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**Contract for:**

**Design and Build Skatepark**

**Camborne Town Council**

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| **Volume Two (2) Applicant’s Offer**  This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted. |

Closing time and date for return of submission:

**12:00 hrs on 05/05/2023**

RETURN EMAIL ADDRESS

[tenders@camborne-tc.gov.uk](mailto:tenders@camborne-tc.gov.uk)

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| --- |
| Name of Applicant: |

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## SECTION 1 General Notes

* 1. This document should be read in conjunction with the supporting information contained within “Volume 1 - Instructions and Conditions of Tender” and associated documents also referenced.
  2. This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately and all information required submitting a compliant tender is done ahead of submitting any final response.

**SECTION 2 Selection Questionnaire**

**Notes for completion**

1. The “Council” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Council immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Council will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Council is under a legal or regulatory obligation to make such a disclosure.

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| **Part 1: Potential supplier information**  Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | | | |
| **Section 1** | **Potential supplier information** |  | |
| **Question number** | **Question** | **Response** | |
| 1.1(a) | Full name of the potential supplier  submitting the information |  | |
| 1.1(b) – (i) | Registered office address (if applicable) |  | |
| 1.1(b) – (ii) | Registered website address (if applicable) |  | |
| 1.1(c) | Please mark ‘X’ in the relevant box to indicate your trading status | 1. a public limited company |  |
| 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. other partnership |  |
| 1. sole trader |  |
| 1. other (please specify) |  |
| 1.1(d) | Date of registration in country of origin |  | |
| 1.1(e) | Company registration number (if applicable) |  | |
| 1.1(f) | Charity registration number (if applicable) |  | |
| 1.1(g) | Head office DUNS number (if applicable) |  | |
| 1.1(h) | Registered VAT number |  | |
| 1.1(i) – (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? |  | |
| 1.1(i) – (ii) | If you responded yes to 1.1(i) – (i), please provide the relevant details, including the registration number(s). |  | |
| 1.1(j) – (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? |  | |
| 1.1(j) – (ii) | If you responded yes to 1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this. |  | |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  | |
| 1.1(l) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | 1. Voluntary, Community and Social Enterprise (VCSE) |  |
| 1. Sheltered workshop |  |
| 1. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? |  | |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) | | |
| Name: |  | |
| Date of birth: |  | |
| Nationality: |  | |
| Country, state or part of the UK where the PSC usually lives: |  | |
| Service address: |  | |
| The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used): |  | |
| Which conditions for being a PSC are met: |  | |
| Over 25% up to (and including) 50% |  | |
| More than 50% and less than 75% |  | |
| 75% or more |  | |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) | | |
| Full name of the immediate parent company: |  | |
| Registered office address (if applicable): |  | |
| Registration number (if applicable): |  | |
| Head office DUNS number (if applicable): |  | |
| Head office VAT number (if applicable): |  | |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) | | |
| Full name of the ultimate parent company: |  | |
| Registered office address (if applicable): |  | |
| Registration number (if applicable): |  | |
| Head office DUNS number (if applicable): |  | |
| Head office VAT number (if applicable): |  | |
| **Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the Persons of Significant Control of them.** | | | |

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| **Please provide the following information about your approach to this procurement.** | | | |
| **Section 1** | **Bidding model** |  | |
| **Question number** | **Question** | **Response** | |
| 1.2(a) – (i) | Are you bidding as the lead contact for a group of economic operators?  If **yes**, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If **no**, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
|  |  |
| 1.2(a) – (ii) | Name of group of economic operators (if applicable) |  | |
| 1.2(a) – (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  | |
| 1.2(b) – (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | **Yes** | **No** |
|  |  |
| 1.2(b) – (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | |
| Name: |  | |
| Registered address: |  | |
| Trading status: |  | |
| Company registration number: |  | |
| Head Office DUNS number (if applicable): |  | |
| Registered VAT number: |  | |
| Type of organisation: |  | |
| SME (Yes/No): |  | |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables: |  | |
| The approximate % of contractual obligations assigned to each sub-contractor: |  | |
| **Contact details and declaration** | | | |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.  I understand that the Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | | | |
| **Section 1** | **Contact details and declaration** |  | |
| **Question number** | **Question** | **Response** | |
| 1.3(a) | Contact name |  | |
| 1.3(b) | Name of organisation |  | |
| 1.3 (c) | Role in organisation |  | |
| 1.3(d) | Phone number |  | |
| 1.3 (e) | E-mail address |  | |
| 1.3(f) | Postal address |  | |
| 1.3(g) | Signature (electronic is acceptable) |  | |
| 1.3(h) | Date |  | |

