**Invitation to Tender**

**Tender Pack – Gretton Recreation Ground Skatepark**

**January 2023**

**Description**

Friends of Gretton Recreation Group are looking to install a skatepark, located on Kirby Road Recreational Ground, adjacent to the multi-use games area.

The accountable body, Gretton Parish Council, is looking to appoint a partner to work with the Friends of Group in the designing, consultation (where appropriate) and building of the new flow with a street style plaza to selected area of the ground. The Council has a minimum target of £85,000 and tenders should indicate what the Council could achieve for this level of funding. Designs are purely indicative at this stage but should work to this level of funding. It should be noted, at the time of writing, approximately £85,000 of funding has been secured via FCC funding. As the funding has been awarded by FCC Community Fund their approval will be required before awarding the contract. The project needs to be completed by 7th December 2023 at the latest, including certification from a registered Play Inspector.

* Completion date 7th December 2023
* Queries to Friends of Gretton Recreation Group
* Location what three words ///requests.chip.tutorial

**Part One - Instructions and Information**

Gretton Parish Council welcomes you to the Invitation to Tender *Pack Part One - Instructions and Information document* for the Gretton Recreational Ground – Skate Park Redevelopment Project. This Pack will provide you with all the information you need to submit a compliant completed tender.

*Tender Pack Part Two- Response*, needs to be completed and returned to the Gretton Parish Council Clerk by the tender deadline.

**Introduction to The Council**

Gretton Parish Council is an elected statutory body. The Council works with partners including North Northamptonshire Council, to help improve local service delivery. The village has an approximate population of 1,285. The village has a local neighbourhood plan, adopted in 2019.

**Brief Description of Tender**

You are invited to tender on a contract to work in partnership with Gretton Parish Council for the Consultation, Design and Construction of a skate park located at the Gretton Recreational Ground.

**General Information**

Please check this document (Pack Part One and Pack Part Two), together with all accompanying documents, particularly the Specification, and if any pages are missing, duplicated or the text is indistinct, please notify the Council, as we will accept no liability for such errors or omissions.

All items in the Pricing Schedule should be priced.

Payment terms will fit in with the FCC grant payments.  The Council will pay on 30 day terms which will reflect the timescale to obtain the funds from FCC within that time. Our standard Payment terms are 30 days after approved invoice.

For the proper comparison of Tenders, it is important that no unauthorised alterations have been made to the Tender documents. Tenders containing unauthorised alterations or qualifications may be rejected. If you consider that changes are necessary to your proposals please contact the Parish Council Clerk.

You are welcome to enclose any documents, brochures or other materials you believe will support your tender. You must retain the sequence of the questions and the numbering in your response.

Bids shall remain open for acceptance for a minimum of 90 days from the date that the Tender return is posted. The Council expects to decide award of contract by May 2023.

The Council is not bound to accept a Tender or make an award from this Invitation to Tender.

The contract will be awarded on the basis of the Most Economically Advantageous Tender, based on the award criteria as set out below subject to satisfying the Council’s requirements set out in Part A (Suitability Assessment Questions). Acceptance of the tender by the Council shall be in writing.

**Exclusion**

You will be excluded from this procurement process if you meet any of the grounds for exclusion contained in Pack Part Two, Part A.

If the Council finds conflicting or false information has been provided in a Tenderer’s submission the Council reserves the right to reject the bid at any stage.

The Council may exclude a bidder from this procurement if the Council establishes that it is unable to answer “No” in respect of any of the discretionary exclusion criteria set out in Pack B.

**Tender Timelines**

Below is an indication of this Tender timeline which may change, and Gretton Parish Council will not be liable for any changes.

|  |  |
| --- | --- |
| ACTIVITY | DATE |
| Last date for receiving questions or points of clarification | 11 April 2023 |
| Deadline for receipt of Tenders | 21 April 2023 |
| LTC to evaluate tender responses. | 28 April 2023 |
| Award of Contract | 9 May 2023 |
| Target contract commencement date or delivery date | 9 May 2023 |

**Return of Tender**

Completed Tenders and attachments should be submitted via email to clerkgpc@btinternet.com, or by hard copy to **The Clerk, Gretton Parish Council, Gretton Village Hall, 61 Kirby Road, Gretton, Northants, NN17 3DB**

by the due date.

