



BODMIN
TOWN COUNCIL

DESIGN & CONSTRUCTION OF PUMP TRACK AT PRIORY PARK

Design and Construction Detailed brief and tender instructions

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TENDER FOR PUMPTRACK PRIORY PARK, BODMIN

1. INTRODUCTION, BACKGROUND & GENERAL INSTRUCTIONS

Professional pump track construction companies are invited to submit tenders for the design and construction of a pump track at Priory Park, Bodmin. The area of proposed pump track is hatched red shown below. Further information is contained in the specification and the pricing schedule.

Location of site: Priory Park, Bodmin, Cornwall, PL312AE - OS: SX075666



Priory Park is Council owned. The pump track will form part of the leisure features of the park including skate park and multi-use games area.

To enable you to submit a tender and design, the following documents are contained within this document:

- General Information
- Specification
- Price Schedules
- Conditions of Contract
- Site location map and photos

2. TENDER SUBMISSIONS

Submission of tenders to be sent electronically to Bodmin Town Councils Estate Manager email and/or hard copy to the Council; return address and email can be found in **Invitation to Tender document**.

The deadline for the return of tender is the **15th December 2022**

Any tender submitted will be deemed to remain open for acceptance or non-

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acceptance for not less than 6 calendar months from the closing date stipulated above. The Council may accept the tender at any time within this prescribed period. The Council shall, however, not be bound to accept the lowest or any tender.

Please study the documentation carefully. If you are in any doubt as to any technical aspects of the specification/project brief or require clarification of any part of the document, please contact **scott.martin@bodmin.gov.uk** who will be able to discuss items that directly relate to the scope of the work and clarifying any specific questions relating to the tender documentation.

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3. COMPANY INFORMATION –PLEASE COMPLETE YOUR DETAILS

3.1	Trading Name & Address	
3.2	Address for Correspondence Relating to this Application: (If different to 3.1)	
3.3	Contact Name:	
	Position in Company:	
	Telephone Number:	
	Email Address:	
	Mobile Phone Number:	
3.4	Company Website:	
3.5	Company Status:	<i>Please Indicate</i>
	Sole Trader	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>
	Limited Company	<input type="checkbox"/>
	Public Limited Company	<input type="checkbox"/>
	Charity	<input type="checkbox"/>
	Other (please specify)	
3.6	Date of Formation or Registration:	
3.7	Registration Number: Registered Address:	
3.8	VAT Number:	
3.9	Please indicate how many employees you have (this information is required to provide data on the Councils use of SMEs)	

4. INDICATIVE TIMETABLE

Key Project milestone / action	Time scale	Phase / Period
Invite contractors to tender	November 2022	Invite Tender, consultation and Award Contract
Return of Intention to Tender form	15 th December 2022	
Last date for tender queries	9 th December 2022	
Deadline for submission		
Evaluate tenders and decide on preferred tender	15 th February 2023 subject to interviews	
Award contract:	March 2023	
Work start	To be discussed with contractor	

The above is an indicative timescale. The contractor should indicate if you are able to meet these timescales and consider that they are achievable – see section 7.

5. TENDER SPECIFICATION AND WORKS INFORMATION

Description of the works

The works are the design and construction of a pump track at Land at Priory Park, Bodmin, having regard to BS EN 14974:2006 facilities for users of roller sports equipment – safety requirements and test methods.

Site Location and Description

The location chosen for the pump track is the old skate park facility, ramps have been removed, it is half tarmac and half grass it borders Priory Meadow and Bodmin Town Football club.

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Budget

Tenders must submit best design of pump track based on construction budget limit of **£100k (include in this a 5% contingency)**.

Design compliance and track standards brief

The whole design should be designed in full by the Contractor in accordance with these employer's requirements. All matters involved in the design and construction of the proposals must have regard to the following:

- Planning permission will need to be sought by the contractor
- Any current relevant British Standards and Codes of Practice. BS EN 14974:2006, EN 14974. It must also have ROSPA sign of on work completion
- All applicable Manufacturers' instructions, requirements, and recommendations.

