



**Millbrook**  
Parish Council

Name of Applicant:

Invitation to Tender  
Proposals for a Design and Build  
Concrete Skate Park in Millbrook, Cornwall

Millbrook Skate Park

**Reference:** MSP/20230221/118c

**Deadline for receipt of tender proposals:** 20<sup>th</sup> March 2023

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your submission being rejected.

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# 1. Introduction

Millbrook Parish Council (with assistance from the community group Millbrook Skatepark Project) intends to replace its existing skatepark park with a concrete base facility.

The Council is asking for tenders, which, subject to a satisfactory contract, Contractor availability and any weather opportunity, will agree in spring 2023, with the possibility of work commencing late summer / autumn 2023 and conclude no later than March 2024 (as per funding requirements).

The Council lists below general information and invites interested parties to contact the Council for further information and an opportunity to look at the site.

# 2. Definitions

“The Council” – Millbrook Parish Council

“Contractor” – any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company, the lead contact for a group of economic operators, charitable organisation, Voluntary Community and Social Enterprise (VCSE), Special Purpose Vehicle or other form of entity.

# 3. Project information

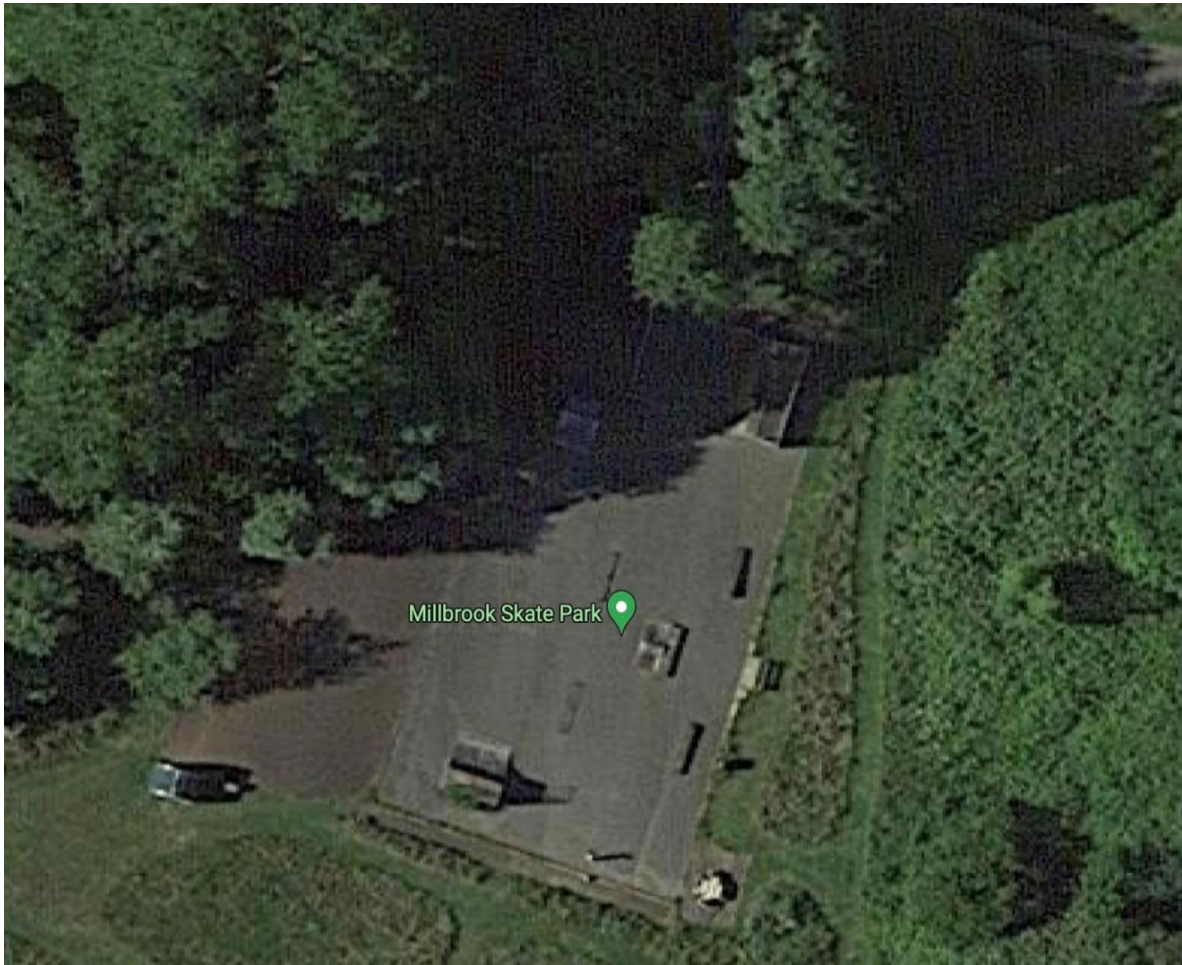
Millbrook is a village of approximately 2100 people, located on the Rame Peninsula, officially an area of outstanding natural beauty, in South East Cornwall to the west of the river Tamar and the city of Plymouth.

