



Tender brief for a dipping platform at Meriden Park, Solihull.

1. Introduction

Warwickshire Wildlife Trust (WWT) is seeking to appoint a contractor on behalf of the Tame Valley Wetlands Landscape Partnership (TVWLP) to carry out the capital works required for the installation of a dipping platform and associated access path in Meriden Park, Solihull.

Ideally, the contractor should be able to complete all works in one to two consecutive weeks.

Due to funding deadlines, all work must be completed, approved and invoiced for before the end of February 2022.

You are invited to submit a method statement proposal and cost breakdown in order to deliver this project as part of the Tame Valley Wetlands Landscape Partnership Scheme (TVWLPS). If the contractor wishes to carry out a site visit, the land is open access and no special arrangements need to be made prior to the site visit.

This document should be read in conjunction with the submitted risk assessment, which identifies potential risks, receptors and actions to mitigate any risk. The tender brief is also supported by annotated technical drawings, access map, LSBUD maps, flood risk map included in the application package.

The construction of a public accessible dipping platform is a part of amenity enhancements and Phase 2 restoration of the Kinghurst Brook at Meriden Park, Solihull. Funding has been secured for these works by Tame Valley Wetlands partnership (TVW). The funding comes from the Green Challenge Recovery Fund (GRCF) and forms an ongoing commitment from TVW to the Love your River Cole (LYRiC) project. TVW have SMBC's full agreement for the works and work in close collaboration with the ecology and landscape team. The Environment Agency has confirmed that a Flood Risk Activity Permit is not required for the construction of the dipping platform and associated works.

Location National Grid Reference (NGR): SP 17843 87242

The total available budget is: **£18,000.00** (including VAT)

When costing the submission, the potential contractor should bear in mind that the contract award is decided on best value for money.

2. Project Definition and Requirements

In summary, the successful contractor will be required to carry out the following as part of the contract **(please review the supplied design drawings)**



- ✓ Access route to construction site to follow the red pathway marked on the accompanying access map. Exact tracking route to be agreed with project officer prior to works commencing.
- ✓ All access to work site to be restricted to this route.
- ✓ A site compound used for storage of materials, machinery and welfare unit (if needed) to be set up in one of the areas highlighted yellow on the access map. Exact location to be agreed with project officer prior to works commencing.
- ✓ Area of work to be temporarily fenced off to avoid public access during the works.
- ✓ Contractor to CAT scan prior to installing posts and excavating (No services have been identified in the project area, this is a precautionary measure).
- ✓ Small excavator (5 tones or smaller) to be used to grade the access route to the dipping platform.
- ✓ Access path to platform to consist of 150mm depth of M.O.T type 1 base with 20-38mm of bitumen as the top layer.
- ✓ Auger attachment on excavator to be used to produce foundation holes.
- ✓ Foundation to be filled with appropriate concrete mix, posts to be placed within this foundation, leveled and left to set.
- ✓ Posts within the pond to be driven into the pond bed using a post driver attachment on excavator or similar.
- ✓ Platform to consist of green oak kick boards (or similar) treated with fire retardant, galvanized steel tubes for rails and a rounded edge green oak top hand rail. All elements to be fixed in place using appropriate fixings specified on the design drawings.
- ✓ Any rutting from vehicle and machinery movements to be fixed with top soil, levelled off and seeded with amenity grass mix. Top soil excavated during the construction of access path can be used for this purpose.
- ✓ No materials, spoil, machinery etc. to be kept within the floodplain when works are not taking place. Works to be halted in the event of heavy rainfall and/or flood warnings in the area. See attached flood risk map for reference.
- ✓ All works to follow levels, materials, dimensions, fixings and aesthetic as presented in the accompanying detailed designs.
- ✓ Contractor to check levels during contraction and on completion. Final levels to be presented to project officer prior to contractor completing works.
- ✓ All work to be checked by SMBC staff and TVW officer prior to completion and contractor leaving site.



4. Supporting Documents

The documents listed below are available from the TVW Project Officer. Please request these via email if you wish to submit a tender proposal bid. The documents should be used in conjunction with this Brief in order to inform the tender submitted.

- Technical design drawings
- Access map
- Risk Assessment and Management System
- Flood risk map
- LSBUD Services Check

5. Procurement Process

This contract is being tendered via Warwickshire Wildlife Trust.

All contractors seeking to tender may contact the Project Officer to seek clarification on any points within this Brief prior to submitting their tender. Contractors must not directly discuss this project with any other member of staff from Warwickshire Wildlife Trust.

The successful contractor will be selected on the basis of their written response to the brief. Submissions will be assessed on the basis set out in the following sections.

Below is an indicative timetable for the appointment of the contractor and the completion of the works.

Milestone	Date
Brief issued	06/09/2021
Deadline for submission of quotes / tenders	01/10/2021
Appointment of contractor	07/10/2021
Submission of documents including signed contracts	12/10/2021
Commencement of works	TBC
Completion of works	28/02/2022

6. Submission Requirements

Contract will be awarded based on best value for money, experience of similar projects and a sensible method of works. Due to the relatively small budget, there is no formal scoring system involved. Contractors wishing to quote for this work are asked to provide the following as two separate documents:

- **Document A (quality assessment).**
 - A description of the suggested approach to the works.
 - The roles and responsibilities of the contractor and the contractor team.



- Health and Safety Policies.
 - The contractor's head or regional office location.
 - Logistics – what heavy plant machinery will be used (including specifications), will the work be subcontracted, will machines / drivers be hired in or are they owned / employed by the contractor?
 - Mitigation measures to (i) reduce the risk of delays, and (ii) reduce damage to the environment.
 - A specific mitigation measure and risk assessment focusing on COVID-19
 - A breakdown of the programme of works – its key stages and an indicative timetable for completing the work (including the length of time the work is expected to take) and the earliest point at which this work could begin.
- **Document B (price assessment).** The contractor must include a breakdown of all fees and costs, indicating the following in their response to the brief (and whether costs are including or excluding VAT):
- Mobilisation of machinery (£).
 - Labour costs
 - Materials costs
 - Sundry costs
 - Total cost (£ excluding VAT).
 - Total cost (£ including VAT) – final fixed fee to carry out all of the works outlined in this brief.

The tender documents should be submitted by 6pm on 01 October 2021 (via email). No late submissions will be accepted.

Please submit your documents to:

Tame Valley Wetlands Landscape Partnership Scheme

Mobile: 07587550077

Email: andrew.apanasionok@wkwat.org.uk