



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY

TENDER

FOR

ROTHAMSTED PARK PLAY AREA REDEVELOPMENT

FOR

HARPENDEN TOWN COUNCIL

Carl Cheevers
Town Clerk
Harpenden Town Council
Town Hall
Leyton Road
Harpenden AL5 2LX

BACKGROUND

Harpenden Town Council is finalising arrangements to take ownership of Rothamsted Park from St Albans City & District Council in January 2021. The Town Council wishes to quickly deliver on its vision to redevelop the play area in the park in time for the 2021 summer holiday.

We have been working with the Playpark Action Rothamsted Committee (PARC), registered charity number 1179147, to develop a vision for the improvement of the children's play area within Rothamsted Park. In-depth community engagement has been undertaken to find out what is good about the play area at the moment and what improvements should be considered in the future.

During the community engagement exercises we received over 450 responses. These findings have been built into this tender document.

Harpenden Town Council, in partnership with PARC is now looking to deliver the improvements identified by the community and has a budget of £250,000 to do so.

We are now seeking tenders for the provision and installation of play and recreational equipment from suitably experienced and qualified contractors.

INSTRUCTIONS TO TENDERERS

Harpenden Town Council (hereafter referred to as the "Client") invites tenders for the design, supply and installation of play equipment as part of improvements to Rothamsted Park Play Area.

The Contractor shall make themselves fully conversant with the Client's requirements by reading the invitation to tender and visiting and inspecting the site set out in the tender document. The Contractor is required to raise any issues on which they require clarification prior to submission of their tender, as no claims arising from their failure to do so will be entertained by the Client following the submission of tenders.

SUBMISSION OF TENDER

1. Tenders are to be sent by post or delivered by hand in an envelope clearly labelled 'Private and Confidential Tender – Rothamsted Park Play Area', addressed to Carl Cheevers, Town Clerk, Harpenden Town Council, Town Hall, Leyton Road, Harpenden, Hertfordshire, AL5 2LX, so as to be received **no later than 12.00 noon on Thursday 7 January 2021**.
2. The submission must include 2 hardcopies of the tender document and 5 A1 design boards detailing the layout of the proposed play area development. Electronic copies of the tender should also be sent to carl.cheevers@harpenden.gov.uk **in addition** to the hard copies but not in lieu of. Electronic submissions should also be clearly titled 'Private & Confidential Tender – Rothamsted Park Play Area'.
3. Contractors are required to note that it is the Contractor's responsibility to ensure that any tender delivered by hand in response to this invitation is actually received by the Client by the above date and time.

4. All prices are to be quoted exclusive of VAT
5. The prices are to be itemised to allow for accurate comparison between the age group zones.
6. The Contractor's attention is further drawn to the insurance requirements of the Client, with Public Liability Insurance of £5m minimum. The successful Contractor will not be allowed to commence the Works until acceptable evidence of the insurance, has been approved by the Client and a risk assessment for the site and installation provided.
7. The Client will write to all Contractors at the conclusion of our tender selection process advising of our decision and its rationale.
8. The Client may reject any tender not complying in any particular matter and their decision in that regards shall be final.
9. The Client does not bind itself to accept any offer made by any Contractor, nor does the Client guarantee that it will decide to award a contract.
10. Contractors must confirm in their submission that they have visited the site. The site is open access and Contractors can attend at any time without the need to notify or have the Client present. However, we are willing to meet with contractors on site in advance of the Tender deadline to clarify any questions. If you wish to meet on site with a Council Officer please contact Sarah Brimley (Project Manager) sarah.brimley@harpenden.gov.uk .
Please note, all meetings with the Project Manager must take place before 17 December 2020 due to the Harpenden Town Council Christmas Schedule.
- 11. Arithmetic Accuracy of the Tender**
 - 11.1 If the Client suspects that there has been an error in the pricing of the Tender the Client reserves the right to seek such clarification as it considers necessary from the contractor only.
 - 11.2 It is the responsibility of the contractor to check that all unit rates and other information entered in the Tender Schedule are accurate. If arithmetical mistakes are found after the contract has been awarded they will not be taken into account. The figure agreed at the time of contract will prevail.
- 12. Confidentiality**
 - 12.1 All information supplied by the Client in connection with this invitation to tender shall be regarded as confidential by the Contractor except such information that may be disclosed for the purpose of obtaining sureties and quotation necessary for the preparation of the tender. The Tender documents are and shall remain the property of the Council.
- 13. Timetable**
 - **Tenders Issued: 25 November 2020**
 - **Return date for Tenders: 12 noon 7 January 2021**
 - **Council assessment decision: 25 January 2021**
 - **Commencement of Contract: 22 February 2021**
 - **Completion of installation: 1 July 2021**

