



INVITATION TO TENDER

FOR NAZEING PARISH COUNCIL

ELIZBETH CLOSE PLAY AREA PROJECT

Background:

The green space known as Elizabeth Close Playing Field is located to the rear of Elizabeth Close (EN9 2HX), behind the houses and very close to the centre of the village of Nazeing. It is a fairly large space but is mainly laid to grass, with only one part having equipment installed, which is all over 15 years old.

Nazeing village is very large by area, with a fast-growing population (currently c5,000) and a mixed demographic of families with children through to a significant number of older, retired residents.

Despite the size of the community across the Parish, there are very minimal community facilities and this is something that the current Parish Council have as a strategic priority to improve.

A public survey has already been held, which highlighted residents desire for better equipment and accessibility. Grant applications have been unsuccessful, which limits the funds available at this point to the Parish Council's approved budget of £40,000 (excluding vat).

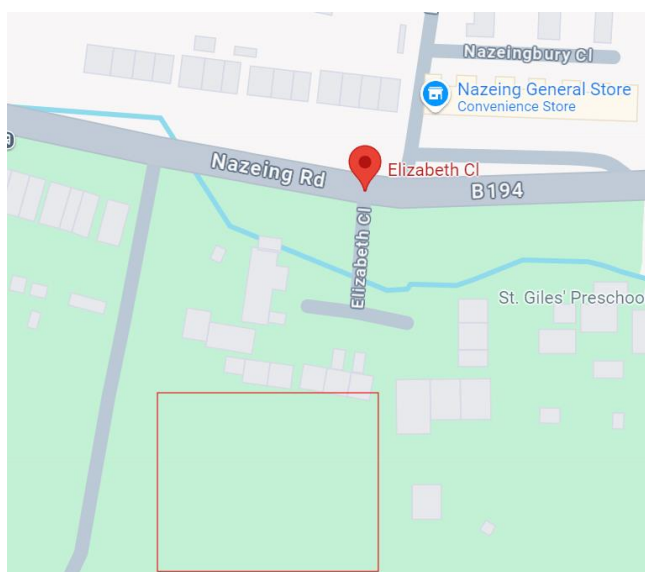
Nazeing Parish Council would like to invite experienced, qualified Contractors to tender for providing an upgraded play area for the enjoyment of younger residents and their families. The design should focus on play values, inclusivity and value for the budget available.

Site visits are strongly recommended to enable Contractors to understand full requirements. The Clerk is happy to accommodate these and can be contacted via the email address or phone number at the end of this document.

Please Note: The Parish is open to consortium bidding.

Site:

Elizabeth Close Playing field is largely laid to grass, with a small, fenced playground for young children in the south-east corner and a combination ball goal and hoop on a metal frame to the south. It is accessed from Elizabeth Close to the north and from Clayton Hill, part of the Lee Valley Park to the west. See map below (red box shows field area with entrance at top, right corner: what3words ///lakes.spark.save). Photographs of the existing site are in Appendix A.



The existing playground is in a corner of the field (bottom right of the map). There is currently no access path (which will be the subject of a separate project). The installed equipment has minimal inclusivity, with only one swing of potential use for less able-bodied children. The equipment and the surfacing installed is showing various signs of wear and deterioration and was not designed to maximise play-value or stimulation. There is little to engage older children.

Specifications

General

- Tender quotations to include a fully managed project, with periodic meetings with the Clerk and Council representatives to monitor progress throughout.
- Contractors will be required to demonstrate and provide their specialist knowledge and skills and manage the contract to achieve compliance with all relevant legislation, standards, health and safety and risk requirements.
- The works to be completed to EN1176 and associated codes and practices.
- The successful Contractor will be responsible for the security / health and safety / risk assessments for both the existing area and new play areas, for staff /sub-contractors throughout the project, and will be responsible for all plant machinery, materials, personal property of staff, and the correct storage of any potential hazardous materials or equipment.
- Safety signage / security fencing / vehicle access to site – the successful Contractor will be responsible for ensuring appropriate safety fencing / safety notices and vehicle access to site and for any damage caused by vehicle access.
- Re-instatement of all surrounding areas.
- Minimum 10-year warranty of equipment and surfaces.
- Temporary storage structure – the location of any structure for the site, would need to be agreed prior to work commencing, with the Contractor being responsible for the maintenance and safety of such.

