

Jubilee Playing Field Design Brief and General Specification

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1. Introduction and Preliminaries

The purpose of the brief is to obtain fixed price quotations and illustrated layouts for the supply and installation of new play equipment, surfacing and fencing at Jubilee Playing Field, Everside Lane, Cam, Gloucestershire, GL11 5UL.

2. Project Summary and Budget

The Council is inviting proposals for the supply and installation of two new play areas as follows:

- **Toddler Area:** The works include:
 - a. the creation, supply, and installation of a new play area
 - b. fencing and gates
 - c. suitable permeable safety surfacing
 - d. new suitable equipment and re-siting of existing rocker
- **Junior Area:** The works include:
 - a. the supply and installation of a new play area
 - b. suitable permeable safety surfacing
 - c. interconnecting paths
 - d. landscaping to enhance the natural landscape
 - e. the re-siting or removal of some existing items of play equipment or resurfacing the ground around some existing items
 - f. new suitable equipment

An itemised quotation is required to identify all costs together with an illustrated layout for design purposes which will be assessed on a quality / play value basis as well as on price.

A final local public review/presentation to be carried out by the chosen bidder to ensure it meets with local user expectations.

A funding ceiling of £100,000 (exclusive of vat) has been set and this includes for all design work, supply of new equipment, surfacing and fencing; the re-siting or removal of some existing equipment or laying of new surface as required under some existing equipment left in existing positions, and security fencing needed for the duration of the work. **Any bids over this amount will be disqualified.** Please see the *Appendix 1, Work specification* and *Appendix 2, Actions needed* for further details.

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a. Procurement Timetable

The key dates for the procurement procedure are set up in the table below although Cam Parish Council reserves the right to vary key dates on notice to all Bidders.

| | |
|--|--|
| Issue to Invitation to Tender | Monday 17 January 2022 |
| Visits to site | Thursday 27 January and Friday 28 January 2022 (See section 2) |
| Deadline for submission of Tenders (by post only) | 5pm on Friday 25 February 2022. (See section 3) |
| First-round evaluation (shortlisted bidders will be contacted with comments/changes as required) | Friday 4 March 2022 |
| Closing date for second-round submissions | Tuesday 15 March 2022 |
| Contract award date | By Thursday 7 April 2022 |
| 10-day standstill period to allow time for suppliers to challenge | |
| Place Order | |
| Public Review | Chosen contractor to set date for public review/ presentation. |
| Review plan | |
| Rectification period | 12 months |

b. Delivery Address

Playground equipment will be delivered and securely stored on the site. All equipment and all materials connected to the successful delivery of the play areas remains the responsibility of the successful contractor until handover to Cam Parish Council.

c. Further Information

Further information can be obtained by emailing clerk@camparishcouncil.gov.uk

d. Confirmation of intent to respond

Bidders are requested to confirm your intent to respond by emailing clerk@camparishcouncil.gov.uk as soon as possible.

Evaluation Criteria

1. EVALUATION CRITERIA

- 1.1. Tenders will be evaluated against the following criteria. Weighting will be assessed entirely on your response submitted.
- 1.2. The price to quality ratio is 10:90

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| | Percentage |
|---|------------|
| Quality Quality will be evaluated based on the responses in the Contractor's Proposal | 90% |
| Price Pricing will be evaluated in accordance with your response in the Form of Tender and Pricing Schedule | 10% |

Public Liability Insurance of no less than £10,000,000 must be held to carry out the work. The successful contractor must prove this level of insurance is held before the work can proceed. The contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property, persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Risk Assessments and Method Statements must be received and authorised by Cam Parish Council before any work can proceed. RAMS must be received at least two weeks before the agreed start date.

1.3 The Council will evaluate the Tenders using a three-stage evaluation process.

Stage 1 – The Council will evaluate all essential requirements on a 'pass' or 'fail' basis. Tenders failing any of the essential criteria will be rejected at this stage of the evaluation.

Stage 2 – The Council will evaluate all quality requirements as specified in paragraph 1.4

Stage 3 – The Council will evaluate price as specified in paragraph 1.5

1.4. Quality criteria (90%)

Quality will be assessed by reference to your responses in the bidder's proposal and supporting paperwork provided as detailed in the tables below.

