



6<sup>th</sup> December 2017

## **INVITATION TO TENDER (ITT) for New Road Playing Field Development**

**This includes a replacement for the existing Skate Park, a Running Track, Jogging / Cycle Path around the field, the expansion of the Car Park and a Toilet Block.**

- 1 Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the following document.
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 Two copies of your tender together with one sent electronically must be sent to Liz Manship, Assistant Clerk, Suite C, Hollythorns House, New Road, Swanmore, Southampton SO32 2NW [admin2@swanmorepc.org.uk](mailto:admin2@swanmorepc.org.uk) by no later than **17: 00 hrs on Monday 15<sup>th</sup> January 2018**. Late tenders will **not** be considered.
- 4 If having read the enclosed specification you decide not to submit a tender, I would be grateful if could send your reasons (though you are under no obligation to do so) to Liz Manship, at the above e-mail address marked 'No Tender'.
- 5 Please do not hesitate to contact me should you require any further information.

I look forward to your response.

Yours sincerely

*Liz Manship*

Liz Manship  
Assistant Clerk



## **INVITATION TO TENDER (ITT) for New Road Playing Field Development**

This includes a replacement for the existing Skate Park, a Running Track, Jogging / Cycle pathway around the field, the expansion of the Car Park and a Toilet Block.

Deadline **17:00 hrs on Monday 15<sup>th</sup> January 2018**

### **Contents**

#### **Part A – Introduction, Background and Instructions for Tenderers**

- Section 1 Introduction and Background Information.
- Section 2 Summary of Procurement Timetable
- Section 3 Evaluation of Offers
- Section 4 Instructions to Tenderers
- Section 5 Conditions of Tender

#### **Part B – The Council's Service Requirements**

- Section 6 Specification
- Section 7 Contract Documents and insurance
- Section 8 Form of Tender and Pricing Schedule
- Section 9 Tendering Certificate
- Section 10 Business Questionnaire
- Section 11 Method Statements and Supporting Information
- Section 12 Guarantee Undertaking

#### **Appendix A**

- Bona Fide Tender Declaration Form

#### **Appendix B**

- Questionnaire for Section 3

#### **Appendix C**

- Form of Tender

#### **Appendix D**

- Site Plans 1 and 2

#### **Appendix E**

- Planning permission 17/01300/FUL and Conditions



## Part A – Introduction, Background and Instructions for Tenderers

### Section 1 – Introduction and Background Information

1.1 This Invitation to Tender (“ITT”) has been prepared by Swanmore Parish Council (SPC) for the purpose of inviting proposals from organisations for the provision of the goods/services described in the Specification at section 6 of this document.

The individual Lots of the ITT to be provided are as follows:

- Lot 1 – Design and Build – New Concrete Skate Park
- Lot 2 – Design and Build – A 100m Running track and a 500m Jogging / Cycle Path (together with services connection for the toilet block)
- Lot 3 – Car Park Improvement and Extension
- Lot 4 – New Toilet Block

The services connection for the toilet block needs to be undertaken whilst the major groundworks are completed, hence inclusion with the Running Track and Jogging / Cycle Path element.

The following are the options available to tender for this work

Tendering Options:

1. All elements of the project including services connection (Lots 1, 2, 3 and 4)
2. The Skate Park and the Running Track and Jogging / Cycle Path combined, including services connection (Lots 1 and 2)
3. The Car Park Improvement and Extension and Toilet Block combined (Lots 3 and 4)
4. One or more of the individual Lots

SPC would prefer a tender submission for the complete project (Lots 1, 2, 3 and 4) or groupings (Lots 1 and 2 or Lots 3 and 4) as shown above, but should the tenderer consider they have specific expertise in one or a number of the Lots, but not the whole project, they will be considered. Consortia will be considered, in accordance with Section 8.

The aim of the project is to improve the quality and usability of the recreation areas at New Road. The objective being to ensure that all user groups benefit from a varied range of interesting recreational activities and enhanced site infrastructure that meets the needs of the local population.

The tenderer will ensure that any equipment installed is well designed, limits the opportunity for vandalism and is low maintenance, necessitating fewer maintenance re-visits. Equipment provided should also demonstrate ease of maintenance with access to serviceable parts.

The project design will ensure that the installations are safe and fit for purpose, as well as being enjoyable for those who use the facilities. There will be more varied and interesting elements including the enhanced skate park and other facilities, thus promoting and maintaining a healthy, safe and enjoyable facility for all.

**The design brief and the Councils key requirements for the project are detailed in Section 6 (Specification).**

#### 1.2 - Public Consultation

Significant public consultation has already taken place including a specific day focussing on the design elements of the skate park. Further sessions following contract award are planned so tenderers may be asked to make a presentation at an event to be held in the Swanmore area.



