



Ferndown Town Council  
*serving the local community*

# Ferndown Town Council

## Main Tender Document

***Provision to design and build a new concrete  
Wheeled Sports Facility.***

**King George V Playing Fields.**

To be submitted no later than **5<sup>th</sup> June 2020.**

Late submissions will be disregarded.

### **General Enquiries**

Sports and Play Consulting Limited

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## RESPONSIBLE PARTIES

### **The Employer**

Ferndown Town Council  
The Barrington Centre  
Pennys Walk, Ferndown  
DORSET BH22 9TH

### **Contracts Administrator/s**

Michael Carter (Sports and Play Consulting Limited)  
Maria Follan (Ferndown Town Council)

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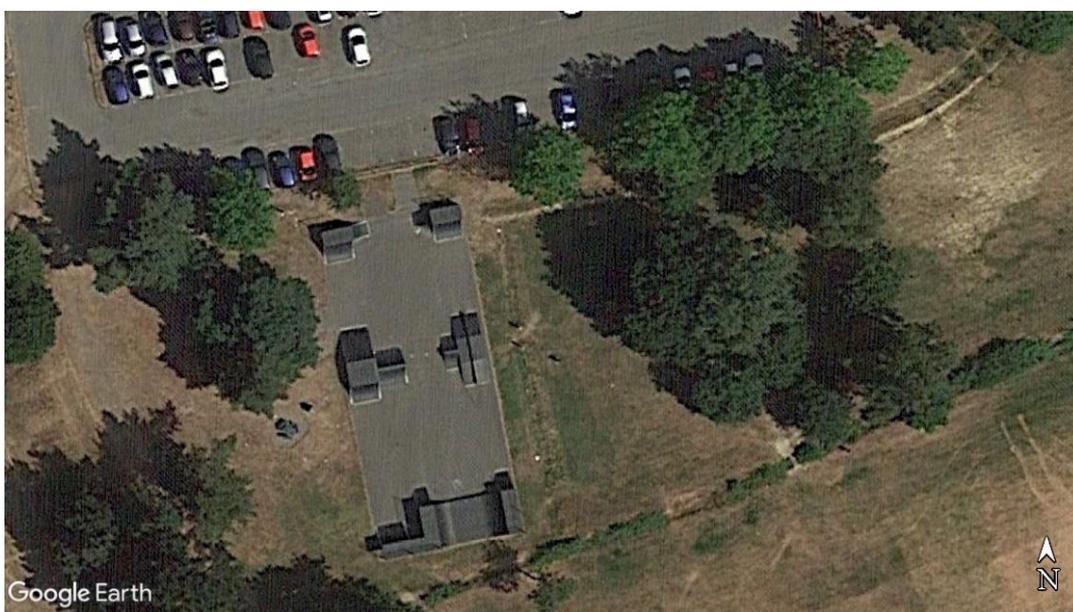
## INFORMATION AND INSTRUCTIONS

### 1. General Requirements

#### 1.1 Overview and Objective of Project

Ferndown Town Council (The Employer) is seeking a suitably qualified company to design and install a new concrete facility for a variety of wheeled sports to replace the existing one.

The location of the site is off **Cherry Grove, Ferndown BH22 9EZ.**



The Employer has allocated a significant budget to improve the existing facility which is outdated and has considerable maintenance and quality challenges. With a tarmac surface and steel elements that are near end of life, the objective is to remove the current items and install a new concrete park suitable for a wide range of users and abilities.

This includes **BMX Bikes, Scooters, Skateboards**, and any wheeled sports that would encourage both novice users through to experienced riders to use and re-use the site.



Planning permission has been granted to effectively double the current footprint of the site, although floodlighting was granted this will not be a requirement during the tender.

Please note there are conditions for planning, which is attached as an Appendix, an amendment to the planning conditions has been submitted to change the surface material from tarmac to concrete.

## 1.2 Budget and Costings

➤ The council is looking for two options from suppliers in terms of the budget that will be allocated:

1. **£170,000.00** Fully Funded
2. **£250,000.00** Partially Funded (Grants Pending)

- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 180 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.
- The council has applied for additional funding to achieve the higher figure, which may delay any final decisions in addition to any amendment to the planning consent.

