



Invitation to tender

**A Project to design and build
A Skills Bike Trail
and
A Learn to Ride Track**

Introduction

Boddington Parish Council ('BPC') recently completed a Parish Survey which informed the Parish Plan¹ that was adopted in January 2018. Parishioners expressed a desire to replace the existing play equipment with improved play equipment and develop sports facilities to be located close to the Village Hall on the Charles Cowper Playing Field (CCPF) Warwick Road, Upper Boddington NN11 6DH.

The CCPF amounts to approx. 5.5 acres and is owned by the Parish Council. The adjacent Village Hall is owned by a separate Charity. These two bodies working together have an ambitious project to improve the community facilities for the benefit of residents and visitors.

Phase 1 of the project was to replace the existing play equipment which was completed in August 2018 the opening of which can be seen online at:

<https://www.youtube.com/watch?v=WSaIYzY12W4>

Phase 2 of the project was to extend the car park and that was completed in March 2019.

Phase 3 is currently underway and that is to remove undulations in the part of the field used for football and provide new goals etc.

The 4th phase will be to install a Skills Bike Trail and a Learn to Ride Track and is the subject of this enquiry.

The Playing Field and Village Hall are used for numerous types of community recreational activity and it is important that the proposal for phase 4 is sympathetic to the surroundings and the overall use of the community facility.

The whole site is reasonably level having once been the village cricket ground and provides wheelchair access, parking and access to the Village Hall facilities (when open). Prospective

¹ Available at <http://www.boddingtonparish.co.uk/index.php/parish/parish-plan>

contractors are encouraged to visit the site and should contact the Project Leader for an appointment.

Figure 1 below is a satellite view of the site. It must be recognised that this image is outdated and does not show the new playground facilities, extended car park nor the current state of trees and hedges.

Figure 2 provides an image of the playing field area.

Figure 1 Google satellite view of the Charles Cowper Playing Field

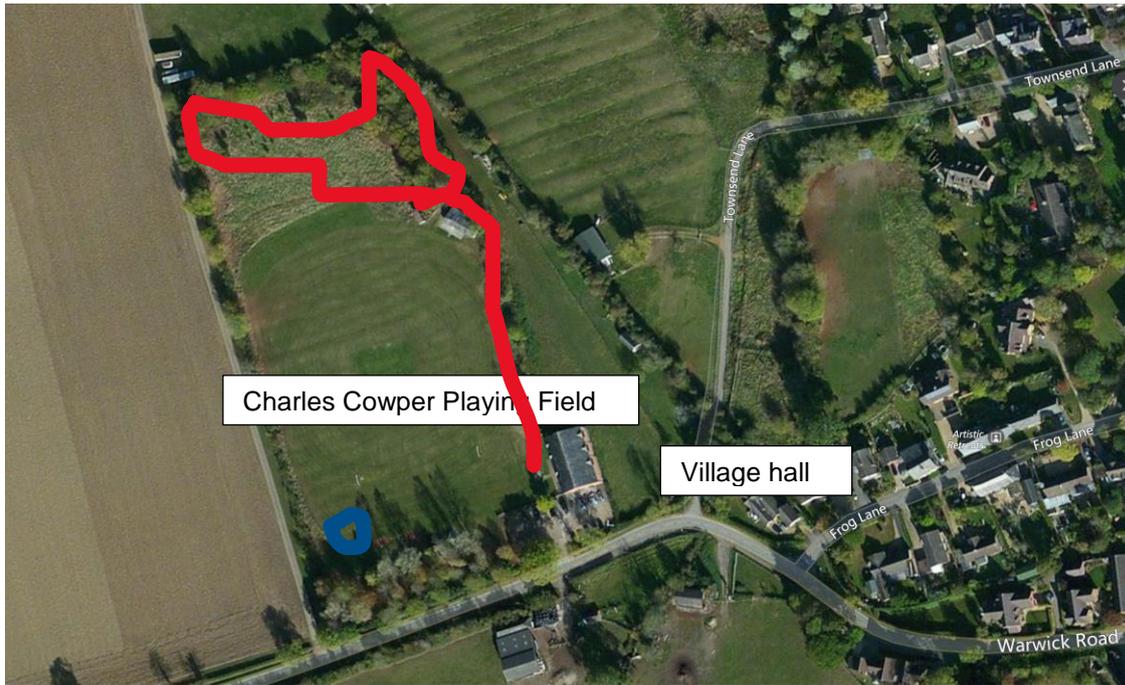


Figure 2 View west to east across CCPF toward Boddington Village Hall



General Requirements

BPC is seeking a suitably experienced and qualified company to design and build:

