

Minchinhampton Parish Council

Main Tender Document

Provision to re-develop: Box Lane (Common Rd) Playground

To be submitted no later than 9th October 2023.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Minchinhampton Parish Council

Procurement Contact

Sports and Play Consulting Limited

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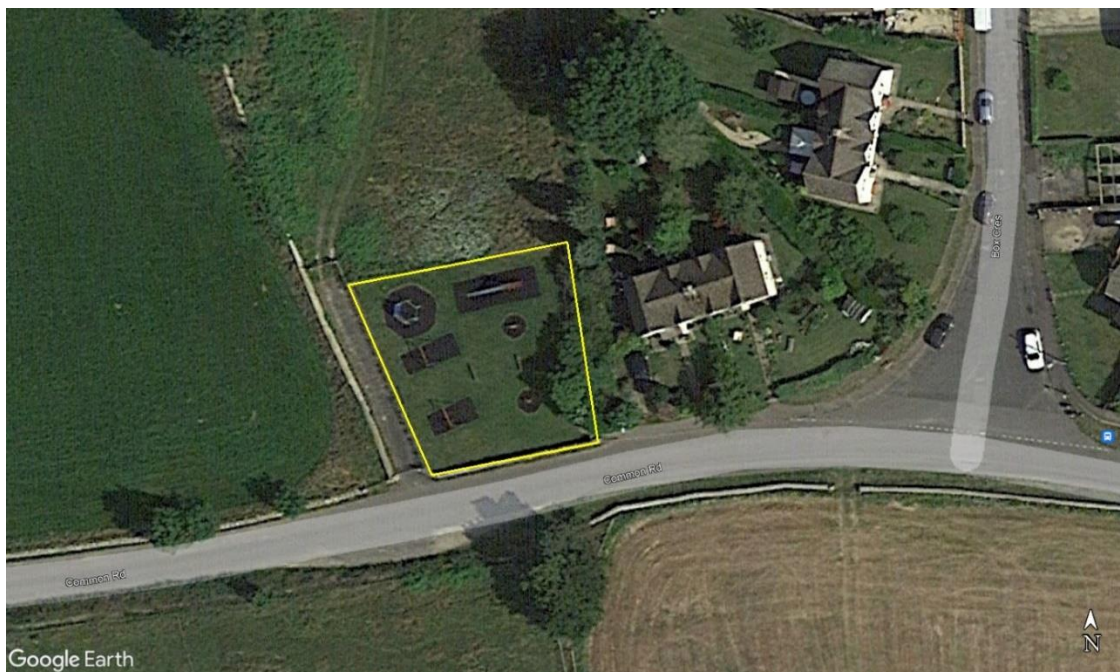
1. General Requirements

1.1 Overview

Minchinhampton Parish Council is seeking a suitably qualified and experienced Contractor to design and deliver new playground equipment, surfacing and associated works at Box Lane Play Area.

Below is a google map showing the perimeter of the site, located in very natural landscape, with equipment which is largely outdated, surface degradation and the need of a re-design and investment to create an accessible, practical and inviting playground for the local community.

A survey was conducted in 2022 with a strong response to improving the play areas in Minchinhampton, which are popular, however many families travel outside of the village to other playgrounds. One of the key messages from this consultation in relation to Box Lane was to have *“high impact changes – new equipment and seating that is inclusive, fun and more social”*.



Site Address: Common Road, Minchinhampton GL6 9DH.

Important: Access is likely to be via the pedestrian gate on the right (not via the Maintenance Gate and Road to the left which is private land)

1.2 Quotations

- The council has set aside a maximum budget of **£65,000.00 (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 (Regulation 72).
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.

1.3 Non-Consideration of a Tender Response

The Employer 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 Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements.

