



Watton Town Council

Main Tender Document

Provision to design and enhance Lovell Gardens Playground

To be submitted no later than 14th August 2023.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Watton Town Council

Procurement Contact

Sports and Play Consulting Limited

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1. General Requirements

1.1 Overview

Watton Town Council is seeking a suitably qualified and experienced Contractor to design and deliver new playground & sports equipment and associated surfacing.

Having received contributions specifically for the site, along with additional funds from the Council, Lovell Gardens Play Area is a well-used, albeit dated facility that does require investment.

The focus is to improve the practical aspects of the area, mainly with seating, and replacing some of the older items, while introducing new play experiences. There are some large mature trees at the Southern End, which the Council would prefer to ensure new equipment is placed away from this area other than the Picnic Tables.

The Goal Ends are popular however they require replacing in addition to a new hard surface around the goal mouths to reduce wear and improve the use, particularly for Basketball.

Vehicle access is possible from two points, there is a wide maintenance gate via Lovell Gardens however there may be vehicles parked in front or near the gate. Alternatively, vehicles could access the site from the main road, however some careful consideration and a construction plan would have to be undertaken to reduce any damage and inconvenience to users.

**Site Address: Lovell Gardens Play Area, Norwich Road,
Watton IP25 6DW.**



1.2 Quotations

- The council has set aside a maximum budget of **£80,000.00 (Ex VAT)**. Submissions should utilise the full allocated budget, however, not exceed it.
- Following the receipt of tenders and a preferred contractor being awarded the project, any changes made to the final budget as variations or revisions, will fall within the permissible range (Regulation 72).
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.

1.3 Non-Consideration of a Tender Response

The Employer 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 Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements.

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



individual 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.

Note: If the quotations are above the Employers available budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, equipment and associated works which should comply with the appropriate British or European Standards, mainly BS EN 1177, BS EN 1176 and BS EN 15312.

If there is evidence that the work does not conform 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 to 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 a Building Contract (Appendix 3) with agreed terms and conditions, for both the Employer and the



Contractor to jointly authorise, and the agreement will not be final until both parties have signed this contract.

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

2.3 Insurance

The **successful** contractor should 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 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 before the Works are to commence a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion date
- A Risk Assessment and Method Statement
- Access and Traffic Management Plan
- 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 Play Area.

Below is a *Google Map* of the playground, with some of the suggested locations for the new equipment. However, this is only a guide, and should be up to the supplier to suggest and support the proposed location of each item (as per scoring for section 5.1.1).

Utilising the available footprint and with consideration of the housing (particularly to the East), the positioning should improve the practicality of the site and the age appropriateness. That is, the slightly older junior aged children will likely use the equipment closer to the main road, while the younger toddler aged children and families will utilise the South side.



Equipment being retained: Roundabout, Overhead Rotator, Teen Shelter, Cantilever Swing and HAGS Surf Swing



Swings to be removed and replaced.



Toddler Unit to be removed and replaced.



Replace tables with new picnic tables.



Remove and replace Junior Multi Play Unit.



1 of 2 Goals Ends to be removed and replaced.



Area for new benches and Dish Roundabout.



Access Points: Lovell Gardens and off the Main Road as a secondary option. Bollards are not removable and would have to be cut off and re-instated.

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 will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1 and 5.1.2.

Item	Requirement
Suggested Equipment (In order of preference)	<p>2 x Goal Ends with Basketball Hoop and Backboard (Must be certified to EN 15312).</p> <p>Junior Swing Frame: 2 Seats</p> <p>Toddler Swing Frame: Parent/Toddler Seat + Toddler Seat</p> <p>Junior Multi Play Unit (minimal/no panels)</p> <p>Toddler Multi Play Unit</p> <p>Multi-User Springer – <i>if either of the existing springers can be relocated and refurbished at a lesser cost this will be considered.</i></p> <p>Dish Roundabout</p> <p>Toddler Balance Trail</p> <p>Additional: Supplier Suggestions based on budget and play experiences not available.</p>



