



## **Tender for the design, supply and installation of new skatepark equipment within Swanage skatepark/wheeled sports area**

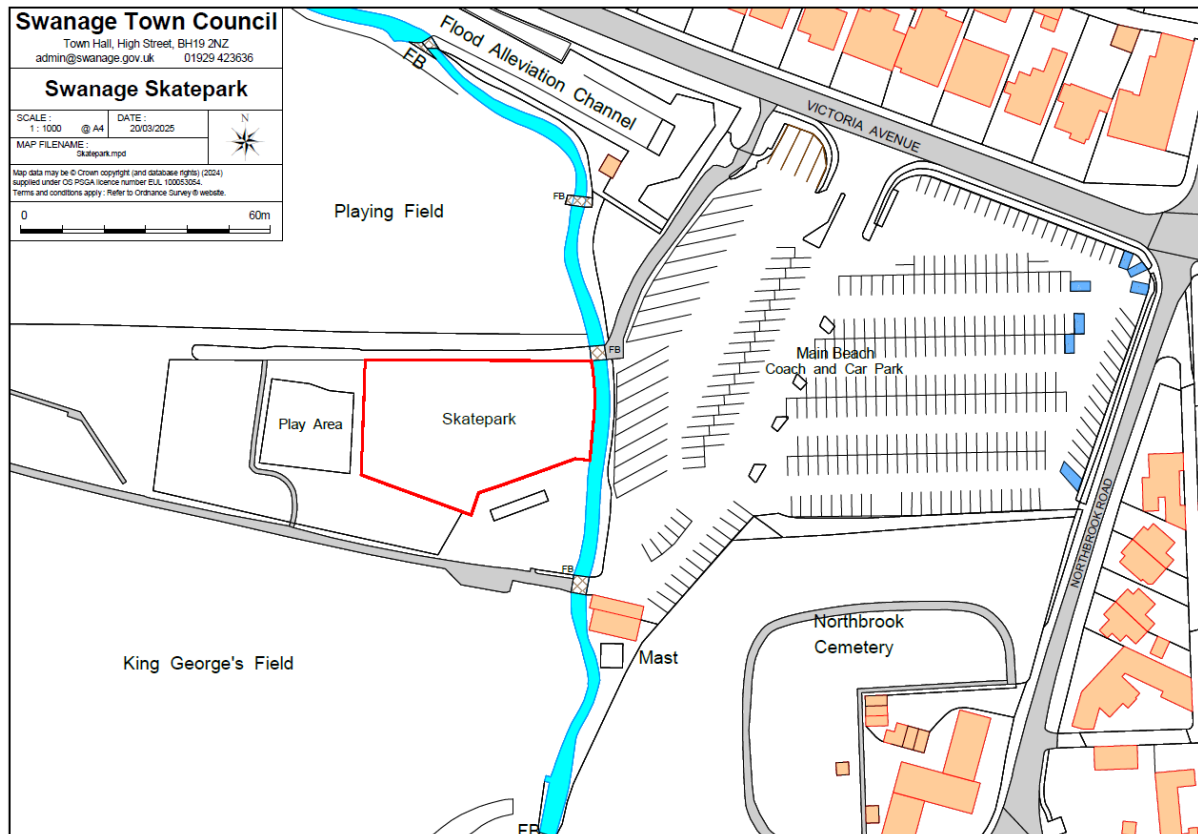
### **Introduction and Overview**

Swanage Town Council seeks submissions for the design, supply and installation of new skatepark ramps and rideable features that are suited to a full range of users from beginners to advanced. This will accompany existing equipment and will form phase one of a two or three-phase project to enhance the wheeled sports park. It is necessary that the new equipment successfully functions alone, in conjunction with the existing ramps and a complete future build. To achieve this, it is expected the build will be modular in form and use the same materials as the existing ramps (skatelite and steel frames with open sides). It is essential that a high-quality wheeled sports park is delivered that will have a feeling of flow, fun, stimulation, challenge and excitement for users. A mix of rideable features that accommodate all ages, abilities, and wheeled sports is anticipated. Meeting the needs of the multi-generational users of Swanage Skatepark, particularly the local young people is a fundamental requirement.

