

Invitation To Quote
Southwold Klondyke Skatepark Project/
Southwold Town Council
Pier Avenue, Southwold, Suffolk, IP18 6BL



Contents

Introduction	Page 3
Overview	Page 4
Specification/Design	Page 5/6/7
Useable space illustration	Page 8
Scoring Criteria	Page 9
Communication	Page 10
Site Management	Page 11/12
Provision of documentation	Page 13
Time Table	Page 13
Terms and Conditions	Page 14
Return of Documents	Page 15
Contract Award	Page 15

PLEASE NOTE

To tender for this contract the tender documents must be duly completed and received no later than:

Friday 9th June 2023

Any tender received after this date will not be opened or considered but please feel free to submit to us as soon as possible as if all companies have returned their tender prior to this date the decision will be made sooner.

Preferred completion date:

Friday 20th October 2023



INTRODUCTION

Our aim is to upgrade the existing skatepark facility with a new replacement concrete park.

The current site which comprises of a hard standing tarmac area has been in place for over 35 years. It includes a wooden mini half pipe and metal grind box, both need to be replaced and the site has scope for an improvement facility. The main tarmac area has deteriorated and is consider as unsuitable for skateboarding, however around 45% of the area was resurfaced in 2006 and is still usable. (see above picture)

The site is owned by Southwold Town Council and has been used as a play space and skatepark for over 35 years. Currently the site also provides outdoor gym equipment, a basketball goal and youth climbing equipment.

The proposed scheme is to build a concrete skatepark within the footprint of the existing hard standing. This currently covers an area of 36.57m x 18.28m, of which the Town Council have allocated 27.42m x 18.28m for the skatepark leaving the remaining 18.28m x 9.15m for basketball and other users.

The concept has been agreed in principal with the town council and is to build a raised bowled end, mini ramp, flat bank combo section at the north end of the site. (see plan in specifications) which will not exceed 900mm in height.

OVERVIEW

Carl Hurr as a resident and skater himself has held a long term ambition to see an improved facility delivered for the town and whilst various attempts have been made over the years it has only been relatively recently that full support and resource have combined to see this vision move forward. The Southwold Klondyke Skatepark Project community group was formed and have been raising awareness and fund raising since.

We have been supported by the Southwold and Reydon Recreational Development Council (Charity number 275564) as a local charity to assist in raising funds through local charities, groups, councils and private donors.

Several surveys and public consultations have taken place over the last two years and the following table gives an idea on the priorities (listed in the criteria).

The main user group is currently made up from primary school age skaters, scooter riders and some BMX riders of varying experience levels, although the age range and ability can be anywhere from a toddler beginner on scooter up to adult experienced skaters.

The North End area nearest to the teenage climbing play equipment has been allocated for the concrete skate park, with the basketball hoop being relocated onto the smoother tarmac to the south. This will double up as run off from the new park encouraging integration and socialisation between different user groups, making the site a family friendly environment.

SPECIFICATION AND DESIGN

The current available budget for this project is £167,000 plus VAT .

To provide a bespoke, naturally flowing park based around a plaza for skateboards whilst retaining functionality and interest for other users (BMX, scooters etc.). The design must cater for a broad range of experience and abilities and provide sufficient interest and challenge to provide long-term interest to all users.

It is essential that all equipment is highly durable and sustainable. All installed elements must come with a period of guaranty/warranty against defects. A recommended maintenance regime must be supplied as part of the return.

The intention is to have a fully concrete skatepark created from in-situ elements, all of which should be joined by a power float finish with particular attention to the transitions ensuring that no unacceptable hazards are formed that may disrupt the running of the intended wheeled activities. Details of all materials and concrete mixes to be used in the construction of the skatepark should be detailed within the return including slab thicknesses, sub base etc. Steel copings should be included as standard as required, these should be hot galvanised with minimal welded joints with projection from surface to be between 5-10mm.

Another aspect we will be looking for is a creative way to link the two spaces and surfaces together with some form of obstacles or gradient to create flow back into the park.

The relocation and repairs of the 18.28m x 9.15m basketball hoop and area is to be included in this quote.

The winning company must include within their bid all matters and associated costs required to undertake surveys, searches, risk assessment and other activities necessary and to obtain planning approval.

Any tender contract will only be entered into once the contractor has applied and planning approval for the scheme has been received.

The site falls within Flood Zone 3 (although just on the edge close to Flood Zone 2) and we believe a flood risk assessment MUST be obtained.

An informal discussion has been had with planning and it is felt improvement of this facility is likely to be well received and they are encouraged to hear that we are engaging with the public for their views.

