

<b>Report to</b>	Cabinet	<b>Item</b>
	11 November 2020	
<b>Report of</b>	Director of people and neighbourhoods	
<b>Subject</b>	The award of a contract to facilitate the Norwich Parks Tennis Expansion at Heigham Park and Lakenham Recreation Ground.	<b>7</b>

## KEY DECISION

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### Purpose

To consider the award of a contract for the creation of all weather, porous macadam tennis courts, fencing, floodlighting and a controlled access system at Heigham Park (three courts) and Lakenham Recreation Ground (two courts).

### Recommendation

To award the contract for the delivery of the Norwich parks tennis expansion project to Fosse Contracts Ltd.

### Corporate and service priorities

The report helps to meet the corporate priority, people living well.

### Financial implications

The costs arising from this decision will be met from a S106 commuted sum of £56,000, Community Infrastructure Levy funding of £103,000 and general fund capital programme funding of £262,000. The tender figure submitted by Fosse Contracts Ltd is £401,627.90 and is within the budget figure.

**Ward/s:** Multiple Wards

**Cabinet member:** Councillor Packer - Health and wellbeing

### Contact officers

Simon Meek, Parks and open spaces manager 01603 989 479

Sara Flatt, Senior Building Surveyor, Major Works NPS 07971 762458  
Norwich

# Report

## Introduction

1. Norwich City Council provides tennis provision at Eaton Park, Waterloo Park and Harford Park through the Norwich parks tennis initiative.
2. Norwich parks tennis (NPT) enables management of the courts by a third party to deliver a sustainable and accessible model of tennis provision at no cost to the council.
3. NPT provides coaching to LTA standards for all ages and abilities including some free tennis; pays the council a fee to provide a sinking fund to cover the costs of annual maintenance and a schedule of resurfacing and relining to enable ongoing provision of high-quality courts in the future.
4. The grass courts at Heigham Park were closed due to the high cost of maintaining them as well as low usage. Community-based options for management of the original grass courts had been suggested but the proposals submitted were considered not to deliver the number of outcomes all weather courts delivered by Norwich Parks Tennis does. This includes:
  - a) Accessible services – through the provision of affordable tennis where people are not socially or financially excluded by high membership fees or the cost of court hire; membership being £35 per household per year with no additional court costs (unless floodlights are required), contributing to reducing inequalities in the city.
  - b) Safe and clean facilities – tennis being delivered by a Sport England Tennismark + accredited provider, which recognises venues that are safe to play at and provide an all year round tennis programme and the costs of regular maintenance and programmed refurbishments are covered.
  - c) A prosperous and vibrant city - where more people from across the city will be able to access affordable leisure facilities, in the form of high-quality all-weather tennis courts, 365 days a year from 0800 until 2200 increasing use and public presence in the parks.
  - d) Value for money services – with a commitment to ensuring the provision of efficient quality services to residents and visitors, whilst continuing to face challenging savings targets; by protecting and improving tennis provision through capital investment with partners. Norwich Parks Tennis generating a sinking fund to cover the annual maintenance costs and scheduled re-colouring and re-marking of Norwich Parks Tennis Courts across the city into the future.
  - e) Improving health – by increasing the opportunity for people to play tennis that is affordable, that can be booked online by members or on a pay and play basis by visitors to the city or non-members. The focus being to promote tennis throughout the year for all age groups, both adults and children, through social play, internal competition, matches and to offer professional coaching to any members who want to improve their standard of play.
5. The existing courts at Lakenham are still in use but are very poor quality, the surface ponds badly, holds water and there is no floodlighting for extended hours of play.
6. The refurbishment of both sites will include the provision of floodlighting and appropriate fencing as well as a new all-weather playing surface. The new provision will ensure accessibility for all.
7. The courts will be managed via an online booking system which provides a member of NPT with access codes for the secure gates, on a pay and play

basis; and automated switching of the floodlights to endure they are not lit when the courts are not in use.

### **Procurement Process**

8. The procurement exercise has been undertaken in accordance with Norwich City Council's contract procedures.
9. An open tender opportunity was advertised on the council's e-procurement portal and contracts finder in September 2020, the tender return date was 9<sup>th</sup> October 2020.
10. Suppliers have been evaluated against pre-determined criteria. The quality assessment carries a maximum of 40% of the marks, with up to 60% available for price. The supplier with the highest total score has been deemed the best value submission.

