



Chalfont St Giles Parish Council

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Invitation to tender for the design and re-development of Pheasant Hill Playground and additional equipment at Bowstridge Lane Recreation Ground, Chalfont St Giles

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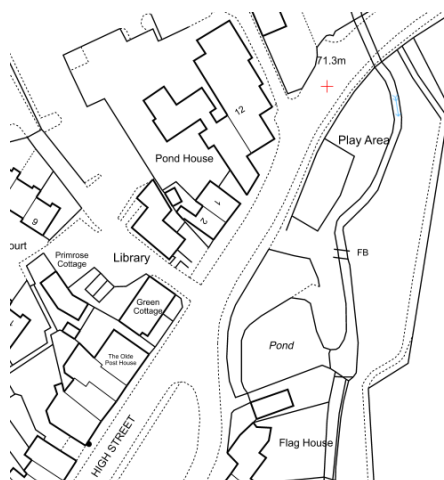
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Deadline for tender submissions Friday 27 January 2022 at 1pm.



PROJECT OVERVIEW

This document has been prepared by Chalfont St Giles Parish Council for the purpose of inviting proposals from a suitably qualified company to design and re-develop an existing playground facility located at Pheasant Hill, Chalfont St Giles, Buckinghamshire HP8 4QB



and to add an accessible roundabout to the Bowstridge Lane Recreation Ground play area, Crossleys, Chalfont St Giles, Buckinghamshire HP8 4QU.



BUDGET

The Council has agreed a budget of £70,000 (Ex VAT) for the project. All pricing should be exclusive of VAT and in GBP (£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

TIMETABLE FOR PROJECT

Applicants will need to adhere to the timescales set out below.

Action		Date
Issue invitation to tender	The Council will publish on: <ul style="list-style-type: none">• Chalfont St Giles Parish Council Website• Contract Finder	Monday 12 December 2022

Action		Date
Notification of Intention to Bid	Interested parties are to notify the Council by email of their intention to submit a tender	Wednesday 4 January 2023
Site visits	Site visits will be conducted	Tuesday 20 December 2022
Deadline for questions	All questions should be submitted via email to the named contact	Wednesday 21 December 2022
Deadline to receive tenders	Tenders should be submitted in line with guidance below	Friday 27 January 2023 at 1pm
Approval of contractor	Due to the Council meeting diary the successful contractor will be notified no later than.	Wednesday 1 February 2023
Final design agreement	Council agreement of design and costing	Friday 10 February 2023
Work to take place	Work should be completed by:	Completed by end March 2023.

TENDER INSTRUCTIONS AND GUIDANCE

Named Contact for Project

All contact should be with either:

Helen Griffiths (Clerk) via clerk@chalfontstgiles-pc.gov.uk or

Jane Chamberlain (Councillor) Jane@chalfontstgiles-pc.gov.uk

Suppliers are forbidden to approach any person/s outside of the named contacts within this document in relation to this tender and project. Failure to adhere to this requirement may result in disqualification from the tender process.

QUESTIONS

Any questions relating to this tender must be raised in writing no later than Friday 16 December 2022 at 3pm. Questions should be addressed to Helen Griffiths (Clerk) using the designated e-mail only.

Please note that the questions raised and responses during the tendering period will be added to the Parish Council website and may be circulated to all tenderers.

SITE MEETING

There will be the opportunity to attend a site meeting, along with other interested contractors, on Tuesday 20 December 2022. If you would like a member of the Parish



Council to be available for the site visit these are by appointment only. Otherwise, contractors are welcome to visit the site at their own convenience. This is not mandatory. If attending a site visit, we request that only one person from each supplier is present. Appointments can be booked via clerk@chalfontstgiles-pc.gov.uk

NOTICE OF INTENT TO BID

Suppliers should inform the Parish Council of their intent to submit a tender by Wednesday 4 January 2022. Failure to do so may result in your organisation not receiving updates to the Tender Process or any circulated responses to questions.

DECISION AND AWARD OF CONTRACT

The Council will use the scoring criteria set out within this document to decide on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

SUPPLIER SUBMISSIONS

The tender submissions received by the Council will not be shared with other suppliers.

NON-CONSIDERATION OF A TENDER RESPONSE

The Council has the right to refuse tenders and withdraw the project without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

Anything other than “appropriate” communication made with the Council’s named contacts, such as raising any questions or clarifying points relating to the tender, may be considered a breach in the procurement process.

CONTRACT CONDITIONS

Works and Standards

The work is for the design and redevelopment of Pheasant Hill play area and additional equipment at Bowstridge Lane play area. This includes the supply and installation of appropriate groundworks, safety surfacing, play equipment, fencing and signage. The contractor is also responsible for the removal of existing equipment, as agreed with the Council. Specified fencing is to be retained.

All works should comply to the British and European Standard for playground equipment BS EN 1176 and surfacing BS EN 1177.

The contractor will be responsible for organising an independent post-installation inspection and rectifying any issues identified at their own cost. The Parish Council will not accept hand over of the area until identified issues are rectified.

