Invitation to Tender

Pump Track

White Lion Park, Malmesbury, Wiltshire

Date: 12 January 2026

Prepared by Malmesbury Town Council and Malmesbury Community Park

Contents

1. Project Background

1.1 In January 2025 Malmesbury Community Park (MCP) (registered charity number 1211574) was established to work with Malmesbury Town Council (MTC) with a view to establishing an outdoor skate park and pump track. MCP and MTC share the joint objective of wishing to provide, for the benefit of the inhabitants of Malmesbury, Wiltshire and the surrounding area, a high-quality skate park and pump track facility for use by the public. This tender is for the pump track only. The tender for the skate park facility has been published separately. The winners of each tender, once selected, will be required to work together to ensure a coherent overall design for the joint facility, and will be required to coordinate their activities during the construction phase.

1.2 MCP is made up of residents who live and work locally. The group has undertaken work to identify possible locations for the new facilities, as well as engaging in extensive community consultation to better understand community needs and aspirations in relation to the project. MCP has the full support of MTC, and a working group consisting of representatives from the two organisations has been established to take the project forward.

1.3 During 2025, MCP and MTC agreed that the new facilities should be located at the existing recreation ground owned by MTC at White Lion Park (WLP), on the western outskirts of Malmesbury (SN16 0QW). WLP is currently the site of a play area, play equipment and sports pitches. There is no pump track or other wheeled facility currently located at WLP. WLP is part of the Fields in Trust scheme.

1.4 WLP is at present and (following the construction of a pump track) will remain the responsibility of MTC. The chosen contractor will be expected to provide details of all warranties / guarantees and a proposed maintenance schedule upon completion of works.

1.5 MTC is the accountable body responsible for the delivery of the pump track design (Phase 1) and construction (Phase 2). On-the-ground project liaison with the appointed developer will be facilitated by an appointed representative of MTC.

1.6 MTC is working in partnership with MCP. MTC is inviting contractors with appropriate capability and experience to tender for this project with a proposal that includes an outline design and pricing breakdown, covering the two project phases.

2. Tender selection process

Submission of Tender

2.1 Bidders are asked to confirm their intention to submit tenders and outline proposals as described in APPENDIX A (Key Dates for the Tender Process).

2.2 Tenders should be emailed to administration@malmesbury.gov.uk with a copy to info@malmesbury-cp.co.uk by the date specified in APPENDIX A Key Dates for the Tender Process).

2.3 Tenders should include the items specified in APPENDIX B (Tender Submission Checklist). Tenders should include details of reference pump track projects - full details are included in APPENDIX C (Reference Pump Track Projects).

2.4 Bidders will not be entitled to claim from MTC any costs or expenses that Bidders may incur in preparing their tenders, whether or not their tender is successful.

2.5 All questions relating to the project should be made in writing or email to administration@malmesbury.gov.uk with a copy to info@malmesbury-cp.co.uk.

Tender Evaluation

2.6 Evaluation of tenders will be carried out by a project panel, as per the schedule in APPENDIX A (Key Dates for the Tender Process). Bidders may be required to make a 30-minute presentation to the panel on a mutually agreed date, following tender submission.

2.7 Tender submissions will be evaluated against the qualification criteria detailed in APPENDIX D (Tender Qualification Criteria).

2.8 Tender submissions successfully qualified will then be assessed against the technical criteria detailed in APPENDIX E (Technical Assessment Scoring Matrix).

2.9 MTC reserves the right to reject any or all tender submissions.

Pricing breakdown

2.10 The tender should include a pricing breakdown to cover all design and build pricing for both Phase 1 (Detailed Design) and Phase 2 (Construction) (each as described below). This should include the price of any ancillary works, workshops for the design group input into the final design, planning permission drawings, RoSPA design stage inspection, RoSPA construction stage inspection prior to practical completion, and 10% contingency and all contractor fees.

2.11 All pricing in the tender submission must be valid for 18 months from the date of submission.

Contractor appointment for Phase 1 (Detailed Design)

2.12 Once a preferred bidder has been identified, MTC will undertake due diligence checks. In the event of any undue or serious concerns over the preferred bidder (including as to its financial position), MTC may decide not to proceed with the bidder. An alternative tender submission may then be considered, if qualified and suitable.

2.13 Following successful completion of the final due diligence, the bidder will be required to enter into a written Pre-Construction Agreement. Instructions for the completion of the Pre-Construction Agreement will be provided to the successful contractor by MTC. The Pre-Construction Agreement will relate to Phase 1 (Detailed Design) only (described below).

