



# Worth Parish Council

## Main Tender Document

### *Provision to design and install a new: Playground*

To be submitted no later than 30th June 2023.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### **The Employer**

Worth Parish Council

### **Procurement Contact**

Sports and Play Consulting Limited

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# 1. General Requirements

## 1.1 Overview

Worth Parish Council (The Employer) is seeking a suitably qualified company to design and construct a new **Playground** at the Recreation Ground. The Council is planning major improvements within the grounds, which will also include a new Multi Use Games Area (MUGA), carpark, pathways and landscaping.

Funding for the projects will largely be from *Building Contributions* to the Local Authority (subject to confirmation), however the Council is also seeking additional grants and funding sources to ensure a robust and optimum outcome.

The sequence and timing of construction will depend on various factors, including the proposed MUGA and other planned *Works*. That is, although it is likely the MUGA to be the first stage of development followed by the Playground, this will need to be confirmed within the Council and preferred contractor.

**The proposed site is located at: Off Copthorne Bank, Copthorne  
CRAWLEY RH10 3RE (Yellow outline below – not to scale)**





## 1.2 Quotations

- 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).
- 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 available Employers 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.

The existing playground at the Recreation Ground is dated and needs a modern and exciting design to complement the wider ambitions of the Council. The objective is to slightly relocate and increase the playground space (approx. twice the size to 750sqm) where the existing skate park is located.

The design should not only cater for a wide range of ages and abilities, but it also needs to be exciting and practical. Encouraging families to return, and ensuring the children are challenged personally and socially, the design should also include features that are '*Inclusive*' in terms of variety of experiences that meets the needs and interests of most children.

The focus will be the area within the fenced space in terms of design and cost, however the wider goal should be taken into account. There are houses close to the area, which also needs some consideration in terms of noise and height.



*Proposed location of new playground (Above): Skate Park to be removed.*





*Current Playground (Above and below)*





*Main entrance to Recreation Ground and Playground: Proposed Carpark*

**Topographical Survey and Concept Drawings:** A Topographical Survey has been completed and available as a PDF and DWG on request. Additionally, a concept plan provided by a local Architect with the proposed facilities is available to outline the objectives across the Recreation Grounds.

### 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.

Item	Requirement
<b>Suggested Equipment (In no order and suppliers should</b>	Junior Swings Toddler Swings Parent/Toddler Seat Basket Swing



<b>ultimately select the equipment based on the brief and space – 750sqm)</b>	<p>Traditional Roundabout &amp;/or dish roundabout</p> <p>Inclusive Roundabout with appropriate drainage system</p> <p>Multi Play Unit: 2-6 years.</p> <p>Multi Play Unit: 7-12 years.</p> <p>Rotating Dynamic Item (Pendulum Seats)</p> <p>Inground Trampoline x 2 with appropriate drainage system</p> <p>Rope Swing</p> <p>Pyramid Net (4.0 metres)</p> <p>Modern Agility/Balance Trail with Monkey Bars</p> <p>Quiet area: sensory items and play panels and sensory path.</p> <p>Mound with Artificial Turf</p>
<b>Equipment NOT to be included</b>	<p>Zip Wire.</p> <p>Equipment exceeding 4.0 metres in height.</p>
<b>Primary Materials</b>	Steel and/or Engineered Wood (with Steel Feet) or similar characteristics.
<b>Safety Surfacing</b>	Combination of Wetpour (predominant surface up to two colours), Bonded Mulch and Artificial Grass (complete footprint surfaced).
<b>Sub-Base</b>	100mm Mot Type 1 Stone
<b>Edging</b>	<p>PCC edging on pathways and if required artificial grass.</p> <p>Edging/Surfacing should be located outside of fence to allow for mowing.</p>
<b>Removals and Disposal</b>	<p>Remove all playground equipment, seating, bins, fencing and gates. Additionally, all elements of the existing Skate Park should be removed in preparation for the new playground. The existing tarmac surface may remain as long as it will pose no drainage or other issues by leaving it in situ (may need pressure washing and drainage holes).</p> <p><b>Standalone Basketball Hoop and surface can remain.</b></p>
<b>Pathways</b>	Suds (such as Conipave or Flexipave) based pathway within the fenced area between the two gates.
<b>Seating Area</b>	<p>4 x Benches within fenced area: steel or recycled plastic with backrests.</p> <p>2 x Picnic Tables within fenced area: steel or recycled plastic, 1 which is deemed accessible by wheelchairs.</p>
<b>Bins</b>	Yes: 2 x Broxap Derby 120 litre Black Steel installed onto hard standing.
<b>Play Sign</b>	Yes: 1 x A2 Size Playground Sign onto steel post. Installed onto hardstanding (Location and artwork to be advised).
<b>Fencing and Gates</b>	Yes: new 1.2m high bow top fencing (green) with 2 x self-closing gates (yellow) – around entire perimeter.
<b>RPII Inspection</b>	Yes: Play Inspection Company or ROSPA



