



Tender for Phases 1 and 2

Moorfield Road Open Space Improvement Project For Carn Brea Parish Council

Background Information, Instructions & Conditions of Tender

1. Introduction

Carn Brea Parish Council owns and maintains 22 acres of land, which includes the open space at Moorfield Road, Pool, TR15 3QB which is adjacent to the Council's offices and Treloweth Community Hall.

Moorfield Road Open Space is a large open space that currently contains some bench seating, picnic benches and a set of goal posts with a tree lined perimeter that has a small nature path. The Council wishes to enhance this space to improve recreation opportunities, accessibility, biodiversity and promote community use.

The Council invites suitably qualified contractors to submit a tender for the delivery of the approved improvements over 2 phases to the Moorfield Road Open Space.

2. Background and Context

Having agreed an outline specification for proposed improvements to the Moorfield Road Open Space, the Council were successful with an application for a grant from the Cornwall & Isles of Scilly Shared Prosperity Fund operated through Cornwall Council to produce a concept design for the open space and conduct public consultations on the project on behalf of the Council.

Consultants Mei Loci were engaged by the Council in June 2025 and following 2 public consultations on the proposed improvements, the final designs were approved by the Council in January 2026 and the project broken down into 2 key phases.

Mei Loci were further engaged to provide the RIBA stages 4 & 5 of the project to provide the technical designs, cost planning and tender and grant support.

The redevelopment and proposed improvements will make the open space accessible for all members of the community by providing recreation and social value.

3. Tender requirements

The tender has been split into 2 distinct phases:

(Drawing No: M2535_MLOC_DR_L_0001 and 0003 / M2535_MLOC_DR_L_0002)

Phase 1 is for the installation of an asphalt path, new entrances, associated groundwork preparation for a new play park area and the installation of a temporary car park.

Phase 2 is for the broader landscaping and planting within the open space and the provision and installation of play equipment and furniture.

The Council intend to deliver both phases of the project however ask that each phase of the project be priced separately as the delivery of phase 2 is subject to successful grant funding.

3.1

The successful tenderer will be expected to undertake the following activities over 2 phases:

- i. The supply and installation with associated groundworks of an asphalt path
- ii. The supply and installation of multiple entrance fencing and gates
- iii. Soft landscaping and hard landscaping
- iv. The supply and installation of new play equipment
- v. The supply and installation of new furniture
- vi. Alterations and the installation of a temporary car park

3.2

The following has been undertaken to date and are available in the pack:

- i. Topographical survey
- ii. Utilities survey
- iii. Final technical drawings and specifications of provided by Mei Loci

3.3

The appointed contractor will be deemed Principal Contractor in relation to the Construction (Design and Management) Regulations (CDM), the Client will be 'Client' in respect of CDM (Through appointed agent Mei Loci)

3.4

The Parish Council seeks an itemised fixed-price tender for the full completion of the project to be split into 2 phases. Tenderers must ensure that their submission includes all costs required to deliver the works in accordance with the specifications including contractors' preliminaries.

4. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 31st January 2027. The timetable for submission of the Tender, completion of the programme are set out below:

Milestone	Date
Date Invitation to Tender available	24 th August 2026
Latest date for clarification questions to be submitted by	11 th September 2026
Clarifications responses to be issued by	15 th September 2026
Deadline to receive tender	12 th October 2026
Evaluation completed	19 th October 2026
Award of Contract Phase 1	22 nd October 2026
Contract Start date (Phase 1)	23 rd November 2026
Contract Completion (Phase 1)	26 th February 2027
Contract Start Date (Phase 2) Subject to successfully obtaining grant funding	To be confirmed
Contract Completion (Phase 2)	To be confirmed

5. Tender submission requirements

Please include the following information in your Tender submission.

5.1 A covering letter is required (two sides of A4 maximum) to include:

- i. A single point of contact for all contact between the tenderer and Carn Brea Parish Council during the tender selection process, and for further correspondence.
- ii. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
- iii. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
 - Employer's Liability Insurance – The minimum requirement is £5m.
 - Public Liability Insurance – The minimum requirement is £10m.
 - Professional Indemnity Insurance – The minimum requirement is £2m.

5.2 Method Statement

The Tenderer is to provide a method statement to include a program of work that demonstrates how you will meet the proposed timetable and project management arrangements.

5.2 Additional Information Required

- The Tenderer to provide case studies / examples of previous work.

5.3 Submission of Tender Documents

- i. The submission of the tender and supporting documents must be completed by the final submission date and time.
- ii. The tender response must remain valid for a period of 90 days from the return date.

6. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Carn Brea Parish Council.

7. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Carn Brea Parish Council or its consultants that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Carn Brea Parish Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

8. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

Nina Maley at nmaley@meiloci.co.uk in accordance with the Tender and Commission Timetable in section 4.

Responses to clarifications will be anonymised and sent to all suppliers in receipt of the Invitation To Tender.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Carn Brea Parish Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

9. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the Invitation to tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. The Tenderer may be required to answer any queries, provide further information regarding their submission.

Tender returns will be assessed on the basis of the following tender award criteria

Criteria Assessed - Quality	Scoring Available
Acceptable covering letter including confirmation of the requirements detailed at 5.1	10
Tenderers information on case studies / similar projects detailed at 5.2	10
Quality – understanding of the brief, quality of method statement provided	40
Pricing - Bill of quantities completed fully	40

11. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria – Maximum Score Available 40		
Score %	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Carn Brea Parish Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Carn Brea Parish Council is not bound to accept the lowest price or any tender. Carn Brea Parish Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Carn Brea Parish Council's internal procedures and Carn Brea Parish Council being able to proceed.

12. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 4

Latest date to be returned: As per Section 4

Latest time to be returned: 17:00

Email tenders should be sent electronically to Andrew Moyle-Browning at Clerk@carnbreaparcouncil.gov.uk with the following message clearly noted in the Subject box;

‘Tender for Moorfield Road Improvements Project’

Tenderers are advised to request an acknowledgement of receipt of their email.

13. Disclaimer

The issue of this documentation does not commit Carn Brea Parish Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Carn Brea Parish Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Carn Brea Parish Council and any other party (save for a formal award of contract made in writing by Carn Brea Parish Council or on behalf of Carn Brea Parish Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Carn Brea Parish Council or any information contained in Carn Brea Parish Council’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Carn Brea Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Carn Brea Parish Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Carn Brea Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.

14. Enclosures

1. Phase 1 & 2 technical drawings / document list
2. Itemised list
3. Topographical Survey
4. Utility Survey