

Invitation to Tender - Design Services for Brundall Village Park, NR13

1. Introduction

Brundall Parish Council (“the Council”) intends to commission the design of Brundall Village Park, comprising a new Village Green (3 hectares) and Country Park (7 hectares) areas, including associated amenities such as accessible pathways, informal recreation features, sensitive landscaping, and proportionate parking provision.

The land for the project is being made available through the Hopkins Homes Brundall Meadows development and will be transferred for community use. Funding for the design stage is secured through Section 106 (S106) developer contributions.

While Brundall Village Park is considered an overarching initiative, the Village Green and Country Park must be designed as separate commissions due to S106 constraints.

This tender relates to **design services only**. Construction/installation works will be subject to a separate procurement process at a later stage. Tenderers are asked to confirm (non-scored) whether they would be interested in supporting the future implementation phase.

Subject to contract agreement and funding requirements, design commencement and completion dates are confirmed in line with S106 requirements (see Section 3.15).

This tender follows previous community engagement, including Neighbourhood Plan surveys, village surveys, and concept discussions (January 2026). The Council now seeks professional design proposals to take the project forward.

2. Definitions

- “The Council” - Brundall Parish Council
- “Contractor” - A design company or consultancy firm with appropriate experience in landscape, civil, ecological, and amenity design services. The Contractor may be a registered company, lead consultant for a consortium, or specialist design entity capable of delivering the services required under this tender.

3. Project information

Brundall is a historic village in Norfolk, situated on the River Yare approximately five miles east of Norwich. The village has a strong sense of community, active local groups, and a focus on enhancing amenities for residents of all ages. The new development at Brundall Meadows contributes to the village’s growth and the need for high-quality recreational and community spaces.

3.1 Site

- **Site address:** Brundall Village Park, NR13
- **Grid reference:** ///prepares.pass.schematic
- **Attachments:** Site map, Neighbourhood Plan outputs, Village Survey results

Applicants are welcome to request a site visit prior submitting the tender. Any site visit is conditional on access being granted by the developer.

3.2 Procurement procedure

The Council seeks to appoint **ONE** Contractor to provide design services for Brundall Village Park (to include The Village Green and The Country Park).

Submissions will be assessed using a detailed scoring and weighting system (included in the evaluation matrix – Appendix 1)

3.3 Project objectives

The overarching aim is to create a welcoming environment that:

- Enhances wellbeing and physical activity
- Supports biodiversity and nature recovery
- Strengthens community connection
- Maintains an open and natural character
- Is deliverable within defined S106 budgets
- Is realistic in terms of long-term stewardship and maintenance
- Reduces opportunities for anti-social behaviour
- Instils pride and ownership within the local community

Village Green: Flexible, attractive space supporting recreation, walking, informal fitness, community events, and play opportunities while maintaining openness and natural character.

Country Park: Informal, nature sympathetic space providing river access, safe walking routes to the Village Green, and enhanced biodiversity.

3.4 Planning situation

Details of the current planning permission through Broadland District Council, can be found using this reference: 2023/2989

3.5 Project brief

The successful Contractor will take the project from review of existing consultation through to final detailed design suitable for future construction procurement, including final technical drawings and a bill of quantities for construction phase tendering.

The Council encourages creativity, originality, and professional judgement.

Village Green

Ideas generated from The Village Survey (2021) and the Neighbourhood plan (2025):

- Sensitive planting (trees, hedgerows, meadow areas)
- Accessible circular pathway and links to surrounding areas
- Informal recreation and fitness
- Community event capability
- Modest infrastructure (picnic seating, resting points)

Would like to avoid: Bandstands, built cafés, permanent toilet blocks, formal or intensive development.

Village Green budget:

- Design: £31,000 (this commission – to include all surveys and any extra services required)
- Implementation: £372,000 (future commission)

Village Green timescales:

The S106 agreement has fixed trigger points for the design funds, land transfer, and implementation phases. These are based on occupancy of open market dwellings (OMD) and are therefore subject to market conditions.

