

# MELBOURN PARISH COUNCIL INVITATION TO TENDER

**Quote title: Stockbridge Meadows Nature Reserve boardwalk  
replacement**

**Quote Reference Number: SMBW2022**

**Closing Date/Time for Submission of Quotations Friday, 20 May 2022  
@16.00hrs. No quotes will be accepted after this deadline.**

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on Monday, 23 May 2022

Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

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## **Section 1: Key Information and Contact Details**

<b>Quotation No:</b>	SMBW2022
<b>Quotation Title:</b>	Stockbridge Meadows Nature Reserve boardwalk replacement
<b>Quotation latest return date &amp; Time:</b>	Friday, 20 May 2022 not later than 16.00hrs. <i>Tenders can be returned before this date</i>
<b>Quotation return address:</b>  Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.  Tender sent via email <u>will not</u> be considered.	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
<b>Contact Officer</b>	Claire Littlewood Parish Clerk
<b>Contact Officer Telephone:</b>	01763 263303 option 3
<b>Contact Officer E-mail:</b>	parishclerk@melbournpc.co.uk
<b>Expected Tender Decision Date:</b>	End of June 2022 <i>if sufficient tenders are received</i>
<b>Site Address:</b>	Stockbridge Meadows Nature Reserve Stockbridge Meadows Melbourn Cambridgeshire SG8 6AF

## **Section 2 : Project Details**

### **2.1 Project Brief:**

Stockbridge Meadows Nature Reserve covers an area of approximately 6.07 hectares in the heart of the South Cambridgeshire village of Melbourn. The nature reserve has been dedicated to Fields in Trust to protect it in perpetuity for the benefit of local residents. Currently there is a boardwalk from the Meadows running to the River Mel. The timber structure is unsound and was decommissioned for safety reasons. The Project concerns the removal of the present boardwalk and replacement with new. The design and structure do not need to be identical to that previously in place (see 2.2 below).

### **2.2 Design and Materials:**

The Parish Council is not fixed on a specific design concept for the replacement boardwalk. However, it is an absolute priority for the Parish Council that the replacement boardwalk is in harmony with its surroundings, both in appearance and also in its effect on the environment through construction and use. It is anticipated that a replacement structure will provide at least as much access to the river as that afforded by the boardwalk being replaced.

With this commitment to the environment in mind, the Parish Council is keen to explore options that will sit sympathetically in the existing environment, such as a low level structure using recycled materials. The boardwalk must be hardwearing, resistant to the elements and also able to withstand deliberate attempts to damage the structure. The boardwalk must also be fully accessible for people of all ages and visitors with limited mobility.

### **2.3 Disposal of existing structure:**

The existing boardwalk has been decommissioned for the safety reasons. However, careful dismantling and responsible disposal of the existing structure is an important part of your tender. It is imperative that this work is carried out with minimal interference to the surrounding natural habitat including the River Mel, which is an important chalk bed stream.

### **2.4 Tender requirements:**

The Parish Council would welcome tenders from all qualified businesses who are prepared to provide pricing for all elements of the project:

Tenders should include pricing for all the below administrative elements:

- Provision to provide a project plan and specification to be agreed with the Parish Council that the appointed contractor will be held accountable to. Anticipated costs for providing this must be included.
- Project management will be your responsibility and you will provide regular updates to the Parish Clerk and Chair of the Maintenance Committee

(frequency of these updates to be agreed). Your tender is expected to provide budget information on a weekly or fortnightly basis.

- Provision to produce a full health and safety risk assessment and anticipated costs of adhering to it must be included.
- Throughout the project the Parish Council and project manager must be able to communicate easily with the project and site managers.
- Where appropriate the tender should include technical details that underpin the sustainability, environmental compatibility and acceptability of materials, especially those in contact with the ground and ground water.
- The tender should include details of the predicted life of the proposed structure and likely maintenance requirements.
- The tender will include details of similar past contracts and designs completed by the bidder. Access to view such completed projects will be regarded as crucial.

