

## GREAT NOTLEY RAFT DESIGN BRIEF

### The Site

**(See Site Survey Plan supplied: 70008 001 Base plan)**

The RAFT is a public open space owned by Braintree District Council and leased to Great Notley Parish Council. Great Notley Parish Council has identified a need for the improvement of their current Skate park facility and young people's recreation space. The park contains an existing metal skate ramp, which is to be removed off site but the hard standing around the existing skate park is to be used as part of the new facility. The proposed skate park/youth facility has a partially fenced and surfaced multi use games area adjacent. Adjacent to the RAFT is a more densely wooded area, surrounded by hedgerow and a public footpath. The land to be used is generally gently undulating grass. There are several mature trees dotted around the perimeter of the area, to be retained and protected. The wider park area has grass fields, the local community centre and adjacent local superstore car park.

### The Existing RAFT

The current facility is reasonably popular but users would like to see it improved and expanded. The consultation suggests that the existing metal facility requires replacing and that the young people need a sheltered area and identified a preferred shelter, as well as additional seating.

The consultation identified several perceived issues with the layout of the existing skate ramp and RAFT area, which should be considered and addressed during the design of any amendments to the existing areas, details of the consultation are included in the tender pack.

## Design Brief Criteria

Please provide with the tender return document proposed skatepark design masterplan, to comprise no more than 2 A1 sheets in paper form and in electronic form (.pdf format or AutoCAD format are both acceptable).

Overall, we are looking for innovative design that makes good use of the space, surrounding landscaping and budget available. Elements included should offer multiple uses for local users including BMX, Skateboards, Skates and Scooters. Rideable features should have accessible uses for beginners, facilitate progression, and offer some interest to advanced riders. The layout should provide sufficient distinction between seating and skate facilities areas based on age or ability to avoid user conflict, whilst maintaining good flow and transfers between different areas. The seating area should include the suggested teen shelter or similar agreed comparable and concrete bench seating. The base for the teen shelter should be included as part of the construction price. The skatepark layout needs to allow for smooth and flowing riding. We would like to specify that we expect the construction method for the skate facility to be concrete. A variety of complementary materials, colours and textures should be integrated into the design. Consider use of coloured or textured finishes to make the skatepark more visually appealing and improve the richness of experience for the users. This may also have practical uses such as segregation of areas, or making changes in level more visible etc.

The design must meet the current safety requirements and the cost of a RoSPA design stage review and post construction inspection for safety (it will be essential that construction passes this inspection to achieve practical completion), are to be included in the tender package cost. The design and installation will meet the requirements of BS EN 14974:2006 'Facilities for users of roller sports equipment'.

Please indicate in the return documents an estimated lead in time and the estimated time required to complete the works once the consultation period and any design amendments have been made and agreed.

The landscaping of peripheral areas should add interest to the setting, with robust green/amenity elements. The skatepark should be designed for the 11-18yr age group, and spectators to appreciate, as well as riders. The design must, therefore, be made to avoid user conflicts within the space, such as including socialising or viewing spaces that can be enjoyed by non-riders without obstructing the flow of the skatepark. The existing mature trees should

form an asset to the skatepark, with the design allowing them to provide shade in comfortable resting places around the skatepark, without allowing too much leaf fall onto the riding surfaces. The existing contours of the site should also be taken advantage of by the proposed design, which should fit sensitively into the landscape. An access path should be considered as part of the design in order to connect the skatepark with the existing path network. Designs should be relevant to the local area and appropriate to the local setting.

Preferences for some specific elements have been suggested for inclusion by those that took part in the survey and consultation process. These preferences should provide design inspiration, but without the necessity to include all elements if this constrains the design. Please see the enclosed consultation report for details of the process and preferences.

- The suggested shelter is the Hoop Shelter by Handspring design.
- We would like to include seating for another 6 people and would like to suggest concrete seating benches.
- We would like to also include in the brief the removal of the existing skate park including disposal off site.
- We would like to include the existing hard standing that's beneath the existing skate park as part of the new skate feature.
- Please include for an item such as the Acrobats Wire Product number 42 by Kompan and include for the required safety surfacing as described by the manufacturer (Kompan or otherwise if a similar product is agree with the CA)
- Repaint/repair the existing MUGA

## Other Local Skateparks

The design of the skatepark needs to build upon and complement the other facilities already available in the area. Local Facilities can be found here: <https://www.skateparks.co.uk/essex/>

## Budget requirements

Total design and build budget including all ancillary works, include 10% contingencies and fees

£60,000.00 exclusive of VAT

(A summary of the cost breakdown must be included with the tender submission)

Please ensure that you include for the following items:

- Fully specified design including design specification drawings and two 3D representations, these will need to be provided in CAD format (specification) and .pdf (3D)
- Fully priced specification documentation including details of materials and products to be used (once the final design is agreed a full costed specification will be required in MS Excel format)
- Budget for finalising the design with partners including liaising with the Landscape Architects for landscape design
- Planning permission drawings
- RoSPA design stage inspection
- RoSPA construction stage inspection prior to practical completion
- Build including all safety measures required

## Timescale

This is an estimated timescale, please provide estimated alternative timescales regarding lead in and build period if appropriate with the tender submission, these will not be taken into account in the tender matrix.