The presentation score will be assessed by evaluation of the itemised quotations, plan scale drawings and design artwork submitted. The award panel will consider how well this supporting information portrays the project/s and how easy it is to understand and interpret. The weightings are shown in the tables below.

Bidders should also make sure that their tenders inform not just what they will do, but how they will do it, and what their proposed timescales are. It is useful to give examples and/or provide evidence to support your responses.

The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

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Each bidder's proposal will be evaluated individually. When scoring each statement, please do not cross reference information provided elsewhere in your tender.

Each quality criterion will be awarded a score in accordance with the scoring scale below (ie 0-5).

| Score | Criteria for Award |
|-------|--|
| 0 | The response raises major concerns about understanding and/or approach which are potentially highly detrimental to satisfactory service delivery or contract performance. |
| 1 | The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance. |
| 2 | The response suggests shortcomings of understanding or approach which is likely to impact on service delivery or contract performance. |
| 3 | The response raises no concerns about understanding or approach to service delivery or contract performance. |
| 4 | Response is above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance |
| 5 | Response is significantly above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance |

The weighted scored quality criteria are as follows:

| Quality Criteria | Weighting |
|---|------------|
| Presentation: The presentation score will be assessed by evaluation of the itemised quotations, plan scale drawings and design artwork submitted. Cam Parish Council will consider, and score accordingly, on whether the design shows a satisfactory understanding of what is to be achieved and addresses the constraints of the site, these being i. the continued health of trees in the toddler area, ii. residents' concerns about noise and visibility and iii. issues of drainage. | 40% |
| Play Equipment Play/Functional Value, Design: The Council will evaluate the play value of each proposed item of equipment including images, | 40% |

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| | |
|---|------------|
| materials, dimensions and safety surface specification diagrams. | |
| Warranties & Guarantees: The Council will evaluate information provided about the type of warranties available for all equipment, to include play equipment, surfacing and installation. Added Value will also be evaluated in this section, eg free parts, maintenance etc offered in the proposal. | 10% |

You will note that all criteria have a % weighting clearly identified. Each score will be divided by the highest score available for that question (i.e. 5) to give a percentage score. The percentage score will then be multiplied by the criteria weighting to provide a weighted score for each and the overall quality weighting will then be applied.

By way of a worked example:

| Criteria | Criteria Weighting | Quality Assessment | Consensus Score Awarded | Score Calculation | Score Awarded |
|------------------------------------|--------------------|--|-------------------------|-------------------|---------------|
| Presentation | 40% | Above expectations | 4 | $(4/5) \times 40$ | 32 |
| Play Equipment Play Value | 40% | Meets expectations | 3 | $(3/5) \times 40$ | 24 |
| Warranties & Guarantees | 10% | Below Expectations | 2 | $(2/5) \times 10$ | 4 |
| TOTAL | 90% | Total Weighted Quality Score for Supplier 1 | | | 60 |

1.5. Price Criteria (10%)

- i. Bidders are asked to submit a pricing schedule for each proposal.
- ii. Within each pricing schedule please provide a detailed breakdown for each proposal including pricing for each aspect of the design on *JPF Itemised costing sheet*.
- iii. Please also include costs for health and safety considerations such as safety fencing, warning signs etc within the overall price.

The price will carry **10%** of the final mark. The lowest acceptable bid price will score full marks. The other offers will then receive scores expressed as an inverse proportion of the lowest price. The formula used will be:

$$(\text{Lowest acceptable bid price} / \text{bidder's price}) \times 10 = \text{bidder's price score}$$

1.6. Price and quality scores will then be added together to produce the total score.

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- i. The Council may obtain clarifications from potential suppliers to enable the Council to determine accurate price and quality scores.
- ii. The Council may obtain references to enable the scoring of the Council's quality criteria.
- iii. Should the Council, in its reasonable judgement, identify a fundamental failing or weakness in any bid then that Bid may, regardless of its other merits, be excluded from further consideration.

