



HORNCASTLE

TOWN COUNCIL

Invitation to Tender: A Wheeled Sporting & Community Facility for Horncastle

Essential Information:

- Tender submission deadline: 2pm 01/02/2019
- Tender submission method: 3 copies to be posted in sealed envelope with 'Quotation' notated on envelope, to: Horncastle Town Council, The Stanhope Hall, Boston Rd, Horncastle Lincs LN9 6NF.
- Total Budget: £150,000 - £250,000 (excl VAT)
- Client: Horncastle Town Council
- Site address: Prospect St, Horncastle, LN9 5BA (nearest postcode)
- Contact for all tender questions: horncastletc@gmail.com

Horncastle Town Council currently has £50,000 funds, is in the process of securing the asset from the District Council and has positive initial planning advice for the site.

Introduction

Horncastle Town Council seeks to provide a wheeled sporting, multi-use facility which will attract users of all ages and abilities. The Council does not assume that a skatepark is the sole solution and our hope is that the appointed partner can assist the Council in identifying the needs/ ambitions of the local community before interpreting their findings into a viable solution.

The purpose of this exercise is to appoint a professional firm that we feel we can work alongside.

This tender exercise seeks to appoint a partner to undertake wider research and consultation, possibly assist with fundraising & planning, and eventually design and construct a new facility.

The Council would like to learn more about your team, resources, consultation style and approach to managing this opportunity such that you are able to design a solution that is useful to our community. The appointed supplier will demonstrate not only the skills to construct a facility, but a method of getting to that stage.

It is the ambition of the Horncastle to make this area a unique 'destination site', which will attract people of all ages and abilities.

HTC wishes the selected firm to work closely with the community to identify what other equipment the space should include.

Background

Horncastle is a small town with a vibrant town centre and a growing population.

The Town supports 4 schools, 2 of which are secondary schools, attended by pupils from not only Horncastle, but many of the surrounding villages. The town has several play areas for younger children, but has nowhere for older children and young adults to meet and 'hang out'.

Horncastle is on route to the coast with many tourists passing through during the Summer months. Currently there are a limited number of attractions in the town which would cause families on route to the coast to stop at or return to Horncastle.

Our Objectives

Our aim is to provide a top-quality free-to-use sports facility for the people of the town and the surrounding area: providing a skate/bike park/track to embrace all wheeled sports; and incorporating an outdoor gym to appeal to people of all ages and abilities.

By doing so we would be helping to fulfil the needs of Horncastle children, young people and adults by providing a product to meet modern lifestyle constraints.

Our core objectives are to:

- build an aesthetically pleasing recreation area that fits in harmoniously with its surroundings.
- make it suitable for all ages and abilities
- attract families
- create a facility that allows user room to improve their skills and fitness.
- minimise noise levels, to leave only the sound of users having fun.

- encourage physical outdoor activities for all people, with an emphasis on the young.
- create a free-to-use sports facility for the people of Horncastle.
- create a facility other members of the community would come to visit as spectators.

Site Information

The proposed site is a rectangle and measures approximately 70 meters wide and 90m deep giving a potential useable area of over 6,500m². The site currently houses a small children's play area.

The site is accessed by foot from Prospect St, or from Tesco Car Park crossing via a pedestrian footbridge.

Please assume that no topographical information is available currently.

A site visit is essential although will not be accompanied as the site is always open and accessible.

Potential partners are offered consideration of the whole site, using as much or as little as they feel is necessary within the budgetary constraints.

Potential partners are encouraged to explore the creative opportunities afforded by the site.



The site can be seen via Google maps:

<https://www.google.co.uk/maps/place/Prospect+St,+Horncastle/@53.2108828,-0.1192812,213m/data=!3m1!1e3!4m5!3m4!1s0x487870a3ede569a1:0x9e80c3fd0d2f74cf!8m2!3d53.2113431!4d-0.1195222>

Tender Deliverables

Tenderers are asked to provide:

- a) details of previous projects of a comparable nature showing the breadth of your portfolio
- b) full details of how consultation would be approached including no of visits priced in;
- c) how assistance with fund raising would be provided
- d) how assistance with planning approval would be provided
- e) examples of successful schemes where the supplier has identified funding sources then written and submitted the applications themselves
- f) details of relevant staff along with their relevant experience and qualifications
- g) suppliers cost per m² for skatepark, pathways and any other relevant areas
- h) please also provide details of how you would help meet our public sector equality duty for this project
- i) Details of professional warrantees and any guarantees offered

For clarity, we are not requesting in context designs because we feel they should be the result of research and consultation exercises.

Assessment of the Tender

The tender will be assessed against the following criteria;

HTC will use its judgement to select the supplier most likely to:

- a) add most value to the funding application(s);
- b) give the highest chance of a successful funding outcome;
- c) create the greatest sense of buy-in and participation from the community; and
- d) offer the broadest and most suitable overall project and design scheme.

Consultation (20%)

Experience, qualification and suitability to help identify the various stakeholder groups and work with all ages and sectors of the community to create information, data and outcomes which will positively assist funding applications.

Design (35%)

Display a range of previous skate, ride and public realm facilities. Examples should demonstrate accessibility, relevance for all ages and abilities.

Fundraising (10%)

Experience, qualification and ability to identify the correct funding bodies, advise on local funding opportunities, help frame the language and story and advise on the fundraising process.

Planning (5%)

Experience and ability to support the Town Council in securing planning permission from the local planning authority

Cost (25%)

To include:

- a) Rate per square metre of skate/BMX area;
- b) Costs for equipment and safety surface;
- c) Costs for ancillary items e.g. gym equipment, footpaths, fencing, lighting, CCTV, landscaping;
- d) Costs for design, fund raising, management and overhead; and
- e) Payment terms

Guarantee (2.5%)

Strength and credibility of suppliers guarantee (insurance backed warranties accepted but not preferred).

Presentation and clarity of response (2.5%)

The Council hold ultimate responsibility for appointing a contractor, however, in determining the correct provider, may seek input from the local community.

Interviews with shortlisted contractors may be offered. These will be an informal opportunity for the Council to meet your company representatives as we feel the relationship that can be built with the preferred contractor is crucial.

Details to note

Unless funding is received from grant awarding bodies HTC will not be able to award contracts or make payments for detailed design and construction stages.

Selection timetable

Due to internal and fundraising deadlines, the timeline is tight and requests for extensions will not be considered. The proposed timeline for the initial stages of this project will be as follows:

- December – Tender issued by email
- February 1st 2019 – Tender response deadline: 3 copies to be posted in sealed envelope with 'Recreation Quotation' notated on envelope, to Horncastle Town Council, The Stanhope Hall, Boston Rd, Horncastle, Lincs, LN9 6NF
- February (specific date to be arranged) – Interviews
- March– Initial awards
- April/May 2019 – Consultation by chosen partner to begin

We would ask that the response to this tender be signed by an authorised officer of the firm and that the response be treated as a form of tender.

The Council will carry out due diligence on tender firms and before entering into any contract will ask for H&S documentation, insurance and any other documents required by our team.