

New play area, Multi-Use Sports Area and associated works at Theale Recreation Ground

Friday 18th February 2022

Invitation to tender



Theale
parish council

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Invitation to tender

1 Background

- 1.1 Theale Recreation Ground is well used by villagers. Local football teams and the Theale & Tilehurst Cricket Club play on the space. Being opposite the primary school and within walking distance of the whole village, it is a popular location for parents and children of all ages to meet and play.
- 1.2 Theale Parish Council conducted a survey in early 2021, which sought to find out how residents use the recreation ground, which ages are least provided for by its facilities, and people's ideas for how it can be enhanced. The survey revealed clear support for a new play area to replace the dilapidated one, and a need for more facilities for older children and teenagers, currently lacking.
- 1.3 The new play area will provide for children of all ages – including the very young and older children – and all abilities and needs, including those with limited mobility.
- 1.4 The MUSA will cater mainly for teenagers and adults, again of all abilities and fitness levels, including those of limited ability. The aim is to provide a welcoming facility which encourages all members of the community to get outside and get moving!

2 Project cost

- 2.1 The total project cost shall not exceed £255,000.

3 Site description

- 3.1 A plan of part of Theale Recreation Ground showing the access point and the areas designated for the build is given in Figure 3 below.
- 3.2 The field is bounded by Englefield Road to the north, Theale Medical Centre and the Oxford Diocese office to the east, Holy Trinity Church graveyard and a soon-to-be completed facility for secondary-age learners with Special Education Needs and Disabilities (SEND) to the south, and housing and the cricket pavilion to the west.
- 3.3 Obstacles to note are the London plane tree and the cricket square and outfield.



Figure 1. The proposed site for the MUSA, showing the site of the new SEND education facility (centre) and private residence (right).



Figure 2. The current play area with Holy Trinity Church in the background.