The track design must be submitted taking into consideration the following brief:

- Site size, topography, and the creation of a track that sits comfortably within the space.
- The track must conform to BS EN 14974:2006 Facilities for users of roller sports equipment – safety requirements and test methods.
- The pump track design must be a continuous loop that you can ride.
Smoothness: the track should have continuous curves, with smooth ups, downs, lefts, and rights. There should be no flat ground, no abrupt edges. The whole track is a sculpture: a study in constancy and flow.

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- The pump track needs to be suitable for beginners and improvers. It will be used to develop mountain bike and BMX skills and create a safe and inclusive play space to cater for all ages and skill levels. Option of having two tracks such as an inner and outer track is acceptable.
- Track to have 1 or 2, 1.2-meter-wide access paths leading from the existing access routes (whatever suits the design best). The track sign should be located either at the site entrance or along the access path.
- Track to have to 1 ride start area that is located close to the main site access point and must be capable of accommodating several riders and if two tracks: consider having a single start area for both tracks.
- Track design and construction, should consider the ROSPA: BMX Safety and Planning Guide and or industry best practice, such as Pump Track Nation: “How to Build Best Pump Tracks in the World” and the Sport England “Cycle Sports Facilities Design Guide” (chapter relating to BMX tracks if relevant)
- Track and site drainage to be considered within the design taking into account the current site drainage characteristics. The track design and construction must not cause any pooling of water on or near the track or anywhere within the site, particularly inside any of the track areas.
- The track is on Council owned land and is a Council backed project. The threshold that would require planning permission is anything above 4 meters and 200m3 size, so it is requested the design takes this into consideration and the volumes designed to be below this level.

You will need to commission and provide a RoSPA post installation inspection and report before final sign off. Any identified and recommended remedial work rated high or medium within the RoSPA post installation inspection that relates to the design, layout, construction and surfacing works must be rectified before sign off and hand over to the Council.

Design Development and Drawings

As part of the tender return the Contractor should supply a proposed layout plan to include:

Drawings:

- Layout plan as proposed
- Elevations, cross sections, and proposed layout of track. 3D is desired, but not essential.
- Construction details, specification, and materials
- Indicative bill of quantities for construction material

Detailed specification, design, cross section and working drawings for:

- Track
- Berms
- Ramps

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- Start area

Construction details and materials

The contractor is required to provide a method of construction including forming of the track, berms and ramps using imported fill, placed, and compacted to the ramp profiles and approved design.

- Minimum track width 2m
- Asphalt surface (min 75mm depth)
- Base course (min 200mm depth)
- Minimum 8m² raised/flat rider resting area

Double sided site sign to be included in either A1 or A2 size of durable anti-graffiti material to be located near entrances with site information on the front and simple how to ride pump track information on rear. To provide same or enhanced content i.e. videos for inclusion on a webpage and sign to include QR code for website link on the Council website. Sign to be in line with RoSPA's recommendations for track site signs.

Three direction signs to the site, located on Council owned land in the vicinity will be required.

The gradient of all batters to be no steeper than 1 in 3.

Timetable and Work Programme

The contractor should indicate if they can meet the indicative project timescales and if not, suggest any amendments based upon experience and company capacity.

Prior to commencement on site, the Contractor shall prepare a fully detailed construction programme and construction method statement and shall show the sequence of all operations and the time limits within which the Contractor proposes that each operation shall be commenced and completed.

The Contractor shall prepare of a fully detailed schedule of information requirements itemising all construction information required and information release dates necessary to achieve the programme.

The Contractor shall prepare a full risk assessment for the works, on completion a risk assessment for the track will be required as well as a track maintenance schedule including method statement.

Consultation

A final design will be agreed after meetings between the winning contractor and the Council following the award of the contract. Following this a final design must be submitted for approval by the Council.

Budget, Project Funding and Payment

The winning design and Contractor for the whole project will be chosen in the evaluation of this tender.

A Schedule of Prices relating to the proposed design and itemising each element should be supplied in accordance with the Instructions to Tenderers. This Schedule of Prices will form the basis of the Contract for the works.

The payment schedule will be in line with the JCT Design & Build Contract 2016. A 2.5% retention will be held until 12 months completion and end of rectification period. The retention will be paid upon satisfactory completion of any defects whose liability rests with the contractor, e.g., items caused by the track construction such as slipping of tarmac or pooling of water rather than caused by wear and tear from track users.