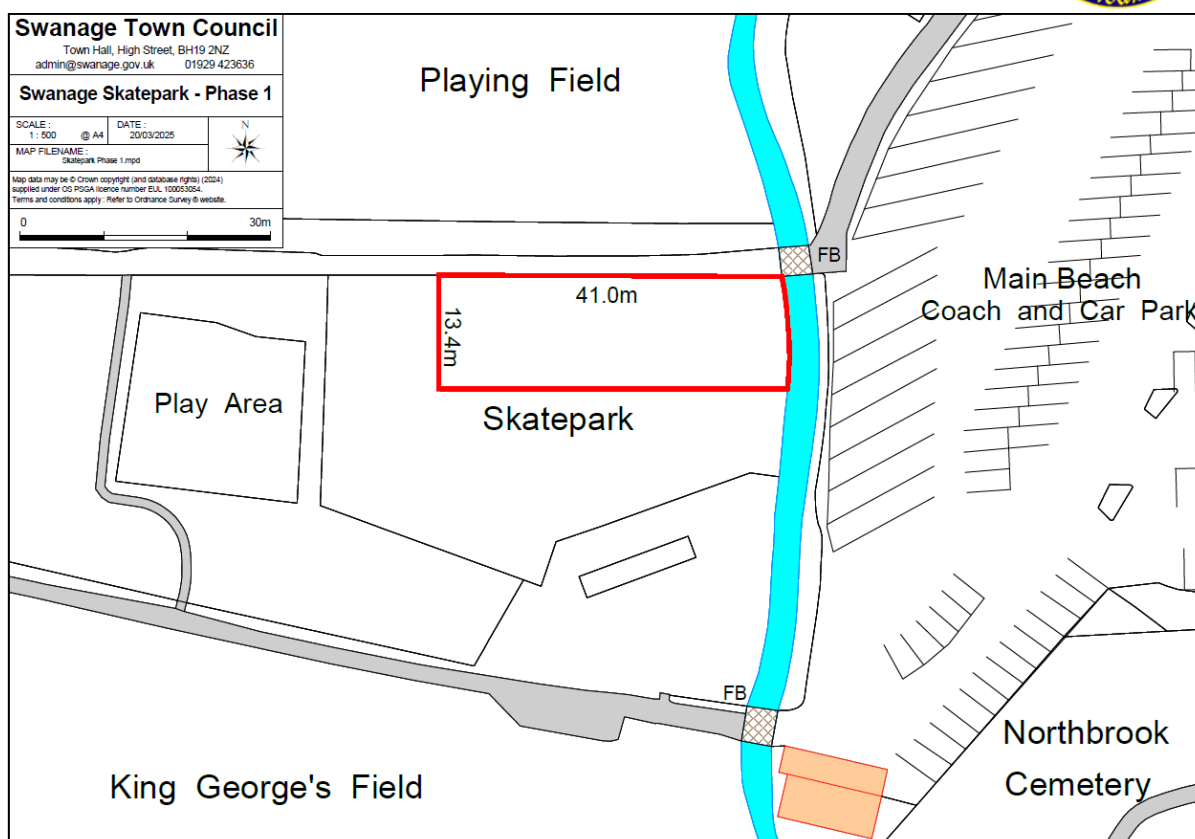
Swanage Town Council is working in partnership with Swanage Skatepark Community Project (SSCP), a group of skatepark users who formed a registered charity under the umbrella of Swanage and Purbeck Development Trust in December 2023. Extensive community engagement has already been undertaken by SSCP (see Appendix One for User Consultation Survey 2023) and the successful contractor will be responsible for presenting their design to the local community including SSCP and then finalising the design and safely delivering the construction, installation and handover stages of the project. It is a requirement that the new equipment is installed and opened for use by the public in autumn of 2025. Given the location of the facility and the nature of Swanage as a tourist destination, on site works will not be permitted in the main summer season of July and August.