### **Tender Evaluation**

11. Five tenders were received. The selection process required suppliers to answer four questions formulated to gain an insight into their business capability and culture. The responses given were evaluated against pre-determined criteria. This quality assessment carried a maximum of 30% of the marks. The lowest price was allocated 70% of the marks and the marks were deducted, pro-rata, with each increasing tender price.
12. The supplier with the highest cumulative score is deemed to be the best value submission, based on a combination of cost, capability and cultural fit. The results are as follows:

<b>Contractor</b>	<b>Tender value score</b>	<b>Quality Score</b>	<b>Total</b>
Supplier A	67	30	97.00
Supplier B	61.45	33	94.45
Supplier C	55.75	30	85.76
Supplier D	44.09	30	74.09
Supplier E	43.10	27	70.10

13. There was an arithmetical error in the tender submitted by supplier A and an omission error in the tender submitted by supplier B. When corrected tender figures are applied to the matrix the outcome is not changed, with Fosse Ltd retaining the highest score.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	11 November 2020
<b>Director / Head of service</b>	Bob Cronk/Simon Meek
<b>Report subject:</b>	The award of a contract for creation of all weather, hard surface tennis courts, fencing, floodlighting and a controlled access system at Heigham Park (3 courts) and Lakenham Recreation Ground (2 courts).
<b>Date assessed:</b>	19/10/2020

	Impact			Comments
	Neutral	Positive	Negative	
<b>Economic (please add an 'x' as appropriate)</b>				
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The procurement process ensures the Council achieves the best value for money. In comparison with previous tender returns for earlier phases of work it is competitively priced.</p> <p>Norwich Parks Tennis will generate a sinking fund to cover the annual maintenance costs and scheduled re-colouring and re-marking of Norwich Parks Tennis Courts across the city into the future.</p>
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The provision of affordable tennis where people are not socially or financially excluded by high membership fees or the cost of court hire; membership currently £35 per household per year with no additional court costs (unless floodlights are required), contributing to reducing inequalities in the city.</p> <p>Free taster sessions so that there is no financial equipment so people can decide if they wish to join.</p> <p>Low cost Tennis for kids starter courses for example a 6 week coaching sessions including a branded t-shirt, a racket and a set of tennis balls for 24.99.</p>

Social (please add an 'x' as appropriate)	Impact			Comments
	Neutral	Positive	Negative	
<b>Safeguarding children and adults</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As LTA Registered Venues the operator will be required to meet six safeguarding standards.
<b><u>S17 crime and disorder act 1998</u></b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The new provision has the potential to have a positive impact on crime and disorder through the provision of a new facility to use or through the increased presence in the park from 0600 to 2200 365 days a year.
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Being physically active has physical and mental health benefits.</p> <p>NPT focus is to promote tennis throughout the year for all age groups, both adults and children, through social play, internal competition, matches and to offer professional coaching to any members who want to improve their standard of play.</p> <p>Events vary from free open days to competitions and include special promotions.</p> <p>Regular cardio tennis sessions.</p>

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPT aims to make tennis easily accessible with low charges, professional organisation and engaging activities for the local community. Providing events in a fun, social atmosphere, people meet new people.
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Courts are wheelchair accessible and enable wheelchair tennis to be played.
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The provision of affordable tennis where people are not socially or financially excluded by high membership fees or the cost of court hire. Free taster sessions, so that people can decide if they wish to join without any financial outlay.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A potential increase in car use. The sites will have cycle racks installed and information provided to inform people where the nearest pedalway or public transport is.

	Impact			
<p><b>Natural and built environment</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Natural environment</b></p> <p>Both sites had ecological assessments and arboricultural assessments as part of the planning application process.</p> <p>At Lakenham Rec hard courts already exist and there will be no impact.</p> <p>At Heigham Park there will be a low but not significant impact through a reduction in the area of fine turf. This will be mitigated by the fact that fine turf has low biodiversity value and requires chemicals to treat weeds, pests and diseases The area outside the courts (approximately 50% of the current area) will no longer be managed as fine turf and could be managed to increase biodiversity benefits in the park. The future use will be determined with the local community as part of the development of the Heigham Park management plan.</p> <p><b>Built environment</b></p> <p>At Lakenham Rec hard courts already exist and there will be no impact.</p> <p>At Heigham Park there will be a low but not significant impact. There already exists a high wire fence dividing the two banks of courts visible in the view down the path between the borders towards the pavilion. To mitigate the impact of the new courts and lighting the project has reduced fence heights at points where they do not need to be full height to minimise the visual impact; realigned the courts to maintain the vista to the pavilion; specified LED low light spill lamp fittings and will remove the existing utilitarian gate which forms part of the view towards the pavilion with a bespoke gate based around the sunflower entrance gates to the park.</p>

	Impact			
<b>Waste minimisation &amp; resource use</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pollution</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Energy and climate change</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be an increased use of electricity for the lighting. The electricity supply for the floodlighting is from renewable resources. The use of chemicals and twice weekly grass cutting with petrol lawn mowers to manage fine turf will stop.
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The council process for contract tender and award reduces risk associated with the contractor's viability as a company and also ensures that all relevant safe systems of work and insurances etc are in place. The installation of quality facilities that generate a maintenance budget will prevent the degradation of the courts and reduce the risk of injury and increase the likelihood of any claims being settled in favour of the council.

<b>Recommendations from impact assessment</b>
<b>Positive</b>
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>