



# Marlborough Town Council

## Main Tender Document

### Provision to design and re-build Jubilee Field Playground at Manton (Wiltshire)

To be submitted no later than 16:00pm Friday 11<sup>th</sup> October 2019.

Late submissions will be disregarded.

#### **General Enquiries**

Sports and Play Consulting Limited

Michael Carter

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## RESPONSIBLE PARTIES

### **The Employer**

Marlborough Town Council  
Council Offices  
5 High Street  
Marlborough  
SN8 1AA

### **Contracts Administrator/s**

Shelley Parker (The Clerk to the Council)  
Michael Carter (Sports and Play Consulting Limited)



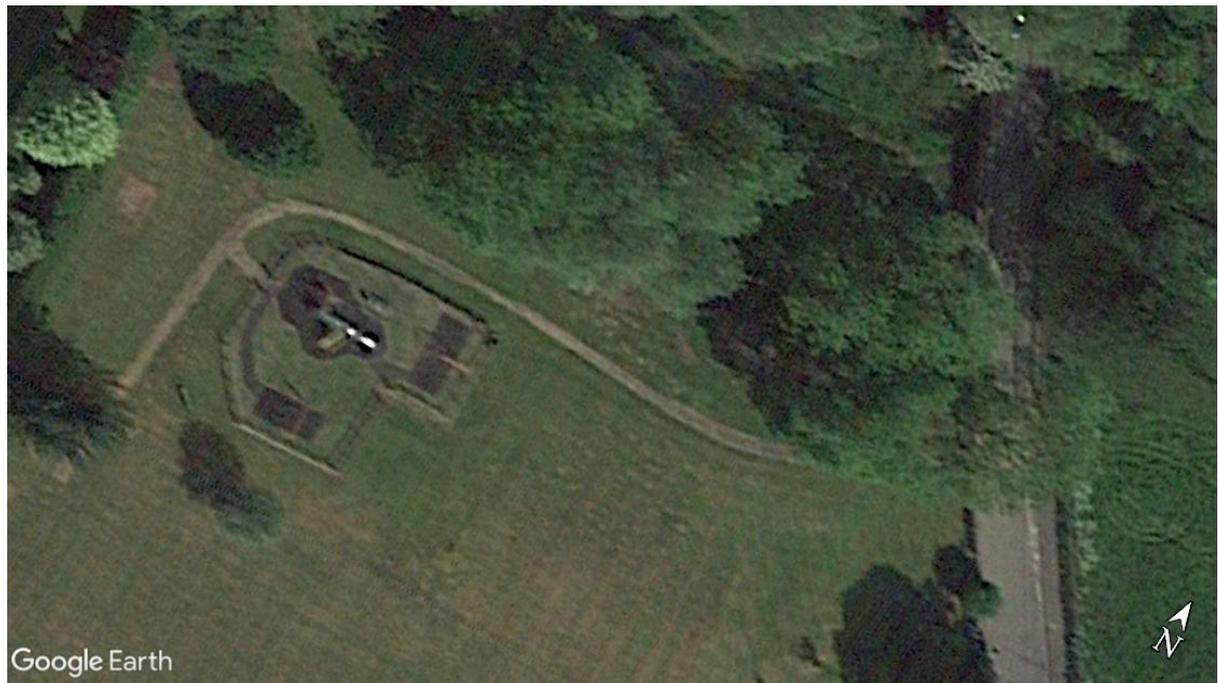
## INFORMATION AND INSTRUCTIONS

### 1. General Requirements

#### 1.1 Overview of Project

Marlborough Town Council is seeking a suitably qualified company to design and build a new facility to replace and upgrade the existing playground.

The location of the site is Jubilee Field, off Bridge Road, Manton SN8 4HR.





Manton is a small village to the West of Marlborough. Marlborough Town Council is responsible for the playground, and in partnership with the local community group, is aiming to create a great new facility for a range of ages, abilities, and families to enjoy.

## 1.2 Budget and Costings

- The budget allowed is a maximum of **£70,000.00 (ex VAT)**
- All pricing should be exclusive of VAT and in GBP (£)
- Pricing to be valid for 180 days from the due date of the response
- Prices will be fixed and firm for the duration of the contract



### 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 is the responsibility of the suppliers that have been 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 is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly contacting any member of the council concerning the tender may result in disqualification. Anything other than “appropriate” contact made to the individuals 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.