Completion of track

Track maintenance guidance must be provided as part of the hand over to the Council.

Contractor's Proposals

The Contractor's Proposals shall fully comply with the Employer's Requirements. Where there is any divergence between the Contractor's Proposals and the Employer's Requirements, not previously identified by the Contractor, the Employer's Requirements shall take precedence. Any additional costs arising out of such divergence shall be at the Contractors expense.

6. CONSTRAINTS ON HOW THE CONTRACTOR WILL PROVIDE WORKS

Condition survey

Prior to being given the possession of the site the Contractor shall, in conjunction with the Employer, and such other relevant Authorities undertake a documentary and photographic "Schedule of Condition" of the relevant areas, access routes, adjacent premises, buildings, interiors etc, affected by the Works. The Schedule and survey shall be checked at completion of the Works, but prior to formal hand-over, and any work found to be damaged due to the Contractor's operations shall be made good at the Contractor's expense.

Insurances

The Contractor shall provide satisfactory evidence that the insurances required under the contract have been put into place prior to the Works commencement date. Contractors whose terms of insurance contain an excess sum" shall be responsible for the cost liability of dealing with claims or parts of claims within the excess amounts.

Sub-Contractors

No work may be sub-let without the approval of the Employer, and such approval if given shall not be construed as relieving the Contractor of his responsibilities under the Contract.

Project Funding

The project is being funded directly by the council

Construction (Design and Management) Regulations 2015

The management of health and safety on this project is to be undertaken in conformity with the requirements of the Construction (Design & Management) Regulations 2015 (CDM Regulations) and the corresponding Approved Code of Practice (ACOP). You should confirm in your submission that you have knowledge of and can abide by these regulations.

It is not anticipated that this project will constitute a notifiable construction project (as it is unlikely to last longer than 30 working days **and** have more than 20 workers working at the same time at any point or exceed 500 person days) however if it does, you will be required to comply with the additional duties imposed under these regulations also.

Noise and pollution control

The Contractor is to allow in his tender, method, and programming for carrying out the work with the minimum nuisance and disruption to residents, occupiers, tourists, and other users of the area.

The Contractor shall comply with, and allow for all costs in compliance with, all relevant legislation including the Control of Pollution Act 1974 and BS5228 (Code of Practice for Noise control on Construction and Demolition Sites) including observance of the decibel levels listed therein.

The Contractor's specific attention is drawn to Sections 60 and 61 of The Control of Pollution Act 1974, with reference to the control of noise in relation to any demolition and construction Works and to the obtaining of any necessary prior consents from the responsible Authority. The Contractor shall ascertain any Local Authority noise and pollution restrictions and shall comply with all requirements and restrictions which may be imposed, and he shall allow for the cost of any such compliance.

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No instructions issued to the Contractor by the Employer shall relieve the Contractor from his responsibility for compliance with the Act.

The Contractor shall take all necessary precautions to prevent nuisance from vibration, water, fumes, smoke, dust, rubbish and other causes and to ensure the efficient protection of all waterways and drains against pollution or obstruction arising out of or by reason of the execution of the Works and shall comply with the requirements of the National Rivers Authority, the Council or other relevant authority.

The Contractor shall comply with the Clean Air Act 1956.

The Contractor shall ensure extermination and control of all vermin around the Works for the duration of the Contract including the employment where necessary of specialist control firms.

The Contractor shall be responsible for the cost of any claims arising out of his failure to observe these restrictions.

Security

The Contractor shall be responsible for and shall decide for himself what security arrangements should be made for the site to guard against vandalism, theft, damage, unauthorised access or occupation, and shall make due allowance for the cost of the same.

Protection

The Contractor is to include for all necessary protection of the whole of the Works and removal of all protection upon completion.

The Contractor shall protect from damage, the premises, roads, pavements, services, drains, pipes, cables all trees etc. under, through or adjoining the Works.

Any existing structures found to be damaged due to the Contractor's operations shall be made good at the Contractor's expense.