Existing Play Area

- Dismantle and dispose of the old play equipment, with the exception of the swings, which are possibly to be refurbished (if costs allow) and the existing 2 waste bins.
- Remove two timber benches.
- Remove and dispose of existing wet pour/tarmac surfacing.
- Existing fencing is to be reused as it is in good condition and should be incorporated into the new design.

New Play Equipment Requirements

- Suitable for age range 1 – 12 years within the playground.
- Steel equipment. Timber will not be suitable.
- New innovative design, varied in play range with inclusive elements.
- Particular attention needs to be given to accessibility.
- Refurbish existing swing unit, by repainting and providing new swing seats and chains.
- Provide 2 new bench seats within the playground.
- Provide wet pour surfacing around equipment to required depth, over 50mm subbase.

- Playground design to include as minimum a multiplay unit (max 1.9m), a see-saw type unit, communication/play panels and a spin or bounce facility.
- Outside the playground, on the playing field, as a minimum, 2 football goals and a picnic bench.
- Please note design may be subject to modification and negotiation with the selected contractor following consideration of the chosen design.
- The Contractor to supply a detailed maintenance schedule, outlining procedures / guidelines and bespoke tools as required for maintenance purposes.
- Visuals and drawings should be provided as part of the tender. These may be used in a public consultation.

Health and Safety

The contractor will be responsible for the Health and Safety of the works for the new play area, including all Risk Assessment Method Statements (RAMS).

Sub-contractors

Tenders should include the details of any sub-contractors to be used, with the Contractor being responsible for their work, health and safety and risk assessments.

The Parish is open to and would encourage consortium bidding for best use of available funds.

Constraints

- The site is near residential housing, which needs to be considered.
- Hours of work – Monday – Friday 08.00 – 17.00 and Saturday 09.00 – 13.00 (no bank holidays).

Insurance

The successful Contractor must be able to provide evidence of satisfactory insurance cover, including:

- Public Liability Insurance.
- Product Liability Insurance.
- Employers Liability Insurance.
- Professional Indemnity Insurance.

Post Implementation Inspection

The successful Contractor will be responsible for the organisation and cost of a qualified, independent, post installation inspection following the completion of the project, and for rectifying any issues highlighted at their own cost, prior to the project being formally signed off by the Chair of the Recreation Committee, and the new play area opened to the public.

Dates

Contract start / finish dates: Availability / timescales to be included in tender documentation and to be agreed / approved with the successful Contractor.

Finance / Payment

Nazeing Parish Council shall not be responsible for any tender preparation costs.

Tender submissions should remain open for at least 6 months from the tender closing date.

Project cost is not expected to exceed £40,000 (exclusive of VAT). It is therefore essential that all costs to comply with requirements are included within the tender submission.

Following final sign off by the Clerk and Chairman of the Parish Council, and handover, an invoice should be sent. Payment will be made within 30 days of receipt.

A 5% retention will be held for a maximum of 6 months from completion.

Formalities

In accordance with the Public Regulations 2015, this contract will be advertised on the Governments Contracts Website. Please note, whilst it may be necessary to make some small adjustments to the tender documentation post public consultation, these will be kept to the minimum possible.

The successful Contractor will enter into a purchase order agreement signed by the Clerk and Chairman of the Parish Council.

Evaluation Criteria

Tenders received will be measured by Nazeing Parish Council using the below criteria:

- Concept, inclusive design, play value and number of pieces of equipment. 40%
- Quality of materials, longevity and durability of equipment/surfacing. 30%
- Price / value for budget. 10%
- Warranty scope and length. 10%
- Project management, service standard. 5%
- Presentation and visual submission, fulfilment of brief. 5%

Tender Submissions

Tenders should be submitted to:

Lorraine Ellis, Clerk. Nazeing Parish Council, The Leisure Centre, Bumbles Green, Nazeing, Essex EN9 2SF

Please ensure these are marked “Private and Confidential” Elizabeth Close Playing Field Tender

Closing date: 31st October 2024

Appendices

Appendix A - Photos of existing play area, which is also site for new play area

Contacts

Lorraine Ellis – Clerk to Nazeing Parish Council

Telephone: 01992 893012 (**Office hours Tuesday & Friday 9am to 5pm)

Email: council@nazeingparishcouncil.org

Appendix A