## 2. Contract Conditions

The successful contractor will enter into an agreement by way of a Purchase Order with Marlborough Town Council. In addition, a binding contract with agreed terms and conditions will be provided for both the council and preferred contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

Any conditions not specifically detailed in the contract will refer to the requirements within this tender document and supporting documents provided by the supplier. A reference noting this will be included in the agreement signed by both parties.

The work is for the design, supply and installation of playground equipment, surfacing and associated works which must all comply to European Safety Standards primarily EN 1176 and EN 1177 (including any new revisions).



Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

The successful contractor must provide evidence of:

- Public Liability Insurance of no less than: **£5 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**

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.

The selected contractor will commit to a weekly meeting on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over.

### 3. Design Brief

#### 3.1 Overview

- Removal of all existing play equipment from within the fenced area
- Fencing is to remain in place however can be extended using the same style, if a requirement for a new design. However, it cannot be extended towards the road (East) due to the proximity of the pipeline
- Surfacing will primarily be **Grass Matting**, unless the contractor feels appropriate to use an alternative such as **Bonded Mulch** over the existing wetpour and possibly **Astro Turf** over a mound and PCC edging where required (Small samples should be provided)
- New Turf and Topsoil to be used to repair any damage to the existing turf as a result of the works, other than the area for vehicle access leading up to the site which can be seed and topsoil.



- New equipment that is suitable for all ages (0-12) and abilities with some consideration for inclusivity.
  - Equipment within the existing fenced area will primarily be for 0-6 years of age. Equipment outside the fenced area will primarily be for 7-12 years of age.
  - Material of play equipment should be **Wood** where possible, with a very natural look to compliment the surrounding area. Rope and Steel can be used if required, however kept to a minimum.
- Equipment that the council and community group would like to include are:

- Zip Wire –Approx. 30 metres in length and considered high quality and low maintenance with noise reduction characteristics. Material can be steel (Green Powder Coated) or Wood for the frames and ramp.
  - Tunnel and Embankment Slide with Astro Turf to reduce maintenance and ground conditions that would deter usage
  - Multi-Unit for Juniors, with a Monkey Bar included for the Junior Age group and a “Fortress” style with play panels for the Toddler Age Group
  - Allow for some inclusivity in choice of play equipment
  - Swings for Toddler and Junior and Basket Swing
  - Wooden and Rope Climbing Structure
  - Include a Timber Trail outside of the fenced area
- Consider an informal path within the fenced area between the gates and connecting to the new benches. Path can be compacted stone or possibly Bonded Mulch (must include a stone base) that is user friendly (pram or wheelchairs) in all weather. Existing tarmac can be used as a base for any pathways.
  - New Sports and Fitness equipment: Basketball Hoop on a tarmac pad and line markings. Size and location of tarmac area is up to the suppliers, with consideration of access, budget and expected usage. Additionally, new outdoor fitness equipment on grass matting is required. This will be for 14+ years of age and can be a mix of steel,



wood, that can be used as a circuit type facility. It would be envisaged to keep the number of fitness equipment to approximately 5 items with the location to be confirmed, although must not be within the immediate area of the new playground.

➤ Seating and Other: There is a requirement for new seating to include at least:

- 2 x Picnic Bench and 2 x Benches (with backrests) outside the fenced area each on a hard standing
- 2 x Benches (with backrests) within the fenced area on a hard standing
- A good quality steel Cycle Rack to be located near the main entrance of the park

Benches should be made of a durable material that is in keeping with the natural look of the equipment.

### 3.2 Materials

The materials used for the play equipment should be largely Wooden throughout, aiming for at least 80%. The choice of wood type will be scored based on the quality and aesthetics, primarily the samples provided and information detailing the benefits of the selected material. This will most likely be:

- Hardwood such as Robinia
- Laminated Soft Wood with Steel Feet
- Softwood with Steel Feet

Rope, Steel and HPL type materials will be considered for their play value and necessity and any colours should be muted (e.g. Green/Brown).

Note: The origin and any associated treatment of the wood will need to be outlined in the tender submission and any samples that can be sent to the Council in advance of the due date would be encouraged.



*Example: if Robinia is proposed, details of where the Robinia originated and the process that may assist its longevity, or potential construction or maintenance issues and how these are addressed.*

### 3.3 Surfacing

The contractor must comply to any BS EN 1177 regulations for surfacing. The primary safety surface should be Grass Matting, and possibly Bonded Mulch over the areas of existing wetpour (new stone base must be provided if no base available where using Bonded Mulch).

### 3.4 Removals

- All existing equipment is to be removed disposed of.
- Existing Play Sign and Fencing to remain.
- Existing Bin to be removed and disposed of.
- Any spoil and rubbish must be removed from site and disposed of in a licensed site.

