

## **TILEHURST PARISH COUNCIL**

### **Invitation to tender for a new Multi-Use Games Area, outdoor gym equipment and social area for young people at Cotswold Recreation Ground**

**21 February 2023**

#### **GENERAL TENDER INFORMATION**

Prices quoted should include costs of labour and materials where appropriate.

All prices quoted should be exclusive of VAT.

Payment will be made in two stages to be agreed with the successful contractor.

Five percent of the total cost will be retained by the Parish Council on completion, to be paid to the contractor when the snagging phase has been satisfactorily completed and there are no ongoing issues which need rectifying.

Insurance – details of the contractor's insurance must be provided to the Parish Council prior to the commencement of the contract. The contractor is required to have:

- a) Public Liability Insurance (minimum £10 million);
- b) Employer's Liability Insurance (minimum £5 million); and
- c) Professional Indemnity Insurance (minimum £5 million).

All waste will be safely stored while on site and will be removed by the contractor.

On completion of the work, all equipment will be inspected by a Register of Play Inspectors International (RPII) accredited inspector. This will be arranged by and at the expense of the contractor.

Risk assessments – the contractor will produce a risk assessment for the site and provide it to the Parish Council prior to the commencement of work. Failure to follow the requirements of the risk assessments may result in termination of the contract.

Staff using machinery to carry out any work for the Parish Council will be suitably trained and qualified. The contractor is required to have all necessary licences and certificates.

## **Site works**

Confirmation of work hours, storage of materials, access, location of skips, final programme of works and Risk Assessment Method Statements (RAMS) will be agreed with the parish council before work commences.

Any requirement for heavy machinery, storage compounds or anything else which might impact on general use of the recreation ground or which might cause damage or attract vandalism or other antisocial behaviour will be discussed with the council and any necessary arrangements will be agreed before work commences.

During installation, the contractor will ensure that the site is protected and suitably fenced so that the public can not gain access. Safety notices will also be required around the construction site.

The contractor will be responsible for any damage caused by or to machinery/materials while on the site. The contractor will be held responsible for any vandalism to machinery, materials or equipment, and will also be responsible for any damage to existing paths, grassed areas, plants and trees, roads, car parks, fences, drains, sewers, service mains, etc. Before the project's completion, any area damaged during installation must be made good and returned, as a minimum, to original condition at the contractor's expense.

The contractor must take all reasonable actions to ensure newly installed apparatus is not used or damaged until practical completion has been confirmed.

## **Tender process**

The contact for all aspects of this tender and the following contract is Miss Jacky Major, Clerk to the Council, Parish Office, Highview, Calcot, Reading RG31 4XD.

The site is open and accessible should contractors wish to visit them independently. The Clerk will also be available to go around the site on Wednesday 8 March. Anyone wishing to attend should advise the Clerk by Monday 6 March.

Bids may be submitted by post or by e-mail to [clerk@tilehurstpc.co.uk](mailto:clerk@tilehurstpc.co.uk)

The closing date for submitting bids is 12.00 noon on Monday 20 March 2023.

All tenders submitted will be considered against the information contained in this document and on the pricing schedule and will be considered by Full Council at its meeting on Tuesday 11 April. The chosen contractor will be notified following the meeting.

All applicants will be informed as to the situation by the end of April 2023.

Information to be provided to the Parish Council at the same time as the bid and pricing schedule are submitted:

