

WEOBLEY PARISH COUNCIL

REQUEST FOR TENDER (RFT)

BIDDERS MUST COMPLETE ALL THE AREAS SHADED IN YELLOW TO ENSURE THEIR BID IS PRESENTED IN A COMPLIANT FORMAT

SECTION ONE – WEOBLEY PARISH COUNCIL’S CONTACT DETAILS

RFT Title	The Skate Park
Originator telephone number	01547 529025 or 07772 657446
RFT clarifications email address	clerk@weobleyparishcouncil.org.uk
RFT response address	Weobley Parish Council Council Offices 2 Church Road Knighton Powys LD7 1EB
Weobley Parish Council’s originator of RFT	Paul Russell
Estimated total value (£)	£80,000 + VAT

SECTION TWO – TIMESCALES

Date RFT Developed	9 th September 2019
Date/time RFT questions should be received by email to the Weobley Parish Council originator as identified in Section One	Monday 30 th September 2019 at 12 noon. There will be no extensions granted.
Date/time RFT response to be received by post to the Weobley Parish Council originator as identified in Section One	Monday 30 th September 2019 at 12 noon. There will be no extensions granted.
RFT Validity Period (calendar days)	90 days
Estimated Contract Award Date	<ul style="list-style-type: none">• Contract to be awarded on 22nd October 2019• Community consultation to build on existing consultations undertaken to take place and be completed by 22nd November 2019• Development of final design by 16th December 2019• Work to commence 6th January 2020 subject to weather conditions• Work to be completed by 17th February 2019.• Sign off 28th February 2019• Above timetable to be reduced if possible.

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Contract Duration	Maximum of six months including consultation, design and construction.
Payment Terms	Payment will be on completion of the contract and will be no longer than 30 days from receipt of invoice. Interim payments can be arranged subject to a scoping meeting following the award of the contract in November 2019.

SECTION THREE – SCOPE OF WORKS

<p>Description of the Scope of Works</p> <p>This RFT sets out Weobley Parish Council's requirements for a Skate Park Design Company to design, supply and install a skate park facility at the play area in Weobley to the rear of the Hopelands Village Hall.</p> <p>INTRODUCTION</p> <p>Weobley Parish Council is looking for tenders to design and build a new skatepark for the village. Weobley is a large village in Herefordshire of approximately 1,500 inhabitants. The village has a primary and secondary school, a growing younger population, and services the needs of the surrounding villages and communities.</p> <p>A desire has been agreed to provide a first rate skatepark for the village aimed at riders of skateboards, scooters, quad skaters and BMXs, of all ages and abilities. It is also desirable that aspects of the park are suitable for any future WCMX wheelchair riders.</p> <p>The nearest other skatepark facility is the excellent park in Hereford which remains inaccessible to many of the village's young people. The park needs to be able to hold the interest of riders as their ability improves, keeping the most active of teenage riders happy.</p> <p>LOCATION</p> <p>The site sits on the edge of the village, beside the public playing field. Currently there is a dirt BMX figure of 8 circuit on the site, to be removed, but apart from that the site is flat, with good access and no services beneath.</p> <p>A Map showing the site can be found here: https://goo.gl/maps/SzfoCzW4sgD2</p> <p>The available area measures approximately 12 x 60m. The boundaries are not 'hard' so it is possible to push further out at points if the design moved away from a rigid rectangular outline. It is also possible to leave areas of grass within that area if something like a pump track was designed into the scheme.</p>
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BUDGET

The full budget of £80,000 (ex VAT) has now been fully secured through Sport England and Section 106 money and the village is now very keen to push on with the project as quickly as possible. We therefore invite you to tender a full scheme that sits within the budget, along with your timeline for undertaking some additional consultation with the user group, finalising the main design and commencing construction. Your timeline should acknowledge immediate commencement of the project following the award of the tender.

Your budget needs to allow for the design of the park, public consultation and a presentation of the final design to the Parish Council and the user group. Your budget will also need to allow for the full build of the agreed skate park design through to sign off.

We will need to see a concept design for the site within the stated budget of £80,000 + VAT as part of your Tender so that the Steering Group can obtain a clear sense of what it will get for the funding available, assess the quality of design on offer and provide a benchmark for the final detailed design.