## 1.3 - Planning Application

Planning Approval has already been granted by Winchester City Council for the project and can be seen on the Winchester Planning Portal under reference **17/01300/FUL**

## 1.4 –Tender Responses

To tender for this contract, tenderers are required to submit a Proposal explaining how they will meet requirements described in the Specification in section 6 of this ITT. Proposals should follow the format described and answer the specific questions in section 4 of this ITT. The tender process will be conducted in a manner that ensures tenders are evaluated fairly against weighted criteria set out in section 4 of this ITT. Tenderers must use the pricing schedule in section 8 to explain how they will charge for the work they do. Tenderers will need to prove that have the type and amount of insurance cover described in section 7. They also need to complete and return the Bona Fide Tender Declaration Form and the Form of Tender.

## Section 2 -Summary of procurement timetable

2.1 The Council has adopted an Open tender procedure for this procurement. All bids received will be evaluated in accordance with the process described in section 3.

2.2 The following is a summary of the timetable that applies to this procurement and the resulting project delivery. SPC reserves the right to alter this timetable by notice to tenderers.

Tender Released	TBA
Deadline for receipt by SPC of queries about ITT	Friday 5 <sup>th</sup> January 2018
SPC circulates responses to queries by	Friday 12 <sup>th</sup> January 2018
Deadline for receipt of tenders (17:00 hours)	Monday 15 <sup>th</sup> January 2018
Notification of shortlisted tenders	Tuesday 30 <sup>th</sup> January 2018
Interviews – Actual Dates to be confirmed	Monday 5 <sup>th</sup> February 2018
Preferred supplier appointed	End February 2018
Final Design confirmed and contract negotiations	March 2018
Contract Signed	End March 2018
Start Works	Monday 14 <sup>th</sup> May 2018
Project Completed and Grand Opening	Friday 27 <sup>th</sup> July 2018

Tenderers should confirm that they can meet this timetable and include a proposed work plan; including key milestones in their proposal (see Section 4).



## Section 3 - Evaluation of offers

3.1 Tenderers shall note that each Lot tendered for must be submitted as a tender capable of evaluation in its own right. Thus, a separate method statement and supporting data should be submitted for each Lot.

3.2 Candidates will be notified if there are any delays to the timetable for evaluation of proposals.

3.3 Proposals will be evaluated by the quality and price of the proposal overall tender submission against the criteria set out in Responses to the Questionnaire (at Appendix B) and the Tender Return Form (at Appendix C) as follows:

3.3.1 where questions are marked as mandatory pass / fail criteria, Bidders must answer these questions such as to meet the "pass" requirements. Failure to do so will lead to their ITT not being assessed further. If you cannot meet a "pass" requirement, you should not complete this ITT

3.3.2 responses to scored questions will be scored out of a total of the marks as set out below. Where indicated marks are split as indicated in the separate questions

3.3.3 compliant Tenders will be scored using the marking scheme below. The scores for each section will be added together and the highest scoring Bidder will be awarded the Contract subject to SPC being generally able to proceed to award.

3.3.4 compliant Tenders will be scored by members of the Evaluation Team. Those scores will be reviewed and moderated by the Evaluation Team in order to determine the final score for each element of the Evaluation Criteria. The scores for each element will be totalled to generate an overall score for each bidder.

Summary of Evaluation Criteria in Questionnaire			
	Criteria	Total Marks available for this section.	Weighting (%)
1	Insurance	Pass / Fail	
2	Quality Management System	Pass/ Fail	
3	Health & Safety	Pass/ Fail	
4	Questions in Section 4 of the Questionnaire		Total 60%
4.1	Experience/Expertise (Lot 1, 2, 3 and/or 4, as applicable)	30	10
4.2	References	10	10
4.3	Proposed Project Team (including Consortia if relevant)	20	15



4.4	<b>Understanding of Brief and Methodology</b>	<b>20</b>	<b>9</b>
4.5	<b>Sustainability</b>	<b>10</b>	<b>7</b>
4.6	<b>Collaborative Working and Consultation</b>	<b>10</b>	<b>3</b>
4.7	<b>Programme and Risk Management</b>	<b>20</b>	<b>6</b>
5	<b>Variant Bid</b>	<b>Not scored</b>	<b>Not scored</b>
6	<b>Compliance with Tender</b>	<b>Pass / Fail</b>	
7	<b>Tender Return Form included</b>	<b>Pass / Fail</b>	
8	<b>Bona Fide Tender Declaration Form included</b>	<b>Pass / Fail</b>	
Tender	<b>Tender Return Form</b>	<b>100*</b>	<b>Total 40%</b>
<b>Totals</b>		<b>Max 220</b>	<b>[100%]</b>

\* tender prices will be evaluated as follows:

The lowest tender for a particular Lot or Lots will be given a score of 100. Higher tenders will then be scored as an inverse proportion of the lowest tender, e.g. a tender twice the lowest tender will be given a score of 50 marks.

