



**THETFORD TOWN COUNCIL**

**TTC/01/2019**

**Thetford Town Council is Seeking Quotations for the Design, Supply and Installation of a trim trail and surfacing at Castle Park, Thetford**

**TTC/17/001**

**Please find attached a request to tender for the design, supply and installation of trim trail and surfacing at Castle Park, nearest carpark Castle Street IP24 2DN.**

**Failure to supply any of the information requested in the attached specification will result in the Tender being rejected.**

**Contact name and number: Tina Cunnell Town Clerk or Roz Barnett, Deputy Town Clerk, (01842) 770253 email: [tinacunnell@thetfordtowncouncil.gov.uk](mailto:tinacunnell@thetfordtowncouncil.gov.uk) or [rosalindbarnett@thetfordtowncouncil.gov.uk](mailto:rosalindbarnett@thetfordtowncouncil.gov.uk). (tenders will not be accepted by email).**

**Quotations to be received by 1pm on 24<sup>th</sup> of May 2019.**

**Tender to be sent in sealed inner envelopes to be clearly marked 'Tender' – Trim Trail Castle Park**  
**For the Attention of the Town Clerk, Thetford Town Council**

**Postal Address: The Carnegie, Cage Lane, Thetford IP24 2DS  
Tel: (01842) 754247**

**Details of the winning contract will be published IAW Local Government Transparency Code 2014.**

**Should you require further information over and above the tender requirements then please do not hesitate to contact us.**

**Yours sincerely**

**Tina Cunnell  
Town Clerk**

**Enclosures:**

- 1. Thetford Town Council Tender Specification**
- 2. Map of Castle Park area**

**The Carnegie, Cage Lane, Thetford, IP24 2DS  
Tel: 01842 754247 • Fax: 01842 762567  
[mail@thetfordtowncouncil.gov.uk](mailto:mail@thetfordtowncouncil.gov.uk) • [www.thetfordtowncouncil.gov.uk](http://www.thetfordtowncouncil.gov.uk)**

## **ENCLOSURE 1 - TENDER SPECIFICATION FOR CASTLE PARK TRIM TRAIL THETFORD**

### **Introduction**

Castle Park is busy Town Centre Park Area and The Town Council wish to install a trim trail to improve the facilities. At the moment only £10,000 has been secured for this project and it is anticipated that the fundraising/planning will take 6 months. The play area must be completed by December 2019

### **Specification**

The play area should:

- Cater for ages 8 – 80 years.
- Offer some options for individuals with restricted mobility
- Have at least a 10 year guarantee on all equipment.
- On completion have a one-year 'snagging' guarantee.
- Cost a maximum of £40,000 for supply, delivery and installation of the equipment, fencing and surfacing.
- The surface area on the trim trail should not exceed 13.14mts x 8.55mts Total area 112.35mts.

### **Consents**

The trim trail will require planning permission from Breckland Council. The successful contractor will be required to apply for all necessary consents and permissions before commissioning the construction of the play area. The area is a scheduled ancient monument and the successful applicant will have to comply with archeological supervision as scheduled monument consent has been granted.

### **Environment**

The Town Council is committed to the following environmental actions.

- minimise waste and increase recycling within the framework of our waste management procedures
- prevent pollution to land, air and water
- raise awareness, encourage participation and train employees in environmental, health and safety matters
- reduce the use of water, energy and any other natural resources
- seek opportunities to continuously improve our ability to identify measure and control the environmental, health and safety impacts of our activities

The Town Council asks contractors to provide an environmental statement and this will be considered in the awarding of the contract

### **Quotation Requirements**

The following documentation should be provided to Thetford Town Council by **1pm on 24<sup>th</sup> of May 2019**

- **Example Method statements**
- **Example Risk assessments**
- **Public liability insurance**
- **Company health and safety policy**
- **Fixed-price quotations for the full design, build, installation and planning application process.**
- **An environmental statement**

Method statements must include full details of the proposed trim trail, equipment and surfacing to be installed.

Design drawings and plans of the site that will meet planning application requirements must be included. These drawings will be shared with the local residents and the Planning Department at Breckland Council. The indicative drawings included in the preferred tender will form part of the planning application.

Quotations should detail separately fixed-costs for each element of the work. They should include all preparatory work, supply, delivery and installation of the equipment and surfacing and planning costs.

Method statements should provide full details of relevant experience and qualifications and comparable projects.

Method Statements and quotations must take all relevant legislation and regulations into consideration.

**Failure to provide any of the information requested will result in the tender being rejected.**

### **Site Access**

Site visits can be made at any time during daylight hours. As the play area has open access for the public, it is not necessary to make an appointment to view the location. A location map is included.

Once appointed, the preferred contractor will need to negotiate access for works in advance with Thetford Town Council.

### **Timings**

Once tenders have been received, they will be viewed to ensure that they meet the specification. The design drawings of those that meet the specification will be displayed at the market place and Castle Park (provisional date Tuesday the 28<sup>th</sup> of May). The local residents will be able to view each plan and score the designs. **You will be asked to be present at this event to answer any questions that the residents may have on your plan.**

Following this, the Town Council will select the preferred contractor and notify them by mid June 2019 at the latest, with the install being completed by the autumn.



- Trim Trail Area**
- Debris 2**
- Debris 1**
- Trees**
- OSM Standard**

