



Invitation to Tender

1. General Requirements

The Parish Council is seeking a suitably qualified company to design, supply and install an inclusive wheeled sports facility, including provision for CCTV, at The Acres Playing Fields, Farnsfield, Newark, Nottinghamshire, NG22 8EJ.

The overall budget for this Tender is £100,000.00 and Tenderers should provide the best possible solution for this price.

2. Pricing

All pricing should be exclusive of VAT and valid until at least 30th May 2022.

Prices will be fixed and firm for the duration of the contract.

3. Non-Consideration of a Tender Response

The Parish Council has the right to refuse any or all submissions, without Tenderers being able to claim any compensation. All costs associated with the tender process and responses are the responsibility of the suppliers choosing to participate.

The Parish Council may refuse a tender response if the response fails to provide all the information required by the Parish Council to make a full evaluation.

Any offence or inappropriate actions by the Tenderer, including an offence under the Prevention of Corruption Act, or the Tenderer directly canvassing any member of the Parish Council concerning the tender (other than “appropriate” contact made to the Clerk of the Council for the purposes of clarifying the requirements or raising any questions pertaining to the tender), will disqualify the Tenderer.

4. Contract Conditions

The successful contractor will enter a contract by way of tender/quote issued to Farnsfield Parish Council.

The work is for the design, supply and installation of, appropriate groundworks, elements and surfacing suitable for wheeled sports facilities and should comply to any relevant regulations primarily BS EN14974 and satisfy the recommendations of RoSPA’s “Prevention of Skateboarding Accidents and Litigation Management”

Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project. If there is evidence that the work does not confirm to the required standard, and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor. The contractor must follow the Construction Design and Management Regulations 2015, and will have the skills, knowledge, and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 million, and Employers Liability Insurance, to the Parish Council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips etc. a final programme of works and risk assessment/method statements will need to be finalised and provided to the Parish Council before work begins on site, most likely at the “pre-start” meeting.

The area will be closed to allow for these works to be completed but during installation the contractor will need to keep access points clear of equipment and provide suitable HERAS fencing and safety notices around the construction site.

On completion of the project, any areas that have been damaged during the installation, such as the turf, must be returned to the original condition at the contractor’s expense. Reinstatement of any damaged turf either as part of the construction works or the removal of the equipment and surfacing must be reinstated. This will require additional topsoil where appropriate to maintain a level surface, cultivation and seeding.

5. Overview of Project

The Parish Council has set aside a budget of £100,000 which is funded using Community Infrastructure Levy funding. **Your submitted price must not exceed this figure.**

Specific Requirements

The Parish Council wishes to develop a sprayed concrete wheeled facility that meets the needs of a wide range of users, whilst limiting any perceived negative impact on the wider site. Limiting noise emission and anti-social behaviour are key considerations and should clearly inform the choice of materials, specification and/or design used in construction. The wheeled sports facility should cater for beginner level users within the age range 11-17 and provide sufficient challenge for users to progress their skills to be able to use the more challenging skateparks in the local area. Quality must be demonstrated in the appearance and richness of experience that the design offers. Consideration must be given to providing an inclusive design where all users can feel as safe as possible.

A location plan is included in Appendix A, marked S. The Tenderer can submit a design which has the most suitable footprint following this location guide.

The proposed location is at the lowest part of the village, in close proximity to where a riparian leads any excess surface water out of the area. The location is highlighted as an area of interest on local flood maps, but there is no history of flooding in the area in living memory, due to changes in local waterflows and drainage patterns. However, the Parish Council is aware of the potential for increased rainfall, and ground water around and within the site must be intercepted and properly dealt with. Surface water must not pool or remain on the skatepark surface. The Tenderer must ensure that all required investigations and agency interactions are made prior to submission of the tender, and that the tender submitted has taken with full consideration of the flood risk, and the work required to ensure that the land is suitable for development, with appropriate costings reflecting these aspects.

Details of all drainage runs across the entire area and a topological assessment are available on application from the Parish Council. The final responsibility for providing adequate and appropriate drainage remains with the Tenderer.

Appropriate seating for all spectators, and rubbish bins, will be required in sufficient numbers to cater for the anticipated numbers using the site. The exact quantities and locations should be clearly indicated on all designs and within tender submission documents. Bins and seats should be designed so that they cannot be used as BMX/Skate facilities.

The goal is to have a design sympathetic to the natural surrounds, and the Council would prefer the creation of grass mounds rather than guard rails at the top of ramps. The contractor must allow a suitable time of at least 6 weeks for establishment of turf and include a bi-weekly watering scheme. Landscaping costs should be included in the budget.

Space should be reserved for the future installation of fencing should this be found necessary to control access to the skatepark. Space should also be reserved for the provision of a junior football pitch adjacent to the wheeled sports facility, with appropriate separation between the two facilities.

An access path running from the vehicle entrance of the Acres to the facility should be included as part of the budget.

The tender should also include within its cost a metered electrical distribution point taken off the three-phase electrical supply running down the Acres to the football pavilion. This should be extended along the path to the site of the wheeled sports facility where it should be terminated in an appropriate enclosure adjacent to a CCTV mast which should also be installed within the total budget.