“The site is within an Area of Outstanding Natural Beauty and adjacent to the Southwold Conservation Area. Therefore, consideration of the impacts on these designations will be required when determining the planning application.”

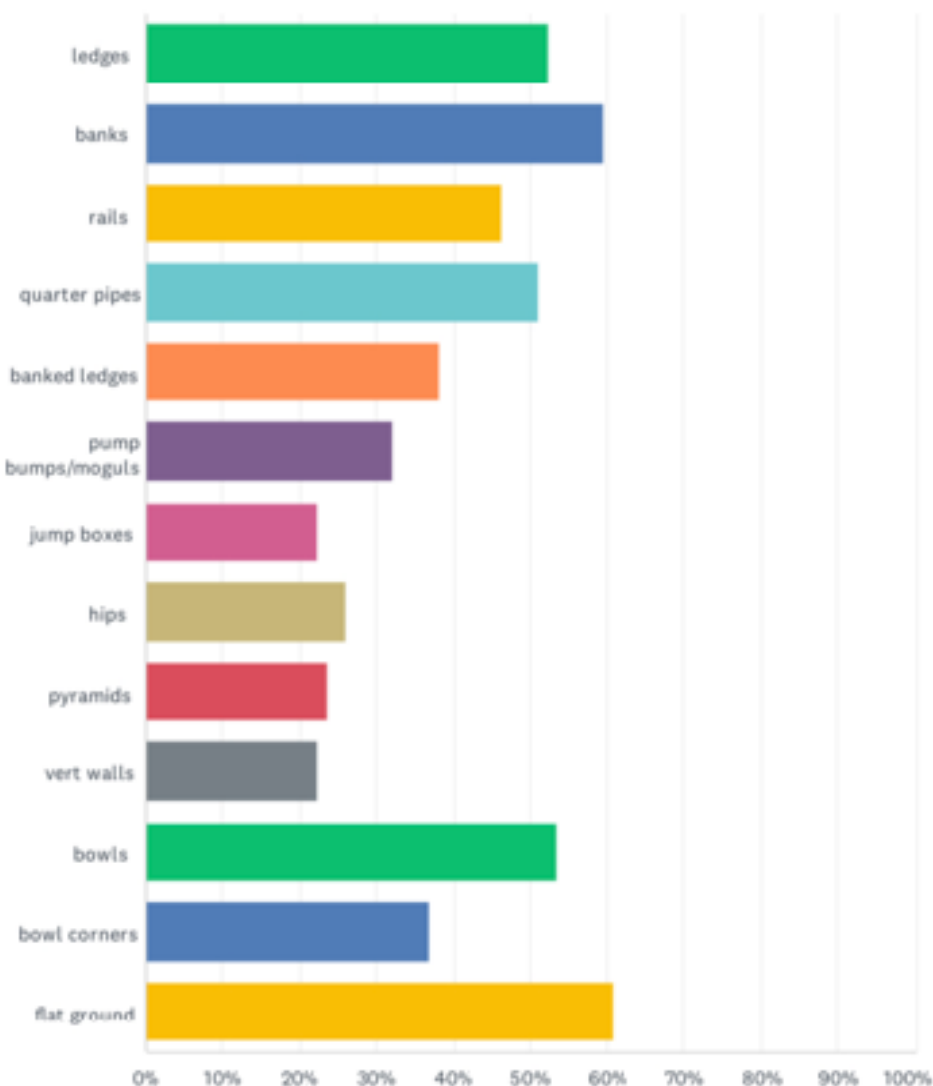
“In terms of the position of the site within Flood Zone 3. Facilities such as this are usually considered to be ‘water compatible’ uses and this in itself would not necessarily impact on your proposal. However, a site-specific flood risk assessment would be required; the main considerations being that it should be demonstrated the proposal should not increase flood risk elsewhere from increased levels of hard surfacing for example and that it would be safe for its lifetime.”

It is expected that the safe removal and disposal of expired equipment must also feature as part of this quote excluding the wooden mini half pipe. All arising waste material must be handled and transported in the appropriate approved manner and evidenced.

The design must reflect the result of the surveys of skate park users shown above.

Q9 What obstacles or features would you like to see at the park?

Answered: 84 Skipped: 11



However it must also reflect the current trend in skateparks that are currently working well in the uk where less is more and flat ground is as valuable as obstacles.

The winning design must include the already pre agreed section raised bowl/mini ramp combo not exceeding 900mm with soft landscaping to the rear, this must remain in the current location and orientation at the North end of the park as per useable space diagram, however we are open to creative interpretation within this confinement.

We do not wish to have any steel safety rails but use soft landscaping as detailed above.

