

# **Circular track at the Morgan Recreation Ground, Crowthorne**



## **Invitation to tender December 2022**

**Deadline for submissions Monday 13<sup>th</sup> February**

# 1.0 Background

## 1.1 Crowthorne Village

Crowthorne village is a vibrant, healthy and desirable place to live and work. It has 5 primary schools and one secondary school and is home to two famous institutions, Broadmoor Hospital and Wellington College.

A significant proportion of Crowthorne Parish falls within a Special Protected Area, or its buffer zone, which protects ground nesting birds in the forested area. This means that Crowthorne is less affected by urban sprawl than other villages in south east England and has kept its village feel and leafy, green status.

## 1.2 Crowthorne Parish Council

The Morgan Recreation Ground (MRG) is owned by a charitable trust but managed and funded by Crowthorne Parish Council (CPC). CPC has committed to:

- promote and represent the community's views and aspirations.
- provide high standard, cost-effective services and amenities.
- to help create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race, sexual orientation or religion, and which seeks to develop their emotional and physical wellbeing.
- support the move to a healthier, active community.



*The Morgan Recreation Ground at its busiest – carnival 2022.*

### 1.3 Morgan Recreation Ground

The MRG is the main freely accessible park in Crowthorne, serving a population of approximately 7000. It has a fenced toddler play area and assorted play equipment surrounding it, along with picnic benches, benches, a banked area with specimen trees and large grassed area containing a lined football pitch. Come July 2023 there will also be a hard standing sports area to the eastern end of the park.



*Aerial view of the Morgan Recreation Ground with the tarmacked project area to the east.*

There has been a recreation ground on the site of the current Morgan Recreation Ground for over 100 years. The views over the recreation ground are protected under the Crowthorne Neighbourhood Plan.

There is a car park, access to the High Street and public toilets to the western end of the park.

The new sports track will complement the new sports area, which will contain an assault course, calisthenics bars and football/basketball pitch.

The park is well used by families, school children, dog walkers, sports enthusiasts, a Tai Chi club and weekly by four resident football teams – 3 adult teams and one U13s.

Edgbarrow School is the local secondary and is close to the park. It has more than 1500 students, many of which walk past or through, the MRG on their way to and from school. The local schools will be invited to use this free facility.

Some of the local pre-schools also use the MRG for their mini 'sports day'.

#### Site visits

Bidders are encouraged to visit the site before submitting a tender. Contact [projects@crowthorne-pc.gov.uk](mailto:projects@crowthorne-pc.gov.uk) or call 01344 7710251 to arrange this.

## 2.0 The project

### 2.1 Project cost

This tender serves as a quotation for council to assess.

### 2.2 Project vision

CPC would like to create a 'circular', 2 lane, all ability track on a grass area, for the whole community to use in order to:

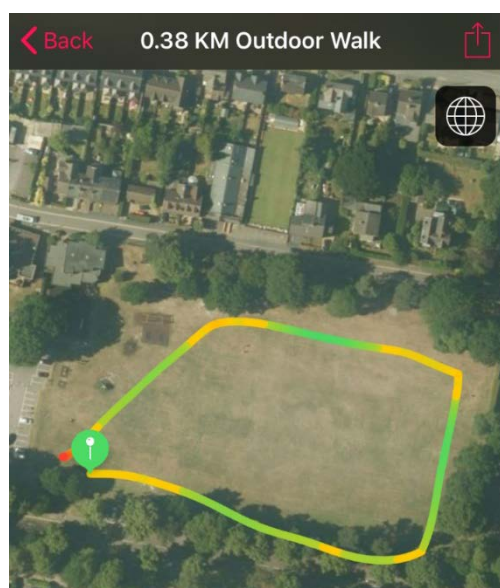
- Make the most of this popular village facility.
- Support the Government's Better Health campaign.
- Generate more footfall in the MRG and therefore the High Street.
- Benefit all ages and demographics of Crowthorne residents.
- Deliver its commitments under the Crowthorne Neighbourhood Plan and the Three Year Strategy Plan.
- Support Bracknell Forest Council's Get Active Project.
- Provide free sports facilities as all others in the area require pre-booking and a charge.

And ultimately:

- Encourage and inspire all members of the community to get outside and get moving!

