



Adult Fitness Trail

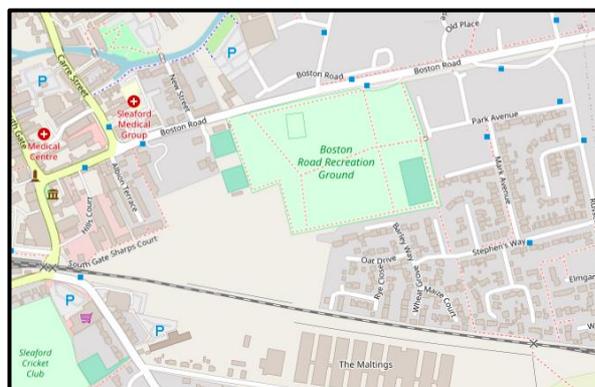
Section 1 – Introduction

- Sleaford Town Council (STC) wishes to procure an Adult Fitness Trail at its recreation ground in the town on Boston Road.
- The Trail will be free for the people of Sleaford to use and will provide a range of high quality, safe and easy to use outdoor fitness equipment.
- Councillors are confident, through their contact with their residents, that there is a need for such a Trail. It will support the Council's aims to promote healthy lifestyles and community wellbeing.

Section 2 – Location of the proposed Fitness Trail

- The Boston Road Recreation Ground is an area of public open space of almost 14 acres. The largest of the town's open spaces, it combines grassed areas and mature trees with a skate park, toddler and junior play areas, toilets and a kiosk.

The Recreation Ground is a popular location for dog walkers, children, and families and as a site for events throughout the year – including a circus and a fun fair. The open spaces where these events take place must be left open and free of equipment and obstacles. The Recreation Ground is well-used by residents and attracts visitors from the surrounding area and is therefore a valuable leisure asset to the town.



Map 1 – Showing the location of the Recreation Ground

Section 3 – Scope of the Project

- Instructions for how to submit a quotation for this work are given below in Section 5.
- STC has allocated a fixed sum of £25,000 for the work.
- STC will select the quotation that offers best value. The Council is not obliged to accept the lowest quotation.
- The Council would like the trim trail in place by Spring 2022
- The following timetable will apply:
 - 15th September 2021 - Specification for Quotation sent out and published on Town Council website
 - Noon on 15th November 2021 - Deadline for quotations to be received by the Town Council.
 - By 10th December 2021 - Evaluation of quotations by Town Clerk
 - By 31st January 2022 – Council decision on award of the work
 - Work to start by 31st March 2022

Section 4 – Technical Requirements

STC's requirements for an Adult Fitness Trail are as follows:

- **Equipment**
 - STC requires the supply and installation of a minimum of ten pieces of fitness equipment.
 - The equipment must be accessible, easy to use and of interest to adults of all ages and fitness levels.
 - The Trail must be challenging and safe and provide a range of exercises that help people with cardiovascular health, strength, flexibility and balance.
 - The equipment must be non-mechanical ie where resistance is provided only by the user's own body weight.
 - The equipment must conform to standards EN1176 and EN16630, as ROSPA good practice, and manufactured to industry-standard guarantees.
 - Where at all possible, the equipment must be covered by an appropriate manufacturer's warranty.

- The pieces of equipment will need to be extremely durable, suitable for being permanently and securely positioned outdoors and usable in all weathers. They will need to require very little care and maintenance, other than that routinely provided by STC's own employees.
- All items must be placed a minimum of 25 meters away from any of the children's playground equipment on the site.
- In accordance with any existing Covid Pandemic guidance, the siting of equipment will need to allow sufficient space for people to use safely in the event of future social distancing requirements.
- STC will require ROSPA recommended surface protection under and around the equipment.
- The provider will need to make good any grassed areas disturbed by the works.
- STC will site a notice on the Recreation Ground stating that people using the Adult Fitness Trail equipment do so at their own risk and only one person should use the equipment at a time.
- STC require signage giving instructions on safe use displayed next to each item of equipment, this could include an app or Q code.
- **Design and layout**
 - The Trail must be accessible for all adults and meet the varying needs of people in accordance with their abilities.
 - The Boston Road site presents some unique challenges and opportunities. STC wishes to receive quotations from organisations that provide the most creative and convincing solution to these requirements.
 - STC sees the benefits in either a linear, cluster or hybrid set up of the trail, as explained below:
 - Linear - STC sees clear advantages in having the fitness equipment positioned at intervals along a linear route around the full extent of the site. Such a linear route should follow the existing junior Park Run around the Recreation Ground's perimeter (see Map 2 below – Park Run marked in yellow and white). This layout would allow people to combine the fitness benefits of using the equipment, with those derived from enjoying a walk or run along the course of the trail alone or with others, using the equipment provided along the route.

