



UPTON UPON SEVERN
TOWN COUNCIL

INVITATION TO TENDER

New Street Play Area,
Backfields Lane,
Upton upon Severn

Closing Date: Wednesday 24th January 2018 (midday)

Upton upon Severn Town Council
Memorial Hall
Old Street
Upton upon Severn
WR8 0HA

Tel: 01684 592273
Email: clerk@uptonuponsevern-tc.org.uk
Website: www.uptonuponsevern-tc.org.uk

Clerk: Mrs Jo Adams

Purpose

Upton upon Severn Town Council invites quotations and designs for the provision and installation of a new play area at the New Street Play Area, Backfields Lane, Upton upon Severn, WR8 0JJ.

Background

Upton upon Severn is a small town in Worcestershire with approximately 3,000 inhabitants. It is also the local town to a dozen small villages. The town is compact and lively and is known for its vibrant music festivals as well as its resilience to frequent floods.

The Town Council owns the New Street Play Area at Backfields Lane which is the main play area in the town. The majority of the existing equipment is for the under 5s age group and was installed more than 30 years ago. It is a busy play area which serves the local population and surrounding areas. Due to its age, some of the equipment does not meet current requirements on safety and the Town Council wishes for a new playground which meets modern safety requirements and provides an all-round play experience for all age groups rather than just younger children.

In addition to the existing play equipment, the playground currently features a Skate Park, youth shelter and new multi-use games area which will be retained.

Requirements

To remove all existing play equipment (other than the Skate Park, MUGA and youth shelter) and supply and install a range of new play equipment, suitable surfacing, associated seating, litter bins, landscaping and pathways as appropriate.

The Council envisages the following sections of the playground:

- An Under 5s area which must be attractively enclosed
- A Junior area
- An area for older children / teenagers

The new play area will:

- Involve some natural elements without causing maintenance issues
- Include a wide range of equipment which is fun, challenging, innovative and provides the five main elements of play
- Be accessible for inclusive use
- Be designed to let children of different ages play together safely
- Feature good transition between units and areas, and clear viewing for parents and carers
- Be comprised of robust equipment with all equipment having BSI kitemark and minimum 20-year guarantee

There is a public right of way through the playground which needs to be maintained (a new path surface is required), and tenderers will need to ensure that there is no conflict between users of the path and users of the play area.

Part of the area is prone to flooding, so there is a preference for steel equipment in this area and in general.

There is a level change in the existing Under 5s area which must be either levelled or presented into the scheme in an alternative way to remove any trip hazard in the area.

The following must be included in the scheme:

- A welcoming entranceway to the park
- A path to follow or approximately follow the route of the Public Right of Way to convey walkers from the entrance of the park to the walkway over the flood embankment.
- A zipwire
- A full-size basket swing
- Flat swings and cradle swings
- 'Spinning Machine' by Lappset Ludus <https://www.lappset.com/Products/Product-search/Spinning-Machine/200020>
- A trampoline, carefully placed to take into account run up and landing
- A Scooter Track for children to ride scooters and bikes with some challenge features within
- A pleasant seating area for picnicking with some cover
- Additional seating around the play areas with a mix of seating with backs and flat benches for the supervising adults or anyone else
- Landscaping features which are easily maintainable

The sightline for the proposed CCTV signal must not be obscured by landscaping or equipment. This is shown on the map.

There is a preference for wetpour and grass-mat surfacing. The Council does not wish for graphics in the wetpour surface although different colours of wetpour to demarcate the different areas would be welcomed. The colours should not be too pale.

The Council is wary of the maintenance involved in mounding, and so any mounds in the scheme put forward must be carefully designed so as to avoid any subsequent maintenance issues.

The existing trees at the site will be retained.

The access to the play area needs improvement and must be DDA compliant.

The existing picnic benches will be retained and moved elsewhere by the Council.

The wooden fence to the east of the site in the existing Under 5s area does not belong to the Council and is to be retained.

The area in yellow on the attached map shows the available space for the play equipment. The darker yellow shaded area to the top right shows the location of existing equipment and surfacing to be removed.

Sufficient room for vehicular access must be left available on the western boundary of the site.

Budget

The budget for works is not expected to be higher than £200,000.

Tenders

Tenderers should submit quotes and graphics to the Town Clerk, Memorial Hall, Old Street, Upton upon Severn, WR8 0HA. The tender responses will remain the property of the Town Council. Tenders and supporting documents should be in English, prices quoted in sterling (GBP) and the submission totalled.

Questions about the Invitation to Tender may be raised via email to clerk@uptonuponsevern-tc.org.uk anytime up to midday on Wednesday 10th January 2018. No further questions may be submitted after this time.