### **1. GENERAL DESCRIPTION OF THE SERVICES AND THE WORKS**

- 1.1.** With the aid of a local consultation carried out by Swanage Skatepark Community Project, Swanage Town Council has identified the need for a partial replacement and improvement of the wheeled sports facility at Swanage Skatepark, BH19 1AR and is seeking submissions from suitably qualified organisations to deliver the requirements of this Tender.
- 1.2.** A site location map is shown below with the skatepark boundary marked in red.



- 1.3. The specification provided for the new facility is performance based and the successful Contractor will be appointed on the basis of a fully costed design including all fees for the provision of new ramps in the wheeled sports area. This design will include rideable features for multiple uses that are suited to a full range of users from beginners to advanced.
- 1.4. This project is to provide new equipment alongside the existing skatepark ramps. Due to availability of funding and the need to make Swanage Skatepark accessible to all users again, this is the first stage in a two or three stage redevelopment of the skatepark
- 1.5. The site dimensions for phase one are shown below with the dimensions of the phase one area marked.



- 1.6.** This tender is seeking submissions only for phase one but it is necessary that the provided works are functional alone and in conjunction with the current ramps and a complete future build. To do so it is expected the build will be modular in form and use the same materials as the existing ramps (skatelite and steel frames with open sides). Due to the local atmospheric conditions, skatelite and steel open frame ramps have proven to be the most durable materials. Submissions should consider how stage one design may complement and set the vision for subsequent developments of future stages.
- 1.7.** The successful contractor will be responsible for presenting their design to the local community including Swanage Skatepark Community Project and then finalising the design and safely delivering the construction and handover stages of the project.
- 1.8.** It is planned for the new Wheeled Sports Park to be opened for use by the public in the autumn of 2025. Given the location of the facility and the nature of Swanage as a tourist destination on site works will not be permitted in the main summer season of July and August.
- 1.9.** This Tender process will identify and select a Design and Build Contractor who can demonstrate that they have the experience and skills to deliver a high-quality Wheeled Sports Park that will have a feeling of flow; fun, stimulation, challenge and excitement for users. This new Wheeled Sports Park will be required to suit the needs of the multi-generational users of Swanage Skatepark, particularly the local young people.



- 1.10.** Tenderers are advised to visit the Site described in the Specification to familiarise themselves with the Wheeled Sports Park and its location and surrounds.
- 1.11.** Tenderers to note:
- a) The proximity of public conveniences to the site.
  - b) Access to the site from the main car park (width and weight restrictions of the bridge – weight limit of 2.5 tonnes).
  - c) In consultation and by agreement with the Council, the availability of free of charge spaces within the main car park for parking of vehicles and storage of materials directly associated with the works.
- 1.12.** **The budget for the whole of both the Contract Services and the Works for this phase 1 of our project is £75,000. Bids above this value will be rejected.**
- 1.13.** It is the responsibility of Tenderers to obtain for themselves, and at their own expense, any additional information necessary for the preparation of their quotation for provision of the Services and the Works, including any underground services impacting the site or limitations on the access to the site.
- 1.14.** Following the consultation with the community and final acceptance of the design by the Council the Contractor will prepare all necessary construction details and the provision of a completed stage one skatepark build all in accordance with the Contract and which satisfies any relevant Statutory Regulations or Requirements.
- 1.15.** The Council expects to receive Tenders from suitably qualified, professional companies who can demonstrate their experience in undertaking works of this nature, as such tenderers will be required to provide client references of similar completed projects.

