



# **Mountsorrel Parish Council**

## **Main Tender Document**

***Provision to design and install new  
Play Facilities at:  
Halstead Road Play Area***

To be submitted no later than 24<sup>th</sup> March 2023.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### **The Employer**

Mountsorrel Parish Council

### **Procurement Contact**

Sports and Play Consulting Limited

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## 1. General Requirements

### 1.1 Overview

Halstead Road Recreational Ground contains a variety of play and sports facilities including a Multi-Use Games Area, BMX Track and a Playground on the northern side (outlined in Yellow).

The playground is poorly positioned and designed in terms of access and general layout, with some equipment needing to be removed all together. Mountsorrel Parish Council (The Employer) is looking for a qualified and experienced company to design and install a new playground, however positioned on the south side near pedestrian access (outlined in Blue) with a new pathway (outlined in Green).

At present, they are going to consider two options:

1. Retain and refurbish most of the existing equipment and install a new fenced facility on the south side primarily for younger/toddler aged children.
2. Remove all the existing equipment with a single new playground for all ages and abilities (0-12 years).

**The site address is: Off Halstead Road, Mountsorrel LE12 7JF**





Considering practical aspects such as access, quality of the existing equipment, in addition to two separate playgrounds which could create inconvenience for families the preference will likely be Option 2, however suppliers should provide a response for both.

## 1.2 Budget and Costings

- The council has set aside a maximum budget of **£125,000.00 (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. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.
- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.

## 1.3 Non-Consideration of a Tender Response

The Council 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 Council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer is not



able to provide all the information required by the Council to make a full evaluation.

Any offence or inappropriate actions by a supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than *appropriate* contact made to the named consultant 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.

## 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 and BS EN 1176.

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 of 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, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply 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**
- Contractors (All Works) Insurance of no less than: **Project Value**

## 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 in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- 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.

There are various considerations and objectives from the Council that should be taken into account, in addition to the Specifications listed below in Section 3.2.

Mountsorrel is an area of ground predominantly made up of *Granite* and the field in question does suffer from poor drainage. A survey and design to improve drainage along with the new surface should be part of the submission.

Houses are located across from the proposed location for the new play area, so equipment should be no higher than 4.0 meters and avoid items that could create excessive noise.

The area within the fence does not have to be one entire pad of surfacing, however it should be designed to have the equipment and seating on a single pad with some turf to create space and soften the area.

A new pathway is to be designed into the scheme to improve the access and practicality for families. Some of the *Junior* equipment may be located outside of the fence and designed to allow for future growth of the facility in terms of more equipment.

Consideration of the trees to the West and East, and the Football Pitch must be taken into account for the location of fencing and equipment.



**Views across the proposed site:**



**Views across the existing playground:**




### 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	Option 1 (Retain existing)	Option 2 (Single facility)
<b>Suggested Equipment: (Not limited to)</b>	<u>Junior Area:</u> 1. Replace wheelchair roundabout with a	<u>Toddler Area (Fenced):</u> 1. Toddler Swings – two seats including <i>Parent</i> seat.

	<p>dynamic/rotating item for multiple users.</p> <p>2. If slide is removed, replace with a unit including a traditional slide.</p> <p><b>Wetpour to be added/overlaid where required and can be trench cut into the ground.</b></p> <p><u>Toddler Area (Fenced):</u></p> <ol style="list-style-type: none"> <li>1. Toddler Swings – 2 seats with Parent seat.</li> <li>2. Basket Swing.</li> <li>3. Multi Play Unit for all ages with play panels and/or theming.</li> <li>4. Balance Trail.</li> <li>5. 2 x Springers.</li> <li>6. Roundabout.</li> <li>7. Inclusive See Saw.</li> </ol>	<ol style="list-style-type: none"> <li>2. Basket Swing.</li> <li>3. Toddler Multi Play Unit with play panels and/or theming.</li> <li>4. Balance Trail.</li> <li>5. 2 x Springers</li> <li>6. Roundabout</li> <li>7. Inclusive See Saw.</li> </ol> <p><u>Junior Area (Outside Fence):</u></p> <ol style="list-style-type: none"> <li>1. Junior Multi Play Unit</li> <li>2. Dynamic / Rotating item for multiple users.</li> <li>3. Climbing Structure such as a Rope Pyramid.</li> </ol> <p><b>Note: Council may consider fencing the entire area if a budgetary cost could be supplied as an addendum.</b></p>
<b>Primary Material:</b>	Steel – using muted colours where possible (under 4.0 metres).	
<b>Safety Surfacing:</b>	<p><b>Wetpour</b> –flecked colours in toddler area may be used (muted such as green and brown with a maximum of two colours). One of the colours to be used to outline a path from one end to the other between gates. Surfacing under junior equipment can be black with <i>No</i> splashes.</p> <p><b>Artificial Play Grass</b> – if spoil can be used for some mounding, this could be incorporated into the design using <i>Artificial Grass</i> and possibly an embankment slide.</p>	
<b>Sub-Base:</b>	100mm deep Mot Stone Type 1	
<b>Edging:</b>	No edging required other than new pathway, trench cut into the ground however ensuring the perimeter of the surface allows for any strimming or mowing near the fence line (no grass can grow immediately under the fence).	
<b>Refurbishment:</b>	Yes – existing equipment to be refurbished. Paint to be stripped back with appropriate play quality paint for steel applied (two coats). Any panels or materials that need repairs or replacement should be costed for, with careful consideration around the Slide – this has severe rust and damages on the steps/rungs and may need to be	None