Your Tender must be submitted by no later than 12:00 noon on 21st April 2023. Tenders received after that time will be excluded.

**How Your Tender is Assessed**

Pack Part Two - Response, tender document is split into two parts: Part A and Part B.

Your organisation is assessed on the ‘Suitability Assessment’ questions contained in Part A.

The ‘Suitability Assessment’ questions are to ensure bidders meet requirements or minimum standards of suitability, capability, legal status or financial standing to perform the contract to be awarded.

Bidders must pass Part A in order to be considered for award.

A ‘Pass’ will be achieved providing the bidder has successfully demonstrated the requirements and minimum standards for each question and provided evidence if requested. The Council has set minimum standards and requirements which are relevant and proportionate to the subject matter of the Contract. The aim is to achieve an appropriate balance between fair competition and safeguarding public money.

If the Council requires a reference to demonstrate experience, the reference given will need to demonstrate sufficient capability to perform the Contract. In particular, the Council will have regard to the degree to which your experience is relevant to the subject matter of the Contract and demonstration of the relevant ability, skills and resource required to perform the Contract.

If you are unable to meet any minimum standards or requirements, the Council may reject your tender at its absolute discretion. The Council may, but has no obligation to do so, consider alternative means of demonstrating suitability in the event that you are unable to meet any minimum standards or requirements. The Council’s decision is final in all respects.

The Council reserves it rights not to award a contract to any bidder which does not pass basic credit checks or if, for any other reason, the Council considers any bidder’s financial standing is a material risk to the delivery of the services.

After passing Part A, your response to Part B will be assessed.

Part B contains the ‘Award criteria’ to determine the ‘Most Economically Advantageous Tender’ (MEAT) for the award of the contract.

Your tender is assessed in accordance with the following award criteria:

Resources/Quality = 80% Costs = 20%

**Weighting and Scoring**

The marks available for the Quality aspect of your submission will be split into a range of individual elements and weighted according to their importance. Evaluation will be a measure of the extent to which you have met the requirements of the service specification. The evidence you provide in terms of the Quality information you submit will be assessed and scored accordingly. Each member of the evaluation team will assess every submission individually and consequently, a collective score will then be awarded.

Questions in this section are linked to the subject matter of this contract and Key Performance Indicators (KPI’s) as detailed in the specification. Your answers should reflect this.

All questions are scored out of 5 points as per the Award Criteria set out on page 4. Answers are then multiplied by the weighting factor given for each question. For example, a question weighted as 10 would have a maximum weighted score of 50 (5 x 10), and an answer awarded 4 points would have a weighted score of 40 (4 x 10).

|  |  |  |  |
| --- | --- | --- | --- |
| See example below: Question | Weighting | Score (Example only) | Total |
| 1. | 10 | 5 | 50 |
| 2. | 10 | 4 | 40 |
| 3. | 10 | 3 | 30 |
| Total Points | | 120 | |

