

PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street
Pateley Bridge, HG3 5LE



INVITATION TO TENDER

DESIGN AND CONSTRUCTION OF PATELEY BRIDGE PUMP TRACK

Pateley Bridge Town Council invites sealed tenders from experienced, suitably qualified and accredited organisations to design and construct a tarmac pump track facility at a location in Pateley Bridge, North Yorkshire.

Project delivery is subject to obtaining funding support from the Movement, Activity and Sport Fund, administered by York and North Yorkshire Combined Authority, with the requirement that the project is completed by Autumn 2026.

To ensure the process is fair, transparent and robust, all parties must follow these instructions carefully.

Closing date for tenders: 9th January 2026 at noon

Any enquiries should be addressed to:

Paula Shillaw
Pateley Bridge Town Council
The Council Chamber, King Street
Pateley Bridge, HG3 5LE
07751 571374
clerk@pateleybridgetowncouncil.gov.uk

SECTION 1: PROJECT BACKGROUND AND REQUIREMENTS

1.1 Project Overview

Pateley Bridge Town Council seeks to design and construct a high-quality, multi-user tarmac pump track facility to promote physical activity, cycling, inclusive play and community wellbeing in the Pateley Bridge area. The pump track will serve children, young people and families, with a particular focus on addressing rural isolation, early intervention and providing a safe, accessible space for all abilities.

1.2 Site Location

The pump track will be located at Pateley Bridge Millennium Green, HG3 5XX.

1.3 Project Scope and Specification

The contractor will be responsible for the complete design, planning, management and construction of a pump track meeting the following specification:

- **Dimensions:** Approximately 60m x 18m footprint
Option quote - to increase footprint to 60m x 25m.
- **Features:** Jumps and obstacles including pump bumps, doubles, triples, quads, tabletops, step ups.
Option quote – incorporation of Split Straight Feature
- step downs, tank jumps, and angled rollers. Includes over 8 areas for fly outs for freestyle users.
- **Track width:** Minimum 2m throughout.
- **Total track length (linear):** Approximately 110–120m.
Option quote - to provide a total of approximately 160m of individual track design for greater variation.
- **Design:** Multi-user facility suitable for mountain bikes, BMX bikes, skateboards, scooters and all ability levels.
- **Surface:** All-weather tarmac throughout (start hill, berms, obstacles and run-out areas).
- **Construction:** To British Standards, British Cycling guidelines, UCI standards and ROSPA Wheeled Sports Guidance.
- **Guarantee:** 8-year tarmac warranty against cracks, defects and slippages.
- **12-month maintenance period:** Including a minimum of 2 post-completion site visits to resolve defects.

1.4 Design and Community Consultation

The council is undertaking a further period of community engagement and design consultation with local stakeholders, users and residents. It is likely that any key findings will be used to refine the final design to assist with achieving community ownership.

1.5 Key Deliverables

- Detailed design drawings and specifications.
- Full risk assessment, method statement and construction programme (compliant with CDM 2015 Regulations).
- ROSPA pre-construction safety approval.
- Phased construction programme and site management plan.
- Full compliance with health, safety and environmental standards.

- Post-completion ROSPA inspection report and completion certificate.
- Track maintenance schedule and guidance.

1.6 Timeline

- **Tender closing date: 9th January 2026 at noon.**
- **Tender evaluation: before 31st January 2026.**
- Contract award: to be confirmed.
- Site start: to be confirmed.
- Expected construction period: Approximately 4 weeks.
- Project completion: On or before 31st May 2027.

SECTION 2: HOW TO RESPOND TO THIS TENDER

We welcome tender responses from experienced, accredited contractors with proven expertise in pump track and cycle facility design and construction.

Tenderers should submit the following documentation via email to clerk@pateleybridgetowncouncil.gov.uk.

2.1 Required Documents

Signed Tender Response

Please provide:

- A clear, itemised pricing schedule including labour, materials, plant and all costs.
- A detailed specification of the works to be undertaken, aligned with Section 1.4 above.
- A proposed construction programme and timetable.
- A Health & Safety and Risk Management Plan, including CDM compliance documentation.

Signed Certificate of Canvassing and Non-Collusive Tendering.

Please complete and sign the Declaration of Canvassing and Non-Collusive Tendering (see Appendix 2 below).

Organisation and Qualification Information

Please provide:

- Company registration number (Companies House) and/or Charity number
- Details of current insurance policies held, including:
 - Public Liability (minimum £10,000,000)
 - Employers Liability (minimum £10,000 000)
 - Professional Indemnity (minimum £2m)
- Health & Safety policy and evidence of competence under CDM 2015 Regulations
- References from at least two similar projects undertaken in the last 5 years, including:
 - Client name.
 - Project name, location and date of completion.
 - Brief description of scope and value.
 - Confirmation of on-time delivery and contract completion.

Sustainability and Community Benefits

Please outline:

- Your approach to sustainable and environmentally responsible construction.
- Details of community and social value benefits you will deliver as part of this project.
- Equality and diversity commitments in relation to recruitment and delivery.