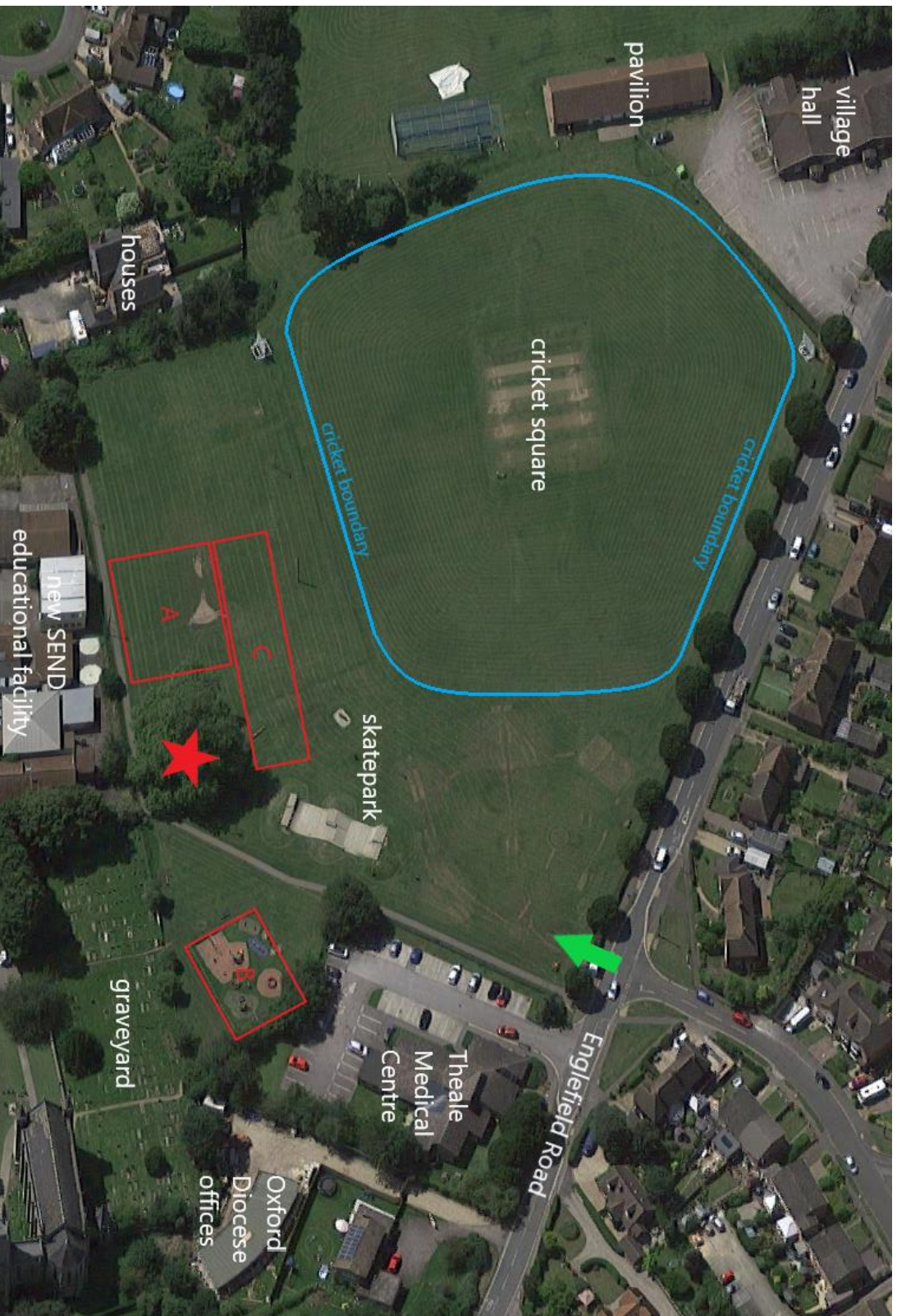


Figure 3. Site plan showing area proposed for MUSA (A), play area (B) and zip wire (C), the London plane tree (red star) and access to field (green arrow). No vehicles may travel within the cricket boundary.

4 Site visits

- 4.1 Bidders are warmly encouraged to visit the site before submitting their tender. Please contact the clerk of the parish council to arrange this.

enquiries@thealeparishcouncil.gov.uk

Tel. 01189 306 592

5 Site works

- 5.1 Confirmation of work hours, storage of materials, access, location of skips, final programme of works and Risk Assessment Method Statements (RAMS) will be agreed with the parish council before work begins.
- 5.2 No vehicles may drive within the cricket outfield (see Figure 3 above). Care should be taken not to damage the field or existing paths. If necessary, heavy vehicles should use ground protection mats.
- 5.3 During installation, the contractor should provide a secure work compound for the build. The contractor will ensure that the public cannot gain access to the work site, by erecting suitable fencing and safety notices around the construction site. The contractor must take all reasonable action to ensure that newly installed apparatus is not used until practical completion is confirmed.
- 5.4 Any machinery left on site overnight must, where possible, be immobilised. The contractor will be held responsible for: any damage caused to machinery/materials left on site by the contractor; any damage caused by machinery/materials left on site by the contractor; and any vandalism caused to machinery/materials left on site by the contractor. The contractor will be held responsible for and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping, etc. Before the project's completion, any area that has been damaged during the installation must be made good and returned to new or as a minimum returned to the original condition at the contractor's expense.
- 5.5 The contractor must protect the whole recreation ground against unauthorised persons, vehicles and encampments by ensuring the access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

6 Removal of existing play equipment and other items

- 6.1 The existing play equipment (not the perimeter fence) will be removed by a local scrap metal dealer prior to building at the expense of the parish council. The current ground surface will be left in place with no protrusions.
- 6.2 The existing floodlights will be removed to below ground level prior to building at the expense of the parish council. The electricity supply shall be preserved by a qualified electrician.