- Design funds – occupation of the 4th OMD – estimated April/May 2026
- Implementation funds and land transfer – occupation of the 49th OMD – estimated April/May 2027
- Maintenance funds, and when the Village Green must be completed by – 85th OMD – estimated January/February 2028

There is no flexibility for these trigger points and therefore the design must show that the Village Green is deliverable within this timescale.

The design should also include options for expediting if the program should need to go faster e.g how can we reduce the timeline if needed.

Tenderers should demonstrate how future construction remains deliverable within these implementation budgets. However, the Council welcomes the submission of optional ‘add-ons’ for if additional funding becomes available, although these must be clearly separated and costed independently.

Please note that separate invoices will be required for each area.

Country Park

Ideas generated from The Village Survey (2021) and the Neighbourhood plan (2025):

- Informal, nature sympathetic landscape
- Safe walking routes linking Village Green, Brundall Meadows development, and village
- Managed river access
- Biodiversity enhancement and habitat creation
- Appropriate and sensitively integrated parking provision

Country Park budget:

- Design: £31,000 (this commission – to include all surveys and any extra services required)
- Implementation: £310,000 (future commission)

Country Park timescales:

The S106 agreement has fixed trigger points for the design funds, land transfer, and implementation phases. These are based on occupancy of open market dwellings (OMD) and are therefore subject to market conditions.

- Design funds – occupation of the 10th OMD – estimated June/July 2026
- Implementation funds and land transfer – occupation of the 69th OMD – estimated August/September 2027
- Maintenance funds, and when the Village Green must be completed by – 95th OMD – estimated April/May 2028

There is no flexibility for these trigger points and therefore the design must show that the Country Park is deliverable within this timescale.

The design should also include options for expediting if the program should need to go faster e.g. how can we reduce the timeline if needed.

Tenderers should demonstrate how future construction remains deliverable within these implementation budgets. However, the Council welcomes the submission of optional ‘add-ons’ for if additional funding becomes available, although these must be clearly separated and costed independently.

Please note that separate invoices will be required for each area.

3.6 Project requirements

3.6.1 Consultation

The Council will complete a consultation with residents with a draft plan. Attendance by representatives will be required.

3.6.2 Design Standards

All design work should comply with relevant British and European Standards, including but not limited to:

- **BS EN 1176 / 1177** - Play equipment and surfacing
- **BS 5837** - Trees and landscape protection
- Relevant highway and drainage standards
- Accessibility and Equality Act requirements

Designs should prioritise durability, inclusivity, accessibility, safety, and minimal maintenance.

3.7 Deliverables

Tenderers should provide a clear list of deliverables for each design stage, which clearly set out key stages with dates.

3.8 Budget and cost management

Tenderers should demonstrate:

- Clear understanding of fixed S106 design budgets.
- Demonstration of anticipated expenditure within the implementation budget, showing realistic allocation of funds across key project elements.
- Embedded cost planning throughout design (to ensure all services are included)
- Scope control to ensure deliverability within implementation budgets
- Approach to value engineering

Fee breakdown: A detailed fee submission is required. Optional enhancements/add-ons, should further funding be available, must be clearly separated and costed independently.

Payment terms: To be agreed by a formal contract. Payment terms 30 days trading under Terms and Conditions attached.

3.9 Maintenance and long-term stewardship

Tenderers should demonstrate how proposals:

- Minimise long-term maintenance burdens
- Use robust, durable materials
- Ensure sustainable biodiversity gains
- Align with Parish Council management capacity

3.10 Risk Management

Tenderers should submit a preliminary risk register addressing:

- Budget alignment
- Ecological protection
- Programme risks
- Long-term maintenance implications
- Future adaptability
- Construction risk, e.g ground type, weather, river etc time of year. Design should take into account when this is likely to be implemented.

