

Hassocks Parish Council

Provision to design and build a new Skate Facility – Adastra Park

Employer

Hassocks Parish Council
Parish Centre
Adastra Park
Keymer Road
Hassocks
West Sussex
BN6 8QH

Contracts Administrator

Sports and Play Consulting
The Clerk to the Council

1. General Requirements

Hassocks Parish Council is seeking a suitably qualified company to design and build a new concrete skate area, which is detailed in this document.

The location of the site is at Adastra Park, off Keymer Road, Hassocks, BN6 8QH



The budget allowed is £100,000.00 (ex vat) and is fully funded by the council, following the formal review of submissions and consultation, the aim is to decide on the preferred supplier and place an order in January 2019.

2. Prices

All pricing should be exclusive of VAT and valid for 180 days from the due date of the response.

Prices will be fixed and firm for the duration of the contract.

3. Non-Consideration of a Tender Response

The council 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 have been invited to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document, or is not able to provide all the information required by the council to make a full evaluation, including completion of **Appendix 1**.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly canvasses any member of the council concerning the tender other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender.

4. CONTRACT CONDITIONS

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

The work is for the design, supply and installation of a skate park and associated works which must all comply to European Safety Standards primarily EN 14974 (taking into account any new revisions).

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 Million and Employers Liability Insurance to the council within the tender response.

If the length of works dictate that CDM regulations apply then for the purposes of construction (Design and Management) Regulations 2007 the appointed contractor will be required to undertake and fulfil the duties of the CDM Co-ordinator as part of the conditions of this contract.

Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and RAMS will need to be finalised and provided to the council before work begins, most likely at the “Pre-Start” meeting, along with a detailed Construction Phase Plan.

During installation, the contractors needs to keep public and maintenance access points clear of equipment, and provide suitable HERAS fencing and safety notices around the construction site.

On completion of the project, any area that has been damaged during the installation such as the car park entrance, turf, surrounding pathways, and fencing must be returned to the original condition at the contractor’s expense.

5. OVERVIEW OF PROJECT

5.1 Background

In 2015 a group of youngsters petitioned the Council to provide a new skatepark in Hassocks to replace the existing facility. The group wanted the wheelpark to be a mixed-use facility suitable for skates, skateboards, scooters and BMX bikes alike and the group compiled a wish list of features that they most wanted to see included in the design of a wheel park.

Hassocks Parish has recently undergone a consultation and development strategy for improvements across Adastra Park (plan is available on request) including the playground, Multi-Use Games Area, Pavilion, Remembrance Garden and Outdoor Fitness. The initial phase is to re-develop the existing Skate Facility.

The Council has set aside a budget of £100,000.00 to create an exciting, and practical facility for users of all ages and abilities, of multi wheeled activities including Skateboard, Scooters, and Bicycles, encouraging learners to participate and experienced users to be challenged and make the most of the elements available.

5.2 Elements and footprint

The current skate facility is located on a footprint measuring 22.8m x 8.8m. The council would like to see two options that include using the same footprint for Option 1, and a slightly larger footprint which will be discussed on site for Option 2. The larger footprint will have some restrictions in terms of the playing field, additional play equipment being installed at a later date next to the skate area, and other factors such as the slope and tree that is in close proximity.

Based on the initial consultation with users, some of the elements suggested included:

- 4ft Flat Bank
- Jump Box
- Kicker to Kicker
- 5-6ft Quarter pipes
- Double mini ramp
- 10in Rail – Flat top rail 10in high
- Pole jam
- 6-12 in Grind Box
- Large Stair rail with hand rail and Grind ledge
- Flat Ramp
- Flat Ramp between two stairs.
- Two X 3Ft, quarter pipe
- Wall Sloped wall used for wall rides.

Other additions:

The council would also like the supplier to include on the design and quotation: two (2) new litter bins and two (2) new benches around the facility, the specifications of which will be advised during the process, while the council determines a consistent brief for these items.

