



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY

TENDER

FOR

REFURBISHMENT OF THE POND WITHIN LYDEKKER PARK

FOR

HARPENDEN TOWN COUNCIL

Carl Cheevers
Town Clerk
Harpenden Town Council
Town Hall
Leyton Road
Harpenden AL5 2LX

BACKGROUND

Harpenden Town Council has been working to improve Lydekker Park, specifically the pond and surrounding area.

We are seeking tenders for the refurbishment of the pond sited within Lydekker Park, against the tender specification set out in Appendix A.

A budget of up to £30,000 maximum has been set aside for this project. Contractors are invited to submit their own design suggestions based around our brief, noting any amendments or omissions that are deemed to be required to meet the budget.

The successful contractor awarded to undertake this tender should be able to provide examples of similar successful projects which they have been involved in.

It is intended that work to excavate the pond will start in **September 2019** with the aspiration that it will be ready for public use by **1 November 2019**.

INSTRUCTIONS TO TENDERERS

Harpenden Town Council (hereafter referred to as the "Client") invites tenders for the refurbishment of Lydekker Pond, within Lydekker Park, Harpenden. AL5 2UQ

The Contractor shall make themselves fully conversant with the Client's requirements by reading the invitation to tender and visiting and inspecting the site set out in the tender document. The Contractor is required to raise any issues on which they require clarification prior to submission of their tender, as no claims arising from their failure to do so will be entertained by the Client following the submission of tenders.

SUBMISSION OF TENDER

1. Tenders are to be sent by post or delivered by hand in an envelope clearly labelled 'Private and Confidential Tender – Refurbishment of Lydekker Park Pond, addressed to Carl Cheevers, Town Clerk, Harpenden Town Council, Town Hall, Leyton Road, Harpenden, Hertfordshire, AL5 2LX, so as to be received **no later 12 noon, 7 June 2019**.
2. Contractors are required to note that it is the Contractor's responsibility to ensure that any tender delivered by hand in response to this invitation is actually received by the Client by the above date and time.
3. All prices are to be quoted exclusive of VAT. The maximum budget limit is £30,000 exclusive of VAT. The Contractor is requested to present schemes that will not exceed this limit.
4. The Contractor's attention is further drawn to the insurance requirements of the Client, with Public Liability Insurance of £5m minimum. The successful Contractor will not be allowed to commence the Works until acceptable evidence of the insurance, has been approved by the Client and a risk assessment for the site provided.

5. The Client will write to all Contractors at the conclusion of our tender selection process advising of our decision and its rationale.
6. The Client may reject any tender not complying in any particular matter and their decision in that regards shall be final.
7. The Client does not bind itself to accept any offer made by any Contractor, nor does the Client guarantee that it will decide to award a contract.
8. Contractors must confirm in their submission that they have visited the site. The site is open to public access (within the hours detailed in Appendix A) and Contractors can attend without the need to notify or have the Client present. If a contractor wishes to meet a representative of the Client on site, please see section 14 for details.

9. Arithmetic Accuracy of the Tender

- 9.1 If the Client suspects that there has been an error in the pricing of the Tender the Client reserves the right to seek such clarification as it considers necessary from the contractor only.
- 9.2 It is the responsibility of the contractor to check that all unit rates and other information entered in their Tender Schedule are accurate. If arithmetical mistakes are found after the contract has been awarded, they will not be taken into account. The figure agreed at the time of contract will prevail.

10. Confidentiality

- 10.1 All information supplied by the Client in connection with this invitation to tender shall be regarded as confidential by the Contractor except such information that may be disclosed for obtaining sureties and quotation necessary for the preparation of the tender. The Tender documents are and shall remain the property of the Council.

