

# Christian Malford Parish Council

## Main Tender Document

### *Provision to re-develop: Recreational Ground Play Area*

To be submitted no later than 15<sup>th</sup> December 2023.

Late submissions will be disregarded.

This document is owned by Sports and Play Consulting Limited and is not to be shared publicly, or any of the content copied or used for commercial purposes, without the explicit consent of the owner.

## RESPONSIBLE PARTIES

### **The Employer**

Christian Malford Parish Council

### **Procurement Contact**

Sports and Play Consulting Limited

## TABLE OF CONTENTS

<b>1. General Requirements .....</b>	<b>4</b>
1.1 Overview.....	4
1.2 Quotations .....	5
1.3 Non-Consideration of a Tender Response .....	5
<b>2. Contract Conditions.....</b>	<b>6</b>
2.1 Works and Standards .....	6
2.2 Purchase Order and Contract Agreement .....	6
2.3 Insurance .....	7
2.4 Contractor Documentation .....	7
<b>3. Scope of Works.....</b>	<b>8</b>
3.1 Objectives for Play Area.....	8
3.2 Specifications .....	8
<b>4. Timetable for Project .....</b>	<b>12</b>
<b>5. Scoring Criteria .....</b>	<b>12</b>
5.1 Scoring Table.....	12
5.2 Scoring Matrix.....	13
<b>6. Procurement Process .....</b>	<b>14</b>
6.1 Type of Procedure.....	15
6.2 Site Meeting with Interested Parties.....	15

6.3 Questions and Clarification .....	15
6.4 Notice of Intent to Bid.....	15
6.5 Short Listing of preferred submissions .....	16
6.6 Consultation or Public Engagement .....	16
6.7 Revisions and Negotiation.....	17
6.8 Decision and Award of Contract.....	17
6.9 Supplier Notification .....	17
<b>7. Named Contact and Consultant for Project .....</b>	<b>18</b>
<b>8. Supplier Submission Checklist and Instructions.....</b>	<b>18</b>
8.1 The Supplier Checklist.....	18
8.2 Design and Tender Instructions.....	18
8.3 Submission Instructions .....	19

# 1. General Requirements

## 1.1 Overview

Christian Malford Parish Council is seeking a suitably qualified and experienced Contractor to design and deliver new playground equipment, surfacing and associated works at the Recreation Ground.

The project is largely being driven by a local community group, with the backing of the Parish Council who has committed a percentage of the overall cost. **Please note: suppliers should be aware the any balance required will be subject to further grants and external funding (without any guarantees) which the local community has initiated, with the aim of securing by the anticipated start date of the Works.**

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



**Site Address: Recreation Ground, The Green, Christian Malford SN15 4BQ.**

**Yellow** – Current Playground Footprint. **Blue** – Extended Area.

## 1.2 Quotations

- The council has a maximum budget of **£100,000.00 (Ex VAT)** for the main playground. 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), and may well be significantly less depending on external funding.
- 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.

Ultimately this is a design competition, once the minimum technical specifications have been met, to create a play area that will encourage not only the immediate community to use, however potentially other local villages and visitors to enjoy.

The layout should be accessible throughout with some ideas taken from the list of proposed equipment, however also using your own creative licence. Consideration should also be taken in terms of the trees and shrubs in close proximity which has contributed to moss and debris on the current surfacing, and potential root damage to surfacing.

Maintenance is important in that the investment being made is considered to be one that will last many decades, with a moderate maintenance budget where possible.


As the older children currently use the other play equipment, wheeled sports facility and multi-use games area, the main playground is focused on younger families with children up to around 8 years of age, however, should cater for those up to 12.



Christian Malford is well known for the annual **Fireworks Display** which should be considered in terms of any theme of the design, possibly including a Rocket/Space theme.




#### 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. The list of suggested equipment does not necessarily require all of these to be included, as this will depend on budget and space.