It is envisaged that it be used by:

- Toddlers learning to ride bikes
- Walkers and runners with pushchairs
- Runners of all abilities
- Walkers
- Dog walkers
- School children



*This map is an indication only. It is important that the football pitch is not compromised.*

## 2.3 Timeline

Contract published on Contracts Finder government portal	21st December 2022
Deadline for submissions (see Format of submissions 6.2)	10am, Monday 13 <sup>th</sup> February 2023
Tender evaluation initiated	10am, Monday 13 <sup>th</sup> February 2023
Contract awarded conditional of satisfactory RAMS	Tuesday 7 <sup>th</sup> March 2023
Project start	Monday 5 <sup>th</sup> June 2023
Project completed	Friday 14 <sup>th</sup> July 2023

## 2.4 Planning permission

The proposed sports track may require planning permission. CPC will work with the successful contractor on the Pre-app and planning process. If required, the successful bidder will support CPC in preparing a planning permission submission.

## 2.5 Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 5 months from the date of submission.

Payment will be made upon completion and the RPII report, less 5% snagging. Once the snagging is complete and CPC is satisfied that there are no ongoing issues, the last 5% will be settled.

For the full CPC Financial Regulations, see Appendix 1.

## 2.6 Completion and support

On completion provide installation documentation to support any warranty claim, including:

- Name and contact details of installer.
- Date of installation.
- Name and contact details of manufacturer.
- Type/ description/ reference of products used.
- Manufacturer's recommended inspection and maintenance procedures to maintain safety and impact absorbing performance.
- Manufacturer's recommended cleaning and maintenance methods, where relevant

# 3.0 Consultation

CPC ran a well-received public consultation from July-September 2022 online, in the MRG and Crowthorne library. The results of this consultation were integral in indicating the equipment and activities required at the MRG and the proposal to install a walking/running track scored highly in the consultation process.

Councillors also asked the public at the Late Night Christmas Shopping event in December 2022 and reported back that all those they spoke to supported such a project.

Neighbours themselves proposed the idea of a track around the field.

Wildmoor Heath School, PE lead writes: 'We would definitely make use of the track regularly to develop pupils' gross motor capabilities and to further progress their running skills, stamina, speed and overall fitness. Wildmoor Heath clubs and classes would definitely benefit from a running track.'

## 4.0 Specification

The work specification is not exhaustive, but stipulates the minimum requirements. Bidders are expected to visit the park in order to understand its use and access points and take their own measurements. CPC welcome the submission of imaginative proposals, containing suggestions to inspire exercise to all users of the park.

CPC are not obliged to accept the lowest tender but are bound to assess 'best value'. However, bidders are encouraged to bid for one, or both parts of the project. Bids can be placed for part I or Part II in isolation.

### Part I – Sub-base

Sub-base, preparation for SUDS surfacing (333*2m)	
<p>Liaise with the company delivering the surface layer, Part II.</p> <p>Excavate and lay geotextile membrane and compacted stone following manufacturers guidelines for pedestrian/cycleway use for the 333m*2m course, circling the football pitch.</p> <p>Prepare two 4m sections for vehicle crossing following the manufacturers guidelines for occasional vehicle use.</p> <p>Remove much of the spoil from site but approximately 20m<sup>3</sup> can be distributed on the slope to the northern boundary and covering exposed tree roots.</p>	

### Part II – Rhinopave surface – or similar SUDS resin bound stone system

Surface (333*2m)	
<p>Liaise with the company delivering the sub-base, Part I.</p> <p>Lay Rhinopave (or similar) throughout 333*2m long loop around the football pitch. Follow manufacturers guidelines for pedestrian/cycleway use. Bevel top edge.</p> <p>Lay two 4m sections for vehicle crossing, following the manufacturers guidelines for occasional vehicle use, demarcated with a different colour surface.</p>	



#### 4.1 Maintenance

Please advise on expected annual maintenance costs for the first 15 years, laid out as follows:

Item	Year 1 costs	Year 2 costs	Year 3 costs...	...Year 15 costs	15 year total maintenance cost

#### 4.2 Warranty

Please state warranty period for the foundations and surfacing.

