

Torpoint Town Council

Main Tender Document

Provision to improve existing Play Facilities (3 Sites).

To be submitted no later than 1st November 2021.

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

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RESPONSIBLE PARTIES

The Employer

Torpoint Town Council

Contracts Administrators

Michael Carter (Sports and Play Consulting Limited)

Milly Southworth (Torpoint Town Council)

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1. General Requirements

1.1 Overview

Torpoint Town Council (The Employer) is seeking a suitably qualified company to design and install new Playground Equipment and Safety Surfacing for 3 sites. This will be considered a single project preferably using one contractor to fulfil the specifications for all locations, based on the scoring criteria outlined in this document.

The tender relates to the following sites:

- | | |
|----------------|--|
| Site 1: | Thanckes Park, Antony Road, Torpoint PL11 2QX |
| Site 2: | Borough Park, Sennen Close Torpoint PL11 2QS |
| Site 3: | Cambridge Field, St James Road, Torpoint PL11 2BL |

1.2 Budget and Costings

- The council has set aside a maximum budget of **£80,000.00 (Ex VAT)** which is summarised in the table below. Submissions may utilise the full allocated budget for each Site, however, not exceed it unless deemed necessary to fulfil the minimum brief.
- If however, following the receipt of tenders and a preferred contractor is awarded the project and changes are made to the final budget as variations or revisions, these will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.
- Depending on the submissions, the council may decide to re-allocate portions of the total budget between the 3 Sites.

Site	Objective	Budget (Ex VAT)
Site 1: Thanckes Park	New Play Equipment and Surfacing	£10,000.00
Site 2: Borough Park	New Play Equipment and Surfacing	£10,000.00
Site 3: Cambridge Field	Phase 1	£60,000.00
	Phase 2 (Optional)	£50,000.00
TOTAL		£80,000.00

1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, materials, equipment and associated works relevant to each

Site which should comply to the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176.

If there is evidence that the work does not confirm to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with Torpoint Town Council. In addition, a binding contract (Appendix 3) with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

2.3 Insurance

The **successful** contractor must be able to provide evidence of:

- 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**

2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (and named Consultant) and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

3. Scope of Works

3.1 Objectives for each Site

3.1.1 Site 1: Thanckes Park

The playground at Thanckes Park is a well-used facility for the wider community of Torpoint due to the location and variety of both sports and play options, in addition to general recreational use.

The council and local community group would like a new Inground Trampoline where an existing Springer and MATTA surfacing is located. The existing springer is to be removed for storage, and an additional two smaller springers installed onto grass matting near the entrance to the playground.

If the supplier feels the MATTA is not appropriate or cannot be used, then they should provide a quote for an alternative such as wetpour.



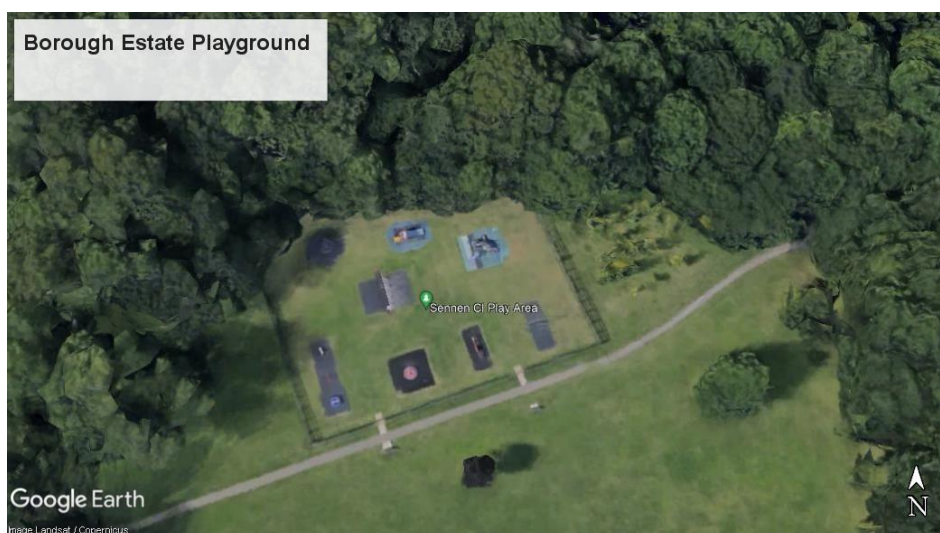
- Area above showing suggested location for Inground Trampoline (Left) and area near entrance for new springers (Right)
- Please note this site has some access challenges for certain vehicle types and due to the geology with rock under the topsoil, suppliers must ensure they have adequately costed for these. Site visit is strongly recommended.