2.14 The selected bidder must not undertake work or enter into any commitments for this project in advance of the written Pre-Construction Agreement being properly completed.

2.15 In addition to reserving the right to reject all tender submissions, MTC reserves the right to make the decision at any time to cease the Phase 1 (Detailed Design) activities, or not to proceed to Phase 2 (Construction) (described below). In this event, MTC will consider reimbursement of reasonable costs relating to Phase 1 (Detailed Design) up to the time which MTC communicates its decision not to proceed, but otherwise the work under Phase 1 will be undertaken by the Contractor on a speculative basis. This position will be reflected in the Pre-Construction Agreement.

Contractor appointment for Phase 1 (Detailed Design)

2.16 Should MTC decide to proceed to Phase 2 (Construction) (described below), it would require the Contractor to enter into an appropriate industry-standard design and construction agreement (e.g. JCT or NEC documentation, with appropriate amendments).

2.17 The price agreed in the design and construction agreement related to Phase 2 (Construction) would be fixed, unless MTC agree otherwise, with reasonable price adjustment as necessary, taking into account any changes increasing or decreasing the cost of the construction of the design agreed during the period between bid submission and finalization of the design.

2.18 MTC reserve the right, if required by applicable law or regulation, to re-tender for the Phase 2 (Construction) works.

3. Project Phases

3.1 The selected Contractor will work with MTC and MCP towards completion of the pump track facility in two distinct phases:

Phase 1 (Detailed Design)

3.2 The Contractor selected pursuant to this tender process will:

(a) work with MTC, MCP and the community (through further community consultation) to develop the detailed design of the pump track, including all the necessary construction drawings and specifications. This would include participation in a design working group, involving MTC and MCP representatives, and would also include supporting at least one further community consultation event led by MTC and/or MCP; and

(b) work with MTC and MCP to support planning permissions applications, with amendments to the design as necessary, and assist in producing or instructing third parties to produce other information or reports required in order to obtain planning permission. By way of background Wiltshire Council have indicated that Planning Permission for the skate park and pump track facility will be required; and

(c) work with MTC and MCP to support fundraising efforts, including providing information as necessary to support fundraising applications. MTC will meet an element of the funding needed for the project, but significant fundraising will be needed, which will be led by MCP; and

(d) work with the winning bidder for the separate skate park tender to ensure a coherent overall design for the joint facility.

Phase 2 (Construction)

3.3 Following Phase 1, the Contractor will construct the pump track facility in accordance with an agreed contract (incorporating the design approved by MTC and MCP) it signs with MTC, and in accordance with relevant Planning Permission and all other applicable laws and regulations.

3.4 Note: MTC reserves the right to not proceed with Phase 2 (because of the lack of sufficient funding, inability to obtain planning permission or for any other reason). In the event of this, MTC will consider reimbursement of reasonable costs relating to Phase 1, but otherwise the work under Phase 1 will be undertaken by the Contractor on speculative basis.

4. Design requirements

Our Requirements

4.1 We are looking for value for money, with a focus on the quality of the design.

4.2 The design should:

(a) be made from asphalt:

i) minimum of 200mm of compacted crushed stone as the base layer before applying asphalt;

ii) contain the following asphalt mix:

1) elevated fine aggregate content (below 2mm) for a smooth, grippy surface;

2) high binder content to enhance durability;

3) minimal coarse stone content, with a maximum aggregate size of 12mm;

4) use a soft binder for improved flexibility and longevity;

iii) the raw shape must be thoroughly compacted before paving.

iv) the asphalt should be applied as follows:

1) lay asphalt at 100mm thickness and compact to 80mm;

2) extensive compaction is required to achieve a long-lasting, smooth, and high-performance surface;

(b) incorporate rollers, optional doubles and berms in a configuration that enables a continuous circuit;

(c) be of a minimum width of 2 metres;

(d) suitable for all abilities, with optional gaps and jumps for advanced riders;

(e) have turn heights which are consistent at entrance and exit;

(f) for turns greater than 90 degrees, be bermed to at least 1.3 metres;

(g) for turns less than 90 degrees, incorporate berms up to 1.3 metres;

(h) have berm steepness of no less than 50 degrees;

(i) for all turns, be concave in shape with a wide base and steep top to cater for beginners and advanced riders;

(j) for all turns, be of a turn radius of at least 3 metres. Higher speed turns require a larger radius. All turns to be suited to speed;

(k) for all turns, the first roller before and after the turn must be at last 1 metre from the turn;

(l) must include a minimum distance of 3 metres between each roller;

(m) roller heights must enable good flow and enjoyment for all abilities;

(n) preferably, there would be an ability for riders to transfer between different sections of the pump track;

(o) incorporate effective and easily and cheaply maintainable drainage to enable safe riding in common weather conditions; and

(p) indicate access routes to and from the facility (connecting to existing access routes to the park) and indicate potential connecting access to the skate park facility.