- A) an adventurous skills bike trail of approximately 500 metres (roughly indicated by the red line in Figure 1). The trail should be suitable for all ages but the target is school age children of all abilities.
- B) A 'learn to ride' track of approximately 55 metres (roughly indicated by the blue line in Figure 1) intended for beginners to learn and develop off road biking skills.

The supplier will need to have proven and demonstrable experience in similar projects and the wide ranging skill base to achieve the various elements of the contract which include design, construction and installation of bike trails, client and user group liaison, health & safety management and defect diagnosis and rectification. The supplier must be able to demonstrate an excellent Health and Safety record, accordingly suppliers that cannot demonstrate an excellent record, free from enforcement action, will not be considered. The supplier must also demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract.

BPC will apply for grant funding for this project, the outcome of which should be known during January 2020 at the latest. In addition BPC may be able to supplement the grant to a very limited extent. BPC has not set a budget for this project but prospective contractors must appreciate that grant funding is essential for this project to take place and that grant funding in excess of £75,000 is harder to obtain.

If successful, delivery and installation is to commence at an agreed date for completion subject to weather etc as early as possible and ideally before 31 March 2020 with a view to having a formal opening on 9th May 2020. If the grant application is unsuccessful the project will be delayed until alternative funding is found and the project may need to be delivered in phases as funds become available. A single supplier is preferred.

The trails must have accessibility at the heart of the design and should offer opportunities for all age groups. The final design brief will be agreed with the successful tenderer.

General Description of the Works

Tenderers should assume that BPC has no knowledge of the design and build of off road cycle trails and BPC is looking for a suitably qualified contractor to work with them on the delivery of this project.

The supplier will provide all labour, materials, fuel, water, carriage, plant, tools and machinery of all descriptions in order to execute the works. The Council will make a pre-planning application based on information submitted by the appointed contractor to explore whether a full planning application is necessary. The Council is hopeful that the

development will be within the Councils own permitted powers but the contractor may be required to provide drawings for the planners if a full planning application is required.

Generally the works involve varying amounts of the following operations:-

- Site clearance including limited tree surgery and felling. BPC understands that none of the trees are covered by Tree Preservation Orders and they are not within a Conservation Area. They do however have amenity value and contribute to the character of the area, and are of value to wildlife. BPC would like to retain the existing trees wherever possible.
- Excavation (both in 'hard' and 'soft' material). Materials excavated from the site should be reused within the works if possible.
- Preparation of existing acceptable materials as base course for reinstated, improved and new trails.
- Filling and/or landscaping with excavated material.
- Drainage improvement works
- Full depth trail construction
- Surfacing
- Installation of features eg berms and jumps
- Installation of appropriate signage

Materials

BPC is looking for longevity and minimal maintenance. Colours should be muted to complement the surrounding natural environment. Materials excavated from the site should be reused within the works if possible. All materials will be of the best of their respective kinds and shall conform to appropriate British and if appropriate European Standards.

Waste

The supplier must ensure that all waste materials produced during these works are transported from site using waste carriers with a current Waste Carriers Licence appropriate for the type of waste being transported. A copy of the Waste Carriers Licence for all carriers being used during the course of these works must be provided to the Contract Administrator if requested. Wherever possible, waste materials will be taken to appropriate waste recycling centres. Where waste cannot be recycled, it shall be taken to an approved tip. The Contract Administrator may require evidence of which tipping sites are being used, and where required by the Contract Administrator, appropriate copies of Waste Site Licences for the tipping site must be provided.

