



Steeple Claydon Parish Council

Main Tender Document

***Provision to design and build a new
Concrete Skate Park.***

Steeple Claydon Recreational Ground.

To be submitted no later than Monday 13th April 2020.

Late submissions (Hard Copies and/or Electronic) will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

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RESPONSIBLE PARTIES

The Employer

STEEPLE CLAYDON PARISH COUNCIL

The Village Hall

48 Queen Catherine Road

Steeple Claydon

Buckinghamshire

MK18 2PY

Contracts Administrator/s

Michael Carter (Sports and Play Consulting Limited)

Hannah Holmes (Clerk to the Parish Council)



INFORMATION AND INSTRUCTIONS

1. General Requirements

1.1 Overview and Objective of Project

Steeple Claydon Parish Council is seeking a suitably qualified company to design and delivery a concrete Skate Park to replace the existing facility.

The location of the site is the *Recreational Ground, off Meadoway Steeple Claydon MK18 2PA.*







The council has allocated a significant budget to replace and improve the existing skate park which is outdated and has considerable maintenance and quality challenges. The aim is to create a new skate facility that caters for a wide range of ages and abilities of skate, scooter and bike users.

Note: The council will also be installing a new Multi Use Games Area on the same site at a later date, currently where the existing skate park is located. Suppliers need to allow for this being installed in the future, with the new skate facility being located at the further North/Eastern end of the hard standing. The length available for the skate facility will be approx. 35.0 metres from the furthest location of the hard standing.



1.2 Budget and Costings

- The council has set aside a budget of **£150,000.00 (Ex VAT)** and submissions should utilise the full budget, however, not exceed it.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 180 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

1.3 Non-Consideration of a Tender Response

The 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 submission is the responsibility of the suppliers that have been decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

2. Contract Conditions

The successful contractor will enter into an agreement by way of a Purchase Order with Steeple Claydon Parish Council. In addition, a binding contract (Appendix 3) with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.



The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

The work is for the design, supply and installation of appropriate groundworks, elements and surfacing suitable for skateboarding facilities should comply to any relevant regulations primarily BS EN 14974. 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 **successful** contractor must be able to provide evidence of:

- Public Liability Insurance of no less than: **£5 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

The contractor must follow the 2015 CDM regulations 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 selected contractor will commit to agreed meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over.

3. Scope of Works

3.1 Vision and Focus Group Feedback

The council would like a skate facility that encourages users of all ages and abilities, catering for those experienced users through to those



taking up the sport. This can include those who use scooters and bikes, and traditional skate users.

Consultation with Focus Group

In early February 2020, a consultation was conducted to gather additional information on what the local children would like to see considered within the design. There was a total of **21 responses**, with a summary of specific questions below. The answers and additional comments and drawings will be provided to all the suppliers interested in bidding for the project (electronically):

| <i>What is your age?</i> | <i>Number</i> |
|--|----------------------|
| 0-6 Years | Nil |
| 7-11 Years | 18 |
| 13+ years | 3 |
| <i>What is your gender?</i> | |
| Male | 17 |
| Female | 4 |
| <i>Do you currently use the skate park?</i> | |
| Yes | 20 |
| No | 1 |
| <i>What is your current skate experience?</i> | |
| Beginner | 10 |
| Ok / Good | 11 |
| Experienced | Nil |
| <i>Will use a new skate park more often (New facility)?</i> | |
| Yes | 21 |



| No | Nil |
|--|-----------|
| <i>What would you use the new facility for?</i> | |
| Skateboarding | 1 |
| Scooter | 15 |
| BMX Bike | 4 |
| Socialising | 1 |

3.2 Materials

The requirement is that the surface and elements are predominantly made of concrete (Pre-Fabricated or Spay Concrete) with appropriate base works (advise details of your proposed specifications), incorporating some steel components where required, ensuring the ground is stable and will not contribute to any long term effects for users or maintenance and repair.

The use of coloured paint suitable for a skate facility may be used to highlight certain elements and to enhance the visual appeal of the facility. Additionally, any materials or design that would reduce the likelihood of graffiti would be encouraged and outlined as part of your design rationale.

It would be encouraged to use mounding around the new facility and include new soil and turf if this is deemed possible within the constraints and budget rather than guard rails, so to fit in with the recreational field and be aesthetically considerate.

3.3 Removals of existing elements

Suppliers to remove all the existing elements and chain link fencing, to be disposed of in a suitable waste facility. The ground should be left in a



safe condition to ground level with no trip hazards or protruding materials.

3.4 Seating, Bins and Skate Sign

- 1 x New skate sign on a post that meets regulations with artwork to be confirmed (please provide a suggested template). Sign and post to be made of steel with permanent artwork (not laminate).
- 2 x highly robust black steel bins (120 litres) to be installed onto hard standing in a suitable location near the skate park.
- 2 x Concrete benches that complement the skate facility and permanently fixed on hard standing in a suitable location near the skate park.