All other elements are to be designed within the plaza section shown in the useable space diagram by the winning contractor.

It is proposed that the new skatepark shall be blended into the existing smooth tarmac at the south end for smooth transition between the areas and as already mentioned the relocation of the basketball hoop and repair of the smooth tarmac should be included in the quote.

The winning contractor may want to consider including obstacles at a reduced scale to be inventive and use space well without overcrowding to allow flat ground for run ups, run offs and landing space.

All designs must clearly show and explain how water will be self draining from the surface and surrounding areas. Consideration should be given to transition into the skate park from the perimeter so that soil/debris is not transferred onto the running surfaces.

Elements and open areas must be laid out to minimise the need for additional expansion gaps.

The project targets a preferred completion for the October half term holiday Friday 20th October 2023. A timeline / program of works is to be submitted with your returns outlining the anticipated phase of the project, we understand this is a quick turn around but would like to aim for this date if possible but this can be negotiated.

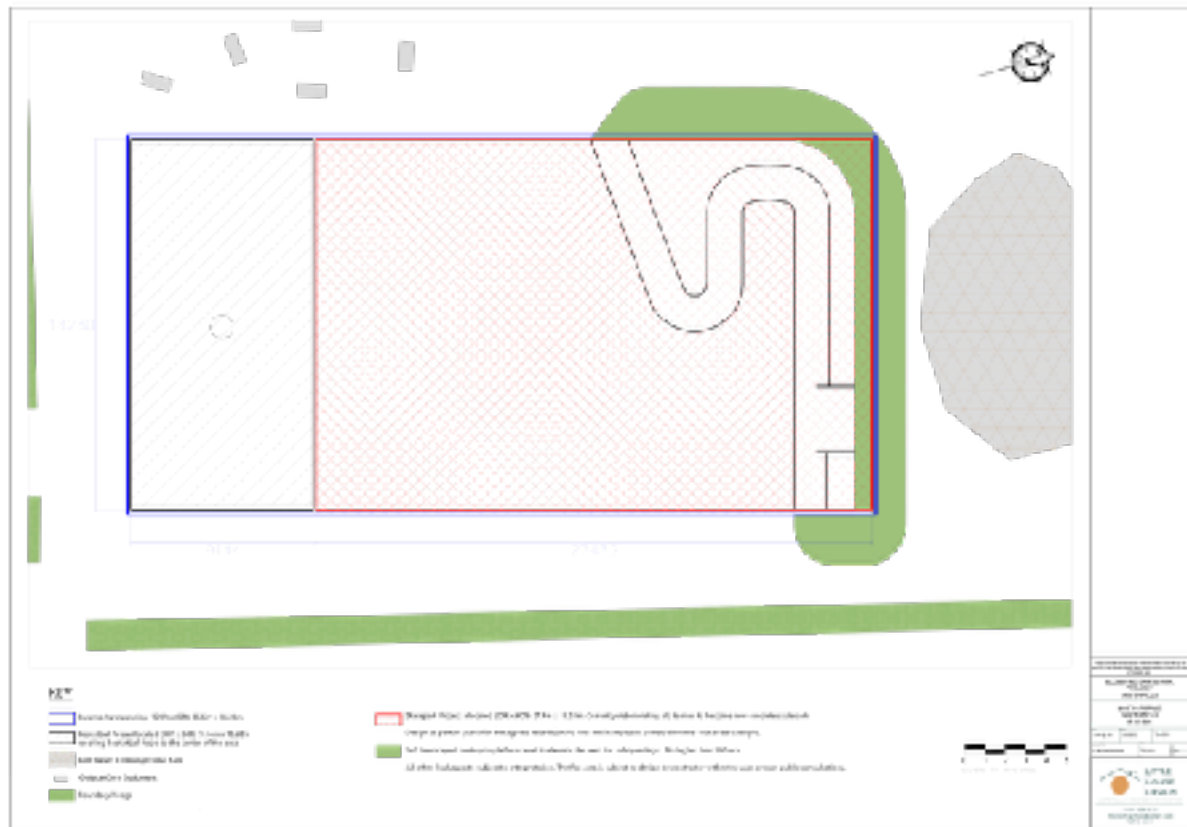
During the contract period the contractor will be responsible for all aspects of the site until such time as a comprehensive completion of works certificate is issued and signed off stating the works are satisfactorily completed. The contractor is required to provide a RoSPA (or approved equivalent) Post Installation Inspection report, prior to or on the date of the site hand over.

It is desirable that the contractor(s) be API affiliated and members of RoSPA or similar organisations (Construction Line / CHAS). It is essential that new equipment conform to BSEN 14974:2006+A1:2010 and all other relevant regulations.