7 CCTV

- 7.1 The play area and Multi-Use Sports Area (MUSA) will be covered by CCTV. This will be contracted for separately and, as such, does not form part of the work specification below.

- 7.2 However, the successful bidder will agree to work with the CCTV supplier to ensure each party has the requisite resources from each other (eg electricity supply and ground works), and that the plans for the play area and MUSA are made with consideration for the functioning of the CCTV.

8 Timeline

Contract published on Contracts Finder	Friday 18 th February
Deadline for submissions	Tuesday 22 nd March
Tender evaluation initiated	Wednesday 23 rd March
Contract awarded pending satisfactory references	Tuesday 5 th April
Project completed	Friday 30 th September

9 Planning permission

- 9.1 The proposed designs for the play area and MUSA will require planning permission. The successful bidder will be required to submit a planning application for the works to West Berkshire Council upon being awarded the tender. The proposed designs will also need to be approved by the Englefield Estate, lessors of the land.
- 9.2 As a guide, planning applications in West Berkshire usually take up to 8 weeks for a decision to be made.
- 9.3 In the event that the planning application is not granted or significantly delayed, the council will pay the contractor the cost of the work undertaken to submit the planning application for the MUSA (see 13.2 below).

10 Equipment maintenance

- 10.1 Submissions must include a separate schedule for the expected maintenance costs for the first 15 years for each item of equipment. The schedule should be laid out as follows:

Item	Annual maintenance costs					Total maintenance cost for 15 years
	Year 1	Year 2	Year 3	Year 4, etc...	Year 15	
...	£...	£...	£...	£...	£...	£...

11 Scoring and evaluation

- 11.1 Tender submissions will be assessed on whether and to what extent they meet the criteria below.
- 11.2 The following criteria will be scored as either MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Other criteria	
Total project cost not exceeded (see 2.1 above)	MET / NOT MET
Satisfactory references	MET / NOT MET
Satisfactory company and financial checks	MET / NOT MET
Business provides evidence of insurance cover (see 14.1 below)	MET / NOT MET

11.3 The following criteria will be scored on a scale of 0 to 5. Scores for each question will then be weighted using the following calculation:

$$\text{weighted score} = (\text{criterion score} / 5) \times \text{criterion weighting \%}$$

The scale of 0 to 5 is explained as follows:

Score	Basis for award of score
5	Meets and exceeds the criterion
4	Meets the criterion
3	Meets the criterion in most aspects, but fails in some
2	Fails to meet the criterion in most aspects, but meets it in some
1	Significantly fails to meet the criterion
0	Completely fails to meet the criterion

The criteria weightings are as follows:

Requirement	Weighting %
Functionality & compliance with work specification	25
Materials/warranties/durability	15
Inclusivity	15
Play value	15
Appearance	15
Similar example projects	10
Sustainability	5

12 Format of submission

12.1 In addition to addressing the items above, submissions should include:

- a a developed scheme with individually costed items, computer-aided designs, and visuals of each item of equipment proposed
- b details of warranty and 15-year maintenance costs for each item of equipment (see 10 above)
- c the most recent set of the bidding company's audited accounts
- d details of any enforcement action under Health & Safety legislation

- e brief details of two projects of a similar scale undertaken by the company in the last three years
- f contact details of two referees who have contracted the bidding company to complete a project of a similar scale in the last three years
- g contact details of one referee who contracted the bidding company to complete a project of a similar scale at least five years ago
- h confirmation that should the submission be successful the bidder will be able to meet the timetable (see 8 above)
- i details of company insurance (see 14 below)
- j evidence of a waste carrier licence
- k health & safety policy statement
- l equality policy statement
- m environmental policy statement.

12.2 In addition to showing the individual cost of items, submissions must show sub-totals for each site. Submissions must also show the unit cost of standalone basketball hoops, allowing the parish council to request more of these should it wish.

