

Hungerford Town Council

Invitation to Tender for a Spray Concrete Skate Park

Closing date and time for submission of tenders: 14th June 2022 17:00 hrs

Contents

Part A – Introduction, background and Instructions for Tenderers

Section 1 Introduction and Background information.

Section 2 Procurement Timetable

Section 3 Evaluation of offers

Section 4 Instructions to Tenderers

Part B – Hungerford Town Council 's Service Requirements

Section 5 Specification

Part C – The Tender Document

Section 6 Form of Tender and Pricing Schedule

Section 7 Tendering Certificate

Section 8 Business Questionnaire

Section 9 Method Statements and Supporting Information

Tender return date no later than 14th June 2022

Tenders must be emailed to Claire Barnes, Town Clerk Tel: 01488 686195
townclerk@hungerford-tc.gov.uk

PART A

SECTION 1 INTRODUCTION AND BACKGROUND INFORMATION

Hungerford is a small town of approximately 6000 residents situated in the Kennet Valley in West Berkshire. The centre of Hungerford is a designated Conservation Area. This area runs from the A4 Bath Road and includes the length of the High Street and areas to the west and east of the High Street. There is an existing skate park on land on the edge of the town; this is not within the conservation area. Hungerford Town Council leases the land from the owners, The Town and Manor of Hungerford, and is responsible for maintenance of the land and skate park. The address of the skate park is Bulpit Lane, Hungerford, RG17 0AY.

The existing skate park was installed in 2007. It is a modular skate park with metal ramps, and these are outdated and coming to the end of their life. The council has concerns over the increasing maintenance costs necessary to keep the park in good order and to adhere to health and safety regulations.

Some local residents approached the council requesting an updated facility. The council therefore carried out a resident survey, the results of which satisfied the council that there was significant support for a replacement spray concrete facility.

The selected partner will have a good knowledge and experience of successfully securing funds from local grants and other national funds available. The Town Council expect the project to cost a minimum of £150,000 and will fund the majority of the project via council funds but will be exploring avenues of grant funding so any help that the contractor can provide with this will be key. The contractor will ensure that any equipment installed is well designed, limits the opportunity for vandalism and has low maintenance aspects.

SECTION 2

PROCUREMENT TIMETABLE

Tender release date	4 rd May 2022
Submission of Tender Document	14 th June 2022

SECTION 3

EVALUATION OF OFFERS

Evaluation of offers will be carried out by the Town Council's Recreation & Amenities Committee to ensure an appropriate breadth of experience and understanding of the issues covered by the tender submission.

3.1 SELECTION CRITERIA

A number of selection criteria will be applied to the responses given by tenderers to the Business Questionnaire at Section 8.

These selection criteria are the minimum criteria that Hungerford Town Council will require, and are as follows;

- Compliance with tendering procedure
- Minimum levels of insurance which are as follows-
 - £5m Public Liability Insurance
 - £10m Employer's Liability Insurance
 - £1m Professional Indemnity Insurance
 - Or be willing to increase their current insurance levels to the above
- Health and Safety Policy in place and have not encountered any Health and Safety Executive or Local Authority enforcing action in the last three years.
- Successful/ acceptable track record of delivering skateparks and ramps in the last 2 years. References will be taken up from nominated referees to confirm the track record.

3.2 AWARD CRITERIA

Award Criteria will be based upon the aspects listed below and will be assessed by evaluation of a tenderer's response to the Method Statements and supporting information set out in Section 9.

Aspects to be considered
1 Design
2 Flow & Features
3 Range of use
4 Safety of Design
5 Suitability
Construction and Safety
6 Construction detail
7 Warranty
8 Health & Safety
Other Factors
9 Quality of Tender Submission
10 Knowledge of fundraising and grant applications

3.3 AWARDING THE CONTRACT

Following the initial evaluation of offers, tenderers may be invited to meet with councillors to clarify their bid in more detail. This may include an invitation to make a presentation in support of the bid.