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| **Part 2: Exclusion grounds**  Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | | | |
| **Section 2** | **Grounds for mandatory exclusion** | | |
| **Question number** | **Question** | **Response** | |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |  | |
| **Please indicate your answer by marking ‘X’ in the relevant box.** | |
|  | **Yes** | **No** |
| Participation in a criminal organisation  If Yes please provide details at 2.1(b) |  |  |
| Corruption  If Yes please provide details at 2.1(b) |  |  |
| Fraud  If Yes please provide details at 2.1(b) |  |  |
| Terrorist offences or offences linked to terrorist activities  If Yes please provide details at 2.1(b) |  |  |
| Money laundering or terrorist financing  If Yes please provide details at 2.1(b) |  |  |
| Child labour and other forms of trafficking in human beings  If Yes please provide details at 2.1(b) |  |  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  | |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | **Yes** | **No** |
|  |  |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? |  |  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  | |
| **Please Note: The Council reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.** | | | |

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| **Section 4** | **Economic and Financial Standing** | | |
|  | **Question** | **Response** | |
| **4.1** |  | **Yes** | **No** |
| Are you able to provide a copy of your audited year-end accounts for the last two years, if requested? |  |  |
| Have your year-end accounts been qualified by your auditor? |  |  |
| If no, can you provide one of the following ((a), (b) or (c) below): |  |  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |  |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |  |
| 4.2 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. |  |  |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | | | |
| **Name of organisation(s)** | |  | | |
| **Relationship to the Supplier completing these questions** | |  | | |
|  |  | | **Yes** | **No** |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | |  |  |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | |  |  |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | |  |  |

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| **Section 6** | **Technical and Professional Ability** |
| **6.1** | Please outline and evidence your experience in the successful construction of high quality concrete skateparks – please reference Volume 1 of the Invitation to Tender instructions for more details on what we would be seeking as a pass, and also what would constitute as a fail. |
| **Response** |  |

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| **Part 3: Selection questions** | | | | |
| **Section 8** | **Additional questions** | | | |
| **Question number** | **Question** | | **Response** | |
| **8.1** | **Insurance** | |  | |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below(Please indicate your answer by marking ‘X’ in the relevant box): | | | **Yes** | **No** |
| Employer’s (Compulsory) Liability Insurance = £5m | | |  |  |
| Professional Indemnity Insurance = £2m | | |  |  |
| Public Liability Insurance = £10m | | |  |  |
| \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | | |  |  |
| **8.5** | | **Health and safety** | | |
| (Please indicate your answer by marking ‘X’ in the relevant box): | | | **Yes** | **No** |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | |  |  |
| Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. | | |  |  |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | |  |  |
|  | | | **Yes** | **No** |
| Is your organisation accredited to a SSIP accreditation scheme? | | |  |  |

## SECTION 3 Specification

**Scope of Works**

* 1. The scope of the Services required is for the design and build of a modern, well-functioning skatepark for the community of Camborne, of approximately 1450m2 (dependant on restrictions of proximity and budget).

