



**KEMPSEY PARISH COUNCIL**

## **Detailed Procurement Information**

# **Kempsey Pump Track**

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## **Appendix 1: Context**

This Invitation To Tender (ITT) is to design and build a pump track facility on community land in Kempsey, Worcester WR5 3NH. The location of the site is shown in **Appendix 3 (Location Plan)**. The pump track will be part of a new Community and Sports Centre as part of a wider project to improve play and youth provision in Kempsey.

An application for planning permission for the development of the site to include football pitches, changing rooms, community space, a sports hall, a café, a play area, a trim trail, a pump track, a skatepark and parking for 77 vehicles has been made to Malvern Hills District Council. The application reference is M/25/00408/FUL and is yet to be determined.

The proposed site plan is included in this ITT in **Appendix 3 (Site Plan)** with further details given in **Appendix 4 (Specification and Design Brief)**. **Technical Information** relating to the Specification and Design Brief is listed in **Appendix 5** with the documents being available as Attachments to Appendix 5.

The majority of the site is currently an agricultural field effectively in fallow. It is proposed that the site will be developed in stages as funds become available. Construction of the pump track is to be included in the first phase of development. Further details of the phasing proposals can be found in the Design and Access statement in the above planning application. It is expected that first public use of the pump track will be contemporaneous with first public use of the community space, the football facilities and the necessary supporting infrastructure.

The first phase of development is being funded by grants of funds from the District Council totalling £1.82 million together with Authority funds and those from other sources. The requirements of the funding applying to the pump track include that: (a) groundworks should commence before 31 March 2026 (b) completion and handover of the pump track and ancillaries should occur before 31 March 2027. This ITT envisages a two-phase construction process within the required time frame.

The pump track will be available for all ages of rider (novice to advanced) and will be for cycle, scooter, skateboard and rollerblade participation.

The pump track should, as far as possible, offer the users an experience which is different to that available at the nearby pump tracks at Battenhall Park (Worcester), Meadowsweet Park (Malvern) and at Rushwick Park (Worcester).

There is a maximum budget of £100,000 for the design and provision of the track, lining, drainage, access pathway and ancillary components together with associated landscaping.

**Detailed design proposals** are required for consideration and assessment as part of the Tender submission

## **Appendix 2: Procurement Timetable**

1.1 The timetable below sets out the key dates in the Procurement Process.

<b>Date</b>	<b>Stage</b>
5 January 2026	Procurement Documents made available online.
6 January 2026	Site visits with Authorised Representative available each Tuesday, Wednesday or Thursday until 29 January
20 <sup>th</sup> January 2026	Deadline for clarification questions
5 pm on 2 February 2026	Deadline for return of Bids
By 9 February 2026	Evaluation of Bids
10 February 2026	Completion of the Authority approval and award decision processes.
10 March 2026	Grant funding approval by Malvern Hills District Council and appointment of the successful Bidder and award of the contract
17 March 2026	Contract start

1.2 The Authority reserves the right to amend this timetable as the Procurement Process progresses.

**Appendix 3: Site Location & Site Plan**

# Kempsey Community & Sports Centre Development - Site Location



Aerial View - Google earth

**Notes** This drawing has been produced by electronic means. Should the scale measurements be taken by means other than electronic (e.g. from a printed copy), the following must be taken into consideration before scaling is undertaken: 1. Ensure that the copy has been printed/plotted on the stated sheet size with the plotting/printing scale set to a correct ratio. 2. Ensure that an adequate allowance (dependent on the stated scale) is made for the inevitable distortions introduced by plotting/printing and copying processes. 3. Marked critical dimensions are to be regarded as having precedence over the scaled values.

@A1 North Point

Rev	Description	Date	By	To
001	Preliminary Issue	22.12.20	RR	TC

**Project**  
Kempsey Community and Sports Centre

**Title**  
Location plan - Ariel view

**Client**  
Kempsey Parish Council

**Date**  
Oct 2024

**Project No.**  
K220053

**Drawn By**  
RR

**Checked By**  
TC

**Drawing No.**

**Revision**

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POD



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## **Appendix 4: Specification and Design Brief**