12.3 Bidders must ensure they have fully understood this document and the requirements of the work specification. If applicants are unsure of any details, they must contact the clerk to discuss these *before* submitting.

12.4 Submissions should be clearly marked “MUSA & Play Area Tender – CONFIDENTIAL” and sent *by post* to:

The Clerk
Theale Parish Council
The Pavilion
Englefield Road
Theale
RG7 5AS

13 Pricing and payment schedule

13.1 All pricing should be listed exclusive of VAT and valid for 5 months from the date of submission.

13.2 The quotation must include a distinct amount for the submission of the planning application. This amount will be paid in the event of a refused or significantly delayed planning application (see 9.3 above).

13.3 It is expected the contractor will deliver the project in two phases:

- a building of the play area and paths
- b building of the MUSA, installation of lights and associated works.

The exact content of the two phases shall be agreed between the contractor and parish council before work begins.

13.4 Payment will be made upon completion of the agreed phases (including RPII report) as follows:

Phase	Amount of payment
1	Total cost for phase 1 less 5%
2	Total cost for phase 2 less 5%
Snagging	5% of total project cost

The snagging phase will be complete when the parish council is satisfied there are no ongoing issues which need rectifying or after 12 months, whichever is later.

14 Insurance

- 14.1 The bidder must provide confirmation of standard compliance where relevant and evidence within the submission of:
- a public liability insurance (minimum £10 million)
 - b employers' liability insurance (minimum £5 million)
 - c professional indemnity insurance (minimum £5 million).

15 Waste

- 15.1 All waste shall be stored safely while on site and removed from site by the contractor. Submissions must include evidence that the bidder has an applicable waste carrier licence.

16 Inspection

- 16.1 All equipment shall be inspected by an RPII accredited inspector upon completion of each phase. This shall be arranged by and at the expense of the contractor.

Work specification

The work specification is not exhaustive, but stipulates the minimum requirements of the work. Bidders are encouraged to submit imaginative proposals which differentiate theirs from other applicants', whilst addressing the specification and not exceeding the stipulated total cost (see 2.1 above).

Proposed locations for items of play equipment are given below, but other locations will be considered if positioning is clearly justified by the design rationale.

Play area	
Location	Same site as existing (see Figure 3 above and Figure 5 below)
Surface	Remove existing wetpour carpet Lay new wetpour safety surfacing over whole area within fence perimeter and 0.5 metre chase-cut mowing strip outside fence perimeter Grass mat under play items outside the fence perimeter, ie 4-seat rotating swing and zip wire
Materials	All metals to be fully galvanised, not just coated High Pressure Laminate panelling Robinia for zip wire posts only As far as possible, materials should be fire-resistant, especially bins and benches
Fence	Reuse existing fence Straighten kink in fence (see Figure 4 below) Removal of existing two gates 2 new hydraulic, wheelchair accessible gates at entrances (see Figure 5 below)



Figure 4. Kink in play area fence

Equipment within fence perimeter	<p>Arched monkey bars</p> <p>Range of swinging options for all ages, including a pod swing with solid base for those with motor impairments</p> <p>2 wheelchair accessible EuroTramp trampolines, with drainage work, as required</p> <p>Sliding options for all ages and abilities</p> <p>Low-level equipment to develop toddlers' motor/balance/sensory/interpersonal skills and independence</p> <p>Seating next to toddlers' equipment with metal bin with top</p>
Equipment outside fence perimeter	<p>4-seat rotating swing (see Figure 5 below for proposed location)</p> <p>Zip wire (see Figure 3 above for proposed location)</p> <p>Adequate number of bird- and wind-resistant bins near benches/tables</p> <p>Relocation of existing picnic tables (see Figure 5 below for proposed locations)</p>
Paths	<p>Paths laid to join churchyard, existing footpath on recreation ground and play area (see Figure 5 below) made of scalplings or similar, smooth enough for pushchairs</p>