Working Hours

- All Works and ancillary operations shall be carried out between the hours of 8.00am and 6.00 pm Mondays to Fridays. Work shall not be carried out on Saturdays, Sundays and Bank Holidays before 9.00am and 5.00pm
- The Contractor shall also liaise with Cornwall Council and abide by any restrictions imposed by them. All hours covered by this clause together with any additional non-productive overtime in excess of that are deemed to be included in the Contractor's programme, and no additional costs will be allowable in connection with any extra hours necessary to achieve same.

Temporary Accommodation

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- The Employer does not require their own separate office and sanitary facilities on site. The Contractor shall provide suitable equipped offices facilities for his site personnel, and all other necessary temporary facilities which he may require for his own and Subcontractors' workman and shall pay all rates and charges connected therewith.
- The Contractor shall allow for moving all such facilities as necessary to meet the needs of the Works and shall clear away on completion or when no longer required and make good all work disturbed.
- The Contractor is to include for the payment of all fees and charges, rates etc. on temporary accommodation.
- The location of this accommodation and any storage shall be agreed with the Employer.

Hoardings

The Contractor shall provide and erect all necessary hoardings, roofs, fences, fans, screens, strutting, shoring, gantries, footways, guardrails, etc. for or in consequence of any of the Works.

The Contractor shall allow for all for obtaining all licences and consents, and for complying with the requirements of the relevant authority and fire officer in respect of all hoardings, fences, etc. previously described.

Temporary Works

The Contractor shall provide all necessary temporary roads, paths, access ramps, gangways, hard standings, crossings, etc, into, on and around the site of Works for lorries, plant, carts, barrows, etc, including any necessary excavation or making up levels to ramps, scaffolding etc, both for his own use, for the use of all Subcontractors, for the delivery of materials and plant, etc, and for the proper execution of the Works. The Contractor shall maintain in good order, alter and adapt them as necessary during the execution of the Works and on completion or when no longer required, is to take up and remove and make good all work disturbed.

Safety, Health and Welfare

The Contractor shall provide such welfare, safety measures and amenities required by the nature and situation of the Works up to a suitable standard based on the current CDM Regulations, both for his workpeople and those of sub contractors.

The Contractor shall ascertain and comply with the requirements of the local and statutory authorities in respect of safety and security precautions to be taken during construction, having regard to the nature of the Works and the anticipated working hours.

The Contractor shall provide in an easily accessible position of the Works an adequate First Aid outfit.

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The Contractor shall ensure the wearing of personal protective equipment by all persons under his control, including workpeople employed by Subcontractors and by all visitors to site.

The Contractor is to comply with the current COSHH (Control of Substances Hazardous to Health) regulations.

The Contractor and any sub contractors should be SSIP (Safety Schemes in Procurement) registered eg. CHAS or equivalent.

Underground Services and their protection

The contractor must identify and preserve any existing underground services (gas, electricity, sewerage etc.) that may be within the site for the duration of the works.

Statutory and other obligations

- The Contractor shall have allowed in his tender for all costs in connection with complying with all requirements of all regulatory bodies including Government, Local Authorities, Statutory Authorities, Police, Fire Officer, Health and Safety Executive etc. as necessary to complete the Works.
- The Contractor is to comply with all statutory enactments and obligations arising out of or as a direct consequence of the execution of the Works.

7. TENDER REQUIREMENTS FOR EVALUATION

For evaluation purposes you are required to provide the following in the tender;

A design plan detailing your proposals for delivering the specification detailed above. Please ensure the following key areas are included in your design plan:

- Supply of pump track design sheet including track feature design details i.e berms, rollers, jumps, table tops etc.
- Design sheet to set out key design standards and construction information such as feature description, materials, machinery, health and safety / CDM,
- Set of section drawings for track features showing profile
- Details of how you would manage all surface water on the site within the design i.e., controlling and directing water into soakaways,
- The length of track and number of features along the track
- How well the design meets the proposed specification for a progressive track with variable lines suitable for intermediate and advanced riders,

A method statement including a proposed **work plan** detailing how you would deliver the proposed design. Include timescales (noting indicative timescales from section 4), contract management and health and safety aspects. Also include indicative bill of quantities

Experience of delivering similar design and build projects

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- List all pump tracks that you have built over the past 3-5 years. Include name and location.
- Provide information of previous pump track projects of same or similar scale and nature that you have delivered. You can include a case study or project evaluation report, photos or videos or user feedback,

Evidence of Health and Safety Management

- Provide copy or link to your Health and Safety Policy
- Detail any membership of any safety schemes in procurement e.g. CHAS and provide copy of certification/accreditation.
- Provide the number of reportable accidents in the past 5 years including sub-contractors
- Provide details of any intervention from Health and Safety Executive in the past 5 years resulting in enforcement action (i.e. prohibition or improvement notice or letter of recommendations following fee for intervention) and outline action taken as a result.