- Cluster – Since there will only be ten pieces of equipment, there may be advantages and cost benefits to clustering or zoning the Adult Fitness Trail eg cardio equipment together.
 - Hybrid – Given the challenges and limitations of the Recreation Ground there may be benefit in a hybrid set up – ie a linear route but with items grouped within that.
- STC wishes to encourage organisations who quote for this work to use their expertise to design a linear, a cluster or a hybrid option that meets these design requirements.
 - All submissions will need to be supported with a narrative explaining the rationale for the set up and layout. Also required is a map detailing the siting of the equipment.
 - If submitting a linear route following the junior Park Run then please refer to the Map 2. The map suggests positions where equipment could be placed (in red) but we leave the positioning and the choice of equipment to the expertise of the contractor. However, the junior Park Run route must remain free of equipment and obstacles, therefore, sufficient space needs to be allowed for between the park run route and the siting of equipment.



Map 2 – Showing the course of the Sleaford Junior Parkrun (in yellow) and suggestions for the siting of exercise equipment as part of a Fitness Trail (in red).

- **Installation and site works**
 - Once appointed, the successful bidder will need to provide an estimate of the time needed to install the equipment and complete all works.

- Also needed will be details of the safety measures to be taken by the provider during installation – including method statement and risk assessment.
- The successful bidder will need to liaise with STC prior to installation to ensure STC is happy with accessibility and positioning.
- Arrangements will need to be agreed for a post-installation visit and inspection to take place jointly with the provider and STC representatives.

Section 5 – How to submit a quotation for the work

- STC invites quotations from suitably skilled and experienced organisations to meet STC's requirements for the work as set out in Section 4 above.
- Quotations must be in writing and cover all aspects of the work as required in Section 4 – design, construction and installation, choice of equipment and the making good of the site. They must include a plan showing the siting of the equipment and explain the benefits of the suggested layout.
- Organisations submitting a quotation must include examples of previous works of this nature they have undertaken and explain what skills and experience they will bring to the project.
- Quotations must be submitted in writing to the Town Clerk at Sleaford Town Council, The Town Hall, Quayside House, Navigation Yard, Sleaford, NG34 7TW. To be received by 12 noon on Monday 15th November 2021. Quotations received after this time will be excluded.
- Evaluation of quotations will take place by 10th December and a recommended provider will be agreed by Council by 31st January. All providers quoting will be informed of the final decision.
- Organisations submitting a quotation must satisfy themselves that the quotation they submit is accurate and includes all costs.
- If an organisation needs to seek clarification about anything in this document, they should contact:

Nicola Marshall, the Temporary Deputy Town Clerk, via the Council Office on 01529 303456 nicola.marshall@sleaford.gov.uk

The cut-off date for clarifications is Monday 8th November. Any clarifications will be circulated to all bidders.

Section 6 – How STC will award the work

- The Town Clerk will assess the quotations in accordance with the minimum requirements and evaluation scoring methodology set out in page 8 below.
- STC's evaluation of quotations will be in three parts:
 - Business Requirements (Pass/Fail)
 - Evaluation of the quotation – scoring three questions about the organisation's methods for delivering the technical specification (Scored)
 - A full breakdown of costs is provided (Pass/Fail)
- Organisations submitting a quotation will be evaluated only the basis of the information provided in their submissions.

