**Royal Borough of Kingston upon Thames**

**Project Brief – GIS Mapping of Parks & Green Spaces, Housing Sites, Highway Verges & Wayside Gardens**

1. **Introduction**

The Royal Borough of Kingston upon Thames (RBK) is in the process of retendering its Grounds Maintenance Contracts.

Prior to tendering the contracts RBK wishes to ensure that it has an up to date and accurate inventory of its green spaces assets and principal features that they contain, as far as reasonably practicable.

The asset mapping information will be used initially to prepare the bill of quantities for the contract retendering exercise and will then be used on an ongoing basis for the management of the assets and features.

It is essential that any proposed methodology for the asset mapping and data capture work will support these intentions and will have the capability of generating the bills of quantity information, without any additional cost to the client RBK.

Similarly the methodology must support the requirement for the mapped data to be entered into an RBK asset management system for greenspaces which is yet to be finalised, however, this will be a commercially available system based on a Yotta product, ‘Alloy’.

1. **Scope**

This contract is for the one off mapping of all assets and features within RBK’s green space areas this includes: Parks and Green Spaces, Highways, Housing Estates and Property sites e.g. libraries and recreation centres. The contract will include the subsequent data management and systems to rationalise the data and populate RBK’s GIS system. The project is to be completed and the data presented in ESRI format projected to the British National Grid Coordinate System.

The extent of the assets and features to be mapped are as outlined in the appendices to this project brief.

Whilst RBK has tried to provide as comprehensive a list of sites and asset features to be mapped as practicable, it is acknowledged that some anomalies and additions may arise as the surveys progress. There is an expectation that the appointed company will have a flexible and proactive attitude towards such unavoidable variations should they occur.

1. **Existing Information**
2. **Parks and Greenspaces**

Location plans indicating site boundaries are available for all sites. There is limited information on sub-assets and features. There are existing topographical surveys available for three sites. (Canbury Gardens, Fishponds Park and King Edwards Recreation Ground, these will be made available as data files)

1. **Highways**

Shape files from previous GIS mapping work are considered to be available for highway green spaces including grass verges and wayside gardens. However this needs to be checked for completeness and current accuracy. (Shape file data will be made available).

1. **Housing**

There are 130 hard copy plans for Housing sites, these cover the layout of estates and areas of green spaces with some features indicated. Whilst these are considered to be a good initial guide the detail in many cases is considered to be out of date and will need to be updated. (PDF files of existing mapped sites will be made available)

1. **Corporate Sites**

Location plans indicating site boundaries are available for all sites.

1. **Site Survey Requirements**

**4.1 General**

The consultant will collect the required feature data for each site to formulate a Data Table and provide a detailed digital map for each site.

The end requirements are map files that are electronically accessible of compatible with ESRI and data that is presented in Excel.

Geographic data needs to be supplied in GIS shapefile format with metadata to include abstract, summary, unit of measurement, accuracy statement, data and compiler of the data.

Data accuracy/resolution to be no more than +/- 0.5metres.

All area features to be enclosed within closed polygons.

All shading to be transparent so that the base map is visible.

**4.2 Specific**

The data and assets to be collected will include the following:

The boundary of each greenspace asset.

Where greenspace assets contain a variety of sub assets and features to identify these separately as mapped layers.

These may include:

Grassland areas of different types – amenity grass, ornamental grass, rough grass and meadow grass.

Outdoor sports areas within larger grass areas - cricket and football pitches.

Outdoor Sport Areas – Artificial Surfaces, MUGA’s and tennis courts.

Shrub, Rose, Herbaceous, Mixed beds and borders.

Hedges – linear measurement only.

Woodland and copse area boundaries (within parks and greenspaces only)

Ponds and Wetland Areas.

Children’s Play Area boundaries.

Car Park Areas (within parks and greenspaces only).

Roadways and footpaths including surface type (within parks and greenspaces only).

Fence lines and built walls – linear measurement only.

Vehicle and pedestrian entrance gates (within parks and green spaces only).

Identify and map within greenspaces only, as individual layers, features and equipment including:

Bins, Benches, Signs, Bandstands, Outdoor Gym Equipment, Fountains, Life Belt Stands, Height Restriction Barriers, Bollards, Lighting Columns and CCTV Columns.

1. **Out of Survey Scope**

Individual tree locations.

Condition Survey.

Individual items of play equipment within playground boundaries.

1. **Proposed Methodology**

Suppliers are required to submit an indicative Work Programme and Methodology outlining how they will approach the survey requirements.

Suppliers are required to review the extent of the existing data held on the green spaces assets and propose how they will provide a comprehensive range of layered detail. This should include consideration of whether any of the existing information could be digitally scanned rather than requiring a new on site survey, this would principally be for Housing Site maps and the 3 x topographical survey data for greenspaces.

Suppliers are required to review the existing shape files for Highway sites and indicate whether these can be used to develop mapped layers rather than requiring a new on site survey.