Once the preferred tenderer is identified, Hungerford Town Council will undertake an assessment of the preferred tenderer's financial stability as part of final due diligence checks. In the event of serious concerns over the preferred tenderer's financial stability

which cannot be reconciled/ satisfied Hungerford Town Council reserves the right to not proceed with the contract.

Once bid evaluation is complete, tenderers will be notified as soon as possible of any decision made by Hungerford Town Council over short listing or contract award. Following notification of the award decision, the successful tenderer will be required to execute a written Agreement.

Any resultant Contract will be subject to Planning consent and funding being in place.

SECTION 4

INSTRUCTIONS TO TENDERERS

4.1 We require you to submit your tender via email. The closing date for the submission of your tender is 17:00hrs on 14th June 2022.

Applicants must provide two prices, A and B as follows:

- A. An indicative design and costing to meet the specification within the current project budget of £150,000 pounds excluding Value Added Tax for which the Contractor must provide the Project in its entirety.
- B. An indicative design and costing to meet the specification to provide an optimum solution with guidance on fundraising, quoting a figure excluding Value Added Tax for which the Contractor must provide the Project in its entirety.

4.2 Please complete the sections 6 to 9 and Appendix B in this document which request such completion. Tenderers should cross reference any other documents submitted with the Tender to the applicable section in this Tender Document so that it is easy for the evaluation team to identify the Tenderer's full response to each requirement

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

SECTION 5 SPECIFICATION

Hungerford skate ramps are owned and managed by Hungerford Town Council. The location of the skate park is shown on the attached location plan at Appendix A.

We are looking for a complete design, approval and build package, from feasibility to handover.

The Council wish the tenderer to submit a concept design for a new spray concrete facility to replace the existing facility. The submitted design can be on the existing footprint shown

on the attached location plan. However, if the tenderer wishes to submit a design outside the existing footprint, this is acceptable, provided it is within the boundary of the site.

The design and construction of the new facility should be compliant with any necessary planning permissions. The tenderer will be responsible for obtaining the necessary permissions and should include any planning application costs within their project costings.

The design should be suitable for users of all ages and should include some or all of the features listed below, but also provide space for beginners to ride confidently.

Bowl, Rails, Stairs, Ledges, Ramps, Quarter Pipe, Half Pipe.

A seating / chill out area would be beneficial.

The council aspires, when funds are available, to have a Pump Track either surrounding the skate park or at the top end of the field. Tenderers should insert an indicative/outline design of a pump track with their proposal. This is all we request at this stage and if you wish to provide any further details for a pump track, they should be submitted entirely separately to this project.

The main stages of the project are summarised as follows: -

Stage 1 – Tender Stage/ Concept design based on the specification / Fundraising

Stage 2 – Re-consultation

Stage 3 – Minor design changes and final design – Best and final bids

Stage 4 – JCT Contracts signed

Stage 5 – Construction

TIMESCALES AND CONSTRAINTS

It is desired to have the skate park completed by the end of 2022, avoiding school holidays if possible. An agreed timescale will be needed in advance of commencement of work.

PAYMENT PROFILE

Arrangements for payments will be agreed with Hungerford Town Council and be in accordance with the provisions of the JCT Minor Works Contract with Contractors Design (latest version)

The payment arrangements for the project shall be as follows: -

- Subject to prior agreement at the time of signature of the construction contract, stage or periodic payments may be made throughout the contract.
- Final Payment to be made on the successful construction of the skate park within the agreed timescale and after a joint inspection has been carried out to determine any remedial works that need to be carried out. Hungerford Town Council reserves the right to apply a retention of 10% of total contract value pending completion of any remedial works.

Hungerford Town Council reserves the right to impose Liquidated and Ascertained Damages if construction is not completed within the agreed timescale.

COST IN USE

Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract and will not be scored.

DEFECTS CORRECTION PERIOD

All equipment, structures and associated groundwork will have a minimum defects correction period of 12 months. During this period the Contractor will maintain any part of the works which has failed or is defective at their own expense.