### 3.5 Value Add

The council will be open to any additional value-added options within the proposal such as, but not limited to: (which may be scored as part of the Discretionary element totalling 20%):

- Open Day Event (support and giveaways)
- After care service (outside of standard warranty inclusions)
- Training on equipment (Fitness, Maintenance etc)

### 3.6 Post Installation Inspection

Please allow for a RPII qualified inspection following the completion of the project, and all noted defects need to be attended to and resolved before



the open date and formally being signed off by either of the Contracts Administrator/s.

#### 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

<b>Action:</b>	<b>Date:</b>
Tender Release Date	4 <sup>th</sup> September 2019
Site meeting for interested contractors (30-minute slots)	Monday 16 <sup>th</sup> September 2019 Approx. 10am – 1pm
Tender submissions due	Friday 11 <sup>th</sup> October 2019 4pm
Selection of preferred supplier	Early November 2019
Public consultation of preferred design for any minor revisions	November 2019
Order placed with preferred supplier	November 2019
Work to commence	February/March 2020
Work to be completed	Prior to Easter Holidays 2020

**Note:** Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received, expected duration of the build, and if at the time of the order the dates shown above are available to be fulfilled.

#### 5. General Quality and Method of Works

##### 5.1 Levels of skills require:

Operatives must be appropriately skilled and experienced for the type and quality of work.

The contractor shall inspect all components and materials carefully before using and reject any which are defective

##### 5.2 Supervision:



In addition to the constant management and supervision of the work provided by the contractor person in charge, all significant types of work must be under the close control of a competent supervisor to ensure maintenance of satisfactory quality and progress of the works alongside the external Project Manager from Sports and Play Consulting who will meet with the contractor at the Pre-Start and weekly during construction.

### 5.3 Repairs:

The contractor shall make good any damage because of carrying out works described herein.

In this respect any making good shall therefore be deemed to be included in each clause.

### 5.4 Good Practice:

Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be: -

- (i) Of a standard appropriate to the Works and suitable for the purposes stated herein or
- (ii) reasonably to be inferred from the project documents, and in accordance with good practice.

### 5.5 Statutory undertaker's services:

Contractors should do a standard desk top check for services, and ultimately scan the area prior to construction. Any work that may be required to be carried out and likely to affect new or existing services, must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority and entirely to their inspector's satisfaction.

**Please note there are TWO Oil Pipelines near the location of the playground, although they are located outside the proposed area.**



Please refer to the drawing (**Appendix 3**) in relation to the pipeline which must be considered in terms of vehicle access and any associated works. Confirmation of exact location will be conducted on site with the preferred supplier and relevant representatives from the utility companies.

**ALL NECESSARY APPROVALS AND REGULATIONS MUST BE FOLLOWED BEFORE ANY WORK COMMENCES ON SITE AND DURING ACTUAL CONSTRUCTION INCLUDING RELEVANT INFORMATION ON THE RAMS (RISK ASSESSMENT AND METHOD SCHEDULE). A TEMPORARY TRACK OVER THE PIPELINES IS REQUIRED FOR VEHICLE USE AND A 3 METRES EASEMENT ON EITHER SIDE OF EACH PIPELINE WHERE NO GROUNDWORKS IS PERMITTED. AS A RESULT, THERE WILL BE A RESTRICTED ZONE IN THE CURRENT PLAY AREA WHERE NO NEW WORKS CAN BE UNDERTAKEN AND WILL BE TAPED OFF DURING THE CONSTRUCTION PERIOD.**



Additionally, there is a **Foul Water Sewer** that crosses the field parallel to the football pitch and further details will be provided. Information and a survey are provided in **Appendix 4**.

There will be a need to follow strict guidelines and additional information and requirements will be provided to the preferred supplier who will need to initiate and fulfil appropriate Risk Assessments and Regulations.

#### 5.5 Stability:

The contractor shall accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary and ensure that the structural foundations and bases are stable.

#### 5.6 Adjacent Areas:

The employer expects this site to be a safe site and requires the appropriate safety wear to be worn as identified in the contractor's risk assessments.

#### 5.7 Nuisance:

The contractor shall take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes, likely to cause nuisance to the general public.

#### 5.8 Sub-Contracting:

Where the main contractor wishes to sub-contract any part of the works, all requirements in the contract and insurances must cover the third parties employed by the Principal Contractor.

#### 5.9 Welfare Facilities:

There are public toilets and water available at the local sports club, within close walking distance, which can be accessed by contractors.