11. Timetable

- Tenders Issued: 29 March 2019
- Return date for Tenders: 7 June 2019
- Assessment and final decision: 11 June 2019
- Award and Regret Letters: 24 June 2019
- Agreement of Contract: 12 August 2019
- Earliest commencement of works: 2 September 2019
- Anticipated Completion of installation: 1 November 2019

12. Award Criteria

- Price = 50% (demonstrating value for money)
- Delivery to timescales = 25% (including implementation, delivery and installation: Start September 2019 and finish on/before 1 November 2019)
- Business Experience = 25% (including examples of similar projects)

13. Assessment Process

All submissions will be assessed in line with the Harpenden Town Council financial regulations.

14. Contact Details

Any questions regarding these documents and the specific requirements of the Client must be made in writing by e-mail to **both** sarah.brimley@harpenden.gov.uk and philip.wright@harpenden.gov.uk and specifying that the e-mail relates to the 'Lydekker Park Pond Refurbishment'.

In order that full consideration can be given, and responses can be forwarded to all Contractors, comments and questions must be received no later than 24 May 2019. Questions and queries received after this may not be considered.

15. Appendices

Appendix A – Tender Specification

Appendix B - Reference Documentation

Appendix C – Schedule of Works/Form of Tender

Appendix D – Construction Design & Management

APPENDIX A – TENDER SPECIFICATION

The Site

Lydekker Pond is situated within Lydekker Park, Harpenden, AL5 2UQ

Aim

To refurbish the existing pond to make it attractive and easy to maintain, with the provision of surrounding Nature Habitat, Pond Dipping Decks and Wildflower Meadow.

An Outline Design Brief is given within Appendix A. We welcome Contractors to amend the design as required to ensure best value, maintenance friendly and most aesthetically pleasing solution.

Our main aspiration is that the pond is split into two, using the area under the footbridge as a divide. The rationale being that should the liner be damaged in the future, it would only require a smaller section of liner to be replaced.

Please note that the outline shape of the pond cannot change as this would require planning permission, though the shelving levels within the pond are able to be adjusted.

Key Considerations:

Tenderers are expected to visit the site ahead of creating a submission to familiarise themselves with the Project. The area around the pond has recently been cut back, allowing a clearer view of the proposed works.

All quantities are estimated, it is expected that all Tenderers will confirm exact measurements ahead of submitting a completed Tender Quotation.

A copy of the Tenderers Public Liability Insurance should be included within the Submission.

Tenderers should note the Opening Times of the Park and factor within their Project Timescales.

7am - 8pm BST (March 31st Onwards)

7am - 6pm GMT (October 27th Onwards)

Closure of the Park will be considered for a maximum duration of 2 weeks to allow for the heavy plant machinery to move through the parkland. The Town Council must be made aware 1 calendar month prior to any closures, to allow for communications to local schools and distribution of notices around the entrance points.

There are no electrical points for Contractor use within the Park area.

The designated route from the assigned Site Compound to the pond is through the Park itself. The entrance gate from the Car Park to the Park can be opened out to approximately 3m wide. Trakmats (up to 40) may be provided and collected from the Town Council, notification of the intention to use this provision must be given at the time of Tender.

The Contractor is expected to provide a safe pedestrian route to the public (*with awareness that this is used as a route by unaccompanied school children*) throughout the works, except in times of total park closure.

The Contractor is expected to provide details of their proposed site access route, mindful of the trees (due to being located within a Conservation Area) and park furniture incl. but not exclusive of handrails, signage, benches and bins.

Any damage to the existing green space is the responsibility of and will be re-instated by the Contractor.

All Waste Transfer Notices (WTN) should be passed to the Town Council as the completion of the Project.

The following Specification details elements of the construction/design which we feel your Tender may incorporate. It is not prescriptive and should be used as a guide to the standards we are hoping to achieve.