### 5.0 Work considerations

#### 5.1 Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with CPC before work starts.

Heavy vehicles should use ground protection mats in all but the driest conditions to minimise impact on the recreation ground. Vehicles must not drive across the football pitch. A banksman in high-viz must support all vehicle movements on the recreation ground.

The mature trees do not have TPOs but should be protected nonetheless as they are a valuable feature to the park. Consequently, materials and machinery should not be stored beneath tree canopies, to minimise root compaction.

During installation, the contractor should secure the construction area. Machinery left overnight must be immobilised. The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

The contractor must protect the whole MRG against unauthorised persons, vehicles and encampments by ensuring the access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

#### 5.2 Removal of waste

Any ground works undertaken by the contractor, resulting in spoil/debris/rubble will need removing from site and the costs to form part of this tender - see 4.0.

All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

## 6.0 Making the most of your bid

### 6.1 Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Criteria	
Satisfactory references wrt installation	MET/NOT MET
Satisfactory references wrt maintenance	MET/NOT MET
Evidence of insurance cover (Public, Employer's, Professional)	MET/NOT MET
Assurances to start delivery w/c 4 <sup>th</sup> September 2023	MET/NOT MET
Insurance backed, 5 year guarantee for surface works	MET/NOT MET

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Criteria	Weighting	Potential score
Play value <ul style="list-style-type: none"> <li>Quality of play/running/walking experience</li> <li>Appearance</li> </ul>	2	20
Value for money <ul style="list-style-type: none"> <li>Cost</li> <li>Projected maintenance costs (see 4.1)</li> <li>Warranties and guarantees (see 4.2)</li> </ul>	4	40
Adherence to work specification (see 4.0)	2	20
Social value <ul style="list-style-type: none"> <li>Environmental statement</li> <li>Equality statement</li> <li>Inclusivity</li> <li>Any other social value factors</li> <li>Assurances to use local subcontractors</li> </ul>	2	20
Maximum possible score		100

Where 0 score = No response, 1 = Significantly below expectations, 2 = Below expectations, 3 = Meets expectations, 4 = Above expectations and 5 = Significantly above expectations



## 6.2 Format of submission

The tenders must be submitted in line with provisions outlined in section 11 of the CPC Financial Regulations, see Appendix 1.

In short, the sealed tenders must be addressed to the CPC clerk, Melanie Saville, until the prescribed date for opening tenders (10am, Monday 13<sup>th</sup> February).

Please make sure your delivered submission includes:	/ or x
A developed scheme with 2D image of the track area, along with individually costed items and the manufacturers specification for pedestrian/cycleway and occasional vehicle use.	
Evidence to address the criteria listed in Evaluation and Scoring – 6.1  Two satisfactory references wrt installation from the last 3 years. One satisfactory references wrt maintenance from the last 3 years. Insurance backed 5 year guarantee for surfacing works.	
Warranty details.	
Recent set of the bidding company's audited accounts.	
Details of any enforcement action under the Health and Safety legislation.	
Confirmation that the bidder will be able to meet the timetable - start w/c 04.09.23.	
Waste carrier licence	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
Evidence of Public liability insurance (minimum £10 million)	
Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	

Bidders must ensure they fully understand this document and the work requirement and specification. If you have any queries please ask - [projects@crowthorne-pc.org.uk](mailto:projects@crowthorne-pc.org.uk) or 01344 771 251.

Submissions should be marked 'Sports Area Tender – CONFIDENTIAL' and posted to The Clerk, Crowthorne Parish Council, Morgan Centre, Wellington Roads, Crowthorne, RG45 7LD to arrive by 10am, Monday 13th February.

## Appendix 1 – CPC Financial Regulations.

### 11. CONTRACTS

1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage, broadband and telephone services;
    - ii. for specialist services such as are provided by legal, or other suitably qualified professionals whose qualifications relate to the subject matter under dispute;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external/internal auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the council and report to council at its next meeting); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>[1]</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>[2]</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
  - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
  - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is between £250 to £5,000 the Clerk or RFO shall strive to obtain 3

estimates or utilise a pre-approved supplier. Otherwise, Regulation 10.3 above shall apply.

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken

<sup>[1]</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

<sup>[2]</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£189,330)
- b. For public works contracts 5,225,000 Euros (£4,733,252)

These new thresholds are applicable from 1 January 2020.