





**Tender Document**

**For the**

**Design and Build**

**Calthorpe Park Play Area**

**Tender Deadline 1pm 3rd January 2020**

1.0 **Preliminaries**

1.1 **Employer**

Fleet Town Council (The Council)

Fleet

Hampshire

GU514BY

1.2 **Council’s Representative**

Town Clerk

Fleet Town Council

Fleet

Hampshire

GU514BY

Tel: (01252625246)

1.3 **Tenders**

The Council does not bind itself to accept the lowest price or any tender. The Supplier shall not have any claim for expenses incurred in the preparation of the tender.

Suppliers tender at their own cost and their tender shall remain open for acceptance for a period of 90 days after the due date for submission.

The Council may, with the agreement of the Supplier extend the validity period for a further 30 days for completing the award process.

Tenderers will be notified simultaneously, as soon as possible of any decision of the Council during the tender process including the award.

The Supplier should note that after the submission of their tender they may be required to attend an interview at the Council’s office to explain their tender proposals including the methods of construction, the construction program and proposed management of the project.

The Supplier shall provide a fixed price Tender.

Upon acceptance of the Tender and until formal signing of the Agreement, the Tender shall form a binding agreement between the Tenderer and the Council.

Six copies of the tender and accompanying drawings as specified in (2.1) together with an electronic version on a USB memory stick.

To be delivered no later than 1pm on 3rd January 2020

Tenderers shall ensure that their tender arrives on time. No tender will be accepted if it is received after the stated arrival time under any circumstances.

1.4 **Description of Work**

This tender is for the Design, Supply and Build of a new Play Area, comprising play zones, interlinking paths, safety surfaces, disabled car parking area and associated ground works at Calthorpe Park, off Merivale, Fleet, Hampshire GU51 4EW.

1.5 The maximum budget for the complete scheme is £225,000 but quotations may be submitted under that sum.

1.6 **Inspection of Site and other Fleet Town Council facilities**

There will be a bidders briefing meeting at the Feet Town Council Offices on November 25th at 11am. Please contact procurement@fleet-tc.gov.uk to confirm attendance. Attendance to the briefing meeting is NOT mandatory.

Tenderers are advised to visit the locations in order to familiarise themselves with the existing layout and environment. Tenderers wishing to inspect the site, other than on the Bidders Briefing Day should in the first instance contact Ben Crane, Facilities Manager on 01252 625246

The Tenderer should visit other Council maintained play areas to ensure different / unique equipment is included in the design. Designs should not include “feature” equipment already present in other parks unless specified in the brief.

1.7 **The Tender will include:**

1. The design and layout of play areas according to the design brief
2. Details of the proposed safety surfacing.

3. Supply of appropriate drawings to show proposed layouts including the incorporation of all equipment and site furniture.

4. Design and layout of Footpaths.

5. Details of hard and soft landscaping works including a disabled vehicle parking area as indicated in the design (Drawing 3).

6. A priced schedule of work covering the design, supply and installation of all play equipment, furniture, safety surfaces and associated ground and landscaping works.

8. Design of links between areas / play zones.

1.8 **Site Description and Location**

1. Calthorpe Park is an area of 34.468 acres (13.909 hectares) situated about a quarter of a mile west of the Oatsheaf crossroads at the centre of Fleet, Hampshire see Drawing 1). It is surrounded by residential areas, with Tavistock Road to the north, Lea Wood Road and Stanton Drive to the south, Merivale to the west and Reading Road North to the east.
2. The Park lies between grid references SU 8001153707 and SU 8005753578
3. The upper field, the location of the Teen Zone was the site of an old urban landfill, filled out and capped in the early 1970s. A report of a recent site investigation to determine the condition of the site is available for inspection in Fleet Town Council’s offices. The report identifies no risk to park users from decomposition of the waste material.
4. The lower field area of the park (south west corner of the site immediately adjacent to Merivale has recently had a full land drainage system designed and installed to reduce the risk of surface water flooding. The main collector drain runs along the northern boundary of the field and laterals run in a NW-SE direction at 5m intervals.
5. The drainage ditch running along the northern boundary of the lower field has been infilled incorporating a perforated drainage pipe and permeable surround.

1.9 **Drawings**

1. Drawing 1 showing the proposed location of the designated play areas and contract area.
2. Drawing 2 showing the positioning of the new drainage system in the lower field.
3. Drawing 3 showing the entrance detail and disabled car park area.

2.0 **Submission of Tender**

The Tenderer shall submit with his completed tender

1. A1 overall drawing of the layout. **Six copies required.**
2. A3 scaled concept drawing of each area **Six copies required.**
3. A3 scaled plan of each area **Six copies required.**
4. A1 overall 3D plan of the complete project **Six copies required.**

2.1. In addition to the overall plan. The Tenderer shall include:

PDF format no bigger than 3MB on a USB stick

2.2 The Tenderer shall include copies of test certificates to show conformity to standards where appropriate, for equipment and safety surfacing.