Existing facility with retaining wall



5.3 Materials

The requirement is that the surface and elements is predominantly made of concrete (Pre-Fabricated or Spay Concrete) with appropriate baseworks (advise details), on a new concrete base, incorporating some steel components where required. The existing surface may be used as a base, however consideration for how this will affect the surface, specifically if the footprint is increased with a new base, this needs to be detailed in your response and the potential for future issues.

5.4 Removals

There is an existing Skate facility which will require some removals of the existing elements and wooden retaining wall. The replacement of a suitable solution for the retaining wall is required as part of the contractors design due to the mounded area that is part of the footprint.

5.5 Value Add

The council will be open to any additional value-added options within the proposal such as (but not limited to) which may be scored as part of the ***Overall Design:***

- Open Day Event with professional Skate users
- Marketing and Social Media for proposed open day
- After care service (outside of standard warranty inclusions)

5.6 After Sales and Service Level Agreements

One critical aspect to the overall response is the ability for suppliers to respond quickly and effectively to any post installation maintenance requirements. That is, a scoring mechanism is included in this document to evaluate how a supplier will respond to the following:

- A request to fix any issues relating to defects that are included in the warranty – time to resolve etc
- Respond to any snagging issues picked up by the ROSPA report or council on completion
- Non-warranty defects – lead time and costs associated with general inspection and maintenance – are there call out fees, what is the standard lead time to resolve

5.7 Consultation

It is likely that the council will undertake a public consultation to show the preferred design that has been selected. The details of the format and date is to be finalised, however this is primarily to get public feedback on the design and any common trend in terms of additions or revisions that may need to be made before construction.

5.8 Post Installation Inspection

Please allow for a ROSPA inspection following the completion of the project, and any noted defects or medium to high risk reports need to be attended to and resolved before the open date noted on the table below.

6. TIME TABLE FOR PROJECT

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met. ***Suppliers will need to provide confirmation (or Programme or Works) that these dates for starting and finishing the project can be met within tender response.***

<i>Action:</i>	<i>Expected Date:</i>
Tender Release Date	20 th November 2018
Site Meeting for Interested Contractors (30 minute slots)	5 th or 6 th December 2018 – date and time to be confirmed
Tender Response Due	13.00Hrs 21 st December 2018 (tenders received after this time and date will not be accepted)
Selection of Preferred Supplier and any revisions to design	3 rd January 2019
Order placed with Preferred Supplier	11 th January 2019
Work to commence	18 th March 2019
Work to be completed	17 th May 2019
Snagging issues and re-instatement to be completed – Skate Facility opened to public	24 th May 2019

7. GENERAL QUALITY AND METHODS OF WORKS

7.1 Levels of skills require:

Operatives must be appropriately skilled and experienced for the type and quality of work.

The contractor shall inspect all components / materials carefully before using and reject any which are defective.

7.2 Supervision:

In addition to the constant management and supervision of the work provided by the contractor person in charge, all significant types of work must be under the close control of a competent supervisor to ensure maintenance of satisfactory quality and progress of the works alongside the external Project Manager from Sports and Play Consulting who will meet with the contractor at the Pre-Start and weekly during construction.

7.3 Repairs:

The contractor shall make good any damage as a consequence of carrying out works described herein. As access is from the car park over the turfed field, it is likely that trackway will be needed to ensure no major damage is caused during installation.

In this respect any making good shall therefore be deemed to be included in each clause.

7.4 Good Practice:

Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:-

- (i) Of a standard appropriate to the Works and suitable for the purposes stated herein or
- (ii) reasonably to be inferred from the project documents, and in accordance with good practice.

7.5 Statutory undertaker's services:

According to records there are no statutory services in the vicinity of the intended works. Notwithstanding, any work, that may be required to be carried out and likely to affect new or existing services, must be in

accordance with the Bye Laws or Regulations of the relevant Statutory Authority and entirely to their inspector's satisfaction.

7.6 Stability:

The contractor shall accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary and in particular ensure that the structural foundations and bases are stable.

7.7 Adjacent Areas:

The employer expects this site to be a safe site and requires the appropriate safety wear to be worn as identified in the contractor's risk assessments.

