



Churchdown Parish Council
Churchdown Park
Accessible Path Project
Invitation to Tender



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1 Background

1.1 Churchdown

Churchdown is in Gloucestershire, southwest England. Midway between Cheltenham and Gloucester and close to the A40 (London – Wales) and the M5 connecting Birmingham to the Southwest, it is an ideal location to live and work.

Surrounded by open countryside on 3 sides, Churchdown nestles at the foot of Chosen Hill, 511 feet above sea level at its' highest point. It is a vibrant, healthy and desirable place to live and work. It has 4 primary schools and two secondary schools and is home to a range of community focussed groups and organisations.

1.2 Churchdown Parish Council [CPC]

Churchdown Park is a local green space managed (and financed) by Churchdown Parish Council (CPC) on behalf of local residents (13,500).

CPC is committed to:

- promoting and representing the community's views and aspirations.
- providing high standard, cost-effective services and amenities.
- helping to create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race, sexual orientation or religion, and which seeks to develop their emotional and physical wellbeing.
- supporting the move to a healthier, active community

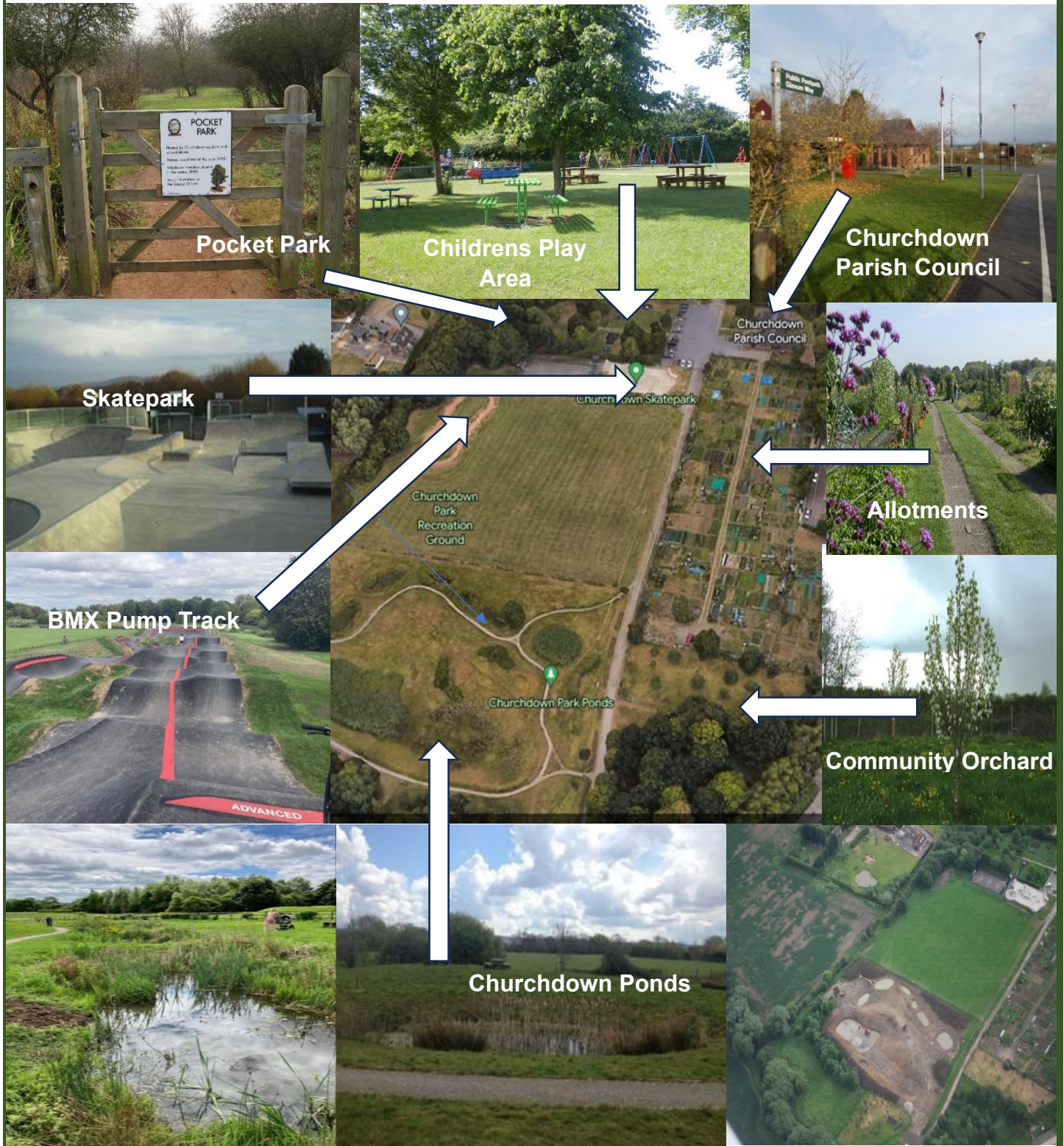
1.3 Churchdown Park

Churchdown Park is centrally located in Churchdown, opposite the Churchdown Community Centre on Parton Road : it lies between Churchdown and Gloucestershire Airport.

It has a range of amenities for all ages and abilities including : a fenced children's play area with picnic benches, a skatepark, new BMX Pump Track, Multi Use Games Area and Sports Field. The Park also has a Pocket Park, Allotment Gardens, Community Orchard, a wildlife Ponds area and Nature Reserve. There is a free car park, access to Parish Council offices and public toilets to the western end of the park. The park is

free to use and is popular with families, school children, dog walkers, and sports enthusiasts, especially since the opening of our new BMX PUMP Track in 2023.

CHURCHDOWN PARK



2. The Project

2.1 Project Vision

Churchdown Parish Council has worked hard to provide a first class multi-use recreational space for our local community at Churchdown Park but is aware that access to all areas is compromised by a range of issues.

CPC would like to create a 'circular', linked , all weather path on grassed areas in order to improve accessibility to Churchdown Park. The path will be in various sections, each with its own specification according to the existing surface and environment : all sections will be linked and must be suitable for wheelchairs and pushchairs.

The specifications are not exhaustive but stipulate the minimum requirements,

The new path will complement and enhance access to the many amenities on site as well as to the existing Public Right of Way/ Cycle Way which leads to the airport. (National Cyle Route 41)

