

New multi-use sports area at the Morgan Recreation Ground, Crowthorne



Invitation to tender November 2022

Deadline for submissions Monday 16th January

1.0 Background

1.1 Crowthorne Village

Crowthorne village is located south of Bracknell and Wokingham, between the M4 and M3. It is a vibrant, healthy and desirable place to live and work. It has 5 primary schools and one secondary school and is home to two famous institutions, Broadmoor Hospital and Wellington College.

A significant proportion of Crowthorne Parish falls within a Special Protected Area, or its buffer zone, which protects ground nesting birds in the forested area. This means that Crowthorne is less affected by urban sprawl than other villages in south east England and has kept its village feel and leafy, green status.

1.2 Crowthorne Parish Council

The Morgan Recreation Ground (MRG) is owned by a charitable trust but managed and funded by Crowthorne Parish Council (CPC). CPC has committed to:

- promote and represent the community's views and aspirations.
- provide high standard, cost-effective services and amenities.
- to help create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, income, race, sexual orientation or religion, and which seeks to develop their emotional and physical wellbeing.
- support the move to a healthier, active community.



The Morgan Recreation Ground at its busiest – carnival 2022.

1.3 Morgan Recreation Ground

The MRG is the main freely accessible park in Crowthorne, serving a population of approximately 7000. It has a fenced toddler play area and assorted play equipment for different ages for children surrounding it, a number of picnic benches, benches, banked area with specimen trees and large grassed area containing a lined football pitch.



Aerial view of the Morgan Recreation Ground with the tarmacked project area to the east.

There has been a recreation ground on the site of the current Morgan Recreation Ground for over 100 years. The views over the recreation ground are protected under the Crowthorne Neighbourhood Plan. The area subject to tender is not overlooked by any houses, although several neighbours' boundary fences abut the area to the north and east.

There is a car park, access to the High Street and public toilets to the western end of the park.

The new sports area will revive the current 'basketball area' at the far, eastern end of the site. In the past this tarmacked area surrounded by mature trees, has been two tennis courts but now it consists of two tired basketball hoops.

The park is well used by families, school children, dog walkers, sports enthusiasts, a Tai Chi club and weekly by four resident football teams – 3 adult teams and one U13s.

Edgbarrow School is the local secondary and is close to the park. It has more than 1500 students, many of which walk past or through, the MRG on their way to and from school.

Site visits

Bidders are encouraged to visit the site before submitting a tender. Contact projects@crowthorne-pc.gov.uk or call 01344 7710251 to arrange this.

2.0 The project

2.1 Project cost

The total project cost for this bid shall not exceed £110 000.

2.2 Project vision

CPC would like to create an inspirational sporting area for young people and adults in order to:

- Make the most of this popular village facility.
- Support the Government's Better Health campaign.
- Generate more footfall in the MRG and therefore the High Street.
- Benefit all ages and demographics of Crowthorne residents.
- Deliver its commitments under the Crowthorne Neighbourhood Plan and the Three Year Strategy Plan.
- Support Bracknell Forest Council's Get Active Project.
- Provide free sports facilities as all others in the area require pre-booking and a charge.
- Encourage and inspire all members of the community to get outside and get moving!

2.3 Timeline

Contract published on Contracts Finder government portal	Wednesday 23rd November
Deadline for submissions (see Format of submissions 6.2)	10am, Monday 16 th January
Tender evaluation initiated	Monday 16 th January
Proposed date of decision to award contract (subject to satisfactory RAMS)	Tuesday 7 th February 2023
Project completed	Friday 30 th June 2023

2.4 Planning permission

The proposed sports area may require planning permission. The successful bidder will be required to ascertain what permission, if any, is required, and to submit a planning application, if necessary, for the works to Bracknell Forest Council. This may be submitted in the name of The Morgan Recreation Ground Charity % Crowthorne Parish Council in order to benefit from any planning application discounts available.

