**Invitation to Tender**

***Design and Build of an Indoor Skatepark in Roche PL26 8LG Cornwall***

Ref: CLUP CAP9-004

# 1. About TR7 Indoor Skatepark CIC

TR7 Skatepark was established in early 2020 but unfortunately faced an unexpected closure of 8 months due to the COVID-19 pandemic. Despite this we were determined to provide a safe and welcoming environment for skateboarders of all ages and abilities in Newquay, Cornwall. It started out small and with the help of our community: we were donated a mini ramp and successfully fundraised through Crowdfunder to finish building our small indoor skatepark

The community have always been at the heart of what we do and so we recently made the decision to become a Community Interest Company. TR7 Skatepark have a dream to be able to provide even more opportunities to young people and communities through our outreach programs. To do this we need a bigger venue.

# 2. Background and Context

TR7 Indoor Skatepark CIC, seeks to create an inclusive and dynamic indoor skatepark in Cornwall that fosters social development and economic activity within the community. We wish to build an indoor skatepark. The Skatepark will provide accessible recreational opportunities and engaging in community involvement, we aim to tackle deprivation, level up the community, and drive positive long-term impacts on our locality.

The creation of a new indoor skatepark facility, we aim to increase economic activity, enhance public spaces, and contribute to economic regeneration in the region.

This procurement is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

3.1 The building is located at UNIT 1, VICTORIA COMMERCIAL CENTRE, STATION ROAD, ROCHE PL268LG.



3.2 Design and build of an indoor Skatepark within our premises (approximately 370m2) which should be a beginner friendly skatepark that caters to all ages and abilities including an ability for elite athletes to train in preparation for major events such as the Olympics. A floor plan is at Enclosure 1 with additional site photographs (Enclosures 1a-1d).

3.3Outline design concept and background can be found at:

<https://youtu.be/evma45NNOHI>

and at Enclosure 2 (concept pictures)

4**. Budget**

The total maximum budget available for this commission is £42,000.00 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 28 February 2024. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 17 October 2023 |
| Site visit to be arranged by email: martina@tr7skate.co.uk | 24 October 2023 |
| Last date for raising queries | 1700:30 October 2023 |
| Last date for clarifications to queries | 1700: 31 October2023 |
| Deadline to return ITT | **1700 10 November 2023** |
| Evaluation of ITT | 13-14 November 2023 |
| Preferred Supplier notified  | 16 November 2023 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 90 days from contract evaluation |
| Construction commence | 8 January 2024 |
| Construction completes | 28 February 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and TR7 Indoor Skatepark CIC during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than five million (£5,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than five million (£5,000,000),
6. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000),
7. Conflict of interest statement

6.2 Design and methodology statement. This should cover:

a. the design in detail including details of the surfaces and specific features that demonstrate how all ages and abilities can access the various elements within your design.

b. how you intend to deliver the project with a timeline and key milestones.

c. experience of the project manager and your company structure

d. Links to 2 examples of similar skatepark previous projects

6.3 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with TR7 Indoor Skatepark CIC.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and TR7 Indoor Skatepark CIC or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit TR7 Indoor Skatepark CIC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

martina@tr7skate.co.uk

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by TR7 Indoor Skatepark CIC to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind TR7 Indoor Skatepark CIC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Design and methodology statement | 60 |
| a. the design in detail including details of the surfaces and specific features that demonstrate how all ages and abilities can access the various elements within your design.b. how you intend to deliver the project with a timeline and key milestones.c. experience of the project manager and your company structured. Links to 2 examples of similar previous projects |  |
| Ref 6.3 Budget | 40 |
| A **fixed fee** for this work (exc VAT) including travel and other expensesThe lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 40 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |
| --- |
| **Scoring Matrix for Award Criteria** |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, TR7 Indoor Skatepark CIC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

TR7 Indoor Skatepark CIC is not bound to accept the lowest price or any tender. TR7 Indoor Skatepark CIC will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with TR7 Indoor Skatepark CIC’s internal procedures and TR7 Indoor Skatepark CIC being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the Tenderer’s response.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

martina@tr7skate.co.uk

with the following message clearly noted in the Subject box;

**Design and Build of an Indoor Skatepark in Roche PL26 8LG Cornwall Ref: CLUP CAP9-004**

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit TR7 Indoor Skatepark CIC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between TR7 Indoor Skatepark CIC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between TR7 Indoor Skatepark CIC and any other party (save for a formal award of contract made in writing by TR7 Indoor Skatepark CIC or on behalf of TR7 Indoor Skatepark CIC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by TR7 Indoor Skatepark CIC or any information contained in TR7 Indoor Skatepark CIC’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by TR7 Indoor Skatepark CIC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

TR7 Indoor Skatepark CIC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render TR7 Indoor Skatepark CIC liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Floor Plan and site pictures
2. Outline concept drawings