This project will help CPC to deliver the following strategic objectives :

- To support the *Government's Better Health* campaign.
- To deliver its commitments under the *Churchdown and Innsworth Neighbourhood Plan*
- To allow residents to make the most of this popular amenity and enjoy the outdoors by having somewhere to get active and improve their health, (physical and mental wellbeing)
- To meet the needs of a growing and diverse population by enhancing our open spaces with equality of access –
- To improve the quality of life in the parish with a focus on promoting health and wellbeing for all residents

It is envisaged and hoped that it will be used by:

- Residents of all ages and abilities
- Those with physical and sensory impairment (s)

- Those using mobility aids eg wheelchairs , walking frames and mobility scooters
- Walkers with pushchairs
- Walkers and Dog Walkers
- School children

2.2 Consultation

Evidence collected by way of public consultation has highlighted significant barriers to access across a wide range of users, particularly for those with mobility issues and sensory/sight impairment.

A stand at our Summer Day in the Park Event on Saturday 19th August 2023 and a Community Engagement Event held on Saturday 7th October 2023 has allowed CPC to identify community aspirations and precise , clear and detailed user needs from our local Community, especially from those residents we are trying to help. An online survey has also informed findings.

Barriers to access identified include:

- poor, uneven footpaths leading to the site and linking the various areas, especially the ponds area and wildlife reserve constructed in 2010 ;
- gravel paths,
- steep inclines,
- latch gates,

Consequently wheelchair users or those with any physical/sensory impairment cannot access this space easily or safely,: parents with young children using pushchairs are also prevented from enjoying this amenity.

3. Tender

3.1 Project Tender Process

Churchdown Parish Council is inviting tenders for the installation of new paths around Churchdown Park , Churchdown GL3 2JH from suitably qualified and competent contractors as per the description contained within this tender document.

3.2 Design Specification

A new accessible path is planned on three sides of the field in Churchdown Park . The new path starts at the entrance to the field and follows the line of the cycle track (National Cycle Route 41) and the pear trees; on the far side of the field the path leads from the bottom far corner gate to the ponds area , around to and in front of the BMX track ; from the entrance to the pump track a double width path will be installed to allow a combined 2 land pedestrian and cycle path across the top of the field adjacent to the MUGA and skate park and back to the entrance gate.

The existing path through the ponds area will be enhanced with a new extension to the far corner gate.

The tarmac path through the play area will be upgraded.