**Design Considerations**

* 1. It is important that the skate park is designed for varied use, as the skate park will focus on both skateboarding and scooters, as well as BMX and inline skating.
  2. Design elements identified during consultation are as follows:

1. To appeal to multiple wheeled sports communities, including skateboarders, BMX riders and scooters.
2. To be inclusive and accessible for all users.
3. To be designed to fit sensitively within the park landscape, featuring tree and shrub planting to keep acoustic disturbance to neighbouring residents to a minimum.
4. The surface must be finished appropriately so that it is smooth and fast whilst retaining adequate grip for the users.
5. The facility should be designed as a community space and provide seating, litter bins and signage as appropriate.
6. To be capable of being maintained through the provision of a management and maintenance plan provided by the manufacturer.
7. To be designed to meet the latest applicable safety guidelines with a RoSPA post installation report provided on completion.
   1. The skate park is expected to be built in concrete and all consideration given to minimising noise, although alternative construction materials may be considered if proof of excellent acoustic performance and durability are provided. It is important that the design of the skatepark and the area is used in a positive and good way.
   2. In this context, the following should be considered:
8. The areas should be broken up in an appropriate manner with park details and elements so that the area does not appear as a large block of concrete.
9. It is desired that the skatepark is adapted to the surrounding environment in the park.
10. Seats and areas adapted for stay for skaters and users, as well as spectators must be incorporated into design.
11. It is important that the offered solution provide high safety for the users, in example that there is low risk of injury due to the skatepark design.
12. Rails of pipes must be filled with sand or equivalent to dampen noise.
13. An emphasis on flow throughout the design
14. The design of the skatepark is in such a way so that noise from the use of the facility against nearby residential buildings is minimized, including parts of the skatepark being lowered into the terrain so that the line of sight between the noise source and the receiver height is broken.
15. As a minimum, the design will be required to achieve the standards set within BS EN 14974:2019 Skateparks. Safety requirements and test methods (or suitable equivalent).
    1. The surface will be cast concrete (unless evidenced in line with the criteria described), with the following quality classifications and standards that are proposed will be provided by the supplier and will include specifications for:
16. Durability class
17. Chloride class
18. The Skatepark to be constructed in free form spray concrete, not pre-cast units, with in built steel protective edgings and conforming to C40/50 strength values, based on table 3.1 Eurocode 2.
    1. It is important to have smooth surfaces, that all cast surfaces are steel smooth. Furthermore, the curvatures and transitions are smooth. Safety concerns must be taken care of and all sharp corners and edges must be rounded off. The provider explains in more detail how much cast concrete will be used in the offered solution.
    2. It is important that the skatepark is built solidly and with a long life expectancy. The Skatepark structure is to have a minimum design lifespan of 20 years; and a structural default period / warranty of 20 years would be required.
    3. The design of the skatepark to be in a manner that avoids or minimises the risk of cracks. There will be minimal tolerance of cracks in the concrete (due to shrinkage in the curing process etc.) and will only accepted where these do not affect the function with respect to skateboarding. It will therefore be accepted that this will occur to a certain extent, but any cracks that affect the function and quality are the provider's responsibility and must be rectified.
    4. It is important to have a good tolerance interval for the transition between concrete and coping where applicable. The tolerance interval between concrete and coping on relevant elements. (e.g. 7.5mm +/- 2mm).
    5. The Skatepark will have a high-quality surface finish with tolerance levels of setting out and finish +/- 3mm to ensure a uniformly flat and bump free riding surface;
    6. To undertake the finished landscape profile / shaping the areas to be planted with good quality topsoil, free from contamination or invasive seeds, to a minimum depth of 500mm.;

**Other features and elements**

* 1. Further consultation is to be held with the local community, which the provider will participate in. To date they have indicated that it is desirable that the skate park should be street-inspired and contain elements such as (in no particular order of importance):