## 3.1. The Site

Site address: MILLBROOK SKATEPARK, MILLBROOK, TORPOINT, CORNWALL, PL10 1EH.  
Grid Reference SX 42672 52521



Applicants will be required to visit the site.



The current skatepark is very well used but has become dilapidated with the ramps rusting (some having been removed, over the last year, for safety reasons)

Other issues are:

- Design is now dated and lacking variety
- Metal mini-ramp usage has been a source of complaints about noise levels

Therefore, the Council, with support of Millbrook Skatepark Project (local community group) has decided to remove the current skatepark and replace it with a modern solution that better serves the local community.

The new design will be located on exactly the same footprint as the current park.

Note: there is no vehicle access into the skatepark; however, it is possible to gain access for site vehicles through the adjacent field.

### **3.2. Procurement Procedure**

Millbrook Parish Council is seeking to appoint a single Contractor to design & build a skatepark facility for the local community. The information submitted within the applicant's Offer shall be used by the authority as the means to make a contract award decision.

### **3.3. Project Objectives**

- Replace, update, improve and diversify the current wheeled sports provision
- Create a safe, inviting space for a wider age and ability range
- Increase use of facility, including wider community initiatives
- Increase physical activity levels, reduce obesity, improve health, well-being & community cohesion
- Create an inclusive community wheeled space with special consideration to equality and diversity, to encourage and assist access and use for all
- Reduce Anti-Social Behaviour
- Create an aesthetically pleasing design that is unique to the park and distinctive to the Rame Peninsula
- Offer a range of activities to complement and enhance skating and riding
- Provide a flexible space that is suitable for a variety of events and activities
- Instil pride in the local community and foster a sense ownership for the park

### **3.4. Project brief**

Design, consult with skatepark stakeholders, and build a skatepark in Millbrook, PL10 1EH.

The outcome of this tender will be to identify and select a single Contractor to take the project forward from consultation to a final design and a completed installed concrete skatepark, to suit the needs of the local young people whilst taking into account a range of ages, abilities and wheels, e.g. scooters, skateboards and BMX, and also taking account of the site constraints.

The Council does not wish to dictate a single solution, instead we invite tenderers to propose a design that best addresses the Council's objectives, and the community's needs for the site. The design should be a hub for activity with a core provision for wheeled sports. We encourage

creativity and originality; we encourage the Contractor to provide an impartial and informed solution based on their experience and expertise.

Designs that give consideration to the wider aims of the wheeled sports area as a "community hub", are encouraged, including considerations of access to surrounding environmental areas, spaces and shelters that are gender neutral and encourage equality and inclusivity of users and participants, areas for art/culture, events and enterprise.

The designs may be refined post-award and following consultation (i.e. engagement with relevant skatepark stakeholders), however, the Council is eager to serve the entire community and any feedback must be considered within the broader context of the site and its history.

Our preference is for a facility that has zero or very minimal maintenance. It is up to the Contractor to propose the right materials and construction methods.

This tender aims to select a Contractor based upon examples of previous work, financial viability, Health & Safety procedures, skills, experience of working with Councils and Community Groups, and expertise to delivering a fully funded project from start to finish within budget.