### **1. Background**

- 1.1. The Bidder is required to design and construct a Pump Track and Ancillary Components on the community land at Old Road South / Pixham Ferry Lane, Kempsey, Worcester WR5 3NH. The location of the site is shown in **Appendix 3 (Location Plan)** of this document.
- 1.2. As explained in the 'Context' section, it is proposed to develop the site as a new Community and Sports Centre. A plan of the developed site is shown in **Appendix 3 (Site Plan)**. The zone where the pump track and the skatepark are to be located is in the southwest of the site and comprises some 4,800 m<sup>2</sup> of level land.
- 1.3. The majority of the site currently consists of an agricultural field effectively in fallow. Mechanical weed control has been carried out across the agricultural part of the field throughout 2025, and the existing vegetation is largely below 200mm in height at this time.
- 1.4. A temporary entrance and hardstanding exist on the southeastern section of the site, accessed from Old Road South. It is **not** envisaged that this entrance and hardstanding are to be used for the construction of the pump track but may be used for the construction of the eastern portion of the compacted stone footpath for access to the pump track and skatepark zone.
- 1.5. A permanent hardstanding exists adjacent to the southwest corner of the site, also belonging to the Authority. The hardstanding is accessed from the western section of Pixham Ferry Lane. It currently has a usable area of approximately 250 m<sup>2</sup> and will be available for use with the pump track construction works.
- 1.6. The permanent hardstanding will be the access route to the pump track and skatepark zone for construction works. A soil bund currently exists to the north and east of the hardstanding which will need to be removed in part for access to the zone and subsequently reinstated.
- 1.7 **The maximum budget for this project is £100,000 excluding VAT.** Any bids over this amount will be disqualified.

### **2. Specification and design brief**

- 2.1. The track design should encourage participation and continued progression, allowing riders to develop physical and social skills in an unsupervised, hazard-free environment.
- 2.1 The following should be used as minimum design standards:  
  
Inclusive - to be accessible in-part by all riders using a range of self-propelled transport modes and wheel sizes.  
  
Engaging - to provide a facility that supports hours of active and social engagement by all participants.  
  
Challenging - to include features and sections that promote continual self-development and creativity.
- 2.2 Scale – Bidders are advised to provide as much riding area and social/rest spaces as considered reasonable within the budgetary range, to be set within the pump track and skate park zone indicated on the Site Plan.
- 2.3 Layout – Bidders are advised to suggest a layout (or layouts) distinct from other pump tracks in the area that focuses on the requirements above and to consider how riders of differing

abilities/speeds will share the riding area and social/rest spaces when in use.

- 2.4 Health and Safety to be promoted by good design, enhanced by on-track boundary and directional markings to minimise rider conflict; in-track line choices to aid safe passing; signage including participant advice and I.C.E. information.
- 2.5 Skatepark - KPC intends the future addition of a skatepark facility within the pump track and skatepark zone. Bidders should consider how these facilities might coexist.
- 2.6 User access will be via the main entrances to the site in Old Road South. No user access to the pump track will be permitted from Pixham Ferry Lane including none via the permanent hardstanding. The provision of a compacted stone footpath 1.8m wide forms part of this ITT with a minimum length of 172 m as shown on the site plan.  
Bidders may wish to consider extending the length of the access path to the east of the pump track or, as shown on the site plan, to the west of the pump track and skatepark zone if this increases the utility of their pump track design.
- 2.7 Ancillaries – Bidders should consider including an asphalted social/rest space accessible by participants and non-participants, seating for six adults, a litter bin and bag storage options.
- 2.8 The materials and methods used in track construction should be inherently durable, and the layout should consider potential wear and tear by participants and spectators on ancillaries and surrounding landscaping. The use of sustainably sourced materials should be considered where possible.
- 2.9 Environment and sustainability - Bidders should consider ways to protect the natural environment and to reduce carbon emissions by adopting energy efficient measures, renewables and new technologies where appropriate.
- 2.10 Resource efficiency should be followed as far as possible by complying with the waste hierarchy of prevent, re-use, recycle, recover, disposal.
- 2.11 Drainage – a drainage plan is to be submitted and agreed with the Authority prior to contract but subject to modifications to be agreed with the Authority before work commences. Bidders' attention is drawn to the soil infiltration data available for the wider site in **Appendix 5 Technical Information**.
- 2.12 Landscaping - Once the pump track is completed, final landscaping, top soiling, and amenity turf to be laid on surrounding areas within the pump track area footprint. Reinstating of outer areas disturbed by construction works, to be landscaped, soiled and grass seeded as necessary.
- 2.13 Bidders are requested to provide the capacity of the pump track defined as the total volume in cubic metres of all parts of the pump track within the pump track's footprint which are above ground level. The total volume figure should be accompanied by the 95% confidence limits applicable to the calculated figure.