Generally, the Council will welcome proposals and suggestion from suppliers which will simplify the mapping process, and/or reduce time scales and costs, whilst retaining the integrity of the data.

Most of the sites to be surveyed are freely available for public access during daylight hours. Where problems of access are experienced these should be noted and reported and RBK will aim to resolve.

It is proposed that there will be a stage review of data collected when 5% of the sites relating to Greenspaces, Highways, Housing and Corporate sites have been completed. The data will be reviewed against a range of factors including accuracy and completeness.

It is expected that following the initial data review that should any performance failures or any unforeseen circumstances be identified which have affected output performance that RBK and the consultant will put in place effective measures to rectify these issues as far as reasonably practicable.

Health and safety of staff employed to undertake survey work is a consideration on some sites, particularly for work adjacent to highways and water bodies. Consultants must ensure that adequate risk assessments are completed prior to staff being deployed.

The Council has no accommodation, depot or facilities available to facilitate the completion of this commission. Therefore, the consultant must make sufficient infrastructure available to service their needs.

1. **System Requirements**

The data must be able to be accessed and edited through ESRI standard tools.

The consultant must create a dashboard or similar method to permit non-specialist staff within RBK to easily access the mapped data and run a variety of reports.

The intention is that the mapped data for greenspaces will be used with the Alloy system developed by Yotta. Consultants are required to indicate whether their proposed data collection method will be compatible with the Alloy system.

The data mapped from Corporate Property sites may be used with the Technology Forge asset management system.

The consultant will be required to provide data that will permit an inspection and maintenance record to be produced for each asset and a layered map to be generated of individual site features where required.

1. **Resources deployed**

The consultants are required to provide information about who they will use to undertake the survey requirements, including staff numbers and the main type of surveying equipment and software they will utilise.

1. **Completion time scale**

The Council has set an optimal time scale of end of April 2020 for completion of the survey work and data entry into the GIS database. Consultants are required to comment on the realism of this time scale based on their experience.

1. **Price/Quality Split**

The price quality split for this commission will be Quality 40%/Price 60%.

# Bidder Enquiries and Clarifications

During the ITT Period, Tenderers may submit questions and requests for clarification or further information. Tenderers should note the following procedure for obtaining further information or clarification on matters arising during the ITT Period.

Tenderers should address their questions and requests for clarification or further information in writing via the Portal. The Authority will, so far as is practicable, respond using the Portal. Any correspondence relating to this Procurement Exercise made outside of the Portal will be disregarded.

The Authority may, at its own discretion, respond to the Tenderer and provide such Bidder with any additional information to which the Authority has access, but the Authority shall not be obliged to comply with any such request and does not accept any liability or responsibility for failure to provide any such information.

The basic starting point for the Authority in respect of the sharing of information is that all questions and requests for clarification or further information, and the corresponding responses, will be circulated to all Tenderers.

Therefore, should Tenderers wish to avoid such disclosure (for example, on the basis that the request or response contains commercially confidential information or may give another Tenderer a commercial advantage) the request must be clearly marked In confidence - not to be circulated to other Tenderers and the Tenderer must set out the reason(s) for the request for non-disclosure to other Tenderers.

The London Tender Portal will automatically notify Tenderers of responses posted by the Authority. It is the responsibility of the Tenderers to regularly check the Portal for responses to queries.

The Authority may issue amendments or modifications to this ITT during the ITT Period. These will be issued to all Remaining Tenderers simultaneously and Tenders will be assumed to take account of any such modifications and amendments.

The Tenderers acknowledge receipt of the Contract further to the Invitation to Tender. By submitting a Tender, Tenderers are agreeing to be bound by the terms of this ITT and the Contract.

If the terms of the Contract render the proposals in the Tenderer's Tender unworkable, the Tenderer should submit a clarification in accordance with this section and the Authority will consider whether any amendment to the Contract is required. Any amendments shall be published through the Portal and shall apply to all Tenderers. Where both the amendment and the original drafting are acceptable and workable to the Authority, the Authority shall publish the amendment as an alternative to the original drafting. Tenderers should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by the Authority through this process, will not be acceptable and may be construed as a rejection of the terms of the Contract, leading to the disqualification of the Tender.

1. **Tender Return**

YOUR TENDER **MUST BE UPLOADED AND SUBMITTED** on the e-tendering portal NOT LATER THAN:

Date: 27/01/2020

Time: 11:00

Any tender submitted after this date and time MAY NOT BE CONSIDERED.

Tenderers are advised to retain for themselves details of their submission. Tenderers are responsible for allowing sufficient time to upload their Tender Submission. The Authority accepts no liability whatsoever for bids that are not processed due to internet connectivity issues, transmission delays or errors. The Authority reserves the right to make a charge to subsequently provide a copy of the submitted Tender.

Unless otherwise stated by the bidder, tenders received shall remain valid for 90 days from the closing date for receipt of tenders. A tender valid for a shorter period may be rejected by the Council as failing to meet the ITT conditions.