



INVITE TO TENDER

Michelle Barron

Town Clerk

Responsible Finance Officer

Attleborough Town Council has an ambition to provide Attleborough with a new, high quality concrete Wheel park for Summer 2022 and is inviting Tenders for a complete design and build of the new facility. The Wheel Park is to be located at Attleborough Recreation Ground NR17 2AS

The design needs to take into account a range of ages, abilities and wheels to suit the widest possible audience including BMX, Scooters and skateboards as well as being accessible for wheelchair users to participate, within the constraints of the allocated site.

Bids should be submitted no later than Friday 11th February 2022.

Bids may be submitted to the following address in an envelope marked "Wheel park" for the attention of the Clerk:

Attleborough Town Council
Town Hall
Queens Square
Attleborough
NR17 2AF

Alternatively bids may be submitted by email to enquiries@attleboroughtc.org.uk for attention of the Clerk.

General Information

Procurement Procedure

Attleborough Town Council is seeking to appoint a single Contractor to Design & Build a Wheel park facility for the Local Community. The information submitted within the Applicant's Offer shall be used by

the Authority as the means to make a Contract award decision.

Timetable

The following timetable is proposed:

Advertisement publicised: **FRIDAY 21st JANUARY 2022**

Bid deadline: **FRIDAY 11TH FEBRUARY 2022**

Evaluation: **MONDAY 14TH FEBRUARY 2022**

Intention to award announced: **FRIDAY 18TH FEBRUARY 2022**

Contract start date: **MARCH 2022**

The Council reserves the right to change the above timetable and Applicants will be notified accordingly, if there is a change.

Contract Period

It is intended that any resultant Contract shall commence as soon after receipt of formal letter of award as may be agreed and is subject to any necessary planning consents.

Insurance Levels

Employers Liability Insurance

The requirement for Employer's Liability Insurance is £10 million.

Professional Indemnity Insurance

The Council's requirement for Professional Indemnity Insurance is £2 million.

Public Liability Insurance

The Council's requirement for Public Liability Insurance is £10 million

Background Information

The Council has secured funds to install a new concrete Wheel park on the Recreation Ground, to be designed by the successful applicant of this Tender in consultation with the local community and Attleborough Town Council.

The location of the proposed new Wheel park is:

[Attleborough Recreation Ground, Attleborough, Norfolk. NR17 2AS](#)

The outcome of this Tender will be to identify and select a single Contractor to take the Project forward from consultation to a final design and a build a completed installed concrete Wheel park.

The design needs to take into account a range of ages, abilities and wheels to suit the widest possible audience including BMX, Scooters and skateboards as well as being accessible for wheelchair users, within the constraints of the allocated site. Todmorden Wheel park provides an indicative design of the type of facility the council are aspiring to provide.

This Tender aims to select a Contractor based upon examples of previous work, financial viability, Health & Safety procedures, skills, experience of working with Councils and Community Groups, and expertise to delivering a fully funded project from start to finish within budget.

The Applicant is required to provide value for money, deliver added value, cause minimum disturbance to the community whilst delivering a durable, well designed concrete Wheel park built to a high quality that suits the needs of the growing community and adheres to Attleborough Town Council's requirements.

The Applicant must include a breakdown of costs for the Project proposal, including;

- consultation and design
- surveys, utilities searches & engineering drawings for construction
- project management (to include H&S and CDM compliance)
- provision of JCT Minor Works 2016 with Contractors Design documentation
- preliminaries
- groundworks & drainage
- steelworks
- concrete
- ancillary items (seating, bins, sign)
- post Installation inspection

- opening event
- any other items (please detail)

The Contractor will be required to consult with the local community on date/s to be agreed.

It is planned for the Wheel park to be completed and opened as soon as practically possible subject to Planning permission being granted if required, and ideally by August 2022.

The Contractor will be required to support the Council with the preparation of documentation for any Planning Application. The Council will submit the application and pay the fees to the

Planning Authority. *Please note, as this is a replacement Wheel park on land already owned by Attleborough Town Council, full planning may not be required*

The Contractor must not exceed the maximum budget for the project which is

£ 120,000 – £130,000 (excluding VAT)

Added Value

The Applicant will be expected to suggest any added value that their offer might be able to bring to the Council. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

Performance Management

Applicants should, by way of on-going Contract performance be prepared to produce valuation documentation during the course of the project build at 4 weekly intervals. The format will be agreed between the Contractor and Council.

Award Criteria

Applications will be evaluated and scored by the following criteria: Approach, Quality, Budget Management, Previous Project Experience, Programme and Management and Communication.

A copy of the scoring guidelines is available on request.