3.4 SPC will follow the scoring approach for each question:

<b>Mark awarded</b>	<b>Classification of response</b>
<b>[100%] Excellent</b>  <b>81 – 100 points</b>	<p>Exceeds the requirement with significant additional benefits.</p> <p>In addition to demonstration by the Bidder of the relevant ability, flexibility, understanding, skills resource and quality measures required meeting SPC requirements, the response identifies factors that will offer significant potential added value. Appropriate evidence provided to support the response.</p>
<b>[80%] Good</b>  <b>61 – 80 points</b>	<p>Satisfies the requirement with recognisable additional benefits.</p> <p>In addition to demonstration by the Bidder of the relevant ability, flexibility, understanding, skills resource and quality measures required meeting SPC requirements, the response identifies factors that will offer potential added value. Appropriate evidence</p>



	provided to support the response.
<b>[60%] Acceptable</b>  <b>41 – 60 points</b>	Satisfies the requirement.  Clear demonstration by the Bidder of the relevant ability, flexibility, understanding, skills, resource and quality measures required to meet SPC requirements. Appropriate evidence provided to support the response.
<b>[40%] Minor reservations</b>  <b>21 – 40 points</b>	Satisfies the requirement with minor reservations.  Some minor reservations in respect of the relevant ability, flexibility, understanding, skills, resource and quality measures required to meet SPC requirements. Little or no evidence to support the response.
<b>[20%] Serious reservations</b>  <b>11 – 20 points</b>	Predominantly satisfies the requirement SPC with major reservations.  Considerable reservations in respect of the relevant ability, flexibility, understanding, skills resource and quality measures required to meet SPC requirements. Little or no evidence to support the response.
<b>[0%] Unacceptable</b>  <b>0 – 10 points</b>	Does not meet the requirement.  Does not comply and/ or insufficient information provided to demonstrate that the Bidder has the ability, understanding, skills, resource or quality measures required to meet SPC requirements. Little or no evidence provided to support the response.

3.5 Tenderers may then be taken forward to the final stage of an interview. This stage will be used to study information provided in each company's bid and will be held at the Parish Council Offices.

3.6 Tenderers invited to the interview stage will be expected to provide any equipment, consumables and suitably qualified/skilled staff required during this process free of charge.

3.7 SPC will carry out financial standing checks on the preferred tenderer before placing an order.

## Section 4 - Instructions to Tenderers

4.1 Please read the instructions on the tendering procedures carefully. Failure to comply with them or to return any of the required documents or information may invalidate your tender which must be returned by the date and time given.

4.2 Please submit two hardcopies of your tender together with one sent electronically. They must be sent to **Liz Manship, Assistant Clerk, Swanmore Parish Council, Suite C, Hollythorns House, New Road, Swanmore, Southampton SO32 2NW** [admin2@swanmorepc.org.uk](mailto:admin2@swanmorepc.org.uk) by no later than **17: 00 hrs on Monday 15<sup>th</sup> January 2018**. Late tenders will **not** be considered.





4.3 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is your responsibility to ensure that your tender is delivered not later than the appointed time.

4.4 Please submit your Proposal written in English and any electronic copies should be provided in PDF, MS Word or Excel formats as appropriate.

4.5 Tenderers are to return the following documents as part of their tender:

- Bona Fide Tender Declaration Form (at Appendix A)
- Questionnaire (at Appendix B)
- Tender Return Form (at Appendix C)
- Pertinent supplementary information, as the tenderer feels appropriate, to describe their suitability for the relevant Lot(s). Generic marketing material will **not** be evaluated.

4.6 The deadline for receipt of questions regarding the tender will be 17:00 hrs on **5<sup>th</sup> January 2018**. All questions and answers will be treated as anonymous and circulated to all bidders by 17:00 hrs on **12<sup>th</sup> January 2018**.

4.7 You are encouraged to be innovative in your thinking when preparing your tender and to provide any suggestions and options that may provide a more cost efficient and value for money solution. Any such proposal which alters the requirements of the specification must be in the form of a variant bid, and must be clearly marked "variant bid", and must be submitted at the same time as the fully compliant bid requested in this ITT.

4.8 Tenderers' shall either destroy or return all documentation related to the tender process if SPC so directs.

4.9 Please ensure that tenders are both technically and arithmetically correct. Should SPC discover any arithmetical errors in the Applicant's tender prices then these shall be pointed out to the tenderer who shall immediately correct the errors, or they shall be asked to withdraw their tender or hold the prices submitted, at the discretion of SPC.

4.10 The ITT documents should not be altered. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Applicant states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.

4.11 Tenderers will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.

## Section 5 - Conditions of Tender

5.1 The Freedom of Information Publication Scheme 2009: tenderers should be aware of SPC's obligations and responsibilities under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations (EIR) to disclose, on written request, recorded information held by SPC.

5.2 By submitting a tender, tenderers agree that their participation in this procurement may be made public. The answers tenderers give in this response will not be published (but may be disclosed under FOIA or EIR (see above)). SPC will redact tender documents or contracts with its suppliers as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

5.3 Information provided by tenderers in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by SPC in response to such a request, unless SPC decides that one of the statutory exemptions under the FOIA or the





exceptions in the EIR applies. If tenderers wish to designate information supplied as part of this response as confidential, or if they believe that its disclosure would be prejudicial to any person's commercial interests, they must provide clear and specific detail as to the precise information involved. Such designation alone may not prevent disclosure if, in SPC's reasonable opinion, publication is required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner.

