LISKEARD TOWN COUNCIL

Invitation to Tender – Development of Roundbury at Liskeard as public open space

Liskeard Town Council ("the Council") is seeking tenders from suitably qualified and experienced contractors to provide a feasibility study and support through PPA for public open space at Roundbury.

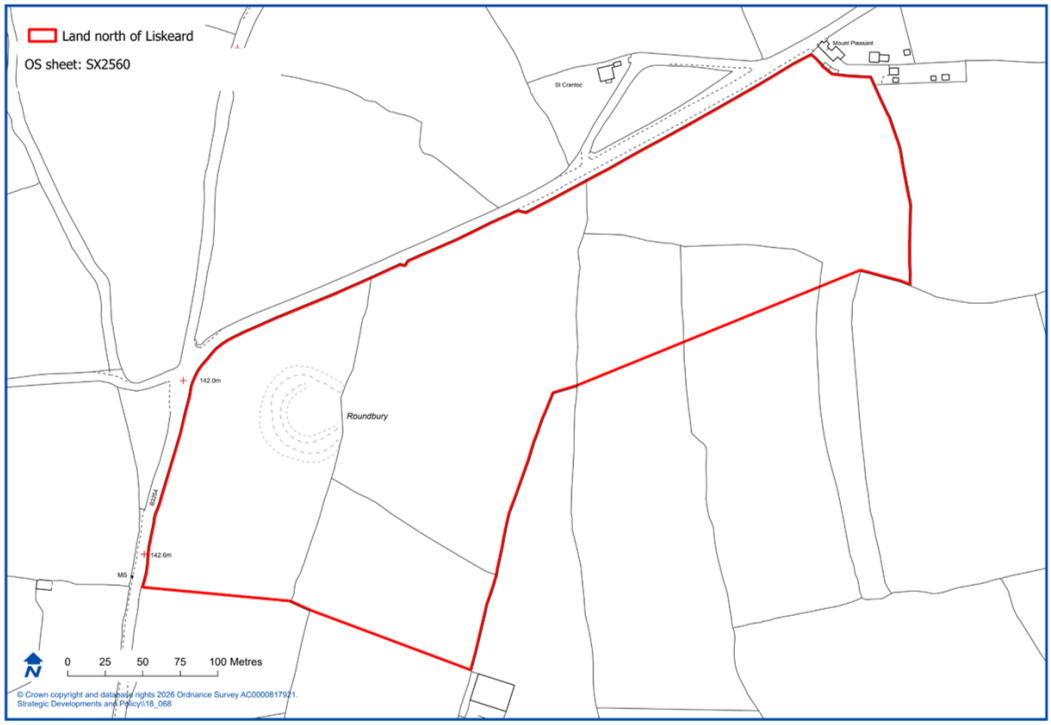
1. Background

Liskeard has agreed to work to attract new housing developers to Liskeard to create a more varied mix of housing. We have also agreed to work with Cornwall Council to identify opportunities to access funding available to support feasibility studies into innovative schemes such as community-led housing and co-housing, particularly for younger and older age groups.

Most importantly we will encourage Cornwall Council to consider the growth of Liskeard in a comprehensive manner and not on a site-by-site basis and we will support a community-led approach where residents and businesses are fully involved in identifying if, how and where Liskeard should grow. Where housing growth does occur, we will seek to ensure that there is a legal commitment to providing appropriate levels of jobs (in addition to those generated during construction), green space, playing fields and associated community infrastructure on site or elsewhere within the town. We will need to see investment in walking and cycling to support easy access to public open space, leisure and sports facilities across the town. Any housing development must support a place to live, relax and enjoy with purpose to enable our residents to access parks, green spaces and provide places to hang out, hold events and access spaces in the evenings.

Liskeard is fortunate to have a wide range of sports clubs, and for many of their activities to be coordinated by the Liskeard & District Sports Association (LDSA). The clubs and their facilities at Lux Park are a vital part of the town's community life
and identity.

The delivery of new and improved sports pitches and associated facilities at Roundbury has been a long standing objective for Liskeard. The site is to the north of the town adjacent to the B3254 (Pensilva/St Cleer road).



The site identified as public open space at Roundbury

Roundbury is included in the Neighbourhood Development Plan (NDP) and other documents, and a sports focused feasibility study was undertaken in 2023. A transport assessment, sustainable transport assessment and a utilities constraints assessment were all completed as part of the feasibility for sports. This was completed post a Heritage Assessment completed in the same year. A formal set of searches for the area has been completed as well as a desk top mining and contamination assessment.