## 2.5 **Cost:**

Cost should include removal and responsible disposal of the existing boardwalk, installation of the new structure, restorative works to surrounding area and the river bank, project management and safety certification.

The tender response must include a detailed breakdown of the total project cost including:

- All materials required for both infrastructure and H&S to complete the project, tools & equipment and materials to complete construction.
- Demolition and disposal of existing boardwalk
- Installation of the boardwalk supporting structure
- Installation of the boardwalk surface
- Making good of the site and removal of all waste

Tenders should include the maximum amount of information possible and include a clear explanation of the various phases of the project, anticipated duration of each phase and a proposed payment structure. Any relevant industry credentials would also be appreciated.

## 2.6 **Health and Safety:**

Suppliers must comply with the Health and Safety at Work Act 1974. Anticipated costs for complying with Health and Safety requirements must be included in tender costs.

Suppliers should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.

Stockbridge Meadows Nature Reserve is open to the public all year round. It is imperative that the clear safety signage is in place for the duration of the works. We will require written assurance that UK Health & Safety rules will be adhered to. This can be part of Risk Assessment responses in Section 4.

## 2.7 **Public Liability**

Supplier must provide details of their Public Liability Insurance Cover, (If your company is appointed then the Parish Council will need to see a copy of your insurance certificate) and confirm the staff carrying out the work is competent to work on parish property.

## 2.8 **Project Timeline:**

The Parish Council would like the project to be completed by the end of October 2022. Suppliers should outline the estimated timeline of the project, including delivery and installation time.

## 2.9 **Project Completion:**

The project will not be deemed complete until all snagging issues are resolved and a satisfactory Post Installation report is produced by an independent safety inspector. As works may take place during wet weather, any damage to soft ground must be made good before leaving the site.

# **Section 3: Tender Process**

## 3.1 **Site Visit:**

Stockbridge Meadows can be accessed from the High Street via Dolphin Lane. There is a small car park for visitors.

Access is not restricted so those wishing to review the project are able to visit the location and view the existing boardwalk at any reasonable time.

## 3.2 **Questions and Clarifications:**

Tenderers may seek clarifications on any points during the bidding period, before submitting their tender response. It should be noted that questions and answers to those questions would be available to all other companies who may wish to bid. Any questions or matters of clarification should be submitted via email to [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk) with the subject "Question – Stockbridge Meadows Boardwalk Replacement".

## 3.3 **Tender Submission:**

Tender documents submitted via email **will not** be considered. Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number, by Friday, 20 May 2022 not later than 16:00hrs. If the Clerk thinks your email may contain your tender submission, it will not be opened and will be deleted.

### 3.4 Tender Evaluation:

The tender evaluation scheme is described below in section 3.5. Suppliers' responses will be scored out of a maximum of 5 marks. It should be emphasized that the Parish Council is not obliged to accept the lowest price when considering tenders but value for money is an important factor.

3.5	Evaluation Criteria	Percentage	Description
	Overall design	35%	The design meets project brief, complies with relevant standards, is innovative, and meets the needs of all ages and abilities using the play park.
	Quality of materials	25%	The materials used are durable, sustainable where possible, and require limited maintenance.
	Quality Competencies and Schedule of works	20%	The supplier has provided a detailed schedule of works. The Quality Competencies questionnaire has been completed and all necessary documents relating to insurance, equalities, health and safety, experience and staff training have been included.
	Value for money	15%	The Project cost is competitive and the price corresponds to the quality of the design. Details of guarantees/warranty periods have been provided and are reasonable.
	Presentation	5%	There is a good presentation of design, clear breakdown of cost, and all requested documents and information are included in the tender response.

### Public consultation:

After submissions, a public consultation will take place and feedback received will make up part of the evaluation. Suppliers must include any documentation which will support the public consultation event (e.g design drawings).