3.11 Level of design required at tender stage

The Council does **not require detailed technical design** at this stage. Submissions should focus on:

- Methodology and approach
- Relevant experience
- Ideas and suggestions
- Understanding of constraints
- Cost and risk management strategy
- Outline of design or high-level concept design

3.12 Health and safety

Tenderers should provide a statement of their approach to H&S, demonstrating how risks will be managed during design and consultation.

3.13 Subcontracting / consortium information

If subcontractors or consortium members are proposed, tenderers should provide:

- Name of each party
- Percentage of work delivered
- Responsibilities / key deliverables

3.14 Conflict of Interest

Tenderers must declare any potential conflicts of interest, including prior involvement in the project, relationships with developers, or other relevant factors.

3.15 Procurement and project timetable

Stage	Date
Tender issue	Week commencing 9 March 2026
Clarification / site meeting	TBC
Submission deadline	14 th April 2026
Evaluation	15 th April – 27 th April 2026
Intended award	28 th April 2026
Contractor design	17 th July 2026

Delivery of Design / Implementation (FYI only):

- Tender document for construction: 12 Oct 2026
- Appointment for installation: anticipated December 2026
- Delivery Village Green: estimated January/February 2028
- Delivery Country Park: estimated April/May 2028

The Council reserves the right to amend the timetable.

Clarification questions process: Any questions submitted will be anonymised and shared with all bidders.

3.16 Evaluation process

Submissions will be assessed using a points-based scoring system against the evaluation criteria. Each submission will be independently evaluated by two or three Councillors, with the potential inclusion of an external independent scorer where appropriate.

Where required, clarification meetings may be held with bidders to seek further information in relation to their submission.

Weightings and detailed evaluation matrix are included in Appendix 1.

3.17 Site Visits

If offered or requested, site visits will be available to all bidders. Details will be circulated in advance.

3.18 Council representatives

- Claudia Dickson – clerk@brundall-pc.gov.uk
- Rachel Miller – deputy.clerk@brundall-pc.gov.uk

Brundall Parish Council
2 Station Road, Brundall, NR13 5LA

Submissions must be provided **electronically in PDF format**.

Submission format guidance:

- Max file size 10 MB
- File naming: CompanyName_BVP_Tender.pdf

3.19 Insurance requirements

Employer's Liability, Professional Indemnity and Public Liability insurance should be of an appropriate value. Copies of all relevant insurance certificates must be submitted as part of the tender.

4. Contract value

Design budgets:

- Village Green: £31,000
- Country Park: £31,000

Tenders must be submitted in **pounds sterling**, excluding VAT.

5. Instructions to tenderers

Submissions should include:

1. Company profile and relevant experience
2. Proposed methodology and approach
3. Programme and milestones – allowing for 2 weekly progress meetings
4. Fee breakdown / stage payments / milestones
5. Risk register
6. Cost control approach
7. Allowance for 2 weekly progress meetings
8. Maintenance and sustainability strategy
9. H&S statement
10. Subcontractor/consortium details (if applicable)
11. Conflict of interest declaration
12. Initial concept design
13. Highlight any exclusions (if any)

Tenders must remain valid for **90 days**.

The Council reserves the right to:

- Not appoint
- Seek clarification
- Amend the procurement process

6. Declaration

By submitting a tender, the supplier confirms:

- Accuracy of all information provided
- Acceptance of all tender terms and conditions
- Understanding of S106 budgets, constraints, and timelines
- Agreement to comply with relevant standards and policies

7. Attachments / Appendices

1. Site map
2. Neighbourhood Plan outputs
3. Village Survey results
4. Evaluation matrix with scoring and weightings

Brundall Village Park - Tender submission checklist

Section	Submission Item	✓
1. Company information	Company profile / background	☐
	Relevant experience and similar projects	☐
	Subcontractor / consortium details (if applicable)	☐
	– Name of each party	☐
	– Percentage of work delivered	☐
	– Responsibilities / key deliverables	☐
2. Methodology and approach	Proposed design methodology	☐
	Approach to consultation	☐
	– Additional consultation proposed	☐
	– Builds on previous engagement	☐
	– Associated costs	☐
	Compliance with relevant standards (BS EN, BS 5837 etc.)	☐
	Accessibility, inclusivity, safety	☐
	Innovation / creative design solutions	☐
3. Project deliverables and programme	Clear list of deliverables for each design stage	☐
	Key stage dates / milestones	☐
	Programme demonstrating deliverability within S106 timelines	☐
4. Budget and cost management	Understanding of fixed S106 design budgets	☐
	Demonstration of anticipated implementation budget allocation	☐