3.1.2 Site 2: Borough Park Playground

Borough Park Playground is generally used by families in the local neighbourhood. The work required includes a swing frame that was a Basket Swing, and an area that previously had a See-Saw, however only wetpour tiles remain.

The council would like to install a new Basket Swing using the existing MATTA surfacing if possible, and the option of either a new See Saw or Monkey Bars in the area showing the wetpour tiles. The surfacing under this area requires replacing these tiles with a new surface, possibly wetpour or bonded mulch.

Please note this site has difficult access due to the narrow path to site which would not allow standard vehicles to drive up to the site, with any materials manually transported from the closest street. Site visit is strongly recommended.



- Area above showing location for new Basket Swing (Left) and proposed area for See Saw or Monkey Bars (Right)

3.1.3 Site 3: Cambridge Field

Cambridge Field is a key focus of the Council to significantly improve the existing playground and recreational space. Central to Torpoint and serving a significant percentage of the population, an investment over 2 Phases is being considered. The first phase is to focus on the existing area on the lower side, utilising existing equipment and hardstanding as a basis to compliment and improve the play value for all ages. A budget has been set aside for this, with a 2nd Phase pending additional funding.

There is a 'Special Needs' school close to the recreational ground for older children (young adults) that use the site regularly for play and football. Any equipment that would cater for either physical or emotional well-being, should be included.

The main turfed area is used for football and seasonal events during the year, and a new gated access point is being installed at the Top Left area of the field. This will then provide a practical entrance for the 2nd Phase which the Council would like to see as an option from the suppliers interested in bidding for this project. The vision for this later stage is for a more 'Natural' playscape that takes advantage of the slope and embankment that is somewhat of a contrast to the more urban feel that is currently in situ and the focus for Phase 1.

Design and quotation for Phase 2 can be of a budgetary and conceptual nature as an additional tender with specifications will be required.



- *Area above showing existing Inclusive unit, possibly consider for refurbishment (Left) with a Post that needs to be removed and area potentially for the Supernova (Right)*



- *Area above could be for a new seating/picnic area and toddler zone to meet with existing Toddler swings*



- Existing Junior unit above, consider refurbishment (Left) along with existing Football Post that is to be replaced with new goals and sockets

3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design are ultimately up to the supplier to recommend with supporting evidence (as outlined in 5.1.1 and 5.1.2)

Item	Site 1	Site 2	Site 3
Suggested Equipment	Inground Trampoline. 2 x New Springers.	Basket Swing. See Saw or Monkey Bars.	<p><u>Phase 1:</u> Please include if possible:</p> <ul style="list-style-type: none"> - (No) Zip Wire) - Multi Play Unit for Toddlers - Junior Swings - Basket Swing - Pyramid Net – 4.0 metres - Steel Trail for Toddlers - Dynamic Item for all ages - 2 x New Football Goals and sockets for removal <p><u>Phase 2:</u> Supplier to advise, however considerations:</p> <ul style="list-style-type: none"> - Embankment Slide - Timber / Agility Trail - Clamber Stacks or Wooden Climbing Unit - Multi Play Units - Theming
Refurbishment	None	None	<p>Supplier to Advise</p> <ul style="list-style-type: none"> - Consider existing equipment and potentially softer colours.

Preferred Material	Supplier to Advise	Steel	<u>Phase 1:</u> Steel/Rope <u>Phase 2:</u> Wood (Softwood with steel feet or Robinia where possible)
Safety Surfacing	Existing MATTA Grass Matting	Existing MATTA Repair/Remove Wetpour Tiles – replace with new wetpour or Bonded Mulch	<u>Phase 1:</u> Grass Matting Coloured Wetpour over existing tarmac and any hard standing Existing MATTA <u>Phase 2:</u> Grass Matting and Bonded Mulch
Base Works	None	Area under Wetpour Tiles: Supplier to check current base and regulate/add stone if required	If appropriate use existing hardstanding as base or regulate/add stone if required
Edging	None	PCC if required	PCC if required
Removals and Disposal	Remove 'Donkey' Springer for storage and any spoil	Remove and dispose of Swing Frame Remove and dispose of Wetpour Tiles if required	Relocate Supernova to far end of playground only if budget allows Remove posts from equipment no longer in use and dispose of Wetpour Tiles if required. Remove existing benches and all spoil.
Pathways	None	None	<u>Phase 1:</u> None <u>Phase 2:</u> Possibly a Self-Bonded stone or Suds based pathway connecting the new access point (Top Left) along South-West boundary of the proposed Phase 2 to left side of Phase 1.
Seating	None	None	<u>Phase 1:</u> 3 x Benches – Steel or Recycled Plastic with Backrests 2 x Picnic Benches – Steel or Recycled Plastic All to be installed on hard standing. <u>Phase 2:</u> 2 x Benches Steel or Recycled Plastic with Backrests
Bins	None	None	<u>Phase 1:</u> 2 x 120 Litre Black Steel onto hard standing. <u>Phase 2:</u> 1 x 120 Litre Black Steel onto hard standing.
Play Sign	None	None	None
Fencing	None	None	None
RPII Inspection	Yes	Yes	Yes
Re-Instatement	Topsoil and Seed	Topsoil and Seed	Topsoil and Seed