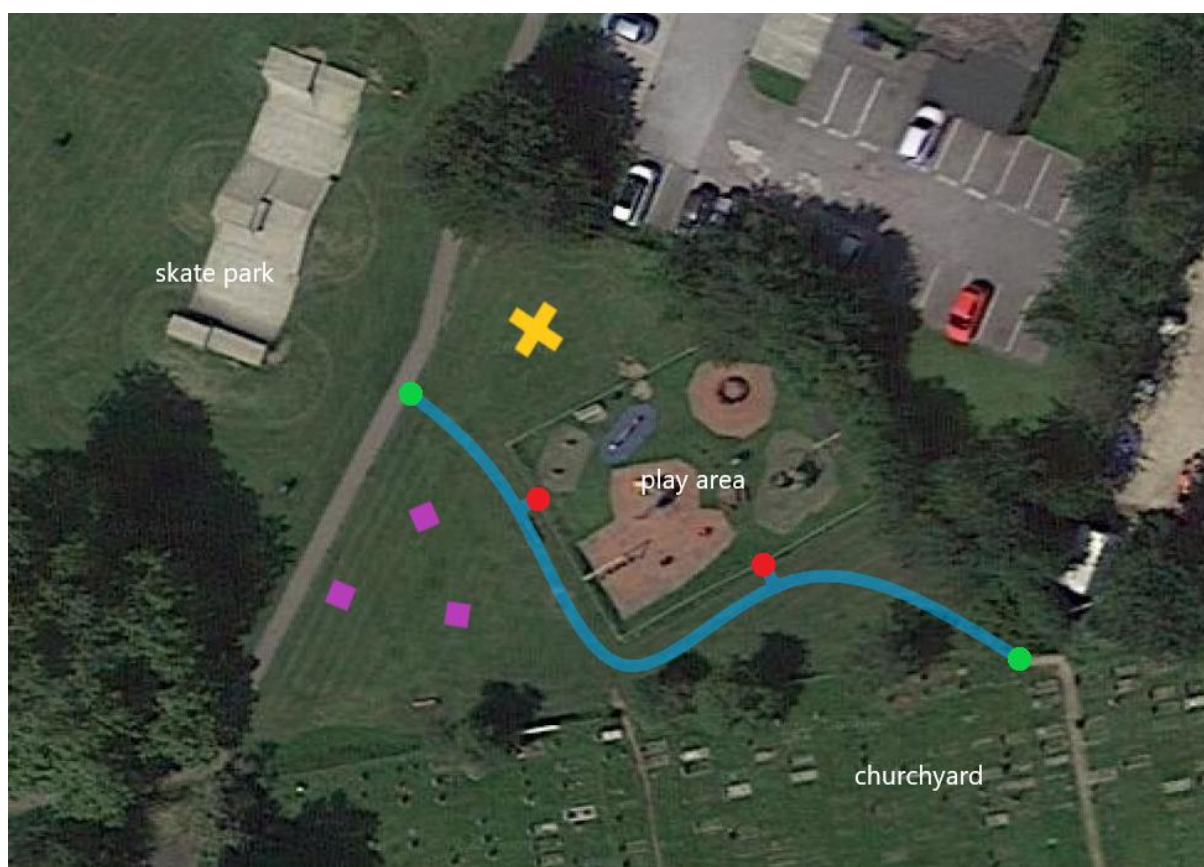


Figure 5. Location of planned path (blue) showing proposed entrances to play area (red), and joins with existing tarmac path and churchyard path (green), proposed location for 4-seat rotating swing (yellow cross) and proposed positions of relocated picnic tables (purple squares).