2. Site visits

Cam Parish Council will be holding site visits on Thursday 27 January and Friday 28 January by arrangement only for bidders interested in submitting a bid. Please email info@camparishcouncil.gov.uk to request a site visit.

3. Quotation submission

The deadline for submitting **hard copy** quotations is **5pm on Friday 25 February 2022**. All documents to also be supplied on a USB flashdrive to be delivered with the tender.

LATE TENDERS WILL NOT BE CONSIDERED

Quotations, including related documentation, must be sent by **post/courier/hand delivery** to:

Cam Parish Council
4 Noel Lee Way
Cam
Glos
GL11 5PS

Please note: the packaging containing the tender must be clearly marked "**Tender for new play areas at Jubilee Playing Field**" on the outside. This is in the interests of fairness, to ensure all tenders are opened at the same time.

4. Award of Contract

- i. The successful bidder must ensure a date has been agreed to start works within 3-months of the awarding of the contract. Failure to do this may result in Cam Parish Council cancelling the contract.
- ii. Bidders that are unsuccessful will be advised by email.

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5. AWARD OF CONTRACT

- 2.1. It is envisaged that **one** bidder will be awarded the complete contract.
- 2.2. **Cam Parish Council** does not bind itself to accept the lowest or any bid, and unless a bidder expressly states that a partial award will not be acceptable, then the right is reserved to accept a bid in part.
- 2.3. The successful bidder awarded the call off, will be notified in writing via an 'Acceptance / Intention to Award' letter.
- 2.4. Unsuccessful bidders will be advised in writing via a 'Non-acceptance of Submission' letter.
- 2.5. The commencement of the call off will be subject to a ten-day standstill period from the notification of intention to award as per the Public Contracts Regulations.
- 2.6. Further to the ten-day standstill period elapsing, a 'Confirmation of Outcome of Further Competition Process' letter will be issued to all bidders confirming the commencement of the call off.
- 2.7. Upon conclusion of all the above stages, a call off will be created between **Cam Parish Council** and the Appointed Contractor.

Layout guidance

Bidders are asked to note and study the attached documents:

- **Appendix 1 – Work specification.** This provides additional details of how Cam Parish Council wishes to create the toddler and junior play areas.
- **Appendix 2 – Actions needed.** This plan identifies items to be retained, removed, re-sited or resurface the ground around, and any other actions which form part of this contract.
- **Appendix 3 – Visual, positioning of the play areas.**
- **Appendix 4 – Visual, location of second entrance and permitted access route**
- **JPF Itemised costing sheet.**

Bidders are asked to develop their layout using the available areas within the outlined perimeter. Levels are to be adjusted as required and within the costed tender.

3. Programme

It is anticipated that an order will be placed with the successful bidder as stated in the procurement timetable above. Bidders are requested to plan ahead with their installer for commencement on site as per the indicated timescales. The construction programme and completion date offered will be a key factor in the assessment process.

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4. Works Schedule

a) Health and Safety

The working area is to be enclosed by 2 metre high security fencing and the site access points secured. Site warning signs to be erected. Provision of fencing and signs to be included in the tender price.

Bidders must provide their own catering and welfare facilities. The tender price must include this cost.

b) Site Preparation

c) Installation

d) Independent safety report

Allow for submission of an independent safety report on completion (in digital form) and images, maintenance log, equipment details, etc. for handover purposes.

6. Requirements of quote

The quote will be on a fixed price basis and itemised between equipment, supply and installation. The submission is to include: -

- Itemised quote, pricing schedule, payment phasing
- Layout plans at A3, area used and overall dimensions
- 3-D layouts to show all equipment proposed at A3
- Recommended safety surfacing
- Recommended fencing
- Equipment by age grouping
- Landscaping proposals
- Programme of work
- Method statement describing sequence of operations
- Final local consultation with play area users

N.B. With regard to layout plans and 3-D layouts these will be required in A3 format.

No large-scale plans required at this stage.

(The successful bidder will be required to display an A1 size information board showing the selected design throughout the construction phase.)