## 1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission is the responsibility of the suppliers that have been decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation.



Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, elements and surfacing suitable for wheeled sports facilities and should comply to any relevant regulations primarily BS EN 14974. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

If there is evidence that the work does not confirm to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

### 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with Ferndown Town Council. In addition, a binding contract (Appendix 3) with agreed terms and conditions will be provided for both the



Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

### 2.3 Insurance

The **successful** contractor must be able to provide evidence of:

- Public Liability Insurance of no less than: **£5 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

### 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and the order of contact



### 3. Scope of Works

#### 3.1 Vision and Requirements

The current facility is a tarmac surface with steel elements that has been largely been used by BMX and Skateboard users. However due to the current surface and deterioration of the facility, the vision of the council is to utilise the funding for a wider range of users.

Surrounded by schools, and a highly populated area, a park that will encourage a variety of ages and abilities to use their BMX, Skateboards and Scooters and any wheeled sports that would encourage both novice users through to experienced riders to use and re-use the site for generations to come.

Additionally, a design that will have low maintenance and minimal re-investment while serving the needs of the existing users who are generally more experienced and older children and young adults is also critical.

The site is not particularly inviting in terms of the entrance, seating and general layout. The goal is to have a design sympathetic to the natural surrounds, be challenging yet not intimidating, and ultimately have a considerably positive impact for those already using the site, and those within the community who will be encouraged to start using the sports facility for the first time.



### 3.2 Specifications

Product	Primary Material	Specifications
Elements	Concrete	Spray or Prefabricated, steel components may be used if required – e.g. rails
Surfacing	Concrete with PCC edging	Finish to be appropriate for use within design – i.e. less slip for bike riders
Sub-Base	MOT Stone	<u>New Footprint</u> : 250 mm Base Course <u>Existing Footprint</u> : tarmac surface (supplier must confirm existing base is stable and suitable enough for new concrete surface)
Pathways	Concrete	From car park to site and new benches, inclusive and graded to non-slip
Seating	Concrete	4 x Benches on hard surface
Bins	Steel	2 x 120 Litre Black on hard surface
Sign	Steel on Post	1 x A2 size or larger
Fencing and Gates	Steel Galvanised	New safety barrier (1200mm high) with chicane entrance along car park side, full length of facility – extend minimum 11.5 metres
Mounding	Turf and Topsoil	If required within design
Reinstatement	Seed and Topsoil	Perimeter of facility if turf is damaged from works
<b>Floodlighting</b>		<b>NONE REQUIRED</b>
Planning Permission		Granted – See Appendices “Skate Park Planning Decision Notice” and “Skate Park-Layout1”

*Planning Conditions:*

- \* Maximum facility increase of 533sqm within area outlined on “Skate Park-Layout”
- \* Maximum height of 1.93m for new ramps, or 3.33m with guard rails
- \* Extension of safety fencing car park side of facility



### 3.3 Removals, Relocation and Disposals

Item	Action (Remain, Relocate, Dispose)
Existing Steel Elements	Remove and Dispose
Existing Picnic Bench and Bin	Remove and Dispose
Existing Shelter / Concrete Slabs	Remove and Dispose
Existing Fence	Remove and Dispose
Spoil from excavations	Remove and Dispose (unless it can be safely used for mounding)





### 3.4 Post Installation Inspection

Please allow for an RPII qualified wheeled sports inspection following the completion of the project, and all noted defects and remedial tasks need to be attended to and resolved before the open date and formally being signed off by either of the Contracts Administrators.



## 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	1 <sup>st</sup> May 2020
Site meeting for interested contractors (30-minute slots):	13 <sup>th</sup> May 2020 (subject to travel restrictions at that time)
Notification your intention to provide a response and any questions about the tender:	24 <sup>th</sup> May 2020
<b>Tender Submissions Due:</b>	<b><u>5<sup>th</sup> June 2020</u></b>
Decision on Preferred Supplier:	July 2020
Work to Commence:	September 2020
Work to be Completed (including snagging):	TBA

**Note:** Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build.

## 5. Scoring Criteria

### 5.1 Scoring Table

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
5.1.1 Project Design: (Max 500 words)	Scoring will be made according to the overall design. Specifically scoring will be based on: <ul style="list-style-type: none"><li>➤ Design Rationale detailing your approach to the tender response and design</li><li>➤ How the design will encourage a variety of users (Bike, Skate, Scooter) and abilities</li></ul>	<b>40%</b>