Item no:	Specification
1.0	Site Set Up
	Up to 3 concurrent spaces within the Lydekker Car Park will be assigned to contractors to set up a compound. This is to be safely and securely fenced off by the Contractor and will remain their responsibility throughout the works.
	A skip can be located on the soft to the left of the entrance gates, near the flag pole. This is not within the locked boundary and therefore must be securely covered overnight.
	Appropriate Safety signage will be put in place for the duration of the works ensuring Public Safety is a priority.
	Allowance for any additional trakmatting, safety fencing (herras panels) etc.
	Welfare: Site welfare remains the responsibility of the Contractor throughout the works. There are no public toilets within the local area, though the site is located off the High Street which contains several food retailers.
	Allowance for any on hire machinery (digger, dumper etc.) to carry out the required works
	Ensuring a clear safe working area and maintaining clear footpaths for the public should be accounted for both in any required equipment and timescales.
2.0	Pond Clearance
	Drain all water from the existing pond. It is suggested that this is removed from site using a tanker rather than distributing within the surrounding park.
	Once water levels are sufficiently low enough; efforts should be made to capture and relocate any wildlife e.g. frogs, newts to the safety of the nearby willow verges.
	Appropriately store any plants/materials which are intended to be re-installed into the new pond layout. E.g. Flag Iris, Purple Loosestrife, Water Lilies and any ornamental rocks.
	Remove all pond build up (silt), any additional waste, unwanted vegetation and ripped liner. To include Skips/roll on roll off and WTN's. <i>Note: The Town Council do not have a suitable specified area for the waste to be transferred to.</i>
3.0	Pond Re-instatement