All tenders are to be a fixed price for the duration of the project and suppliers will commit fully to providing the submitted design by the completion date.

All issued guarantees etc will be in the name of Southwold Town Council after build as purchasers and landowners.

USEABLE SPACE 27.42m x18.28m



(See attached PDF for larger image.)

SCORING CRITERIA

Designs must:

Consider the retention, improvement, and/or modification of existing tarmac slab to achieve efficiencies, whilst offering the optimum riding surface and being resistant to user damage and vandalism.

Must include the bowl end / mini ramp combo located at the North End of the site as shown.

Must include relocation of the existing basketball hoop and repair of the smooth tarmac area.

Scope for the plaza to include flat bank, roll in, flat bank to ledge, quarter pipe, drop in, open flat ground, manual pad and grind rails.

No element is to exceed 900/1000mm and must be surrounded from platform level with soft grassed landscaping as required to eliminate the need for any safety railing. Design must allow sufficient landing/launch areas.

Include round steel coping on all external junctions.

Designs are encouraged to be innovative.

PLEASE NOTE*

The scoring criteria matrix when rendering your designs

Element	Maximum Available Score
Mini Bowl End / Combo Ramp	PASS / FAIL
Warranty / Defect Period	PASS / FAIL
Overall Design / Use of Space	40
Overall value for money	30
Level of challenge	10
Sustainability	5
Maintainability	10
Additional Social Value	5

MAXIMUM ACHIEVABLE SCORE	100
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Upon award the preferred supplier will have the opportunity to fine tune the design via discussions with the user groups. Major material changes will not be permitted.

COMMUNICATION

All enquiries, correspondence and questions regarding this ITQ must be directed to:

Project Lead - **Mr Carl Hurr**
C/o Southwold Town Council, Town Hall, Market Place
Southwold, Suffolk, IP18 6EF
southwoldskatepark@gmail.com
Mob - 07811903120

Issue of Instructions

Project Lead will be the point of contact for any questions raised during the tender process (which will be shared to all parties/tendering companies)
He will oversee the project during installation and communicate between winning contractor and other invested parties.

Completion Deadline

As already stated the desired completion of all works will be before the 23rd October 2023 subject to any unforeseen issues with planning or problems out of all parties control.

Payment Retention

Due to the size and specifics around timing for this project we will NOT be holding a retention after completion but wish for the winning company and the group to have a good will agreement where any imperfections or issues in the year after the build be addressed free of charge and speedily, separate to the terms of the warranty and guarantee.

Payment Terms

Payment agreement to be outlined in submitted documents stating any particular up front payments required by the winning company but that the majority of funds payable upon completion and certificates/warranties provided.

Notification of Delays

The contractor will advise Carl Hurr immediately of any matter that is likely to cause or is causing a delay in the completion of works.

The contractor will at all times be expected to make the utmost effort to complete work within the shortest possible time, without comprising the standards required.

Quality Inspections

Carl Hurr will make daily site visits on behalf of the Southwold Klondyke Skatepark Project and Southwold Town Council as landowners to ensure an open communication between parties and minimal disruption for residents and local business.

Materials

Please specify your supplier of concrete and if the requirement to check quality becomes necessary. *Design has to meet safety criteria (ROSPA level) BSEN standards.*

SITE MANAGEMENT

The contractor will be solely responsible for the site during the entire works period until handover is formally accepted by the Lead Professional.

Incident Reporting and Investigation

All accidents falling under RIDDOR 1995 Regulations will be reported immediately to the contractor's own health and safety officer and the Principal Contractor if appropriate. The 'Lead Professional' must also be notified.

Safety Inspections

Site safety inspections to monitor and measure safety standards and performance on site, will be conducted by the Contractor and made available to the 'Lead Professional' or other surveying consultant. Other unscheduled inspections may also be carried out at the discretion of the 'Lead Professional'.

Site Cleanliness

The contractor shall keep the site in a clean and tidy state. At the end of each working day the contractor shall secure and seal all surfaces and remove all debris and waste materials.

Site Area

The contractor shall be solely responsible for all persons under his control, including those employed by subcontractors/suppliers/haulers in respect of trespass of workmen, plant or materials etc and for any damage that may occur by such trespass.

Any detrimental effects of vehicles, plant or machinery used by the contractor on site and/or access egress routes taken shall be made good to the satisfaction of the 'Lead Professional' at the sole expense of the contractor.

Adequately Protect

Adequately protect all parts of the works. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.

Access Routes/Temporary Roadway/Haul Road

The contractor will be responsible for the duration of the contract to provide and maintain safe movement of all associated works traffic to and from the site.