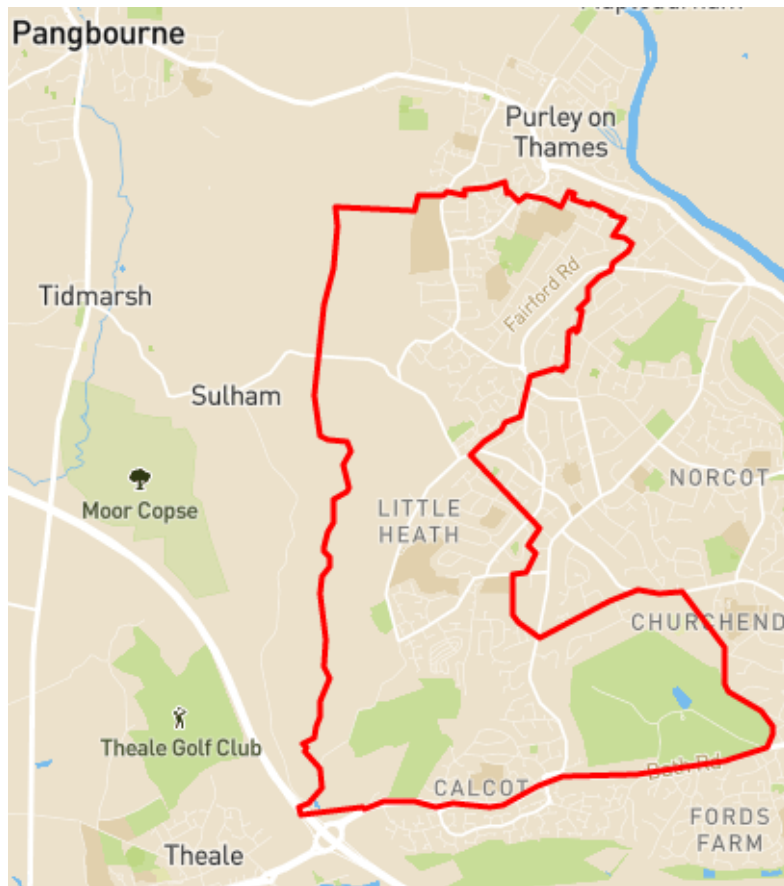
- Company details and bid contact details
- Bank account details
- Copies of Public Liability Insurance certificate, all other relevant insurance documents and any licences and certificates, including applicable waste carrier licence
- Examples of work (previous and current)
- Details of two referees to be taken up if successful
- Any further information the company feels might be relevant, including types of work it is unwilling or unable to undertake

### **Timeline**

Invitation to tender agreed by Council	Tuesday 14 February 2023
Invitation to tender published on Contract Finder	Tuesday 21 February 2023
Deadline for submissions	Monday 20 March 2023
Tender evaluation initiated	Tuesday 21 March 2023
Contract awarded pending satisfactory references	Tuesday 11 April 2023
Anticipated deadline for completion of work	Monday 2 October 2023
Project deadline	Sunday 31 March 2024

## BACKGROUND

Tilehurst Parish is located to the west of Reading and extends from the A4 in the south to a few metres short of the A329 in the north. The Reading boundary forms the eastern border, whilst its western border follows the line of the Sulham escarpment.



Tilehurst Parish is outlined in red on map above

In 2021, Tilehurst Parish Council conducted a survey which sought feedback from young people on a range of subjects, including improvements they would like to see in the recreation grounds. The results showed that finding a constructive use for the existing tarmac base at Cotswold and introducing more facilities for teenagers would be beneficial to the community.



