



Invitation to Tender for
Victory Recreational Grounds - Skate Park Redevelopment
Pack A - Instructions and Information

Leiston-cum-Sizewell Town Council		Contact: Hannah Everett-Spearing Assets Officer assets@leistoncouncil.gov.uk 01728 830388	
Tender for	Partnering with the Town Council to consult, design and construct the redevelopment and extension to their current skate park.	Our Ref	LTC/VP/22
Contract Location	Victory Road Recreational Grounds, Leiston, Suffolk What 3 Words Location: ///fury.captures.amazed	Tender submission deadline	22 September 2022

Leiston-cum-Sizewell Town Council welcomes you to the Invitation to Tender **Pack A - Instructions and Information document** for the Victory Recreational Grounds – Skate Park Redevelopment Project. This Pack will provide you with all the information you need to submit a compliant completed tender. **Pack B - Response**, needs to be completed and returned to the Town Council by the tender deadline.

Introduction to The Council

Leiston-cum-Sizewell Town Council is an elected statutory body of 15 members with legal powers to provide services for the community of Leiston and Sizewell. The Council works with partners including East Suffolk Council and Suffolk County Council, to help improve local service delivery. The town has an approximate population of 6,000 which is slowly growing due to new housing developments and the potential of the new nuclear power station – Sizewell C being built.

Brief Description of Tender

You are invited to tender on a contract to work in partnership with Leiston-cum-Sizewell Town Council for the Consultation, Design and Construction of the redevelopment and extension to the current skate park located in Victory Road Recreational Ground, Leiston.

General Information

Please check this document (Pack A) and Pack B, 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. Our 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 Assets Officer.

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 5 October 2022.

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 B, 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 Leiston-cum-Sizewell Town Council will not be liable for any changes.

ACTIVITY	DATE
Last date for receiving questions or points of clarification	14 September 2022
Deadline for receipt of Tenders	22 September 2022 (noon)
LTC to evaluate tender responses.	20 – 30 September 2022
Award of Contract	5 October 2022
Target contract commencement date or delivery date	TBC

Return of Tender

Completed Tenders and attachments should be submitted via email to assets@leistontowncouncil.gov.uk, or by hard copy to Council Offices, Main Street, Leiston, Suffolk, IP16 4ER by the due date.

Your Tender must be submitted by no later than **12:00 noon on 22 September 2022**. Tenders received after that time will be excluded.

How Your Tender is Assessed

Pack B - 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 its 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 £100,000 up to £140,000.

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 Assets Officer.

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 skate park located at Victory Road Recreational Grounds, Leiston, Suffolk. (*What 3 Words Location: ///fury.captures.amazed*)

Leiston-cum-Sizewell Town Council are looking to redevelop/extend their existing skate park, located on Victory Road Recreational Grounds. The redevelopment will be to include new skating equipment as well as minor repairs to the current skate park.

The Skate Park Working Party have asked the current users of the skate park what they would like to see added to their skate park, listed below is the top 4 equipment voted to help create a street style plaza:

- Kidney Bowl
- Grinding Steps
- Pyramid Box
- Grinding Rail

The Council is looking to appoint a partner to work with the Council in the designing and consultation of the new street style plaza to the current skatepark. The Council has a minimum target of **£100,000 up to £140,000 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 the extension of the skatepark (including landscaping)
- Attend official opening ceremony.
- 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 and demands that the Council includes within the project management process.

The existing area is **approximately 12m x 35m**. 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 Assets Officer at assets@leistoncouncil.gov.uk or 01728 830388.

Appendix A: Location of Current Skatepark and area that can be extended.

Appendix B: Utilities Searches Report of the proposed area.

Appendix C: Video of the area created by a couple of members of the Leiston-cum-Sizewell Town Council Skatepark Working Group.

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 skate park 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 skate park 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 Authority's 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 Leiston-cum-Sizewell Town 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 Town Council's Skatepark Working Group. (This is in reference to all the stages e.g. consultation, design etc.)