1. Mini-ramp sections,
2. Fly-out,
3. Euro gap,
4. Curbs,
5. Flat-bars, Rails and ledges,
6. Manual pads,
7. Bumps,
8. Quarter pipes in a variety of differing heights,
9. Rollovers to generate speed.
10. Pyramid
11. Extensions
12. Hips to redirect flowlines
13. Rolling section
14. Stairset
15. Flatbank sections
16. Spine section
17. Open areas
18. Pump track
19. Banks and elements from urban environment, with potential for a ‘pyramid’ feature.
    1. Furthermore, the elements should work both for beginners and advanced users, and with the main emphasis on beginner to medium difficulty.
    2. There is no desire to install lighting within this scheme at the present time.
    3. Full site clearance / preparation as required.
    4. Supply and installation of appropriate signage regarding safe & appropriate use of the Skatepark.
    5. Supply and installation of appropriate furniture (benches and seating etc.) and waste bins, working with the Client and Landscape architect on specification where appropriate. All seating to be installed on a properly constructed concrete base that should be at least 100mm longer each end of the bench and be a minimum of 1000mm front to back and 100mm thick, with the finished level the same as the surrounding ground. Bins to be installed on a properly constructed concrete base that should be at least 100mm longer each side and 100mm thick. Locations to be specified by the client.

**Groundwork and drainage**

* 1. All groundworks to be included, adequate drainage and pipes for the drains in the skatepark.
  2. A sufficient number of drains and sufficient drop towards the drain so that water is discharged from the surfaces is provided by the provider. Machine control for the basic groundwork is prepared by the provider. Fine-tuning of the groundwork is done by the provider.
  3. Supply and installation of appropriate drainage that forms part of the bespoke design that will meet all Environment Agency criteria for such developments and will show that the design has considered water flow direction in times of rainfall which will not lead to isolated ponding. satisfies planning requirements.

**Roof**

* 1. This is not a confirmed feature but will be included if budget allows. Should this be viable, the skate park must be prepared with concrete foundations with welding plates for columns for retrofitting of a roof structure of approx. 300 square meters. Roof will provide the opportunity to skate in rainy weather. Functionality and design should work just as well with and without the roof structure.

**Maintenance**

* 1. It is important that the skate park is planned and built so that it will minimize maintenance for the Council.

**Part C: Managing Quality**

**Quality Control**

* 1. The Contractor shall look to monitor the Services performed to ensure that this fulfils the required Standards as set out in the Contract, this shall include:
  2. Customer care / Monthly Meetings / Management Info / KPIs?

**SECTION 4 Applicants Response to Tender**

Method Statement Responses:

**PHASE 1: Design and feasibility work (including funding)**

**Introduction**

* 1. Informed by the initial background work undertaken, particularly the Community Consultation Outcomes (Appendix A) and the Grant of Outline Planning Permission (Appendix B) the supplier will be required to undertake a full detailed design sufficient for the purposes of:
* Obtaining detailed Planning Permission (and Building Regulations if required) satisfying the conditions as outlined in the Grant of Outline Planning Permission;
* Engagement as required with community groups and key stakeholders to ensure the design meets expectations;
* Supporting funding applications;
* For construction purposes such as the setting out and interpretation of onsite;
* Other purposes as may be necessary (e.g. Permissions of Statutory Undertakers or Land Drainage Authority).
  1. The detailed design will include both technical drawings and technical notes and supporting calculations. The design will clearly demonstrate how the key features identified from the consultation exercise have been considered.
  2. The appointed Contractor will have to advise on and prepare any necessary Planning Permission documentations for an application to be submitted by the Council to secure Full Planning Permission. The Town Council will submit the application and pay the fees to the Planning Authority.
  3. Additionally, the appointed Contractor will be required to lead and support the Council in the identification, pursuit and securing of additional funding streams to support the overall delivery of the scheme. This support may also include design consultation and engagement with potential funders, potential users and other stakeholders.
  4. The Council intention is for the Skatepark to be of high standard, individual and unique in respect of design and high quality regarding the finish. The Council would look to have the option to use the Skatepark for competitions and events.
  5. As such the design must aspire to be able to attract competitions to be held, event sponsors to fund and celebrity riders to attend and promote the skatepark and wider community in positive manner. To do this the Contractor will be able to demonstrate the understanding of layout in conjunction with open space that will enable riders to maximise the potential of flow and linked runs that form the backbone of such competitions. Ideally, the design will incorporate unique elements outside of the conventionally recognised skate items that will encourage them to be ridden in an exciting and challenging way.
  6. The Contractor will be responsible for acting as Agent in respect of the submission of the detailed Planning Application on behalf of the Council.