Height	Total height must not exceed 4 metres
Inclusivity	Range of inclusive items to ensure children of all abilities are stimulated physically and mentally – at least one wheelchair-accessible item Range of items for children aged 0–12
Appearance	Look natural (but not timber – see below) In keeping with the surroundings ‘Welcome’ signs aligned to face approach paths, branded with Theale Parish Council’s logo Disclaimer notice
Sustainability	Points for environmentally friendly features of manufacture/design/submission
Landscaping	Turf reinstatement rather than grass seeding, where necessary Removal of vegetation along border between play area and Theale Medical Centre
<p>The following must NOT be included:</p> <ul style="list-style-type: none"> a sand play b water play c timber (except for zip wire posts) d non-galvanised metals 	

Multi-Use Sports Area (MUSA)	
Location	See Figure 3 above for proposed location
Surface	Tarmac surface throughout Coloured wetpour area under street fitness equipment
MUGA	Open access MUGA with line markings that promote a range of sports and activities, including football, basketball, netball Accompanying documentation attesting to rigorous decibel-testing High fencing (c 3 metres) at goal ends and at border with gym equipment and calisthenics & street fitness area, 1 metre fencing elsewhere to avoid intimidating caged environment At least 2 wheelchair accessible entrances/exits
Social area	Social area with adequate number of metal bins with tops
Calisthenics & street fitness area	Calisthenics / street fitness equipment, with inclusive features that cater for the needs of users of different ages, abilities and genders Sign(s) showing how to use the equipment
Outdoor gym equipment area	Up to 3 items of galvanised steel outdoor gym equipment with adaptive hydraulics Sign(s) showing how to use the equipment

Extra basketball hoops	Additional basketball hoops outside the MUGA if the MUSA configuration permits
Height	Total height must not exceed 4 metres
Security lights	Security lights to make facility safer and more welcoming during dark, with light sensors Adequate supply and groundworks if necessary (see Appendix: Electricity supply)
Inclusivity	Exercise options for users with motor impairments Points for features that make the space welcoming to teen girls and women MUGA wheelchair accessible from existing tarmac path
Appearance	In keeping with the surroundings 'Welcome' signs aligned to face approach paths, branded with Theale Parish Council's logo Disclaimer notice
Landscaping	Turf reinstatement rather than grass seeding, where necessary

Appendix: Electricity supply

An electricity supply once powered the old floodlights. This has since been disconnected, but the cable remains in place. This runs from the two enclosures on the pavilion to the nearest floodlight.

Details of the supply are as follows:

RH enclosure	100A single phase supply
LH enclosure	10mm 3 core PVC/SWA (old coloured cable) to old flood lights



Figure 6. Left-hand electricity enclosure

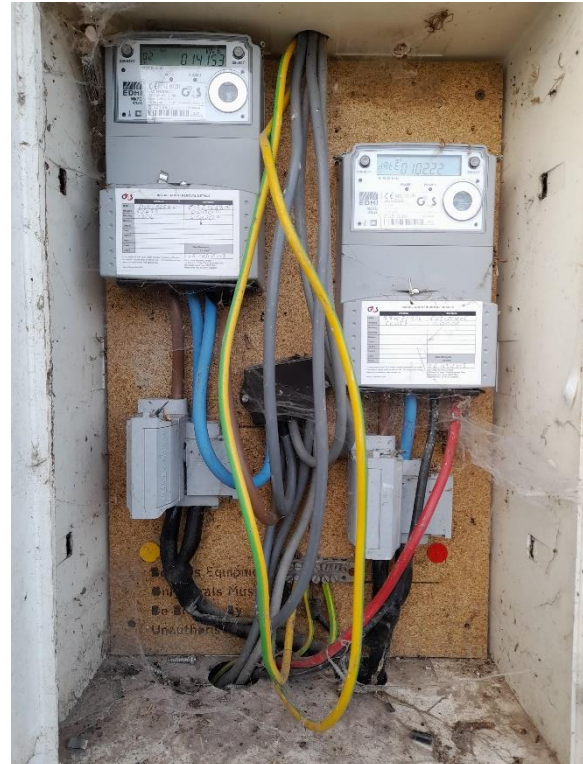


Figure 7. Right-hand electricity enclosure