## **2. BACKGROUND INFORMATION**

- 2.1.** The central location of Swanage Skatepark and adjacent car park, playing fields and playground make it an easily accessible location. Swanage is a popular tourist destination with a population of approximately 10,000 residents, which doubles to at least 20,000 in the summer months. Day trips to Swanage and the surrounds are significant. The skatepark is open 24/7 year-round and is free to use.
- 2.2.** The phase 1 build will replace previous skatepark equipment that was removed two years ago at the end of its life. Swanage Town Council resurfaced this area with tarmac in 2023. There is an older set of ramps: two roll ins and jumps in the central section of the park and a new halfpipe installed in 2022. All existing ramps have been independently fundraised for and donated to the town by Lorna Haines who has a 20+ year legacy of fundraising for Swanage Skatepark. Swanage Town Council remains



responsible for the ongoing maintenance of the facility.

- 2.3.** The skatepark has had ramps on this site since the late 1990s, initially as a DIY project before transitioning to professionally built structures. A graffiti wall was installed next to the skatepark in recent years.
- 2.4.** In response to the removal of the unsafe ramps in spring 2023, a group of skatepark users formed Swanage Skatepark Community Project and became a registered charity under the umbrella of Swanage and Purbeck Development Trust in December 2023 to raise funds towards building new facilities.

### **3. THE SPECIFICATION**

This is the Performance Specification for the Services and the Works required under this Design and Build Contract.

- 3.1.** The Contractor is to employ suitably skilled, qualified and experienced persons to design and build the new ramps in the skatepark providing a mix of rideable features that accommodate all ages, abilities, and wheeled sports
- 3.2.** The Contractor shall take into account the emerging best practice during their design process, meeting the most recent industry standards and reflect those requirements in the Tender design presented to the Council.
- 3.3.** The layout must optimise the available space, maintaining high build quality while maximising the flow, usability, and number of features within the allocated budget. Features that serve multiple functions and promote smooth transitions will be considered of extra value.
- 3.4.** There will be a requirement for the Successful Tenderer to present the Tender design to the local community to obtain any comments on design particulars from residents and in particular the users of the facility. Following this exercise the Contractor is to advise any added value changes that are considered appropriate to the Tender Design before The Council formally approves the Final Design for construction.

For clarity, this engagement will comprise

- a) Hosting a 2-hour in-person design consultation at Swanage Skatepark to present their design, gather community feedback on the final design stages.
- b) Providing materials (text, images, and other relevant content) for consultation at their own expense.
- c) Providing text and images to Swanage Skatepark Community Project for an online feedback survey over a two-week period.



Swanage Town Council and Swanage Skatepark Community Project will promote the consultation event and online survey.

Following this, the Successful Tenderer is to identify and propose value-added changes based on the consultation before final approval by Swanage Town Council.

It is anticipated that this engagement exercise will be undertaken in late June/early July 2025.

- 3.5.** The Council is looking for a design that makes best use of the space within the budget available. The provision must maintain build quality whilst maximising the number and flow of features built. Elements included will be considered to have extra value if they have multiple uses and are well linked to provide flow. Ride-able features should be accessible to beginners, facilitate progression, and offer interest to advanced riders. At each stage of the design, the requirements of the Equality Act 2010 should be considered and implemented if reasonably practical.
- 3.6.** Measures to minimise the opportunity for instances of antisocial behaviour to occur must be clearly demonstrated in the emerging design. These measures may include proposals relating to the orientation/layout of ramps, the general design concept or any other factor.
- 3.7.** The design is expected to have taken into consideration the siting of existing drains and lighting services and other environmental factors that might affect the design and construction processes ensuring minimal disruption during construction. The lamppost adjacent to the existing halfpipe situated east of the phase 1 area may be relocated if required for the installation of the phase 1 build, with the removal cost included in the contractor's bid. Tenderers are expected to visit the site and take their own measurements to ensure an accurate submission.
- 3.8.** Contractors will be expected to include features in the design that deliver good value for money.
- 3.9.** Disposal of any waste from the site must be done by an appropriately licensed waste carrier. The Contractor is required to obtain and retain evidence of licences of any Waste Carrier used, along with copies of the Waste Transfer notes of any disposal off site. This documentation shall demonstrate full compliance with the requirements of the Waste Regulation Authority.
- 3.10.** The Contractor will be responsible to make good any surfaces damaged in accessing the site and leave the area around the site as found. All hard surfaces must be washed clean and left ready for use by the public.
- 3.11.** The Contractor shall fully comply with all current Health and Safety Regulations, including those laid out in the Health and Safety at Work Act 1974.
- 3.12.** The Site for the Wheeled Sports Park is owned by the Council and The Town and Country Planning (General Permitted Development) (England) Order