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| **SUPPLIER RESPONSE: Delivery of Phase 1 in relation to the Design and Feasibility** |
| The Applicant’s response to this Method Statement is for the Applicant to provide a detailed method statement that focuses on:   * Section 3 Specification set out for this Tender along with the introduction of this specific Method Statement (above) and the objectives as set out in Volume 1.   To support the response the Applicant would be required to provide headline details of the intended skatepark design to be shown in 3D-illustrations and sketches.  The Applicant must submit a description that unambiguously describes the delivery, with associated functionality and quality. The points below must also be answered in the description.  The Applicant would build on their experience from similar assignments and how they would bring this to benefit this project.  **WHAT DOES GOOD LOOK LIKE?**  A good response would clearly indicate an understanding of the requirements as set out in Section 3 Specification and the introduction to this specific Method Statement and what is necessary to delivery high quality outcomes. It will clearly set out how each of the identified parts in the specification and introduction section will be approached and met by the bidder.  It would also set out the approach around undertaking the required activity any previous experience in similar situations (e.g. design of skateparks to required standards) and how that knowledge and experience and expertise would be applied in the Contract delivery in relation to the actions required in Phase 1 of the work (e.g. Design and Feasibility).  A good response could include indication of a strong track record around obtaining and supporting successful planning applications (satisfying and fulfilling the conditions as in the Grant of the Outline Planning Application), working collaboratively with key stakeholders and an understanding on how this track record could successfully be applied in relation to this actual Contract and the expertise which the Contractor would bring to delivery of this in any awarded Contract.  A good response would also inspire confidence that any design to be provided for consideration to Planning / Funding parties is one which is likely to both attract favourable response as well as being able to be successfully translated into actual built structure. This would likely include details on how the Contractor would build the design considering key features identified from the Community Consultation Outcomes.  To support any response a good response would include concept drawings, digital illustrations and sketches that set out what the Council could expect as a delivered product.  Overall a good response would see the Applicant provide a more detailed description of how the solution offered ensures the requirements set out in the specification are to be delivered.  This would include the Applicant explain the selected how the design would provide long life span, both through design and the materials such as concrete quality, additives and synchro measurements on different parts of the plant to ensure a good quality and long durability. This would also include details on ongoing maintenance expectations.  This would include in more detail the construction principles, the order of the elements, concrete thickness, joint solutions, reinforcement, the use of iron / steel / stone and other materials on the edges.  In the design principles the Applicant would explains in more detail the other features and elements offered by the skatepark, and how this will work for beginners and advanced users, plus how the design reduce the noise to the surroundings. |
| **SUPPLIER RESPONSE:** |

**PHASE 2: Construction and delivery**

**Introduction**

* 1. The construction and delivery phase will only commence based on formal instruction of the Council and will be subject to ensuring key elements are in place, including detailed Planning Permission and securing of necessary funding and budgets. Subject to this instruction and based on the full approved design the Contractor will be responsible for actual construction work of the modern Skatepark on site and shall include:
  2. The Contractor shall ensure that all costs of labour and materials are included within the priced element of this tender. In addition, all associated costs such as fees and charges to Statutory Undertakers should also be included.
  3. The construction methods will be of the highest standards which will need to be evidenced prior to construction commencement.
  4. The Council requires a warranty against the concrete structure of a minimum of 20 years.
  5. The works should also be undertaken in a manner that makes reference to and applies the guidance as detailed in Cornwall Council “Noise and Dust Control on Construction and Demolition Sites” guidance. The successful contractor would need to comply with accepted hours of construction operations (i.e. any noise that will be heard outside the boundary of the site), namely: Monday to Friday: 0800 - 1800 Saturday: 0800 - 1300 Sundays and Bank Holidays: No working.
  6. In delivery of the Construction phase the Council would also be interested in how through this phase of the work the Contractor would be able to positively contribute to the local economy of Camborne and the surrounding communities, for example, engagement with local suppliers as part of overall construction and delivery phase.

