

## **Invitation to tender for the design and re-development of Woodways Playground**

Deadline for submissions: 10am 12<sup>th</sup> April 2021

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## 1. Project Overview

This document has been prepared by Haddenham Parish Council (The Council) for the purpose of inviting proposals from a suitably qualified company to design and re-develop an existing playground facility located next at Woodways Playing Field, Woodways, Haddenham, HP17 8DS.

### Budget

The Council has agreed a budget of **£90,000.00 (Ex VAT)** for the project. All pricing should be exclusive of VAT and in GBP (£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

## 2. Timetable for Project

Applicants will need to adhere to the timescales set out below.

Action		Date
Issue invitation to tender	The Council will publish on: <ul style="list-style-type: none"> <li>• HPC website</li> <li>• Contract Finder</li> <li>• Find a Tender</li> </ul>	Week commencing 1 <sup>st</sup> March 2021
Notification of Intention to Bid	Interested parties are to notify the Council by email of their intention to submit a tender	15 <sup>th</sup> March 2021
Site visits	Site visits will be conducted	29 <sup>th</sup> March 2021 AM
Deadline for questions	All questions should be submitted via email to the named contact	5 <sup>th</sup> April 2021
Deadline to receive tenders	Tenders should be submitted in line with guidance below	10am 12 <sup>th</sup> April 2021
Approval of contractor	The successful contractor will be notified no later than	Week commencing 26 <sup>th</sup> April 2021
Work to take place	Work should commence no later than 28 <sup>th</sup> June 2021 and be completed prior to the start of the school holidays in late July.	To begin week commencing 28 <sup>th</sup> June 2021

### **3. Tender Instructions and Guidance**

#### **Named Contact for Project**

All contact should be with Emma Marsden (Deputy Clerk) via [deputyclerk@haddenham-bucks-pc.gov.uk](mailto:deputyclerk@haddenham-bucks-pc.gov.uk).

Suppliers are forbidden to approach any person/s outside of the named contact within this document in relation to this tender and project. Failure to adhere to this requirement may result in disqualification of the tender process.

#### **Questions**

Any questions relating to this tender must be raised in writing no later than 5<sup>th</sup> April 2021. Questions should be addressed to Emma Marsden by the designated e-mail only.

Please note that the responses to any questions raised during the tendering period may be circulated to all applicants.

#### **Site Meeting**

There will be the opportunity to attend a site meeting along with other interested suppliers, subject to government guidelines regarding coronavirus restrictions, on the morning of 29<sup>th</sup> March 2021. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience.

If attending a site visit, we request that only one person from each supplier is present.

Appointments can be booked via [deputyclerk@haddenham-bucks-pc.gov.uk](mailto:deputyclerk@haddenham-bucks-pc.gov.uk).

#### **Notice of Intent to Bid**

Suppliers should inform us of their intent to submit a tender by 15<sup>th</sup> March 2021. Failure to do so could result in your organisation not receiving updates to the Tender Process or any circulated responses to questions.

#### **Decision and Award of Contract**

The Council will use the scoring criteria set out within this document to make a decision on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

#### **Supplier Submissions**

The tender submissions received by the Council will not be shared with other suppliers.

#### **Non-Consideration of a Tender Response**

The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

Contractors tendering for this contract must complete a Certificate of Collusion (see attached document). This is in regard to canvassing Members of the Council or its officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted.

Anything other than “appropriate” communication made with the Council’s named contact, such as raising any questions or clarifying points relating to the tender, may be considered a breach in the procurement.

#### **4. Contract Conditions**

##### **Works and Standards**

The work is for the design and redevelopment of Woodways playground. This includes the supply and installation of appropriate groundworks, safety surfacing and play equipment. The contractor is also responsible for the removal of designated existing equipment, as agreed with the Council. Specified equipment is to be retained.

All works should comply to the British and European Standard for playground equipment and surfacing is BS EN 1176.

The contractor will be responsible for organising an independent post-installation inspection and rectifying any issues identified at their own cost.

##### **Health and Safety**

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction, including the use of heras fencing where appropriate. The contractor is also responsible for securing their equipment on site. The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

##### **Insurance**

The successful contractor must have the following cover in place:

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**

Evidence of this cover must be provided at the initial quotation stage.

## **Additional Documentation**

A Schedule of Works with a commencement and completion date and a Risk Assessment and Method Statement must be provided prior to work commencing.

## **5. Specification of Works**

Woodways is a well-used playground at the centre of Haddenham, adjacent to an infant and junior school, playing fields and tennis courts. The current playground consists mostly of ageing wooden equipment with grass matting surfacing. Much of the equipment and surfacing is beginning to show signs of wear and is in need of replacement. Although the playground currently contains a wide range of equipment, it lacks a cohesive design and the Council is seeking to include more exciting play equipment that caters to wider a range of ages.

Equipment to be retained includes the existing wheelchair swing and zip-wire in their current locations. There is an early years see-saw that would ideally be retained also, however this can be relocated as necessary.