Post Installation Inspection

Following completion, a ROSPA inspection will need to be undertaken and any noted defects or medium to high risk reports will need to be attended to and resolved in accordance with the project time table below. After completion of the construction and before handover BPC may also arrange an independent inspection by ROSPA or equivalent authority and require resolution of defects and risks before handover and final payment.

Contract Pricing

The tender document should show separately the costs of the bike trail and the learn to ride trail. Costs should be broken down under various headings including but not limited to:

Materials - quarried stone
Materials – tarmac/asphalt
Materials – signage
Materials - drainage
Materials – other
Labour - Site preparation
Labour - Basic Trail build
Labour – Build technical and special features
Labour – Surface and finishing
Labour – other (include making good)
Hire - Plant
Hire - Safety Fencing
Hire – Welfare facilities
Misc - Planning application if required
Misc - Travel and subsistence costs
Misc – Arboriculturists and similar
Misc – ROSPA and similar inspections

All pricing should be exclusive of VAT and valid for 12 Months from the Tender Response Due Date set out in the Project Time Table.

Prices will be fixed and firm for the duration of the contract. Any variation to contract terms and pricing can only be authorised by the Contract Administrator.

Contract Conditions

The successful supplier will enter into a contract by way of a Purchase Order with Boddington Parish Council.

The works will include

- the design and build of a) a skills bike trail and b) a learn to ride trail in accordance with an agreed design and specification.
- supply of appropriate drawings to show the proposed layout
- supply and installation of all equipment, surfacing, fencing and furniture
- hard and soft landscaping works as agreed in the design particulars

Works must comply with best practice and current standards (incl. European Safety Standards, British Standards, ROSPA, IMBA and British Cycling).

The successful supplier must provide evidence of Public Liability Insurance of no less than £10 Million, Employers Liability Insurance of no less than £5 Million and Professional Indemnity insurance of no less than £5 million to the council within the tender response.

The supplier is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks.

Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the council before work begins.

During installation, the suppliers needs to keep public and maintenance access points clear of equipment, and provide suitable HERAS fencing and safety notices around the construction site. The supplier must take all reasonable action to ensure that newly installed apparatus is not used until practical completion is confirmed. Any machinery left on site overnight must, where possible, be immobilised. The supplier will be held responsible for a) any damage caused to machinery/materials left on site by the supplier; b) any damage caused by machinery/materials left on site by the supplier; c) any vandalism caused to machinery/materials left on site by the supplier.

The supplier will be held responsible for and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping etc and for completion of the project, any area that has been damaged during the installation must be returned to the original condition at the supplier's expense.

If the Contractor is a subsidiary Company within the meaning of the Companies Acts it will be required to provide a guarantee by its holding company(ies) to secure the due performance by the Contractor of its obligations.

Tender Rules

Project time-table

Set out below is the intended project timetable leading to a formal opening on 2 May 2020. Contractors will need to confirm within the tender response that they can adhere to this timetable to ensure the formal opening deadline is met.

Action:	Date Due By:
Tender Response Due	12:00hrs (midday) on Wednesday 2 October 2019
Tenders to be scored and short list prepared	11 October 2019
Further discussions with short list commence	14 October 2019
Grant application(s) to be submitted	29 November 2019
Grant outcome known	21 January 2020 approx.
If funding available:	
Contract Award Date	1 February 2020
Provisional Project Start Date	8 February 2020
Provisional Project Completion Date	31 March 2020
Post Installation Report completed and snagging issues rectified	10 April 2020
Formal opening	Saturday 9 May 2020

Suppliers should note that after the submission of their tender they may be required to attend an interview in Upper Boddington to explain their tender proposals including the design and the method of construction, the construction programme and proposed management of the project.

