

Caldecott Parish Council – Playground RFP

1. Introduction

Caldecott Parish Council is seeking a provider to deliver a playground and community space for its residents.

The document is divided into two sections; the first spells out our requirements, the second details the response we require.

2. Playground and community space – project brief

Background

Caldecott is a small historic village situated in the county of Rutland, comprising some 240 residents of which about 30 are children. The demographic of the Village is much older than the national average. There is a need to improve the vibrancy of the Village and attract younger families into it. The Village currently lacks amenity for its young other than a weekly youth club and a playing field that is not fit for purpose.

Following surveys of need, type of equipment, target age group and location, funds have been secured and the following brief has been prepared.

Timeline

18 May 19	Advertise project
14 June 19	Response deadline
Mid-June 19	Evaluation and clarification of responses
End June 19	Selection of preferred bidder and alternative
July 19	Negotiation with preferred bidder
End July 19	Award of contract published on Contract Finder
Sep/Oct 19	Delivery of playground within 3 months of contract award

Phased approach

The U-12's playground represents the first phase of a community project that seeks to uplift the amenity of the Village for all.

Location

The community has chosen to site the playground in the current Parish Council-owned playing field on the Lyddington Road LE16 9HN as shown.



The Parish Council is currently working with Rutland County Council to ensure that the approaches to the playing field are appropriate. The playing field lies on relatively flat ground that is notionally a football pitch but the playing surface is not currently in good condition, being uneven and weed infested.



Requirements brief

Schematic

The diagram below provides an indication of what the finished scheme, after several phases, would look like. This schematic is the output of consultation that has been carried out across the Village.



Removal of existing equipment and materials

Two sets of square section metal goal posts should be removed and disposed of in a responsible way.



The hedge, bordering the Lyddington Road should be lowered to a height that allows clear lines of sight into the field. There is no requirement to remove the hedge.

If it becomes apparent that there is surplus earth that would ordinarily be removed from site, we are open to this being used to create a climbing/cycling mound if this would be a more cost effective option.

Access

A new pedestrian gate will need to be created and installed adjacent to the existing 5-bar gate as per the schematic

An access path will need to be created from the pedestrian access gate to the play area suitable for use by pushchairs and prams.

Equipment requirement

The equipment should be aimed at the under-12s and comprise:

- Age appropriate swings
- Nest swing
- Zip wire
- Climbing tower
- Slide
- Balance beam
- Seesaw
- Slim-line roundabout post
- Springy 'chicken'
- Picnic benches (x4)
- Waste bins (x4)
- Dog waste bin (x1)

Materials

Being a rural and historic village, we have a preference for materials that are natural and therefore a perceived better fit.

Safety

Where safety surfaces are required as set out in industry guidelines, our preference is for the type that allows grass to grow through and to be easily mowed and maintained. Bonded mulch or rubber are not a specific need unless they are a legislative requirements.

Installation

It is expected that the chosen supplier will prepare the surface, install the equipment, handover the playground via a formal process and rectify any defects and snags.

Lifetime

Amongst other requirements, the equipment should be built to last and should have a design life of at least 20 years.

Maintenance

We are mindful that post-delivery there will be maintenance requirements and that the intensity, frequency and cost of ongoing maintenance we will significantly influenced by the choices made at the outset regarding equipment, quality of materials, quality of installation etc. We will be looking for a solution that helps us manage maintenance effort and costs down.

Landscaping

The Parish Council would like the provision of 10 x standard broadleaf trees to be included in the tender response and these should be priced for supply only and supply and plant

Planning permission

We have had it confirmed by Rutland County Council that no planning permission is required so long as no part of the equipment stands higher than 4.0m, or exceeds a capacity of 200m³.

Site visit

Bidders are welcome to visit site to assist them in compiling their strongest response but these will be unaccompanied by the Parish Council.

Budget

The cost of the project Phase 1 is restricted to £35k excluding VAT.

Questions and clarification

Questions should be submitted to the Clerk at Clerk.caldecott@gmail.com. Responses to questions of a non-commercial nature will be shared with all bidders.

Bidders are prohibited from contacting councillors to encourage or support their tender outside the prescribed process.

Selection process and expectations

The project is open to all bidders and has been advertised on Contracts Finder. The choice of provider will be based on value for money but this does not convey that we will be constrained to select the cheapest bid.

It is expected that the chosen supplier will work alongside the Project Team at no further cost to arrive at a final design for delivery.

The Parish Council will maintain dialogue with a second bidder in reserve, should an agreed solution not be arrived at with the preferred bidder.

Return address

Two hard copies of the tender response should be submitted by the deadline to the Proper Officer:

The Clerk
Caldecott Parish Council
5 Main Street
Middleton
Market Harborough
LE16 8YU

A soft copy should also be supplied by the deadline to:

Clerk.caldecott@gmail.com

Deadline

The deadline for responses is **Friday 14 June 2019**.

3. Response requirement

Your response should comprise the following components:

1. Background to your company
2. The project team you will assign, and who will lead the engagement
3. Project plan
 - Installation - please explain how you intend to deliver the playground including timelines, expertise, access requirements, working hours and anything else you believe we should be made aware of
 - The bidder should state their availability to deliver during the desired timeframe as set out at Section 2
4. Practical completion process and handover into use
5. Indicative layout plan
6. You should state any safety and quality standards that you work to as part of your response
7. Confirmation of the equipment to be delivered, accompanied by images of the proposed equipment. The bidder should feel free to substitute what it considers to be better or alternative configurations, or that might combine some of the above elements, rather than deliver entirely discrete components
8. Proposed materials to be used in the construction, including safety surfaces
9. Design life of the playground. Your response should identify any components that may have a shorter life than that specified
10. Maintenance - identify any equipment that is likely to be more demanding of ongoing maintenance. For each piece of equipment please identify the most common component failures together with an idea of cost were that component to fail
11. Costs. These should show any ground preparation, access gate and path, individual equipment, safety matting, installation, and other costs (please specify) that will make up the overall cost. Additionally the cost of the landscape tree on a supply and supply and plant basis
12. Payment profile
13. Added value your company delivers
14. Insurances, guarantees and warranties
15. Confirmation that you would be able to receive funds direct from WREN who have provided a grant for the project
16. References