

# Queen Camel Parish Council

## Main Tender Document

### *Provision to re-develop: Queen Camel Playing Field Play Area*

To be submitted no later than 4<sup>th</sup> March 2024.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### **The Employer**

Queen Camel Parish Council

### **Procurement Contact**

Sports and Play Consulting Limited

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# 1. General Requirements

## 1.1 Overview

Queen Camel Parish Council is seeking a suitably qualified and experienced contractor to design and deliver new playground equipment, surfacing and associated works at the Playing Field.

The site is located near the Tennis and Bowling Clubs, with parking at each end, to the northwest and southeast of the play area. Additionally, there are two main entry points for pedestrians, and access can be made from across the main field for those walking to the site.

The work includes all the existing equipment to be removed which is at the end of its practical life. With mature trees on one side and a mound at one end, the objective is to utilise the large open space to create a well-designed and a relatively accessible site. It should be noted that some of the external funding will be specifically for 'Inclusive' elements which needs to be finalised once a preferred design is selected. It will utilise materials low in maintenance, mainly steel and engineered wood while complementing the natural surrounding area.



**Site Address:** Off Green Lane, Queen Camel, BA22 7NP

## 1.2 Quotations

- The council has a fully funded budget of **£130,000.00 (Ex VAT)** for the playground project. 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) up to a 10% variance.
- 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 adhere to 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 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 (including sub-contractors) that are available to remedy any issues that arise during construction

### 3. Scope of Works

#### 3.1 Objectives for Play Area.

Queen Camel Parish Council has recently been granted external funding towards the re-development of the main playground, in addition to contributing its own funds. The project is a high priority for the Council and community due to the current facility having reached a point that is no longer viable to maintain.

Having conducted a local consultation, the tender document does include the equipment which rated the highest from those who participated. This should be considered along with the input from the Council and Procurement Contact who has suggested a broad approach such as the positioning of the 'zones' shown on the google map below. This should also include areas and equipment that are ***Inclusive*** for less abled children which should connect to any pathways designed into the site.

However, this is ultimately a design competition that is encouraging suppliers to be creative, while incorporating the guidance set out in Section 3.2. and not encroaching into the football field.

**Reference Lines on Google Map:**

\_\_\_\_\_ Red Line indicates power cable location (Based on service drawings): Cat Scan Mandatory for actual work. Service drawings available on request.

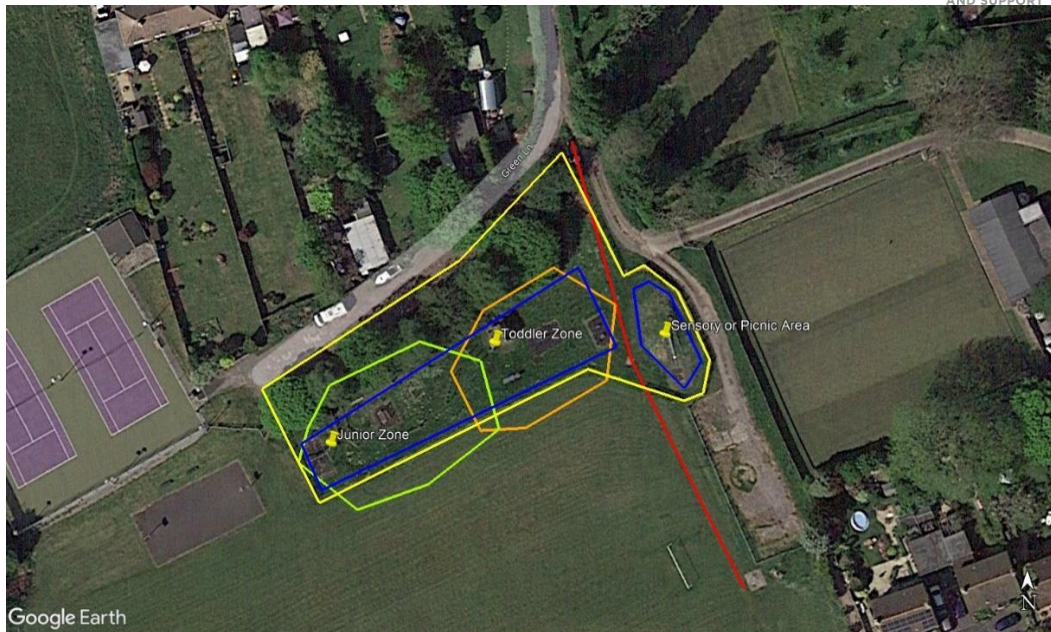
\_\_\_\_\_ Dark Blue Outline indicates focus/activity area for play equipment, sensory zone and seating.

