

# **PITSTONE PARISH COUNCIL**

**CONTRACT NOTICE AND EMPLOYERS REUIREMENTS FOR  
WORKS TO PROVIDE A MULTI-WHEELED SPORTS  
FACILITY (SKATEPARK) AT THE RECREATION GROUND,  
VICARAGE ROAD,  
PITSTONE, LEIGHTON BUZZARD**

DATE OF ISSUE - 29/03/2021

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## **1.0 BACKGROUND AND PURPOSE**

1.1 Pitstone Parish Council has purchased a plot of leisure land and identified funding to construct a concrete multi-wheeled sports facility (skate park) at the Recreation Ground (adjacent to Pitstone Memorial Hall), Vicarage Road, Pitstone, Leighton Buzzard, LU7 9EY.

1.2 The Parish Council is issuing this Contract Notice to identify suitably experienced and capable contractors who are in a position to submit tenders for the provision of a service to include the design, supply, construction and commissioning of a concrete multi-wheeled sports facility (Skate Park) within a parcel of land approximately 45m x 22m. The final design will be arrived at in consultation with the Parish Council and a local user group.

## **2.0 TENDER AWARDING BODY**

2.1 The tender awarding body will be Pitstone Parish Council, C/o 9 Warwick Road, Pitstone, Leighton Buzzard, Beds, LU7 9FE. Email: [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk) - Telephone: 01296 767261.

## **3.0 KEY PROJECT OUTCOMES**

3.1 The key project outcome will be the construction of an above ground-level (not sunken – see Geotech report), concrete (spray, pre-cast or combination) multi-wheeled sports facility (Skate Park) on a parcel of land approximately 45m x 22m with a rural plaza design utilising grass embankments/mounds etc as opposed to imposing concrete structures. Within this area contractors will need to accommodate the skatepark and appropriate grass run-off and buffer areas, any proposed fencing and drainage etc. within the budget available.

3.2 The aim is not to provide a large destination park that would draw users from neighbouring towns, but to provide sufficient local facility for the young people of the parish (and neighbouring parishes) to enjoy. Equipment must be built and installed to BSEN 14974:2006 or equivalent.

3.3 The project must consider and provide suitable SUDS drainage, must consider & account for likely weather conditions (including frost/thaw impact on concrete), provide information about concrete additives & surface finish where appropriate, and must include provision of appropriate signage, which must include encouragement for users to wear suitable safety gear. A RoSPA post-installation inspection will be required, and any skate park designed must pass such examination.

3.4 The Parish Council would be interested to hear contractors' views on providing fencing around the open two sides of the skate park. One boundary has a hedgerow. One boundary has bow top fencing forming the boundary with the play space. Both remaining boundaries will have footpaths adjacent. It has been suggested that the provision of matching bow top fencing to these 2 boundaries would prevent young children and dogs from running into the path of skaters. (Contractors should provide separate itemisation for the provision & installation of this fencing if it is felt necessary)

3.5 Annex A provides an overview of the desirable components required of the skatepark, which has been arrived at in consultation with local user groups. The installed facility must be suitable for beginner to more experienced, and take into consideration use by skateboard, scooter, rollerblade and BMX. The list of desirables is not in priority order and it is not expected that all features will be included. We are expecting that suppliers will use their skill and experience to design a skate park to fit the available space and budget using the list as a guide to develop a number of options.

3.6 Annex B includes a plan of the Memorial Hall Recreation Ground and its surroundings to assist contractors in understanding the existing uses on the relevant land.

## 4.0 KNOWN ISSUES & PROJECT CONSTRAINTS

### 4.1 Land ownerships & boundary constraints

4.1.1 The parish council first attempted to procure the skate park in 2012 but a land ownership complication resulted in the proposals being placed on hold. The parish council has since been able to purchase the parcel of land from a local charity and works are now progressing for the implementation of the Neighbourhood Equipped Area of Play (NEAP) strategy, including the concrete skate park.

4.1.2 The proposed site of the skate park was previously the site of children's play equipment. The old play equipment has been removed (to ground level only) and a new play space created in the adjacent area of land to the north-west of where the skatepark will be developed - the bow top fencing around the play space will form the north-western boundary of the skate park site.