The questions and responses to those questions will be circulated to all tenderers by email by Wednesday 17th January 2018.

This invitation to tender does not constitute an offer and the Town Council does not undertake to accept the lowest or any tender. The Council will not reimburse any tendering costs.

Site visit

The Town Clerk will be in attendance at the site at 1pm on Friday 15th December 2017 and Wednesday 3rd January 2018 at 1pm to answer questions relating to the project. Any tenderer who wishes to visit the site can attend either of these site meetings. We regret that alternative dates cannot be offered.

Please note that the closing date for tender submissions is midday on Wednesday 24th January 2018.

References

In addition to your tender, please include two businesses references obtained in the last two years. Please include the contact names and telephone numbers of referees.

Canvassing

Contractors tendering for this contract must not canvass members of the Council or its officers. Any effort to do so may result in disqualification.

Start Date

We estimate that installation will take place in May 2018.

Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. The Council may disclose information in compliance with the Freedom of Information Act 2002.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

Safety

The Contractor shall take precautions as are necessary to protect the health and safety of all persons employed by the Contractor, the Council and the general public. The Contractor shall comply with the Health & Safety at Work Act and all other Acts or Regulations pertaining to the health and safety of the Contractor's staff who must have been appropriately trained. The Contractor shall provide, if asked, adequate proof that all of the Contractor's staff are well trained and conversant with Health & Safety legislation and are competent in their operating methods.

All relevant safety equipment (PPE) shall be provided at all times by the Contractor and worn by the Contractor's staff when carrying out works.

The Contractor is required to notify the Clerk immediately of any accidents, near misses or environmental incidents such as oil or diesel spillages. The Contractor is expected to carry spillage kits.

The area is prone to flooding and this should be taken into account in the Contractors Risk Assessment.

CDM Regulations

The project will be covered by the Construction (Design and Management) Regulations 2015 and as such the successful contractor will be required to submit a Construction Phase Health and Safety Plan, Risk Assessments and Method Statements.

Standards

Equipment, design and installation to be fully compliant with:

The Management of Health and Safety at Work Regulations 1999

BS EN1176:1998 1-7 Playground Equipment

BS EN1176:1998 Impact Absorbing Playground Surfacing Safety Requirements and Test Methods

RoSPA recommendations and guidelines

Equipment to comply with the Equalities Act 2010

Site

Before commencement of any works, a CAT scan shall be carried out to identify existing utility pipes. All detected services will be marked up and treated as live. Any damage to services will be charged to the Contractor.

The Contractor shall be responsible for ensuring the security of the site, all equipment and materials during the undertaking of the works.

Consideration must be given for tree root protection when construction and vehicular movement is adjacent to trees.

The Contractor must maintain a clean and tidy site at all times. All materials that can be lifted easily and tools not currently in use must be stored in the works compound.

All temporary Heras fencing panels must be double clipped and must be maintained in a satisfactory condition and working order.

All workers must realise they are working at a busy location within a well-used public open space. Therefore, all workers must be adequately trained and know the risks involved in works of this nature.

A competent banksman must oversee all digging operations and vehicle movements.

Compliance with BS 5228 must be maintained and compressors, percussion tools and vehicles must be fitted with effective silencers.

The Contractor shall provide all vehicles, tools and machinery as are necessary for the proper performance of the services including fuel. The Contractor shall, at his expense, put and keep all vehicles, tools and machinery in good and serviceable repair. No petrol or diesel is to be left on site.

Damages caused to existing structures, equipment or 3rd party property will be charged to the Contractor.

Access

Pedestrian access to the site can be gained via Backfields Lane WR8 0JJ. Vehicular access can be gained, subject to ground conditions, via New Street WR8 0HP. This access will not be routinely available and keys must be signed for in advance.

Times of Work

The Contractor may work between the hours of 8am and 6pm on Monday to Friday and from 9am to 1pm on Saturdays and Bank Holidays. The Contractor may not work on Sundays unless in agreement with the Clerk. Some weekends will not be available for works, and these will be notified to the Contractor in advance.

Insurance

The Contractor must show evidence of the following insurances prior to commencement of works:

- Employer's Liability Insurance £5 Million
- Public Liability Insurance £5 Million
- Professional Indemnity Insurance £5 Million
- Product Liability Insurance £5 Million

Spares and Technical Information

The Contractor will supply full details of equipment to be installed and a data sheet providing full information to include design, size, heights, minimum space, safety surface area and works material used in the manufacture.

A spares list for all non-generic parts with all costs and indication of ease of availability shall be included detailing time between order and delivery. A comprehensive spares pack shall be provided. Maintenance instructions for each item of equipment shall be supplied.