14. Assessment Criteria

14.1 All submissions will be assessed in line with the Harpenden Town Council financial regulations. The tenderers must be able to answer yes to the following four screening questions:

1. Has the tenderer confirmed that they have visited the site? YES/NO
2. Has the tenderer confirmed that they can meet the development deadline? YES/NO
3. Has the tenderer provided evidence of similar projects in the past? YES/NO
4. Has the tenderer provided an appropriate Environmental Impact Statement?
YES/NO

14.2 Full assessment will then be based upon the following criteria:

- Design = 70% (including functionality, maintenance, number of pieces of equipment and suitability for children with disabilities)
- Price = 30% (including total costs and discounts applied)

15. Contact Details

Any question regarding these documents and the specific requirements of the Client must be made in writing by e-mail to sarah.brimley@harpenden.gov.uk specifying that the e-mail relates to the 'Rothamsted Park Play Area Redevelopment Tender'.

In order that full consideration can be given, and responses can be forwarded to all Contractors, comments and questions must be received no later than five days before the closure date for tenders. Questions and queries received after this may not be considered.

DESIGN BRIEF

The Site

Rothamsted Park Play Area, Rothamsted Park, Harpenden.

Aim

Rothamsted Park covers over 56 acres and is located within walking distance of the town centre. Within the park are a new Leisure development, skateboard park, tennis courts plus lots of space to enjoy the outdoors.

The current play area mainly caters for younger children and is in need of redevelopment (see Figures 1 & 2). The aim is to improve the play experience for young people aged 0-15 years, creating a flagship play area where families would like to spend more time and teenagers are provided with stimulating facilities.



Figure 1: Existing play area

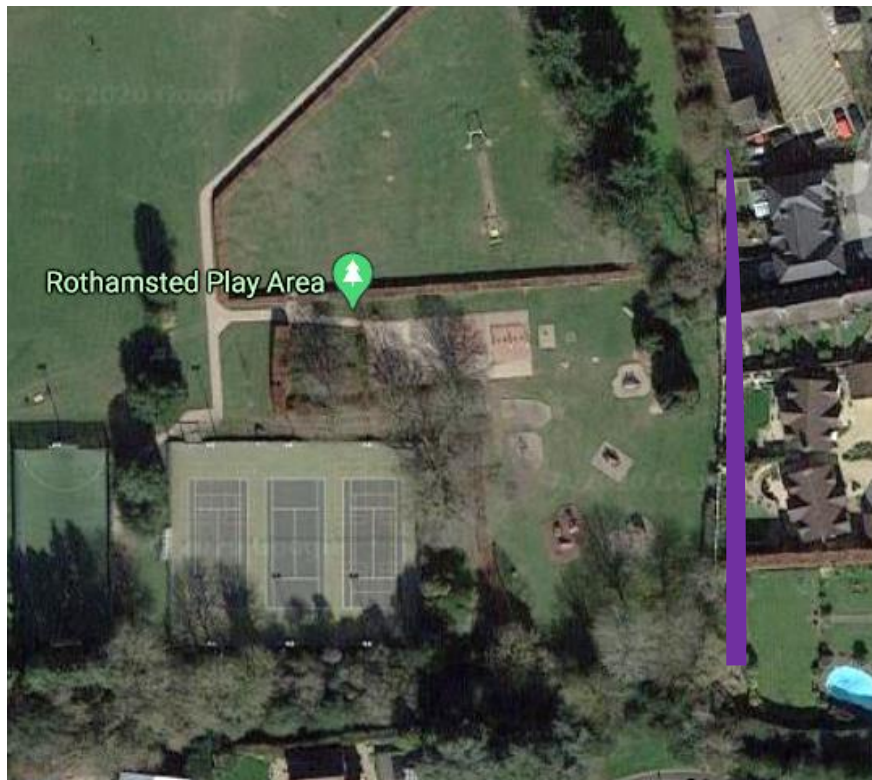


Figure 2: Aerial view of existing play area, with purple line detailing boundary with residential properties.