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| **SUPPLIER RESPONSE: Delivery of PHASE 2: Construction and delivery** |
| The Applicant’s response to this Method Statement is for the Applicant to provide a detailed method statement around how they will meet the requirements as set out in the associated around **PHASE 2: Construction and delivery,** which would include details on the teams they would assemble to undertake the construction aspects, evidence around their experience and skills around skatepark construction and how this project would benefit from that.  It would focus on:  • Section 3 Specification set out for this Tender along with the introduction of this specific Method Statement (above) and the objectives as set out in Volume 1.  **WHAT DOES GOOD LOOK LIKE?**  A good response would clearly indicate an understanding of the requirements as set out and what is necessary to delivery high quality outcomes in relation to the construction and delivery of the Skatepark. It will clearly set out how each of the identified parts in the specification will be approached and met by the Contractor.  It would also set out the approach around undertaking the required activity any previous experience in similar situations and how that knowledge, experience and expertise would be applied in the Contract delivery in relation to the actions required in Phase 2 around the actual formal construction work.  A good response could include indication of a strong track record around construction of Skateparks on how this track record and expertise could successfully be applied in relation to this actual Contract. This would include the interpretation of the design, applying the necessary associated Regulations and compliance matters, setting out and constructing onsite to a high-quality standard.  A good response would also inspire confidence that the Contractor has the skills, expertise and capacity to construct the designed Skatepark. In relation to the construction aspects the Contractor response would provide a tangible link between the construction of the structure and ancillary works and clarity to costs that would be incurred. This could include details of that track record through case study / references and testimonials.  The response would also be clear around the contribution which the Contractor would make within the local economy for example through both the construction and delivery phase the use of (and percentage total) of local suppliers for sourcing of materials and / or through the design and overall delivery of the skatepark how it can contribute to wider economic benefits through staging of key events. |
| **SUPPLIER RESPONSE:** |

**Overall Project Management**

**Introduction**

* 1. With two key phases of delivery, e.g. Phase 1 Design / Feasibly and Phase 2 Construction, the Contractor will be required to apply sound Project Management principles to ensure that maximum opportunity of success is achieved.
  2. Key success features will include the obtaining of Planning Permissions and obtaining of required funding to enable the construction the be carried out, ensuring safety, ensuring quality, as well as ensuring the project is delivered on time and on budget.
  3. The Applicant shall provide a method statement detailing how it would plan, manage and deliver the Project, both the feasibility phases as well as including construction phase, including site supervision and project management for the new Skatepark, including the Principal Designer and Contractors responsibilities of the Construction (Design and Management) Regulations are fulfilled.

