



PART 4 of 4

PROJECT DETAILS

Framework name: Lightweight Event Structures,
Accommodation and Event Solutions

Framework contract number: TVF2.6909

Package Order number: 6909.xxx.001

Project name: Basketball & Wheelchair
Basketball Temporary Games Time Training
Venue

Contract title: Lee Valley Training Venue -
Basketball Temporary Games Time Training
Venue - Lightweight Event Structures,
Accommodation and Event Solutions



LONDON Date: 4 March 2011



About this document

This document provides specific information relating to the call off for the Basketball Temporary Training Venue Lightweight Event Structures, Accommodation and Event Solutions Works.

Other documents, including 'General Information', which is Part 1 of this ITQ, describe the Contracting Authority, its responsibilities for the Games, and what it expects from Tenderers.

Tenderers should first read the document 'Instructions for Responding' which is Part 2 of this ITQ.

Details of the procurement process, and specific guidance on evaluation are included in the document 'Procurement Process and Evaluation Criteria' which is Part 3 of this ITQ.

Tenderers should read all parts of this ITQ before responding.

Created by
The Procurement Department of the
Olympic Delivery Authority

Template Version 1.0

Contents

1	The Framework Contract & Interpretation	4
2	The Project – in brief	4
3	The Works Package – in brief	4
4	Key Requirements	5
4	Summary of Procurement Timetable	8
5	Tenderer Briefings	8
6	Clarifications	9
7	Deadline for Submission of Quotation	9
8	Variant Quotes	9
9	Tenderer Interviews	9
10	Evaluation Scoring	10
11	Award of Contract	10
12	Period of Validity	10
13	Contract	11
14	Stakeholders	11
15	Supporting Documentation	12

1 The Framework Contract & Interpretation

The Contracting Authority has procured a framework of 4 economic operators for the design, construction, supply, installation, maintenance, dismantling, removal and reuse of a temporary lightweight event structures and event solutions (the 'Lightweight Event Structure') for a number of venues, facilities or locations for the Games, as more particularly described in the Framework Information.

In this Part 4 of the ITQ, the terms 'Framework Contract' and 'Framework Information' shall have the meanings given to them in the Framework Contract for Lightweight Event Structures, Accommodation and Event Solutions between the Contracting Authority and the Tenderer dated 8 December 2009.

For the purposes of this Part 4 of the ITQ, 'Contract' shall have the meaning given to that term in paragraph 4.6.

2 The Project – in brief

The Contracting Authority is seeking to procure a design and build contract ("the Contract") to provide a temporary training venue (and associated support facilities) for Basketball and Wheelchair Basketball for the duration of the 2012 Olympic and Paralympic Games. The successful tenderer will also be expected to provide operational maintenance of the venue during the Games and remove the venue and make good the site afterwards.

For further detailed information, please refer to the Tender Drawings and to Sections A100 and A300 of the Project Information Document located in Appendix D (Project Information) to this ITQ.

3 The Works Package – in brief

The Contracting Authority is seeking to procure the design, construction, supply, installation, maintenance, dismantling and removal of lightweight structures and event solutions ('the Works') at the Venue as more particularly described in Appendix D (Project Information) to this ITQ ('the Project').

4 Key Requirements

4.1. The key requirement of the Project is to design and erect a temporary training venue for basketball for the 2012 Olympic and Paralympic Games. The key facilities to be provided are:

- two indoor training courts for basketball and wheelchair basketball conforming to Fédération Internationale de Basketball (FIBA);
- lighting of minimum of 750 lux in the vertical plane;
- reception area;
- equipment store;
- athlete changing rooms;
- athlete medical treatment area;
- doping control station;
- logistics store;
- press mixed zone, photographers' positions and interview areas;
- security office;
- manager's office;
- athletes' lounge;
- vehicle drop-off zones;
- power and water supply.

4.2. In addition, the Contractor will be expected to:

- secure the necessary statutory licenses and planning permissions;
- provide operational maintenance of the venue during the Games period;
- remove all works and make good the site at the end of the Games.