2015 applies. Contractors will be required to ensure their designs comply with Part 12 Development by Local Authorities. If they do not, it is the Contractor's responsibility to obtain full planning permission including resolving any related planning matters at their own expense. To note no new structures are to exceed 4 metres in height.

- 3.13.** The completed facility must meet, at a minimum, the following standards:
- a) BS EN 14974 (Facilities for Users of Roller Sports)
  - b) BS EN 1176/77 (Playground Equipment)
  - c) Any amended or replacing national standards in force at the time of completion.
- 3.14.** The successful Contractor will be required to immediately arrange for an independent Post-installation Inspection Report prepared by a Registered Playground Inspectors International (RPII) Inspector who is qualified to conduct post-installation inspections. If defects are identified, then they must be immediately corrected and the independent inspection repeated until the Inspector is satisfied and provides an unqualified approval in writing.
- 3.15.** The facility must be signed off by:
- a) The Governing Body for Wheeled Sports Facilities
  - b) RoSPA (Royal Society for the Prevention of Accidents)
- The Council will not accept handover of the facility until these requirements are met.
- 3.16.** The Contractor will be responsible for any repair or maintenance of the Works for a period of one year (the Period of Maintenance) from the date that the Certificate of Completion of the Works has been issued by the Employer. This excludes repairs or maintenance required as a result of wilful damage by third parties.
- 3.17.** Swanage Town Council will assume responsibility for annual checks from the date the facility is formally handed over and will promptly notify the Contractor of any works required to ensure the continued safety of the facility during the Period of Maintenance. The Contractor will be required to carry out any necessary repairs within 7 days of any such notification by the Council.

#### **4. TERMS & CONDITIONS OF THE CONTRACT**

- 4.1.** The Council and the contractor will enter into an NEC4 Engineering and Construction Short Contract in advance of the commencement of works.

#### **5. PROCUREMENT PROCESS AND EVALUATION OF TENDERS**

##### **5.1. Procurement timescale**

The tender process is being conducted in accordance with the following indicative timescale:



- Tender issued 3 April 2025
- Closing date for clarification questions 5 May 2025
- Closing date for submission of tender 12 noon 12 May 2025
- Draft date for interviews – to be confirmed. 28 May 2025
- Issue of contract award notice week of 2 June 2025

## 5.2. Evaluation of tenders

All responses will be assessed against the Evaluation Criteria set out below:

EVALUATION CRITERIA	WEIGHTING
Price	PASS/FAIL
Quality	100 %

A bid may not be accepted that significantly fails to satisfy any specific criterion, even if it scores relatively well against all other criteria.

In the event that evaluating officers, acting reasonably, consider that a tender is fundamentally unacceptable on any issue, then regardless of the tender's other merits or its overall score, and regardless of the weighting scheme, that bid may be rejected.

### PRICE – PASS /FAIL

The Council has a set budget of **£75,000 excluding VAT** and therefore Tenderers must submit a project proposal that is within the set budget. Failure to submit a proposal within the set budget will result in a Fail and the bid will not be considered.

### QUALITY (100%)

Tenderers are asked to provide a number of method statements as set out within this document, which are intended to explain how they will meet specific requirements.

There are 5 method statements to be provided in total.

Each method statement will be scored on a scale of 0 to 4 points, in accordance with the following scheme:

In the context of the specific question concerned;	
<b>0</b>	the response raises major concerns about understanding or approach which are potentially highly detrimental to satisfactory service delivery or contract performance.