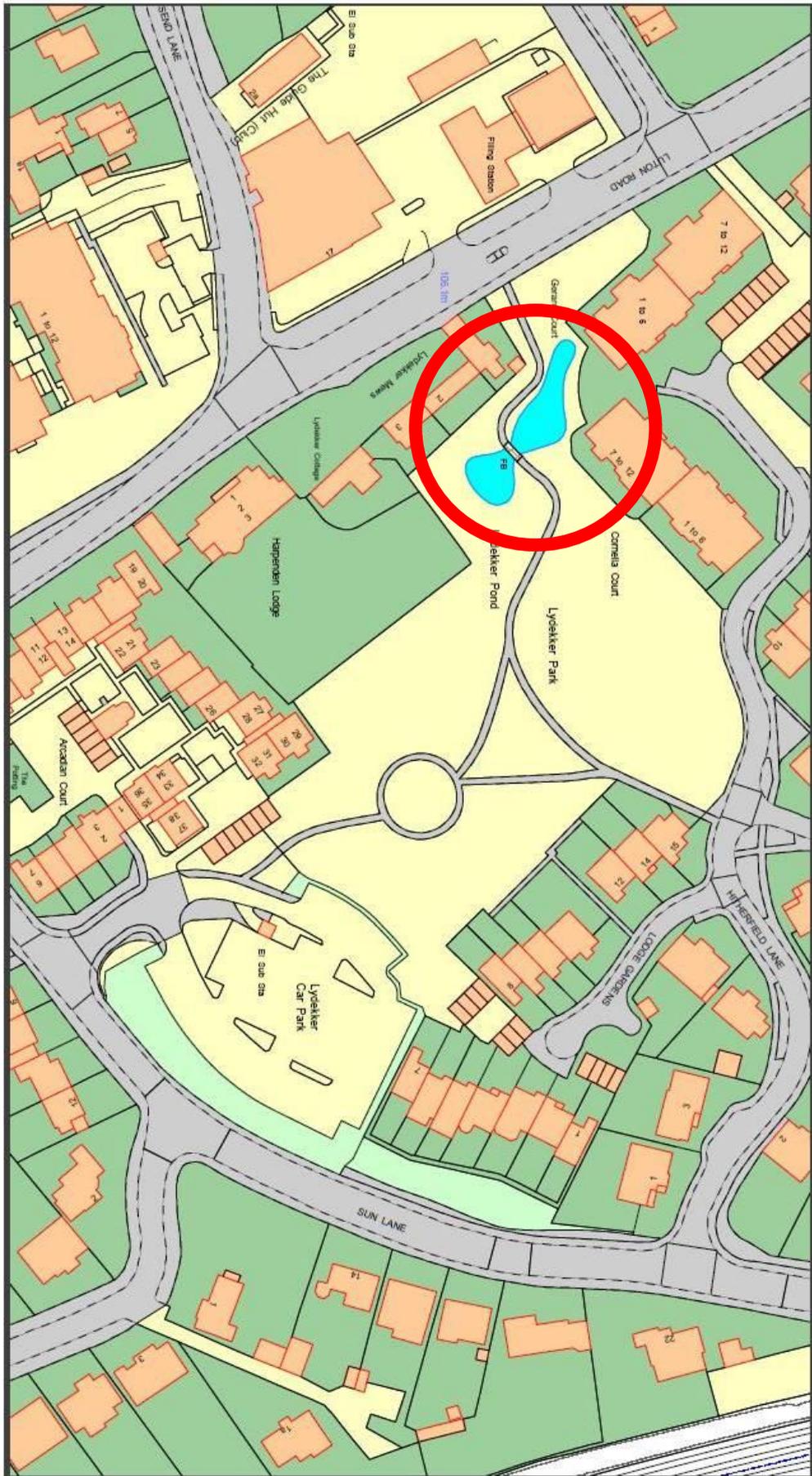
	Potentially add the introduction of shelving levels (if appropriate with the selected plants) and form a bund under the existing footbridge.
	The bund should be comprised of a concrete wall, with an opening to allow for the overflow of water from one pond to another. The bund should be covered with large flat rocks/pebbles to provide a small water feature. The lining for the two ponds is to be separate, future proofing should one be damaged.
*	It is suggested that there may be a requirement to install concrete pads for the base of the dipping decks (to sit under the pond liner)
	Install suitable protective sub base for liner, suggested: sharp sand and fleece material underlay to prevent damage from tree roots, rocks etc.
	Supply and install a minimum of 1mm thick EDPM liner to each of the ponds. Please ensure the most efficient use of the liner and if required seaming, to avoid excessive wastage.
	Provide and Install a suitable pond edging system to hold the liner in place
	It should be ensured that the overflow pipes remain clear and are not compromised during/as a result of the refurbishment works.
4.0	Pond Dipping Deck
	See point *
	Supply and Construct up to 2 no. pond dipping decks, which will be preferably 2.5m wide across the bank and 2m in length (1m of which to be sited on the bank, with 1m overhanging the water).
	The dipping deck must sit flush to the surrounding ground surface to allow access for wheelchair users and reduce the risk of a trip hazard.
	Any structural components would be preferred to be brown plastic composite, though if this is not attainable due to budget, please provide alternatives. The decking boards and handrails are to be pre-treated softwood.
	Decking boards to have hi-grip surface to ensure user safety.
	The deck will be used by young children, so considerations must be made with regards to suitable bolt heads (stainless steel cups or flat heads), compliant handrail heights/spacing etc.
	The bank under the dipping deck is to be shear, with a pond depth of 50-80cm at the end of the Deck. This will allow optimum 'dipping'
	Footbridge
	Footbridge to remain as is.
	Re-filling of the Pond
	Arrange and co-ordinate the re-fill of both ponds with water. Allow for appropriate traffic management and access for a tanker/fire brigade.
	Soft Landscaping- Planting
	Re-planting of the salvaged vegetation (Water Lilies)
	Supply and planting of 50% of bank area with appropriate noninvasive, low maintenance, preferably with oxygenating properties (not necessarily native) aquatic species e.g. Water Mint, Pennyroyal, Water Plantain, Marsh Marigolds, Rushes etc.
	Supply and installation of Nature Habitat – This area could be created by HTC volunteers if not attainable within the budget.
	Scraping of top layer to form Wildflower Meadow area. The Wildflower Meadow will be planted by HTC volunteers.
	Area to the north side of the pond towards the brick wall of Gerard Court to be covered with myplex weed membrane and bark. A selection of additional Cornus (Dogwood) and similar species to be supplied and planted in this area. This area is historically hard to access for grounds maintenance, any new plants should be suitably positioned and sized with this consideration in

	mind.
	Hard Landscaping – Pond edging
	Supply and installation of up to 50% shingle/rock coverage with suitable membrane sub layer. It is key that the liner is protected from footfall and to ensure a clear edge with regards to public water safety.
	It is suggested that rocks (non-vegetation) to be installed around the Pond Dipping Decks, to provide a clear edge and protect the liner from dogs accessing the pond.
	Post Project
	Re-instatement of any areas damaged due to works/access. To include; re-seeding, path and road clearance. Road cleaning of Site Compound area.