2.3 The Tenderer shall include a schedule of play equipment and related items with individual costs for supply and installation included within the scheme.

2.4 The total cost of the supply and installation together with all associated costs and preliminaries shall be presented in **Schedule 2 Contract Price** which represents the tender value.

All financial information shall be provided as a separate document as it is independently evaluated. **Six copies required.**

2.5 Tenderers shall submit a **Method Statement and Project Work Plan** which shall fully explain how the project will be designed, prepared, built and maintained to meet the demands of the specification and current legislation. The Method Statements shall be shown in Schedule 3.

The Method Statement shall include at least the following information for contract evaluation:

1. **Details** of **Key Staff** - Including the qualifications and experience of key members of staff, for design and installation, including any Sub-Contractors.
2. **Details** of **Vehicles Plant and Equipment** – to be utilized in the execution of the works.
3. **Programme and Methods of Work** – highlighting key activities and any interdependencies that control the critical path to completion.
4. **Health and Safety** - Including how the CDM Regulations will be dealt with and Risk Assessments carried out.
5. **Maintenance Plan for first Two Years** – provide a cost breakdown following completion including details of warranties for equipment and surfacing.
6. **Management Information** - Quality Compliance Issues, including how the DDA will be met.
7. **Environmental and Community Issues** - Sustainability of materials etc.
8. **Expenditure Profile** - For the project showing, as a minimum, staff, materials and equipment costs.

2.6 **Tenderer Questionnaire** – Schedule 4 - The Tenderer shall complete the Tenderer Questionnaire Form providing all information requested.

2.7 Bona Fide Tender – Schedule 5 - The Tenderer shall sign the Bona Fide Tender form.

2.7 **Anti-Collusion Certificate -** Schedule 6 - Tenderers shall submit a signed copy of the Anti-Collusion certificate.

3 **EVALUATION OF THE BIDS**

**3.1 Evaluation Headlines**

1. This contract will be evaluated on the basis of the most economically advantageous offer to the Council. The factors considered in this assessment are:
2. Value for money in terms of equipment & play value.
3. Quality of equipment (robustness of construction).
4. Adherence to design brief.
5. Maintenance costs and ease of obtaining replacement parts for equipment.
6. Period for completion (timescales).
7. Overall design of the scheme
8. Particular account will be taken of the innovative use of space available, compliance with provision guidelines, the look and aesthetic appeal (how design fits within its environment) and ‘wow’ factor. In addition the Council will look to criteria such as:
   * Extent of safety surfacing areas, for example a complete surfaced area as opposed to minimum zones with grass in between.
   * Surfaces (safety surface and general / path surfaces) visual and maintenance factors.
   * Provision of ancillary features such as linking or access footpaths.
   * Provision of social areas, space for parents.
9. The evaluation process may include giving a presentation to the Council together with other interested parties.
10. Tenderers are encouraged to provide as much detail as possible to enable the Council to undertake a thorough price and quality evaluation. The emphasis of the evaluation is based on quality of the submissions, as the maximum budget available is £225,000, but quotations maybe submitted under that sum. Tenders over this amount will be disqualified without evaluation.
11. A large part of the play experience/value is not just from providing particular play activities, but offering them in a well-designed and appropriate style, fitting to the characteristics of the specific site. Aspects such as shape, contours, colour, contrast, materials, accessibility, flow, age appropriateness and style are key aspects. There is no preconceived idea of how the play areas should look but it is our intention to have the best quality play areas possible and it is left to the experience of the Tenderer to provide their best proposal. A brief explanation of the design concept should be presented to provide an appreciation of the thinking behind the design and how this best meets the design criteria.

4 **Award Criteria – (See Award Criteria Scoring Sheet for reference)**

The most economically advantageous tender will be determined in accordance with the following criteria.

The award criteria scoring shall be broken down as follows:

4.1. Design - 30%

1. Appeal of Design 10%
2. Adherence to Design Brief 10%
3. Paths & Accessibility 10%

4.2. Subjective- 35%

1. Range of Equipment 10%
2. Key Feature Pieces 10%
3. Accessible / Disabled Play 5%
4. Adult Seating / Social Area 5%
5. Ancillary Items, e.g. Bins, Benches, Fencing 5%

4.3. Technical- 15%

1. Ground Contours / Use of Spoils 5%
2. Orientation / Positioning / Use of Space 5%
3. Maintenance / Availability of Spares 5%

4.4. Corporate- 15%

1. Method Statements 5%
2. Timescale / Project Plan 5%
3. Experience 5%

4.5. Price - 5%