Any route across the open space will be maintained and returned to its original condition to the Councils full satisfaction.

Contractor to provide a site management plan prior to works commencing to be agreed by Southwold Town Council.

Security

Adequately safeguard the site, products, materials, plant and the works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site and the works. All laid concrete is protected during the initially curing process to ensure a high quality surface, any defects/damage will be rectified at the contractors cost (including anti-social behaviour)

Confidentiality

The appointed contractor and his operatives are forbidden to take any photographs on Southwold Town Council land or premises without prior written consent from the 'Lead Professional'. The appointed contractor must not make any reference to any works related to this contract in any promotional or publicity material, without obtaining prior written agreement from the 'Lead Professional'.

The appointed contractor shall not publish or disclose to any person, any information received by the client other than for the performance of their duties under the contract.

Equipment

The 'Lead Professional' reserves the right to inspect at any time any equipment or machinery brought on to the site by the appointed contractor and to prohibit the use of any item which, in the opinion of the 'Lead Professional' is dangerous or in an unsafe condition.

Evidence of regular test on portable electric equipment must be available for inspection by the 'Lead Professional' if required. Documentation relating to all test certificates, insurance certificates, and inspection and examination documentation must be made available for inspection prior to commencement of works.

Rubbish

The contractor shall remove general rubbish and debris promptly and keep the site and works clean and tidy and evidence disposal certificates/evidence.

Roads and Footpaths

The contractor shall ensure that no damage beyond fair wear and tear is caused by site traffic to roads and footpaths outside the site boundaries. Adequately maintain approaches to the site and keep clear of mud and debris. Any damage caused is to be made good at the contractor's own expense.

Making Good

The contractor will be required to make safe all areas/features on completion of their works and will be required to make good damage caused to all features and property to the complete satisfaction of the Lead Professional.

Health & Safety Legislation

The appointed contractor will comply with all relevant Health and Safety legislation related to the contract and required works.

Other Obligations and Restrictions

Alcoholic liquor and non-prescribed drugs are prohibited on Southwold Town Council land and premises.

The Principal Contractor shall ensure that his employees are aware that they must not either bring on to the site or consume them within the boundaries of the site.

Statutory Regulations and Codes of Practice

Notwithstanding the provisions of this specification, the contractor shall conform to all current statutory regulations and codes of practice relating to these works.

Provision of Documentation

Copies of these records will be available for inspection if required during the construction phase:

- a) Certificates of Insurance (Public and Employer's Liability)
- b) Health Surveillance Records for all operatives on site
- c) Training Records for all operatives engaged on site.
- d) Notification Documentation to HSE/waivers
- e) Service Records of Equipment
- f) Programme of Works
- g) Risk Assessments and Method Statements
- h) Site Management Plan
- i) CDM Documentation
- j) Specification Drawings

TIMETABLE (Subject to change, will be communicated when necessary)

Issue of ITQ Documents	Friday 19th May 2023
Placement on Contracts Finder	Monday 22nd May 2023
Closure date of ITQ returns	Friday 9th June 2023
Evaluation of submitted ITQ's	WC 12th June 2023
Award of contract by	Friday 30th June 2023
Preferred Target date for completion of works	Friday 20 October 2023

TERMS AND CONDITIONS

Any quotation not meeting the requirements will not be considered.

It is the groups final decision to award all part or none of the contract to bidding companies.

Southwold Klondyke Skatepark Project, Southwold Town Council or the Southwold and Reydon Recreational Development Council shall not be responsible for any costs in preparing the contractor bid

Unit rates and prices shall be quoted in Pounds Sterling (GBP); failure to do so will invalidate your quotation

The decision regarding the appointment of the successful company(ies) will be final.

We reserve the right to amend the specification at any point during the duration of the contract.

All information is confidential.

The price quoted shall be fixed and firm for the duration of the contract. We reserve the right to discontinue the quotation process at any time and not award a contract to any participating organisations.

ITQ RETURN OF DOCUMENTS

Returns to be submitted in email and also in printed format with printed design images in A3.

Return documents must include:

To help you make a fair comparable decision you might want to include things like

- Visual Design (artist impression or 3D illustration etc)
- Specifications of Provision to be Installed
- Design Statement
- Site Plan
- Life Expectancy Defect and Warranty Periods of Provision Installed
- Proposed Maintenance Schedule of Proposed Provision
- Costing Schedule (detailed breakdown)
- Payment Schedule
- Any Proposed Added Value

Documents failed to be returned on Friday 9th June 2023 may not be considered.

CONTRACT AWARD

All companies will be contacted by Friday 30th June 2023.