2.5 Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 5 months from the date of submission. Payment will be made upon completion and the RPII report, less 5% snagging. Once the snagging is complete and CPC is satisfied that there are no ongoing issues, the last 5% will be settled. For an extract of the CPC Financial Regulations specifying the Tender Process to be followed, see Appendix 1.

2.6 Inspection

All equipment shall be inspected by a Register of Play Inspectors International Ltd accredited inspector on completion, to the standard of BS EN 1176-1, RoSPA guideline and in accordance with equipment manufacturer's maintenance and inspection instructions. This is arranged at the expense of the contractor.

3.0 Consultation

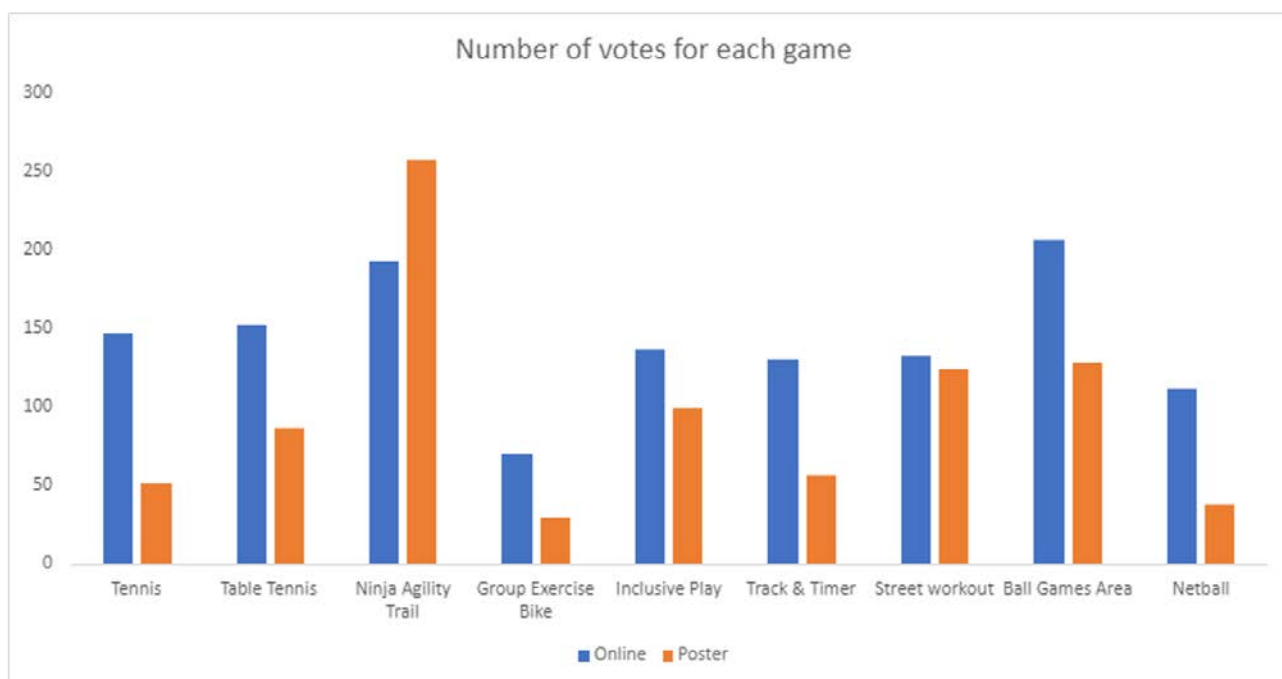
CPC ran a well-received public consultation from July-September 2022 online, in the MRG and Crowthorne library. The results of this consultation are integral in indicating the equipment and activities required at the MRG.



Nearly 450 local people responded to both the online survey and sticker board consultation.



Nine suggestions for equipment/games were provided, for residents to indicate which three their household would use.



Results from both surveys – electronic and sticker board poster.