### **3. Period of Works**

- 3.1 The Project is to be carried out in two Phases.
- 3.2 Phase 1 will include initial groundworks to prepare the area where the pump track will be situated. Works under Phase 1 must commence before 31 MARCH 2026.
- 3.3 Phase 2 shall be carried out over THREE MONTHS for the lead-in period and construction of the remaining pump track elements and ancillaries followed by TWELVE MONTHS for the maintenance period for all site works commencing at the agreed construction completion date. Phase 2 works must be completed before 31 MARCH 2027.



#### **4. Works Requirements**

- 4.1 The Bidder will be required to provide all labour, plant, equipment, materials and disposal for both Phases of the Project.
- 4.1 The completion of the Project must all be in accordance with a Minor Works Contract to be agreed prior to contract signature. The Bidder will be responsible for raising any concerns with the Clerk if there are any issues with the tender documents which could hinder the satisfactory completion of the Project.
- 4.2 Bidders are to provide a twelve-month guarantee from the date of final completion of the pump track on all materials and construction of the pump track and resolve all outstanding matters to the satisfaction of the Authority and at the cost of the Bidder.
- 4.3 The Bidder shall ensure that the terms and conditions of the planning permission granted for the pump track are complied with, insofar as they apply to its construction.

#### **5. Project Performance Levels**

- 5.1 The Bidder is required to construct the pump track in accordance with an agreed programme of works. The programme should include each phase of the works. For the first Phase, the programme should be submitted to the Clerk prior to contract signature. For the second Phase, the programme should be submitted to the Clerk at least ten working days before commencement on site. The Clerk must be informed of any deviation from the programme at the earliest opportunity and any revised programme agreed.
- 5.2 Any concerns raised by the Clerk by telephone or email must be responded to within two working days.

#### **6 Handover**

- 6.1 The following to be supplied to the Authority following completion of the works:
- As built drawings
  - O&M manuals
  - Safety Certificate
- These documents to be supplied in pdf file format.

#### **7. Constraints**

- 7.1 Oil pipeline. A pressurised oil pipeline belonging to Exolum Pipeline System Ltd (Exolum) crosses the site from south to north. The precise position of the pipeline across the site is known and is shown on the site plan together with the pipeline's protection zone which extends 7m to the west of the pipeline and 5m to the east of the pipeline.
- 7.2 The Bidder must familiarise himself with the Exolum requirements for working in the proximity of their oil pipeline and with the Exolum guidelines for the preparation and submission to Exolum of the appropriate documentation in advance of the start of construction works, specifically a Risk Assessment Method Statement and a Works Consent Order. The details of these requirements are given in **Appendix 5 Technical Information**. For the construction of the pump track and ancillaries to the west of the pipeline protection zone, it is anticipated that, once approval from Exolum has been gained for the work, in practical terms the required measures will consist of demarcating the western boundary of the pipeline protection zone for the duration of the works. A similar process will be required for the construction of any part of the compacted stone pathway running over the pipeline but with Exolum in attendance for this part of the works, which will be in Phase 2 of the works described in section 3 above.

- 7.3 Drainage – No channels, ditches, drains or other waterways exist to the west of the oil pipeline to take surface water from the pump track off site. The drainage plan referred to in section 2.11 above should therefore provide for adequate drainage of the pump track within the pump track and skate park zone.
- 7.4 There is no mains electricity supply, no mains water supply and no waste disposal facility accessible to Bidders in the vicinity of the pump track and skate park zone or at any location within the site or the permanent hardstanding.
- 7.5. The permanent hardstanding is currently fenced off from Pixham Ferry Lane with Heras fencing to prevent a reoccurrence of fly tipping that has occurred recently. Bidders will be responsible for opening the fencing to gain access to the hardstanding and re-instating the fencing when access is not required.
- 7.6 Bidders will be liable for ensuring at their own expense the security of their own and any hired equipment left unattended anywhere on the site or on the permanent hardstanding.
- 7.7 Pixham Ferry Lane is a narrow country lane along both sections. The western section of the lane is used by Severn Trent Water's tankers to reach the sewage treatment plant opposite the permanent hardstanding. Bidders should take account of the condition of the lane and the visibility of other traffic at the exit from the lane onto Old Road South when formulating their machinery requirements and traffic management plans.
8. **Site visits**
- 8.1 Bidders are strongly advised to carry out a site visit with the Authorised Representative(s) prior to submitting their ITT in order to fully appreciate the circumstances of the requirements.