POCKET PATH

OPTION A : A new path to be constructed through the pocket path to the MUGA and on to meet with the pedestrian/cycle path at the entrance to the pump track . **OR**

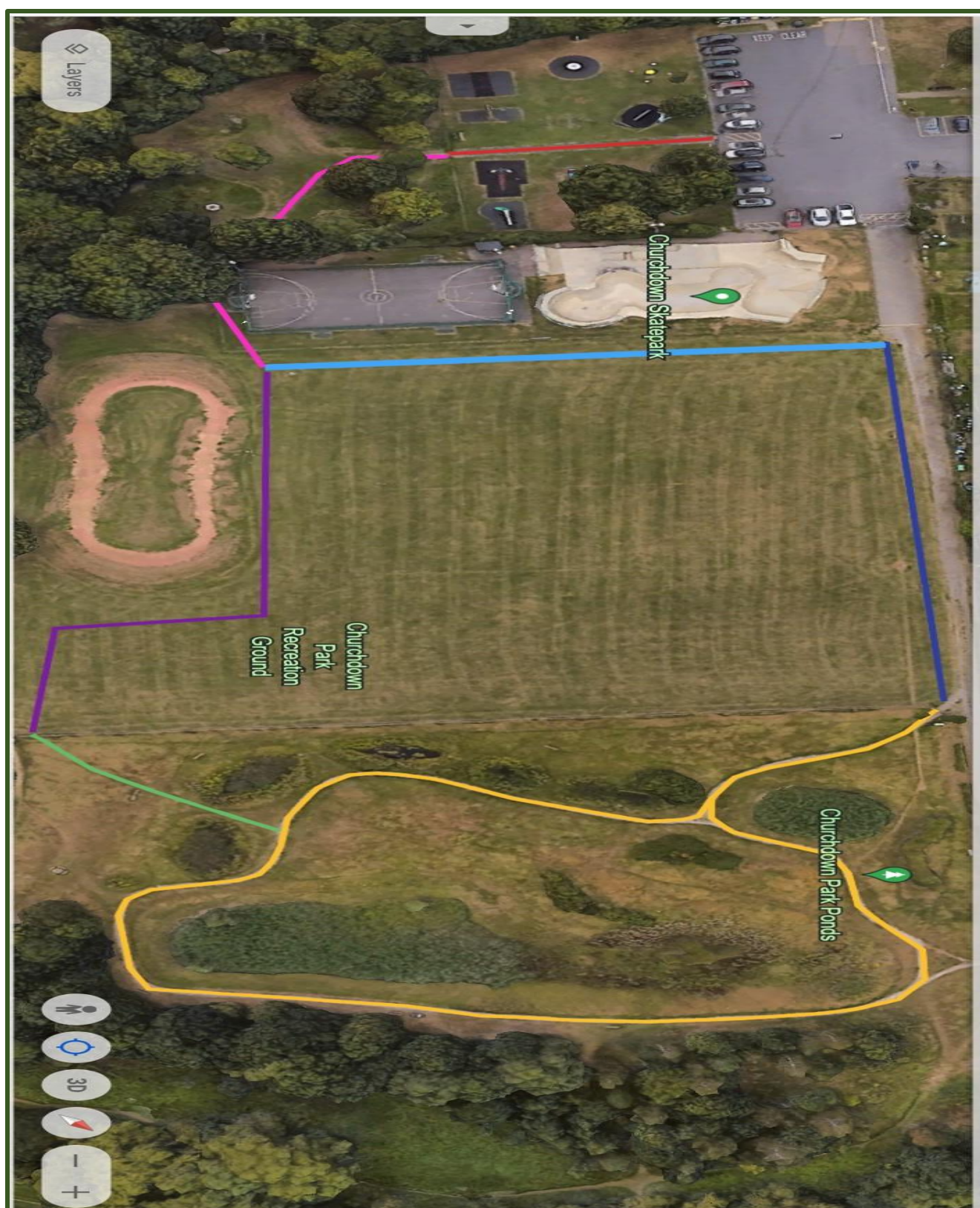
OPTION B a new path to be constructed through the pocket path around the central tree copse . **OR**

OPTION C : No works

The work specification is not exhaustive, but stipulates **the minimum requirements**.

Bidders are expected to visit the park in order to understand its use and access points take their own measurements and undertake survey of site for services and utilities.