**Award Criteria – Scoring Methodology**

|  |  |  |
| --- | --- | --- |
| Score | Criteria to Award Score - Quality Questions | Criteria to Award Score - Technical & Professional Ability |
| 5 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement(s) will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements and exceeds those requirements. | Satisfies the requirement with significant and relevant evidence and experience and some Government experience at or above the contract value or other considerable public sector experience.  Considerable, comparable and relevant private sector experience at or above the contract value may also suffice.  Experience is very clearly centred on the subject matter of the services. |
| 4 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement(s) will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all of the stated requirement(s). | Satisfies the requirement with recognisable evidence and experience. Very good level of public sector experience demonstrated perhaps with some experience in Local Government or Central Government at or near the contract value.  Very good, comparable and relevant private sector experience at or near the contract value may also suffice. |
| 3 | The Potential Provider's response enables the evaluator to have an understanding of how the requirement(s) will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirement(s). | Satisfies the requirement. A reasonable level of public sector experience demonstrated perhaps mixed with some private sector experience near the contract value.  Possible limited Local Government or Central Government experience demonstrated and some relevant and comparable private sector experience demonstrated.  The majority of all experience demonstrated is relevant to the subject matter of the Services. |
| 2 | The Potential Provider's response enables the evaluator to have an understanding of how the requirement(s) will be met. The evaluator can identify limited evidence that the response given will partially deliver the requirement(s). The response may have raised significant concern(s). | Satisfies the requirement with minor reservations.  Some relevant public sector experience demonstrated but lacking in depth or scope and perhaps mixed with some private sector experience some of which demonstrates experience of the subject matter of the Services.  Some experience is perhaps materially below the Contract value. |
| 1 | The Potential Provider's response does not enable the evaluator to have a clear understanding of how the requirement(s) will be met. The evaluator cannot clearly identify that the response given will deliver the stated requirement(s) due to insufficient evidence, the Potential Provider’s limited understanding and/ or omissions. | Major reservations. Very little public sector experience or comparable private sector experience demonstrated and difficult to glean how the Applicant could provide the Services.  Much of the experience demonstrated is limited in terms of relevance to the subject matter of the Services. |
| 0 | The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response. | Does not meet the requirement.  Does not comply and / or insufficient information provided to demonstrate that the Applicant has the ability, understanding or experience |

**Word Limits**

Word limits may apply to each question answer. Any additional appendices that are over and above the word limits will be discounted from the evaluation process unless the question specifically invites additional information to be submitted in this manner.

Design and Costs

The Council wishes the appointed company to help work with the actual design of the skate park, as part of a consultation and Working Party engagement process. As such an actual detailed proposed design for the skatepark is not required as part of the tender. However, applicants are asked to provide an indicative design and the costs for providing a skatepark on the available site based on their sector knowledge and experience. This indicative design should be worked up on the basis of the Council’s funding, which is a minimum of £85,000.

Help and Support

The Council will provide as much support and information as it can in order to help guide you through the Tender process. Questions asked together with the Council’s response will be made available to all tenderers to ensure a fair and consistent approach to all.

If there is anything you are not sure of or need clarification on, please contact the Parish Clerk.

*If the Council finds conflicting or false information has been provided in a Tenderer’s submission the Council reserves the right to reject the bid at any stage.*

**Specification of Works, Supplies and Services**

This specification is a requirement for Consultation, Design, Provision and Installation of an extension to the current skatepark located at Gretton Recreational Ground

*What 3 Words Location:* ///requests.chip.tutorial

Gretton Parish Council are looking to redevelop/extend their existing skatepark, located on the Gretton Recreational Ground. The development will be to include new skating equipment.

The Friends of Group have asked the potential users of the skatepark what they would like to see added to their skatepark, listed below is the top 4 features voted to help create a flow street park:

* Allow a flow
* Kidney Bowl
* Grinding Steps/Rail
* Jump Box

The Council is looking to appoint a partner to work with the Council in the designing and consultation of the new flow street style park. The Council has a minimum target of £85,000 excluding VAT, and tenders should indicate what the Council could achieve for this level of funding. Designs are purely indicative at this stage but should work to this level of funding.

This tender will be to identify and select a single Contractor to work in partnership with the Council to bring forward a new skatepark facility. The Contractor’s tasks will be:

➢ Consultation

➢ Final design

➢ Provision and Installation of a concrete skatepark, including landscaping

➢ The contractor must ensure that the area is to suit the needs of the local users whilst taking into account a range of ages, abilities and wheel types such as; scooters, skateboards and BMX, whilst consideration is taken to ensure the site constraints

➢ The Contractor must account for any planning conditions (where relevant) and demands that the Council includes within the project management process

The existing area is approximately 200m2. See yellow line marking the available space in the figure below.