4.3 The pump track will be constructed on an area which is currently largely grassland (sports pitches) within the area outlined in red on the below plan, appearing in Appendix F. The pump track should take up no more than half of this area outlined red, with the other half of this area reserved for the skate park facility. The location of the playpark and play equipment at WLP should be considered within the design.

4.4 Designs should be sensitive and appropriate for the local setting, and it is important that the pump track is designed so that antisocial behaviour is discouraged.

4.5 The design must make provision for access (i.e. footpaths) to the pump track, which should connect to existing access at WLP.

4.6 As noted elsewhere, the contractor must work with the selected contractor for the skate park, to ensure a coherent overall design for the joint facility. For the purposes of submitting the design, the contractor should assume that the skate park will be constructed in the area outlined red in the plan of WLP annexed to this tender and indicate potential access as between the skate park and pump track facilities.

4.7 The design for the pump track must meet the current safety requirements and the incorporate the price of a RoSPA design stage review and post construction inspection for safety (it will be essential that construction passes this inspection to achieve practical completion), are to be included in the tender package price. Any wheeled sports elements will meet the requirements of BS EN 14974:2019 Facilities for activities using wheeled sports equipment. Safety requirements and test methods.

4.8 The design should take into account outputs from initial community consultation event undertaken by MCP:

(a) CCTV has been ruled out at this stage as a feature of the pump track and should not be included in design submissions;

(b) tenders would ideally include floodlighting as an optional feature in their design submissions, and detail separately the additional pricing associated with this.

5. Construction phase requirements

5.1 Access to the site (both during the construction phase, and once the facility is operational) is expected to be from White Lion Park Road, which is the existing access into WLP. Tenders should include confirmation as to whether the existing access to the WLP should be sufficient for the construction phase, whether access during the construction phase will require temporary relocation of existing play equipment, and provide an indication of the period during which access to the remainder of WLP may need to be closed to the public to enable safe construction of the facility.

5.2 We strongly prefer that Contractors do not sub-contract any element of the design and construction of the facility. If any sub-contracting is proposed, this should be clearly indicated in the tender submission, with details provided as to the work that will be sub-contracted and the identity of the party performing the sub-contracted work.

APPENDIX A - Key Dates for the Tender Process

This is an estimated timescale (MTC reserves the right to change these dates, as required), please provide estimated alternative timescales regarding lead in and build period, if appropriate, with the tender submission. These will not be considered in the tender evaluation.

Event	**Date**
Tender start	12 January 2026
Provide notice of interest to respond to tender	6 February 2026
Tender clarification cut-off	20 February 2026
Tender return & opening	6 March 2026
Decision notification to bidders	3 April 2026 (with a reserve date of 10 April 2026 in case MTC full council review and approval is unable to take place prior to 3 April 2026)

APPENDIX B - Tender Submission Checklist

Please ensure that your tender submission includes the following items:

1. Proposed outline design in electronic format (Microsoft Word or Adobe PDF) indicating an estimated lead in time and the estimated time required to complete the works once funding and permissions have been secured.
2. Outline-priced specification documentation including details of materials and products to be used (once the final design is agreed a full priced specification will be required in MS Excel format). Not to exceed maximum budget of £ 190,000 (excluding VAT).
3. Copy of Contractor insurances.
4. Copy of accounts for the last 3 years (audited accounts should be provided, if prepared).
5. Credit score from Experian or Equifax (undertaken within 3 months prior to date of tender submission).
6. Companies House registration number.
7. Three examples of reference pump track projects delivered. (Full details are provided in APPENDIX C (Reference Pump Track Projects).
8. Copy of Safeguarding policy, H&S policy and each other document referred to in Appendix D.

APPENDIX C - Reference Pump Track Projects

Each contractor is to submit the details of three reference pump tracks, started and completed within the last five years, where the contractor was responsible for design and construction of the project.

The reference pump tracks should include one project from each of the following categories:

1. Most recent project
2. One project of similar size
3. One pump track of the contractor's choosing, and permission to seek a reference

Where projects cannot be submitted from all three categories, a justification must be given, and details of alternative projects may be submitted.