**APPENDIX B
REFERENCE DOCUMENTATION**

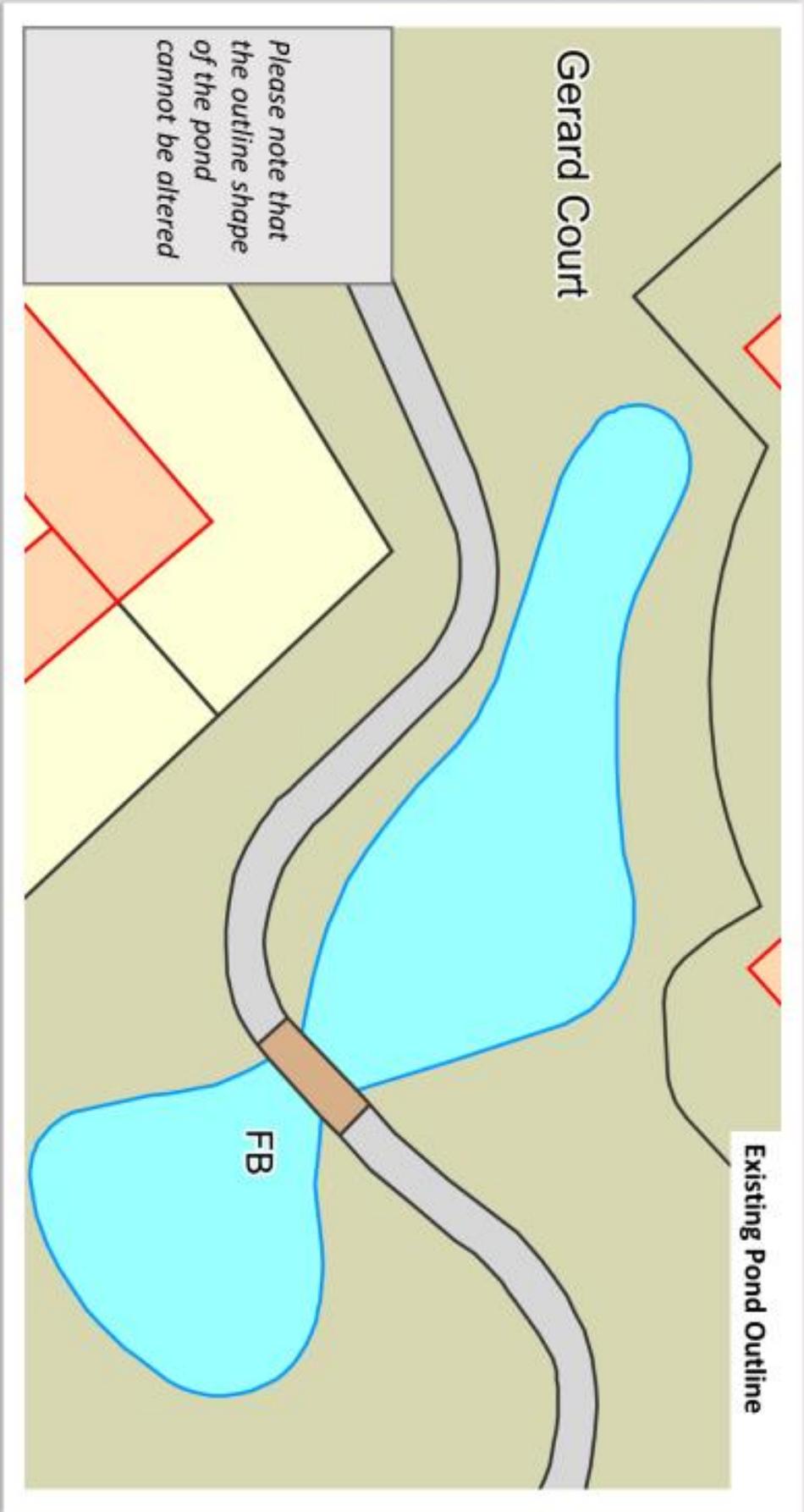
- **Location Map**
- **Site Compound Location**
- **Existing Pond Outline**
- **Suggested Landscaping Scheme**