4.1.3 Contractors will need to take into consideration, and allow for, the removal of any underground play equipment foundations and/or tree roots and any impact this may have on the new skatepark. Consideration will also need to be given to maintaining the safety of playground and recreation ground users during construction of the skate park. Contractors should visit the site to familiarise themselves with the existing on-site conditions.

4.1.4 Nicholas King Homes are currently constructing a residential development on land adjoining the western boundary of the skate park site. Further information can be obtained via Aylesbury Vale District Council planning portal by searching for the following planning reference: 17/01871/APP | Residential development comprising 74 dwellings, creation of two new accesses, car parking, leisure facilities, landscaping and associated works.

4.1.5 The parish council owns an area of land previously utilised as car parking for the Memorial Hall and has entered into an agreement with Nicholas King Homes (NKH) for them to construct a multi-use games area (MUGA) on part of this land as part of the NEAP. (Layouts and information on the MUGA are made available to contractors for information.) To the south-west of the MUGA an area of open space will be created on parish council land. The north-western edge of this open space and the MUGA will form the southern-eastern boundary of the skate park site. NKH currently anticipate completing construction work on the MUGA by the end of April 2021 (although this is unlikely to be handed over to the parish until the end of July 2021) and we anticipate that skate park installation will follow later in the summer, once these works are complete. Potential contractors should also note that NKH have recently installed a piped drainage ditch along this boundary.

4.1.6 It should be noted that NKH will have their entire site boundary fenced off whilst working on the adjoining site although they will not be accessing their site from the Recreation Ground as they have their own site access.

4.1.7 Contractors may wish to consider incorporating in their designs the installation of additional screening vegetation to help reduce noise or visual disturbance to the new properties. As a minimum, contractors will be required to ensure that their proposals comply with the requirement for the skatepark to be located a minimum 30m from the edge of the nearest residential property elevation being constructed by NKH.

4.1.8 As part of their residential development, NKH are installing a tarmac footpath access from their development to the edge of the recreation ground. This path will join the recreation ground in its south-western corner. (Please refer to the MUGA and residential development drawings). This path will need to be extended within the recreation ground to join the existing concrete access path to the play space / skatepark and to provide a hard footpath access to the memorial hall. Contractors are asked to provide a separately itemised specification and quote for this path extension as part of the skate park site development.

4.1.9 The eastern boundary of the skate park plot has a concrete access path and open views across the recreation ground. This boundary should remain predominantly open to provide good visibility from across the wider recreation ground for the safety of skate park users.

#### 4.2 Recreation Ground Sporting & Leisure use

4.2.1 The recreation ground itself houses a full-sized adult football pitch and a cricket pitch (whose outer field overlaps with the football pitch) on the area immediately adjacent to the new play space and skatepark. Both pitches must remain available for use throughout the skate park construction period - this area cannot be used for site compound or access etc.

4.2.2 The wider recreation ground is utilised for informal leisure use by local families, children, joggers, dog walkers, junior football & cricket training etc. and must remain available for general use throughout the construction period for the skate park.

#### 4.3 Access Constraints

4.3.1 The site is accessed via the car park to Pitstone Memorial Hall off Vicarage Road, Pitstone. The access drive to the car park runs along the side of the hall and in places is narrow, so large vehicles may need monitoring/assistance. Should it be necessary for any vehicles to enter the site across the recreation ground, it may be necessary for the contractor to put down protective matting and assist the vehicles, as this is a registered village green, and it is a criminal offence to cause damage to it.

4.3.2 Access is maintained from the car park onto the recreation ground which is currently used by the grounds maintenance staff. This access could be utilised to reach the skate park site. It is proposed that the site compound be located between this rear access and the memorial hall – see constraints map.

4.3.3 Site access is therefore tight and site compound space is tight. Contractors will need to demonstrate that they have taken these various constraints along with any associated health and safety issues into account when submitting proposals.