<b>Re-Instatement</b>	Any damage to turf, pathways, and any existing materials must be repaired back to the original state. Grade and seed damaged turf with topsoil (remove any stones and materials that could pose a risk to machinery or persons).
<b>Welfare Required</b>	Yes: portable toilet and drinking water should be provided by supplier.
<b>Heras Fencing</b>	Double Clipped <i>heras</i> fencing with suitable construction and safety notices should be used for the duration of the agreed Works until formally handed over.

## 4. Timetable for Project

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	17 <sup>th</sup> April 2023
Site meeting for interested contractors (30-minute slots):	9 <sup>th</sup> - 10 <sup>th</sup> May 2023 (TBC)
Notification of your intention to provide a response and deadline for questions about the tender:	1 <sup>st</sup> June 2023
<b><u>Tender Submissions Due:</u></b>	<b><u>30th June 2023</u></b>
Decision on Preferred Supplier:	July 2023
Public Consultation / Engagement:	July / August 2023
Works to Begin (Guide Only subject to lead times and other Works):	Q1 or Q2 2024

## 5. Scoring Criteria

### 5.1 Scoring Table

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





Criteria	Information	Percentage
5.1.1 Project Design:	Specifically scoring will be based on: 1. Primary <i>Play Values</i> and <i>Experiences</i> for a range of ages and abilities. The design should cater for both toddler and junior aged children featuring elements considered 'Inclusive'. 2. <i>Design Rationale</i> in terms of layout and practicality of equipment and surfacing and overall design. This would also include pathways and seating areas.	30%
5.1.2 Technical and Specifications:	Specifically scoring will be based on: Response to each item in 'Specifications' Section 3. Table a response to each <i>ITEM</i> listed.	30%
5.1.3 Environmental and Sustainability (Social Value):	Outline any Accreditations (such as ISO 14001) and Environmental Policies in terms of production, materials or any other aspect that details <b>Waste Management</b> and <b>Sustainability</b> which is specific to the design proposed for Worth Parish Council.	10%
5.1.4 Total Cost:	Scoring will be made according to the <i>Total Cost</i> of the design, using the quotation submitted by each supplier on the basis the <u>minimum specifications and desired brief has been met</u> . Calculations on cost will be based on increments (0.5) that are proportionate and fair to the submissions provided from highest to the lowest cost as a percentage of the weighted amount. <i>Example:</i> <b>Lowest Cost is £150,000.00</b> <b>Supplier A Cost is £180,000.00</b> <b>Supplier A Score is 25 (lowest cost divided by Supplier A Cost * 30)</b>	30%



	If a tender is perceived to be significantly over the market value or maximum budget, and there are no alternative submissions for review or to score accordingly, the Employer has the right to dismiss the tender for further consideration or may re-tender.	
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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.
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## 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, starting the process over. 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.

### 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 should 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; the local Youth Support Worker will facilitate this by engaging with local user groups. The purpose of any consultation will primarily be to update the community on the preferred design, 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.

**Standstill Period:** For contracts over the UK Procurement Threshold at the time of the tender, a Standstill period will apply of *10 Calendar Days* from notification date.

## 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 by the Consultant will be provided on request via email, however if suppliers want additional detail on the selection, this will need to be requested of the Employer which will be at their discretion to provide. 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, 5.1.2 and 5.1.3:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i> <i>SupplierName5.1.3</i>
4. <u>Response to 5.1.4:</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:**

Worth Parish Council  
First Floor, The Council Hub,  
Borers Arms Road, Copthorne RH10 3ZQ.  
Attention: Jennifer Nagy  
'Tender – Worth 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).**