

Report of	Meeting	Date
Director of People & Places (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	16 January 2013

## **APPROVAL FOR THE CONTRACT AWARD PROCEDURE & EVALUATION CRITERIA FOR DESIGN AND INSTALLATION OF A SKATE PARK ON JUBILEE RECREATION GROUND, ADLINGTON.**

### **PURPOSE OF REPORT**

1. To seek approval for the award procedure and evaluation criteria for the tender of Design and Installation of a concrete skate park on Jubilee Recreation Ground in Adlington.
2. To seek approval for delegation for the Exec Member to award the contract to the winning tenderer.

### **RECOMMENDATION(S)**

3. To approve the procurement approach of advertising tenders through the Chest e-tendering system using an open invitation to all companies who specialise in free form concrete skate design and installation. It is a fixed price contract of a maximum of £100,000.
4. Tenders will have to pass the qualification questions first which assess their financial position, health and safety policies, insurance cover, previous experience and equality, upon which they will be evaluated to establish the best skate park submission based on:-
  - 25% fulfilment of the brief in the design.
  - 25% design quality, play value, robustness, safety compliance, functionality,
  - 10% user involvement proposals for company to work with young people,
  - 10% appropriateness of design in site context,
  - 10% contract management structure/ability to meet timescale,
  - 5% maintenance liability,
  - 5% warranty/guarantees,
  - 5% previous project references and experience,
  - 5% cost.

### **EXECUTIVE SUMMARY OF REPORT**

5. Chorley Council obtained S106 monies from the Grove Farm development in Adlington which specified that £103,000 be used to improve play facilities on Jubilee Recreation Ground in Adlington. In conjunction with Councillors from Adlington, an outline project plan was written to scope out the delivery of this project.
6. Extensive consultation was carried out with young people and residents from Adlington in three individual sessions throughout September and October 2013 and the results of this consultation analysed. 100% of those consulted agreed that the play area needs to be

improved, no one objected to the site being improved. Young people and surrounding residents were asked what they would like to see improved on site. A skate park was the most popular option along with improved surfacing, next was dynamic play equipment and football along with more seating. A further consultation was carried out with the young people to determine preference of the design of the skate park and to provide the brief that will be given to the tenderers.

7. Due to the limited budget an options paper was put to councillors and it was agreed to implement the skate park for £100,000 and use the remaining budget to create a new 5 v 5 grass football pitch. The funding to deliver the play equipment elements to the site will be delivered in a 2<sup>nd</sup> phase once the funding shortfall has been secured.
8. The tenders for the skate park design and installation will be advertised through open invitation on the Council's procurement website, Chest.
9. Contractors who submit a tender will have to pass the Qualification Questions stage before being put through to the evaluation stage. Tenders will be evaluated to establish the best skate park submission. These will be based on the following; does the submission meet the requirements as outlined in the brief? Is the design high quality, offer excellent play value, robust, safety compliant and functional? The chosen company will be asked to provide a workshop session with the young people to involve them in firming up the final design prior to construction on site. How well will the design sit in the wider park and how well have aesthetics been considered? How well is the tenderer set up for an effective contract management and good communication/working relationship with the client? What are the on-going maintenance costs for the proposed facility? How much confidence can we have in the facility lasting? How well has the tenderer performed on similar schemes? How well has the tenderer used the available budget?
10. It is expected that the tender will be sent out at the end of January for a period of 4 weeks, tenders will be returned at the end of February. Evaluation, final consultation with users and award of contract will be carried out in March. A detailed programme for works will need to be agreed with the successful tenderer. It is expected that installation will be completed for the end of summer.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	<b>2, a contract worth £100,000 or more</b>
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

## REASONS FOR RECOMMENDATION(S)

### (If the recommendations are accepted)

11. Under the Council's Contract Procedure Rules approval by the Executive Cabinet of contract award procedure and evaluation criteria for tenders greater than £75,000 in value is required.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12. To not agree contract award procedure and evaluation criteria would fail to comply with the Council Procurement rules.

## CORPORATE PRIORITIES

13. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	√	A strong local economy	√
Clean, safe and healthy communities	√	An ambitious council that does more to meet the needs of residents and the local area	√

## BACKGROUND

14. The Council owns and maintains Jubilee Recreation Ground. The Council has a duty of care to users to ensure the play facilities are fit for purpose and safe to use. The play facilities and surfacing has deteriorated over the years and is in need of replacement. The estimate for the full site improvement is £153,000. This is broken down as £100,000 skate park, £50,000 play equipment and safety surfacing and £3,000 to create a football pitch playing surface. £103,000 S106 has been sought from Grove Farm Housing Development in Adlington. The additional £50,000 will be sought through external funding bids and partnership working with Adlington Town Council.

## IMPLICATIONS OF REPORT

15. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	√	Customer Services	
Human Resources		Equality and Diversity	
Legal	√	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

## COMMENTS OF THE STATUTORY FINANCE OFFICER

16. I can confirm that the S106 contribution was received from Bellway Homes, the developer of Grove Farm, in May 2012. The sum was earmarked in the Capital Programme for 2013/14 for provision of, or improvements to, play facilities in Adlington.
17. The contract award procedure is expected to continue until March 2014, which means that rephasing of expenditure to 2014/15 is likely. Of the budget total, £83,000 was rephased to 2014/15 in the last budget monitoring report. Completion of the project is now expected to be during the summer of 2014, so further rephasing of budget provision is to be expected. However, as funding is by use of the S106 contribution, any rephasing of expenditure would be matched by that resource without affecting the council's own resources.

## COMMENTS OF THE MONITORING OFFICER

18. The procedure proposed is appropriate and whilst the cost element scores only 5% on the scoring matrix, other elements contained contribute to obtaining best value. There are no further comments save to support the content of the report.

Jamie Carson  
Director of People & Places

There are no background papers to this report.

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
Lindsey Blackstock	5218	20 December 2013	***