(NB: Pitstone Memorial Hall itself is not owned by the parish council and is operated by a separate charity, the parish council will seek permission from that charity for access across its land)

#### 4.4 Design Constraints

4.4.1 Please refer to the geotechnical ground investigation survey report.

- Predominantly clay topsoil with lower chalk formation and high-water table (just 2m below the surface in places).
- We would draw attention to the summary on page 8 which states that:
  - the entire skate park must be built above ground level.
  - that a shallow SUDS drainage scheme within the upper 0.5m of soil will need to be provided. New Storm water attenuation designed to suit the proposed impervious run-off areas at greenfield rate, with an allowance for climate change to conform to the LLFA requirements.
  - grassed mounds may require the import of suitable granular material that can be adequately compacted. These should then be dressed in topsoil and turfed or seeded.

- The existing topsoil will need to be removed beneath the skate park area and the formation will need to be proof rolled to identify any particularly soft or weak areas which should be removed and replaced with suitable compacted granular material.
- Within the vicinity of trees, it will also be necessary to remove any obviously desiccated soil if future heave / shrinkage movements, that could manifest themselves in cracking of the concrete, are to be avoided. Similarly, any seasonally desiccated soils that may potentially be present should also be removed.
- In the case of any new foundations a net allowable bearing pressure of 100kN/m<sup>2</sup> may be adopted for moderately sized pad, or strip, foundations placed within the chalky clay at a minimum foundation depth of 1.0m. The foundation design will need to consider the effect of the trees within the vicinity of the site, and the guidelines for building near trees provided by in the National House Building Council (NHBC) design guide Chapter 4.2 for soils of medium shrinkability should be followed. In order to protect the foundations from the potential effects of seasonal desiccation, foundations would need to by-pass any significant root growth and any obviously currently desiccated soils
- The recommendations for Class DS-1 sulphate conditions should be followed, assuming an Aggressive Chemical Environment for Concrete (ACEC) site classification of AC-1s for a static groundwater regime.
- All concrete mix design should be specified to resist freeze/thaw external exposure conditions and cover to reinforcement detailed to suit. All concrete design and specification to be in accordance with BS EN 1992-1-1: Eurocode 2: Design of concrete structures.
- Please note that the topsoil at the allotment site mentioned in the Geotechnical report is no longer available.
- The ground conditions, SUDS drainage requirements, requirement to build above ground, height limitations etc remain pertinent.
- Note the requirement detailed above for the selected contractor to remove any old play equipment foundations and to take these into account when formulating their construction and foundation proposals. Contractors will also need to describe how they propose to deal with the removal or re-use of any excavation spoil.
- Most trees previously located in the skate park zone have since been removed. Please refer to the 2020 tree survey & M K Surveys latest topographical report for up-to-date information. Root zones for remaining trees or boundary trees would clearly need to be protected and contractors should provide details. The effects of previous trees should still be considered in any new foundation/ ground slab design.
- Structures must not exceed 4m in height or 200 cubic meter capacity (otherwise the site will require planning permission). Contractors are expected to demonstrate how their design meets these requirements.
- The piped drainage ditch lies to the southern boundary, along the edge of the MUGA. The hedge, fence and land beyond this boundary are within the ownership of Nicholas King Homes.

#### 4.5 Contractor Utilities and Welfare Facilities

4.5.1 As the Memorial Hall is not owned by the parish council, the facilities within this building will not be available for contractors use. All contractors must therefore include provision within their tender for the necessary welfare facilities etc.

4.5.2 The Memorial Hall does have an external power supply and an external water supply (which the parish council utilise for ground-keeping) located inside the garage of the Memorial Hall. The parish council could arrange for access to the garage subject to contractors supplying the necessary connections and hosing etc.

#### 4.6 Underground Utilities

4.6.1 Contractors should be aware that there is an underground electricity cable which feeds electricity from the Memorial Hall to the light in the new play area. The cable runs along the eastern boundary of the skatepark site; therefore, contractors will need to allow for a CAT scan and include suitable provision for protection of this cable and of staff etc.

4.6.2 Contractors will be required to carry out their own due diligence and obtain up-to-date utility plans for the site and should ensure they include an allowance for this within their tender submission.

#### 4.7 Project Timescales

4.7.1 We are conscious of the difficulties of installing concrete, especially spray concrete, during the winter months. Drier summer weather also means that vehicles are able to cross the recreation ground easier and cause less damage. We are therefore seeking for the facility to be installed during the June to September window.

4.7.2 This timescale also ties in with the estimated completion of the adjoining multi-use games area at the end of April 2021, which will avoid 2 teams of contractors having to work at the site at the same time. Contractors are expected to provide an initial estimate of likely duration of on-site contract works and relevant lead-in times.