Measurements are approximate, it is the Bidder’s responsibility to undertake a site survey prior to bid submission at their own cost.

The area is open to the public at all times and Bidders are welcome to visit at their leisure. If an accompanied site visit is required, please request this by contacting the Parish Clerk [clerkgpc@btinternet.com](mailto:clerkgpc@btinternet.com), or 07517886604.

Services and Works:

The tender must include detailed information as requested within the Quality questions.

When submitting your response, please account for:

* Consultation and design
* Surveys
* Identification of any risks involved.
* Preparation and submission of documentation for Planning Application if such an application is required. Planning permission is not required in accordance with part 12 of the Town & Country (General Permitted Development Order) 2015 provided no part of the skatepark would exceed 4 metres in height or in total 200 cubic metres in capacity. Applicable to ramps and base layer if above existing ground level.
* Project management (to include H&S and CDM compliance)
* Provision of JCT Minor Works 2016 with Contractors Design documentation
* Site Safety
* Preliminaries
* Groundworks & drainage
* Noise impact assessment
* Steelworks
* Concrete
* Landscaping
* Warranties
* Future maintenance

Where possible the skatepark is to be surrounded by soft landscaping to help alleviate noise but at the same time be integrated into the neighbouring sport and play areas.

This tender aims to select a Contractor based upon examples of previous work, financial viability, health & safety procedures, skills, experience of working with Councils and Community Groups, and expertise to delivering a fully funded project from start to finish within budget.

The tender is required to provide value for money, use local suppliers where possible, cause minimum disturbance to the community whilst delivering a durable, well-designed extension to the current skatepark, built to a high standard that suits the needs of the local users and adheres to the Parish requirements.

**Installation and Completion**

➢ Once a final design is agreed, the installation works shall provide a finished state, suitable for use on completion. The site shall be left clean and tidy at the end of the contract and must be handed over in pristine condition.

➢ Damage to surrounding areas shall be minimised and any damage within or outside of the completed site shall be reinstated to the satisfaction of the Council. Any reinstatement of grass areas shall be with turf.

**Post Installation Inspection**

➢ A post installation inspection will be arranged by Gretton Parish Council to be conducted within 7 days of installation completion through the Play Inspection Company to ensure BS EN 14974 – Wheeled Sports (Skate) is met.

➢ Completion of any remedial works highlighted in the post installation report to be conducted within 14 days of report completion.

All stages of the project are to be approved by the Friends of Gretton Recreation’s Skatepark Working Group. (This is in reference to all the stages e.g. consultation, design etc.)

**Part Two - Response**

We welcome you to the *Tender Pack Part Two - Response* for the Gretton Recreational Ground - Skatepark development Project.

Before completing this document please be sure to have read *Part One - Instructions and Information* carefully and clarified anything about which you are unsure.

Basic Details of your Organisation

|  |  |
| --- | --- |
| Name of the organisation in whose name the tender would be submitted: | |
| Contact name for enquiries about this bid: | |
| Contact position *(Job Title)*: | |
| Address:  Post Code: | |
| Telephone number: | |
| Email address: | |
| Website address *(if any)*: | |
| Company Registration number *(if this applies)*: | |
| Charities or Housing Association or other Registration number *(if this applies).* Please specify registering body: | |
| Date of Registration: | |
| Registered address if different from the above *(including post code)*: | |
| VAT Registration number: | |
| Is your organisation:  *(Please indicate one)* | 1. a public limited company? Yes / No 2. a limited company? Yes / No 3. a partnership Yes / No 4. a sole trader Yes / No 5. other (please specify) Yes / No |
| Name of *(ultimate)* parent company *(if this applies)*: | |
| Companies House Registration number of parent company *(if this applies)*: | |

**Exclusion**

You will be excluded from this procurement process if you meet any of the grounds for exclusion contained in Pack Part Two, Part A.