Delivery of Roundbury is now a matter of urgency with housing having been delivered and much more being planned in the medium term.

The proposals at Roundbury are in addition to retaining and improving existing facilities at Lux Park. The improved facilities could include new grass pitches, a 3G pitch, floodlights and an athletics track. We will also seek to ensure that any future housing allocations make full contributions towards the funding needed not just to deliver Roundbury but to invest in the existing facilities which will be retained at Lux Park, Castle Park and Rapsons field. The facilities at Lux Park are now suffering, are run down and need urgent attention as well as their tenure being an issue. In the wider view of Liskeard, rugby training pitches are at risk of being lost due to a future need to deliver increased space for the cemetery.

With this in mind this procurement seeks to conduct a feasibility study on Roundbury in partnership with Liskeard and relevant Cornwall Council departments that can be taken to PPA for clarity on the approach prior to be taken through a simple consultation with the residents of Liskeard to garner any concern that they may have over the opportunity prior to completing a planning application on the land for public open space and sports facilities to support housing delivery in the town over the long term. It is also likely that there will be some involvement with Liskeard and District Sports Association who currently manage sports fields in and around Lux Park to support sports in Liskeard.

The work will include an initial site appraisal to identify high level landscape, planning and heritage considerations – noting related opportunities. We will need to define the brief for sports provision including testing of options and the preparation of a preferred illustrative masterplan with accompanying landscape strategy. We will need illustrative material produced to support a pre-application/ PPA process including the preparation and attendance at a consultation event.

2. Scope of work

Stage 1 – Overview of brief, key objectives and site considerations

Understanding the brief and key project considerations

- Create client project brief, aspirations and requirements.
- Confirm the proposed/ potential sports uses, approximate capacities, access requirements and supporting facilities.
- Establish the objectives and key consideration of the feasibility study including programme and timeframes.
- 1x initial project briefing meeting with client/consultant team.

Site and context analysis

- Review LP, NDP and Town Vision
- Review available site information, surveys and relevant planning documents.
- Undertake a site and area visit where able to do so.
- Initial overview of key site considerations (inputs provided by wider consultant team)

Work to include: understanding land ownership and allocation area/review existing landscape character and vegetation including dark skies considerations/ understanding of heritage considerations/ overview of topography and levels/ review site boundaries and neighbouring uses/ overview of existing access and movement (inputs provided by engineering consultants)/ overview of ecological/environmental constraints (input provided by ecology consultants/ understanding of requirements for sports pitches, courts, buildings, parking and external spaces.

- Identify key planning and landscape considerations relevant to the pre-application process including production of summary site considerations plan/ diagram.
- Access, movement & external space (input from Advanced Consulting engineers) High-level movement strategy for pedestrians, cyclists, vehicles and servicing/ identify opportunities to minimise the visual impact of parking and servicing.
- Describe access to potential housing (to the south) and access to the open space to the north to minimise the need to access the road.
- 2x project/ client/ consultant team.

Stage 2 - Initial light touch landscape strategy to inform layout principles

- Preparation of a high-level landscape strategy Work to include site structure and landscape character/ existing vegetation to (including potential to retain/remove – inputs from consultant arboriculturist)/ identification of potential new structural planting and landscape buffers to manage impacts (enhanced boundaries and screening)/ arrival and entrance spaces approach/ sensitive integration of parking and servicing/ relationship with

neighbouring properties/land uses/ biodiversity and green infrastructure opportunities (provided by appointed consultant)/ sustainable drainage solutions and key SuDS principles.

Stage 3 - Public open space and facilities layout options

- Prepare 2–3 broad layout options (if appropriate), testing different approaches to accommodating the proposed facilities.
- Compare options against criteria set out in Stage 1 and against identified constraints set out in Stage 2.

Stage 4 - Pre-application/ PPA support

- Prepare a simple package of information suitable for presentation to the Local Planning Authority summarising above stages - say 5 - 10 A3 sheets.
- Attendance at up to 2x meetings with LPA and or consultant team.
- Review and incorporate relevant pre-application feedback into the feasibility strategy and preferred approach.

Stage 5 - Consultation materials and attendance

- Preparation of consultation material including exhibition boards (assume up to 6 A1 panels) printing and finishing would be in addition.
- Attendance at a ½ day consultation event.