5.4 Failure to comply with the statements in the Bona Fide Tender Declaration will disqualify a tender.

5.5 Offering an inducement of any kind in relation to obtaining this or any other contract with SPC will disqualify a tender from being considered and may constitute a criminal offence. Nothing contained in this ITT or any other communication made between SPC or its representatives and any person shall constitute an agreement, contract or representation (except for the formal written contract between SPC and its preferred supplier).

5.6 Receipt by the tenderer of this ITT does not imply the existence of a contract or commitment by or with SPC for any purpose and tenderers should note that this ITT may not result in the award of any business.

5.7 It is the responsibility of tenderers to obtain for themselves and at their own expense all additional information necessary for the preparation of their response to this ITT. No claims of insufficient knowledge will be entertained.

5.8 The information contained in this ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but SPC will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of SPC.

5.9 SPC reserves the right to change any aspect of, or cease the tender process at any time. By issuing this ITT SPC is not bound in any way and does not have to accept the lowest or any tender. Tenderers will not be entitled to claim from SPC any costs or expenses which they may incur in preparing their tender whether or not the tender is successful and regardless of whether a contract is awarded.

5.10 Tender Validity – Tenders shall remain open for acceptance for a period of **120 days** from the 15<sup>th</sup> January 2018. A tender valid for a shorter period will be rejected.

5.11 Following the tender process any subsequent contract(s) will be overseen by a Committee made up of Swanmore Parish Council Members and Officers, supported by an external Council-appointed Project Manager.

## Part B – The Council's Service Requirements

### Section 6 - Specification

#### **Plan 1**

***The attached plan is the one submitted to Planning and subsequently permitted. It shows the general expected layout, although the Jogging / Cycle Path is not shown at the correct required length of 500m.***

#### **Plan 2**

***Outline plan showing how the 500m Jogging / Cycle Path can be incorporated, plus the area set aside for the skate park and related street furniture.***



## 6.1 – General

A site visit would be considered as essential prior to submitting a tender and this can be accompanied by a Council Officer/Member. If you wish to make a site visit, please contact Liz Manship, Assistant Clerk, by e-mail: [admin2@swanmorepc.org.uk](mailto:admin2@swanmorepc.org.uk) or telephone: 01489-890651.

The works consists of the supply of all labour, materials, equipment and supervision necessary to complete the work.

Where lists of requirements are shown the assumption is that the tenderer will include any additional requirements they think are required.

## 6.2 General Services

Services such as connection to the foul sewer, power and water are also required as part of the tender. For guidance and costings, the following information is provided by Swanmore Parish Council without liability and is the responsibility of the tenderer to ensure it is correct.

Mains Water – Supplied by Portsmouth Water – The main runs along the path adjacent to the site.

Foul Water – Southern Water – The main drain runs diagonally across the site (See the plan) which will need to be connected into. This will require approximately 100m of pipework.

Electricity Supply – SSE – Power pole adjacent to the site where a supply can be provided to an onsite pillar for onward connection.

The primary requirement utilising the above is associated with the toilet block. However, SPC reserves the right to request these facilities are installed irrespective of whether a Toilet Block is within the final design
















## 6.3 – Replacement Concrete Skate Park

The Tender relates to the design and construction of new skate park at New Road Playing Field replacing the current metal one.

Public consultations have been conducted and below is an indicative list of features which have been highlighted by respondents as features they would like incorporated in the new design.



## Wish List:

- .Bowl 
- .Mini ramp / half pipe 
- .Hubba 
- .Hand rail 
- .Pyramid/hip 
- .Stairs 
- .Jump box 
- .Extension 
- .Spine 
- .Pump bumps / roll over 
- .Kicker 
- .Euro gap 
- .Manual pad 
- .Ledge 
- .Rollin 



This list is in no way definitive or prescriptive and obviously, there are cost implications to consider as well. SPC is looking for the tenderer to use this in conjunction with their skills and experience of Skate Park design to come up with an imaginative and well received design.

The design must meet the needs of skateboarders, BMX and scooter riders, appeal to all ages and cater for different levels of ability. Tenderers should note that the New Road Playing Field already includes a BMX track and any features included within the skatepark, specifically for BMX users, should complement, not duplicate.

For guidance, SPC is aware that the cost of a Skate Park rises with the number of features added. Therefore, tenderers should provide three designs for the skate park i.e. basic, enhanced and fully featured, reflecting the increase in content within the boundaries of the available space.

Once the contract has been awarded the winning contractor will be expected to meet with local park users and to make minor amendments to the agreed design as required. The skate park must be constructed to meet the specification provided as part of this tender.

In addition, the design needs to incorporate a formal un-covered seating area (minimum 4 seats) so skaters can rest away from the park. The provision of cycle racks (for a minimum of 4 cycles) by the skate park is also to be incorporated.

The design and build of the skate park shall conform to the current guidelines as laid out in BSEN 14974:2006+A1:2010 which governs wheeled sport facilities and shall be expected to pass a post installation inspection by RoSPA.

The method of construction shall be concrete.

The tender cost should include all preliminaries, including bunding and the reinstatement by reseeding or turfing, any hard and soft landscaping, plus gates and fencing, signage and periodic inspections on completion.

