

Big Shift Community Parklets RfQ

Contents:

1. Overview
2. Timeframes
3. Summary of the support we need from you
4. Summary of what Lambeth will support you with
5. Budget
6. Your tender response
7. Scoring Notes
8. Other information

Overview

- The Big Shift Programme sits within the Lambeth Transport Strategy Programme and aims to move residents and businesses towards greener, sustainable and cleaner ways of moving around the borough.
- The programme is made up of a series of project which tie into the Kerbside Strategy priority areas and the Climate Action Priorities. Priority 2 of the Kerbside Strategy is “create places for people” which includes the goal to introduce a parklet in each of the 25 wards of the borough.
- Lambeth Council are looking for an organisation to create and implement a catalogue of modular items that can be built into a parklet;
- The Big Shift Community Support Grant will provide the opportunity for residents and community groups to be part of London’s biggest parklet programme.
- Parklets are a way of creating unique, public spaces for local communities to enjoy which place sustainability, community and safety at the centre of their design.
- The brief outlines what we require from the organisation: **Catalogue, build and installation**

Timeframes

The timeframes for this project are set out below;

1. Deadline for responses: 6th April 2023
2. Inception meeting: week commencing 10th April 2023
3. Catalogue completed: 8th May 2023
4. Installation for Window One: September 2023

3. Summary of what we need from you

We are looking for a contractor to create a catalogue of modular items which make up a parklet. Applicants to the grant scheme will be provided with a standard parklet (as below) and given a budget of £1500 to fill it with additional items from your catalogue.

We are looking for a contractor who has experience working with parklets; is creative and innovative and is offering a range of items that will be used by communities.

Deliverables

Catalogue (design)

- Produce a catalogue of products which will be available in a digital (can be hosted on Lambeth's website) and a non-digital format (can be shared as paper copies for those who are digitally excluded).
- The catalogue will have options for creating a standard parklet:
 - Base
 - Side barriers: 2 x different styles to choose from
 - Outer barriers: 2 x different styles to choose from
- The items above will be available in varying sizes to meet the minimum requirements shown in the additional 'parklet typologies' documents (Typology 1, Typology 2, Typology 3).
- Offer items to fill the parklet:
 - Benches
 - Fold down seating
 - Tables
 - Planters
 - Play features
 - Community noticeboards (which meet visibility requirements)
 - Railings
 - Plants and soil
 - Any other items that you can offer that meet the resident's budget requirements.
- Ability for residents to customise elements of the modular products i.e. colour
- The materials used are sustainably/responsibly sourced, hardwearing and non slip where necessary. Hard wood to be used where possible for minimal maintenance.
- Material used are chosen for longevity with at least a 5 year guarantee.
- Provide quality assurance of build.
- Parklets should be designed with minimal maintenance in mind
- The parklet proposals need to meet all relevant road safety best practice and general health and safety requirements
- Ensure that catalogue meets accessibility requires to ensure that a wide range of audiences are able to view it.
- Ensure that accessibility and exclusivity is key in all options of modular products that are offered.
- Steps must be made to ensure that parklets can be seen in the dark, i.e. reflective strips.

Build & Install

- 12 parklets across Phase 1 of the Big Shift Community Support Grant Parklet Programme
- If your organisation is unable to install parklets, please describe how this service will be provided through any potential partnerships.
- Provide support if adjustments are needed following a Clerks of Works assessment post build.

Removal (optional)

- Please provide a quote on a separate line for a removal service for parklets if they fall into disrepair or are no longer wanted in the area for a period of 1 year

Summary of support Lambeth will provide:

- Provide typologies for builds which highlights the minimum requirements for a parklet installation
- Stakeholder support
- Design guidance
- Take responsibility for associated legal processes:
 - road safety audits
 - traffic orders
 - clerks of works checks.

Budget

A specific budget value is not set for this commission, but the borough will not be considering bids over 95k in value. Bidders should balance the resourcing and materials to do the job well with a competitive price. Bidders should also take into consideration the £1,500 grant allocation for each applicant and show value for money for the any items that are priced in the catalogue.

Your tender response

- We want bids from contractors who are passionate about parklets and creating public spaces which are for healthier, greener for people.
- Who have the capacity to produce, build and install parklets in a short, intensive window of time.

Up 4 A4 sides explaining your approach to delivering this project.

Your proposal should directly comment/respond to the themes on which your bid will be scored, namely:

- Proposal and experience
- Capability and resources
- Project management
- Social Value
- Please provide previous examples of your work

More detailed guidance for the criteria above can be found in the Scoring Notes section below.

A pricing spreadsheet with breakdown detailing your prices:

- Each task being undertaken
- Hourly rate per team member
- Hours allocated to each team member
- Total cost of providing each deliverable
- Cost of each modular/catalogue item
- Total cost of completing all aspects of this commission.

Scoring Notes

Your Submissions will be scored:

- 40% on quality

- 60% price

Guidance for each of these criteria is set out below.

Quality Scoring (40%)

Each criteria is scored out of 5 using a consistent scale, criteria are equally weighted.

7.1.1. Proposal & Experience (12%)

- What your plan is, how it will be delivered, what resources will be used, and how it will fulfil the deliverables outlined above?
- What modular products would you suggest?

Capability & Resources (12%)

- The skills and resources your organisation have that will enable you to deliver your project.
- Details of the team that will work on this project and their involvement in comparable projects.

Project Management & Methodology (12%)

- Your understanding and overall appreciation of the requirements of the brief and the response should include details of your approach and methodology.
- How the project will be managed internally and the level of support you foresee requiring from Lambeth Council.

Social Value (4%)

- Please demonstrate how your proposal might add value to the wider Lambeth community.

Price scoring (60%)

- The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at **60%** to give the final score for quality (Quality Score).
- This is a simple numeric calculation based on the total value proposed. Your price, divided by the lowest priced bid, then multiplied by 100 will give you a percentage score out of a maximum 100%.

Other Information

- This commission is for Phase 1 of the Big Shift Community Parklet scheme. Another commission for 13 more parklets will be released in Summer 2023.
- All clarifications should be sent via email to ndoal@lambeth.gov.uk The deadline for questions is Tuesday 4th April 2023. Questions will be collated anonymously, and responses will be shared with all bidders around no later than 2 working days after they were received.
- The Council has every intention of proceeding with this commission as well as the budget to do so. There is no guarantee of works and the Council retains the right not to award this contract or to reduce the scope of works as it sees fit.
- The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
- Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.

- Potential Providers' responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
- Whilst there will be no marks given to layout, spelling, punctuation, and grammar. It will assist evaluators if attention is paid to these areas including identifying key sections within responses.