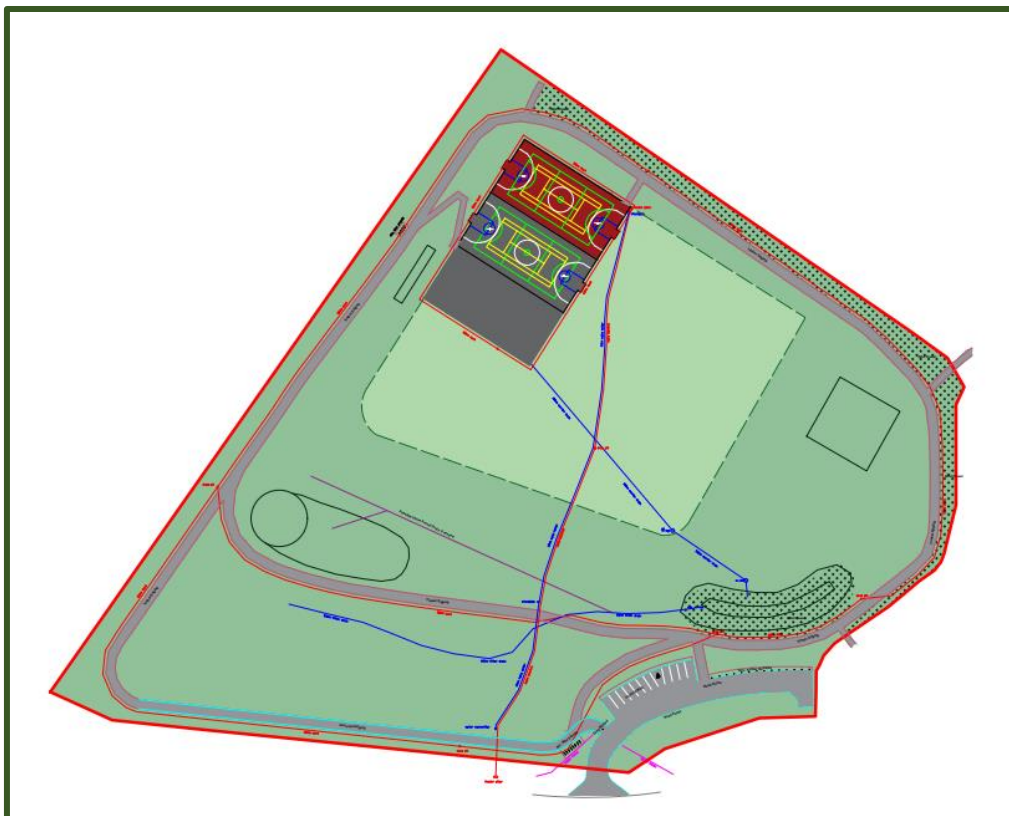


Sonning Common Parish Council

Request for Proposal (RFP)

Installation of lighting for the Multi Use Games Area and Perimeter Footpaths at Memorial Park, Reade's Lane, Sonning Common, RG4 9LN



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A. Overview

Following the recent development of Memorial Park including a Multi Use Games Area (MUGA) and a perimeter walking/running/learn to cycle track, Sonning Common Parish Council (SCPC) wishes to effectively, efficiently and considerably light the Park in full accordance with the planning conditions within the decision notice P20/S4912/FUL.

Planning Permission was granted prior to the final groundworks being completed for the Park, therefore the lighting impact assessment and strategy and the lighting layout have been revised to ensure the lighting plans are in accordance with the Memorial Park As Built Plans.

B. Goals

1. To supply and install LED Lighting for the MUGA and the walking/running/learn to cycle track to the laid out specifications, with care and consideration to the immediate and local area being adjacent to AONB.
2. To deliver on time an easy to use, maintain and future proofed installation within the confines of the pre-installed infrastructure.
3. To complete the works in time for use for the full period of Winter 2022-23 and beyond.

C. Timelines

Deadline for questions on RFP	17.00h on July 8 th 2022
Deadline for receipt of RFP by SCPC	received by 17:00h July 15 th 2022
Anticipated contract award	Thursday 11 th August 2022
Completion of works including testing	no later than October 14 th 2022

D. Queries during the RFP period

Proposers are to direct any queries and questions regarding the RFP content **no later than 17.00h on Friday 8th July** to Philip Collings, Clerk, SCPC, who may convey responses to submitted questions and queries to all Proposers so that each is equally informed.