SECTION 6

6.1 FORM OF TENDER AND PRICING SCHEDULE UNCONDITIONAL AND IRREVOCABLE OFFER TO Hungerford Town Council

Re: Invitation to Tender for Skate Park in Hungerford

To: Hungerford Town Council Clerk

Having read carefully the Invitation to Tender and in consideration of you considering this Tender:

- A. We offer to carry out the Works specified and to complete the contract in accordance with the Contract Documents and our Tender **(Price A)** for the sum of: -
£..... (enter amount in words also)
.....)

- B. We offer to carry out the Works specified and to complete the contract in accordance with the Contract Documents and our Tender **(Price B)** for the sum of: -
£..... (enter amount in words also.....)
.....)

2. We confirm that if our Tender is accepted, we will, upon demand:

- Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.
- Sign formal contract documentation
- (if required) Produce good and sufficient sureties or obtain the guarantee of a Bank or Insurance Company (to be approved by you in either case) to be jointly and severally bound with us in a sum equal to be agreed with Hungerford Town Council.

3. We agree that this Tender shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of 90 days from this date.

4 We are a subsidiary company within the meaning of Section 736 of the Companies Act 1985 (update reference to 2006 ACT) and enclose a Parent Company Guarantee undertaking in the form set out in Section 7 duly completed by our ultimate holding company
[TENDERER TO DELETE IF NOT APPLICABLE]

5. We understand that Hungerford Town Council is not bound to accept any tender it receives.

(1) Signature

Name(Director)

(2) Signature

Name(Job Title/Designation)

For and on behalf of:

(print Company's full name and registered number)

Registered Address:

.....

DATE:

6.2 PROJECT COSTINGS

Applicants are required to give a breakdown of the costs below that would be allocated to each Project task required as against the total Project budget, including as a guide;

- consultation and design
- surveys, utilities searches & engineering drawings for construction
- project management (to include H&S and CDM compliance)
- provision of JCT Minor Works with Contractors Design documentation (latest version)
- preliminaries
- groundworks & drainage
- steelworks
- concrete
- ancillary items (seating, bins, sign)
- post Installation inspection
- any other items (please detail)

The Applicant may include additional lines within the Activity Schedule as required. The Contractor will not exceed the rates quoted within its Bid at any time during the Contract. Please note that this information will not be scored as part of the procurement process.

6.3 ACTIVITY SCHEDULE

Item Number	Description	Price A (£)	Price B (£)
1	Consultation and design post tender		
2	Provision of JCT contracts and services of Principal Designer		
3	Engineers site visit, topo survey, CAT scan, trial hole and set stations, utilities searches		
4	Drawings/Design Access Statement & Application for Planning		
5	Suite of Engineering drawings for construction		
6	Support with Planning Application documentation		
7	Project Management/H&S/RAMS & CDM Compliance		
8	Prelims – insurances, access, safety signage, heras, plant hire, welfare & store		
9	Transport, fuel & skips		
10	Site Clearance, Groundworks & Drainage		
11	Steelworks – installation of galvanised framework, copings & rails		
12	Concrete – platforms, transitions and floors		
13	Ancillary items (seating/bins/safety sign		
14	Landscaping – perimeter bunding & seeding		
15	Clear site, reinstate and handover		
16	RoSPA Post Installation Inspection		
	Total of the prices (excluding VAT)		

SECTION 7

TENDERING CERTIFICATE

To: Hungerford Town Council

I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf):

1. Fixed the amount of the Tender (or the rate and prices quoted) by agreement with any person.
2. Communicated to anyone other than Hungerford Town Council the amount or approximate amount or terms of my/our proposed tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the tender).
3. Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tender to be submitted by him.
4. Canvassed or solicited any member, officer or other employee of Hungerford Town Council in connection with the award of this or any other Council contract or tender.
5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract or tender.

SIGNED* (1)

Status

SIGNED* (2)

Status

for and on behalf of

Date:

*Note: to be signed by the same signatories as the Form of Tender

SECTION 8

BUSINESS QUESTIONNAIRE

Your completed Business Questionnaire (and accompanying documentation) will be shared with only those Parish Councillors involved in the procurement exercise.