#### 4.8 Contractor Requirements

4.8.1 The parish council recognises that concrete skatepark installation is a bespoke market and it will require some security that the selected contractor will still be operating in several years to resolve any legacy issues. Therefore, contractors must have been successfully installing concrete skate parks for at least 5 years and must be on a sound financial footing.

4.8.2 It is anticipated that contractors will want to submit outline sketch proposals of their proposed design ideas for the skatepark as part of their initial submission.

4.8.3 Contractors must possess a minimum of £5m public liability insurance and be in possession of professional indemnity insurance commensurate with the associated works.

4.8.4 Contractors and their sub-contractors must be able to demonstrate membership of appropriate professional bodies such as Constructionline and accreditation to the Contractors Health and Safety Scheme or Safety Schemes in Procurement or equivalent schemes.

4.8.5 Subcontractors, including installers, must be members of CHAS (or SSIP equivalent) and such companies should be named and evidence of accreditation provided.

### **5.0 TENDERING PROCESS**

5.1 The purpose of this Contract Notice is to identify and qualitatively assess the costed proposals submitted by contractors who have the technical ability, experience, creativity and capacity to design and deliver the work. A number of contractors who can provide sufficient evidence of this, in accordance with the initially stated evaluation criteria, will be invited to enter into dialogue with the parish council to develop a full and final costed design proposal for the project.

5.2 The Parish Council will be using the provisions outlined in Regulation 30 (Competitive Dialogue) of the Public Contracts Regulations 2015 in the award of this contract. The time limit by which proposals must be received by Pitstone Parish Council is 30 days from the publication of this Notice (this Notice was published on 29<sup>th</sup> March 2021).

5.3 An outline design brief, intended as a guideline for suitably experienced contractors, is included in this Notice at Annex A.

5.4 A limited number of contractors who can demonstrate relevant experience, creativity, capacity and financial security in response to this Contract Notice will be invited to prepare designed and detailed costed proposals. The number of contractors invited to this competitive dialogue stage will be determined by the Parish Council by reference to the evaluation criteria outlined in Annex C. The Parish Council reserves the right to invite any number or none of the responding contractors to participate in further stages of the tendering process.

5.5 Contractors who are invited to the final stage will be asked to develop and present their bespoke and costed interpretation of the outline design brief for the consideration of the Parish Council and user group. We would particularly welcome discussions with contractors on their experience of successful consultations they may have undertaken during the pandemic.

5.6 Any invitation to participate in the tender process based on responses received does not imply any representation by the council as to a contractors' financial stability, technical competence, ability or suitability in any way to undertake the works described above.

5.7 The funding envelope available for the project does not exceed £170,000.

## 6.0 ANTICIPATED TENDERING TIMETABLE

Issue of Contract Notice and supporting documentation	29/03/2021
Closing date for receipt of costed proposals in response to Contract Notice	13/05/2021
Evaluation, assessment & identification of 'dialogue list'	14/05/2021 – 21/05/2021
Clarification and dialogue period with selected candidates / Identification of preferred partner	24/05/2021 – 04/06/2021
Final dialogue, design and costs agreement	07/06/2021 – 18/06/2021
Appointment of preferred contractor	24 <sup>th</sup> June 2021

(This timetable may be subject to change depending on responses received)

Further information about this project can be obtained by e-mail from Laurie Eagling, Parish Clerk via email: [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk).

## 7.0 EVALUATION OF RESPONSES

7.1 The qualifying criteria against which interested parties will be assessed at the initial stage will include:-

- Demonstration of technical capabilities and design innovation on similar sized projects and successful track record of providing similar works, evidenced via illustrations of previous contract experience and associated references,
- Capacity to comply with contract and funding timetables,



- Demonstration of at least 5-years history of delivering concrete skate parks together with evidence of financial standing and legal status,
- History of membership of relevant trade quality bodies,
- Demonstration of compliance with relevant legislation (including environmental and equal opportunities).

7.2 The evaluation of responses to this Contract Notice will be carried out by reference to the table reproduced in Annex C.