Philip Collings e-mail: clerk@sonningcommonparishcouncil.gov.uk

E. Proposal Submission methods and requirements

Proposers must submit their Proposal by e-mail to the Clerk, Philip Collings. Documents are to be submitted in PDF and native (e.g. MS Word) format and proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission, or via a we-transfer link.

Information to be provided by Proposers is set out at the end of this document.

A Proposal will not be accepted by SCPC unless and until SCPC has signed a Contract or sent a 'Notice of Award' in writing to the successful Proposer.

SCPC is under no obligation to accept the lowest priced Proposal or any Proposal and reserves the right to reject any Proposal which is incomplete, conditional, or not complying with the RFP documents.

SCPC has taken all reasonable care to ensure that this RFP is accurate. However, it gives no representation or warranty as to the accuracy or sufficiency of the contained information and that all Proposers will receive the same information. Proposers are required to inform themselves fully of all conditions, risks and other circumstances relating to the proposed scope of work prior to submitting a Proposal. Proposed prices shall be deemed to cover the cost of complying with all the conditions of the RFP and of all things necessary for the due and proper performance and completion of the Works Specification.

F. Documentation

The following documentation is made available relating to this RFP in addition to the information herein:

1. Lighting Layout Option A drwg no 1716-DFL-HLG-XX-DR-EO-13001-S2-P02
2. As Built Plan: BSP-SCPC-003 Coloured Drawing (pdf)
3. Lighting Impact Assessment and Strategy 1716-DFL-LS-001-G (1)
4. Light Spill Diagram 1716-DFL-ELG-XX-CA-EO-13002-S3-P02
5. Location Map: Son3 Location Map Lighting Application
6. Obtrusive Lighting Assessment (2)

G. Works Specification

The Overview, Goals and Documentation set out above form part of the Works Specification. The following key points must also be noted:

1. All lighting to be a maximum of 2700k. Whilst it is recognised that there may be difficulty with the availability of floodlights that will reach this range, at this stage they should not exceed 3000k, but should be installed so that, when possible, they can be easily changed. Refer to Lighting Impact Assessment and Strategy for full details regarding the approach taken to lighting the site sensitively.
2. Lighting shall be installed with rear shields so as not to interfere with the areas surrounding the project.
3. Lighting located on the outer boundaries of the walking/running/learn to cycle track shall be fitted with rear shields so as to reduce light spill to avoid the potentially adverse effect on ecology.
4. All columns must be installed securely and appropriately in accordance with manufacturers' instructions and standard details to avoid any later potential for falling and harm, either on purpose or accidentally. Installers will be responsible for all involved groundworks to facilitate this. All columns installed must be hinged to enable ease of maintenance. (Columns on the walking/running/learn to cycle track can be mid-hinged. MUGA columns must be base hinged).
5. All lighting within the MUGA must be capable of being automatically switched off at 21.30h and must be controllable such that the MUGA lighting can operate in a total of 3 No. individual segments (or in accordance with note 7).
6. When not in use, between the hours of dusk and 21.30 all walking/running/learn to cycle track lighting should be dimmed automatically via automated control system to be Wirefield eye.wii system complete with tablet or similar approved. Upon the detection of movement in the vicinity of any individual column, all track luminaires will switch to 100% of the design level output for 5 minutes, before dimming back down. All walking/running/learn to cycle track lighting must be able to automatically switch off at 21.30.
7. The MUGA is split into three individual playing spaces, with the potential for each to be individually lit. An on-demand button (coin or card operated) to each third of the MUGA space is required to switch lighting on for approximately 60 minutes, before dimming to zero light output over a period of 2 minutes.
8. All columns are to be finished in RAL6013 Reed Green.
9. Installation shall be completed to BS7671:2018+A2:2022 18th Edition.
10. All cabling must be run within pre-installed ducting, and to be XLPE SWA in any underground routes.
11. Consideration shall be given at all times to the surrounding area, including but not limited to any wildlife, pedestrians, pre-installed equipment and existing ground finishes. All waste including soil to be controlled and removed from site prior to completion, with reinstatement and making good to greenery at column bases also completed before handover.
12. A full set of RAMS is to be issued and approved before commencement of works.
13. The basic method statement of column installation/erection is to be submitted with the RFP.

