



Invitation to Tender for Haversham-cum-Little Linford Play Area Regeneration

**Site location: main access route via Manor Drive, Haversham MK19 7AN or
what3words ///lingering.toggle.expect**

1. Introduction

The Recreation Ground is the only area set up for recreation in the Parish of Haversham-cum-Little Linford. Currently, the Recreation Ground includes:

- A. Play area, with a mix of equipment installed at different times
- B. Trim trail, which is installed around the edge of much of the Recreation Ground
- C. Skate ramp
- D. Casual football use. It is out intention that a formal pitch will be installed in the future
- E. Area of reflection at the corner furthest away from the school

More broadly, it is used as an area for both leisure and relaxation and it used as the location for Parish events, such as fireworks and village shows. No dogs are allowed on the Recreation Ground with the exception of across the Public Right of Way which runs through the middle of the Recreation Ground. This is a rule which is often flouted and dog fouling can be an issue throughout.

2. Project Overview

Haversham-cum-Little Linford Parish Council ('the Council') is looking to contract with a supplier to transform the play area. The play area as a whole is intended for use by children with ages ranging 0 to 14 years.

Experienced playground suppliers and installers are invited to tender for the contract and companies must be registered with the API (Association of Play Industries) to do so. Please evidence this membership and any other relevant accreditations.

The contract includes the removal of existing equipment, bespoke design and installation and supply of new equipment and surfacing. It is anticipated that construction work will commence in spring/early summer 2025 ensuring it is ready for use by the end of June 2025. Work may commence earlier than this as mutually agreed between the Parish Council and the contractor.

The Parish Council has a budget up to £100,000 for the project and all pricing received should be exclusive of VAT and in GBP (£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

3. Timetable for the Project

| Stage | | Date |
|----------------------------------|---|---|
| Issue invitation to tender | The Council will publish on: - Council website - Contracts Finder | 4 December 2024 |
| On-site meeting for contractors | This is not mandatory. Please inform Council if intention is to attend. | 12 December 2024 from 10:00 to 12:00hrs |
| Notification of intention to bid | Interested parties are to notify the Council by email of their intention to submit a tender | 18 December 2024 |
| Deadline for questions | All questions should be submitted via email to the named contact | 13 January 2025 |
| Deadline to receive tenders | Tenders should be submitted in line with guidance below | 27 January 2025 at 17:00hrs |
| Approval of contractor | The successful contractor will be notified no later than | February 2025 |
| Work to take place | Work should commence no later than 28th June 2025 with a hard stop completion prior to the start of the school holidays in late July. | April – June 2025 |

4. Tender Instructions and Guidance

All communications should be with Maria Manthorpe (Clerk) via clerk@havershamlittlelinfordpc.gov.uk

Suppliers are forbidden to approach any person/s outside of the named contact within this document in relation to this tender and project. Failure to adhere to this requirement may result in disqualification of the tender process.

There will be an opportunity to attend a site meeting along with other interested suppliers on the morning of Thursday 12 December 2024 from 10:00 to 12:00hrs. However, this is not mandatory, and suppliers are welcome to visit the site unaccompanied at their own convenience. Please inform the Clerk that you intend to be present at this meeting (clerk@havershamlittlelinfordpc.gov.uk).

Suppliers should inform us of their intent to submit a tender within the stipulated timescales. Failure to do so could result in your company not receiving updates on the tender process or any circulated responses to questions.

The Council will use the scoring criteria set out within this document to make a decision on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

The tender submissions received by the Council will not be shared with other suppliers. The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply. The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

Contractors tendering for this contract must complete a Certificate of Non-Collusion. This concerns canvassing Members of the Council or its officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted. Anything other than “appropriate” communication made with the Council’s named contact, such as raising any questions or clarifying points relating to the tender, may be considered a breach in the procurement.

5. Contract Conditions

The work is for the design and redevelopment of the Recreation Ground play area. This includes the supply and installation of appropriate groundworks, safety surfacing and play equipment. The contractor is also responsible for the removal of designated existing equipment, as agreed with the Council. The Council anticipates that remedial work, specifically for areas where equipment is not being replaced in the same location, shall not

be part of this brief and that it will be more cost effective for the Councils to contract with landscaping companies for this work.

All works should comply to the British and European Standard for playground equipment and surfacing is BS EN 1177/76.

The contractor will be responsible for organising an independent post-installation inspection and rectifying any issues identified at their own cost.