2.2 Site Visit

We strongly recommend that interested tenderers arrange a site visit to view the proposed location and ground conditions prior to submission of a tender. This will help ensure you have a clear understanding of the site constraints and site-specific requirements.

To arrange a site visit, contact clerk@pateleybridgetowncouncil.gov.uk.

The site is a public open space. **Accompanied visits are available on 17th, 18th December 2025 and 5th January 2026.**

2.3 Clarification Questions

If you have questions about this tender, please submit them in writing to clerk@pateleybridgetowncouncil.gov.uk at least 5 working days before the closing date. The Council will respond in writing to all clarification questions received and may publish a summary of Q&As to all tenderers (without attribution).

2.4 Tender Submission

All tenders must be submitted by 9th January 2026 at noon. Late submissions will not be accepted.

Submit to:

- Email: clerk@pateleybridgetowncouncil.gov.uk (preferred method), or
- Post: The Council Chamber, King Street, Pateley Bridge, HG3 5LE

Please mark your submission:

Tender: Pateley Bridge Pump Track Confidential

SECTION 3: EVALUATION CRITERIA

The Council will evaluate all tenders received against the following criteria:

Criterion	Weighting
Price and value for money	35%
Technical quality and specification compliance	25%
Contractor experience and track record (similar projects, team qualifications, accreditations)	20%
Health, Safety and CDM compliance	10%
Sustainability and community benefits	10%
TOTAL	100%

Technical Quality will assess:

- Clarity and completeness of design and specification.
- Proposed construction methodology and programme.
- Site management and risk mitigation approach.
- Quality of Health & Safety documentation.
- Proposed contingency and management of programme risk.

Contractor Experience will assess:

- Quantity and quality of references from similar projects.
- Relevant experience of proposed key personnel.
- Evidence of on-time and on-budget delivery.
- Evidence of British Cycling and/or UCI approval (where relevant).

Health, Safety and Compliance will assess:

- Adequacy of insurance cover.
- Health & Safety policies and CDM competence.
- Track record on Health & Safety.
- Risk assessment and mitigation approach.

Sustainability and Community Benefits will assess:

- Commitment to environmental best practice.
- Community engagement and social value delivery.

- Local supply chain and employment opportunities.
- Equality and diversity approach.

3.1 Scoring

Tenderers scoring above a minimum threshold on all quality criteria will be ranked by price. The Council reserves the right to reject any tender not meeting minimum quality standards, and will not necessarily accept the lowest price.

SECTION 4: GENERAL TERMS

4.1 Arithmetical Accuracy

It is the responsibility of the tenderer to check that all cost areas have been identified and are accurate. If arithmetical errors are found after contract award, they will not be taken into account. The fees agreed at contract signature will prevail.

The tenderer is deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of rates and prices, and these shall cover all contractors' obligations under the contract. The contractor is deemed to have obtained all necessary information regarding risks and circumstances that might reasonably affect the tender price.

4.2 Site Conditions and Risk

The contractor is deemed to have, by its own independent observations and enquiries, fully informed itself as to:

- The nature, extent and practicability of the works.
- Access to the site and working space.
- Ground conditions and any site-specific risks or constraints.
- Weather and seasonal factors affecting construction.
- All points and conditions that might affect the pricing.

4.3 Tender Validity

Tenderers are required to hold their tender open for acceptance for a period of up to six months from the closing date.

4.4 Costs and Expenses

The Council does not bind itself to accept the lowest or any tender received, and will not accept responsibility for any expense or loss incurred by tenderers in preparing the tender submission.

4.5 Confidentiality

Tenderers should treat all tender documents as private and confidential. All information submitted will be held, stored and disposed of in accordance with Data Protection legislation and the Council's data protection policy.

SECTION 5: TERMS AND CONDITIONS OF CONTRACT

5.1 Contract Award

The Council will award the contract to the tenderer offering the best value for money as assessed against the evaluation criteria in Section 3.

The successful tenderer will be required to:

- Enter into a formal contract with Pateley Bridge Town Council (contract terms to be provided separately).
- Confirm acceptance of contract terms within 30 days of notification of award.
- Complete all works and remedial works by 31st May 2027.
- Provide satisfactory completion certificates and ROSPA post-construction inspection reports.
- Comply with all relevant legislation, including CDM 2015 Regulations, Health and Safety at Work Act 1974, Equality Act 2010 and Environmental Protection legislation.

5.2 Insurance and Liability

The contractor must maintain all insurances specified in this tender (Public Liability, Employers Liability and Professional Indemnity) for the duration of the contract and for 12 months after completion. Proof of current insurance will be required before contract signature.

5.3 Health and Safety

The contractor is required to comply fully with CDM 2015 Regulations and to provide all documentation, risk assessments, method statements and safety plans as required by the Council prior to works commencing.

5.4 Defects and Remediation

The contractor is required to remedy any defects or failures identified during the 12-month defect period at no additional cost to the Council. The 8-year tarmac warranty will apply to any defects notified during the warranty period.