The play equipment should be grouped into zones for three age ranges; 0-5 years, 6-11 years and 11–15 years. The zones can be seen in Figure 3.



Figure 3: Proposed zoning of new play areas (A – location of Zip Wire, B – location of Basket Swing).

The Brief

The client has a budget of £250,000 for this project. The contractor is expected to create a design that meets this budget and demonstrates the best value for money. If the contractor is able to provide any discounts adding value for this project, please demonstrate this within the tender.

Within the current play area there are some much loved pieces of equipment that the Client would like to remain. These are listed below;

- Zip Wire -Figure 4 (shown in location A on Figure 3)
- Basket Swing -Figure 5 (shown in location B on Figure 3)



Figure 4: Existing zip wire



Figure 5: Existing basket swing

The existing 'rubber grass mat' style surfacing under the basket swing will require replacement, allowing accessibility for wheelchairs to this piece of equipment from the nearby footpath.

Also, to be retained are;

- 2 no. waste bins
- 6 no. painted wooden benches.

We would expect to see plans for the removal and replacement of all other equipment along with details of how any new equipment will compliment the items above that are remaining.

Equipment to be removed includes;

- Four cradle swings
- Two flat swings
- Two rocker animals
- Slide unit with two small slides and steps
- Slide with wobbly bridge and walkways
- Climbing wall with climbing bars, platform and net
- Train in tubular metal-climbing frame
- Helicopter in tubular metal-climbing frame
- Three small climbing frames
- Roundabout

Below is a list of characteristics that Contractors should consider when they are designing and proposing new equipment for the area. These characteristics have been formulated as a result of consultation with current users of the play area.

- Theme – nature, sympathetic to the surroundings, this could be provided through a mixture of materials. This theme must extend across all three zones.
- The most popular physical play from the questionnaire is swinging, climbing, balancing and sliding, with the need to cater for imaginative play, natural play and active play. Stimulating both the body and mind.
- It is important that equipment for children with physical and/or mental disabilities is considered as part of the design. It should also cater for children living with autism. The Client would like this to be integrated so that children can play together. This could be incorporated through sensory play or specific equipment such as basket swings.
- The existing 6 no. painted wooden benches can be re-located to fit within the proposed scheme, in the addition there is a wish for 7 no. picnic benches. 2 within the surrounding green spaces of both the 0-5 yr zone and 6-11 yr zone, with the remaining 3 to be sited within the 11-15 yr zone. At least 1 of the 7 new picnic benches should be suitable for a wheelchair user and located on a suitable surface within reach of a pathway. The picnic benches should be located in areas of natural shade.
- The 6-11 yr zone should include a set of monkey bars and a larger slide.
- The 11-15 yr zone will incorporate a zip wire in its current location but must also include teenage appropriate equipment. This zone should have sufficient facilities to attract teenagers away from the younger zones.
- The zones must provide a balanced play experience for each age group.
- Additional play features such as hopscotch should be incorporated into the surfacing of the younger zones.
- The play areas should not appear cluttered with too many items of play equipment, there should be space for children to run and play.
- The play areas and designs should avoid sand or splash park elements.
- The designs are not to include elements which require an electrical supply.

The current play area is used by siblings of mixed ages and it is important to consider this in proposals for improvements.

Surfacing and Drainage

The play area location gets extremely muddy and therefore surfacing and flooring needs to be carefully considered allowing the area to have high usage both in the wet winter months as well as in the summer.

As mentioned above, the surfacing could incorporate games such as 'hopscotch' etc., allowing areas of play in addition to the structural play equipment.

The entire 0-5 yr zone should have a suitable surface, leaving the surrounding border, outside of the fence as grass. *Fence line as detailed in figure 7.*

The 6-11 yr zone should have areas of non grassed surface, with laid pathways guiding to each piece of equipment within the fence line.