	Any damage to existing material/equipment.	Any damage to existing material/equipment.	Any damage to existing material/equipment.
Welfare Required	No	Yes	Yes

4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Action:	Date:
Tender Release Date:	Monday 20 th September 2021
Site meeting for interested contractors (30-minute slots from 1pm until 4pm – max two people from each supplier only):	Monday 4 th October 2021
Notification your intention to provide a response and deadline for questions about the tender:	Friday 8 th October 2021
Tender Submissions Due:	<u>Monday 1st November 2021</u>
Decision on Preferred Supplier:	December 2021

5. Scoring Criteria

5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

Criteria	Information	Percentage
5.1.1 Project Design:	Detail the rationale and specifications of the design and technical aspects of the submission for all 3 sites based on meeting the desired brief. This may include:	60%

	<ul style="list-style-type: none"> ➤ Play Value and Functionality of equipment being proposed for different ages and abilities ➤ Specifications for the surfacing, groundworks, and equipment (including any refurbishment) ➤ Design rationale in terms of layout and practicality of equipment and ancillary items such as seating ➤ Scoring will be proportionate to the budgetary value of each specific site 	
5.1.2 Materials and Maintenance:	<p>Provide a report on the materials used, and information on the quality and expected longevity.</p> <p>Specifically scoring will be based on:</p> <ul style="list-style-type: none"> ➤ Warranties and what these include or exclude (Appendix 2) ➤ Maintenance required on all equipment and surfacing ➤ Any other aspects relevant for consideration, such as protection against vandalism or minimising ongoing costs 	30%
5.1.3 Presentation and Quotation:	<p>Suppliers are to provide:</p> <ul style="list-style-type: none"> ➤ 1 x 3D visual (refer guidelines on design) – Site 3 ➤ 1 x CAD or scaled Google Map of the design – All Sites ➤ An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation – All Sites 	10%

5.2 Scoring Matrix

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Economically Advantageous Tender.

6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the design and submission for all 3 Sites. The option for Phase 2 will ultimately be tendered separately should funding become available and the council wishes to proceed.

6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission will be accepted.

If notification of your intent to provide a submission is not sent, or are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions for further review and analysis. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Checks
- Public Consultations or Engagement

Short Listing may only be used if in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions.

6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will

be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

6.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome to any major degree.

6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

6.9 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter
Mobile: 07421 463099
Email: Michael@sportsandplayconsulting.co.uk

8. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist

Response
1. Completed Copy of Appendix 1 (One will cover all sites)
2. Completed Copy of Appendix 2 (One will cover all sites)
3. 1 x CAD as a PDF to be provided in A2 size or as close to this as possible for each site
4. 1 x 3D Design visual to be provided in A2 size or as close to this as possible for Site 3 (both phases if relevant)
5. Itemised Quotation for each site
6. Response to 5.1.1, 5.1.2
7. An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, in addition to hard copies to the Employer by the due date and time

8.2 Design and Tender Instructions

3D Design Regulations (Points deducted for failing to follow these):

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size
- Include reference items with a number and product name
- Do NOT duplicate equipment in the visual i.e., different views of one unit (details can be shown in main proposal or quotation)

- No Videos are to be provided

Do NOT include the following information for the initial tender response:

- TUV Certificates
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

8.3 Delivery of Hard Copies

Hard copies to be delivered to:

Torpoint Town Council
1-3 Buller Road, Torpoint
PL11 2LD

Attention: Milly Southworth

Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube marked only with:

'Tender – Torpoint Town Council Playground Project'

and sent to arrive no later than: **16:00pm hours, 1st November 2021.**