Item	Proposed Specification
<b>Equipment for Main Playground</b> <i>£100k Budget</i>	<p>Toddler Swings (2 Seats including a Tango Seat).  Junior Swings (2 Seats).  Traditional Roundabout  Dish Roundabout or Spinner Bowl.  Multi Play Unit (Themed - suitable for 3- 8 years of age however with challenge and risk associated)  Short toddler balance trail.  Multi-user see-saw or springer (2-4 users).  Small Basket Swing / Hammock or similar.  Toddler Play Unit (Role Play/Themed).  Sensory Area – quiet relaxing space near mature tree below – play panels/totem poles (along fence line), seating, sensory path (allow for tree roots in terms of protection and damage, the area can be left as grass around the immediate canopy).  <i>Note: A mud kitchen may be donated outside of this tender to be positioned in the area.</i></p> 
<b>Primary Materials</b>	<p>Steel, HDPL (or equivalent) and/or Engineered Wood (with laminate and steel feet). A combination of these may be used and should be the principal material used throughout.</p>
<b>Safety Surfacing</b>	<p>Combination of coloured wetpour (2-3 colours including 1 for a pathway between the two gates) and Bonded Mulch (combination colour) near the mature tree and car park end (western side).  Edging can be trench cut without any PCC and minimising potential shrinkage between colours.</p>

	<b>Note:</b> the objective is to surface most of the area within the fence if possible, with wetpour under high wear areas.
<b>Subbase</b>	Existing <i>wetpour tiles</i> if deemed suitable in terms of stability (must have all debris and moss removed to improve drainage) and; 100mm Type 1 stone base for areas without an existing surface.
<b>Removals and Disposal</b>	All fencing, seating and play equipment to be removed off site. Wetpour tiles may remain as a base for the new surfacing. Below concrete item also to be removed for extension.  <b>Note:</b> Please provide a single line item for these removals as a total. The Council may provide all the removals by a local contractor before work begins at an agreed date and standard – thereby removing the total from the final quotation.
<b>Equipment to Remain &amp; Refurbish</b>	None – however a quote to repair/replace the chain cover on the Zip Wire seat is an optional requirement. 
<b>Seating</b>	2 x Recycled Plastic Benches with backrests.
<b>Pathway</b>	None.
<b>Fencing</b>	New 1.0m high Steel Bow Top Fence (Green) around perimeter with 2 x Self Closing Gates (Yellow). The 2 <sup>nd</sup> gate near location shown below, connecting to the existing pathway. <i>Colour selection may change if a palette of available options can be provided.</i>

		
<b>Bin</b>	1 x Steel Broxap Standard Derby (120 litres).	
<b>Footprint</b>	<p>Use existing fence line with the extended footprint to the car park (shown in blue on the google map and below):</p>  <p><b>Note:</b> that the fencing for the extension should be &gt;500mm from car park edge to allow for the installation of safety bollards by Council.</p>	
<b>RPII Inspection</b>	Yes – must be Play Inspection Company or ROSPA.	
<b>Re-Instatement</b>	Any damage to existing materials or turf, including the access (car park), pathways and field must be replaced or repaired to its original condition. Trees must be adequately protected during the works, and where possible avoiding any vehicle access onto the Cricket Pitch.	
<b>Welfare Required</b>	Yes	
<b>Heras Fencing</b>	Yes – well signed and double clipped fencing to be used around the entire site for the duration of the Works.	
<b>Site Access</b>	<p>Access is via the main Car Park which can be used to create a compound.</p> 	

## 4. Timetable for Project

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	19 <sup>th</sup> October 2023
Site meeting for interested contractors (30-minute slots from 12.30pm – 2.00pm only):	8 <sup>th</sup> November 2023
<b><u>Tender Submissions Due:</u></b>	<b><u>15<sup>th</sup> December 2023</u></b>
Decision on Preferred Supplier:	Q1 2024
Works to Begin (subject to funding):	Q2-Q3 2024

## 5. Scoring Criteria

### 5.1 Scoring Table

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

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Project Design:</b>	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/carers with consideration of Section 3.2.	<b>60%</b>

<b>5.1.2 Technical and Specifications:</b>	Specifically scoring will be based on: 1. Details of materials used for play equipment, sub-base, and surfacing. 2. Considerations of reduced maintenance incorporated into the equipment and surfacing. 3. Any significant omissions from the brief or specifications.	<b>30%</b>
<b>5.1.3 Presentation and Quotation:</b>	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 made from your organisation).	<b>10%</b>

## 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 must 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 3<sup>rd</sup> 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](mailto: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](mailto:michael@sportsandplayconsulting.co.uk)

**Hard copies to be sent to:**

Christian Malford Parish Council  
C/O Walnut Tree House, Station Road,  
Christian Malford, SN15 4BG  
Attention: Mr Kevin Assinder  
'Tender – Christian Malford 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).**