4.3. The venue will be temporary and should be provided to cover the period 01 June 2012 to 9 September 2012.

- 4.4. The venue will be provided on the area of land to the rear of the Lee Valley Ice Centre, Lea Bridge Road, Leyton, London E10 7QL. The venue will be named the Lee Valley Training Centre.
- 4.5. The Contracting Authority intends that the Contract will comprise of the following phases:
 - 4.5.1 the design and provision of a temporary basketball venue and associated support facilities to meet FIBA requirement for the duration of the 2012 Olympic and Paralympic Games
 - 4.5.2 basic facility management, maintenance of structure and operation of temporary power supplies during operational period
 - 4.5.3 removal of venue after the event and returning the site to its original condition.
- 4.7. The Contracting Authority requires that Completion of the whole of the Works shall take place by 2 November 2012.
- 4.8. The Contract shall be awarded in accordance with the provisions of the Framework Contract, the PCR, EU Directives and the ODA's Procurement Policy and Procurement Code.
- 4.9. The Contract will be the NEC 3 ECC Option A attached to Schedule 2 of the Framework Contract as amended in accordance with the Schedule of Works Package Contract Detail applicable to the ITQ (see Appendix C of this ITQ) and Contract Data Parts 1 and 2.
- 4.10. Payment under the Contract will be by way of payment against a fixed lump sum, all as set out in the Contract.
- 4.11. The Tenderer is to complete and return the Pricing Document (the 'Commercial Questionnaire') and Contract Data Part 2 (Annex 2 of this Part 4 document) as a part of his Commercial Submission. The successful Tenderer will be required to provide an activity schedule, in accordance with the requirements of the Contract that aligns with the amounts included in its Pricing Document submission.

4.12 The Tenderer is directed to the following Annexes to ITT Parts 1 to 4:

Annex No	Description	Purpose
Annex 1	Guidance Notes for completion of Contract Data Part 2	The Tenderer is to use the guidance when responding to Technical Parameter Question R03
Annex 2	Copy of Contract Data Part 2	The Tenderer is to use this MS Word version when responding to Technical Parameter Question R03
Annex 3	New Supplier Form	The Tenderer is to use this MS Word version when responding to Technical Parameter Question A03
Annex 4	Example copy of Activity Schedule	The Tenderer is to use this MS Excel version when responding to Technical Parameter Question R02

4.13 The Tenderer is to complete and return the Priced Options (contained within the 'Commercial Questionnaire') as part of his Commercial Submission.

5 Summary of Procurement Timetable

- 5.1 The proposed timetable for this procurement process is set out below. This timetable is for guidance only and the Contracting Authority reserves the right to alter the timetable at any time.

Invitations To Quote Published	4 March 2011
Tenderer Briefing	16 March 2011
Clarifications Deadline	4 April 2011 (5pm BST)
Date by which the Contracting Authority will respond to all clarifications received prior to the Clarifications Deadline	8 April 2011
Deadline for Submission of Quotation	15 April 2011 (9am BST)
Tender Clarification Meetings (optional)	w/c 25 April 2011
Completion of Quotation Evaluation	Late April 2011
Award of Contract	May 2011
Contract Commencement Date	May 2011

6 Tenderer Briefing

- 6.1 The Contracting Authority intends to hold a briefing for all Tenderers on 16 March 2011. Location, time and agenda will be distributed to Tenderers during the ITQ period.
- 6.2 All information disseminated at the briefing will be available to Tenderers via the London 2012 eTendering Service following the event.
- 6.3 The purpose of the Tender Briefing is:
- To enable the Tenderers to meet the Project Team in a controlled environment;
 - To brief the Tenderers on the scope and notable features of the Project;
 - To inform the tenderers of the tender process and the timetable for the works opportunity moving forward; and

- To receive and respond to any questions that the Tenderers may have on the Project and the ITQ.
- 6.4 Tenderers are permitted to arrange their own visit to the site during the Tender period. Tenderers wishing to exercise this option should contact Simon Molden :

Email : [REDACTED]

7 Clarifications

- 7.1 If Tenderers have any questions or request a clarification concerning any aspect of this ITQ, they are permitted to send questions and/or requests for clarification to the Contracting Authority through the London 2012 e-Tendering Service as described in detail in Part 2 of this ITQ (Instructions for Responding), until the Clarifications Deadline which is 4 April 2011 (5pm BST) has passed.

