**Forest Front Skate Park**

**Project**

Hythe and Dibden Parish Council are proposing to demolish an existing concrete skate park and replace it with a new one at Forest Front Open Space, Holly Close, Butts Ash, Southampton, Hampshire SO45 3PQ.

The Council has formed a working group which has carried out initial consultation with the community and a local school which identified that a concrete facility was the preferred option. The object of this tender process is to identify a contractor who is able to further consult and agree with the community and Council on a preferred design. The contractor will also be responsible for the demolition and removal of the existing skate park and associated infrastructure as well as install the new skate park which meets the requirements identified by the community and which complies with the relevant legislation regarding skate parks.

The contractor will be able to demonstrate a successful track record of delivering projects of a similar nature on budget and on time.

**Contract Summary**

The applicant is required to provide value for money, use local suppliers where possible, and to work within the Council’s contractors’ rules. The construction phase must cause the minimum disturbance to the community, taking into account the location of the park whilst delivering a durable, well designed concrete skate park that suits the requirements off the local young people now and in the future.

The applicant must include a break down of costs for the project proposal including

* Construction and Design
* Dismantle and clearance of the old skate park
* Project management and co-ordination costs
* Labour costs (per day)
* Post installation inspections
* Building supplies, services and construction
* Estimated times for delivery of the project
* Any other considerations
* Details of contingency costs

The appointed contractor must aim to complete the work by the 30th July 2017 and be prepared to attend an opening event in August.

**Value of Contract**

The Parish Council have secured a total maximum spend of £70,000.00 for this project, which is to include the costs associated with the removal of the existing skate park and the installation of the new concrete skate park

In addition the Handy Trust (youth charity) have been award £2463.35 which is in addition to the Council’s funds and is to be used on purchasing and installation of additional infrastructure i.e. New bins, seating and improvements to the existing youth shelter.

**Site visits**

A site visit can be arranged by contacting the Parish Council Facilities and Maintenance supervisor, Marcus Kendall either - by email on [Marcus.kendall@hytheanddibden.gfov.uk](mailto:Marcus.kendall@hytheanddibden.gfov.uk) or by telephone 02380841411

**Location of Contract**

Post Code SO45 3PQ

Public open space, maintained by the Parish Council.

**Publishing date**

22nd Feb 2017

**Closing Date**

12 noon 31st March 2017

**Contact start date**

24th April 2017 consultation with community

**Contract end date**

One year from the date of practical completion

**Schedule of works**

Before commencing works, the contractor shall issue the Council with a detail schedule of Works.

The contractor shall supply the Council with a person to contact on-site to whom instructions can be given. The person shall be capable of assuming responsibility for the contract.

**Progress reports**

An officer of the Council will visit the site daily to discuss progress and any problems arising.

**Security/ Safety**

The contactor will be responsible for the site at all times and should make all the necessary arrangements to protect the site from trespass, vandalism and theft, this should form part of the tender process. In addition the site should be fenced off to protect members of the public.

**Use of the site**

The contractor shall restrict his operations to the specific work areas as agreed.

**Materials and Products**

All materials and products on site should be of sufficient quality for the intended use. All materials must be submitted, if necessary, for quality checks both during and after the contract.

**Conduct on Site**

The contractor is responsible for the conduct of his employees on site.

**Hours of work**

The normal hours of work will be Monday to Friday 8am until 6pm

Work out of these hours is by prior agreement only.

**Noise**

Contractors shall ensure that noise is kept to a minimum and with Public Health and Safety Acts.

**Rubbish disposal**

All waste associated from the project must be disposed of by the contactor and copies of records of waste transfer will be presented to the Parish Council. No bonfires will be allowed on the site.

**Out of hours Contact**

The contractor will provide the Council with an out of hours contact number in case of emergency.

**Instructions for tendering**

In order for any tender to be accepted the tender document must be signed by an authorised person in the space provided. In doing so all contractors and companies they represent have read and will adhere to the conditions set out in the Association of Play Industries standard from of contract.

The following items are in addition to those contained within the above mentioned contract.

1. Companies will treat the details of this document as private and confidential
2. A site visit is strongly recommended.
3. An order for works will normally be given within one calendar month from the date given fro the return of tenders.
4. Hythe and Dibden Parish Council do not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expense incurred by the tenderers in submitting a tender.
5. Tenderers should note that prices enter in the Tender would remain fixed for the duration of the project.
6. Tenders should be sent to **The Clerk to the Council, Hythe and Dibden Parish Council, The Grove 25 St Johns Street, Hythe Southampton,** **SO45 6BZ** in a sealed envelope or package marked Forest Front Skate Park. The envelope should not have any company identification.
7. Results of the tender process will be present to Council at the earliest opportunity following the closing date for the receipt of tenders.
8. All tenders must meet the time scale and completion dates as set out in this document.
9. All information requested in the contractor’s details must be returned within the tender.
10. A maintenance period of 12 months will exist from the date of practical completion.
11. The date for practical completion will be agreed by both parties.
12. A total of 2.5% of the final project cost will be held for the duration of the maintenance period.
13. The retained monies will be held by the Council to rectify defects to the skate park or landscaping during the 12 month period. A defect for the purpose of this project, relates to any fault with the surfacing, infrastructure or landscaping which the contactor could have foreseen at the time of installation.