\_\_\_\_\_ Yellow Outline indicates boundary for play area.

\_\_\_\_\_ Light Green Outline indicates suggested area for Junior Play Equipment.

\_\_\_\_\_ Light Brown Outline indicated suggested area for Toddler Play Equipment.





**Photos Below:** Views across the existing playground.







### 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</b> (Colours should be muted/natural: e.g. Greens & Browns) No higher than 4.0 metres.	<b><u>Toddler Zone (0-6 years)</u></b> Adventure Tower/Multi Play Unit with tunnel and nets. Playhouse with table. Swings – 1 x Toddler Seat, 1 x Tango Seat, 1 x Mirage Seat. See Saw (4+ users). <b><u>Junior Zone (7-12 years)</u></b> Adventure Tower/Multi Play Unit with slide, nets and play panels. Climbing Net. Dish Roundabout. Swings – 2 x Flat Seats.

	<p>Basket Swing. Zip Wire. Rotating Frame / Swing Bars. Monkey Bars. Wheelchair Roundabout (connected to the new proposed pathway to ensure its accessible and with suitable drainage designed into it). <b><u>Sensory Zone</u></b> Sensory Path. Totem Poles / Play Panels. Rain Wheel and Sound Panels. Carvings.</p>
<b>Primary Materials</b>	Steel and/or Engineered Wood (Laminated with Steel feet).
<b>Safety Surfacing</b>	Primarily Grass Matting, however bonded mulch or wetpour may be used over existing wetpour tiled areas.
<b>Subbase</b>	None required for safety surfacing other than using existing wetpour tile pads if deemed suitable for drainage and stability.
<b>Removals and Disposal</b>	<p>All Equipment except for existing bin on site which may be relocated to fit in with the new design. <i>Should the existing wetpour tiles not be used in the design, then if practical, should be removed and re-instated back to soil and seed.</i></p>
<b>Equipment to Remain</b>	None.
<b>Seating</b>	<p>2 x Picnic Tables, made of steel or recycled plastic – 1 being wheelchair accessible. 3 x Seats with backrests, made of steel or recycled plastic. <i>All must be installed onto a hardstanding base, preferably the same material as used for the pathways. A designated seating area should be part of the design in addition to benches practically located within the site.</i></p>
<b>Pathway</b>	<p>Pathways should be designed into the scheme, mainly from the two entrance points on either end of the site to connect to the seating area (picnic tables), and where possible any inclusive equipment.</p> <ul style="list-style-type: none"> <li>• 1.2 metres wide with PCC edging.</li> <li>• Use Conipave or Flexipave type material on a 100mm Type 1 stone base.</li> <li>• Avoid the existing electricity cable unless a design can be installed safely across this, meeting relevant guidelines and method to do so.</li> </ul>