If the Council finds conflicting or false information has been provided in a Tenderer’s submission the Council reserves the right to reject the bid at any stage.

|  |  |
| --- | --- |
| Discretionary Exclusion Criteria | |
| Bona fide (Genuine / in good faith) Tender | |
| Any Tender submitted must be bona fide and without canvassing or soliciting any member or employee of Gretton Parish Council or fixing the rates with another supplier. By submitting a Tender, you are agreeing this is a Bona fide Tender. | |
| Do you have any reason or basis to consider that your tender is not a Bona fide Tender | Yes / No |
| You should also declare if anyone in your company has a family or close friend who works for the Council or is a member of the Council. You must advise their role and if they have any connections to this Tender.  The Council will undertake its legal obligation to mitigate and manage any conflict of interest to enable your tender to proceed. | |
| Do you have family or close friends who either work for the Council, or are Members of the Council?  If Yes, please detail their names and roles below and how you would manage that conflict of interest. | Yes / No |

Part A *(Suitability Assessment Questions)*

The ‘Suitability Assessment’ questions are to ensure bidders meet requirements or minimum standards of suitability, capability, legal status or financial standing to perform the contract to be awarded.

Bidders must pass Part A in order to be considered for award.

A ‘Pass’ will be achieved providing the bidder has successfully demonstrated the requirements and minimum standards for each question and provided evidence if requested.

1. **Financial Information**

To establish your financial capability to deliver the work in this tender please:

* Complete the following table
* Confirm an audited statement of accounts for the past 12 months is available on Companies House or provide alternative means of demonstrating financial information status if not available e.g., annual accounts, balance sheet or similar.
* If audited accounts are more than 6 months old additional financial information for the company is advised to provide a more up to date position.

Failure to provide any financial information will result in your tender being rejected.

|  |
| --- |
| Financial Contact Name: |
| Contact Position: |
| Contact Telephone Number: |
| Contact Email: |
| I confirm that a minimum of two years’ accounts is available on Companies House website.  YES / NO |
| OR |
| I confirm I have attached the required financial information as requested above.  YES / NO |

**2. Professional and Technical Ability**

Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to Gretton Parish Council’s requirements. Details should include the following:

➢ Organisation’s name & contact details, including email, for a Reference.

➢ Details of the contract, explaining why the contract is relevant to Gretton Parish Council’s requirements, when and where the contract was performed, and whether the outcomes were successfully achieved.

➢ Please also confirm the contract value.

**Reference One**

|  |
| --- |
| Organisation’s Name: |
| Contact Details:  *(Including email address)* |
| Details of Contract: |
| Contract Value: |

**Reference Two**

|  |
| --- |
| Organisation’s Name: |
| Contact Details:  *(Including email address)* |
| Details of Contract: |
| Contract Value: |

**3. Insurance**

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

➢ Employer’s (Compulsory) Liability Insurance = £5,000,000.00

➢ Public Liability Insurance = £10,000,000.00

➢ Professional Indemnity Insurance = £5,000,000.00

*Please note: It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. This requirement is not applicable to Sole Traders.*

|  |
| --- |
| Response: |

**Part B *(Award Criteria)***

The ‘Award criteria’ is to determine the ‘Most Economically Advantageous Tender’ (MEAT) for the award of the contract.

There are 7 questions in total, please be sure you have answered all of these.

