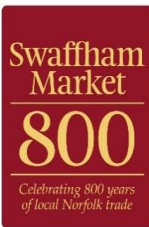




# Swaffham Town Council

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**PLEASE REPLY TO:** Claire Smith, Deputy Town Clerk email:  
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## CONTRACTING AUTHORITY:

Swaffham Town Council

REF: T2021\_001

Project: Orford Road Play Equipment

Tender Specification

# **PROJECT:, Orford Rd Play Equipment, Swaffham**

**TENDER: T2021\_001 PROVISION OF Orford Rd Play Equipment**

## **SPECIFICATION BRIEF**

### **1. Introduction**

**1.1** Swaffham Town Council and the local community have successfully secured funding for the installation of a new play equipment. This is an existing open space in the Council's management which currently has children's under 5's play facilities,

**1.2** The Orford Road Open Space provides vital and well-used greenspace for the surrounding community. It is in the north-eastern corner of Swaffham and is the main open greenspace in this area of the town. It is immediately adjacent to an estate with many Housing Association tenants and families with children of a mix of ages.

**1.3** The area is readily accessible and includes an open amenity grassland, community orchard and good links to the surrounding footpath network. It is well used and valued by local residents but doesn't provide facilities to attract and encourage children to explore and visit. There is only one small 'under 5s' play area which is badly in need of replacement.

### **2. Overview**

**2.1** This project aims to provide new facilities for children and families and to build a resilient, integrated community based around this open space. The project will:

- replace the existing under 5s play area with new equipment aimed at a slightly older age range (under 8s). This will remain in the current position and be able to make use of the existing fencing and footprint.
- create a new 'over 8s' play area on one side of the amenity grassland. This won't be fenced in and will have 'grass mats' rather than a wet pour surface so that it doesn't impact the surrounding environment. The new play equipment will be positioned so that it doesn't impact on the other users of the site, including dog walkers, joggers etc.
- the two play areas will be linked by an area of seating and picnic benches providing somewhere for families and visitors to socialise. It will be positioned so that parents and carers are able to keep an eye on children of different ages playing on both play areas. The play equipment will be attractive and challenging, providing a range of play levels so that as children develop their strength and skill they can find something new to explore and play on. It will also provide 'inclusive' play wherever possible that can be used by children with disabilities or limited mobility.

### **3. Service Specification**

**3.1** Overall, we are looking for innovative design that makes high-quality use of the space and budget available.

**3.2** The basis for the tender in respect of all the works will include the submission of a design to maximise the full potential of the allocated site area.

The tender submission will include ONE design encompassing three distinct areas, under 8's play, over 8's play and picnic area. Designs should take into account the following preferences identified in a public consultation:-

Under 8's play area

- Favourite 4 pieces of equipment were a tower with slide/climbing net, swings - existing can be refurbished or replaced, roundabout, see-saw

- the gate to the area to be moved to open onto the picnic area.

#### Junior play equipment

- Equipment should allow for lots of different activity and facilitate swinging, climbing, sliding and gliding. A zip wire was identified by respondents as a favoured item
- If there was a tower unit - favourite 4 features to include were; a solid slide, monkey bars, climbing wall, climbing net

#### Picnic area

- To be set out in between the 2 play areas and to include seating, tables and bin.

### **3.3 Site Constraints**

The tender submission should include any identified constraints with the site location and how these will be addressed.

### **3.4 Reinstatement**

Following the installation of the equipment it is expected that any grassed areas affected by the installation, will be reinstated to a satisfactory condition that is agreed and approved by the appointed officer from the Council.

### **3.5 Other Considerations**

- A site visit will be welcome prior to submitting a tender.
- Post installation the equipment should be inspected by a suitably qualified safety assessor.
- An opening event will be arranged and the successful contractor is expected to offer support and participate.

## **4. Submission of Tender – requirements**

### **4.1 In the tender response you should include the following:-**

- One complete design for the site.
- Detailed description of the design both in written and diagrammatic format.
- Costs, which clearly breakdown and identify all works that are included and any additional costs that, may possibly be incurred.
- Confirmation of a start date (should you be successful) and a project plan/work programme for completion of the project
- A brief statement of your reasons for design choice and how this will meet the needs of the users identified.
- A full Method Statement specific to this project with particular emphasis on the management of the identified constraints of the site
- Risk Assessments specific to this project
- Details of Reinstatement of grassed areas

**Submissions need to be returned by midday on 21st January 2022 for consideration by the Open Spaces Committee on 31<sup>st</sup> January 2022. A decision will be made at this meeting with the project to be built March/April 2022**

Email submissions should be sent to Claire Smith, [deputyclerk@swaffhamtowncouncil.gov.uk](mailto:deputyclerk@swaffhamtowncouncil.gov.uk). All documents should be able to be printed on A4 or A3. Any larger documents or presentation materials need to be sent by post.

A fixed budget of £72,500 not including VAT is available for this project and it is expected that potential suppliers will demonstrate value for money with any submissions.