As you can see, the consultation indicated that the following would be very well received:

- Ball games area – football and basketball combined. Netball also popular.
- Ninja trail/assault course with timer – inspirational, aerobic activity.
- Gym bars/calisthenics - for strengthening exercises.
- Table tennis – doubts raised about sheltering possibilities. Please advise.
- Inclusive options - the site will be accessible but it is some way from the car park (250m).

Those who responded online indicated they would use an average of 4.5 items from the 9 activities in the survey, making it clear that a broad range of activities is required.

3.1 Neighbours' concerns

The views of immediate neighbours of the MRG have been considered throughout the process so far and their concerns are still important to CPC. While still delivering a sports area, CPC will endeavour to address the following concerns:

Neighbours' concern	CPC promise
Noise	Minimum fencing. Use fencing with noise cancelling design.
Loitering	No shelters conducive to loitering. Seating will be installed away from neighbouring fences.
Litter	Install bins.
Anti-social behaviour	Install CCTV. Install low level bollard lighting. <i>(Not part of this bid)</i>
Flood lighting	Flood lighting will not be installed.

4.0 Specification

The work specification is not exhaustive, but stipulates the minimum requirements. Bidders are encouraged to submit imaginative proposals which take into account the results of the public consultation and the preferences of the neighbours. Bidders are expected to make suggestions to inspire play and exercise to the +12 year old users of the park.

As part of the project outlined here, site access and security will be improved at additional cost so this bid should not exceed the total stipulated cost (£110 000).

Tarmac surface (approx 32*32m ^a)	
Clean/prepare existing tarmac Pierce holes in existing tarmac for drainage Treat joints as needed to prevent reflective cracking Tack coat existing surface Supply and lay 6mm porous asphalt (Macadam Ultisport or similar) at 30mm depth over existing surface Supply and lay new precast concrete edging around the asphalt area. Thermoplastic graphics/markings to maximise play opportunities	
Equipment	
A range of sporting equipment to promote exercise for park users over 12 as specified in the results from the public consultation – see 3.0. Fully galvanised – hot dipped, not just painted. No timber products Fire-resistant Fences/goals in the sports area need to be robust, rattle free and with a noise cancelling design Moving parts should be kept to a minimum, to minimise noise and maximise longevity Equipment should not provide sheltering possibilities Equipment should not exceed 3 metres Regulation thickness and size wet pour fall zone areas Thermoplastic graphics/markings to maximise play opportunities	
Furniture	
Benches should not have ‘shelters’ incorporated into their design Fire resistant Inclusive design Positioned away from neighbouring fences to the north and east	
^a Bidders are expected to visit site and take their own measurements. Those provided are estimates for guidance only.	

4.1 Equipment maintenance

Submissions must include a schedule for expected annual maintenance costs for the first 15 years, laid out as follows:

Item	Year 1 costs	Year 2 costs	Year 3 costs...	...Year 15 costs	15 year total maintenance cost

4.2 Equipment warranty

Please state warranty period for each piece of equipment.

5.0 Work considerations

5.1 Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with CPC before work starts.

Heavy vehicles should use ground protection mats in all but the driest conditions to minimise impact on the recreation ground. Vehicles must drive along the side of the recreation ground rather than across the football pitch. A banksman in high-viz must support all vehicle movements on the recreation ground.

There are large mature trees around the work area. These do not have TPOs but should be protected nonetheless as they are a valuable feature to the park. An area should be marked out 2m larger than the tarmacked area with barrier mesh and all machinery restricted to this area, via a designated access point to the west. This should prevent further root compaction.

Materials and machinery should not be stored beneath tree canopies, again to minimise root compaction.

During installation, the contractor should secure the work area for the build, ensuring that the public cannot gain entry to the construction site. Locked Heras fencing would be appropriate. The contractor should take all reasonable action to ensure the new apparatus is not used until a practical completion is confirmed.

