Schedule One

Consultation Brief and Process to determine the final specification: Arena Skate Park

Background Information:

Exeter City Council has a budget of £235,000 allocated for the build of a new skate facility. The new facility will be a replacement of an existing plaza style skatepark which is located at Arena Skate Park, Summer Lane, located on the same site.

The Council is seeking the views and ideas of a range of people, especially those who would use and benefit from the skatepark.

Additionally proposals are being moderated using a group of local skaters, BMX riders and rollerbladers.

From initial consultations an outline draft specification has been prepared.

The results from a user survey are also provided for reference.

Restrictions:

The site is bounded by fencing, with a cycle path along two sides. These paths must be maintained with free access during the period of construction.

Ground investigations indicate made-up ground with large blocks of concrete at 600mm precluding bowl construction.

There is a 180mm PE gas pipe under the footprint according to Wales and West Utilities

Existing tarmac surface is considered unsuitable for re-use.

There are no known archaeological features on the site.

Timescales:

Exeter City Council intends to appoint the contractor for this project in early 2018. This is subject to the process shown below. The Council will facilitate / assist with this process. It is anticipated that installation of the new facility will commence in Spring 2018

January 2018 – Seeking expressions of interest

February 2018 – Evaluation of expressions of interest and designs,

March 2018 - User group meetings and shortlisting.

March 2018 – Final submissions and evaluation

March 2018 – Award of contract

April – Pre construction arrangements

May 2018 – Construction start date

Summer 2018 – Project completion and opening jam

**The Brief: Stage One.**

We require Contractors to provide proposals that meet the anticipated needs of local users. An outline draft specification is provided to assist Contractors.

Maps are provided for reference.

A site visit will be required, should you wish this to be accompanied arrangements may be made by contacting the Council’s Supervising Officer, details are provided below.

These proposals must clearly identify all equipment, and ancillary items that the Contractor would supply and install for the sum of money agreed (£235,000).

The Contractor is required to (at their cost) design and present such proposals to user groups at an agreed forum on a date and time to be agreed.

Any contact with users, groups and their representatives must be made through the council, who will ensure that this contact is accessible to all Contractors.

Such proposals must be accompanied by:

* Method statements identifying the tasks required to complete the proposals and the methods to be utilised to complete these.
* Health and Safety arrangements, including those required to fulfil all aspects of the CDM regulations. (Notwithstanding elements of exceptions, the council has determined that the CDM regulations shall apply to the whole contract).
* Performance management arrangements.
* Company data to demonstrate the previous experience of the Contractor and its financial stability.
* Insurance arrangements.

**Stage Two.**

The Forum together with ECC will evaluate the proposals based upon the following weighted criteria:

* The user experience that the equipment within the proposal will provide, safety of equipment, longevity and maintenance requirements 60%
* Added value such as seating, shelter, lighting or other ancillary items. 10%
* Technical evaluation of the method statements, health and safety arrangements, insurance and other accompanying information as shown above. 30%

It must be noted that this evaluation will involve non-professionals and as such evaluations may be based upon user views particularly with regard to the user experience.

**Stage Three**

The Council shall invite the top three Contractors who have been awarded the highest scores to either submit a full tender based upon their original plans or to amend their proposals to further meet user needs.

If applicable the Contractor will be further required (also at their cost) to amend such proposals and re-submit electronic plans for final approval.

The amended proposals must be able to be implemented by the Contractor within the agreed budget of £235,000 unless specifically agreed by the Supervising Officer (S.O.) appointed by Exeter City Council (ECC).

Submissions will be evaluated according to the following criteria

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* The revised proposal meeting as far as possible the amendments requested by user groups.
* It confirms the arrangements set out in the additional information supplied at stage one.
* Any technical requirements
* The Council intends to award the contract subject to the above; however the submission of a tender shall not be contractually binding on the council in any way.

Draft Specification/Design Requirements:

The following illustrates the findings from initial consultation in terms of user requirements:

* A skate park as large as (in terms of m²) the existing Arena facility tarmac footprint, as bounded by the fence. The grass area can also be utilised making a bigger footprint
* A mixture of street (plaza) and transition based features.
* Good design – separate areas so can hold a large amount of people i.e. groups sessions in different parts, but all linked with good lines and flow for quieter times
* Good drainage – no puddling
* Some transitions should be high i.e. 6-9 feet
* Good finishes, not too rough or too slick/slippery, no kinks in transitions
* No grass or landscaped areas within the skating area of the park
* No brick features
* No flashy/gimmicky features that are not really useable
* Do not make the surface too slippery by overuse of the power float.

Some more specific design ideas that may be considered include:

* A flat spine with rail following the line of spine, as at Paignton and Taunton
* 2 x flat banks with stairs down the middle creating a sub block between flat banks
* A block that is not obstructed by other things
* Variation of flat rails
* Variation of ledges
* Flat bank with rail on top
* Jersey barrier
* Grind rails should not be square and they should be long

Instructions for tenderers

Any interested parties must send to:

Paul Faulkner

Rm 3.32, Civic Centre, Paris Street, Exeter, EX1 1JN

By 5pm on Tuesday 30th January 2018

Submissions must include all of the details as shown above in stage one.

Further to the receipt of this, tenderers will be invited to participate in stage two

Tenderers will be shortlisted and the top three scoring contractors will be invited to amend their proposals to take on board the community and council’s feedback

Further instructions will be provided at this stage, in particular the deadline for final returns.

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