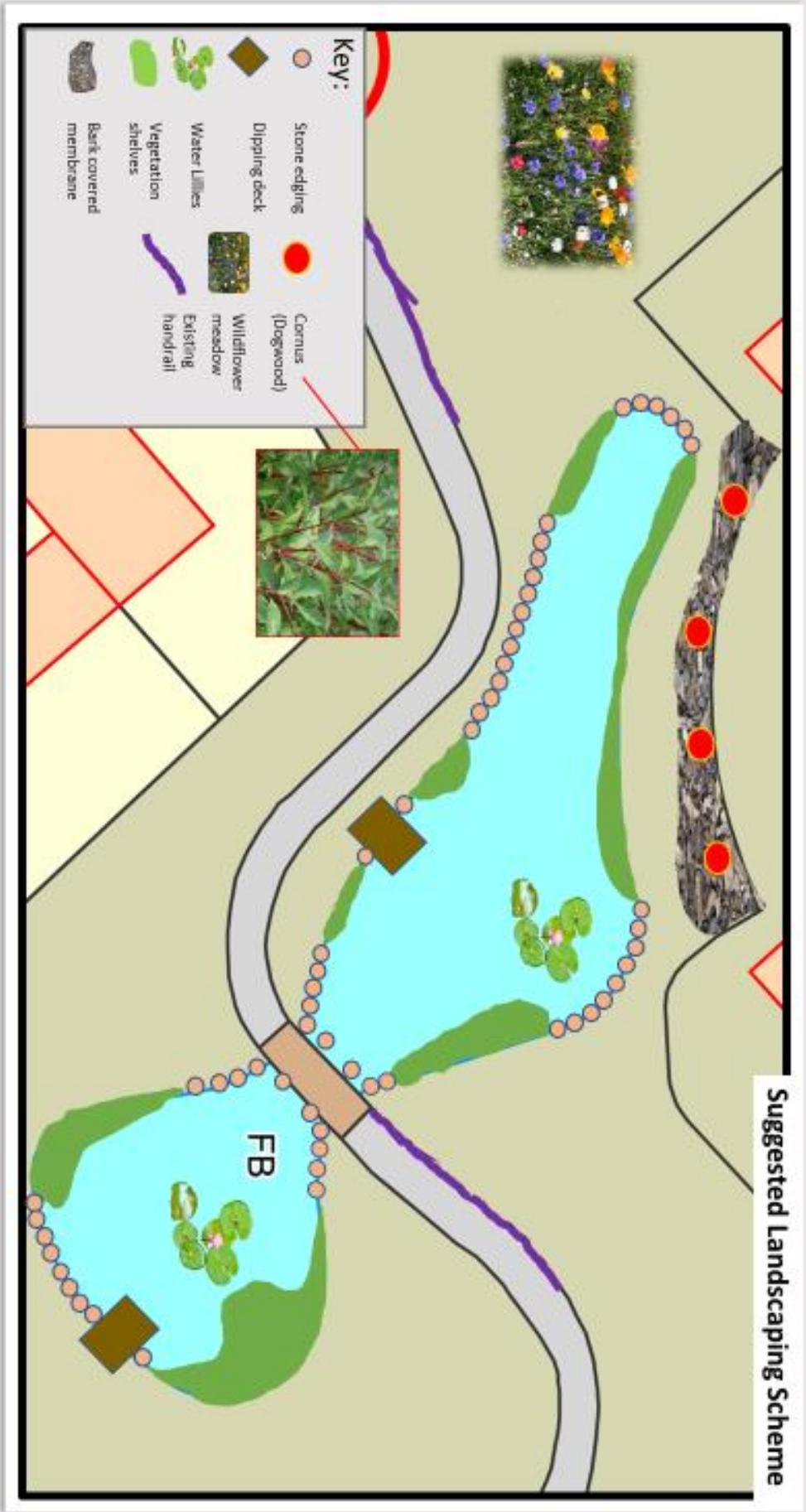
Location Map





Site Compound Location





APPENDIX C

SCHEDULE OF WORKS/FORM OF TENDER

Costings for delivery of scraping and re-lining of the existing pond, installation of a dipping deck, installation of the new vegetation, hard stands and creation of a Nature Habitat figures quoted must be the total fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs.

Pricing should also include delivery and installation.

Schedule of Works - General Notes and guidance:

Due to the open brief, a schedule of works template is not provided.

Contractors are expected to provide full details of their design, (preferably with sketches) and break down of costings for delivery of scraping, separation and re-lining of the existing pond/s, installation of a dipping deck/s and creation of the vegetation/hard landscaped areas.

Figures quoted must be the total fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs.

Pricing should also include delivery and installation.

Any sketches provided are not to scale

Allow for any reinstatement costs required if damage occurs whilst carrying-out the works or accessing them.

Form of Tender - General Notes and guidance:

In addition to the Schedule of Works, the Contractor is also required to complete the following documentation;

- Key Information
- Form of Tender
- Collusive Tender Certificate

Lydekker Park, Pond Refurbishment 2019

Key Information:

Please Outline Details of your Insurance Coverage appropriate to undertake these works:
Please outline details of principal plant and equipment to be used to undertake this work:
Please provide details of project staff, their training and experience relevant to the works:

Please note that the Contractor selected to undertake this Contract will have to provide documentary evidence of Insurances, Health and Safety policies and relevant operative training prior to Contract award. In addition, the Contractor selected will have to provide a Method Statement and Risk Assessment to demonstrate how the works will be carried out safely.

FORM OF TENDER

Lydekker Park, Pond Refurbishment 2019

To: **Harpenden Town Council**

Having examined the Conditions of Contract, Outline Design Brief, and Other Works for the carrying out of the above-named works, I/we offer to complete the whole of the said Works in conformity with the above for the sum of:

