<sup>st</sup> stage tender submissions**
- 6. Issue award decision notices to tendering contractors**
- 7. Preparation of Pre-Construction Agreement**
- 8. Facilitate, set up and manage the 2<sup>nd</sup> stage tender process**
- 9. Prepare 2<sup>nd</sup> Stage Tender report with recommendations**
- 10. Provide Principal Designer Services to assist the Client to discharge their duties under the CDM 2015 regulations during the Stage 1 tender period**

**Please also indicate an allowance for providing review of the Contractors Employers Requirements/Contractors Proposal during the stage 2 tender process. Plus an allowance for liaising with the BREEAM consultant as the project progresses.**

Responses to be received by **5pm on Thursday 21<sup>st</sup> April 2022** for review by the Finance & General Purposes Committee on Monday 25<sup>th</sup> April 2022. Please also give an indication of time scales as to when the work could commence after ratification at the Annual Meeting on 9<sup>th</sup> May 2022.

Please send the tender responses to **Mrs Janet Wheeler (Town Clerk and Responsible Finance Officer)** and **Mr Nick White (Property & Facilities Officer)** – [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk) and [nwhite@didcot.gov.uk](mailto:nwhite@didcot.gov.uk) along with a password for emailed tenders.

**All tenders will be opened at 10.00am on Friday 22<sup>nd</sup> April 2022 for review by the F&GP Committee.**

If you have any questions, please contact Nick White in the first instance on 01235 750039 direct dial.

## **Didcot Town Council**

**Mrs Janet Wheeler  
Town Clerk & Responsible Finance Officer**

CC: Design, Access and Planning Statement – May 2021