

## **Rosemead Park Play Area Equipment Replacement Procurement Brief** **December 2019**

Littlehampton Town Council has allocated a significant budget to replace the existing playground equipment at Rosemead Park in Littlehampton which is outdated. The aim is to create an inviting design by providing facilities that are inclusive, suitable to all abilities & ages ranging from 0-14 years and their families. It should provide play equipment and surfacing that is modern yet robust to deter anti-social behaviour or potential vandalism and take into consideration the proximity of the Link Road to the western side of the park. The Link Road is a planned project by West Sussex Highways design connecting to a new bypass to provide a direct link between Littlehampton and the A27.

This is the link which is now live <https://www.lyminsterbypass.co.uk/>. The work is expected to be completed by Summer 2020. The Town Council is inviting Contractors to present their ideas for the projected budget below.

Organisation	Littlehampton Town Council
Brief description of supply	Play Equipment
Estimated value of tender	£100,000 - £125,000
Estimated completion date	Summer 2020
Name of Contact	Khensani Mudau
Confirmation of Contract	27 March 2020
Work Start Date	13 April 2020
Completion of work	03 July 2020

### **Overview**

Rosemead Park is a highly family orientated open space used for various activities such as jogging/running, dog walking, field activities i.e. (football etc.), walking for leisure, meeting up with friends as well as the play area which is the most used space. The park has residential properties on two sides. Most people visit this park more than once a week. The play area has potential to expand in size to accommodate a growing community in the future. It is in a prominent enclosed area used by parents/child-minders & children on their own, it is well placed for use during their school run. There are currently conifers on the western boundary, one of the Council Priorities is to replace these with a Tree Planting Scheme on the new road between the Academy and North Littlehampton gateway, that is along the Link Road (this is not part of the contract). Interested Contractors are advised to visit the site to familiarise themselves with the field and the surroundings. Council officers are available to meet interested contractors during the tender period given sufficient notice.

## **Outputs/deliverables**

The following outputs will be required:

- Littlehampton Town Council is striving to provide a facility that meets the needs of a variety of users and preference will be given to an imaginative design
- Resurfacing appropriate for the type of new equipment
- Equipment to suit all abilities
- An enclosed area with automatic closing gate providing safety
- The play area will need to be separated into older and younger children's play zones with suitable equipment for different ages 0-5, 6-12, 13-14 (with a possible potential of expanding and repositioning of the playground).
- A provision of a robust and vandal proof play area
- An all-weather solid access path from the walkway to the north of the site to the enclosed play area (for buggies and wheelchair access) will need to be provided.

## **Your method Statement: must include**

- Full details of the proposed area and equipment
- CAD & elevation drawings
- Details of relevant experience & qualification (API registered)
- Details of comparable projects that you have undertaken
- Contact details for a minimum of two reference sites
- A comprehensive budget breakdown (excluding VAT )inclusive of costs associated with:
  1. Supply
  2. Installation
  3. Equipment quality
  4. Design specification
  5. Repairs
  6. Maintenance
  7. Where spares/parts are ordered
  8. Pricing

## **Contract management**

We expect the service to commence not before 1<sup>st</sup> April 2020 and be completed by 3<sup>rd</sup> July 2020.

The anticipated budget is between £100,000 - £125,000 to include all expenses and excluding VAT. The contract will be let by Littlehampton Town Council.

Quotation Requirement: We are looking for a competitive quote to a likely maximum of £135,000 excluding VAT, including the removal of the existing equipment and supply, delivery and installation of all new work and equipment.

## **Anticipated Timeline**

Action	Date
Tender Release Date	Friday 13 December 2019
Tender submission Due	Midday, Friday 17 January 2020
Long listing	Monday 20 January -7 February 2020
Short listing	Monday 10 February- 28 February 2020
Committee Presentation	19 March 2020
Decision	26 March 2020
Notify Contractor	27 March 2020
Initial Meeting with Contractor	02 April 2020
Work to commence	13 April 2020
Work to be completed	03 July 2020

1. Tendered prices with designs shall be received in writing by the Council not later than 12 noon on Friday 17 January 2020, electronic submissions will not be accepted.
2. Late Submissions will not be accepted
3. A shortlist of Contractors will be selected using the criteria below to make presentation of their proposals to a committee of the Town Council, this is likely to be in the week commencing 19 March 2020
4. The Council will inform the successful contractor by Friday 27 March 2020
5. A prestart meeting shall be scheduled between the Council and the Contractor. At this meeting a pre works photo survey will be undertaken prior to commencement of works.
6. Following the presentation, officers may need to clarify certain points named at the meeting.
7. The Works are scheduled to be started not before 13 April 2020
8. The Works are to be completed & tested not later than 03 July 2020.

### **Timetable and Monitoring**

1. The successful Contractor will agree a construction timetable with the Council following the award of contract, and as such the timetable set out in the Programme of Works section should be used as a guide only and allow a contingency for inclement weather
2. The Council will require a weekly, and on occasion ad hoc, report providing accurate details of progression against the scheme of works and information in instances where a contractor fails to meet any of the agreed service levels
3. The Contractor may be required to attend review meetings with the Council's Project Manager at her/his discretion to discuss performance.

### **Evaluation and Scoring**

Tenders will be evaluated to determine the most economically advantageous bid (price/quality) using the following criteria and weighting, however an overall good standard at each criterion must be achieved.

**Price (20%)** :(subject to the scheme being within the overall budget parameters)  
Contractors are asked to submit a pricing schedule for each element of the work. Price will score 20% weighting based on value for money.

## **Quality (80%)**

- **The design** needs to be innovative and demonstrate an understanding of the brief of the site and the needs of the service and its customers. (20%)
- **Inclusivity**: is a key focus for this project. The Council will evaluate each item of play equipment based on the inclusivity, appeal and use for a wide range of abilities. (20%)
- **Durability**: each item of play equipment will be evaluated based on the sustainability, age range, surfacing, play disciplines, challenges, excitement, flexibility to expand and vandalism resistant. (20%)
- **Presentation**: Presentation score will be assessed against the visual plans and the play area layout plans submitted, the connectivity within the play space and how the proposals respect the surrounding environment. (10%)
- **Warranties and Guarantees**: The Council will evaluate the warranties and guarantees on each individual item of play equipment, play area surfacing and materials used or component parts. (10%)

## **Special terms and conditions**

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

Evidence of Risk Assessment of the work to be carried out and copies of Public and Employee Liability Insurance up to £10 million be submitted.

Responses from suppliers' hard copies to be delivered to:

The Town Clerk  
Littlehampton Town Council  
Manor House  
Church Street  
Littlehampton  
West Sussex  
BN17 5EW

## **Contact**

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