(Amount in words): _____

(Amount in figures): _____

I/We certify that:

- (i) the amount of this Tender has not been communicated to anyone except the Client;
- (ii) the amount of the Tender has not been adjusted as a result of an arrangement with anyone other than the Client; and
- (iii) no agreement has been made with anyone to refrain from tendering.

I/we undertake to enter into a Contract to be prepared by the Client incorporating such Conditions of Contract, Specification, and Drawings and agree that, until such Contract is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I am/We are able and willing to complete the whole of the Works on or before **1 November 2019**

I/We anticipate that the works will take _____ weeks to complete.

I/We understand that you are not bound to accept the lowest or any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

I/We confirm that I/We have no objection to the amount of this Tender being included in a list to be submitted to all Contractors who provide a Tender for the Works.

Date:

Signature: _____

Designation: _____

Company Name: _____

Address: _____

Contact Person: _____

Tel no. _____

COLLUSIVE TENDERING CERTIFICATE

Lydekker Park, Pond Refurbishment 2019

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT

- 1. The tender submitted herewith is a bona fide Tender intended to be competitive.
- 2. 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. We have not done, and we undertake that we will not do any time before the hour and date specified for the return of the tender any of the following acts:
 - (a) communicating to a person other than the person calling for those tenders the amount of approximate amount of the proposed tender, (except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender);
 - (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
 - (c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any person for doing or having or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Certificate:

- 1. "Person" includes any persons any body or association, corporate or unincorporated.
- 2. "Any agreement or agreement" includes any transaction of the sort described above, formal or informal, and whether legally binding or not.

