



## **STOTFOLD TOWN COUNCIL**

### **SKATEPARK CONTRACT**

## **SUPPORTING INFORMATION TO BE PROVIDED WITH THE TENDER**

### **General Requirements**

The Town Council will need to be satisfied that the successful Tenderer has been successfully employed by other Local Government Organisations using a Performance Specification for this type of Project. The Town Council is particularly interested in how the Tenderer can provide added value.

The Tenderer will be required to demonstrate that he will be able to provide value for money at each stage, use local suppliers where possible and the ability to provide innovative solutions that will ensure this Wheeled Sports Park has a long life of enjoyable use.

### **Specific Documents**

The Tenderer shall provide the following separate statements and or information which will form an essential part of the Tender Assessment:

1. The Tenderer shall provide a Method Statement detailing their approach to this form of Contract and in particular how it would plan, manage, and deliver the Project. A copy of the Company's Quality Manual and Environmental Policy should be included.
2. The Tenderer shall detail how it proposes to deliver a high-quality Wheeled Sports Park that complies with all current and relevant Standards and delivers the young people's aspirations but requires minimal maintenance.
3. The Tenderer shall provide at least three examples of relevant experience and successfully completed similar projects including the name of the Project, the Contract Value, the Client, and the Completion Date for each example.
4. The Tenderer shall describe its approach to Project Management and include details of the project team that will be involved in the delivery of this Project.
5. The Tenderer must provide a proposed programme of work with their Tender showing dates for completion of key stages, including but not limited to: start of consultation, agreement of final design, obtaining all necessary approvals by external bodies, completion of detailed design and construction drawings, start of site works, completion of the Works and issue of Certificate of Completion.
6. The Tenderer must demonstrate a good record of delivery on time, within budget and within any relevant planning or physical constraints in a cost-effective manner that provides value for money. Also provide a breakdown of their Tender Sum in the

Activity Schedule below and be mindful of the fact that the current allocated budget for this Project is a maximum of £250,000 (excluding VAT).

7. In addition, the Tenderer is required to provide a copy of the last three years audited company accounts.

### Activity Schedule

| Item Number | Description                                                      |  | Price |
|-------------|------------------------------------------------------------------|--|-------|
| 1           | Project Management (include H&S & CDM compliance)                |  |       |
| 2           | Surveys, searches, etc (please specify)                          |  |       |
| 3           | Consultations                                                    |  |       |
| 4           | Develop Final Design                                             |  |       |
| 5           | Obtaining Planning & other formal Approvals                      |  |       |
| 6           | Construction Drawings                                            |  |       |
| 7           | Removal and disposal of existing skate park                      |  |       |
| 8           | Groundworks & Drainage                                           |  |       |
| 9           | Skatepark Structure and finishes                                 |  |       |
| 10          | Ancillary items (seating/bins/safety signing)                    |  |       |
| 11          | Any other items/stages specified by Tenderer as deemed necessary |  |       |
| 12          | Post Installation Inspection and Completion                      |  |       |
| 13          | Attendance at Opening Event                                      |  |       |
|             | Total of the prices (excluding VAT)                              |  |       |

The Tenderer may include additional lines within the Activity Schedule if required.

23/02/2024