Following the Public Consultation, there may be questions or amendments related to the design. The Parish Office will contact the person named in section 5 and will anticipate a prompt response to any questions or queries in order to progress the project.

As well as the Tender Evaluation Scheme, the feedback from the public consultation will make up part of the evaluation.

## **Section 4: Quality Competencies and Schedule of Works**

### **4.1 Questionnaire – Quality Competencies**

As outlined in section 3.5 Quality Competencies form part of the tender evaluation. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). *Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand.* Please use extra sheets as necessary.

Question	Written statements are required	
4.1.1	Who will carry out and oversee the specified work and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
4.1.2	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
4.1.3	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted? Please provide copies.	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed)	Yes/No
4.1.4	Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references. Please use additional sheets if necessary.	
	Referee 1: Name of referee:  Address:  Telephone:  Email:  Name of person to contact (if different to referee name):	

A brief description of the services provided:																			
Referee 2: Name of referee:																			
Address:																			
Telephone:																			
Email:																			
Name of person to contact (if different to referee name):																			
A brief description of the services provided:																			
EQUALITIES of OPPORTUNITY																			
4.1.5	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws? (Please completed the questionnaire)																		
	<table border="1"> <tr> <td>The Race Relations Act 1976</td> <td>Yes/No</td> </tr> <tr> <td>The Race Relations Code of Practice</td> <td>Yes/No</td> </tr> <tr> <td>The Race Relations Act (Amendment) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Employment Equality (Religion and Belief) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Disability Discrimination Act 1995</td> <td>Yes/No</td> </tr> <tr> <td>Equal Pay Act 1970(Amendment) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Sex Discrimination Act 1975(Amendment) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Employment Equality (Sexual Orientation) Regulations 2003</td> <td>Yes/No</td> </tr> <tr> <td>Employment Equality (Age) Regulations 2006</td> <td>Yes/No</td> </tr> </table>	The Race Relations Act 1976	Yes/No	The Race Relations Code of Practice	Yes/No	The Race Relations Act (Amendment) Regulations 2003	Yes/No	Employment Equality (Religion and Belief) Regulations 2003	Yes/No	Disability Discrimination Act 1995	Yes/No	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/No	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/No	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No	Employment Equality (Age) Regulations 2006	Yes/No
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	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
	Does your organization have a Modern Slavery Statement?	Yes/No
If your organisation has an equal opportunities policy please enclose..		
4.1.6	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
4.1.7	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

## 4.2 Schedule of Works

### Schedule of Works - General Notes and guidance:

Due to the open brief of the project, a schedule of works template is not provided.

Suppliers should provide full details of their design along with detailed drawings (which should also be available electronically). A description of the work process, with details of how the project will be supervised and managed should be provided and any equipment or vehicles to be used should be set out. Suppliers should include all information requested in Sections 2.

Please use extra sheets if necessary.



**Contractor Manager**

**Name**

**Signature**

**Reviewed (Parish Clerk)**

**Name**

**Signature**

## **Section 5 : Declaration**

I / We understand that:

- (a) This Quotation shall be returned in hard copies via post in a clearly marked envelope to the address provided so to reach the Parish Office not later than **16:00hrs on Friday, 20 May 2022**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 3 of this document.
- (c) There may be a further selection stage of this Quotation involving an interview or meeting.
- (d) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (e) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (f) We understand the tender evaluation process and understand that feedback from the public consultation will play a part in this process.
- (g) We have enclosed all documents that have been requested as part of the tender.
- (h) We have provided a full breakdown of the project cost.
- (i) We have completed the Quality Competencies Questionnaire and provide a detailed schedule of works.
- (j) We understand that it is our responsibility to seek clarification on details outlined in the tender document, and to ensure that the contract documents have been completed correctly.
- (k) This is not an order.

### **Contract Manager for Contractor**

Signature.....

Name/Position:.....

Telephone.....Email.....