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| **SUPPLIER RESPONSE: Overall Project Management** |
| The Applicant’s response to this Method Statement is for the Applicant to provide a detailed method statement around how they will meet the requirements on Overall Project Management to enable successful delivery of all phases of the project. This would include details around how they would project manage the project, both phase 1 design element and secondly if approved the phase 2 construction and delivery.  The Method statement response should also include details on the introduction of this specific Method Statement (above) and the objectives as set out in Volume 1.  Theresponse should include submission of a realistic programme and completeness of overall project and details of the project team that will be involved in the delivery of this Contract.  **WHAT DOES GOOD LOOK LIKE?**  A good response would include how the Contractor would ensure meeting the requirements around project planning, from the logistics around resourcing how they would go about efficiently and effectively managing the resources, through to the Project Management approach they would apply. This could include examples of previous experience and knowledge, along with the expertise on how that would be used and applied in this contract.  A good response would also indicate the approach to be applied in relation to resourcing plan to undertake the work (both the phase 1 Design and Feasibility work as well as the actual Phase 2 Construction elements), including proposed project plan around when and how the work would be delivered, along with resourcing plan that maps out to the required work, and ensures resilience around service delivery and business continuity.  A good response would demonstrate the appropriateness of the project team to meet the requirements of the Project, details of their previous experience of working in a project team environment, expertise they would bring to the Contract, and the project management structures that will be in place and the means by which they will communicate with the Council and key stakeholders throughout the life of the Contract. This would be supported by CVs of the key personnel to be assigned to this project.  It would also clearly outline through the delivery of the Contract how the objectives of the Council would be achieved and take into account the different phases of the work required and demonstrates an understanding of managing key stakeholder’s expectations within a particular budget envelope.  A good response would outline clearly how quality is to be maintained in relation to the delivery of the requirements as set out in the specification, and how staff are engaged to play an active part in the delivery of this during the course of their work.  This would include details on how the Contractor monitors quality, what arrangements they would have in place to maintain the required quality, and arrangements for how any service failings are corrected.  It would outline what arrangements would be put in place to enable the Council to raise comments and concerns, and how these would be captured and acted upon, including in monitoring and reporting arrangements.  I would provide details of all warranties and any other after construction customer service facilities they offer including details of annual maintenance support and associated costs.  Details on how the supplier would look to engage with the required contract monitoring and management arrangements would also form part of a good response, along with details on how it is proposed to deliver a high quality Skatepark that delivers the aspirations through interpretation of consultation criteria, on time, within budget, within any relevant planning constraints at competitive construction rates.  In addition, a good response should also include a reference to a proven track record of delivering projects safely, perhaps evidenced by accident stats and how such safety would be maintained in any contract awarded, and confidence that the Applicant has both the knowledge and expertise on undertaking the CDM role. |
| **SUPPLIER RESPONSE:** |

**SECTION 5 Certificates and Declarations**

## Price Schedule

* 1. Applicants are required to complete the Schedule 1 - Price. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.
  2. The fee proposal should include all members of the proposed design team. The team will need to work with the client to gain statutory consents for the scheme and be available to attend relevant meetings and presentations as necessary.

## Price Validity Period

* 1. As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for.

**Price Review Proposals**

* 1. The Council does not expect the Applicant to implement any price increases throughout the life of this Contract.

**Price Validity Period**

* 1. As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for.

**Contract Renewal**

* 1. No Contract once awarded shall be renewed at a higher rate than agreed between the parties through this price review framework or through any other such agreement as submitted to and approved by the Authority in writing.

**Conditions of Tender**

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| **CONDITIONS OF TENDER** | |
| **Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant’s Offer | |
| 1. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  I/We fully accept the terms and conditions of contract for the provision of goods/works/services |
| 2. | Having examined the tender documents for the provision of the above goods/works/services, we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid. |
| 3. | The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately. |
| 4. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract. |

**Pricing Schedule Declaration**

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

**Certificate of Undertaking and Absence of Collusion or Canvassing**

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| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. |
| Box A – Consortium  I/We the undersigned do hereby certify that:-   1. the consortium’s tender is bona fide and intended to be competitive; 2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; 3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. 5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act. 6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. |
| Box B – Single Body and/or Individual  I/We the undersigned do hereby certify that:-   1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; 2. I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; 4. I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above. 5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. 6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. |

**Certificate of Confidentiality**

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| **CERTIFICATE OF CONFIDENTIALITY** |
| I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.  It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. |

**Commercially Sensitive Information**

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid. I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

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**Conflict of Interest**

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| **CERTIFICATE OF CONFLICT OF INTEREST** |
| I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. |

**Signatures**

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| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |