

Ettington Youth Project Documentation

Invitation to Tender for

Ettington Parish Council Youth Project

Site location: Ettington Community Centre, Rogers Lane,

Ettington CV37 7SX

Deadline for Tenders Thursday September 28th, 2023

GENERAL REQUIREMENTS

Ettington Parish Council is proposing to create a new youth space with the installation of new equipment including appropriate surfacing and landscaping PLUS an upgrade its existing play area.

The new youth space is intended to be used by children with ages ranging from 10- to mid-teens.

The parish council is also proposing to upgrade of the existing toddler/play area to provide a more inclusive and modern selection of equipment suitable for toddlers up to 9 years old

Experienced play area installers are invited to tender for the contract.

It is anticipated that construction work will be carried out late early 2024.

A map of the recommended location for the new Youth Area is attached

The existing young children's play area is located in a section within the playing field area.

All prices are to be net, excluding VAT.

Please supply copies of any current certificate for accreditations for any trade association membership plus details of any other relevant accreditations. (PREFERRED BUT NOT MANDATORY)

A timescale for commencing this project will be agreed between Ettington Parish Council and the chosen Contractor.

PROJECT INFORMATION

Name of project: Ettington Youth Project 2023

Budget: Up to £150,000

Location: Ettington Community Centre Ettington, Warwickshire, CV37 7SX

Point of Contact: Clerk and Responsible Officer: Jane Carter, Parish Clerk

(Email: epc.clerk@yahoo.com)

IMPORTANT: A site visit will be necessary to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. Suppliers are welcome to visit the site at their own convenience.

1. TENDER PROCESS

1.1 Ettington Parish Council wishes to employ a Principal Contractor for the supply and installation of new play equipment and safety surfacing for two play areas (existing and new) for an age range of toddlers to mid-teens.

1.2 Tenderers are required to submit a fixed price lump sum tender

1.3 Tenders should be returned in a sealed envelope bearing no company identification and marked TENDER FOR ETTINGTON PLAY AREA to:

The Parish Clerk, Ettington Parish Council , Park View, Honington Shipston on Stour CV36 5AA by 13:00 on Thursday September 28th, 2023

The following should be submitted:

- Quotation Breakdown
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- A copy of any professional certification or relevant accreditations

1.4 Designs should be presented on A4 and A2 as well as a digital image in a standard format (JPG, PNG, etc.).

1.5 Ettington Parish Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

1.6 Tenderers should liaise with the Parish Clerk (epc.clerk@yahoo.com) during the tender period regarding any queries on the content of this specification.

Any questions about the project are to be sent to the Clerk. All questions may be shared to all interested parties via blind copy email.

1.7 Sustainability

- Priority will be given to Contractors who share the Parish Council's environmental objectives (see Stratford on Avon District Council Environmental Policy). Contractors must submit an Environmental Statement and outline how they and their suppliers are minimizing environmental impact including:

- Sourcing materials
- Manufacture
- Packaging
- Transport
- Disposal and product end of life options

- Priority will be given to sustainable and easy/affordable equipment to maintain.

- Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.

2. PROJECT AIMS

2.1 To provide an innovative, inclusive modern youth space for children age 10 to mid-teens of all abilities and to provide safe space 'hanging out' areas for those children

2.2 To upgrade the existing playground to provide a range of equipment for toddlers up to age 9. Existing equipment can be repurposed within a design if applicable

2.3 Attention should be paid not just to the provision of equipment but all the creation of youth spaces, seating areas and landscaping.

2.4 The council welcomes joint applications from play equipment installers and professional landscapers where appropriate.

3. SITE INFORMATION

3.1 The Contractor should visit the site at their own expense to satisfy themselves as to conditions on site that may affect the execution of the works detailed hereafter.

3.2 Compound - A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on facilities. The Parish Council reserves the right to determine the final location of the compound.

4. DESIGN BRIEF

4.1 The Parish Council has conducted a lengthy consultation with young people within the parish and a copy of the results is available up on request

4.2 The design brief should reflect the outcomes of the consultation as much as possible whilst meeting budget and site location requirements

4.3 Supply and install new play equipment and safety surfacing suitable for children aged from toddler to mid-teen. The design of the play area (s) must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates this age range.

4.4 The playground equipment should fit in with the rural aspect of the village as much as possible, but preference will be given to materials that do not require substantial maintenance.

4.5 The older children's playground equipment should consider the following criteria/activities: zip wire, monkey bars and climbing wall as identified in the consultation. The Parish Council is also open to recommendations from contractors.

4.6 The play area layout should be designed such that the equipment intended for older children is grouped separately and together, and not within or amongst the existing area for younger users.

The location (see Map of Area) of the area for older users should also include seating and landscaping to allow users to gather and socialize. The parish council is open to join applications for landscaping and seating providers. The seating should fit in with the rural aspect of the village and playing fields.