## **Appendix 5: Technical Information**


Appendix 5A Soil infiltration study (G7 Geotech)

Appendix 5B Construction and Management Plan (Exolum)


Appendix 5C Risk Assessment Method Statement (Exolum)

Appendix 5D Works Consent Order (Exolum)


## Appendix 6: Pre Construction Information

Pre-Construction Information Construction (Design and Management) Regulation 2015			
Date: 5 January 2026		Title: Kempsey Park Pump Track, Old Road South, Kempsey.	

Project Information	Project Description :	<p>To provide a new pump track facility located at the proposed Kempsey Community &amp; Sports Centre, Old Road South, Kempsey. The pump track will encourage cycle, scooter, skateboard and rollerblade participation, develop cycle and life skills and rider confidence, in a safe controlled environment.</p> <p>A summary of the project requirements is as follows:</p> <ul style="list-style-type: none"> <li>• Making the site secure;</li> <li>• Groundworks, preparation and forming of jumps;</li> <li>• Supply and installation of base stone material to construct and shape jumps;</li> <li>• Tarmac surfacing laid to a 70mm depth, wearing course 10mm hard stone aggregate;</li> <li>• Drainage – central drainage system TBA with the Authority;</li> <li>• Post-installation inspection of pump track facility;</li> <li>• Landscaping – topsoiling and turfing to be laid on surrounds of track footprint;</li> </ul>						
	Site Address:	Kempsey Community & Sports Centre, Old Road South, Kempsey WR5 3NH, Worcester						
	Key Dates:	Start: 30/03/26	Completion: 31/03/2027		Duration: 14 weeks inc lead-in period.	Min. time appoint. and commence: 2 weeks		
	Team and Resources :	Authority: Kempsey Parish Council	Principal Designer: The Contractor - to be appointed		Project Manager: Kempsey Parish Council			
		Structural Eng: n/a	Mechanical Eng: n/a		Electrical Eng: n/a	Principal Contractor: The Contractor – to be appointed		
	Existing Records:	H&S File		Plans -		Services -		
		Y	N ✓	Y ✓	N	Gas: x	Water: x	Electricity: x
	Surveys Undertaken :	Services search only.						


<b>Pre-Construction Information</b> <b>Construction (Design and Management) Regulation 2015</b>			
Date: 5 January 2026		Title: Kempsey Park Pump Track, Old Road South, Kempsey	

<b>Authority Considerations and Management Requirements</b>	Security of site:	It is the Principal Contractor's responsibility to ensure that the site is secure at all times.
	Welfare Provision:	These must be in accordance with Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015, and Schedule 2. The Principal Contractor is to provide all necessary welfare facilities for the whole duration of the works.
	Occupied Buildings:	Unrestricted public access to the larger site is likely to continue for the duration of the works. Works must be planned accordingly.
	Other works occurring:	Other construction works may occur on the larger site at the same time as Phase pump track construction plan
	Specific Site Rules:	No works to be carried out outside the following site working hours: 8am – 6pm, Monday to Friday. Operatives are to wear appropriate PPE at all times – the minimum requirement is safety boots, hard hat and hi-visibility vest.
	Site Hoarding Requirements:	Work areas to be secure. The Principal Contractor shall propose what he deems to be appropriate to be discussed with and agreed with the Authority.
	Site Transport Arrangements:	To be discussed with the Authority and details included in the Construction Phase Health and Safety Plan.
	Vehicle Moving Restrictions	To be discussed with the Authority and details included in the Construction Phase Health and Safety Plan.
	Parking Restrictions:	Parking in the site compound in the hardstanding or elsewhere on site to be agreed with the Authority. The Principal Contractor shall propose what he deems to be the appropriate to be discussed and agreed with the Authority.
	Emergency / Fire Procedures:	The contractor's emergency / fire procedures are to be included in the Construction Phase Health and Safety Plan. Emergency procedures for working in the vicinity of the oil pipeline must be agreed with Exolum.
	Confined Spaces:	N/A

<b>Pre-Construction Information</b> <b>Construction (Design and Management) Regulation 2015</b>			
Date: 5 January 2026		Title: Kempsey Park Pump Track, Old Road South, Kempsey	