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

Note: If the quotations are above the Employers available budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

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

The contract will refer to all documents and drawings received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply to 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**

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 before the Works are to commence a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion date
- A Risk Assessment and Method Statement
- Access and Traffic Management Plan
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

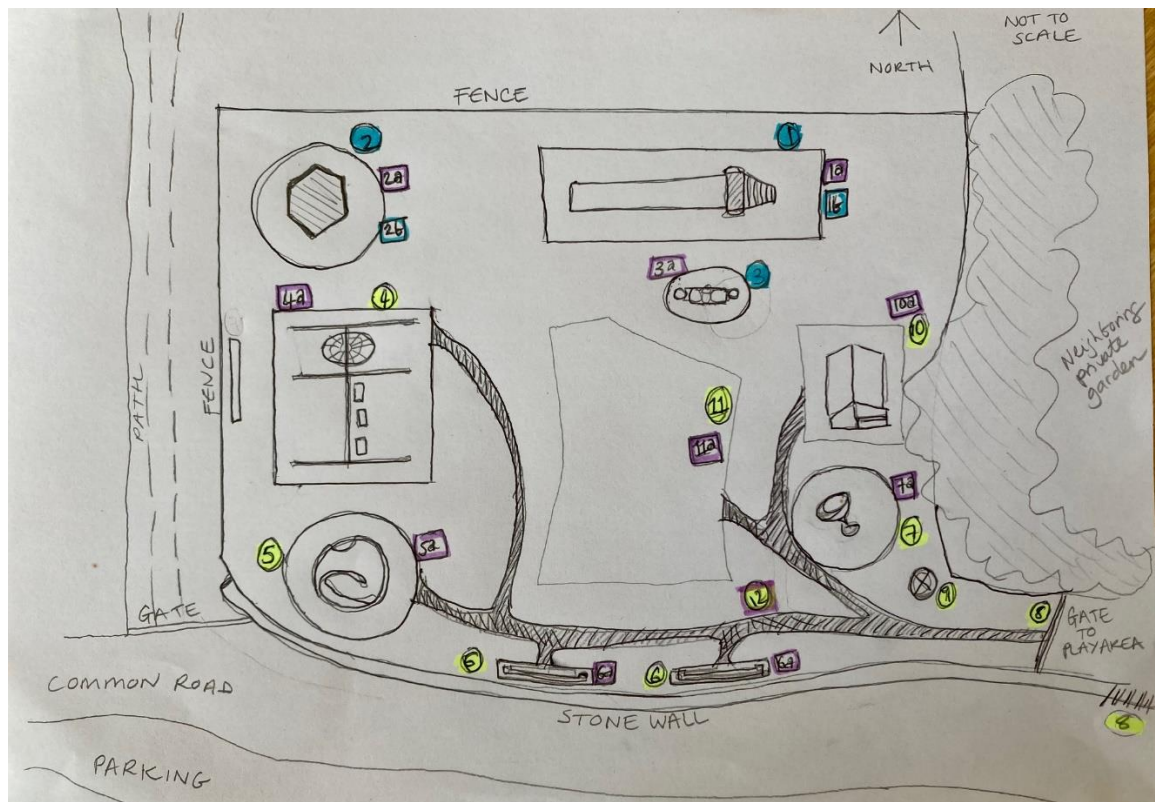
3. Scope of Works

3.1 Objectives for Play Area.

There has been considerable amount of work and input by both the Parish Council and specifically some residents to formulate a plan and key objectives for this site.

The main outcomes for the development of the site are inclusivity in terms of both access and play experiences, practicality in terms of seating and general design, and creating an inviting, social and fun location for the children.

Although the tender will allow for some creative licence, the drawing below and specifications have been agreed upon and should be followed where possible in terms of space and budget. Further, there is an Inspection Report (Play Inspection Company) available to assist with any matters pertaining to repairs and maintenance.



Concept Drawing: Reference Numbers are outlined in the Specification Section 3.2



Single Springer to be removed. Slide and Double Springer to remain.



Both Swings to be removed, replaced with new Flat, Toddler and Basket Swings



Suds based path to run near stone wall from gate with new benches.



Slide to remain and to be refurbished (Painted) with new Surface.



Climbing Unit to remain, refurbished (Painted) and associated repairs.