Section	Submission Item	✓
	Embedded cost planning	☐
	Scope control	☐
	Approach to value engineering	☐
	Detailed fee breakdown / stage payments / optional add-ons	☐
5. Maintenance and sustainability	Long-term maintenance minimisation strategy	☐
	Use of durable materials	☐
	Biodiversity / sustainability approach	☐
	Alignment with Parish Council management capacity	☐
6. Risk Management	Preliminary risk register covering: budget, ecology, programme, maintenance, adaptability	☐
7. Health and safety	Statement of H&S approach	☐
	Risk management during design & consultation	☐
8. Legal and compliance	Conflict of interest declaration	☐
	Compliance with S106 budgets, constraints & timelines	☐
	Agreement to relevant standards & policies	☐
9. Insurance	Employer's Liability certificate	☐
	Professional Indemnity certificate	☐
	Public Liability certificate	☐
	Certificates submitted with tender	☐
10. Tender specifics	Confirmation of elements being bid for	☐
	Submission in pounds sterling, excluding VAT	☐
	PDF format, max 10 MB	☐
	File naming: CompanyName_BVP_Tender.pdf	☐
	Tender validity 90 days	☐
11. Optional / Additional	Optional add-ons / enhancements with separate costing	☐
	Interest in supporting future construction / implementation	☐

Appendix 1 – Evaluation matrix

No.	Quality Evaluation Factor	Weighting
1	Understanding of the S106 restrictions including budgets and timelines	15%
2	Technical understanding	5%
3	Methodology and approach	5%
4	Management strategy for cost and risk	15%
5	Biodiversity, habitat enhancement and understanding	15%
6	Ideas and suggestions – do these align with the BVP vision	15%
7	Relevant project experience	5%
8	Quality of submission	10%
9	Design cost (bid)	5%
10	Total proposal alignment to brief	10%

Appendix 2 – Marking scheme

Below is the marking scheme which will be used by all evaluators to score the quality questions:

Quality Criteria Marking Scheme		
0	Unacceptable	In the opinion of the evaluation panel the response is unacceptable . It is inadequate or irrelevant and fails to demonstrate an ability to meet the requirements of the contract, or no response has been received.
2	Major Concerns	In the opinion of the evaluation panel the response is poor and presents major concerns for the Council. The response fails to address the majority of the elements of the requirement and / or the detail provided is limited or lacks a sufficient explanation to demonstrate how the requirements will be fulfilled in delivering the contract.
4	Minor Concerns	In the opinion of the evaluation panel the response is partially relevant but generally weak which presents minor concerns for the Council. The response addresses the majority of the requirement but lacks in detail and clarity as to how the requirement will be fulfilled in the delivery of the contract.
6	Acceptable	In the opinion of the evaluation panel the response is relevant and acceptable . The response addresses all elements of the requirement and demonstrates a <u>broad understanding</u> of the requirement but is limited in its detail and focus in relation to how the requirement will be fulfilled in certain areas.
8	Good	In the opinion of the evaluation panel the response is relevant and good . The response addresses all elements of the requirement and is sufficiently detailed to demonstrate a <u>good understanding</u> and provides appropriate details as to how the requirement will be fulfilled.
10	Excellent	In the opinion of the evaluation panel the response is completely relevant and excellent overall. The response fully addresses all the elements of the requirement and is comprehensive and unambiguous demonstrating a <u>thorough understanding</u> of the requirement and provides a specific, tailored and focussed response as to how the requirement will be fulfilled in the delivery of this contract, which is fully supported with evidence