Machinery left overnight must be immobilised. The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

The contractor must protect the whole MRG against unauthorised persons, vehicles and encampments by ensuring the access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

5.2 Removal of existing items and waste

The existing basketball hoops will need removing from site.

Any ground works undertaken by the contractor, resulting in spoil/debris/rubble will need removing from site and the costs to form part of this tender.

All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

5.3 Collaborative working

The successful company will need to work and liaise with the installers of the bollard lighting, CCTV, the accessible gate and the contractors resurfacing the path from the gate to the new area.

6.0 Making the most of your bid

6.1 Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Criteria	
Total project costs not to exceed £110 000	MET/NOT MET
Satisfactory references wrt installation	MET/NOT MET
Satisfactory references wrt maintenance	MET/NOT MET
Evidence of insurance cover (Public, Employer's, Professional)	MET/NOT MET
Assurances to deliver by 30 th June 2023	MET/NOT MET
Insurance backed 5 year guarantee for surface works	MET/NOT MET

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Criteria	Weighting	Potential score
Play value <ul style="list-style-type: none"> Diversity of play opportunities Quality of play experience Appearance 	2	20
Value for money <ul style="list-style-type: none"> Projected maintenance costs (see 4.1) Warranties and guarantees (see 4.2) 	2	20
Adherence to public consultation results and neighbours' concerns (see 3.0 and 3.1)	2	20
Adherence to work specification (see 4.0)	2	20
Inclusivity – options for those with motor impairments, a welcoming space for teen girls and women. Area is wheelchair accessible from existing path, though gate will be upgraded.	1	10
Social value <ul style="list-style-type: none"> Environmental statement Equality statement Any other social value factors Assurances to use local subcontractors 	1	10
Maximum possible score		100

Where 0 score = No response, 1 = Significantly below expectations, 2 = Below expectations, 3 = Meets expectations, 4 = Above expectations and 5 = Significantly above expectations

6.2 Format of submission

The tenders must be submitted in line with provisions outlined in section 11 of the CPC Financial Regulations, see Appendix 1.

In short, the sealed tenders must be addressed to the CPC clerk, Melanie Saville, until the prescribed date for opening tenders (10am, Monday 16th January). The council are not obliged to accept the lowest tender but are bound to assess 'best value'.

Please make sure your delivered submission includes:	/ or x
A developed scheme with 2D CAD of the project area, along with individually costed items, with visuals, of each proposed item of equipment. The successful bidder will be asked to provide 3D CAD visuals after the contract is awarded and the final design is approved.	
Evidence to address the criteria listed in Evaluation and Scoring Two satisfactory references wrt installation from the last 3 years Two satisfactory references wrt maintenance from the last 3 years Insurance backed 5 year guarantee for surfacing works	
A table specifying equipment maintenance costs.	
Individual equipment warranty details.	
Recent set of the bidding company's audited accounts.	
Details of any enforcement action under the Health and Safety legislation.	
Confirmation that the bidder will be able to meet the timetable - complete by 30.06.23.	
Waste carrier licence	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
Evidence of Public liability insurance (minimum £10 million)	
Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	

Bidders must ensure they fully understand this document and the work requirement and specification. If you have any queries please ask - projects@crowthorne-pc.org.uk or 01344 771 251.

Submissions should be marked 'Sports Area Tender – CONFIDENTIAL' and posted to The Clerk, Crowthorne Parish Council, Morgan Centre, Wellington Roads, Crowthorne, RG45 7LD to arrive by 10am, Monday 16th January.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage, broadband and telephone services;
 - ii. for specialist services such as are provided by legal, or other suitably qualified professionals whose qualifications relate to the subject matter under dispute;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external/internal auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the council and report to council at its next meeting); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

² Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£189,330)

b. For public works contracts 5,225,000 Euros (£4,733,252)

These new thresholds are applicable from 1 January 2020

- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is between £250 to £5,000 the Clerk or RFO shall strive to obtain 3 estimates or utilise a pre-approved supplier. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.