You will not be required to seek planning permission, as it is not required.

SITE VISITS

We would be happy to facilitate a visit to the site and to meet members of our Skate committee, including some of the younger future users of the park, in order to inform your design. Dates can be arranged at your request. Alternately we are happy to facilitate a phone call or calls to discuss further what we are looking for.

We are looking for a versatile park design, one that offers all riders plenty of variety and interest. We are also, very importantly, looking for a beautiful design that sits cleverly in the park - bringing real design quality to an historic rural setting.

CRITERIA FOR SELECTION

- Design Proposal
- Evidence of Skills and Experience
- Budget
- Timeline

* = MANDATORY PASS/FAIL

Bidder response (state if you comply, partially comply or do not comply with the information provided in Section Three) *

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SECTION FOUR – QUESTIONNAIRE

Q1	Please provide financial information based on your last year's audited annual report or (if not a Limited Company) a financial statement including a banker's reference, plus any relevant supporting statements.
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Bidder response

Q2	Please confirm you shall have the following insurance cover: <ul style="list-style-type: none">• Employers liability (a minimum of) £5,000,000• Public liability (a minimum of) £5,000,000 (word count 100 words)
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Bidder response

Q3	Please confirm your compliance to the Health and Safety at Work Act 1974, any other relevant Acts, Regulations, Codes of Practice or Guideline notes and any statutory amendments pertaining to Health and Safety at Work, together with a copy of your Health and Safety policy. (word count 250 words)
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Bidder response

Q4	Please provide details of your system for monitoring and improving quality which can be applied to this project, together with any external awards or quality accreditation schemes subscribed to by your organisation (e.g Investors in People, ISO 9000 or equivalent) (word count 250 words).
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Bidder response

Q5	Please state why you think you can deliver a skatepark for Weobley that meets the criteria outlined in the Tender document. (word count 150 words).
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Bidder response

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Q6	Please provide details of similar contracts you have undertaken to demonstrate a track record of successful design and delivery. (word count 150 words plus attachments).
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Bidder response

Q7	Please advise what action your organisation employs to actively adhere to deliver sustainable initiatives (word count 150 words).
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Bidder response

This section includes any questions relating to the quality of the solution offered

Q8	Please provide an initial concept design for the project with relevant visuals, alongside details of your project plan, stating any dependencies on Weobley Parish Council. (word count 250 words plus attachments)
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Bidder response

Q9	Please provide details of your proposed project team, complete with a summary of their relevant experience. (word count 250 words plus attachments)
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Bidder response

SECTION FIVE – PRICE

The Bidder shall confirm the price (exclusive of VAT) to complete the works.

Bidder response

SECTION SIX – REFERENCES

The Bidder shall include reference details of one contract relevant to this particular activity, of more than twelve months' duration, which is still running or has been completed within the last three years.

The bidder shall support the reference with the following information:

- Reference Company Name
- Description of the work carried out

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<ul style="list-style-type: none"> • Approximate annual contract value (£) Contract start and end date

Bidder response	Reference
Company Name	
Address	
Contact Name	
Telephone No.	
Email	
Description of the work carried out (word count 200 words)	
Approximate annual contract value (£)	
Contract start and end date	

SECTION SEVEN – CHANGES TO CONTRACT TERMS

7.1 Agreement	Contract documents and agreement should be attached to all tenders
7.2 Commencement date	6 th January 2020
7.3 Expiry date	8 weeks from commencement of contract. The skatepark should be completed by 30 th March 2020
7.4 Authority address	Paul Russell Weobley Parish Council Council Offices 2 Church Road Knighton Powys LD7 1EB Tel: 01547 529025 Mob: 07772 657446
7.5 Review meetings	<ul style="list-style-type: none"> • Initial scoping meeting • Agreed consultation to be undertaken • Regular meetings to assess progress and address any issues arising • Sign off meeting
7.6 Extension of term	Not applicable
7.7 Professional Indemnity	£250,000

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SECTION EIGHT – EVALUATION MODEL

The evaluation model below shall be used for this RFT, which will be determined to two decimal places.