Materials

The Parish Council is looking for longevity and minimal maintenance with low, or ideally no cost in the future.

Tenderers are expected to provide details of their design specification. The specification below is deemed to be a minimum requirement:

- 100mm minimum C35 reinforced concrete for skating surfaces;
- 150mm minimum C30 reinforced concrete for foundation bases;
- Sprayed concrete should be a minimum of C35 Shotcrete layer;
- Stone layers of MOT type 1 minimum depth of 150mm;
- Steel coping / grindable edge should be mild steel minimum of 3.5mm thick;

Contractors shall clearly identify the construction material for each element and provide a guarantee of the life expectancy of the facility, which should accompany the designs.

Post installation Inspection - Please allow for an independent written inspection report following completion of the works and any noted defects/risks will need to be attended to and resolved before the scheduled opening date (to be agreed with the successful tenderer)

6. Project Time Table

Below is the timetable set out for the project and Tenderers will need to confirm within the tender response that they can meet the stated project start and completion dates:

Phase	Date
Tender issue	4 th January 2022
Deadline for Tender returns	15 th February 2022
Award of contract	Approx. 30 th May 2022
Commence installation on site	To be discussed with the successful tenderer

Site meetings are to be arranged with the Clerk to the Parish Council (see 10 below for contact details)

7. Award Criteria and Evaluation Criteria

Any contract(s) awarded because of this procurement will be awarded based on the offer that is the most advantageous to the Parish Council.

All Tenderers shall provide information which demonstrates their understanding of, and ability to meet, the specification. **Unclear tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.**

To ensure that tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document, and are clearly referenced to specific evaluation criteria.

Minimum Criteria		Pass/ Fail
1. Health and Safety	Provide relevant Health & Safety accreditations and records for supply and installation of the equipment and surfacing.	
2. References	Please provide details of at least 1 similar project that you have successfully carried out for local authority clients. For each project please give: 1. Name and address of the project 2. Name, address, telephone number and email address of the client officer or principal contact 3. Description of the scope of services provided 4. Approximate value of the contract.	
3. Surfacing	Provide details of why the type of surfacing has been chosen for each element, and provide a statement confirming that the surfacing complies with relevant safety legislation.	
4. Installation	Provide a robust method statement for the installation. This should include how you will ensure that the installation will be always compliant with Health & Safety Regulations to ensure public and workforce safety throughout the term of the project.	

5. Warranty	Outline clearly what is covered in the warranty, and the length of warranty for each type of material. Please ensure items with no warranty are also outlined.	
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8. Scoring System

Item	Detail	Score
Equipment	Quantity, range and age appropriateness, aesthetics of equipment and safety surfacing	50%
Previous experience	Demonstration of successful similar previous builds, including quality and usage	20%
Quality of materials	Maintenance, anti-vandal, expected longevity of equipment and surfacing	15%
Warranties	What is covered in the warranty, length of warranty for each type of material	10%
Presentation	Overall presentation of submission and visuals	5%

Points	Level	Criteria
5	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources, and quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
4	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirements with no negative indications or inconsistencies.
3	Adequate	Reasonable achievement of the requirements specified in the tender offer and presentation for that criterion. Some errors, risks, weaknesses, or omissions which are possible without too much difficulty to correct/overcome and make acceptable.
2	Below expectations	Minimal achievement of the requirements specified in the tender offer and presentation for that criterion. Several errors, risks, weaknesses, or omissions which are possible but difficult to correct/ overcome and make acceptable.
1	Poor/deficient	Limited response provided or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.
0	Unacceptable	Totally deficient and non-compliant for that criterion.

- All questions will be scored against the definitions shown in the table above.
- Responses may score any numbers between 0 and 5.(including 0.5 increments)

- The score for each evaluation sub-criteria will be divided by maximum marks available for the question and multiplied by the sub weighting (%) of the question, to provide a weighted score (%) for that question.
- For example, if the sub weighting for the criteria is 20%, the maximum marks available are 5 and the Tenderer is marked a '2', their weighted score (%) for that question will be $2/5 \times 20 = 13.33\%$

The submissions will be evaluated by the Clerk and the wheeled sports facility tendering working party. The highest scoring tenders will be presented to the Full Council for discussion and decision.

9. Format for Response

Please provide a colour hard copy of any visuals/designs (At least A3 would be preferable) and 1 x A4 hard copy of any supporting materials such as the quotation, to the Clerk of the Parish Council at the address shown below.

Itemised pricing should be shown within the Tender presentation

The items should be sent in a sealed envelope, to the address below, clearly marked in the top corner "Tender response – to be opened only by the tender panel".

To maintain the sealed tender process electronic documents should not be submitted to the Parish Council.

10. Contact Details

Any questions relating to the tender, or to arrange a site visit, should be directed to **Vikki Arkell – Clerk & RFO, 07483 160909, clerk@farnsfield-pc.uk**

Vikki Arkell – Clerk & RFO
Farnsfield Parish Council
145 Queens Road South
Eastwood
NG16 3NE

Appendix A