Collusive Tendering

Any Tenderer who:-

- fixes or adjusts the amount of his Tender by or under in accordance with any agreement or arrangement with any persons; or
- communicates to any person other than BPC the amount or approximate amount of the proposed Tender except where the disclosure is made in confidence in order to obtain quotations for insurance necessary for the preparation of the Tender; or
- enters into any agreement with any person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or causing to be done any act or omission in relation to the supply of goods and services specified or proposed in this Tender: or
- directly canvasses any member of the council concerning the tender (other than “appropriate” communication with the named contacts within this document for the purposes of clarifying the requirements, or raising any questions pertaining to the tender); or
- commits an offence or inappropriate action, including an offence under the Prevention of Corruption Act;

shall (without prejudice to any other civil remedies and/or criminal liability) be disqualified.

Format for Response

The Contractor should provide the Responsible Finance Officer, Boddington Parish Council, at the address shown below:

- Offer document
- A detailed breakdown of the tendered amount.
- A project plan showing an outline of the programme of work and the estimated duration of that work at each site.
- Brief details of two recent (within last 36 months) similar projects undertaken by the company (Max 1000 words)
- Details of any proposed sub-contractors, if any
- 1 x A1 hard copy of any visuals / designs and
- 1 x A4 hard copy of any supporting material such as the quotation
- Information sheet that include:
 - Company name, address, and registration number
 - Company bankers name, sort code, account name and account number
 - Contact name, position, email address and phone number
 - Last set of audited accounts.

- Referees for similar work previously undertaken
- Details of any enforcement action under Health & Safety Legislation
- Insurance details confirming that the Contract requirements are met
- Confirmation that the company should they be successful, will be able commence work 8 February 2019 or shortly thereafter and complete the work by 31 March 2020.

Additionally, you should include a USB memory stick containing electronic copies of the above. To maintain the sealed tender process, electronic documents should not be submitted directly to the Parish Council.

The items should be clearly marked in the top left corner “Tender response” – to be opened only by tender panel”. Alternatively, an address label is included at Appendix A.

Tenders are to be submitted no later than 12:00 hrs (midday) on Wednesday 2nd October 2019.

Evaluation of Tender Companies

Evaluation will initially take place under the headings of qualification and score. The contract will be awarded to the tenderer submitting the most economically advantageous offer assessed under these headings.

Qualification

Qualification will be assessed in accordance with the following criteria, a fail under the Health and Safety criteria will automatically result in exclusion from the tender list. An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

Item	Score
Proven experience in the supply and installation of play equipment	Pass / Fail
Proven experience in supply and installation of bike trails	Pass / Fail
Financial capability	Pass / Fail
Resources and availability to meet timetable	Pass / Fail
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail
Evidence that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract.	Pass / Fail
Evidence of Public Liability Insurance of no less than £5 Million; Employers Liability Insurance of no less than £5 Million; Professional Indemnity insurance £5 Million to the council	Pass / Fail

Score

Scoring will be assessed in accordance with the following criteria.

Item	Detail	Score
Trails	Number and style of challenges, range and age appropriateness, inclusiveness, aesthetics and environmental impact, innovation and inspiration.	75%
Quality of Materials	Maintenance, anti-vandal, expected longevity of equipment and surfacing	20%
Warranties	Nature and length of the warranty.	5%
Presentation	Overall presentation of submission and visuals	5%

BPC is not bound to accept any tender and does not commit to accepting the lowest priced tender.

The amount of the successful Tender and the name of the Contractor may be published on the Contracts Finder portal. If in special circumstances a Tenderer does not wish detail of his successful Tender to be released he should notify his objections and reasons at the time of tendering.

Non-Consideration of a Tender Response

BPC 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 response is the responsibility of the suppliers that participate in this tender process .

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

10. Contacts

Contract Administrator	Dr Malcolm Stewart Responsible Finance Officer Boddington Parish Council 24A Frog Lane, Upper Boddington, Northants, NN11 6DJ rfo@boddingtonpc.uk
Project Leader	Cllr Joe Street jstreet@boddingtonpc.uk

Appendix A: Tender return

You may use the label below.

TENDER RESPONSE – To be opened only by tender panel

To be returned no later than Midday on Wednesday 2 October 2019 to:

Dr Malcolm Stewart,
RFO Boddington Parish Council
24A Frog Lane
Upper Boddington
Northants
NN11 6DJ

Do not open with normal post