Please note: There are trees surrounding the existing Skate Park, in particular a large tree that has a TPO (Tree Protection Order) which must be taken into account for both access and works during construction to avoid any damage.

7.8 Nuisance:

The contractor shall take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes, likely to cause nuisance to the general public.

7.9 Site security and safety:

The contractor shall comply in all respects with the requirements and intent of the Health & Safety at Work Act, 1974, and the Construction (Health, Safety & welfare) Regulations 1996 and associated and current legislation and good practice as well as local rules as they affect the Works.

The contractor shall make available a copy of his Health & Safety policy.

7.10 Welfare Facilities:

The contractor may wish to provide their own water and/or toilets, however public toilets are available in the Adastra Park Car Park next to the Parish Offices.

7.11 Use of the Site:

The contractor shall not use the site for any purpose other than the carrying out of the Works.

7.12 Lighting & Power:

The contractor shall make his own arrangements for light and power as may be required.

7.13 Health & Safety:

The CA (Contract Administrator – Sports and Play Consulting or the Clerk to the council) reserves the absolute right to suspend works at the site if any continuing breaches of Health and Safety legislation occur. Such closure will be at no cost to the Employer and no extension of time will be entertained. This will include breaches noted by the CA or advised to the CA by the Employer.

7.14 Small Plant & Tools:

The contractor shall provide, as necessary, all tools and plant necessary for the proper execution of the works.

7.15 Construction Requirements:

The contractor shall determine his own method of working.

During the execution of the works, any trafficking is to be kept to a minimum and every effort must be made to ensure that as little damage as possible is done to the surrounding grounds and areas.

7.16 Risk assessment and Construction Phase Plan:

The contractor is to undertake a risk assessment of the proposed works and to provide a copy of that to the Employer for agreement purposes before any works are commenced on site. Additionally, a “Construction Phase Plan” need to be completed before work commences.

8. SPECIFICATION**8.1 General clauses:**

8.1.1 All works to be carried out strictly in accordance with the Health & Safety at Work Regulations etc.

8.1.2 All works to be carried out strictly in accordance with the agreed and accepted specification.

- 8.1.3 Where the main contractor wishes to sub contract any part of the works, written permission must be obtained.
- 8.1.4 All materials, labour and workmanship used in accordance with the execution of the works, shall comply in all respects with this specification. They shall also comply with the latest British and or European Standards specification, where applicable.
- 8.1.5 The contractor shall take all reasonable measure to prevent any dirt or foreign matter being deposited upon or falling upon any public or private highway or access. Where any such material is on any such highway or access, the contractor shall forthwith, remove the offending material at their own expense, and clean the surface of the highway or access, to the satisfaction of the Employer and/or police.
- 8.1.6 The contractor will be held responsible for all claims in respect of any damage caused to adjoining roads during the execution of the work. The contractor shall at all times, where use can be expected, keep carriageways and footpaths usable, and clear of materials plant etc. All paths adjacent to the site are to be cleared as soon as possible when they have been affected by debris.
- 8.1.7 The contractor will be held responsible for all claims in respect of any damage caused to adjoining pathways (either metalled or not), hedges, flower beds and other planted areas during the execution of the work. All shall be re-instated on completion to a standard at least equivalent to that at the work commencement.
- 8.1.8 The contractor shall make his own enquiries and complete his own surveys and examinations to determine the routes and depths of all services installations that may cross or be proximate to the site including (but not exclusively), surface water and land drains, foul drains, water services, electrical, gas and communications services (including but not exclusively, telephones, data and cable television).
- 8.1.9 The contractor shall liaise with the local Highways authority and agree beforehand any restrictions that may apply for the delivery of plant and/or materials to site.
- 8.1.10 During the progress of the works the contractor shall:
- Indemnify the Employer against any claim arising in consequence of the operations and;
 - Be solely responsible for securing the site and plant against unauthorised access.
- 8.1.11 The contractor shall not make use of public highways, thoroughfares or footpaths for depositing or storing plant, materials, equipment etc. unless specifically authorised by the Employer and in agreement with the local Highway Authority.
- 8.1.12 The contractor shall clear and cart away all debris, plastic, dirt, rubbish or superfluous materials as work proceeds. The whole of the site and land adjoining

shall be left in a clean and orderly condition upon completion. All waste shall be disposed of at an approved and certified disposal site.