3.5 Drainage

Suppliers should consider any drainage of the new facility to avoid any issues with pooling or water running down from the high side (near the school) including costs and advice for a potential solution.

3.6 Re-Instatement

Suppliers should allow for appropriate Trackway from the main access point and any potential re-instatement of damage caused to the existing turf (new topsoil and seed), pathways, gates or any item or material that is affected by the works. Mounding around the immediate skate park is to have new turf supplied on all areas of the actual mounds.

3.7 Post Installation Inspection

Please allow for an RPII qualified independent inspection following the completion of the project, and all noted defects and remedial tasks need to be attended to and resolved before the open date and formally being signed off by either of the Contracts Administrator/s.



4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

| Action: | Date: |
|---|---|
| Tender Release Date: | 4 th March 2020 |
| Site meeting for interested contractors (30-minute slots): | 16 th March 2020: 11am – 2pm |
| Notification your intention to provide a response and any questions about the tender (no later than): | 20 th March 2020 |
| Tender Submissions Due: | <u>13th April 2020</u> |
| Decision on Preferred Supplier: | May 2020 |
| Work to Commence: | Early September 2020 |
| Work to be Completed (including snagging): | November 2020 |

Note: Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build.

Note: Should the supplier be able to deliver earlier than September however ensure the current skate facility can remain open and used without any safety or access concerns please outline this in your response. This would be on the basis the current skate facility can then be removed after the school holidays in early September.

5. Scoring Criteria

5.1 Scoring Table

| Item | Detail | Score |
|----------------|--|--------------|
| Overall Design | Meeting the brief, design, aesthetics technical consideration (drainage, sub-base etc), and materials used. Feedback from consultation by the local users. | 60% |



| | | |
|--------------------------------|--|-----|
| Presentation | Quotation details, quality of the visuals, and relevant information to assess the submission. | 20% |
| Experience and Company details | Information about your ability and experience to deliver such a project, method of works (deliveries, minimising disruption and damage to the field etc) Also, how you would work with the consultant and manage the installation internally and with contractors. | 20% |

5.2 Scoring Matrix

| | | |
|------|--------------------|---|
| 9-10 | Superior | Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value. |
| 7-8 | Good | A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies. |
| 5-6 | Adequate | Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort. |
| 3-4 | Below Expectations | Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable. |



| | | |
|-----|-------------------|---|
| 0-2 | Poor to deficient | Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading |
|-----|-------------------|---|

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent and proportionate based on the type of project, and to select the Most Economically Advantageous Tender.

6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions **MUST** be emailed to the consultant, not by phone or in person other than the site meeting, unless agreed to by the consultant.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation your intent to provide a submission by the due date, and all questions relating to the



tender will need to be made no later than **20th March 2020**. Only one submission will be accepted.

Should you not notify intent to provide a submission or not attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.5 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome at which time a *Standstill Period* of 5 working days will begin. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

6.6 Consultation or Public Engagement

The Council (Employer) reserves the right to conduct a public consultation to show the designs that have been submitted. The purpose of any consultation will primarily to update the community on the options available however also allow an opportunity to collect feedback which may contribute to any revisions of the design. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant and may contribute towards the scoring of the design component depending on certain criteria such as how many attended.

6.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.



6.8 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested to be shared. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

7. Named Contact and Consultant for Project

The council has appointed a consultant for the tender process. All contact should be with Sports and Play Consulting Limited.

Sports and Play Consulting Limited

Contact: Michael Carter

Mobile: 07421 463099

Email: Michael@sportsandSkateconsulting.co.uk

8. Submission and Checklist (Mandatory)

The tender response should include:

| |
|---|
| 1. Completed copy of Appendix 1 and Appendix 2 |
| 2. 1 x CAD as a PDF to be provided in A2 size or as close to this as possible |
| 3. 1 x 3D Design visual to be provided in A2 size or as close to this as possible |
| 4. Itemised Quotation outlining all elements and items included |
| 5. Supplemental Information that is only relevant to the information required which may provide supporting evidence or amplify a response |
| 6. An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, in addition to hard copies to the Council by the due date and time |



Hard copies to be delivered to:

STEEPLE CLAYDON PARISH COUNCIL
The Village Hall
48 Queen Catherine Road
Steeple Claydon
Buckinghamshire
MK18 2PY
Attention: Hannah Holmes

Please note - Tenders are to be sent in a plain envelope and/or tube marked only with:

'Tender – Steeple Claydon Skate Project'

and sent to arrive no later than:

16:00 hours, 13th April 2020.