The 11-15 yr zone should have areas of a suitable surface as per the guidance below.

Impact absorbing surfacing shall be installed under and around each play structure up to either:

(a) a minimum of 1.75m from the extremities of the individual item of equipment.

Or

(b) in accordance with European Standards for Playground Equipment EN 1176 and EN1177, whichever is the greater.

Or

(c) In accordance with relevant standards applicable from January 2021.

A copy of the test certificate for all rubberized surfaces (Wet Pour, Tiles and Grass Matting) should be provided by the supplier. The remaining area to be laid to grass.

Drainage will need to be included within the design to ensure both that a) the equipment is usable year-round and b) no additional ground water run-off is directed towards the neighboring residential boundary line.

Further details of the Flood Risk Assessment are available on request.

Engraved Blocks

At the newly located main entrance to the play area, we would request the installation of an engraved block surface.

The engraved blocks have been purchased by donors of the project as part of the PARC fundraising, these blocks are of various dimensions, approximately 50 in total. The exact total sq. m is yet to be confirmed. This should form a prominent part of the entrance, built into the existing pathway. *Please see figure 6 as an example.*



Figure 6: Example of engraved block pathway

Fencing and Gates

The main entrance point will be relocated from its current position and must allow access for both pedestrians (1.2m wide), with a separate wider opening leaf which could be used for vehicular access i.e. emergency vehicle/ grass cutting machinery (providing a total opening of 2.15m wide).

Suggestions should be provided and costed for a low-level fence with gates for the 0-5 yr zone. The fence should be of sufficient height to prevent dogs from entering the play area but low enough to appear welcoming to younger children. Please see Figure 7.

All gates should be painted in a contrasting colour to be easily distinguishable from the surrounding fence. In accordance with RoSPA guidance, two pedestrian gates of 1.2m in width should be available for use within each of the zones, to allow a child to remove themselves from potential intimidation from another child.

The gates should be 'outward' opening and have a self-closing mechanism (not to close quicker than 5 seconds).

Key to Figure 7:




	Pedestrian and vehicular main entrance gate
	Pedestrian gate
	Fence line



Figure 7: Fencing/gate suggested layout.

Interpretation board

Provision should be made for inclusion of an interpretation board to be located at the main entrance to the play area. This should give high level detail the different age zones, location of benches/picnic benches etc., this should tie in with the theme of the play area. It could also include the details/logos of donors who have contributed to the creation of the play area.

Existing trees and hedgerows

The existing trees within the play area site must remain and not have surfacing applied within a 3m radius of the trunk.

All hedgerows must remain and cannot be removed to allow for the placement of play equipment or surfacing. The only exception to this is the installation of gates to separate the zones, which have been located at the existing gaps of the hedgerow.

Environmental Impact Statement

It is important that the delivery of this project minimises the impact on the environment which is one of the reasons that we are looking to retain a number of existing items.

In addition, we require the tenderer to provide to us an Environmental Impact Statement that showcases how they will give consideration to the environment. This is likely to include:

- how the redundant play equipment and surfacing will be recycled
- how the new materials will be from appropriate sources
- *special environmental considerations relevant to Rothamsted Park*

The environmental impact statement will be part of the screening process for tenders.

Height of Equipment

The height of the play equipment should not exceed the following heights;

2m - Zone 0-5 yrs

3m - Zone 6-11 yrs

4m - Zone 11-15 yrs *Note: any equipment over 4m would require planning permission, which is not appropriate for this project and should not be proposed.*

Consideration should be given to the neighbouring residential boundary (*highlighted in purple on Figure 2*), ensuring that the equipment does not overlook into their gardens and also the varying gradients of the land across the proposed zones.

Inspections

Post-handover- 'Routine' and 'Operational' inspections will be carried out by the Client. An estimated cost of the 'Annual' inspection should be submitted by the equipment supplier outside of the project cost, to allow future budget planning by the Client.

PRICING SCHEDULE

1. For improvements in the Play Area the figures quoted must be the total fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs.
2. Pricing should include the removal of the redundant play equipment and surfacing.
3. Pricing should also include delivery and installation.
4. Surfacing and fencing should also be included.
5. Allowance should be made for site welfare facilities, onsite secure storage of materials and sufficient site hoarding/fencing to prevent trespass.