For each reference pump tracksproject, please provide the following details:

1. Name of project.
2. Address including postcode
3. Client name and contact details.
4. Approximate date of completion.
5. Total wheeled sports surface area (metres squared).
6. Any support provided for fundraising.
7. Any support provided for obtaining planning permissions
8. Nature of involvement in community consultation initiatives.
9. Total design and build budget, including all ancillary works and fees.

APPENDIX D - Tender Qualification Criteria

The following criteria will be used to determine if the tender submission qualifies for assessment:

Qualifying criteria		Assessment	
A	Compliance with tendering procedure and understanding of the brief	Contractors must submit a tender in accordance with the tendering process and including items listed in APPENDIX B (Tender Submission Checklist).	Pass / Fail
B	Insurance	Contractors must have the minimum levels of insurance which are as follows: • £5m Public Liability Insurance • £5m Employer's Liability Insurance • £1m Professional Indemnity Insurance OR, be willing to increase their current insurance levels to match the above, if they are successful. Any contractor who does not meet the minimum insurance levels and is not willing to increase their insurance policies if awarded the contract will be rejected.	Pass / Fail
C	Health & Safety (H&S)	Contractors are required to demonstrate their approach to H&S matters, by: (a) providing a copy of their H&S policy (b) providing proof they hold CHAS (Contractors Health and Safety Assessment Scheme) and/or Constructionline Gold accreditation and (c) copies of certifications of workers for operating relevant plant and machinery. Contractors must also confirm that (a) they have not encountered any Health and Safety Executive or Local Authority enforcing action in the last three years or (b) if enforcing action has occurred in the last three years, it must be demonstrated that appropriate steps have been taken to rectify such problems. Any contractors who cannot demonstrate the above will be rejected.	Pass / Fail
D	Experience and References	Contractors must have a successful / acceptable track record of delivering services, similar to those sought by this tender in the last 5 years. References will be taken up from nominated referees to confirm the track record. Any contractor who does not meet this criterion will be rejected.	Pass / Fail
E	Safety of Build	Confirmation of compliance with pump track standards EN14974 and EN1176 (or latest equivalent standards), and compliance with EN 14974:2019 Facilities for activities using wheeled sports equipment. Safety requirements and test methods.	Pass / Fail
F	Financial solvency	MTC must be satisfied that the financial accounts for the Contractor and the credit rating agency reference check	Pass / Fail

		demonstrate that the Contractor is in a financial sustainable position.	

APPENDIX E - Technical Assessment Scoring Matrix

The following criteria will be used to assess the technical elements of the tender submission:

DESIGN BRIEF CRITERIA
(1) Does the design reflect the requirements outlined above, offering value for money? (a) Does the design offer a high-quality facility meeting the requirements in section 4, including 4.2? (b) Does the design offer maintainability, durability and longevity meeting the requirements in section 4, including 4.2? (c) Is the design in-keeping with the local setting, including the existing play facilities and the location of the proposed pump track, and does the design discourage anti-social behavior? ***This question carries a weighting of 60% of the overall scores. Each category to be scored out of 20, giving a total out of 60.***
EXISTING PROJECT PORTFOLIO
(2) Assessment of the pump tracks submitted for the portfolio: (a) What is the quality of the design? (b) What is the maintainability / durability / longevity of the design? (c) What is the build quality and finish? (d) What support was provided to the community, for obtaining planning permission (if relevant) and in fundraising? ***This question carries a weighting of 40% of the overall scores. Each category to be scored out of 10, giving a total of 40.***
GRAND TOTAL (out of 100)
OTHER CRITERIA -Any fails in this section will result in disqualification of the Tender
(3) Has the Contractor confirmed that it will provide the support envisaged under paragraph 3.2 above? *This is a pass / fail question.*
(4) Has the Contractor confirmed or demonstrated that it will not be sub-contracting an integral part of the design or construction work? *This is a pass / fail question.*
(5) Has the Contractor confirmed access from White Lion Park Road is sufficient for the construction phase, and does the design adequately address access to the facility once it is operational? *This is a pass / fail question.*

(6) Does the design demonstrate that drainage of the proposed facility will be adequately addressed, and that this drainage will be easily and cheaply maintainable? *This is a pass/ fail question.*
(7) Is the scheme sustainable from a maintenance perspective, or can any issues identified be resolved during the design tweaking stage? *This is a pass / fail question.*
(8) Has the supplier included an indicative 10-year maintenance schedule? *This is a pass / fail question.*

APPENDIX F – Development Boundary

General View

Site Dimensions