Path Specification



CHURCHDOWN PARK



Field

- a. Pathway marked in Dark Blue (inline with current cycle track/pear trees) :
98m x 1.5 m.**

Excavate existing surfaces to a minimum depth of **50 mm** below required finished level. Excavate Pathway and cart away arisings. Supply and fit heavy duty Timber edging boards fixed in with pegs. Install ground membrane and overlay with type 1 sub-base stone. Thereafter supply and lay both base and top coat of black tarmac which will be rolled hard to finish.



- b. 'L' Shaped Pathway marked in Purple from the ponds far corner gate toward
BMX Pump track and around front of track to track sign 141m x 1.5m**

Excavate Pathway and cart away arisings. Supply and fit heavy duty timber edging boards fixed in with pegs. Install a ground membrane and overlay with type 1 sub-base stone. Thereafter supply and lay both base and top coat of black tarmac which will be rolled hard to finish. Allow for additional stone import to cover the boggy ground issue.



c. Pathway marked in Light Blue leading to pump track - 71m x 3m

Excavate Pathway and cart away arisings. Supply and fit heavy duty timber edging boards fixed in with pegs. Install a ground membrane and overlay with type 1 sub-base stone. Thereafter supply and lay both base and top coat of black tarmac which will be rolled hard to finish. Supply and fix central white line onto the tarmac as a visual division along the path.



Ponds

a. Pathway marked in yellow : 303m x 1.5m

Remove failing timber from existing path. Excavate open the surface stone and remove from site a minimum **25mm** depth and replace with white/gray limestone crushed gravel which will be rolled and compacted until bound. No new timber edging.



Remove failing timber from existing path. Excavate open the surface stone and remove from site **25mm depth and replace** with white/gray limestone crushed gravel which will be rolled and compacted until bound. **Please quote for new timber edging as an optional extra along the length of this path,**

b. Pathway Marked in Green : 40m x 1.5m

Excavate the pathway to a minimum **depth off 120mm** and cart offsite all arising. Install a membrane, Sub-base stone to a minimum **depth of 70mm**, Dress with matching limestone crushed gravel pathway surface at a minimum **depth of 50mm**. Roll and compact until Bound. No Timber edging



Play Area Pathway marked in Red (Within Play Area only) : 31 x 1.5m

This is an existing Path with concrete kerb, tarmac path which needs renewal. Leave the kerb edges in situ, Break out failing tarmac between them and cart arisings off site. Refresh stone sub-base and roll and compact.

Supply and lay new black tarmac base and top coat to finish.



Pocket Park

New Pathway

OPTION A to Pump Track 70 x 1.5 m



Excavate the pathway to a minimum **depth off 120mm and** cart offsite all arising. Install a membrane, Sub-base stone to a minimum **depth of 70mm**, Dress with matching limestone crushed gravel pathway surface at a minimum **depth of 50mm**. Roll and compact until bound. No timber edging

Option B a new path to be constructed through the pocket path around the central tree copse.

CPC welcomes the submission of imaginative proposals, containing suggestions to enhance the design where possible and within budget.

3.3 Project cost

This tender serves as a quotation for council to assess.

All pricing should be listed exclusive of VAT and valid for 6 months from the date of submission.

Payment will be made upon completion and the RPII report, less 5% snagging. Once the snagging is complete and CPC is satisfied that there are no ongoing issues, the last **5%** will be settled. For CPC Financial Regulations, see Appendix 1.

3.4 Timeline

Contract published on Contracts Finder government portal	Wednesday 20th December 2023
Deadline for submissions (see Format of submissions 6.2)	10am, Friday 16th February 2024
Tender evaluation initiated	10am, Monday 19th February 2024
Contract awarded conditional of satisfactory RAMS Risk Assessment Method Statement	Tuesday 12th March 2024 Full Council
Project start	1st April 2024 TBC
Project completed	1st June 2024 TBC

3.5 Completion and support

On completion provide installation documentation to support any warranty claim, and

- The name and contact details of installer.
- Date of installation.
- Name and contact details of manufacturer.
- Type/ description/ reference of products used.
- Manufacturer's recommended inspection and maintenance procedures to maintain safety and impact absorbing performance.
- Manufacturer's recommended cleaning and maintenance methods, where relevant.

4.0 Work considerations

4.1 Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with CPC before work starts.

Heavy vehicles should use ground protection mats in all but the driest conditions to minimise impact on the recreation ground. Vehicles must not drive across the field.. A banksman in high-viz must support all vehicle movements on the recreation ground.