TO BE COMPLETED BY APPLICANT

1	APPLICANTS DETAILS
1.1	Trading Name of the Organisation submitting this Business Questionnaire
1.2	Contact Name for enquiries about this bid
1.3	Contact Position (Job Title):
1.4	Address
1.5	Telephone Number
1.6	Email address
1.7	Website address
1.8	Registered Name of Organisation submitting this Business Questionnaire
1.9	Registered address
1.10	Company registration number
1.11	Charity/Housing Association/Other Registration No: (if applicable)
1.12	Date of Formation and/or Registration
1.13	VAT Registration Number:

2 STATUS OF APPLICANT		
2.1	Is the applicant (Please tick as appropriate):	
	(i)	A public limited company
	(ii)	A limited company
	(iii)	A company limited by guarantee
	(iv)	A partnership
	(v)	A sole trader
	(vi)	A charity

	(vii)	A franchise	
	(viii)	A small/medium sized enterprise or SME	
	(ix)	Other (e.g.: a Special Purpose Vehicle, Joint Venture Company etc. <i>Please specify</i>)	
2.2	Are you applying as the lead organisation in a consortium of organisations?		Yes/No
	If YES to 2.2, please set out here who the member organisations of the consortium are, what their respective roles will be and state when the consortium was formed:		

3	OWNERSHIP	
3.1	Is the Applicant a subsidiary of another company?	YES/NO
	If YES to 3.1, give the following details in respect of the Holding/Parent company	
	Registered Name	
	Registered Office Address	
	Registration Number	
	Note: The Holding/Parent Company may be required to enter into a Deed of Guarantee, where a contract is proposed with a subsidiary to indemnify against all losses, damages, costs which may be incurred by reason of any default on the part of the applicant	
3.2	Please give details of any changes of ownership in the last 3 years	
3.3	To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of HUNGERFORD TOWN COUNCIL?	YES/NO
	If YES to 3.3 please give details here:	
3.4	Total number of employees	

4	FINANCIAL AND INSURANCE MATTERS	
4.1	If asked, would you be able to provide at least ONE of the following:	
	A copy of your most recently audited accounts (for the last three years, if this applies)?	YES/NO
	A statement of your turnover, profit & loss account and cashflow for the most recently year of trading?	YES/NO
	A statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit position?	YES/NO
4.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	YES/NO
	If NO, what were the reasons and what has been done to put things right?	
4.3	Has your organisation met all its obligations to pay its creditors and staff during the past year?	YES / NO
	If NO please explain why not	
4.4	Please provide details of all insurance cover currently in force:	
	PUBLIC LIABILITY INSURANCE (Hungerford Town Council 's requirement is £5,000,000)	
	Level of Cover Held	£
	Name of Insurance Company	
	Policy No.	
	Expiry Date	
	Copy attached as evidence of the cover stated	

	EMPLOYERS LIABILITY INSURANCE (Hungerford Town Council 's requirement is £10,000,000)	
	Level of Cover Held	
	Name of Insurance Company	
	Policy No.	
	Expiry Date	
	Copy attached as evidence of the cover stated	
	PROFESSIONAL INDEMNITY INSURANCE (Hungerford Town Council 's requirement is £1,000,000)	
	Level of Cover Held	
	Name of Insurance Company	
	Policy No.	
	Expiry Date	
	Copy attached as evidence of the cover stated	
4.5	If your organisation's tender is successful, adequate insurance cover will be required. The levels are indicated in 4.4. If your current insurance is insufficient to meet the minimum requirements set out, please confirm that if awarded a contract, increased cover will be available at no extra cost to the authority.	YES/NO
4.6	Please state whether there are any outstanding insurance claims against your organisation(s) (other than for routine matters)	YES/NO
	If YES to 4.6, please provide brief details:	