## 8.0 DOCUMENTS CURRENTLY AVAILABLE

1. LBH Wembley Geotechnical Assessment Report
2. Topographical Survey
3. Tree Risk Assessment (2020)
- 4a. Details of new adjoining play area installations (3 documents; Play space now installed and may be viewed by contractors);
- 4b. Plan of play equipment now removed.
5. Details of adjoining multi use games area (MUGA) installation (6 documents)
6. Aerial View of adjoining football pitch
7. Details of adjoining residential development by NKH (6 documents)
8. Plan of approximate route of lighting cable
9. Site constraints plan
- 10 Site access route plans
  - a) concrete mixer
  - b) tipper trucks
11. Site layout & location plans (see Annex B)
12. Tender Preliminaries
13. H & S Pre-Construction Information  
(documents not included in this Notice are available at –  
<https://pitstone.co.uk/wp-content/uploads/documents/SkateparkTenderDocuments.zip>)

## 9.0 OPTIONS / ADDITIONS

- The skate park will not be floodlit.
- CCTV is not required.
- Covered youth shelters are not required.
- Design should include provision of seating and waste collection to enable users to relax between runs and spectators to observe.
- Landscaping, seeding, artificial turf etc required within the site should be included in the proposal to ensure that the site is available for immediate use upon completion.
- When submitting designs, suppliers are asked to include a summary of how they see the skate park being used, e.g., how many users, flow of users etc.

## 10.0 DECLARATIONS & CONFLICTS OF INTEREST

10.1 Contractors submitting proposals in response to this Notice should include the following in their submission: -

1. Their full contact details.
2. A declaration of their status as a sole trader, partnership, limited company, LLP etc.
3. Where the applicant is reliant on the use of sub-contractors, details of the quality control approach adopted by the applicant in relation to the selection, appointment and payment of sub-contractors.

4. Whether any partner / director has any unspent criminal convictions relating to the conduct of his/her business or profession.
5. Whether any partner, director or employee is related to any elected councillor or employee of Pitstone Parish Council.
6. Where the applicant is a member of a group of companies, provide the name and address of the ultimate holding company and a chart showing the group structure and reporting lines.

10.2 Contractors are also asked to certify that the information supplied is accurate to the best of their knowledge and belief and that they can provide the undertakings requested. Providing any information that proves to be false will result in you not being considered for the contract in respect of which this Notice is issued.

10.3 You are also asked to confirm that you are authorised to sign your submission and provide the requested information, authorisations and undertakings.

10.4 Interested parties should complete and submit the Declaration at Annex D.

## **11.0 EXPECTATIONS**

11.1 Funding for the delivery of the skatepark has already been identified. The maximum funding for the project does not exceed £170,000 for the supply & installation of the skate park and associated groundwork e.g., SUDS drainage.

11.2 Please supply separate quotations for (a) the installation of the connecting footpaths and (b) the installation of fencing/gates along the 2 open sides of the skate park area.

11.3 We envisage that the experience and creativity of the final preferred contractor will be used to help inform the final design of the facility. By the tender closing date we expect contractors to have submitted a comprehensive tender pack with draft 3D sketches of what could be achieved within the site & budget, show what account has been taken of user flow/numbers/risks/ground conditions, draft costings, initial thoughts on drainage, references, experience, company details etc.

11.4 We will also expect the final preferred contractor, after appointment, to work with the parish council, its professional advisors and user groups to agree the final design detail, confirm the planning status (and help determine this to approval if this is required) and implement the project to full completion and sign-off by all relevant parties.

11.5 We envisage that the final preferred contractor will perform the role of sole main contractor for the development and be able to mobilise any sub-contractors required to fully deliver the project.

11.6 It is anticipated that interested parties will familiarise themselves with the site and its general layout. It is expected that the preferred contractor (when identified) will provide valid and current copies of insurance documents, all accreditation board certificates, health and safety and other policy documents and relevant method statements to cover the relevant activities and timescales associated with the project.

11.7 The Parish Council propose to enter into a JCT Design & Build contract with the preferred contractor - refer to Tender Preliminaries prepared by Beacon Surveying Services Ltd prior to the commencement of site works.

