



Ferndown Town Council  
*serving the local community*

# **Ferndown Town Council**

## **Main Tender Document**

**Provision to design and build a new Playground.  
King George V Playing Fields.**

**To be submitted no later than Friday 25th October 2019.**

**Late submissions will be disregarded.**

### **General Enquiries**

Sports and Play Consulting Limited

Michael Carter

07421 463099

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





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## **RESPONSIBLE PARTIES**

### **The Employer**

Ferndown Town Council  
The Barrington Centre  
Pennys Walk, Ferndown  
DORSET BH22 9TH

### **Contracts Administrator/s**

Maria Follan (Ferndown Town Council)  
Michael Carter (Sports and Play Consulting Limited)





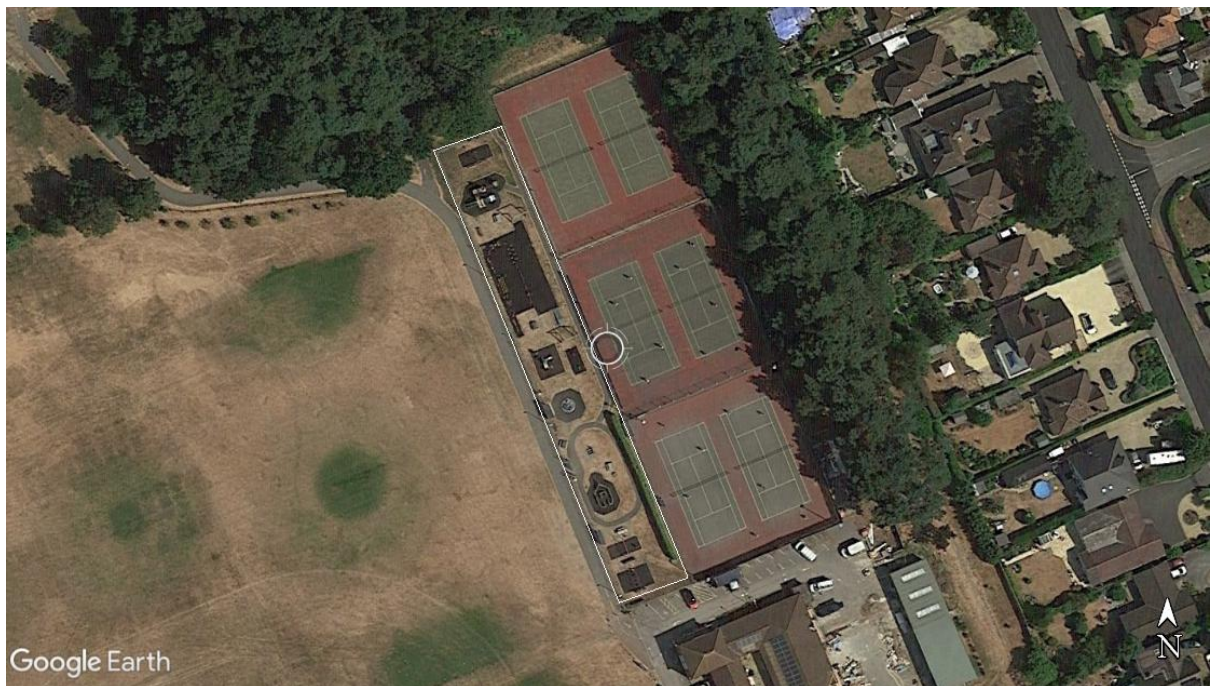
## INFORMATION AND INSTRUCTIONS

### 1. General Requirements

#### 1.1 Overview of Project

Ferndown Town Council is seeking a suitably qualified company to design and redevelop a playground to replace the existing facility.

The location of the site is King George V Playing Fields, Peter Grant Way, Ferndown BH22 9EN.



The Town Council has allocated a significant budget to improve the existing playground which is outdated and has considerable maintenance and quality challenges. The aim is to create an inviting playground for children ages 0-12 years of age and their families that may be used all year round. It should provide a range of play values and challenge, while being mindful of any maintenance and potential vandalism of the equipment and surfacing.





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## 1.2 Budget and Costings

- The council has set aside a budget of **£180,000.00 (Ex VAT) – One Hundred and Eighty Thousand Pounds.**
- 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 Ferndown Town Council. In addition, a binding contract (Appendix 4) with agreed terms and conditions will be provided for both the council and the 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 Contractor.

The work is for the design, supply and installation of appropriate groundworks, safety surfacing, play equipment, seating and associated works which should comply to any relevant regulations primarily EN 1177 and EN 1176. 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 and disposal of all shelters, seating, play equipment, surfacing that can be not be re-used and spoil
- Retain the Steel Zip Wire, however, install new surfacing under the Zip Wire (Currently Bonded Mulch)
- Installation of 2 x New Bins (both with recycling for Paper and Plastic)





- A new Playground Sign and Post made of sturdy material (artwork to be provided and to meet regulations)
- Play Equipment for 0 – 12 Years of Age, with younger (Toddler) equipment located at the *Pavilion* end, and more challenging (Junior) equipment towards the rear of the playground
- Play Equipment must be steel however can include HDPL panels and rope play and should include (but not limited to):

- Toddler Swings – 2 Seats
- Junior Swings – 2 Seats
- Basket Swing
- Multi Play for Toddlers
- Multi Play for Juniors
- Inclusive Roundabout
- Balance Trail
- Climbing Structure up to 4.0 Metres
- Mound and Embankment Slide with Astro Turf
- Play Panels
- Rotating Options for both Toddlers and Juniors

- Seating area with 2 x Steel Picnic Tables and 2 x Benches (With Backrests) plus 2 x Benches at either end of playground
- Steel Shelter with benches and some protection from wind
- Removal of Hedges in playground, creating additional space that can be designed into the new facility

***Option (Addendums)***

- Water Play area with either wetpour or stone/brick surfacing that include buttons to turn on as a feature, suitable drainage and ensuring that it would meet any health and safety regulations in terms of connecting to the Mains which are located nearby. This would replace equipment proposed as it would need to fit within the same budget.