Pass/Fail Criteria	
Failure of any one of the pass/fail questions listed below will mean automatic disqualification from this quotation process.	
Compliance to Scope of Works	Pass / fail
RFT response received on time:	Pass / fail
RFT response in the correct format:	Pass / fail
Q1 Acceptable financial profile:	Pass / fail
Q2 Insurance levels acceptable:	Pass / fail
Q3 Acceptable Health and Safety Compliance:	Pass / fail
Q4 Examples of monitoring and improving:	Pass / fail
Q5 Examples of scheme development	Pass / fail
Q6 Examples of previous contracts	Pass / fail
Q7 Examples of sustainable initiatives	Pass / fail
Q8 Project Plan	Pass / fail
Q9 Project Team	Pass / fail
Adherence to all areas in Section Nine 'Legal compliance'	Pass / fail

Scoring Criteria (out of 100% rounded to two decimal places)	
S4: Q1 Financial information	5%
S4: Q2 Insurance	5%
S4: Q3 Health & Safety information	5%
S4: Q4 Monitoring & improvement information	3%
S4: Q5 Scheme development	15%
S4: Q6 Previous contract information	5%
S4: Q7 Sustainable initiative information	2%
S4: Q8 Project Plan	10%

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S4: Q9 Project team	5%
S5: Price	30%
Durability and maintenance of equipment	5%
Availability of replacement parts	5%
References	5%
Total	100%

Evaluation Criteria
Non-Price elements will be judged on a score from 0 to 10, which shall be subjected to a multiplier so criteria worth 20% will have a 0-10 score and a multiplier of 2. The 0-10 score shall be based on:
<p>0-1 The Question is not answered or the response is completely unacceptable. It does not meet the minimum requirement or they have completely missed the point of the question</p> <p>2-3 Very poor response and not acceptable – fails to meet the minimum requirement/standard. Requires major revision to the proposal to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.</p> <p>4-5 Poor response only partially satisfying requirement/standard with deficiencies apparent. Some useful evidence provided but response falls well short of minimum requirements. Low probability of success, sufficient obstacles but correctable.</p> <p>6-7 Response is acceptable and meets minimum requirement but remains basic and could have been expanded upon. Response is sufficient but does not inspire. Good probability of success, weaknesses can be readily corrected.</p> <p>8-9 Response meets our expected requirement/standard and exceeds minimum expectations including as level of detail, which adds value to the bid. Great probability of success, no significant weaknesses noted.</p> <p>10 – Excellent response – comprehensive and useful, which exceeds the specified performance or capability in a beneficial way. High probability of success, no weaknesses noted. The response is innovative and includes a full description of techniques and measurements to be employed.</p>
Price elements will be judged on the following criteria.
<p>The lowest price for a response which meets the pass criteria shall score 10. All other bids shall be scored on a pro rata basis in relation to the lowest price. For example - Bid 1 £100,000 scores 10, Bid 2 £120,000 differential £20,000 or 20% remove 20% from price scores 8, Bid 3 £150,000 differential £50,000 remove 50% from price scores 5, Bid 4 £175,000 differential £75,000 remove 75% from price scores 2.5. The lowest score possible is 0. All scores are then subjected to a multiplier e.g. if price has a scoring criteria of 55%, the multiplier will be 5.5.</p>

SECTION NINE – LEGAL COMPLIANCE *

All Bidders must provide an acceptable response to the documents detailed below.

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Form of tender document	
Certificate of bona fide tender document	
Freedom of Information Act Exemption Form	
Policy regarding the Right to Work in the UK to avoid contractor exploitation	

Bidder response *	
Section 9 Legal Compliance documents confirm acceptance (Noting this is a pass/fail criteria)	

The bidder shall confirm that no legal proceedings are in progress that might affect the performance of the contract obligations and that the prospective suppliers organisation has not been prosecuted under EU law in the last three years. *	
Name of Director	
Signature of Director *	
Date of response	

BIDDER DETAILS

Bidder name and registered address	
Email address	
Phone number	
RFT completed by	

IMPORTANT

Please ensure a hard copy of the fully completed and signed document is returned with the Form of Tender, Certificate of Bone fide Tender and Freedom of Information Act Exemption form to the address specified in Section One.