## 12.0 QUERIES AND SUBMISSION OF RESPONSES

12.1 Any queries relating to this Notice should be submitted in writing to Laurie Eagling, Parish Clerk via email: [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk). No queries will be accepted less than 5 working days before the closing date for responses to this Notice. All parties will be made aware of all queries received and responses provided. Further general information about the procurement / tendering process for this project can be obtained from: Phil Woodward [phillipw456@gmail.com](mailto:phillipw456@gmail.com) .

12.2 Responses to this Notice must be made by 17:00hrs on the closing date of 13<sup>th</sup> May 2021, both by e-mail and hard copy to: - [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk) and via post to 9 Warwick Road, Pitstone, Leighton Buzzard, LU7 9FE.

12.3 Both email and written submissions should be clearly marked "Skatepark Proposal" in the heading/on the envelope. You will receive an emailed receipt from the Clerk but submissions will not be circulated to members of the evaluation panel or considered until after the closing date.

Tender Issue

## Annex A (Outline Design Brief)

The project will involve the design and construction of an exciting skate park that provides a benefit to the whole community who can enjoy and develop skills as BMX riders, scooter riders or skateboarders from beginner to the more experienced. The design will need to consider diverse elements with variations in size, gradient and height. The skate park must include sympathetic landscaping within the surrounding recreation ground and provide a facility which will attract and cater for families as well as individual users.

Consideration should be given to landscape screening to the south and west of the site, which is currently being developed for residential purposes. The north and east of the facility should maintain an open view of the remainder of the park to ensure the area does not become disjointed from the wider recreation ground and to provide safety & security for users.

The desirable features of the facility have been arrived at in previous consultations with a local user group and are outlined as follows: -

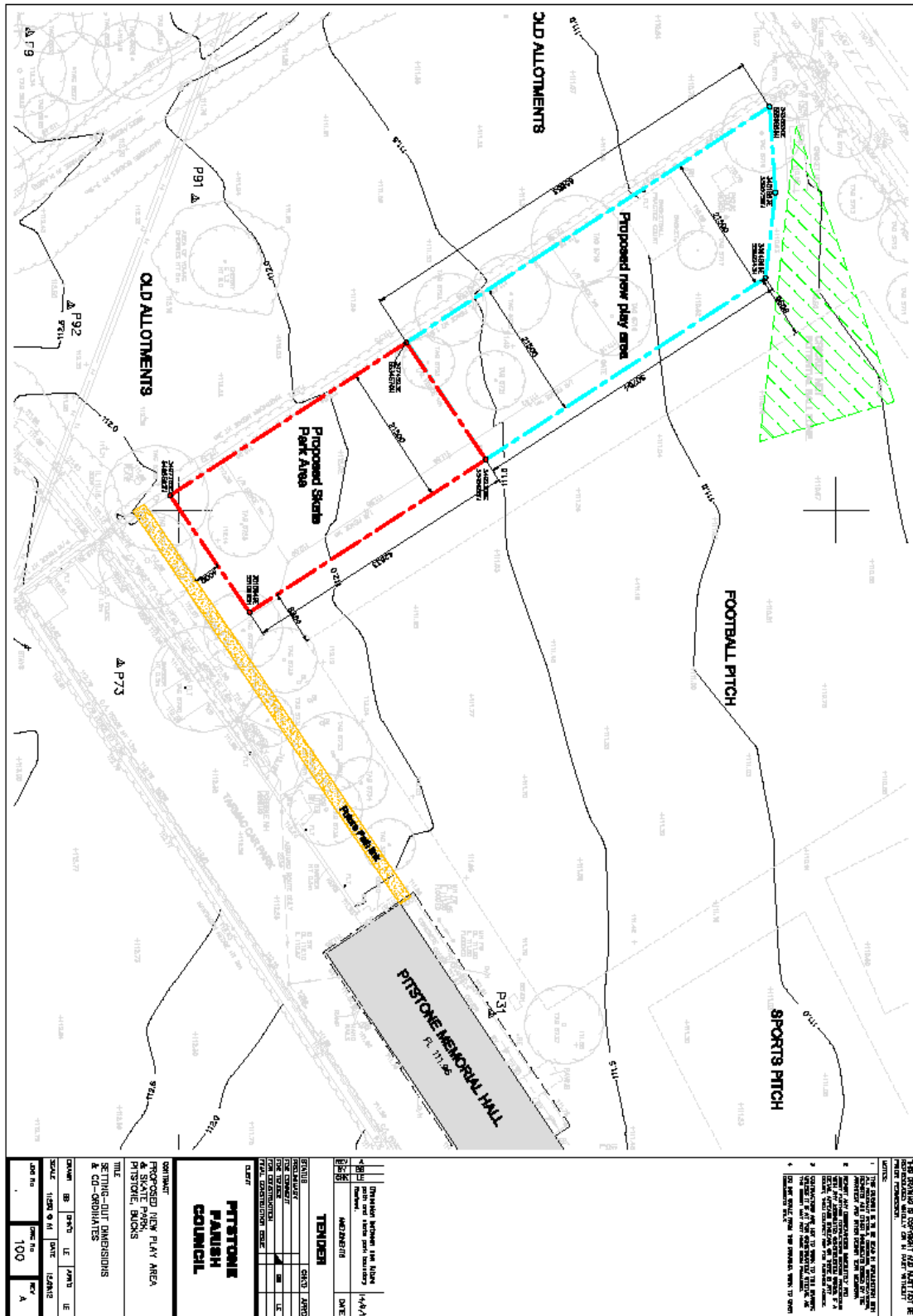
*The flow of the park should provide safe access at any point for any user during both quiet and busy periods, yet still be capable of 'total access'. For example, on busy days, specific areas may be used by groups for a specific purpose and on quiet days, the entire park will be 'traversable' by one rider / skater.*