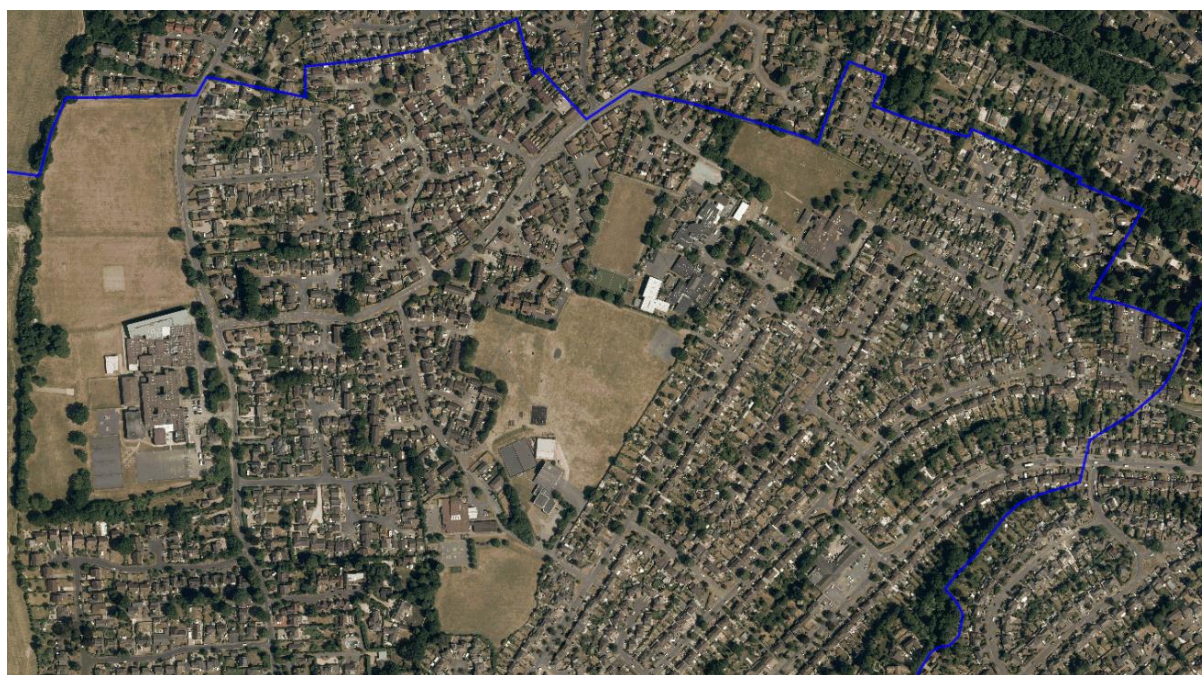
## SITE AND DETAILS

### Cotswold Recreation Ground

Downs Way, off Cotswold Way, Tilehurst RG31 6SL

Cotswold Recreation Ground is a well-used facility to the north of the parish. It is located in a residential area with three schools nearby: Brookfields to its north, Downsway Primary School to the south, and Denefield School to the west.

At the south of the recreation ground there is a sports centre (which is leased to West Berkshire Council) and the Westwood Club, a family-friendly members club.



Vehicular access to the recreation ground, sports centre, club, and recycling facilities is via Downs Way, to the south of the recreation ground.

Cotswold Recreation Ground currently has one full-sized football pitch, a play area for children up to eight years old, an area with a slide and rope bridge for older children, a “goal end”, ball wall, basketball hoop, and a youth shelter.

To the north east of the recreation ground, there is the tarmac base of an old basketball/netball court. This will be the site of a new Multi-Use Games Area (MUGA), outdoor gym equipment and a social area for young people.



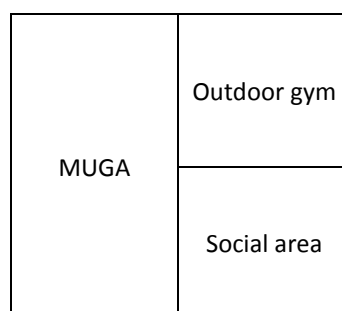
## PROJECT DETAILS

### Project aim and cost

The new MUGA is intended to cater for teenagers (secondary school and above) and adults of all abilities and fitness levels, and the gym area will enable them to try more specialised equipment, perhaps even giving encouragement and confidence to join the Cotswold Centre gym. Overall, the intention is to provide a welcoming facility which encourages all members of the community to enjoy being active.

The existing tarmac base is around 33m x 33m. Measurements provided are indicative only and full measurements should be taken by the contractor in order to provide an accurate quote.

It is intended to use half for the MUGA, and split the remaining half between the outdoor gym and social area as shown in the diagram below. Please note that the orientation of the site is among the issues to be considered and decided.



### Groundworks and drainage

Prepare the existing tarmac base, and improve drainage. Concrete edging all round.

- 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

The total cost of the project must not exceed £150,000.



## **SPECIFICATION**

The following information is for guidance as to the type of equipment required. Variations along these lines will be considered provided there is a mix of equipment suitable for all abilities and ages.

Where relevant, please specify any equipment which is intended for use by a particular group, for example those with disabilities, and provide relevant details.

Pictures of suggested items of equipment, together with a proposal for the overall layout of the site, must be provided as part of the submission.

### **Multi-Use Games Area**

- Open access MUGA with line markings and fittings to enable a range of sports and activities, including football, basketball and netball
- Noise reduction goal ends x 2
- High fencing (around 3m) at goal ends and at border with gym and social areas; 1m fencing to recreation ground to avoid intimidating, caged environment
- At least two access points for wheelchairs

### **Outdoor gym**

Requirements: No hydraulics. Anything with a drop (ie feet off the ground, might fall) must go on the grass

- Arm and pedal bike
- Disabled arm and pedal bike
- Push up and dip station
- Double cross-country skier
- Monkey bars (on the grass adjacent to the gym area)
- Signage

### **Social area**

- Large bucket swing or similar
- Outdoor table tennis table
- One/two benches
- Picnic table – preferably metal
- Bird and wind resistant rubbish bin