Provide **2 references** of completed projects (we will approach them for a reference as part of our evaluation process.)

Ref 1

Name of company

Contact name

Address

Email/telephone

Detail of project undertaken

Ref 2

Name of company

Contact name

Address

Email/telephone

Detail of project undertaken

The above information will be assessed as part of your tender submission therefore failing to provide a method statement or answers to questions as requested above will affect the evaluation of your tender.

8. EVALUATION METHODOLOGY

Bodmin Town Council will award this contract to the company which proposes the most economically advantageous bid. This will be identified using the methodology below:

All responses to the specification will be scored by the panel using the following scoring methodology.

Criteria	Weighting
Design of pump track and ability to meet specified timeframes.	20%
Method statement including proposed workplan	10%
Value for money	50%
Health and Safety	10%
3 rd party evidence of successful projects – references	10%
Total	100%

Check List - please ensure that you have supplied the following as part of your tender – failure to submit the items listed below could score low based on the tender evaluation criteria.

Price schedule with Indicative Bill of quantities	
Company information	
Proposed design layout plan	
Design Sheets and cross section	
Construction details, specification and materials	
Method statement & workplan	
Health and Safety evidence	
List of previous pump track constructions	
Case studies, evaluation reports, feedback on successful projects	
References	
Indicate that you could meet the indicative project timescales or alternative timescale	

9. PRICE SCHEDULE

Please quote for the following service requirements:

Item	Quantity	Price Each	Total Contract Price
Final Design plans and liaison with the Council			
Construction of track: including all labour, materials, equipment etc.			
Total Contract Price			

Total Contract price to not exceed £100k (include in this a 5% contingency).

It would be preferable if an itemised Bill of Quantities (see Blank Bill of Quantities Document ITT6) was also provided in addition to the simplified table above in order to allow for greater scrutiny of prices.

NB: all prices should exclude VAT

The above price must include all cost and expenses for all obligations under this contract.

Please confirm that these prices will be held for the duration of the contract.

The Council may wish to interview potential contractors as part of the shortlisting process.

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DECLARATION

I/We hereby offer to provide the services as specified in the Price Schedule in accordance with the Council's Conditions of Contract contained in this document.

Signed

Name (Block Capitals)

Designation

For and on behalf of

.....

Tel. Fax.....

E-mail address

Date:

The Contractor

BACKGROUND

The Contractor has submitted a tender which has been accepted by the Council for the Service.

THE AGREEMENT

- (a) The Tender accepted by the Council (including all the documents referred to in the Tender).
- (b) The Contract Conditions; The JCT Design & Build Contract 2016 and Rossendale Council standard terms and conditions.
- (c) The Specification.

The documents in 1 are termed "the Contract Documents".

In consideration of the amounts to be paid for the Service by the Council in accordance with the Contract Documents the Contractor agrees with the Council to provide the Service to the Council's satisfaction in accordance with the Contract Documents.

SIGNED by duly authorised signatories of the Council and the Contractor respectively.
for the Council **for the Contractor**

.....

.....

.....

.....

Print Name

Print Name

11. CONTRACT CONDITIONS

The conditions of contract are the JCT Design & Build Contract 2016.

Standard Rossendale Council Terms and Conditions apply (included).

THE CONTRACTOR'S OFFER

The *Contractor* is :

Contact Name :

Company Name :

Address (Registered Office) :

Telephone :

Fax :

E-mail address :

Company Registration No.

The Contractor offers to Provide the Works in accordance with the conditions of contract for an amount to be determined in accordance with the conditions of contract.

The offered total of the Prices is £ [Enter the total of the Prices from the Price List]

The contract period is weeks. [Enter duration from the Programme]

Signed

Position

Date

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