	<ul style="list-style-type: none"> <li>➤ Other considerations such as topography, seating, access, and other local facilities</li> <li>➤ A design which is low maintenance</li> </ul>	
5.1.2 Materials and Specifications: (Max 500 words)	<p>Although concrete has been specified as the primary material, other specifications will be considered when scoring. Specifically scoring will be based on:</p> <ul style="list-style-type: none"> <li>➤ Drainage inclusions and advice</li> <li>➤ Sub-Base and groundworks including the use of the existing tarmac surface</li> <li>➤ Approach to reduce graffiti</li> <li>➤ Finish of surfacing to ensure an appropriate rider experience for different wheeled sports</li> </ul>	<b>20%</b>
5.1.3 Presentation and Information:	<p>Suppliers are to provide:</p> <ul style="list-style-type: none"> <li>➤ 1 x 3D visual (refer guidelines on design)</li> <li>➤ 1 x CAD or scaled Google Map of the design</li> <li>➤ An itemised quotation for each option</li> </ul>	<b>20%</b>
5.1.4 Project Management and Experience: (Max 500 words)	<p>Detail your approach to Project Managing the installation, and you companies experience in building wheeled sports facilities. Specifically scoring will be based on:</p> <ul style="list-style-type: none"> <li>➤ Company experience of similar projects and how you monitor and improve on any quality assurance and general standards</li> <li>➤ How you manage supply chains such as manufacturers, installers and any third-party contractors in terms of quality assurance and project management</li> <li>➤ Roles and Responsibilities and the company structure relevant to delivering the project</li> </ul>	<b>20%</b>



## 5.2 Scoring Matrix

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent and proportionate based on the type of project, and to select the Most Economically Advantageous Tender.



### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

### 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

**Please Note: Should there remain any government advice or travel restrictions due to COVID-19, and visits not possible during the tender stage, then either the site survey date or tender due date will be extended, or alternatively submissions received on the due date can be subject to a site visit at a later date. Flexibility will be given on this matter, at the time of the tender release it is hoped restrictions will be lifted and allow for companies to attend the site meeting, or of their own accord to ensure a robust submission.**

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

### 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4.



Should you fail to send a notification or unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

#### 6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions for further review and analysis. This may include conducting:

- Supplier Presentations
- Credit and Reference Checks
- Public Consultations or Engagement

Short Listing may only be used if there is a high quantity of tender submissions, or the scoring used in the initial stage is deemed close enough for two or more suppliers to warrant further discussions.

#### 6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design or shortlisted designs, allowing an opportunity to collect feedback which may contribute to any revisions, or scoring if that is part of the scoring criteria listed. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

#### 6.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.



## 6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

## 6.9 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested to be shared. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

### **Sports and Play Consulting Limited**

Contact: Michael Carter

Mobile: 07421 463099

Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)



## 8. Submission and Checklist (Mandatory)

The tender response should include:

1. Completed copy of Appendix 1 and Appendix 2
2. 1 x CAD as a PDF to be provided in A2 size or as close to this as possible. Two options based on the budgets should be provided.
3. 1 x 3D Design visual to be provided in A2 size or as close to this as possible. Two options based on the budgets should be provided.
4. Itemised quotation for each option
5. Supplemental Information for responses within 5.1 (5.1.1, 5.1.2, 5.1.4)
6. An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, <b>in addition to</b> hard copies to the Employer by the due date and time

### **Hard copies to be delivered to:**

Ferndown Town Council  
The Barrington Centre  
Pennys Walk, Ferndown  
DORSET BH22 9TH  
Attention: Maria Follan

**Please note - Tenders are NOT to be hand delivered by representatives of the company submitting a response, and are to be sent in a plain envelope and/or tube marked only with:**

**'Tender – Ferndown KGV Wheeled Sports Facility'**

and sent to arrive no later than:

**16:00 hour, 5<sup>th</sup> June 2020.**

**PLEASE NOTE - OFFICE HOURS ARE MONDAY TO FRIDAY 9.30am to 4.00pm**