

Bodmin Town Council



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Invitation to Tender

**New Skate Park, BMX, Scooter and Parkour
facility**

Contents

- 1. Background**
- 2. Scope of Contract**
- 3. Procurement and Project timetable**
- 4. Tender Particulars**
- 5. Contract value**
- 6. Payment structure and billing requirements**
- 7. Tenderer's Responsibility**
- 8. Selective tendering**
- 9. Instructions to Tenderer's**
- 10. Evaluation criteria**
- 11. Return to tender**
- 12. Rights of Bodmin Town Council**

1. Background

1.1 Bodmin Town Council is seeking to develop a new skate park with provision for BMX, scooters and parkour. This facility needs to provide a play space that is stimulating, exciting and fit for purpose which will give the children and young adults an area they can call their own, providing a sense of ownership to the area. This facility will help to introduce the children to risk and develop their confidence and resilience, whilst aiming to reduce levels of anti-social behaviour.

1.2 Bodmin Town Council is seeking a suitably qualified supplier/contractor to design and build a concrete skate park which meets national standards (BS EN14974, BS EN1176 and PAS 30) and conforms to local planning policy and any surface water flood risk mitigation. The skate park must be suitable for skateboards, push bikes (BMX) and scooters with the possible addition of a parkour section. A suitable location has been identified for the project but site visits will be essential to discuss options. To date there has been no user involvement but this will be essential going forward to determine the design and layout of the park.

1.3 The final design / layout of this new facility will need to be agreed after all user groups have been consulted and initial designs have been discussed.

1.4 Having a new facility to replace the Council's existing skate park will greatly enhance the play opportunities for young people (10-18 year olds) who currently have little or no play options of this type in the town. The site will need to include seating areas, soft landscaping and improved access. This site could, when finished, provide an all inclusive area.

2. Scope of Contract

2.1 This tender is for the creation of a new concrete skate park, BMX facility with the possible addition of an area for parkour and will be constructed on / adjacent to the old tennis court area in Priory Park, Bodmin.

3. Procurement and Project timetable

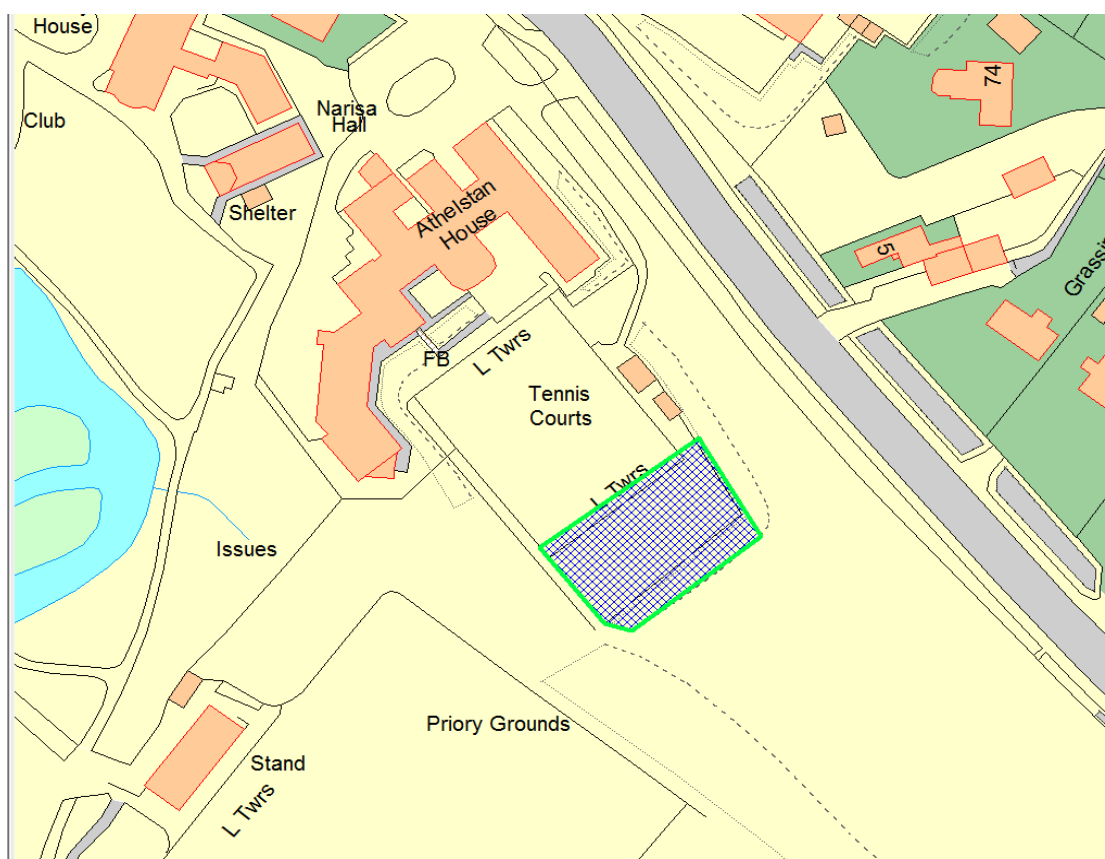
3.1 As this project is in the early planning stages this timetable is a guide. The Council will endeavour to keep to this timescale but, it reserves the right to alter timescales at any stage of the project.