SECTION 6: POST-TENDER PROCESS

6.1 Notification and Contract

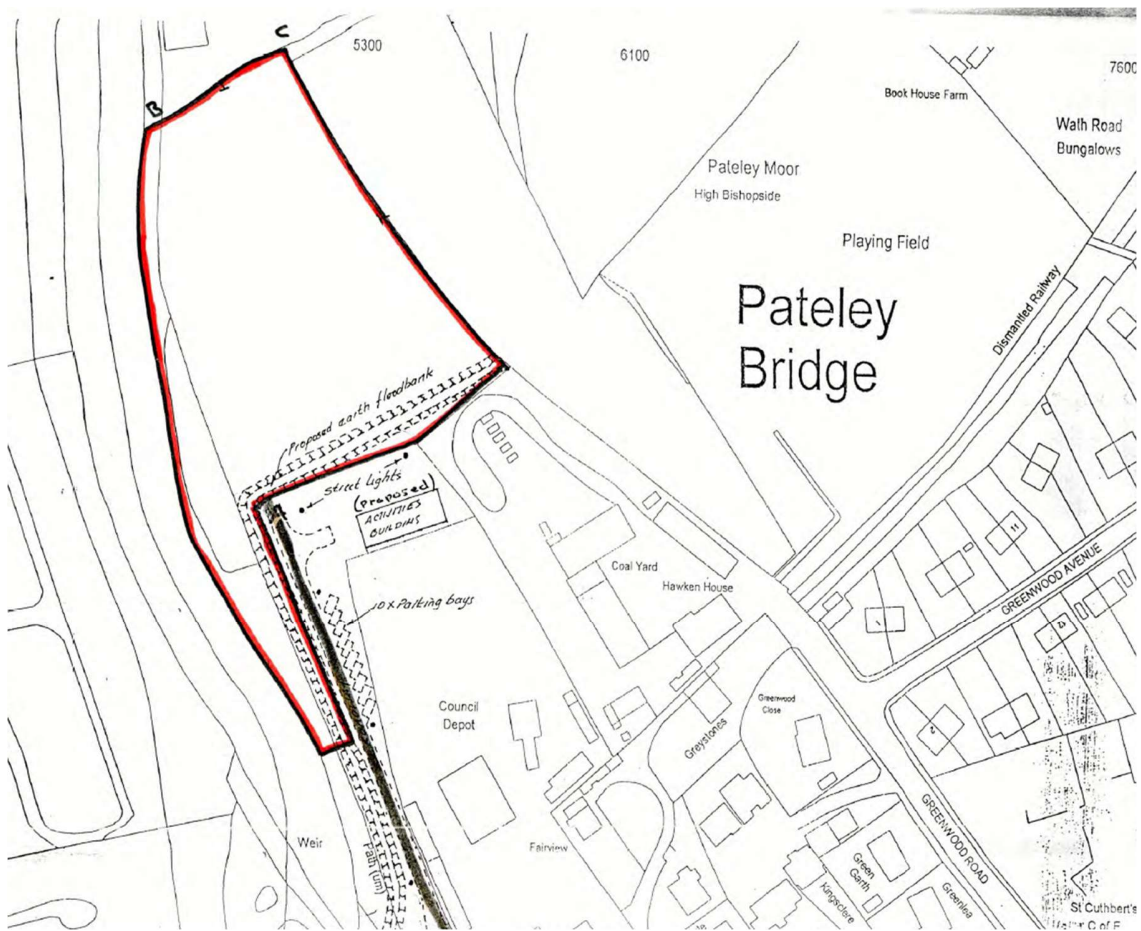
The Council will notify all tenderers of its decision within 21 days of the closing date. The successful tenderer will be invited to enter into a contract and will be required to confirm acceptance of contract terms within 30 days.

6.2 Feedback

Tenderers are welcome to request feedback on their submission from the Council. Feedback will be provided following contract award.

APPENDIX 1: SITE MAP AND LOCATION DETAILS





APPENDIX 2: DECLARATION OF CANVASSING AND NON-COLLUSIVE TENDERING

To be signed by an authorised representative of the tenderer:

In recognition of the principle that the essence of selective tendering is that Pateley Bridge Town Council shall receive bona fide competitive tenders from all those tendering:

I/We Certify That:

1. The tender submitted herewith is a bona fide tender, intended to be competitive.
2. I/we have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.
3. I/we have not done, and undertake that we will not do at any time before the hour specified for the return of the tender, any of the following acts:
 - a) Communicating with any person other than the person calling for this tender about the amount or approximate amount of the proposed tender, except where disclosure in confidence of the approximate amount of the tender was essential to obtain insurance premium quotations required for preparation of the tender;
 - b) Entering into any agreement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted;
 - c) Offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done any act or thing of the sort described above.

Signed:
Name (print):
Position:
Company:
Date:
Contact telephone:
Contact email:

In this declaration:

- "Person" indicates any person, body, association corporate or incorporate

- "Any agreement or arrangement" includes any transaction of the sort described above, formal or informal, and whether legally binding or not

APPENDIX 3: FEEDBACK AND CONTACT

For clarification questions or to arrange a site visit, contact:

Paula Shillaw, Clerk

Pateley Bridge Town Council

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

07751 571374

clerk@pateleybridgetowncouncil.gov.uk

Date of issue of Invitation to Tender – 5th December 2025