3. Site Visits

A site visit is highly recommended, for prospective contractors to familiarise themselves with the locations, requirements, and any working restrictions. A Council representative is available to meet contractors at a mutually agreeable time by arrangement with the Town Clerk, Steve Vinson townclerk@liskeard.gov.uk

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of works.

4. Tender Clarifications

Any queries or correspondence relating to this document should be directed to the Town Clerk, Steve Vinson townclerk@liskeard.gov.uk

Any question or request for clarification considered to be of material significance, will be published with the response, in an anonymous format, on the Council website 'Tenders' page Tenders - Liskeard Council

5. Contract Price

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to two decimal places.

Tenders should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to the award of contract.

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at clarification meetings.

All pricings should be exclusive of VAT.

Quotations should remain open for an initial acceptance for a minimum of 90 calendar days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

A maximum of £22,000 is assigned to this tender

6. Timetable

Stage of Procurement	**Deadline**
Issue of Invitation to Tender	2nd November 2026
Deadline for queries	13th November 2026
Deadline for return of Tender	**20th November 2026 at 16:00**
Evaluation of Tender responses	30th November 2026
Clarifications	2nd December 2026
Report to Council	15th December 2026
Award of Contract	18 December 2026
Stage of Works	**Date by**
Contract Start date	11 January 2027
Feasibility completion Date	1 March 2027
PPA Meeting	As agreed with Cornwall Council
Post PPA Meeting	Within a week of the PPA Meeting

All tenders will receive a response by 22 December 2026.

7. Submissions

Please submit all the Tender documents by email **by 16:00 on Friday 20 November 2026** and send to the Town Clerk, Steve Vinson townclerk@liskeard.gov.uk with the following wording ONLY in the subject box:

"**Development of Roundbury Tender Strictly Confidential**"

Tenderers should request confirmation of receipt.

Late submissions will not be considered.

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

Tenderers shall not discuss the tender they intend to make or release any information about the tender they intend to make, other than with professional advisers who need to be consulted for preparation of the tender.

8. Tender Submission Requirements

The following information should be included:

1. Organisation and Contact Details
   Full name and address of organisation
   Name/job title of the project lead for contact purposes
   Email address and telephone number
   Organisational status of the supplier (Company Registration Number, VAT number as appropriate)

2. Completed Certificate – Appendix A

3. Specification and Schedule of Works Pricing Sheets – A detailed cost breakdown is to be provided of each element of the work. Including:
   - Expenses expected and chargeable
   - Exclusions i.e. mapping and other purchased resources.

4. Project Management - Set out how you would carry out the work, including lead in times, overall project timelines with a breakdown of key milestones in a high-level Project Plan, and an indicative programme of works, including the resources you will employ, use of any sub-contractors and confirmation of resources available to deliver the work.

5. Options and Alternative Offers – Please clearly state if any options or alternative offer(s) have been made.

6. Relevant Experience – Please provide at least two examples of previous similar work to be considered, on a contract undertaken by your company in the last three years that you consider demonstrates a track record of relevant experience, highlighting key similarities to this contract.

7. Insurance – Please provide copies of your certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance, and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none state none). Please contact us if you believe these levels are a problem for your organisation.

Other requirements
Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Council's standard payment method is by BACS. The Council's standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Your organisation shall at all times comply with the requirements of all relevant Health and Safety legislation and all associated Acts.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Tenderers are hereby notified that Liskeard Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this project.

9. Tender Evaluation

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

Evaluation Criteria

The overall award criteria that will be used in evaluating submissions will be 60% on quality, 35% on cost, and 5% on environmental sustainability. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

Criteria	Weighting	Element
Quality	60%	Demonstration of understanding of the brief In line with required timescales Demonstration of relevant experience, including track record Insurance, Health & safety record, and relevant accreditations
Cost	35%	Cost / competitiveness and completeness
Environmental sustainability	5%	

Scoring Matrix for Award Criteria

Score	Judgement	Interpretation
5	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.
4	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.
3	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.
2	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.
1	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, Liskeard Town 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 criterion weightings in the table above.

Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

Liskeard Town Council is not bound to accept the lowest price or any tender. Liskeard Town 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 Liskeard Town

Council's internal procedures and Liskeard Town Council being able to proceed.

10. Disclaimer

The issue of this documentation does not commit Liskeard Town 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 Liskeard Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Liskeard Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Liskeard Town 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 Liskeard Town Council or any information contained in Liskeard Town 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 Liskeard Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Liskeard Town 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 Liskeard Town Council liable for any costs or expenses incurred by tenderers during the procurement process.