5	BUSINESS ACTIVITIES			
5.1	Please describe briefly your organisation's principle fields of activity. What proportion of total activity relates to products and/or services similar to those called for in this contract?			
5.2	Please detail here any sub-contractors you intend to use to deliver this contract			
6	EXPERIENCE & REFERENCES			
6.1	Please describe your experience in the last two years of providing contracted products and/or services, services or works similar to those being sought under this contract. This list does not have to be complete but merely sufficient to give HUNGERFORD TOWN COUNCIL a broad understanding of your contract portfolio			
	Name of client	Brief description of contract	Start / end dates	Annual contract value (£)

6.2	Hungerford Town Council's policy on taking References Tenderers must provide a minimum of two written references with their tender. These must be no more than a year old and relate to equivalent/ similar services sought under this tender. Hungerford Town Council reserves the right to approach the referees to validate/ seek further information on the tenderer's performance		
6.3	Has your organisation within the last 5 years		
	A)	Incurred contract penalties default notices or payment of liquidated damages?	YES/NO
	B)	Withdrawn from a contract after the contract has been awarded (either before or after commencement of the contract)	YES/NO
	C)	Had a contract terminated by the client earlier than the originally intended date?	YES/NO
	If YES, please give details:		
7	HEALTH & SAFETY		
7.1	Do you currently hold any external health and safety accreditations, such as CHAS, Constructionline, or equivalent?	YES/NO	
	If YES, please provide the following details:		
	Name of Accrediting Organisations		
	Your Accreditation Reference No:		
	Date Accreditation Valid Until:		
	Have you applied for membership if you are not already a member?	YES/NO	
	<i>Please provide a copy of your accreditation certificate with your Application Form</i>		
	If you have answered YES to 8.1, and provided details and the copy of your certificate as requested, there is no need to complete the rest of this section If you have answered NO to 8.1, you must answer 8.2 to 8.5 below		

7.2	Does your organisation have a written Health and Safety at Work policy?	YES / NO
	If YES, please provide an up-to-date copy (which should not be more than two years old) of your Health & Safety General Policy Statement, signed and dated by your Chairman, Chief Executive, Managing Director or Company Secretary Note: Please DO NOT SUBMIT your full Health & Safety Policy or Manual	
	If NO, please explain why not	
7.3	Does your organisation have a Health & Safety at Work system?	YES/NO
	If NO, please explain why not	
7.4	Have you had any Health & Safety Executive/Local Authority enforcing Action (e.g. Prosecution or issue of Improvement or Prohibition Notices) taken against your organisation in the past 3 years?	YES / NO
	If YES, what action has been taken within the organisation to remedy enforcing Action(s) and prevent similar occurrences in the future?	
7.5	Who is your "Competent Person" for provision of health and safety advice, as required by the Management of Health and Safety at Work Regulations 1992? If external consultants, please provide the name and address of the organisation and the name of the consultant:	
	NAME	
	POSITION	
	TELEPHONE NUMBER	
	EMAIL ADDRESS	
	To whom does the "Competent Person report to in your organisation?	

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health & Safety Policy Statement. This is a short statement outlining the organisation's commitment to Health & Safety, signed and dated by a senior organisation official.

SECTION 9

METHOD STATEMENTS

Please provide a response to the method statement questions below, to explain how you propose to deliver the services called for in the Specification. Supporting information (not in the form of a question) may also be required in some areas.