	<ul style="list-style-type: none"> <li>Consider a sensory path into the sensory area that has been suggested (possibly around the mound).</li> <li>The pathway does not necessarily have to go the entire length of the playground, rather it may just be at either end to improve access to specific points within the design.</li> </ul> 
<b>Fencing</b>	No fencing is required; however, the Council is looking to replace all the fencing and gates in due course. The fencing near the Basketball Court will likely be removed so that access will be immediately off the car park entrance.
<b>Signs</b>	1 x A2 Play Sign on Steel Posts (Artwork to be confirmed)
<b>Gates</b>	No Gates Required.
<b>Footprint</b>	<p>As per the Google Map (Yellow Perimeter Line). Vehicle access is via Green Lane which is restricted in terms of width (photo below).</p> 
<b>RPII Inspection</b>	Yes: Play Inspection Company or ROSPA.
<b>Re-Instatement</b>	<p>Any damage to existing materials, including that caused by vehicle access, must be replaced, or repaired to its original condition. Trees, roads and pathways must be adequately protected during the works.</p> <p><b>TURF DAMAGE:</b> Appropriate climate seed then grade/roll any vehicle &amp; machinery damage and where required using topsoil to level. Major damage to include new turf (premium quality) and topsoil.</p>
<b>Welfare Required</b>	Yes: Toilet and Water should be supplied for duration.
<b>Heras Fencing</b>	Yes: Double Clipped and Signed Fencing for duration around entire perimeter of Works.

## 4. Timetable for Project

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	December 2024
Site meeting for interested contractors: 30-minute slots from Midday – 2pm	22 <sup>nd</sup> January 2024
<b><u>Tender Submissions Due:</u></b>	<b><u>4<sup>th</sup> March 2024</u></b>
Decision on Preferred Supplier:	April 2024
Works to Begin (subject to lead times):	June/July 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>Weighting</b>
<b>5.1.1 Project Design:</b>	<p>Specifically scoring will be based on:</p> <p><b>1. Primary Play Values and Experiences (20% weighting):</b> The design should cater for 2-12 year olds with a range of abilities, and a complement of play outcomes ie different activities available.</p> <p><b>2. Design Rationale (20% weighting):</b> This will be scored based on the overall design with consideration of the layout, practicality and the information detailed in Section 3.2.</p>	<b>60%</b>

	<b>3. <i>Unique or Bespoke Element (20% weighting):</i></b> Approaching the design with something that will be considered unique to your submission, and ultimately to the playground, outside of 'traditional' inclusions.	
<b>5.1.2</b> Technical and Specifications:	Specifically scoring will be based on: <ol style="list-style-type: none"> <li>1. Details of materials used for play equipment, surfacing and seating.</li> <li>2. Consideration of reduced maintenance incorporated into the equipment and surfacing.</li> <li>3. Any significant omissions from the brief or specifications.</li> </ol>	<b>20%</b>
<b>5.1.3</b> Presentation and Quotation:	Suppliers are to provide: <ol style="list-style-type: none"> <li>1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2).</li> <li>2. 1 x CAD or scaled Google Map of the design in A2 size or similar.</li> <li>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).</li> </ol>	<b>10%</b>



<b>5.1.4 Sustainability:</b>	<ol style="list-style-type: none"> <li>1. Materials specific to this project including play equipment, surfacing and seating that is considered environmentally sustainable such as recycled content or manufacturing process. (allocate 1 page for response)</li> <li>2. Broader environmental policies of the business including any accreditations and current work practice considered environmentally sustainable such as use of energy and transportation of materials. (allocate 1 page for response)</li> </ol>	<b>10%</b>
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## 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 Procurement Contact 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 Procurement Contact, 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 Procurement Contact 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
- 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 Procurement Contact.

## 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 for the Project

The Employer has appointed a Procurement Contact 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>
5. <u>Response to 5.1.4:</u>	PDF or Word Labelled – <i>SupplierName5.1.4</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 Michael Carter at: [michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

**Hard copies to be sent to:**

Queen Camel Parish Council  
C/O Cobbs Cottage, Compton Road  
South Cadbury Yeovil, BA22 7EY

Attention: Cherry Toop

'Tender – Queen Camel 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).**