## 6.4 - 100M Running Track and 500M Jogging and Cycle Path

The tender relates to the construction of a 100m 4 lane running track with 5m start and 10m run off strips and the provision of a 500m jogging / cycle track around the periphery of the playing field. The jogging / cycle track should also benefit from the installation of low level, low power solar lighting to allow users to safely finish a circuit in reduced lighting condition such as dusk or dawn.

### 6.4.1 - 100M 4-Lane Running Track

The track should be of appropriate quality to allow competitive 100m races and include

- Appropriate and weather resistant edging along all sides
- Preparation of the sub base using MOT1
- Finishing in a high-quality surface across the sprint track area
- Painted track markings.

#### Health and Safety issues to be considered:

- Surfaces should be slip-resistant whether they are wet or dry, with good falls for drainage.
- The IAAF stipulates and tests for a coefficient of dynamic friction (slip-resistance) of 0.5 under wet conditions.
- Materials providing greater friction are more suitable for sports wheelchairs users.
- Track to be even, as level as possible and with no trip hazards around the perimeter



## 6.4.2 – 500M Jogging / Cycle Path

The track should be 1.8m wide to allow people to pass each other and include:

- Appropriate and weather resistant edging along all sides
- Root Protective system such as Terram Geocell 100mm
- Self-Binding Gravel Path 100mm MOT, 50mm / 6mm to dust crushed limestone
- Solar Block lights at 5m intervals around the track at low level at alternating sides

## 6.5 - Car Park Improvement and Extension

The current car park surface is deteriorating and needs to be replaced. To allow increased capacity an extension to the existing car park is required.

Quotations should include but not limited to:

- Widen existing entrance to a minimum of 4.2m wide, with max height gate & dropped kerb
- Repair complete sub-base and re-tarmac existing car park 50mm base and 30mm wearing course
- Paths to other areas specification as per the jogging track above
- Mark out car park
- Extension to Car Park including:
  - Tarmac 50mm Base and 30mm wearing course
  - Appropriate drainage
  - Mark out car park with painted lines
  - Paths to other areas specification as per the jogging track above
  - Any additional fencing to match existing

## 6.6 - Toilet Facilities

- To provide one accessible and one standard WC cubicle - unisex with disabled facilities / ramp etc. - within the Car Park area as per attached plan. Features required include:
  - Must be easy clean and low maintenance using materials and equipment that are extremely robust and will stand up well to high volume usage.
  - Use sustainable and recyclable materials and energy efficient products and solutions where possible.
  - Automatic dusk to dawn locking system, allowing egress only
  - External finish that will suit rural location and be acceptable to the Planners, to clear Planning condition 4 (attached)
  - Baby-changing table to Accessible WC
  - Future provision for RADAR lock to Accessible WC
  - Emergency alarm for Accessible WC with external sounder
  - Internal bulkhead lights with PIR detection (assumed no windows provided).
  - External bulkhead light with daylight sensor
  - Frost-stat background electric heating to avoid pipes freezing (to be agreed)

## 6.7 – Planning Conditions and Building Regulations

The contractor for each Lot will be responsible for clearing Planning Conditions of Planning permission 17/01300/FUL relevant to that particular element of the works, as at Appendix E, and Building Regulations Approval and Completion certificates where required.

All associated costs will be deemed included in the tender figure.



*Please consider whether or not the duties placed on the Parish Council by the Equalities Act 2006, the Disability Discrimination Act 2005 and Race Relations Amendment Act 2000 to promote equality between men and women, disability equality and race equality is relevant to the goods or services that you are procuring*

## Section 7 – Contract Documents and CDM Regulations 2015

7.1 Please enclose documentary evidence to show that you have the following types and amounts of insurance cover. This should be a copy of the relevant policy together with proof of payment of the current years' premium.

- Employers Liability Cover – minimum cover £10 million
- Public Liability Insurance Cover – minimum cover £10 million per claim
- Professional Indemnity Insurance – minimum cover £2 million for claims arising from a single event or series of related events in a single calendar year

7.2 The contract for each Lot will be the JCT Design and Build Contract 2016 (DB). Retention will be 5% until Practical Completion and 2.5% up to Final Certificate. The Defects period will be 12 months. The Loss & Ascertained damages rate will be £1,000 per week or part thereof for all four Lots combined. Reduced L&A damages rates for individual packages will be agreed as appropriate.

7.3 The contractor will act as Principal Designer and Principal Contractor in accordance with the CDM (Design and Management) Regulations 2015. The Project Manager will act as Swanmore Parish Council's Agent. In the case of a consortium, one member of the consortia will act in the above roles (refer to 8.11).

## Section 8 - Form of Tender and Pricing Schedule

By submitting a response to this ITT tenderers accept the following:

8.1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the specification) tenderers are fully satisfied as to their experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.

8.2 Tenderers undertake to provide and complete all the goods/services required to be performed in accordance with the terms and conditions of Contract and the Specification for the amount set out in the Form of Tender.

8.3 Tenderers agree that any insertion by them of any conditions qualifying their tender or any unauthorised alteration to any of the terms and conditions of contract made by them may result in the rejection of their tender, apart from those clearly identified as variant tenders.