14. All cable types are to be UKCA (formerly CE) marked, BASEC approved, recognised by BS 7671:2018+A2:2022, and the construction product regulations. Declarations of performance (DOP) shall be submitted by the contractor for each cable type prior to commencing installation. Identification of all cable conductors shall be as table 51 of BS 7671:2018+A2:2022. Every core shall be identifiable by colour throughout its length. All cables shall be labelled appropriately at the point of each termination. Labels shall be an approved proprietary type. No handwritten labels. All cable lengths are estimated and should be confirmed on site.
15. Earth electrodes are to be installed in accordance with BS 7671:2018+A2:2022, and BS7430:2011+A1:2015
16. All electrical equipment and workmanship shall comply with current standards, codes of practice and shall be supported by 14000 series drawings and associated cable calculations. Electrical work is to be carried out by skilled personnel and shall comply and be tested in conformity with the IET wiring regulations bs7671:2018+A2:2022 and any other statutory requirements.
17. SCPC is unable to close the whole site during the installation works as it is not a fenced and gated site. Contractors are required to specify how they will carry out the works to ensure public safety. The MUGA has fencing on 2/3 but not on the final third so closure of this area needs to be considered in terms of heras fencing or similar.

H. Contractor Requirements

The contractor shall provide

1. A detailed schedule of works with weekly updates and milestones
2. Insurance requirements
 - Liability insurance must be provided for the contract sum
 - Public liability insurance of £5,000,000
3. Liability periods
 - Warranty for materials and work must be 5 years minimum after accepted completion of works including full system testing and compliance certification
4. Retention / surety requirements
 - For installation:
 - on-demand performance guarantee which is valid until handover
 - on-demand warranty guarantee that starts from accepted completion of works and is valid for 5 years.
 - Value for both shall be 10% of the contract value.
5. Supplier documentation to support all invoices

All notices related to risks that may have an impact on schedule or costs must be reported immediately after noticed (during same-day latest) via call and confirmed via email to SCPC's project manager whose contact details will be advised with a copy to Philip Collings.

All changes in costs and schedule must be approved in writing by SCPC.

I. Information to be provided in response to this RFP

This details the information proposers are required to provide to SCPC. Submitted information will be used in the evaluation of Proposals.

1. Pricing information

- a. Prices must be stated in £ sterling and must include all costs including insurances, fees, expenses, liabilities, obligations, risks, testing, certification and other items necessary for the full and complete delivery of the Works Specification. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant contract. Prices must be **exclusive** of VAT and any other applicable taxes which must be stated in addition. Prices must be valid until 31st October 2022.
- b. Prices must include supply and install (if not otherwise specified) for all items including purchase, delivery to site, fixing, wiring and connection. Contractor shall also undertake groundworks, remove excavated soil from site, make good any landscaping, provide and fix brackets, hangers, conduit suspensions and any other accessories needed.
- c. Any equipment such as distribution panels, cable trays, cable containment systems etc must be included within each single rate, if not quoted separately.
- d. Testing and commissioning must be separately itemised.
- e. Data sheets of components including luminaire drivers are required as part of this RFP.

2. Presentation of Pricing Information

Prices must be presented in a clear spreadsheet with separate tabs for

- MUGA Lighting
- Wayfaring Lighting
- Combined MUGA and Wayfaring

as SCPC could decide to undertake only the MUGA lighting and install wayfaring lighting at a later date.

Each section should comprise:

- Preliminaries and set up costs
- Project specifics (units, unit cost/rates, total)
- Testing and commissioning
- Project completion and remedial works
- Maintenance

Indicative system running costs should also be provided.

3. Other Information Required

- a. Company details, contact information and a nominated contact point for all further information and details.
- b. Company specific examples of relevant projects completed, where the quality and scope relates to this project, with details of design concepts, planning and execution of the work and ideally two references from clients including installation of MUGA lighting.
- c. Risk Assessment and Method Statement for the Works Specification
- d. A resource plan and organizational chart of the specific personnel proposed for this project.
- e. Familiarity with local and statutory bodies having jurisdiction.
- f. Date when the team proposed for this project would be available, with sufficient resources to start work and a schedule for works completion.
- g. Proposed schedule of payments broken down according to task completion.

J. Contract Scoring

SCPC will use the following indicators to assess each Proposal

Price	70%
Quality of Company's work	20%
Timescales for work completion to be ready for winter use	10%

SCPC will issue the contract for the works.

K. Bribery and Corruption

Bribery is any payment or gift given to influence a person to perform or omit an act in the course of their official duties. In many cases the person being bribed is a government official or other figure of authority. In some instances, a corrupt official may deliberately delay or obstruct routine processes to try and encourage individuals to offer a bribe. Bribery is illegal and SCPC has a zero-tolerance policy for bribery and corrupt practices. Please, bear in mind that these policies and their provisions are not negotiable.