



UPTON UPON SEVERN
TOWN COUNCIL

INVITATION TO TENDER

Skate Park,
New Street Play Area
Backfields Lane,
Upton upon Severn

Closing Date: Friday 12th January 2024

Upton upon Severn Town Council
Memorial Hall
Old Street
Upton upon Severn
WR8 0HA

Tel: 01684 592273

Email: clerk@uptonuponsevern-tc.org.uk

Website: www.uptonuponsevern-tc.org.uk

Clerk: Mrs Clara Clements

Purpose

Upton upon Severn Town Council invites quotations and designs for the provision and installation of a new concrete Skate Park at the New Street Play Area, Backfields Lane, Upton upon Severn, WR8 0JJ.

Background

Upton upon Severn is a small town in Worcestershire with approximately 3,000 inhabitants. It is also the local town to a dozen small villages. The town is compact and lively and is known for its vibrant music festivals as well as its resilience to frequent floods.

The Town Council owns the New Street Play Area at Backfields Lane which is the main play area in the town and where the current metal skate park is located. The metal skate park was installed in 2010 and is a memorial skate park in the memory of Kyle Salmon. It is a busy skate park which serves the local population and surrounding areas. Due to its age, condition and requirements on safety and the Town Council wishes for a new concrete skate park. Which meets modern safety requirements and provides an all-round play experience for all.

Requirements

To dismantle all of the existing skate park and removal/disposal of all waste from site.

The Council requires:

- The footprint must be the same as the current footprint.
- Must be constructed in concrete.
- Must contain features such as halfpipe, hip, tall bank x 2 (different heights), Miami bank, rail, hubba ledge, stair set and quarter pipe extension.
- Be accessible for inclusive use.
- Comply with current regulations.
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There is a public right of way through the playground which needs to be maintained and tenderers will need to ensure that there is no conflict between users of the path and users of the play area during the skate park works.

The existing trees at the site will be retained.

The existing perch seating will be retained. Some may be removed to allow access during the works but must be reinstalled when works are complete.

Budget

The budget for works is not expected to be higher than £85,000.

Tenders

Tenderers should submit quotes and graphics to the Town Clerk, Memorial Hall, Old Street, Upton upon Severn, WR8 0HA. The tender responses will remain the property of the Town Council. Tenders and supporting documents should be in English, prices quoted in sterling (GBP) and the submission totalled.

Questions about the Invitation to Tender may be raised via email to clerk@uptonuponsevern-tc.org.uk anytime up to midday on 5th January 2024. No further questions may be submitted after this time.

The questions and responses to those questions will be circulated to all tenderers by email by 5th January 2024.

This invitation to tender does not constitute an offer and the Town Council does not undertake to accept the lowest or any tender. The Council will not reimburse any tendering costs.

Site visit

The Town Clerk will be in attendance at the site at 11am on Wednesday 6th December 2023 and at 1pm Tuesday 12th December 2023 to answer questions relating to the project. Any tenderer who wishes to visit the site can attend either of these site meetings, please confirm if you will be attending either of these site visits. We regret that alternative dates cannot be offered.

Please note that the closing date for tender submissions is midday on Friday 12th January 2024.

References

In addition to your tender, please include two businesses references obtained in the last two years. Please include the contact names and telephone numbers of referees.

Canvassing

Contractors tendering for this contract must not canvass members of the Council or its officers. Any effort to do so may result in disqualification.

Start Date

We estimate that installation will take place in Spring 2024.

Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. The Council may disclose information in compliance with the Freedom of Information Act 2002.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

Safety

The Contractor shall take precautions as are necessary to protect the health and safety of all persons employed by the Contractor, the Council and the general public. The Contractor shall comply with the Health & Safety at Work Act and all other Acts or Regulations pertaining to the health and safety of the Contractor's staff who must have been appropriately trained. The Contractor shall provide, if asked, adequate proof that all of the Contractor's staff are well trained and conversant with Health & Safety legislation and are competent in their operating methods.

All relevant safety equipment (PPE) shall be provided at all times by the Contractor and worn by the Contractor's staff when carrying out works.

The Contractor is required to notify the Clerk immediately of any accidents, near misses or environmental incidents such as oil or diesel spillages. The Contractor is expected to carry spillage kits.

The area is prone to ground water flooding and this should be taken into account in the Contractor's Risk Assessment.

CDM Regulations

The project will be covered by the Construction (Design and Management) Regulations 2015 and as such the successful contractor will be required to submit a Construction Phase Health and Safety Plan, Risk Assessments and Method Statements.

Standards

Equipment, design and installation to be fully compliant with:
The Management of Health and Safety at Work Regulations 1999
BS EN14974 - Skate Park
RoSPA recommendations and guidelines
To comply with the Equalities Act 2010

Any other regulations to comply with current standards.

Site

Before commencement of any works, a CAT scan shall be carried out to identify existing utility pipes. All detected services will be marked up and treated as live. Any damage to services will be charged to the Contractor.

The Contractor shall be responsible for ensuring the security of the site, all equipment and materials during the undertaking of the works.

Consideration must be given for tree root protection when construction and vehicular movement is adjacent to trees.

The Contractor must maintain a clean and tidy site at all times. All materials that can be lifted easily and tools not currently in use must be stored in the works compound.

All temporary Heras fencing panels must be double clipped and must be maintained in a satisfactory condition and working order.

All workers must realise they are working at a busy location within a well-used public open space. Therefore, all workers must be adequately trained and know the risks involved in works of this nature.

A competent banksman must oversee all digging operations and vehicle movements.

Compliance with BS 5228 must be maintained and compressors, percussion tools and vehicles must be fitted with effective silencers.

The Contractor shall provide all vehicles, tools and machinery as are necessary for the proper performance of the services including fuel. The Contractor shall, at his expense, put and keep all vehicles, tools and machinery in good and serviceable repair. No petrol or diesel is to be left on site.

Damages caused to existing structures, equipment or 3rd party property will be charged to the Contractor.

Access

Pedestrian access to the site can be gained via Backfields Lane WR8 0JJ. Vehicular access can be gained, subject to ground conditions, via New Street WR8 0HP. This access will not be routinely available and keys must be signed for in advance.

Times of Work

The Contractor may work between the hours of 8am and 6pm on Monday to Friday and from 9am to 1pm on Saturdays and Bank Holidays. The Contractor may not work on Sundays unless in agreement with the Clerk. Some weekends will not be available for works, and these will be notified to the Contractor in advance.

Insurance

The Contractor must show evidence of the following insurances prior to commencement of works:

- Employer's Liability Insurance £5 Million
- Public Liability Insurance £5 Million
- Professional Indemnity Insurance £5 Million
- Product Liability Insurance £5 Million

Spares and Technical Information

The Contractor will supply full details of the skate park installation and any recommendations on maintenance.