<b>Environmental Restriction and On-site Risks</b>	<b>Safety Hazards:</b>	Boundaries and Access:	Vehicle access to the site is via Pixham Ferry Lane (western section) to be accessed from the A38 via the southern section of Old Road South and not through the residential area to the north of the site.
		Adjacent Land:	Residential properties, farmland and open green space
		Deliveries / Waste Collection:	Details to be included in the Construction Phase Health and Safety Plan.
		Location of Existing Services:	It is the Principal Contractors responsibility to determine precise positions of services on site.
		Ground Conditions:	Well drained sandy loam with weed growth below 200mm
		Existing Structures:	Exolum oil pipeline system. The Principal Contractor is advised to take due care and notify the Authority if he encounters any structures on site or any materials he considers might be hazardous to safety.
	<b>Health Hazards:</b>	Asbestos:	Should the contractor identify any asbestos containing materials during the course of the works – stop work immediately and notify the Authority. All contractors to have Asbestos Awareness training.
		Contaminated Land:	Unknown
		Existing Storage of Hazardous Substances:	None identified.
		Existing Structures Containing Hazardous materials	Unknown, notwithstanding this, the Principal Contractor is advised to take due care and notify the Authority if he encounters any material(s) he considers might be hazardous to health
		Health Risks from Authoritys' Activities:	None identified.
		Other Health Risks:	None identified.



<b>Pre-Construction Information</b> <b>Construction (Design and Management) Regulation 2015</b>			
Date: 5 January 2026		Title: Kempsey Park Pump Track, Old Road South, Kempsey	

Significant Design and Construction Hazards	Design Assumptions/ Suggested Work Methods/ Control Measures	<p>The larger site is likely to be available for public access during the course of the works. The Principal Contractor will be responsible for programming and implementation of the works to ensure ongoing, safe public access to the parts of the site not being used for the Works. .</p> <p>The Principal Contractor will be responsible for site security and compliance with Exolum's requirements for working in proximity to the oil pipeline.</p>			
	Significant Risks Identified During Design	<p>Access Route: Due care must be taken to ensure safe vehicle movements on the narrow country roads leading to and from the site.</p> <p>Apart from above, the following items are flagged as requiring the Principal Contractor's particular consideration: -</p> <ol style="list-style-type: none"> <li>1. Excavation/re-grading – provide necessary temporary support;</li> <li>2. Site Deliveries – avoid busy times;</li> <li>3. Pedestrian movement on highway / footpath;</li> <li>4. Public use of the POS;</li> <li>5. Noise – residential area;</li> <li>6. Works areas to be clearly defined and secure;</li> <li>7. Working at height – excavations;</li> <li>8. External Works – inclement weather;</li> <li>9. Overhead /buried services.</li> <li>10. Proximity of the Exolum pipeline</li> </ol>			
Health and Safety File	Health and Safety File	Required?		No. Copies	Format
		Y ✓	N	1 + 1	1 Electronic; pdf 1 Paper copy
	Mechanical Manual			No. Copies	Format
		Y	N ✓	n/a	n/a
	Electrical Manual			No. Copies	Format
		Y	N ✓	n/a	n/a
	Maintenance			No. Copies	Format
	Manual	Y ✓	N	1	1 Electronic; pdf 1 Paper copy

## **Appendix 7: Award Criteria**

**Table 1: Evaluation Criteria and Weightings**

	<b>Criteria</b>	<b>Weighting for Bid Evaluation</b>
A	QUALITY	70%
B	PRICE	30%
<b>TOTAL</b>		<b>100%</b>

**Table 2: Detailed Criteria and Weightings**

<b>Criteria</b>	<b>Criteria Weighting</b>	<b>Sub-Criteria</b>	<b>Sub-Criteria Weighting</b>
<b>QUALITY</b>	<b>70%</b>	Q.A1 Design	35%
		Q.A2 Compliance with Health and Safety	10%
		Q.A3 Approach and Methodology	5%
		Q.A4 Relevant Experience	5%
		Q.A5 Added Value Items	10%
		Q.A6 Terms & Conditions and Contract	5%
<b>PRICE</b>	<b>30%</b>		30%
<b>TOTAL</b>			<b>100%</b>

### **1. Cost (30%) Assessment Methodology**

The price is evaluated using a method that compares all bidders' prices to the lowest overall compliant price received.

The bidder with the **lowest overall price** receives the maximum available marks for the cost component (e.g., 30 points).

- 1.1 Other bidders are awarded marks proportionally using a formula:

$$(Lowest\ Tender\ Price / Bidder's\ Price) \times Maximum\ Cost\ Marks$$