Equipment NOT to be included	Zip Wire. Equipment exceeding 4.0 metres in height.
Primary Materials	Steel.
Safety Surfacing	Play Equipment: Grass Matting (cable tied). Goal Ends: Suitable sports surface (e.g. porous tarmac), sub base and edging. Cost for 25sqm including goal mouth.
Removals and Disposal	Swing Frames: Toddler and Junior (Not Basket Swing). Wicksteed Junior Unit. Wicksteed Toddler Unit. 2 x Springers (unless can be re-used). 2 x Picnic Tables. Skateboard Springer. All Spoil and Waste Materials. Any equipment removed must be cut off at below ground level and made safe from personal injury or damage to machinery.
Seating Area	2 x Benches near Junior Area: steel or recycled plastic with backrests. Must be on new hard standing (porous tarmac) 2 x Picnic Tables near Toddler Area (replace existing tables): steel or recycled plastic, 1 which is deemed accessible by wheelchairs. Use existing hard standing.
Previous Inspection	Wicksteed carried out the yearly inspection in August 2022. A copy is available, and suppliers are encouraged to address any outstanding issues on the report.
Play Sign	None (Sign already on site).
RPII Inspection	Yes: Play Inspection Company or ROSPA
Re-Instatement	Any damage to turf, pathways, and any existing materials must be repaired back to the original state. Grade and seed damaged turf with topsoil (remove any stones and materials that could pose a risk to machinery or persons).
Welfare Required	Yes: portable toilet and drinking water should be provided by supplier.
Heras Fencing	Double Clipped <i>heras</i> fencing with suitable construction and safety notices should be used for the duration of the agreed Works until formally handed over.



4. Timetable for Project

Action:	Date:
Tender Release Date:	30 th June 2023
Site meeting for interested contractors (30-minute slots):	18 th July 2023 1.30pm – 3.30pm
<u>Tender Submissions Due:</u>	<u>14th August 2023</u>
Decision on Preferred Supplier:	September 2023
Works to Begin (Guide Only subject to lead times):	Q1 2024

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:	Specifically scoring will be based on: 1. Primary <i>Play Values and Experiences</i> for a range of ages and abilities. The design should cater for both toddler and junior aged children. 2. <i>Design Rationale</i> in terms of layout of equipment and surfacing and overall design for both children and parents.	60%
5.1.2 Technical and Specifications:	Specifically scoring will be based on: 1. Details of materials used for both play and sports equipment, sub-base, edging and surfacing (please advise surfacing company to be used).	30%



	<ol style="list-style-type: none">2. Considerations of maintenance, and anti-vandalism (mainly graffiti) design incorporated into the equipment.3. Longevity and warranties of equipment and surfacing.	
5.1.3 Presentation and Quotation:	Suppliers are to provide: <ol style="list-style-type: none">1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2).2. 1 x CAD or scaled Google Map of the design in A2 size or similar.3. An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation. (Advise the manufacturer of each product if they are not from your organisation).	10%

5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

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	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 Advantageous Tender.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

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 criteria outlined in this document.



6.2 Site Meeting with Interested Parties

There will be a site meeting on a specific date to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots. However, this is not mandatory, and suppliers should 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 and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, or you 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 only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Contact Checks
- Reference Site Visits
- Supplier Response to any change requests to the original submission
- Additional Consultation within the Council or external parties

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

6.6 Consultation or Public Engagement

The Employer reserves the right to a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, 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 Employer will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these 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 of any significance.

6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee and/or by a 3rd party such as the Procurement Contact or a consensus of all stakeholders.

Standstill Period: For contracts over the UK Procurement Threshold at the time of the tender, a Standstill period will apply of *10 Calendar Days* from notification date.

6.9 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions by the Consultant will be provided on request via email, however if suppliers want additional detail, this will need to be requested of the Employer at their discretion to provide. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.



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	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. <u>Response to 5.1.1 and 5.1.2:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. <u>Response to 5.1.3:</u>	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i> <i>SupplierNameQuotation</i>

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 Submission Instructions

Both electronic and hard copies required by the due date and time.

Email to be sent to:

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

michael@sportsandplayconsulting.co.uk

Hard copies to be sent to:

Watton Town Council

Middle Street, Watton

Thetford IP25 6AG

Attention: Jane Scarrott

'Tender – Watton Town Council Playground Project'

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 (labelled as above).