8 Deadline for Submission of Quotation

- 8.1 Quotes must be submitted no later than 09:00 (BST) on 15 April 2011 via the London 2012 e-Tendering Service. Any submissions received after this deadline will not be considered by the Contracting Authority.
- 8.2 In addition to the provision of the Technical Submission and the Commercial Submission, the following is also to be submitted:
- Activity Schedule;
 - Contract Data Part 2.

9 Variant Quotes

- 9.1 The Contracting Authority will **not** consider a Variant Tender or Tenders in relation to this Opportunity.

10 Tenderer Interviews

- 10.1 The Contracting Authority reserves the right to conduct tender clarification meetings as part of the clarification process.

11 Evaluation Scoring

11.1 The evaluation criteria and the weightings for the provision of the Works are as follows:

Level 1	%	Level 2 – Criteria	%
Commercial Evaluation	60	Price	55
		Activity Schedule	2.5
		Contract Data Part 2	2.5
		Financial Profile	Pass / Fail
Technical Evaluation	40	H01 Project Programme	5
		H02 Project Approach	9
		H03 FIBA Considerations	6
		H04 Key Personnel	5
		H05 Industrial Relations Obligations	3
		H06 Maintenance	4
		H07 Health and Safety Risks	3
		H08 Supply Chain	5
Other (not evaluated)	0	Q01 Assumptions and Dependencies	0

12 Award of Contract

12.1 The Contracting Authority intends to award the Contract on or before May 2011.

13 Period of Validity

13.1 Quotes must remain open for acceptance by the Contracting Authority for a minimum period of 120 Working Days commence from the [Deadline for Submission of Quote](#).

14 Contract

- 14.1 Tenderers should note that a mark up of or amendment to the Contract is not permitted. The Contract to be applied for these Works will be the NEC 3 ECC Option A Contract attached to Schedule 2 of the Framework Contract as amended in accordance with the Schedule of Works Package Contract Detail applicable to the ITQ (see Appendix C of this ITQ) and Contract Data Parts 1 and 2.
- 14.2 Tenderers must ensure that any rates, fees or percentages contained in the Contract Data Part 2 of the Tenderer's commercial submission does not exceed those rates, fees or percentages contained in Schedule 4 of the Framework Contract or stated within the Commercial Questionnaire of its tender submission for the Framework Contract (the 'Framework Rates'). Any Quote which contains rates, fees or percentages in excess of the Framework Rates may result in a Quote being deemed non-compliant.

15 Stakeholders

The Stakeholders for the Contract will be the following:

- London Organising Committee of the Olympic Games (LOCOG);
- Department for Culture, Media and Sport (DCMS);
- Greater London Authority (GLA);
- London Development Agency (LDA);
- Lee Valley Regional Park Authority (LVRPA);
- Others notified by the ODA up to a maximum of three others.

16 Supporting Documentation

The following additional documents will be issued to the successful tenderer during the mobilisation period. The Project Information (Appendix D) contains the basic information on all processes and procedures that the Tenderer will need to adopt while working on the project. These documents provide further background and supporting information but contain no additional contractual obligations.