8.1.13 The whole of the work shall be completed to the entire satisfaction of the Employer and the defects correction period shall be one year from completion.

8.1.14 The contractor must arrange for the safe storage of materials on site, and where appropriate, provide lockable, secure, temporary storage accommodation throughout the duration of the contract.

8.1.15 The contractor to fence or cordon off the areas of works after completion to restrict unauthorised access over those areas and to ensure that the adequacy of any fencing or cordoning is maintained until such time as the surfacing is suitable to be used normally.

8.1.16 The contractor shall be responsible for repairing any ground, surface, building or structure where the contractors' plant or machinery has caused damage to the same.

9. SCORING OF TENDERS

The table below will be used to score all the submissions in order to short list the responses for a final three.

<i>Item</i>	<i>Detail</i>	<i>Score</i>
Overall Design	Meeting the brief, design, aesthetics technical consideration (drainage, sub base etc), and materials used	50%
After Sales and Service Levels	Lead time on snagging, time to resolve defects, costs associated (call out fees)	20%
Presentation	Quotation, quality of the visuals, and relevant information included	20%
Experience and Company details	Information about your ability and experience to deliver such a project, completion of Appendix 1 and last three (3) years of audited accounts (or closest available)	10%

SCORING SYSTEM

8-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
6-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
4-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
2-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading

10. Service Levels

The table below represents the service level requirements for this project to ensure that there are minimal time and cost implications for delivery and post-sales support.

Requirement	Details	Supplier Response
Completion of project on time	Other than delays due to aspects not within the control of the contractor, supplier can meet with dates advised within this document	

Post completion snagging / defect issues	Time committed to resolve any snagging or re-instatement issues following completion and ROSPA report	
Retention	Resolve any defects or quality issues within 12 months of installation (A 5% retention amount - £5000.00 – will be held for a period of 12 months after completion)	

11. Consultant for Project

Hassocks Parish Council has appointed a consultant for both the tender process and project management of the skate facility. All contact (other than the delivery of the tender responses as per below) should be with Sports and Play Consulting Limited.

Sports and Play Consulting Limited (SPC)

Michael Carter

07421 463099

Michael@sportsandplayconsulting.co.uk

12. Format and Response

The tender response should be in a hard copy to as per below, with design visuals being in A1 size or as close to this as possible. Quotations and supplementing information can be in A4 and delivered as per instructions below. An email copy should be sent to the consultant, Sports and Play Consulting by the due date.

Hard copies as follows (including a copy of the completed form below):

To:- Members of Hassocks Parish Council,

Parish Centre,

Adastra Park,

Keymer Road,
Hassocks
West Sussex,
BN6 8QH

Dear Councillors,

Adastra Park Wheel park and Ancillary Works.

We have examined the site and the proposed works and hereby tender to execute and complete the works required and described in the specification incorporating all preliminaries and materials and workmanship requirements and the requirements of health and safety.

Such works to be subject to the conditions of the contract and to the entire satisfaction of the Employer and to be completed for the under mentioned sums.

£.....

£..... (in words).

We understand that you are not bound to accept the lowest or any tender or quotation that you may receive and that tenders received after the time given for receipt will be disregarded.

We agree that this tender will remain open for consideration for 180 calendar days after the dated fixed for receipt of this tender.

Company.....

Address.....

.....

.....	
Signature.....	Date.....
Position of Signatory.....	
Contact telephone number of signatory.....	

*Please note - Tenders are to be returned in a plain envelope marked only with:-

'Tender – Adastra Park Wheel Park and Ancillary Works' and sent to arrive

no later than 13:00 Friday 21st December 2018.

Please note the council office hours are as follows, in consideration of any deliveries and confirmation of receipt (signature).

Monday to Friday 10:00 am – 2:00pm

Friday 10:00am – 12:00pm (Midday)