Health and Safety

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction, including the use of fencing where appropriate. Appropriate signage will be added to the site with contractor details displayed. The contractor is also responsible for securing their equipment on site. The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

Insurance

The successful contractor must have the following cover in place:

- Public Liability Insurance of no less than: £10 Million
- Product Liability Insurance of no less than: £5 Million
- Employers Liability Insurance of no less than: £5 Million
- Professional Indemnity Insurance of no less than: £1 Million

Evidence of this cover must be provided at the initial quotation stage.

Additional Documentation

A Schedule of Works with a commencement and completion date and a Risk Assessment and Method Statement must be provided prior to work commencing.

SPECIFICATION OF WORKS

Pheasant Hill play area is a well-used playground located in the centre of the village. The current playground consists mostly of ageing metal equipment with safety matting. The equipment and surfacing is showing signs of wear and needs replacement. The play equipment currently included in the play area lacks play value and is not accessible to all. The Parish Council is seeking to include play equipment with higher play values that is inclusive and accessible to all. The equipment should cater mainly for children between 1 and 7 years.

Following public consultation, the equipment we would like included in the Pheasant Hill play area are:

Multi-play

Swings -basket or regular

Springers

Roundabout

See saw

Due to the proximity of the play area to the River Misbourne, the area is prone to flooding approximately once every 4 years. This means that equipment that is recessed into the ground is not appropriate in this area. These conditions mean that the following must be taken into consideration:

- Only include roundabouts or other equipment that do not have the mechanics sunk into the ground
- All wooden equipment must have steel feet.
- Surfaces and sub base must be suitable for areas that flood.

Bowstridge Lane play area is situated at the Recreation Ground. The play area was refurbished in 2015. The addition of an accessible roundabout and surfacing would complete this area.

Materials

The Parish Council are willing to consider equipment made of different materials e.g. wood, plastic and steel pieces. However, due to the heavy use of the playground, equipment must be robust and vandal-proof.

Design Considerations



As the play area is within the Chalfont St Giles Conservation Area and within the 'natural' environment of Riverside Walk, colours that reflect the environment are required including blues, greens and browns.

The duck pond is a central feature of the village centre and the River Misbourne runs through the village. Plans should incorporate nature within the designs and consider these features.

The equipment proposed must not be over 4 metres high to comply with planning restrictions.

The Parish Council also wishes to include appropriate safety surfacing to deliver a cohesive play experience. Any specified material must be hardwearing and offer longevity and be cost effective.

Environmental Considerations

The Parish Council are environmentally aware and is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible. Applicants that can demonstrate environmentally friendly policies regarding the manufacture, recycling and disposal of equipment will be looked on favourably.

List of minimum equipment required at Pheasant Hill.

Item	Requirements
Swings	Basket, adult/child, cradle will all be considered
Pre-school/Toddler multi-play unit	<p>The piece should be exciting and challenging, with added play value, aimed at children 1-7yrs and should include some of the below:</p> <ul style="list-style-type: none"> slide(s) walkways/bridges, tubes/tunnels climbing wall climbing ropes fireman's pole <p>base area accessible to younger children/wheelchair users with interactive elements.</p>
See Saw	Traditional
Springers	To reflect the area, duck, fish, natural designs.
Roundabout	This must be accessible but not recessed into the ground because of flooding issues.
Additional Equipment	Activity boards, speaking tubes

Item	Requirements
Surfacing	Wet Pour is preferred
Fencing	The additional fencing must match the existing fencing.
Gate	An additional gate is to be installed at the north end of the play area.
Signage	Signage to be added to the external gates of the play area to include details that will be provided by the Parish Council.
Disposal	All equipment at Pheasant Hill will need to be disposed of.

List of minimum equipment required at Bowstridge Lane.

Item	Requirements
Roundabout	Accessible roundabout
Surface	Suitable surfacing to connect new equipment to existing path.

POST INSTALLATION

A full list of equipment supplied will be provided to the Parish Council. For each item included, the warranty period must be specified along with the items to be checked on weekly routine inspections.

SCORING CRITERIA

Description	Evidence	Scoring
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Ability to deliver project within the specified timeframe	Confirmation of expected timescales	Pass/Fail
Insurance at the specified level	in-date Certificates	Pass/Fail
Certificate of Collusion	Signed Certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
Health and Safety Policy	Copy of policy	Pass/Fail
Quality of Design	Compliance with specification. Ability to cater	40%



Description	Evidence	Scoring
	to all ages and abilities Well-designed layout.	
Materials	Quality of materials used, Expected life-span for equipment Reliability of supply chain and spare availability.	15%
Environmental credentials	Evidence of sustainable approach and policies relating to manufacture, recycling and disposal of equipment. Carbon emissions relating to supply chain and manufacture.	5%
Price/Value for money	Quote for current project Cost of replacements Warranty cover Deliverance of project aftercare service	40%

SUBMISSION CHECKLIST

Please ensure the following are included with your submission:

- Application form
- Draft playground design and quotation
- Product details
- Warranty details
- Copies of Insurance Certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- References
- Requested policies
- Delivery and installation timetable.

An email or electronic transfer of all the above responses should be sent by the tenderer submission deadline to clerk@chalfontstgiles-pc.gov.uk by Friday 27 January 2022 at 1pm. Hard copies should also be sent to the Parish Council Office, Gravel Hill, Chalfont St Giles, Buckinghamshire, SL9 9QX..

APPENDIX A

Area in red is the existing play area, area in blue is the area we wish to extend the play area into.