Location for new Multi Play Unit (Centre) and Playhouse (Left near fence)

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	Drawing Reference - Required Item
Equipment	<p>4. Swing Combined Bay (if possible) with: 1 x Basket Swing 1 or 2 x Flat Seats 1 x Toddler Seat 1 x Tango Seat (Parent Toddler)</p> <p>5. Wheelchair Roundabout</p> <p>10. Playhouse with Kiosk / Shop Feature</p> <p>11. Junior (7-12+ age) Multi Play Unit / Play Fort: compliment the other play experiences and ages ranges with unique and challenging outcomes.</p> <p>7. Kompan Spinner Bowl product code: ele400024</p>
Primary Materials	Steel (NO Wood)
Safety Surfacing	<p>Grass Matting: 11a. New Junior Multi Play Unit 7a. Spinner Bowl</p> <p>Bonded Rubber Mulch (colour TBC): 1a. Existing Slide 3a. Existing Double Springer 4a. Swings (with coloured wetpour in central high wear area)</p> <p>Coloured Wetpour (colours – green/blue/yellow): 5a. Wheelchair Roundabout 10a. Playhouse 4a. High wear areas under swings (as per above)</p>
Subbase	<p>100mm Mot Stone Base under any areas that do not have an existing surface that may be used as a subbase.</p> <p>Note: if the existing wetpour or wetpour tiles are considered insufficient or unstable as a base, they</p>

	must be prepared to ensure stability and uphold any standard warranties for the surfacing.
Removals and Disposal	Single Springer (Ledon Motorbike) Swing Frames (Retain Seats for Council) 2 x Wooden Seats Rubbish Bin on Post
Equipment to Remain & Refurbish	<p>1. Slide: rubbed back and re-painted and repairs</p> <p>2. Hexagonal Climber: rubbed back and re-painted and repairs. Surfacing to remain as is.</p> <p>3. Double Springer: clean and any required repairs</p> <p><u>Note:</u> please refer to Inspection Report (can be emailed on request) and address all notes on these two items and detail the process/method for re-painting. Colours should match the wider scheme of the playground which should be muted.</p>
Seating	<p>6. 2 x Glasdon Recycled Benches on hardstanding (new pathway) with back and arm rests.</p> <p><u>Note:</u> 2 existing steel benches to remain in situ.</p>
Pathway	12. Suds based pathway (such as Conipave or Flexipave) from the external tarmac pathway as per drawing. 1.2 metres wide, PCC edging and 100mm stone base. This should be widened to allow for the 2 x Benches being installed and ensure that it is wheelchair friendly.
Play Sign	None
Bin	9. 1 x Broxap Steel Derby (120 litres) on hardstanding.
RPII Inspection	Yes: Play Inspection Company
Re-Instatement	Any damage to existing materials including stone wall, fencing, equipment, turf and any other items located within the work area is to be repaired or replaced back to the original state.
Welfare Required	Yes
Heras Fencing	Yes: must be double clipped with appropriate signage around the site during Works.
Site Access	As noted please allow for access via the pedestrian gate rather than the maintenance gate and road adjacent to the site – this is private access which would need permissions to use.

4. Timetable for Project

Action:	Date:
Tender Release Date:	End August 2023
Site meeting for interested contractors (30-minute slots from 10am - Midday):	8 th September 2023
<u>Tender Submissions Due:</u>	<u>9th October 2023</u>
Decision on Preferred Supplier:	November 2023
Works to Begin (subject to lead times):	Q1 2024

5. Scoring Criteria

5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

Criteria	Information	Percentage
5.1.1 Project Design:	Specifically scoring will be based on: 1. Primary <i>Play Values and Experiences</i> for a range of ages and abilities. The design should cater for both toddler and junior aged children with a compliment of play outcomes. 2. <i>Design Rationale</i> in terms of layout of equipment and surfacing and overall design for both children and parents with reference to the drawing.	60%
5.1.2 Technical and Specifications:	Specifically scoring will be based on: 1. Details of materials used for play equipment, sub-base, edging and surfacing.	30%

	2. Considerations of reduced maintenance incorporated into the equipment and surfacing. 3. Associated refurbishment and repairs on existing equipment.	
5.1.3 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).	10%

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.

If 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, or approach specific suppliers. 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 and is considered a Works Contract.

6.2 Site Meeting with Interested Parties

There will be a site meeting on a specific date 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 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
- Reference Contact Checks
- Reference Site Visits
- Supplier Response to any change requests to the original submission
- 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 a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, 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 Employer 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 desired outcome of any significance.

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 and/or by a 3rd party such as the Procurement Contact or a consensus of all stakeholders.

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 based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

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

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>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. <u>Response to 5.1.3:</u>	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.

Email 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

Hard copies to be sent to:

Minchinhampton Parish Council

The Trap House, West End

Minchinhampton GL6 9JA

Attention: Ms Jo Barber

'Tender – Minchinhampton 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).