DATED this day of

.....2019

SIGNED (as in Tender)

.....

Duly authorised to sign for and on behalf of

.....

APPENDIX D CONSTRUCTION DESIGN & MANAGEMENT

Guidelines for Method Statement required from Contractors.

From 6 April 2015 every construction project has to comply with the CDM 2015 Regulations. All tenders are received on the understanding that any company awarded a tender will provide Construction Design and Management procedures compliant with the Construction (Design and Management) Regulations 2015.

All tenders are received on the understanding that any company awarded a tender and entering into a tendered contract with Client will do so as the Principle Contractor.

Please note that any works which are anticipated to last over 30 working days and have over 20 workers working at the same time at any point will be classed as 'notifiable' and will require the completion of a F10 form.

METHOD OF WORK

Your method of work document should set out your working methods and what you'll do to avoid or minimise risks of increased flooding or drainage problems, damaging the structural integrity of the area (any flood defences), and damaging habitats and species.

As part of the submission you are required to describe in detail the individual operations you'll be doing on the site. The description should use the headings set out in the rest of this document.

Include enough detail to show how, when, where and for how long you'll be doing each part of the activity. You must include all temporary works, including 'enabling works' that support that main activity.

Individual operations might include:

- unloading and storing materials
- temporary works such as site hoarding
- the construction, engineering or installation methods you'll use
- the sequence of steps or works

List the steps you'll take to prevent or minimise risks to the environment from each of your operations. Include what you'll do at each stage to:

- ensure there's no increase to flood risk or impact on drainage
- minimise the impact on biodiversity
- ensure careful storage and disposal of waste
- prevent pollution from static plant, mobile machinery, refueling and material storage
- Minimise impacts on habitats and wildlife
- prevent the spread of invasive non-native species

Site and equipment maintenance plan

You need to show how you'll maintain your site's infrastructure and any machinery.

You must maintain and use machinery according to the manufacturer's or supplier's recommendations. You need to record each time you do any maintenance.

Contingency plans

You need a plan to show how you'll minimise the environmental impact of:

- breakdowns
- enforced shutdowns
- unexpected conditions, like contaminated sediment
- changes in normal operations, for example due to flooding or extreme weather

Accident plan

You need to show how you'll deal with any accidents or events that could result in flood risk or pollution. Your plan must identify potential incidents, such as:

- equipment breakdowns
- enforced shutdowns
- fires
- vandalism
- flooding
- any other incident which causes an unexpected change to normal operations

For each potential incident, your plan must also show:

- the likelihood of the incident
- the likely consequences
- how you'll try to prevent it
- how you'll limit the impact

Your accident plan must say how you'll record, investigate and respond to accidents or breaches of your permit.

It must include:

- the last review date
- the next review date
- a list of emergency contacts and how to reach them
- a list of substances stored at your site
- a list of your storage facilities
- accident report forms

You may need to:

- make emergency services aware of your activities
- take out insurance to cover the cost of cleaning up following an incident
- check whether you're in a flood risk area and register for flood warnings

Complaints procedure

You need to include a procedure that records:

- any complaints you receive related to the permitted activities
- how you investigated those complaints
- any actions taken as a result of complaints

Staff competence and training records

You need to show you have enough staff and resources to run the site effectively, who is responsible for what, and who is technically competent.

For each of your managers, staff and contractors, make a list of any roles they carry out that relate to activities which require specific certification.

You'll also need a procedure to:

- check your staff and contractors have taken the training or qualifications required for their work
- record any training, refresher training or qualifications taken by your staff or contractors

Keeping records

You'll need to keep records of:

- permits issued to the site and other legal requirements
- your risk assessment and your management system, including your method of work and any plans
- all operating procedures
- staff competence and training records
- complaints made, findings of investigation and actions taken

Review your management system

You must have a procedure for checking that you comply with your permit, procedures and management system. Keep a full record of periodic checks.

You must keep a record of changes to your management system, particularly major changes like:

- changing the method of work
- putting new control measures in place

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