*The following is a list of the preferred that the users feel would achieve a desirable 'flow':*

- *Launches/jump box*
- *mini ramp / quarter pipe*
- *half pipe*
- *roll ins*
- *hips*
- *stair sets*
- *flat bar / rail*
- *jersey barrier / wall ride*
- *flat bank*
- *funboxes / pyramid / volcano*
- *granite ledge*
- *grindable steps*
- *2 tiered jump box*
- *transitioned flat bar*
- *along and down ledge*
- *pump bump*
- *euro gap*
- *picnic tables and/or benches*

(NB. - the list is not in any priority order and we do not expect all features to be included. We are expecting contractors to use their skill and experience to design a skate park to fit the available space & budget using the list as a guide to develop options)

# Annex B



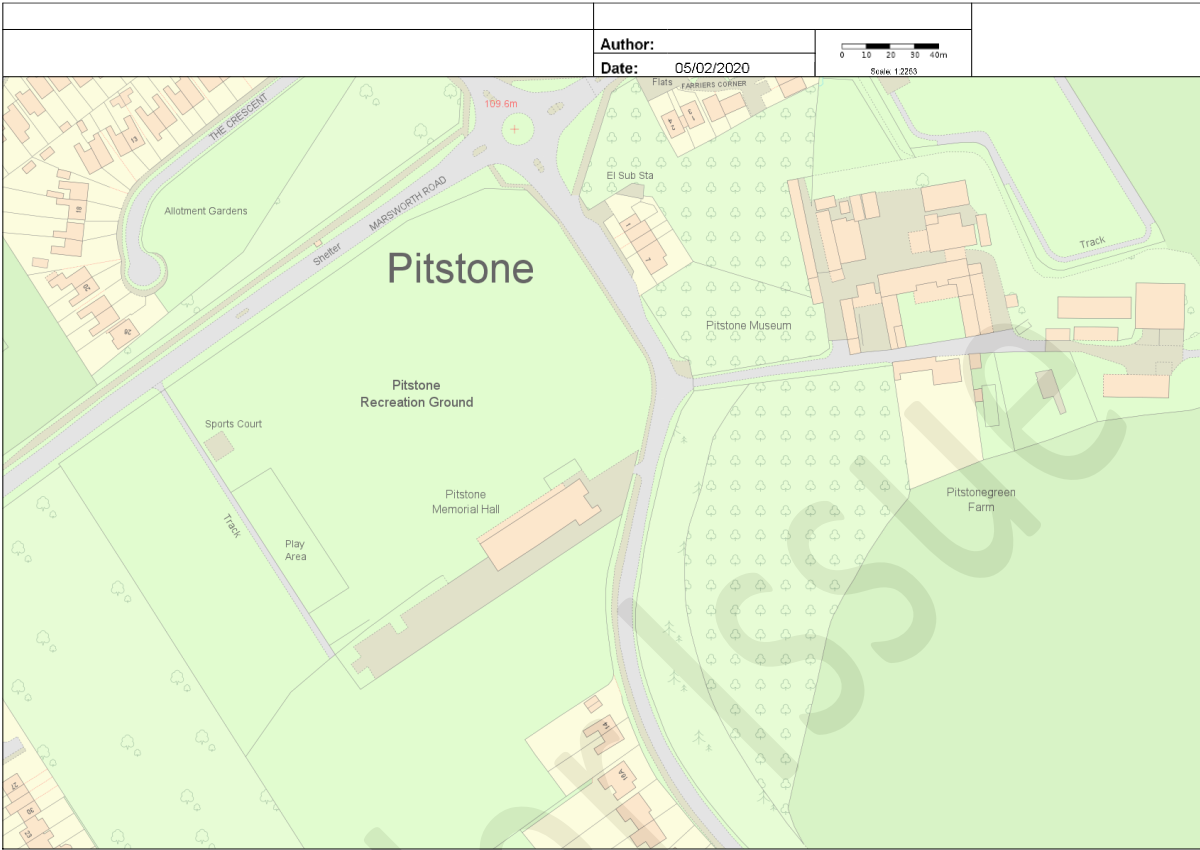
THE DRAWING IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION WITHOUT THE WRITTEN APPROVAL OF THE DESIGNER. THE DESIGNER ACCEPTS NO LIABILITY FOR ANY DAMAGE OR LOSS OF PROFITS, BUSINESS, REVENUE OR PROFITS, OR ANY OTHER LOSS, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING FROM THE USE OF THIS DRAWING, WHETHER OR NOT SUCH DAMAGE OR LOSS IS CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE DESIGNER. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