- Tender return – 8 March 2019
- Tender review with land owners –
- Consultation with Parish Council and partners to score tender submissions – completed week commencing 1 April 2019
- Decision and appointment – completed week commencing 1 April 2019
- Design review with Parish Council and final design drawings specification – completed week commencing 13 May 2019
- Submit planning application (if required) – completed week commencing 13 May
- Planning decision – (ESTIMATE) completed week commencing 8 July
- Lead in period – (ESTIMATE) 6 weeks from positive planning decision 19 August
- Build period – (ESTIMATE) 8 weeks (start 2 Sept and completion expected 25 Oct)

## **DESIGN STATEMENT CRITERIA:**

Each contractor is to submit a Design Statement which will form part of the Tender Documentation.

The Design Statement must answer the following questions, and will be scored during the Tender Assessment.

### **Submit Design statement, to include:**

1. Total proposed hard surface area of the proposed design (m<sup>2</sup>)
2. Total proposed landscaped area (m<sup>2</sup>).
3. Optional short description of the overall vision for the RAFT, to describe any aspects that may not be clear from the other information presented (not scored in Tender Assessment).
4. How will the design complement other local skateparks, as mentioned in the Design Brief? The intention is to avoid significant duplication with other local facilities. Please be as specific as possible about how this has fed into your choice of elements to include, and the size/scale of the elements provided.
5. How does the design take into account the consultation results?
6. How is drainage of the proposed skatepark going to be addressed, taking account of the site conditions?
7. An indicative 10 year maintenance schedule for client information purposes.
8. Estimated required lead in time and construction duration (not scored in Tender Assessment).

PLEASE PROVIDE THE DESIGN STATEMENT AS A SEPARATE DOCUMENT, TO BE INCLUDED WITH THE TENDER SUBMISSION.

## **ASSESSMENT OF EXISTING SKATEPARK PORTFOLIO:**

Each contractor is to submit a select list of 3 of their completed design and build skatepark projects.

The overall quality of these skateparks will be scored during the Tender Assessment.

The list should include one skatepark from each of the following categories. Where projects cannot be submitted from all three categories, a justification must be given, and details of alternative skateparks may be submitted:

1. Most recent project
2. 1 Project of similar budget.
3. 1 skatepark of the Tenderer's choosing

For each skatepark submitted as part of the Portfolio, the following details must be provided:

1. Name of Skatepark
2. Address including postcode
3. Client name and contact details
4. Approximate date of completion
5. Total skatepark surface area (m2)
6. Total landscaped area (m2).
7. Optionally, links to any online information relating to the skateparks may be provided,
8. Total design and build budget, including all ancillary works and fees. A summary of the cost breakdown must be included.

**PLEASE USE 3 COPIES OF THE FORM PROVIDED TO SUBMIT THIS INFORMATION.**

**EXISTING SKATEPARK PORTFOLIO FORM:**

(An electronic version of this form can be provided upon request, please contact CA)

1. Name of Skatepark:
2. Address including postcode:
3. Client name and contact details:
4. Approximate date of completion:
5. Total skatepark surface area (m2):
6. Total landscaped area (m2):
7. Optionally, links to any online information relating to the skateparks may be provided:
8. Total design and build budget, including all ancillary works and fees. A summary of the cost breakdown must be included:

## TENDER SUBMISSION CHECKLIST

Please ensure that all of the following documents are included with your Tender submission:

1. Proposed skatepark design masterplan, to comprise no more than 2 A1 sheets.
2. Design Statement
3. Existing Skatepark Portfolio Forms for three skateparks.

**APPENDIX 1:  
TECHNICAL ASSESSMENT SCORING MATRIX**

**The following criteria will be used to assess the tender submissions:**

<b>DESIGN BRIEF CRITERIA</b>
1. Does the design reflect the requirements outlined in the Design Brief? To be scored out of 10 for each of the following categories:
Does the scheme offer good value for money, in terms of total area provided (to be stated in the Design Statement) and relative complexity of the design?
Does the design include a good variety of rideable elements, which offer multiple uses?
Does the proposed layout provide good flow and avoid user conflicts?
Does the design offer a rich variety of complementary materials, colours and textures?
Is the scheme appropriate to the local setting? Have the existing trees and contours been effectively incorporated into the design?
Is the design of the surrounding landscape areas robust, and suitable for both spectators and riders?
<b>This question carries a weighting of 40% of the overall scores. Each category to be scored out of 10, giving a total out of 60.</b>
<b>DESIGN STATEMENT</b>
2. Have the requirements of the Design Statement been adequately met?
Does the Design Statement demonstrate that the design will complement other local skatepark provision, by avoiding duplication of features, and allowing for rider progression for those travelling between different local skateparks?
Do the design proposals and Design Statement demonstrate that the proposed repairs and extension of the skatepark will address the issues identified with the existing skatepark, as described in the Design Brief?
Does the design take account of the consultation results (see Consultation Report)?
<b>This question carries a weighting of 20% of the overall scores. Each category to be scored out of 10, giving a total out of 30.</b>

<b>EXISTING PROJECT PORTFOLIO</b>
3 Assessment of the 3 skateparks submitted for the portfolio
Value for money
Quality of design and layout
Build quality and finish
This question carries a weighting of 40% of the overall scores. Each category to be scored out of 10, giving a total out of 30.
<b>OTHER CRITERIA</b>
<b>Any fails in this section will result in disqualification of the Tender</b>
4. Does the Design Statement demonstrate that drainage of the proposed skatepark will be adequately addressed?
This is a pass/ fail question.
5. Is the scheme sustainable from a maintenance perspective, or can any issues identified be resolved during the design tweaking stage?
This is a pass/ fail question.
6. Has the supplier included an indicative 10 year maintenance schedule?
This is a pass/ fail question.
<b>Total (out of 120)</b>
<b>GRAND TOTAL (% score with weighting)</b>