|  |  |
| --- | --- |
| 1. Method Statement | |
| Please confirm you can achieve our specification?  If not, what part can you not meet?  Provide detailed information on your proposed method for meeting the criteria for all services/work identified in the specification (e.g. Consultation, Design etc…) including provisional items and any work that will be sub-contracted (including list of the sub-contractors). Include, timetable of delivery and installation, health and safety procedures, site safety, warranties, accreditations and future maintenance of equipment. | |
| Weighing Score = 50 | Word Limit = 1,000 |

|  |  |
| --- | --- |
| 2. Resources | |
| Detail the resources and your technical ability (inclusive of sub-contractors) to carry out the service.  Provide information on:  ➢ The workforce to be employed for performance  ➢ The service and level of experience  ➢ The level of resources to be used e.g. time Weighing Score = 10 Word Limit = 500 | |
| Weighing Score = 10 | Word Limit = 500 |

|  |  |
| --- | --- |
| 3. Monitoring | |
| Please provide information on monitoring of the contract and how you will ensure required outcomes are met. | |
| Weighing Score = 10 | Word Limit = 500 |

|  |  |
| --- | --- |
| 4. Communication | |
| Provide information on how you will effectively communicate with the Friends of Recreation Skatepark Working Party (the Council) and your procedure for responding to a complaint. Please include names, position and contact details. | |
| Weighing Score = 10 | Word Limit = 500 |

|  |  |
| --- | --- |
| 5. Design Consultation | |
| The Contractor will be required to run a minimum of two design consultations with the Skatepark Working Party. Provide details as to how design consultations with the Skatepark Working Party will be conducted? | |
| Weighing Score = 20 | Word Limit = 500 |

|  |  |
| --- | --- |
| 6. Risk | |
| Identify any risks involved and how you suggest these could be managed effectively (include roles and responsibilities). | |
| Weighing Score = 5 | Word Limit = 500 |

|  |  |
| --- | --- |
| 7. Environmental Impact | |
| Demonstrate how your organisation’s working practices are environmental friendly | |
| Weighing Score = 10 | Word Limit = 500 |

**Preamble to the Pricing Schedule**

Please see ‘Pricing Table’ above and complete accordingly.

This preamble forms part of the Pricing Schedule. The Supplier where applicable should visit the area to satisfy themselves as to the local conditions, the full extent and character of the operation, parking and general traffic level conditions, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract generally, as no claims on the grounds of lack of knowledge will be entertained.

1. (a) The Supplier is to read the preambles in conjunction with the Pricing Schedules and all other Contract documents.
2. (b) The Supplier is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Supplier will be entertained by the Council for any mistakes in the information given.
3. (c) The Supplier shall price all items. Prices should exclude VAT.
4. (d) The rates to be inserted in the Pricing Schedule for works are to be the full inclusive costs. Labour rates must include all overheads, supervisory and administrative costs, together with an element of profit. No additions to these rates will be allowed other than in accordance with the method of review detailed in the Conditions of Contract.
5. (e) The prices and/or rates stated in this Price Schedule constitute the only reimbursement and profit to the company for providing the Services. The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the Supplier in providing the Works, Supplies or Services.
6. (f) All administration costs including overheads, printing, posting, copyright etc. are included within the prices tendered below.
7. (g) The actual price to be paid will be a product of the rates detailed in this document. All work shall be authorised in advance in writing by the Council’s Clerk.
8. (h) All sums payable by or to the Council or the Supplier are exclusive of Value Added Tax (“VAT”). Where VAT is chargeable on such sums, the payer shall pay, upon production of a valid VAT invoice by the payee, such VAT in addition to such sum.

**Pricing Schedule**

The Council will accept an additional clear breakdown of costs instead of the below table.

|  |  |  |
| --- | --- | --- |
| Description  Please use a line for each item as identified in the specification  *(Specify all stages of the project where a cost will be incurred eg: consultation, design, surveys, planning approval, supply and install, site safety etc)* | Cost per  Item £ | Total Price  £ |
|  | EXAMPLE £200.00 PER DAY X 5 | £1000.00 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Sum of Skatepark | | £ |

**Mandatory Declaration**

I confirm that I have read and understood the requirements of this Tender Invitation.

|  |  |
| --- | --- |
| Tender Completed By *(an authorised employee of your company)* | |
| Company: | |
| Name: | |
| Position  (Job Title): | |
| Address: | |
| Telephone number: | Email Address: |

|  |  |
| --- | --- |
| Signature: | Date: |