### **3.5. Project requirements**

#### **3.5.1. Consultation**

The Contractor will be required to run a minimum of two consultation events before the works commence. Millbrook Skatepark Project Group will assist where possible, but the consultation must be planned and managed by the successful supplier. The Contractor may be required to attend a community consultation on or after 1<sup>st</sup> of April 2023.

#### **3.5.2. Removal of existing Skate Park Facility**

The existing skatepark must be removed and disposed of by the appointed supplier. This work can be undertaken by a sub-contractor; however, evidence must be provided to prove that they are licensed, competent and if possible, local. The Council is keen to ensure that wherever possible as much of the material of the existing skate park is re-cycled or re-used. Suppliers must include information in their tender regarding what they will do to meet this requirement.

#### **3.5.3. Design Standards**

All work to confirm to relevant BSEN standards, Please confirm your adherence by clearly referencing the codes against your design. Any skate and ride elements must conform to BSEN 14974.

A satisfactory post installation inspection, carried out by an established play inspector, will be required upon completion. The safety inspection will be funded from the project budget.

#### **3.5.4 Specification of works**

- a) Full design including designs for presentation purposes.
- b) Full clearance, construction, site supervision and project management
- c) Supply and installation of appropriate drainage
- d) Supply and installation of appropriate signage
- e) Hard and soft landscaping as included in the design
- f) Site access and reinstatement works
- g) Adherence to the requirements of The Construction (Design and Management) Regulations (CDM)

- h) Preparation and submission of any necessary plans or documentation required for planning consent

### 3.6. Added Value

The applicant will be expected to suggest any added value that their offer might be able to bring to the Council. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

### 3.7. Performance Management

Applicants should, by way of on-going contract performance, be prepared to produce evaluation documentation during the course of the project build at 4 weekly intervals. The format will be agreed between the Contractor and Council.

### 3.8. Procurement and Project Timetable

The authority proposes the following timetable for the award of the contract(s):

Procurement Stage	Dates
Publication of advertisement	Feb 25, 2023
Clarification questions to be submitted by	March 10, 2023
Clarification responses to be issued by	March 14, 2023
Bid Deadline	March 20, 2023
Evaluation	March 20-24 2023
Intention to award	March 27, 2023
Contract start	March 31, 2023

The Council reserves the right to change the above timetable and applicants will be notified accordingly if there is a change.

### 3.9. Council Representative

<b>Authorised Representative contact details:</b>	
<b>Karenza Heald</b> <b>Millbrook Parish Council</b> <b>The Village Hall</b> <b>The Parade</b> <b>Millbrook</b> <b>Cornwall, PL10 1AX</b>	<b>theclerk@millbrook-pc.gov.uk</b> <b>01752 823128</b>  <b>Applications to be submitted to:</b> <b>Tenders@millbrook-pc.gov.uk</b>

### 3.10. Contract Period

It is intended that any resultant contract shall commence as soon after receipt of a formal letter of award as may be agreed and is subject to Planning consent and funding being in place.

### 3.11. Insurance Levels

#### 3.11.1. Employer's Liability Insurance

The Council's minimum requirement for Employer's Liability Insurance is £10 million

### 3.11.2. Professional Indemnity Insurance

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

### 3.11.3. Public Liability Insurance

The Council's minimum requirement for Public Liability Insurance is £10 million

## 3.12. Project delivery

The contractor will be asked to provide the Council with regular updates relating to the delivery of construction materials. Due to the infrastructure of the village, the Council's preference would be that all deliveries are between 9:30am and 2:30pm. The Contractor should ensure suppliers and haulage Companies are fully aware of (i) the narrow entrance to the village, at Hounster Hill and the top of West Street (please refer to map and images on pages 10 to 12 on the [Hounster Hill Feasibility Study](#). (ii) the narrow points on junction of Millpool Head / King Street (*Grid Reference SX 42336 52090*) and the junction of King Street / West Quay (*Grid Reference SX 42368 52107*) (iii) Millbrook Primary School located in close proximity to the site (*Grid reference SX 42292 52282*) and is a main route to school is via the entrance to the recreation park area. A Traffic Management Plan is likely to be a planning condition of the project.