Construction Design & Management

All tenders are received on the understanding that any company awarded a tender will provide Construction Design and Management procedures compliant with the Construction (Design and Management) Regulations 2015.

All tenders are received on the understanding that any company awarded a tender and entering into a tendered contract with Client will do so as the Principle Contractor.

APPENDIX A

Schedule of Works - General Notes and guidance:

Due to the open brief, a schedule of works template is not provided. Contractors are expected to provide full details of their design, (preferably with visualization boards) and break down of costings for removal of redundant equipment/surfacing, installation of new equipment, appropriate fencing and surfacing.

Figures quoted must be the total fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs. Pricing should also include delivery and installation.

Any sketches provided are not to scale

Allow for any reinstatement costs required if damage occurs whilst carrying-out the works or accessing them.

Form of Tender - General Notes and guidance:

In addition to the Schedule of Works, the Contractor is also required to complete the following documentation;

- Key Information
- Form of Tender
- Pricing Schedule
- Collusive Tender Certificate

Rothamsted Park Play Area Redevelopment

Key Information:

Please Outline Details of your Insurance Coverage appropriate to undertake these works:
Please outline details of principal plant and equipment to be used to undertake this work:
Please provide details of project staff, their training and experience relevant to the works:

Please note that the Contractor selected to undertake this Contract will have to provide documentary evidence of Insurances, Health and Safety policies and relevant operative training prior to Contract award. In addition, the Contractor selected will have to provide a Method Statement and Risk Assessment to demonstrate how the works will be carried out safely.

FORM OF TENDER

Rothamsted Park Play Area Redevelopment

To: **Harpenden Town Council**

Having examined the Conditions of Contract, Outline Design Brief, and Other Works for the carrying out of the above-named works, I/we offer to complete the whole of the said Works in conformity with the above for the sum of:

(Amount in words): _____

(Amount in figures): _____

I/We certify that:

- (i) the amount of this Tender has not been communicated to anyone except the Client;
- (ii) the amount of the Tender has not been adjusted as a result of an arrangement with anyone other than the Client; and
- (iii) no agreement has been made with anyone to refrain from tendering.

I/we undertake to enter into a Contract to be prepared by the Client incorporating such Conditions of Contract, Specification, and Drawings and agree that, until such Contract is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I am/We are able and willing to complete the whole of the Works on or before **1 July 2021**

I/We anticipate that the works will take _____ weeks to complete.

I/We understand that you are not bound to accept the lowest or any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

I/We confirm that I/We have no objection to the amount of this Tender being included in a list to be submitted to all Contractors who provide a Tender for the Works.

Date:

Signature:

Designation:

Company Name:

Address:

Contact Person:

Tel no.

PRICING SCHEDULE

Item	Cost (excl. VAT)
Prelims (i.e. Site welfare/storage/site hoardings)	
Removal & disposal of old equipment and surfacing	
Supply & installation of play equipment for;	
Zone 0-5 Years	
Zone 6-11 Years	
Zone 11-15 Years	
Provision & installation of surfacing/drainage	
Provision & installation of engraved brick area	
Provision & installation of fencing	
Other items not covered in the above (please detail):	
Total Project Sum:	

COLLUSIVE TENDERING CERTIFICATE

Rothamsted Park Play Area Redevelopment

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT

1. The tender submitted herewith is a bona fide Tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any Agreement or arrangement with any other person.
3. We have not done, and we undertake that we will not do any time before the hour and date specified for the return of the tender any of the following acts:
 - (a) communicating to a person other than the person calling for those tenders the amount of approximate amount of the proposed tender, (except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender);
 - (b) entering into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; and
 - (c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any person for doing or having or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Certificate:

1. "Person" includes any persons any body or association, corporate or unincorporated.
2. "Any agreement or agreement" includes any transaction of the sort described above, formal or informal, and whether legally binding or not.

DATED this day of

.....20... *(please complete year)*

SIGNED (as in Tender)

.....

Duly authorised to sign for and on behalf of

.....

PAGE DELIBERATELY LEFT BLANK