8.4 Tenders shall remain open for acceptance for a period of **120 days** from the 15<sup>th</sup> January 2018.

8.5 Prices will be exclusive of **VAT** for the tender response.

8.6 The contract price will be **fixed** for the duration of the contract.

8.7 Contract prices applicable to any extension of the contract will be agreed by negotiation prior to that extension.





8.8 Bidders must demonstrate how their proposals represent overall value for money and how they will assist SPC with cost initiatives.

8.9 Tenderers must indicate clearly whether they are bidding for:

1. All Lots (1, 2, 3 and 4)
2. Lots 1 and 2 only (Tender for the Skate Park, Running Track and Jogging / Cycle Path combined).
3. Lots 3 and 4 only (Tender for the Car Park Improvement and Extension and Toilet Block combined).
4. Individual Lots (1, 2, 3 or 4)

8.10 Please provide a summary of costs for each part of the project specification above you are responding to.

8.11 Tenderers must indicate in their tender if they are reliant on any third parties for any aspects of fulfilling the project as specified. In such cases they must provide full details of subcontractors and partners, the nature of the relationship and the intended balance of work to be completed, and copies of quality assurance and insurance arrangements operating with subcontractors.

8.12 All pricing should be in pound sterling (£GBP). If applicable tenderers must convert currency into UK sterling using the rate published by the European Central Bank on the date they submit their tender.

## Section 9 - Statement of non-collusion

Tenderers must complete the Bona Fide Tender Return Form and submit this with their tender.

## Section 10 - Guarantee Undertaking

### **Contractor to accept warranty items as follows: -**

The Contractor warrants to SPC that the obligations of the Contractor under this ICT will be performed by appropriately qualified and trained personnel with reasonable skill, care and diligence and to such high standards of quality as it is reasonable for SPC to expect in all the circumstances. SPC will be relying upon the Contractor's skill, expertise and experience in the performance of the Services and also upon the accuracy of all representations or statements made and the advice given by the Contractor in connection with the performance of the Services and the accuracy of any documents conceived, originated, made or developed by the Contractor as part of this Contract. The Contractor warrants that any goods supplied by the Contractor forming a part of the Services will be of satisfactory quality and fit for their purpose and will be free from defects in design, material and workmanship.





## Appendix A

### **BONA FIDE TENDER DECLARATION FORM**

The essence of selective tendering is that the Swanmore Parish Council shall receive bona fide competitive tenders from all those tendering.

In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person, we also certify that we have not done, and we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- a) Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed Tender; except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- c) Offering, giving, paying or agreeing to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or offer of the sort described above.

**Tender for Lot(s)**.....

**Signed** .....

**Name** .....

**Representing** .....

**Date** .....

#### **NOTE:**

In this Tender Declaration Form, the word "person" includes any persons, body or association, corporate, or incorporate; and any "arrangement or agreement" includes any such transaction whether formal or informal and whether legally binding or not.



## Appendix B (Word document attached)

### Responses to Questionnaire (Section 3)

Delete YES/NO as appropriate. Questions may be answered on separate sheet as required

- |          |  |               |
|----------|--|---------------|
| <b>1</b> | <b>Copy of Insurance documents as Section 7 attached</b>                           | <b>YES/NO</b> |
| <b>2</b> | <b>Copy of Quality Management System Certificate or Policy attached</b>            | <b>YES/NO</b> |
| <b>3</b> | <b>Confirm no major accidents in last three years and H&amp;S Policy available</b> | <b>YES/NO</b> |
| <b>4</b> | <b>Specific Project Questions</b>  |               |

#### **4.1 Experience / Expertise (Lot 1, 2, 3 and/or 4, as applicable):**

What relevant experience/technical expertise do you have of delivering projects similar to this?

**Experience:**

#### **4.2 References:**

Three references will be required as a condition of tender, ideally related to similar projects you have undertaken within the South of England.

**Reference 1:**

**Reference 2:**

**Reference 3:**



#### 4.3 Proposed Project Team (including Consortia if relevant)

Who will deliver the project? Please include details of all personnel and organisations who would be working on the project, details of relevant work experience, and the specific roles and proportion of the work that will be assigned to each of them.

**Project Team:**

#### 4.4 Understanding of Brief and Methodology

What is your understanding of the SPC brief and proposed methodology? SPC is looking for innovative proposals for addressing the requirements posed.

**Brief & Methodology:**

#### 4.5 Sustainability

How will you incorporate sustainability during construction and for the lifespan of the installation?

**Sustainability:**

#### 4.6 Collaborative Working and Consultation

How will you ensure all members of the team work collaboratively? How will you undertake any public consultation, particularly on the skatepark and running tracks?

**Collaborative Working:**

#### 4.7 Programme and Risk Management

What is your proposed programme, including key milestones? Please confirm that you will be able to deliver the project by the required date **27<sup>th</sup> July 2018**. How will you manage the project to mitigate any risks and ensure it is delivered in terms of quality, timeliness and cost? These might include staffing, resource constraints, technical constraints, timing, management, conflicts of interest and operational issues. For each identified risk, you should develop a mitigation plan.