- Please note the council may decide to remove and dispose of the hedges and play equipment using internal staff and resources. Please provide details of the cost savings and any implications should they council decide to do this.

### **Other Notes**

- *No Sand Play to be included*
- *Theming is not required*
- *Depending on budget some turf may remain however the council is looking for a design with the least amount of turf and maintenance*
- *Limit height to 4.0 metres*

### **Surfacing**

- Surfacing can be a mixture of Bonded Mulch, Astro Turf, and Wetpour on a suitable base
- There is an existing tarmac path that may remain in place or be used as a base for a new surface, if deemed appropriate by the Contractor
- Designing in the surfacing and new pathways to connect to the seating area and play equipment is strongly encouraged, allowing for some creativity to increase play value and the natural aesthetics of the new surface. Colours can be used to create designs or contrast within the surfacing without creating maintenance such as shrinkage on any wetpour
- Use appropriate PCC edging where required, and a stone base must be used unless the existing surfacing is in appropriate condition to be used (please indicate clearly where an existing base will be used and where new bases will be installed and to what depth)

### **3.2 Post Installation Inspection**

Please allow for an RPII qualified independent 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	Monday 16th September 2019
Site meeting for interested contractors (30-minute slots)	Wednesday 2 <sup>nd</sup> October 2019 between 11am – 1pm
Tender submissions due	Friday 25th October 2019 16:00 hours
Decision on Preferred Supplier	Early November 2019
Work to commence	Mid January 2020
Work to be completed including snagging (Ready To Open)	Mid March 2020

**Note:** Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build.

## 5. Scoring of Tender

### 5.1 Scoring Table

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
Project Design:	Scoring will be made according to the overall design including play values, challenge and practicality of the layout. Please include a design rationale of up to 250 words to summarise your approach to this project. Specifically scoring will be based on: <ul style="list-style-type: none"><li>• Location and design of play equipment, seating area and bins</li><li>• Use of pathways and accessibility throughout the site</li><li>• Variety of “Play Values” including inclusivity for all ages</li></ul>	40%





	<ul style="list-style-type: none"> <li>• Choice of equipment that encourages development of all ages, social play and risk</li> </ul>	
Materials:	<p>Scoring will be based on the materials used, and information within the tender response on quality and expected longevity.</p> <p>Specifically scoring will be based on:</p> <ul style="list-style-type: none"> <li>• Warranties and what these include or exclude</li> <li>• Baseworks/Groundworks and edging provided (depths, material etc)</li> <li>• Availability of spare parts (standard time frames for delivery)</li> <li>• Details of the materials used for the play equipment, in terms of manufacturing process and protection from vandalism and general wear and tear</li> </ul>	20%
Presentation and Information:	<p>Suppliers are encouraged to provide a 3D visual (refer guidelines on design), 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.</p>	20%
Discretionary:	<p>This is to allow additional consideration and scoring for aspects:</p> <ul style="list-style-type: none"> <li>• Value-added inclusions</li> <li>• References and Warranties</li> <li>• Compliance to Regulations</li> <li>• Acceptance of Contract Obligations</li> <li>• Spare Parts: lead times</li> </ul>	20%





## 5.2 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

## 6. Procurement Process

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

### 6.1 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.

## 6.2 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.

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.

## 6.3 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.

## 6.4 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 of the outcome. An agreement (Appendix 4) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

## 6.5 Suitability Questionnaire

Suppliers who intend to bid for the project must complete Appendix 2 (Suitability Questionnaire) and may be excluded based on the responses, failing to complete an answer or submitting any false or misleading information.





## 7. Named Contact and Consultant for Project

Ferndown Town Council has appointed a consultant for the tender process.  
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)

## 8. Submission and Checklist (Mandatory)

The tender response should include:

- Completed copy of Appendix 1, Appendix 2 and Appendix 3
- 1 x CAD as a PDF to be provided in A2 size or as close to this as possible
- 1 x 3D Design visual to be provided in A2 size or as close to this as possible
- Itemised Quotation and supplementing information to be provided in A4 size
- An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, by the due date and time

### ***3D Design Regulations (Points deducted for failing to follow these)***

- No Children or Adults in the design
- No Background or Photo Shopping images
- Equipment must be to a reasonable scale of actual size
- Reference items with a number and description
- No “Play Values” shown on design – these can be outlined in the main document
- No Videos to be provided





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***Do NOT include the following information for the initial tender response:***

- TUV Certificates
- Copies of Insurance
- Installation drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

**Hard copies to be delivered to:**

Ferndown Town Council  
The Barrington Centre  
Pennys Walk, Ferndown  
DORSET BH22 9TH

**Please note - Tenders are to be sent in a plain envelope and tube marked only with:**

**'Tender – KGV Playground Project and Ancillary Works'**

and sent to arrive no later than:

**16:00 hours, Friday 25th October 2019.**

**PLEASE NOTE - OFFICE HOURS ARE MONDAY TO FRIDAY 9.30am to 4.00pm**