## 4. Contract value

- 4.1 The Parish Council is working on a budget assumption of the cost below £250,000.
- 4.2 Tenders should be submitted in pounds sterling and inclusive of Value Added Tax (V.A.T.)

## 5. Instructions to Tenders

### **Notes for completion**

- 5.1 "Council" means the public sector contracting body that is seeking to invite suitable suppliers to participate in this procurement process.
- 5.2 "You"/ "Your" or "Supplier" means the body completing these questions **i.e., the legal entity seeking to be invited to the next stage of the process and responsible for the information provided.** The "Supplier" is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company, charitable organisation, Voluntary Community and Social Enterprise (VCSE), Special Purpose Vehicle or other form of entity.
- 5.3 This Selection Questionnaire has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
- 5.4. All documents must be completed in their entirety. The tenderer who is awarded the contract will be required to sign further documents.

- 5.5 Should you need to provide additional appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
- 5.6 By submitting a tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 90 days from the closing date.
- 5.7 Tenders must not be:
- Conditional.
  - Accompanied by statements which could be construed as rendering them equivocal and / or placed on a different footing to those of other tenders.
- 5.8 If the Council suspects there has been a technical or arithmetical error in the submission, the Council reserves the right to seek such clarification as it considers necessary from the tenderer only.
- 5.9 All documentation supplied by the Council shall remain its property and confidential to it. Tenders may not without the Council's written consent at any time use for their own purposes or disclose to any other person (except as may be required by law) the tender or any information or material which the Council may make available to tenderers, all of which shall remain confidential to the Council.
- 5.10 The Council's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the tenderer concerned will be notified.
- 5.11 The Council does not bind itself to accept the lowest of any tender and shall not be liable for any loss or expense incurred by the tenderer in the production of the tender or as a result of its decision not to award the contract to any tenderer.

### **Sub-contracting arrangements**

- 4.18 Where the supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables for which each sub-contractor will be responsible.
- 4.19 The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, suppliers should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The Council reserves the right to deselect the supplier prior to any award of contract, based on an assessment of the updated information.



# 5. Supplier Questionnaire

5. Supplier Information		
5.1 Supplier Details	Answer	
Full name of the Supplier completing the Selection Questionnaire		
Registered company address		
Registered company number		
Date of Incorporation		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status.	i. a public limited company	
	ii. a limited company	
	iii. a limited liability partnership	
	iv. other partnership	
	v. sole trader	
	vi. other (please specify)	

## 5.2 Detailed description

**Provide a detailed description of your skatepark design including images, layout plans, works to be undertaken, details of materials used and equipment to be installed including product specifications.**

### 5.3 Design methodology

**Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous experience.**

**Your response must include:**

- **How your design will achieve our desired outcomes**
  - **Staff resources**
  - **A detailed project plan demonstrating your ability to meet timescales.**
-

## 5.4 Construction methodology

**Provide a method statement showing:**

- a. Construction process**
  - b. Drainage proposal and rationale**
  - c. Risk Assessment for the works**
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## 5.5 Quality and technical skills

**Demonstrate the quality and technical skills of the team members including managerial staff who you propose will undertake this contract, if successful, and explain how those members will have the skills and availability to provide the service to a high standard.**

**Your response should outline your reporting structure.**

## 5.6 Environment

**Millbrook Parish Council strives to improve the environment and quality of life in Millbrook. You should attempt to demonstrate that you can and will seek to make a positive contribution to the Council's energy and environmental aspirations.**

## 5.7 Consultation

**Outline your approach to consultation, detailing how you will:**

- a. Gain support for the project**
- b. Gather useful data to inform a final design**
- c. Develop community interest in the project**

## 5.8 Case studies

Outline your previous relevant experience of providing skate parks including the following information in respect of each example:

- Name of organisation
- Contact details
- Value of contract
- Project design details
- Relevant links to project outcomes