Quotation for the provision of an Adult Fitness Trail at the Recreation Ground, Boston Road, Sleaford.

1. Details of the Organisation

Please complete the following:

Name of organisation
Name of contact and their position
Address
Tel No
E-mail Address

2. Proposals

Please submit your proposals in writing together with a site plan and any relevant documents in support of your submission – other examples of projects, etc.

3. Business Requirements (Pass/Fail)

- **Insurance** - it is a requirement that organisations quoting for this work hold the following levels of insurance. Please provide copies of your current insurance certificates including expiry dates.

		For STC use
Employer's (Compulsory) Liability Insurance = £5 million (unless a sole trader)	Yes No	Pass Fail
Public Liability Insurance = £5 million	Yes No	Pass Fail

- **Health and Safety** - organisations quoting for this work must:

Provide a statement of their health and safety policy where one exists.	Yes No	Pass Fail
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4. Technical Requirements

Award of the contract will be made on the following breakdown of quality and price to give STC value for money. The following table shows the quality and price % weightings:

Evaluation Criteria	Weighting	Question Number	Question sub weighting (%)
Quality	80%	1	40%
		2	20%
		3	10%
		4	10%
Price	20%	-	20%
Totals	100%		100%

STC will assess each quotation against the following quality questions:

Quality Criteria	% of total marks
<p>Question 1: The proposed layout fully meets the requirements set out in Section 4. It offers a creative and convincing solution to the challenges and opportunities of the Boston Road site.</p>	40%
<p>Question 2: The organisation has fully explained how the pieces of equipment to be installed will be sourced, what materials and methods of construction will be used to make the trail, equipment and surfaces attractive, safe and durable.</p>	20%
<p>Question 3: The organisation has shown a clear environmental commitment at all stages of its proposals (from design, layout, equipment, installation and after care) to comply with STC's commitment to climate change challenges.</p>	10%
<p>Question 4: The organisation has shown previous experience of the delivery of similar projects and has provided credible examples.</p>	10%

The following scoring scheme for quality questions will be used:

Score	Indicators
5	Provides an excellent response to the requirements. Good supporting evidence is provided, tailored specifically to the requirement. No areas of weakness.
4	Provides a good response to the requirements with few weaknesses. Supporting evidence has been provided to demonstrate the competence required.
3	Meets the requirements but lacks specific information on some aspects to award a higher mark. Strengths outweigh weaknesses.
2	Gives a response that is limited in detail. Understanding of the requirement and ability to deliver not fully demonstrated. Weaknesses outweigh strengths.
1	The evaluation panel have major reservations about the response and there is insufficient detail to award a higher mark. Weaknesses far outweigh the strengths

Quality Calculation

The score for each quality question will be divided by 10 and multiplied by the question sub-weighting (%) to give a final percentage (%) score for each question. For example; if the sub-weighting for a question is 20% and the potential supplier has an agreed score of '3', then their final percentage (%) score would be: $(3 / 10) \times 20 = 6\%$

Price Assessment and Calculation

Price scores will be calculated based on the potential supplier with the lowest overall compliant price being awarded the full score of 20%. The remaining bids will be scored in accordance with the following calculation:

$$= \left(\frac{\text{lowest submitted price}}{\text{potential supplier's submitted price}} \right) \times \text{price weighting}$$

The example below illustrates how this methodology will work in principle and is for illustrative purposes only. This example is based on a 20% price weighting where the lowest compliant price is £23,000.

Example Calculation Price Score

Potential supplier A £23,000 = 20% (lowest price)

Potential supplier B £23,500 = $(23000 / 23500) \times 20 = 19.5\%$

Potential supplier C £24,000 = $(23000 / 24000) \times 20 = 19\%$

Potential supplier D £25,000 = $(23000 / 25000) \times 20 = 18\%$

Award of Contract

Upon conclusion of the evaluation, the scores for 'quality' and 'price' will be combined to give a total score out of 100%, and the potential supplier with the highest overall score will be awarded the contract.