	removed altogether (advice from suppliers required). Replace Junior Swing Seat.	
<b>Removals and Disposal:</b>	1. Wheelchair Roundabout  2. Slide (Potentially) 3. Remove all Spoil and Waste 4. Remove Existing Play Sign	1. All Existing Equipment from Junior Area (not including seats or bins) 2. Remove all Spoil and Waste 3. Remove Existing Play Sign <b>Note: equipment removed should have no exposed materials and as level and safe as possible. Existing surfacing can remain.</b>
<b>Pathway:</b>	A new pathway from the pedestrian entrance to the new Toddler Area (approx 20 metres) connecting to the self closing gate. This should be made of a SuDS material such as Conipave or Flexipave with PCC edging on both sides – 1.2 metres wide.	
<b>Seating Area:</b>	2 x Steel or Recycled Plastic benches with backrests within new fenced area (located on wetpour or SuDS surface). 1 x Steel or Recycled Plastic Picnic Table, accessible for wheelchairs. (Located on wetpour area or SuDS surface)	
<b>Bins:</b>	1 x Steel Bin (120 litres) Broxap Derby.	
<b>Play Sign:</b>	Yes – 2 x A3 size steel signs (1 for each area) are required on a steel post. (Artwork TBA)	Yes – 1 x A3 size steel sign is required on a steel post within the fenced area. (Artwork TBA)
<b>Fencing and Gates:</b>	Yes – 1.0m bow top galvanised fencing will be required around the entirety of the toddler space. 2 x Yellow Self Closing gates are required at each end of the play area. No fencing required for any Junior equipment which can be located outside of the toddler space. <b>Note: if an area of turf remains within the fenced area, a Maintenance Gate should be included into the design.</b>	
<b>RPII Inspection:</b>	Yes – The Play Inspection Company or ROSPA. All actions required must be addressed within a reasonable time depending on level.	
<b>Re-Instatement:</b>	Yes – Any damaged material to be repaired or replaced to original condition. Damaged turf to be graded and seeded with topsoil. Fill in any voids such as the removal of the wheelchair roundabout to ensure it is level and safe.	
<b>Welfare Required:</b>	Yes – Include portable toilets and drinking water.	

#### 4. Timetable for Project

Below is the table set out for the Procurement Process:

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	3rd February 2023
Site meeting for interested contractors (30-minute slots – 1 person from each supplier only):	20 <sup>th</sup> February 2023 (10am – Midday)
Notification of your intention to provide a response and deadline for questions about the tender:	24 <sup>th</sup> February 2023
<b>Tender Submissions Due:</b>	<b><u>24<sup>th</sup> March 2023</u></b> <b><u>16:00 Hours (4pm)</u></b>
Decision on Preferred Supplier:	April 2023
Works to Begin:	September 2023

#### 5. Scoring Criteria

##### 5.1 Scoring Table

Please provide a response for each criterion (and for both options) as part of the tender submission.

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Project Design and Rationale:</b>	Specifically scoring will be based on: 1. Range of equipment for various play experiences, ages and abilities. 2. <i>Design Rationale</i> in terms of layout and practicality of the overall design. 3. Meeting the desired brief and objectives.	<b>60%</b>



<b>5.1.2</b> Technical and Specifications:	Specifically scoring will be based on: 1. Details of materials used for all equipment, sub-base, refurbishment and surfacing. 2. Drainage design and rationale. 3. Longevity and warranties of all equipment and surfacing.	<b>30%</b>
<b>5.1.3</b> Presentation and Quotation:	Suppliers are to provide: 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).	<b>10%</b>

## 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.

In the event that 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, starting the process over. 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 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 for each option 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 to the Council.
- Supplier site visits of similar projects.
- 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 conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, 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 council 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 may include items from one of the other submissions.

## 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 or Group, &/or by a 3<sup>rd</sup> Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by the Procurement Contact named in this document.

## 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 on the selection, this will need to be requested of the Employer which will be at their discretion to provide. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 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](mailto: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> <b>(Option 1 and Option 2)</b>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. <u>Response to 5.1.3:</u> <b>(Option 1 and Option 2)</b>	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.

**Electronic copy 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](mailto:michael@sportsandplayconsulting.co.uk)

**Hard copies to be sent to:**

Mountsorrel Parish Council

2a Little Lane

Mountsorrel LE12 7BH.

Attention: Ross Willmott

'Tender – Mountsorrel Parish 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).**