#### 5.10 Use of the Site:

The contractor shall not use the site for any purpose other than the carrying out of the Works.



#### 5.11 Lighting & Power:

The contractor shall make his own arrangements for light and power as required.

#### 5.12 Small Plant & Tools:

The contractor shall provide, as necessary, all tools and plant necessary for the proper execution of the works.

#### 5.13 Construction Requirements:

The contractor shall determine his/her own method of working, however, must comply to the 2015 CDM regulations and any relevant British and/or European Standards, including but not limited to EN 1177 and EN 1176, that apply to this project.

During the execution of the works, any trafficking is to be kept to a minimum and every effort must be made to ensure that as little damage as possible is done to the surrounding grounds and areas.

#### 5.14 Risk assessment and Construction Phase Plan:

The contractor is to undertake a risk assessment of the proposed works and to provide a copy of that to the Employer for agreement purposes before any works are commenced on site. Additionally, a "Construction Phase Plan" needs to be provided before work commences.

#### 5.15 Completion and Defects:

The whole of the work shall be completed to the entire satisfaction of the *Contract Administrators* and the defects correction period shall be **ONE YEAR (12 Months)** from the completion date (signed off by either Contracts Administrator).

## 6. Scoring of Tender

### 6.1 Scoring Table

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
Play Design:	Scoring will be made according to the overall design including play values,	40%



	challenge and practicality of the layout. Please include a design rationale of up to 250 words to summarise your approach to this project.	
Materials:	Scoring will be based on the materials used, and information within the tender response on quality and expected longevity. Also include details of spare parts in terms of average lead times and country of origin.	20%
Presentation and Information:	Suppliers are encouraged to provide a 3D visual (DO NOT include any adults or children in visuals), and a CAD of the design. Any supporting information specifically to answer requirements set out in the tender, or that is relevant to the scoring.	20%
Discretionary:	This is to allow additional consideration and scoring for aspects such value-added inclusions, warranty's and references or information within a tender not requested, however is a clear benefit to the council and community. This element will be subjective and dependant on the view of the council and consultant. Appendix 2 will need to be completed.	20%

### 6.2 Scoring Matrix (per 10%)

8-10	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.
6-8	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.
4-6	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.
2-4	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 to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading

## 7. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015.

### 7.1 Site Meeting with Interested Parties

There will be site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

### 7.2 Questions

Any questions raised during the process may be circulated to all suppliers who have expressed an interest in providing a response by the due date.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 8**) within this document in relation to this tender and



project, failing to do so may result in disqualification of the tender process.

**Outside of the site meeting, questions need to be sent via email to the consultant and not by telephone. Questions raised by suppliers may be circulated to all interested parties, unless the query is deemed to be Confidential or Unique to that specific organisation.**

### 7.3 Public Engagement

The Employer may engage in a public consultation to assist in any minor changes or revisions of a preferred supplier and design. The consultation, or engagement, will not be to score or contribute to the selection a preferred contractor as per the scoring matrix within this document, only to refine the selected design if necessary.

### 7.4 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, will not be deemed “significant” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.

### 7.5 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified and where applicable a “Stand Still” period will begin from that date. An agreement will be made setting out any specific terms and conditions to be signed by both The Employer and The Contractor.



## 8. Named Contact and Consultant for Project

Marlborough Town Council has appointed a consultant for the tender process of the new playground. All contact should be with Sports and Play Consulting Limited.

### **Sports and Play Consulting Limited.**

Michael Carter

07421 463099

[Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 9. Format and Response

The tender response should be submitted as follows:

- 1 x hard copy of each document (Include a completed copy of Appendix 1 and Appendix 2)
- Design Rationale and any Value-Added inclusions
- 1 x CAD and 1 x 3D Design visuals to be provided in A1 size or as close to this as possible
- Quotations including pictures of each item of equipment and supplementing information to be provided in A4 size
- An email copy should be sent to the consultant, Sports and Play Consulting, by the due date and time
- Samples of the main wood material being used and surfacing if possible

### **Hard copies as follows to (including a completed copy of Appendix 1 and Appendix 2):**

Marlborough Town Council  
Council Offices  
5 High Street  
Marlborough WILTSHIRE  
SN8 1AA  
Attention: Clerk to the Council



\*Please note - Tenders are to be returned in a plain envelope marked only with: -

'Tender – Manton Playground and Ancillary Works' and sent to arrive

**no later than 16:00 Friday 11<sup>th</sup> October 2019.**

***Please note the council office hours are as follows, in consideration of any deliveries and confirmation of delivery (signature).***

Monday to Friday 10:00am to 16:00 pm