Event	Date/Time
Tender notice posted	22 November 2018
Site meeting- user groups and councillors	

Tender Response deadline	16.00 on 8 January 2019
Anticipated contract award (This will be dependant of any future grant funding/planning permissions/upgrade of access to site)	Presentations at the Properties Meeting 24 January 2019 Ratified by the following Council meeting held on 21 March 2019
Work to commence including design / layout workshops with user groups and planning application process once design and costs agreed by Bodmin Town Council	Consultation period April/May 2019 Works to commence May/June 2019
Completion of work	March 2020

4. Tender Particulars

4.1. The site location is Priory Park, Bodmin Cornwall PL31 2AE and runs parallel with A389 Priory road. See map



5. Contract Value

5.1 The estimated value for this contract is £165,000. Bids in excess of this will be excluded for being unaffordable, unless grant funding bids are sought by the Contractor/Supplier on behalf of the Council.

5.2 Tenders should be submitted in pounds sterling and be exclusive of VAT

6. Payment structure and billing requirements

6.1 This will be negotiated with the Council and the Responsible Finance Officer.

7. Tenderer's Responsibility

7.1 It will be the responsibility the tenderer to satisfy themselves as to the nature, extent, circumstances and situation of the works. They must have held their own independent site visits and inspections, be fully informed and satisfied themselves as to the deliverability of the works in accordance with the contract.

7.2 Tenderers should be aware that Bodmin Town Council envisages that the contractor should be able to provide all services under the contract by the required date and be able to commence the works on the agreed date.

7.3 The tenderer must satisfy themselves that the execution of the contract/works is within their capabilities and experience and must be able to demonstrate this to the Council.

8. Selective Tendering

8.1 Bodmin Town Council may wish to conduct interviews, make enquiries of your existing customers, sample services, undertake site visits or request further information at any stage of the contract selection process.

8.2 The Council reserves the right to clarify any element of the submitted tender.

8.3 The Council may reject non-compliant tender responses.

9. Instructions to Tenderer's

9.1 All tender documents must be completed in their entirety. The tenderer who is awarded the contract will be required to sign further documentation.

9.2 By submitting a tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 120 days from the closing date.

9.3 Tenders must not:

- Be conditional
- Be accompanied by statements which could be construed as rendering them equivocal and/or placed on a different footing to those of any other tenders.

9.4 If the Council suspects that there has been any type of technical or mathematical error in the submission, the council reserves the right to seek such clarification as it considers necessary.

9.5 All documentation supplied by Bodmin Town Council will remain the property of the council and confidential to it. Tenderer's will not without the councils written consent at any time use for your own purposes or disclose to any other person (except as required by law) the tender or any information or material which the council may make available to tenderer's all of which shall remain confidential to the council.

9.6 The Council's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the tenderer concerned will be notified.

9.7 The Council does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any tenderer in the production of the tender or as a result of its decision not to award the contract to any tenderer.

10. Evaluation Criteria

	Criteria
Question 1	<p>Outline your previous relevant experience of providing this type of facility, including the following information in respect of each example relied on:</p> <p>Organisation Name: Value of Contract: Reference contact details:</p> <p>Please provide references who we may contact to verify any information provided.</p>
Question 2	<p>Outline your approach to the delivery of the project and detail how you will meet all our requirements in section 1. As part of the response you must specifically address the following:</p> <ul style="list-style-type: none">• After an initial site meeting and meeting with user

	<p>groups and councillors you will submit a design proposal via email.</p> <ul style="list-style-type: none"> • Clarification as to whether you propose to use any third parties to deliver any aspects of the services and detailed information on their experience and role. You should
Question 3	<p>Project management and delivery:</p> <p>Explain your method of completing the contract. The feasibility and effectiveness of this approach based on your previous experience.</p> <p>This response must include:</p> <ul style="list-style-type: none"> • A detailed project plan demonstrating your ability to meet all set timescales. • Machinery, access, potential hazards to the site. • Protecting the environment. • Health and safety (RAMS) • Security • Methods of working with youth groups/community involvement.
Question 4	<p>Demonstrate the quality and technical skills of the team members including managerial staff who you propose to undertake this contract if successful. Outline the skills and availability that members of the team will have to provide the high service standard required from this project.</p>
Question 5	<p>Bodmin Town Council is committed to improving the environment, facilities, surroundings and quality of life for the people of Bodmin. Outline / demonstrate how you can make a positive contribution to the above commitments.</p>
Question 6	<p>In the event of a major problem, who will be the point of contact and responsible for managing the problem to a successful conclusion?</p>

11. Return of Tender

11.1 You must complete and submit your tender response via email to richard.davies@bodmin.gov.uk by 16.00 on 8 January 2019. Any tender received after the closing date and time will not be counted.

11.2 BTC is not responsible for the loss of or not receiving all or part of your tender.

12. Rights of Bodmin Town Council

12.1 Bodmin Town Council reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

12.2 Bodmin Town Council is not responsible and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

12.3 The Council reserves the right to accept the whole or any specified part of the tender unless the tenderer expressly stipulates otherwise.