TENEMENT	
NO.	1
DATE	14/4/17
DESIGNER	MR. J. J. J.
DATE	14/4/17

**PITSTONE PARISH COUNCIL**

CONTRACT  
 PROPOSED NEW PLAY AREA  
 & SPORTS PITCH  
 AT SCALE PARK  
 AT SCALE PARK

SCALE	1:250	DATE	14/4/17
SCALE	1:250	DATE	14/4/17
SCALE	1:250	DATE	14/4/17
SCALE	1:250	DATE	14/4/17



Tender

## Annex C

### Evaluation Table

	<b>Evaluation criteria</b>	<b>Relative Weighting</b>
1	Assessment of innovative response to outline design brief including connectivity with existing recreation ground and proposals for user group consultation.	35%
2	Relevant & recent contract experience to indicate technical capability and capacity (including a minimum 2 referees)	20%
3	Price	40%
4	Environmental / equal opportunities policies & construction quality accreditation mark.	5%
5	All relevant information provided.	Pass / Fail
6	Documentation provided to demonstrate a properly constituted trading organisation.	Pass / Fail
7	Demonstration of applicant's financial standing including insurance.	Pass / Fail
8	Any potential conflicts of interest recognised & addressed.	Pass / Fail
9	Satisfactory declarations are made	Pass / Fail

The Council reserves the right not to select an applicant who has been assessed as having grave weaknesses in one evaluation area, notwithstanding acceptable or strong responses in all other areas.

## Annex D – Declaration Form

I hereby certify on behalf of the applicant that the information supplied is accurate to the best of the applicant's knowledge and belief and that the applicant thereby gives the undertakings requested in the questionnaire. I and the applicant understand that giving false information will result in the applicant not being considered for the contract in respect of which this questionnaire is issued.

I also understand that it is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body, and that any such action will result in the applicant not being considered for the contract in respect of which this questionnaire is issued (and that if such a contract has been entered into, such action will allow Pitstone Parish Council to terminate it forthwith and to recover any resulting loss or damage from the applicant).

On the applicant's behalf I authorise Pitstone Parish Council to obtain references from the applicant's bank, accountant, auditors, clients, employers and any other source it sees fit in connection with its assessment of the applicant's suitability to be invited to tender for the above-mentioned contract.

I confirm that I am authorised to sign this declaration and give the above-mentioned authorisations and undertakings on the applicant's behalf.

Signature .....

Name .....

Position .....

For and on behalf of the applicant named above on ..... (date)