The mature trees and new pear trees along the existing cycle path do not have TPOs but should be protected nonetheless as they are a valuable feature to the park. Consequently, materials and machinery should not be stored beneath tree canopies, to minimise root compaction.

During installation, the contractor should secure the construction area. Machinery left overnight must be immobilised. The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

The contractor must protect the whole MRG against unauthorised persons, vehicles and encampments by ensuring the access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

4.2 Removal of waste

Any ground works undertaken by the contractor, resulting in spoil/debris/rubble will need removing from site and the costs to form part of this tender - **see 3.3**.

All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

5. Post Completion

5.1 Maintenance

Please advise on expected annual maintenance costs for the first 15 years, laid out as follows:

Item	Year 1 costs	Year 2 costs	Year 3 costs...	...Year 15 costs	15 year total maintenance cost

5.2 Warranty

Please state warranty period for the foundations and surfacing.

6.0 Making the most of your bid

6.1 Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Criteria	
Satisfactory references with reference to installation	MET/NOT MET
Satisfactory references with reference to maintenance	MET/NOT MET
Evidence of insurance cover (Public, Employer's, Professional)	MET/NOT MET
Assurances to start delivery w/c	MET/NOT MET
Insurance backed, 5 year guarantee for surface works	MET/NOT MET

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Criteria	Weighting	Potential score
Amenity value <ul style="list-style-type: none"> • Quality of walking experience • Appearance 	2	20
Value for money <ul style="list-style-type: none"> • Cost • Projected maintenance costs (see 3.3) • Warranties and guarantees (see 4.2) 	4	40
Adherence to work specification (see 3.2)	2	20
Social value <ul style="list-style-type: none"> • Environmental statement • Equality statement • Inclusivity • Any other social value factors • Assurances to use local subcontractors 	2	20
Maximum possible score		100

Where 0 score = No response, 1 = Significantly below expectations, 2 = Below expectations, 3 = Meets expectations, 4 = Above expectations and 5 = Significantly above expectations

6.2 Format of submission

The tenders must be submitted in line with provisions outlined in section 11 of the CPC Financial Regulations, see Appendix 1.

In short, the sealed tenders must be addressed to the CPC clerk, Geraldine Connor until the prescribed date for opening tenders (**10am, Friday 2nd February**).

Please make sure your delivered submission includes:	/ or x
A developed scheme with 2D image of the track area, along with individually costed items and the manufacturers specification for pedestrian/cycleway and occasional vehicle use.	
Evidence to address the criteria listed in Evaluation and Scoring – 6.1 Satisfactory references with reference to installation from the last 3 years. Insurance backed 5 year guarantee for surfacing works.	
Warranty details.	
Recent set of the bidding company's audited accounts.	
Details of any enforcement action under the Health and Safety legislation.	
Confirmation that the bidder will be able to meet the timetable - start w/c	
Waste carrier licence	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
Evidence of Public liability insurance (minimum £10 million)	
Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	

Bidders must ensure they fully understand this document and the work requirement and specification. If you have any queries please ask – clerk@churchdown-pc.gov.uk or call 01452 713528

Tenders should be marked 'Accessible Path Tender CONFIDENTIAL' and be sent via email to clerk@churchdown-pc.gov.uk or posted to The Clerk, Churchdown Parish Council, Parton Road , Churchdown , Glos GL32JH to arrive by 10am, **Friday 2nd February 2024.**

Appendix 1 – CPC Financial Regulations. 11. CONTRACTS

1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emerge provided that this regulation need not apply to contracts which relate to items (i) to iv) below
 - i for the supply of gas, electricity, water, sewerage, broadband and telephone services;
 - ii for specialist services such as are provided by legal, or other suitably qualified professionals whose qualifications relate to the subject matter under dispute;
 - iii for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v for additional audit work of the external/internal auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the council and report to council at its next meeting); and
 - vi for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations^[1].
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)^[2].

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is between £250 to £5,000 the Clerk or RFO shall strive to obtain 3 estimates or utilise a pre-approved supplier. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken

^[1] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

^[2] Thresholds currently applicable are:

a. For public supply and public service contracts 209,000Euros (£189,330)
For public w

Site visits

Bidders are encouraged to visit the site before submitting a tender. Contact Geraldine Connor , Clerk to Churchdown Parish Council by email at clerk@churchdown-pc.gov.uk or call 01452 713528 to arrange this.