In the context of the specific question concerned;	
<b>1</b>	the response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
<b>2</b>	the response suggests minor shortcomings of understanding or approach which may impact to a limited extent on service delivery or contract performance.
<b>3</b>	the response raises no concerns about understanding or approach to service delivery or contract performance.
<b>4</b>	the response exceeds expectations about understanding or approach to service delivery or contract performance

If a tender scores '0' against any one or more method statements, this will give grounds for excluding that tender from any further consideration. For any tenders so excluded, the relevant price will also be excluded from the evaluation.

Tenderers' scores for each method statement will be multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores will then be totalled, with the total expressed as an overall score out of 100.

### Scoring Matrix

Non-Price Method Statement Evaluation/Presentation Evaluation (100%)						
Section		Method statements	Weighting	Maximum Evaluator Score	Maximum Score available	Total Score
<b>Method Statements 1-4</b>	1	Quality	30%	4	30	
	2	Initial Design	30%	4	30	
	3	Approach	15%	4	15	
	4	Budget Management & Added Value	15%	4	15	
		Presentation	10%	4	10	
	<b>Maximum Score Available</b>				100	

### Scoring Guidelines

Tenderers should be aware that the supporting information provided will be evaluated in such a way that the highest scores will be awarded to Tenderers who demonstrate they have



provided innovation, good management, experience and value for money on similar projects. It should be noted that to achieve the highest scores available overall then the Tenderer would also have demonstrated that they can not only meet but exceed the Council's minimum requirements.

Responses for each method statement should not exceed 750 words. Design drawings may be included as additional to this, but the Council will not accept attachments, brochures or other promotional materials. Responses to each Method Statement should be provided and headed with the Method Statement number and name that is being addressed, e.g. 1.

Quality – 30%

#### **Quality 30%**

**The Tenderer shall provide a method statement demonstrating knowledge of build materials, their relative costs and their lifespans.**

The Council is looking for evidence that the Tenderer has an understanding of the Council's expectations of build quality within the budget. The quality of proposed construction methods must be provided and compared with that of the existing ramps. This should include details and duration of any warranties the Tenderer will provide. It should also include how the materials and methodologies used will result in a quality build that is durable with limited ongoing maintenance requirements.

#### **Initial design 30%**

**The Tenderer shall, giving full regard to the project specification, provide a method statement stating how the design proposed is functional alongside existing equipment and potential future design.**

The contractor must, with full regard to the project specification, provide a design with an awareness that this tender is for the first stage of a two or three stage build. The initial design provided should clearly demonstrate how the contractor proposes to make the best use of space within the budget as well as creating a build that functions alongside the existing ramps and could easily be added to in up to two future build stages. The initial design proposed may be developed further as a result of consultation, however it must provide a good indication of the possible scope of the build within the project budget.

#### **Approach (15%)**

**The Tenderer shall provide a method statement detailing how it would plan, manage and deliver the Project.**

The Council is looking for evidence of the Tenderer's previous experience in relation to managing and delivering projects of a similar nature to this one, and how that experience will be used during the delivery of this Contract. This includes evidence of the Tenderer's previous experience of working collaboratively with key stakeholders and engaging in consultation with users. Information regarding the skills of the project team, how the Contractor will manage health and safety, the project management structures that will be in place to ensure adherence to a realistic programme and how they will communicate with the Council and key stakeholders throughout the life of the Contract are required. A programme of works should be included, noting the requirement for the park to be opened for use by the public in autumn of 2025 and that on site works will not be permitted in the main summer season of July and August.

#### **Budget Management & Added Value (15%)**



**The Tenderer shall provide a method statement detailing commitment to cost management, value for money and certainty regards the project budget.**

The Council is looking for a commitment to cost management and a clear understanding of the costs involved, including information on how value for money has been achieved. This includes evidence that the Contractor is able to manage the costs of the project and provide certainty that the final design can be delivered within the allocated budget. Information setting out any other services that the tenderer is able to offer free of charge should be provided.

**Presentation (10%)**

Tenderers will be invited to present their designs and drawings and answer questions to a panel comprising representatives from Swanage Skatepark Community Project and Swanage Town Council Officers.