**Programme & Risk Management:**

# SWANMORE PARISH COUNCIL

Phone/Fax: 01489 890651



- |   |   |        |
|---|---|--------|
| 5 | Are you submitting a variant bid as well as your compliant bid? | YES/NO |
| 6 | Please confirm your basic tender is compliant in all respects   | YES/NO |
| 7 | Tender Return Form attached                                     | YES/NO |
| 8 | Bona Fide Tender Declaration Form attached                      | YES/NO |



## Appendix C

### FORM OF TENDER

**For:**    *Delete as appropriate*    **Lots 1, 2, 3 & 4.**            **Lot 1 & 2 only.**            **Lot 3 and 4 only.**  
                 **Lot 1 only.**                    **Lot 2 only.**                    **Lot 3 only.**                    **Lot 4 only.**

**At:**       **New Road, Swanmore, Hampshire**

**To:**       **Swanmore Parish Council**

I/We the undersigned, tender in accordance with the conditions below and having examined the Conditions of Contract, Specification, and Drawings supplied, hereby offer to execute and complete the whole of the works, indicated above, described in strict accordance therewith for:

Fixed Price Sum of:

.....(£.....)

I/We estimate the amount of Value Added Tax which Swanmore Parish Council will be called upon to pay in the sum of

£..... DO NOT INCLUDE IN TENDER

I/We require ..... weeks from the date of acceptance of this tender prior to taking possession of the site.

We hereby agree (if our tender is accepted) to commence work upon receiving the order to do so and to complete and handover the whole of the works, indicated above, within the stated programme.

This tender will remain open for acceptance for a period of 120 days from the date given for receipt of tenders unless written notice of withdrawal is previously given.

We hereby agree that should palpable errors in pricing or arithmetical errors be discovered in documents submitted by us before acceptance of this offer, we shall immediately correct the errors, or be asked to withdraw this tender or hold the prices submitted, at the discretion of Swanmore Parish Council.

AS WITNESS my hand this ..... day of .....2018

SIGNED ..... in the capacity of .....

Authorised to sign tenders on behalf.....

Address .....

.....

Telephone Number .....

Bankers details for reference purposes:

.....

**Site Plan**

**Legend**

- School Building
- Sports Field
- Playground
- Outdoor Area
- Running Track
- Pathway
- Tree
- Shrub
- Grass
- Water
- Other

**Notes**

- 1. The school building is proposed to be built on the site of the old school building.
- 2. The sports field is proposed to be built on the site of the old sports field.
- 3. The playground is proposed to be built on the site of the old playground.
- 4. The outdoor area is proposed to be built on the site of the old outdoor area.
- 5. The running track is proposed to be built on the site of the old running track.
- 6. The pathway is proposed to be built on the site of the old pathway.
- 7. The tree is proposed to be built on the site of the old tree.
- 8. The shrub is proposed to be built on the site of the old shrub.
- 9. The grass is proposed to be built on the site of the old grass.
- 10. The water is proposed to be built on the site of the old water.
- 11. The other is proposed to be built on the site of the old other.

[illegible]





## Appendix E



### TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

#### Grant of Planning Permission

Planning Application Reference: 17/01300/FUL

Decision Date:- 01.09.2017

Winchester City Council GRANTS planning permission for The proposed development will be the upgrading of the existing skatepark and carpark, the addition of a running path, a 4 lane sprint track and a toilet block. at Recreation Field, New Road, Swanmore, Hampshire, , subject to the following conditions:

1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.,

1 Reason: To comply with the provisions of Section 91 (1) of the Town and Country Planning Act 1990 (as amended).

2 The development hereby approved shall be constructed in accordance with the following plans, Location Plan received 15.05.2017, (Revised) Site Masterplan [drawing 1026/101] received 14.08.2017

2 Reason: In the interests of proper planning and for the avoidance of doubt.

3 The proposed access and drive, including the footway crossing shall be laid out and constructed in accordance with specifications to be first submitted to and approved in writing by the Local Planning Authority.

NOTE: A licence is required from Hampshire Highways Winchester, Bishops Waltham Depot, Botley Road, Bishops Waltham, SO32 1DR prior to the commencement of access works.

3 Reason: To ensure satisfactory means of access.

4 No development shall take place on the WC building hereby permitted until the following details have been submitted and approved in writing by the Local Planning Authority. The development shall then continue in accordance with the approved plans:

- Location of the WC building,
- Elevations of the WC building,
- Materials to be used in the external construction of the building.



If you need information in a different format e.g. large print, Braille, electronically or a translation, contact our Customer Service Centre on 01962 840 222 or by email [customerservice@winchester.gov.uk](mailto:customerservice@winchester.gov.uk)





17/01300/FUL

- 2 -

4 Reason: To ensure the constructed WC building does not create visual clutter or intrusion in this countryside location.

5 The solar lighting blocks shall not be installed until details of their specification have been submitted and approved in writing by the Local Planning Authority. The development shall then continue in accordance with the approved details.