Title
Blast Resistance Guidance - Responsibility of the Venue Design Teams
Building Regulations Approval Procedural Guidance
Design & Construction Health and Safety Environment Standard
Design Deliverable Submission, Client Review & Acceptance Process Update
Design Standards and Procedures - Addendum 1
Design Standards and Procedures Update
Design Systems & Tools
Designing for Legacy
Digital Interface Schedule (DIS) User Guide
Dynamic Performance of Seating Structures Guidance
E&S Implementation Guidance for Project Teams - Bio-Diversity: Part 1 - Buildings & Structures (including ES9 -Biodiversity Action Plan (BAP) and appendices 1 and 2)
E&S Implementation Guidance for Project Teams - Bio-Diversity: Part 2 - Landscape
E&S Implementation Guidance for Project Teams - Energy in Use
E&S Implementation Guidance for Project Teams - Environmental Impacts
E&S Implementation Guidance for Project Teams - Materials
E&S Implementation Guidance for Project Teams - Waste
E&S Implementation Guidance for Project Teams - Water (Update)
E&S Implementation Guidance for Project Teams (IGPT) - Environmental Impacts - APPENDIX 1. BREEAM Guidance for Design Teams on Carbon Emission Factors
E&S Implementation Guidance for Project Teams (IGPT) - WASTE Appendix 1 - Waste Minimisation (WMA) Report
Equality and Diversity Strategy
Generic Security Document: Generic Requirements and Performance Specifications for Venues
Health & Safety File Strategy
Implementation Plan for Samples and Trial Panel Park
Implementation Plans for London 2012 Programme Collaboration Tools
Inclusive Design Standards Errata
Inclusive Design Strategy
Lighting Strategy
London Ambulance Service - Guidance for Design Teams
Lower Lea Valley: Revised Olympic & Legacy Wind Tunnel Testing Wind Environment Study
Masterplan Fire Strategy Revised
ODA Specification for the Use of PVC
ODA Void Certification Procedure
Olympic Park Suite of Site Plans
Olympic Park Surface Water Drainage Technical Design Strategy
Olympic Park Utilities Provision

Olympic Park Waterspace Masterplan 22 July 2008
Planning Submission Visualisation Minimum Standards
Programme Design Specs
Project Security Design Note - Search
Project Specific Notification - Energy In Use
Project Specific Notification – Water Demand Reduction
SDG Addendum: Stadium Systems Designers Guide Addendum 4 Requirements
Specific CDMC Requirements
Specific ODA Requirements of CDM Coordinators
Sustainable Development Strategy
Systems Designers Guide
Systems Designers Guide - Addendum 1
Systems Designers Guide - Addendum 2 (Cellular)
Systems Designers Guide - Addendum 3 (Cable Routing)
Systems Designers Guide - Addendum 4 (Security Systems)
Topographical Update (Scenario 13)
UDLF
UDLF Appendix
Venue Security Design Guide
EXECUTIVE COMMUNICATION - Common Standard No 41 - The Management of Temporary Works - 2010-02-02
EXECUTIVE COMMUNICATION - Drugs and Alcohol Testing on the Olympic Park
EXECUTIVE COMMUNICATION - Safety Information Note 16: Facial injury from grinding tool - 2010-03-01
EXECUTIVE COMMUNICATION - Protocol for Principal Contractor Coordination with Utility Surveillance Team Executive Communication - 2010.03.05
EXECUTIVE COMMUNICATION - Method Statement Approval Protocol for Working in the Vicinity of the 132kV and 11kV EDFE Assets - 2010-03-25
District Heating and Cooling Network: Venue Specific Connection Agreement and Supply Agreement for Water Polo - 2010.03.29
EXECUTIVE COMMUNICATION - ODA Design and Construction Health, Safety and Environment Standard - Fourth Edition - March 2010
EXECUTIVE COMMUNICATION - Safety Information Note 17: Driving on the Olympic Park Road Network
EXECUTIVE COMMUNICATION - Banning the Driving of Steel Pins on the Olympic Park and Athlete's Village - 2010-04-08
EXECUTIVE COMMUNICATION - Timber and Timber Products for the Olympic Park
EXEC 1 - URGENT EXECUTIVE COMMUNICATION - Electromagnetic Compatibility Directive 2004/108/EC - 2010.05.04
EXEC 1 - URGENT EXECUTIVE COMMUNICATION - Safety Alert No 18 - Falling Object from Goods Hoist - 2010-05-14
EXEC 1 - URGENT EXECUTIVE COMMUNICATION - SAFETY ALERT 19: CUPLOCK SCAFFOLD FAILURE
EXEC 1 - URGENT EXECUTIVE COMMUNICATION - Common Standards related to work at height revised (via SHELТ)
EXEC 2 - PRIORITY EXECUTIVE COMMUNICATION - Common Standard No 36 - Securing of frequently used and common lifts - April 2010
EXEC 2 - PRIORITY EXECUTIVE COMMUNICATION - Park Health Information Sheet 7 - Working with Isocyanates - April 2010

Should a Tenderer wish to view the full copies of any of these documents they should issue the request through the eTendering system, stating which document(s) they require.