## 5.9 Project costs

**An itemised breakdown of costs for each item in design and associated costs to be included in 'Price schedule'**

## 5.10 Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

<b>Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?</b>	<b>Please indicate your answer by marking 'X' in the relevant box.</b>	
	<b>Yes</b>	<b>No</b>
a. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
b. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
c. the common law offence of bribery;		
d. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
e. any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
i. the offence of cheating the Revenue;		
ii. the offence of conspiracy to defraud		
iii. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		
iv. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006		
v. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		

vi. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
vii. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
viii. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
ix. the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
f. any offence listed	<b>Yes</b>	<b>No</b>
i. in section 1 of the Counter Terrorism Act 2008		
ii. in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
g. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
h. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
i. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
j. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; or any offence involving Racial Discrimination		
k. an offence under section 59A of the Sexual Offences Act 2003; or any offence involving Sexual Harrassment		
l. an offence under section 71 of the Coroners and Justice Act 2009		
m. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		

n. any other offence within the meaning of Article 57(1) of the Public Contracts Directive -	<b>Yes</b>	<b>No</b>
i. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
ii. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		

<b>o. <u>Non-payment of taxes</u> Please indicate your answer by marking 'X' in the relevant box.</b>	<b>Yes</b>	<b>No</b>
Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?		
<p>If you have answered “yes” to question 5.10 ‘o’ on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate appendix. You may contact the authority for advice before completing this form</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

<b>p. Health and Safety</b>		
Please indicate by marking an x in the relevant box	<b>Yes</b>	<b>No</b>
Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.		
Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 5 years?		
If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.		
The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches		

<b>q. Environmental Management</b>		
Please indicate your answer by marking 'X' in the relevant box):	<b>Yes</b>	<b>No</b>
Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last five years by any environmental regulator or authority (including local authority)?		
If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.		
The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 5 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.		

<b>r. Quality</b>	
Please self-certify that your organisation holds a quality certificate such as ISO9001 (or equivalent) or a policy that attests to your organisations' approach to quality management.	
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	

## 6. Tender submission

Please ensure that you have attached all documentation requested in this form and any other relevant supporting documents.

The deadline for submission of designs and details of final costs is **mid-day on 20<sup>th</sup> March 2023**. Please ensure that your tender and any information is submitted to:

[tenders@millbrook-pc.gov.uk](mailto:tenders@millbrook-pc.gov.uk)

Address:  
Millbrook Parish Council,  
Village Hall,  
The Parade,  
Millbrook,  
Cornwall  
PL10 1AX

### ***Tender Evaluation***

Tenders will be evaluated on the basis of 100% quality. The Council reserves the right at its absolute discretion to accept or not accept any quotation submitted. The Council shall not be under any liability in respect of any expenses or loss that may be suffered or incurred by the consultation in the preparation of its quotation.

The overall tender assessment will be carried out using the scoring criteria in appendix 'A'.

## 7. Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of

..... **(Insert name of supplier)**.

I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Authority's requirements.

Signed..... Full name.....Date.....

# Appendix A - Assessment

Each criterion is weighted to give a total of 100% for the assessment of the tenders. Tenders will be given a score out of 5 for each criterion using the scoring system below.

Score	Criteria for awarding score
0	Completely fails to meet required standard or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals.
2	Proposal falls short of achieving expected standard in a number of identifiable respects.
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others.
4	Proposal meets the required standard in all material respects.
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements.

Scoresheet	
Service Title	
Name of Organization	

<b>Criteria</b>	<b>Evidence</b>	<b>Weight factor (%)</b>	<b>Score out of 5</b>	<b>Weight x score</b>
Interpretation of design brief and value for money	<p>Demonstration of understanding and interpretation of design brief. Original and imaginative design that is sympathetic to the site.</p> <p>Requirements of brief fully met.</p> <p>Added value: Additional services, activities appropriate equipment etc. included over and above requirements</p>	85%		
Quality of quotation	Clear, well presented, detailed information including accurate designs, plans, rationale, drawings, photographs etc. where necessary.	5%		
Track record	Track record and experience of delivering works of a similar nature to the specification	5%		
Resources	Evidence of type, quality and specification of materials to be used including appropriate qualifications and training of staff. Details of maintenance costs for equipment, if applicable.	5%		
<b>TOTAL</b>		<b>100%</b>		



# Appendix B: Additional information

Title		Reference	