5 Reason: To ensure the solar lights do not create unnecessary light pollution in this countryside location.

J Pinnock  
Julie Pinnock BA (Hons) MTP MRTPI  
Head of Development Management

If you need information in a different format e.g. large print, Braille, electronically or a translation, contact our Customer Service Centre on 01962 840 222 or by email [customerservice@winchester.gov.uk](mailto:customerservice@winchester.gov.uk)





17/01300/FUL

- 3 -

## **Notes To Accompany Planning Decision Notice**

### **General Notes for Your Information:**

1. 1.  
In accordance with paragraphs 186 and 187 of the NPPF, Winchester City Council (WCC) take a positive and proactive approach to development proposals, working with applicants and agents to achieve the best solution. To this end WCC:
  - offer a pre-application advice service and,
  - update applicants/agents of any issues that may arise in the processing of their application, where possible suggesting alternative solutions.In this instance a site meeting was carried out with the applicant.
2.  
The Local Planning Authority has taken account of the following development plan policies and proposals:-  
Local Plan Part 1 - Joint Core Strategy: MTRA4, CP18  
Local Plan Part 2 - Development Management and Site Allocations: DM13, DM15, DM16, DM17
3.  
This permission is granted for the following reasons:  
The development is in accordance with the Policies and Proposals of the Development Plan set out above, and other material considerations do not have sufficient weight to justify a refusal of the application. In accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004, planning permission should therefore be granted.
4.  
All building works including demolition, construction and machinery or plant operation should only be carried out between the hours of 0800 and 1800 hrs Monday to Friday and 0800 and 1300 hrs Saturday and at no time on Sundays or recognised public holidays. Where allegations of noise from such works are substantiated by the Environmental Protection Team, a Notice limiting the hours of operation under The Control of Pollution Act 1974 may be served.
5.  
During Construction, no materials should be burnt on site. Where allegations of statutory nuisance are substantiated by the Environmental Protection Team, an Abatement Notice may be served under The Environmental Protection Act 1990. The applicant is reminded that the emission of dark smoke through the burning of materials is a direct offence under The Clean Air Act 1993.
6.  
Please be respectful to your neighbours and the environment when carrying out your development. Ensure that the site is well organised, clean and tidy and that facilities, stored materials, vehicles and plant are located to minimise disruption. Please consider the impact on your neighbours by informing them of the works and minimising air, light and noise pollution and minimising the impact of

If you need information in a different format e.g. large print, Braille, electronically or a translation, contact our Customer Service Centre on 01962 840 222 or by email [customerservice@winchester.gov.uk](mailto:customerservice@winchester.gov.uk)







17/01300/FUL

- 4 -

deliveries, parking and working on public or private roads. Any damage to these areas should be remediated as soon as is practically possible.

For further advice, please refer to the Construction Code of Practise <http://www.ccscheme.org.uk/index.php/ccs-ltd/what-is-the-ccs/code-of-considerate-practice>

7.

Please be advised that Building Regulations approval may be required for this development. Please contact WCC Building Control Department for more information (T: 01962 848176, E: [buildingcontrol@winchester.gov.uk](mailto:buildingcontrol@winchester.gov.uk))

8.

The applicant is advised that one or more of the Conditions attached to this permission need to be formally discharged by the Local Planning Authority before works can commence on site. Details, plans or samples required by Conditions should be submitted to the Council at least 8 weeks in advance of the start date of works to give adequate time for these to be dealt with. If works commence on site before all of the pre-commencement Conditions are discharged then this would constitute commencement of development without the benefit of planning permission and could result in Enforcement action being taken by the Council.

The submitted details should be clearly marked with the following information:

- The name of the planning officer who dealt with application
- The application case number
- Your contact details
- The appropriate fee.

Further information, application forms and guidance can be found on the Council's website - [www.winchester.gov.uk](http://www.winchester.gov.uk).

## Rights of Appeal:

- The applicant or the applicant's representative has the right to appeal to the Secretary of State against any of the conditions applied to this permission under section 78 of the Town and Country Planning Act 1990.
- As this is a decision relating to a Planning Application, any appeal against the conditions must be made within 6 months from the date of this notice.
- If an enforcement notice is served relating to the same or substantially the same land development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within 6 months of the date of this notice, whichever period expires earlier.

If you need information in a different format e.g. large print, Braille, electronically or a translation, contact our Customer Service Centre on 01962 840 222 or by email [customerservice@winchester.gov.uk](mailto:customerservice@winchester.gov.uk)





17/01300/FUL

- 5 -

- The Secretary of State can allow a longer period for giving notice of an appeal, but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- Appeals must be made using a form which you can get from the Secretary of State at:

The Planning Inspectorate (England)  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol  
BS1 6PN

Or online at:

<https://www.gov.uk/government/organisations/planning-inspectorate>

- The Secretary of State need not consider an appeal if it seems to the Secretary of State that the Local Planning Authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- In practice, the Secretary of State does not refuse to consider appeals solely because the Local Planning Authority based their decision on a direction given by the Secretary of State.



If you need information in a different format e.g. large print, Braille, electronically or a translation, contact our Customer Service Centre on 01962 840 222 or by email [customerservice@winchester.gov.uk](mailto:customerservice@winchester.gov.uk)

## End of Document