4.7 The successful tenderer will need to show the inclusive play value of their design. A fully inclusive playground promotes the social model of disability where barriers to play are designed out. It enables self-esteem and builds confidence as well as encouraging independence.

4.8 All works equipment and IAS shall be manufactured, tested, installed and conform to the relevant British and European Standards (i.e. BSEN1176 and BSEB1177).

4.9 The play equipment must also comply with the DDA (Disability Discrimination Act) i.e., all-inclusive play and accessibility.

Existing play equipment:

4.10 The council is seeking a recommendation for the replacement and upgrading of existing play equipment taking into consideration the budget available.

All other existing are to be removed and disposed of by the contractor, unless otherwise instructed.

New equipment:

4.11 The following equipment should be incorporated into the new older youth space design along with the seating and landscaping requirements:

- Zip wire
- Monkey bars
- Outdoor gym equipment for older children/adults
- Any other recommendations from the contractor

Preparation and groundworks:

4.12 Excess materials, spoil and surfacing from excavations must be disposed of at a licensed recycling centre at the Contractor's cost.

4.13 The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.

4.14 Please identify the price within the Tender for any necessary grass, tarmac and other reinstatement works that may be required following completion of works.

4.15 Ownership, liability and responsibility for insurance of the play area and installation works will lie with the Contractor until a satisfactory RoSPA Post- Installation Report has been accepted by Ettington Parish Council. This will be confirmed in writing on the day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.

4.16 Storage of new play equipment, machinery and equipment, etc during the construction period will be the responsibility of the Contractor.

5. SITE MANAGEMENT DURING INSTALLATION

5.1 A project coordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.

5.2 The play area must be contained within security fencing supplied by the Contractor, whilst work is in progress and Heras temporary security fencing should remain in place until a satisfactory RoSPA Post-Installation Inspection and Report has been completed and submitted to the Parish Council.

5.3 Contractors are assumed to provide their own welfare initially, with any use of the community Centre services discussed at a pre-start meeting.

5.5 Access to the remainder of the playing field open space must be always available and safe.

5.6 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise does not cause nuisance to any users of the Open Space or neighbouring residential properties or roads, etc outside the site boundary.

5.7 The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.

5.8 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

5.9 There are underground heat source pipes within the potential site area and a plan for these will be provided. The Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting from and working with the materials used in this tender.

5.10 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.

5.11 The Contractor shall allow the Parish Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this project.

5.12 The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.

5.13 The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

6. SURFACING

6.1 Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.

6.2 There is no preferred finish, however it must not be loose fill.

6.3 Details must be provided about preparation of the sub-base. It is expected that all new surfacing will be laid on a sub-base, not directly onto soil.

7. MAINTENANCE AND AFTERCARE

7.1 A full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.

7.2 Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.

7.3 The works will be subject to an independent Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

8. LIMITATION OF WORKING HOURS

8.1 Works are permitted to be carried out during normal working hours, 8am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, subject to the nature of the work. Noisy works will generally not be permitted at weekends.

8.2 Site working hours to be agreed with the Parish Council

9. PRICING AND PAYMENT

9.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

9.2 Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for and supplied to Ettington Parish Council by the Contractor before the play area is released back to Ettington Parish Council.

10. TIMETABLE FOR PROJECT (REVISED)

August 8th Email notification to identified companies

August 10th: *Revised deadline and change to accreditation requirements notified to identified companies*

September 28th 2023 Tender Offer Submission Deadline at 13.00 hours

October: Full evaluation of tenders to select a successful submission or a shortlist of preferred designs as per evaluation criteria.

November 2023 Full Parish Council meeting to select preferred supplier

December 2023 Preferred contractors notified. Contract to be drawn up and works schedule to be agreed

11. EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system

Play Value 35%

Design Rationale 30%

Inclusivity 15%

Durability 10%

Program of works 5%

References 5%

A standard 0-5 point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used
- 1 Poor: Limited response which is lacking sufficient detail or is inaccurate
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions

- 3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)
- 4 Good: Comprehensive response, detailed and relevant with no inconsistencies

5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 30\% = 12\%$ of the total score would be achieved in that section

Each section will then be added together for an overall mark out of 100%. The evaluation of the tender processes will be carried out by the Youth Project Working Group.

12. PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most economically advantageous tender.

The play area is an open site and suppliers are welcome to visit the site without penalty.

13. EVALUATION AND AWARD CRITERIA

All Tenderers shall provide all the information requested in the tender pack.

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly referenced to specific evaluation criteria.

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that most meets all public expectations and specifications.

The Parish Council reserves the right to re-tender should no suitable application be received

Quotation Breakdown - To be included with your Tender.

Preliminaries	£
Cost of Safety Surfacing	£
Cost of Play Equipment	£
Installation of Equipment	£
Installation of seating	
RoSPA Post-Installation Inspection	£
Landscaping	
Reinstatement Works	£
Contingencies	£
Project Total:	£

Map of Play Area

Below is a map showing the existing and intended site for the new play area (highlighted in red)