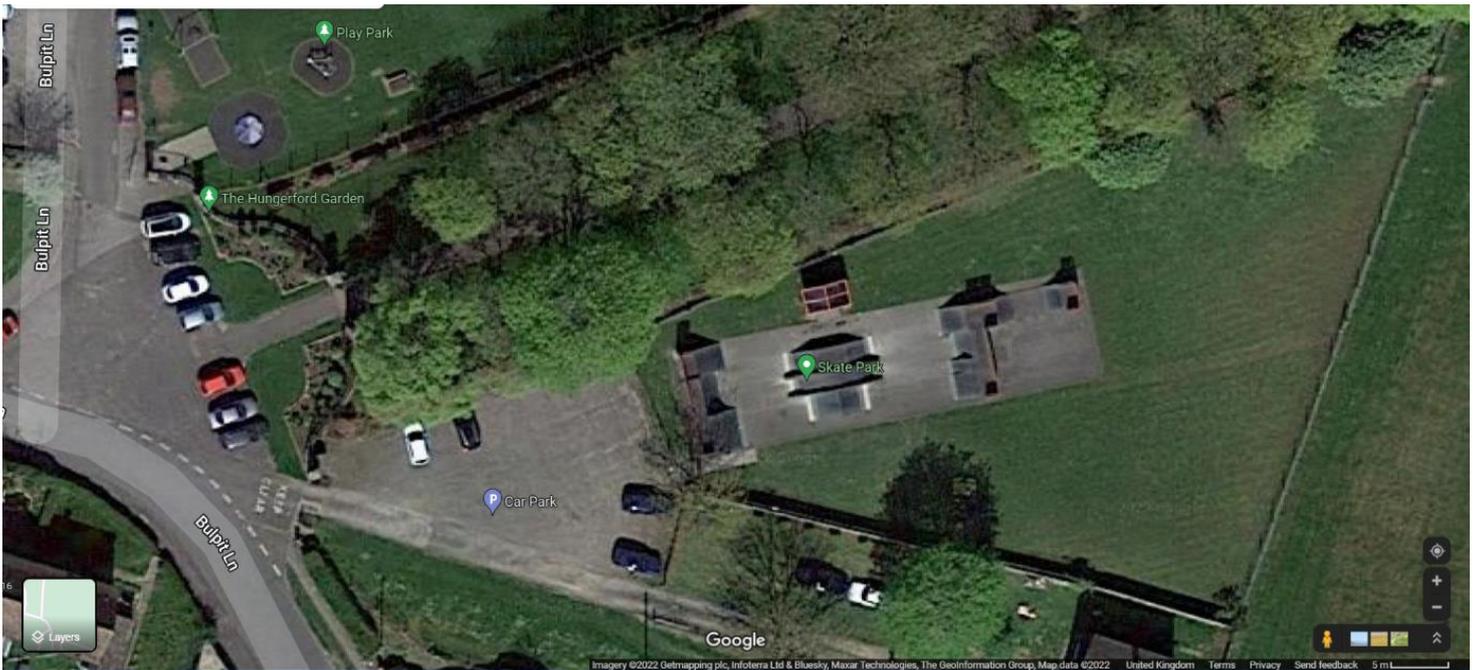
Question Number	Method Statement Question
Design	
Q1 Design Integrity, identity making and location	Please describe how your design was conceived, making reference to your design drawings.
Q2 Flow & Features	Please describe your design's flow and features.
Q3 Range of use	Please show how your design caters for a "range" of wheeled sports users?
Q4 Safety of Design	Please describe steps taken to ensure the park complies with safety guidelines.
Q5 Suitability	Please provide a summary of your approach including how you will target and reach the right audience.
Q6 Construction detail	Please provide construction drawings of a skate park design from a previous similar skate park and explain your method of construction and quality control?
Q7 Timing	Please provide an indicative high-level project timeline for the scope of works. (An agreed timescale will be needed in advance of commencement of work.)
Q8 Warranty	Please complete the warranty form in Appendix B.
Q9 Health & Safety	The skate park is located near a busy recreational green open space, please describe how you would manage health and safety on site during construction with a focus on pedestrian management and minimising the impact on the green space?
Q10 Quality of Tender Submission	Marks will be awarded for clarity of presentation material, ease of reference and conformance to required formats.
Q11 Cost in use	Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract
Q12 Fundraising/grants	Please explain what experience you have in supporting fundraising and grant applications.

APPENDIX A

Location Plans

Hungerford Skate Park

Design & Build



APPENDIX B

Warranty Form

Please complete the following form as indicated in method statement question 8:-

WARRANTY DESCRIPTION	LENGTH (Days, months or years)	OTHER COMMENTS
Metal Frames		
Length of Defects Correction Period - Skate park structures		
Length of Defects Correction Period - Soft Landscaping		
Length of Defects Correction Period - Auxiliary Items, e.g. seats, bins, access paths,		
Repair Response time		
Others (please specify);		