Feedback via a survey carried out by the Council has identified that there is a desire for an exciting fort-style central piece in the playground featuring a slide, bridges/walkways, tubes/tunnels, climbing elements and fireman's pole. Examples below. Ideally this piece would predominantly feature more challenging elements for primary school aged children with an accessible area at the base that could contain sensory/interactive elements.







The survey also suggests that whilst there is currently a good range of equipment for primary school aged children, there is a desire for more equipment that caters to pre-school and older children.

Several responses indicated that older children would use the playground more frequently if there were more exciting/challenging equipment for them to use. Improvement of the current basketball area was frequently mentioned and we would like to upgrade the existing area to a multi-sports area, including a basketball ring, football goal, cricket stumps, netball post for use all year round. We would also like to include some more exciting equipment such as a large cantilever basket swing that teenagers could use.

For pre-school children, the use of more imaginative and fun pieces is required. We would like to feature a multi-play unit that includes sensory/interactive elements and is at least partially accessibly via a ramp to both wheelchair users and smaller children. Example below.



The challenge is to design a playground that caters to all age ranges with stimulating pieces that children are excited to use.

In terms of layout, we would like the playground to flow with a sense of journey. We were impressed with the layout of the playground below, where the obstacle course enclosed the main feature piece and led from one end of the playground to the other. Picnic benches can also be seen throughout the playground, allowing parents to keep an eye on children – another concern that was highlighted. At another playground, a rope bridge was used to connect the fort style centre piece to the zip-wire.



## **Materials**

We are also looking to improve the safety surfacing as the playground is well used and the grass matting wears quickly. We are hoping to use a surfacing such as bonded rubber mulch beneath most of the equipment to increase the life span of the surfacing, increase impact attenuation and improve accessibility.

Due to the heavy use of the playground, equipment must be robust and vandal-proof. We have experienced issues with the wooden equipment that is currently in place, so any future wooden pieces must be resilient with protective capping at the base to protect the equipment. We are also interested in the use of recycled plastic equipment as an alternative to wood.

## **Environmental Considerations**

The Parish Council has declared a climate emergency and is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible. Applicants that



can demonstrate environmentally friendly policies with regard to the manufacture, recycling and disposal of equipment will be looked on favourably.

### List of requirements

Item	Requirements
Cradle Swings	Possible option for combined adult/toddler swing and/or boat swing
Pre-school multi-play unit	Must be at least partially accessible via a ramp Features sensory/Interactive equipment Should feel fun
Sunken trampoline	Able to accommodate wheelchair users
Flat-bed swings	
Fort style (or themed) multi-play unit	The piece should be exciting and challenging, aimed mainly at children 5-12yrs and should include: slide(s) walkways/bridges, tubes/tunnels climbing wall climbing ropes fireman's pole base area accessible to younger children/wheelchair users with interactive elements.
Large cantilever basket swing	
Multi-sports area	Basketball hoop Football wall/goal Cricket stumps Netball post
Trim trail	To feature a range of equipment acting as a route through the playground
Natural elements	To be placed by the trees for a more natural area Stepping logs Possible willow wigwams / tunnel Boulders
Surfacing	Predominantly bonded rubber mulch
Pathways	Accessible for wheelchairs/push chairs
Seating	4 picnic tables to be placed around the equipment, including two that are wheelchair accessible.
Re-location	Early years seesaw, if necessary.
Disposal	The removal and disposal of all equipment, <b>excluding</b> : The wheelchair swing The zip-wire The early years see-saw





## 6. Scoring Criteria

Description	Evidence	Scoring
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Ability to deliver project within the specified timeframe	Confirmation of expected timescales	Pass/Fail
Insurance at the specified level	In-date Certificates	Pass/Fail
Certificate of Collusion	Signed Certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
Health and Safety Policy	Copy of policy	Pass/Fail
Quality of Design	Compliance with specification Ability to cater to all ages and abilities Well-designed layout	50%
Materials	Quality of materials used Expected life-span for equipment Reliability of supply chain	10%
Environmental credentials	Evidence of sustainable approach and policies relating to manufacture, recycling and disposal of equipment. Carbon emissions relating to supply chain and manufacture.	5%
Inclusive Employment Practices	Evidence of equality and diversity policy	5%
Price/Value for money	Quote for current project Cost of replacements Warranty cover Deliverance of project aftercare service	30%

## 7. Submission checklist

Please ensure the following are included with your submission:

- Application form
- Draft playground design and quotation
- Product details
- Warranty details
- Copies of Insurance Certificates

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE

- Maintenance requirements
- Costing and lead time for availability of spare parts
- References
- Requested policies
- Delivery and installation timetable.

An email or electronic transfer of all the above responses should be sent to [deputyclerk@haddenham-bucks-pc.gov.uk](mailto:deputyclerk@haddenham-bucks-pc.gov.uk) by 10am 12<sup>th</sup> April 2021. Hard copies should also be sent to the Parish Council Office, Banks Park, Banks Road, Haddenham, Bucks, HP17 8EE.

Please note - Tenders are NOT to be hand delivered by representatives of bidding suppliers.