The tender should also cover:

- Assumptions and exclusions
- Appropriate warranties for the equipment and installation
- Spares availability
- Site restrictions and requirements of the Bidders during the works
- Company capabilities in providing similar installations
- Key contact details

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6. Costs

6.1 All costs, expenses and liabilities incurred by bidders in connection with the preparation and submission of any quotation shall be borne by the bidders.

7. Bidder's Obligations

7.1 Bidders must ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted and bidders agree that the Council may rely upon representations made in any quotation.

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- Aim – to provide play equipment which is inclusive for all and maximise the play experience. The equipment should incorporate the play values of adventure, imagination, excitement and physical dexterity, with the junior area containing some challenging equipment.
- All works and equipment must comply with all requirements of British and European standards guidelines BSEN1176 and BSEN1177.

Cam Parish Council held six public consultation events in October 2021. From these, the following equipment was favoured:

- Roundabouts – these to be inclusive.
- Swings – inclusive bucket swings particularly popular
- Long climbing frame/adventure trails incorporating tunnels and slides
- Tunnels - but positioned off the floor because of drainage and set in concrete/steel/grass mound
- Rotating climbing frames
- Springers
- Slides - bumpy or tunnel slides
- Natural play boulders
- Junior Area – trampoline. But drainage must be considered
- Toddler Area – playhouse
- Benches - space to be left for benches, to be provided by Cam Parish Council but installed by the successful contractor.

The council will not consider:

- Zip wires
- Musical instruments

Consideration must be given to the effect of the play equipment installed on the adjacent residential properties.

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General Specification Considerations

1) The Site

The suitability of the site upon which the play area is constructed is the single most important design criterion. It should provide a safe and pleasant environment and equipment should be located in an appropriate position to allow efficient and effective use of the site.

The site must:

1. Be of sufficient size to safely accommodate all play equipment and to provide additional space for children to play away from the equipment.
2. Be easily and safely accessible by open thoroughfares.
3. Have good surface water drainage/run off from safety surfaces.
4. Consider the presence of services, manhole covers etc.

2) The General Layout

There are a number of criteria to be considered when determining the layout of the site, some of which will be affected by the location of the site. The play area must be laid out in such a manner as to ensure:

1. Recommended Minimum Use Zones are provided around all equipment. All approved manufacturers should make provision for recommended areas for each piece of equipment they produce.
2. Adequate space be allowed between all Minimum Use Zones and walls, fences and other equipment.
3. Equipment should be positioned to ensure that desire lines (i.e. the shortest distance between benches, entrances and other pieces of equipment) do not run under swings etc. Moving equipment should generally be sited away from entrances.
4. Slides, wherever possible, should be aligned from north to south to avoid glare from the sun and heating of the surface of the slide.

3) Security and Fencing

The toddlers play area should be secured by fencing. Primarily to clearly define the extent of the area, to ensure that children do not stray from the area into potentially dangerous locations, and to exclude animals and the risk of fouling. The site must be securely fenced with:

1. Two Self-closing gates which are wide enough to accommodate prams, pushchairs and wheelchairs.

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2. Appropriate fencing - See Appendix 1

4) Equipment

A range of equipment should be provided to suit 1. Toddler aged children and 2. Junior aged children.

Equipment shall conform to the following general requirements:

1. Installed by an approved contractor or competent person in accordance with the manufacturer's instructions.
2. Manufactured in accordance with the requirements of British Standard BSEN1176 and BS5696.
3. Swings shall be of a compact design to reduce the area of safety surfacing required.

Equipment shall conform to the following specific requirements:

1. Slide chutes shall be manufactured in one continuous piece, with no joints.
2. Equipment incorporating slides shall provide platforms with adequate space to allow children to stand or queue.

5) Surfacing

Permeable wetpour/safety surfacing which is of impact absorbing material shall be provided under all moving equipment and any static equipment from which a fall of 600mm or more is possible. The use of tarmacadam and concrete within junior play areas shall be limited to such areas as pathways.

1. Installed to the minimum areas specified in BS5696 and BSEN1177: Impact absorbing playground surfacing: safety requirements and test methods.
2. Be of a material, type and a thickness to meet critical fall height testing requirements of BS7188.