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction, including the use of fencing where appropriate. The contractor is also responsible for securing their equipment on site.

The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

The successful contractor must have the following cover in place and evidence of such is expected to be produced:

- 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

A Schedule of Works with a commencement and completion date and a Risk Assessment and Method Statement must be provided prior to the commencement of works.

6. Specification of Works

The play area is arranged in a linear fashion adjacent to Haversham Village School and given its location is exceptionally well-used. The play area consists of sections of play equipment installed at different times and for this reason it lacks cohesive design. A map of the play area is included at Appendix 1.

Play area equipment for removal

For this project, we are concentrating on replacing the oldest items of equipment and these items are to be removed:

- Two sets of bay swings
- Climbing frame of metal and wood

- See-saw
- All surfacing beneath and around these items which is anything other than turf.



These items are to be replaced with more exciting and innovative play equipment which complements the retained equipment and caters to a wider range of ages than at present. Feedback shows that there is a lack of equipment for older children at the upper end of the 0 to 14 age range. That being said, the equipment to be removed is currently very popular with younger children and we need to retain that attraction.

Key points to bear in mind in the design and equipment choices

- Explore ways in the design of encouraging a less linear arrangement of equipment, improve flow and a sense of togetherness and community, taking into consideration notes included at Appendix 2. The Contractor may build into the design the re-positioning of existing equipment if it improves the flow of the play area.
- Make better use of space currently unused i.e. near skate ramp and between existing pieces of equipment (see Appendix 2 for more details).
- Bear in mind the plans to improve the footpath as specified in section 6 and keep accessibility at the forefront of design.
- As required, it is likely to be necessary for the new equipment and surfacing to extend further into the Recreation Ground than is currently the case and we are open to this possibility to make the play area more communal and less linear. We would urge suppliers to discuss this in detail with us prior to submission and, ideally, in person on Thursday 12 December.
- Widen the appeal of the play area to a wider range of ages, not just primary.
- Introduce accessible equipment.
- Choose equipment which creates shade. The Recreation Ground can be a particularly exposed area in the height of summer and we would encourage ways to introduce more shade.
- Incorporate a theme into the design e.g. railway, nautical, woodland.
- Equipment and surfacing to be highly durable, robust and vandal-proof. We have a strong preference for metal over wood as maintenance needs to be minimal.
- Use surfacing of a single colour to reduce maintenance but explore ways to break up blocks of colour to add interest.
- Surfacing to be wet pour, rather than bonded rubber mulch or grass matting.

Equipment choices

In terms of equipment choices, we have sought feedback from residents about their preferences, both in general terms and their views on specific items. The following equipment list incorporates this feedback with some additional items we have since considered.

- A. Swings:** several swing options scored very highly with schoolchildren: a hexagonal swing, rope swing and an accessible swing. We appreciate that the hexagonal and rope swings are particularly social pieces of equipment and encourage a wide range of ages to play. Given the popularity of swings and wider feedback from residents that more swings are needed in the play area, we would envisage a range of swing options

in the final design, of both traditional and non-traditional styles. We want to make sure to add to the existing swing provision and for this reason we would need to include a double cradle swing as currently is the case.



B. Playframe: we envisage a colourful, attractive play frame which is suitable for a wide range of ages, with activity panels in the top and bottom sections, encourages imaginative play, a wide accessible slide, fireman's pole, a range of climbing elements for different abilities and ages and tubes/tunnels or bridge element. Given that we do not want to include a zip line in this project specification, we would like to include a 'hang tough' element which is akin to a zip line. The below illustrations give a flavour of the equipment which has appealed to schoolchildren and the type of multi-functional playframes we are seeking.



This was the most popular design with schoolchildren – colourful, activity elements at different levels, accessible slide and tunnel.

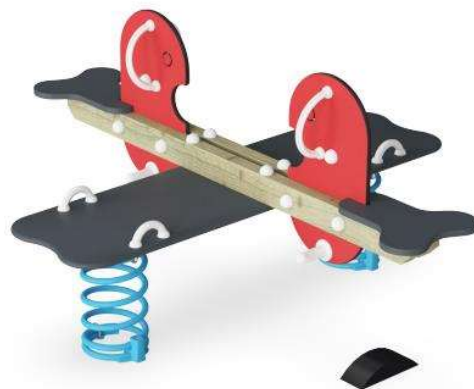
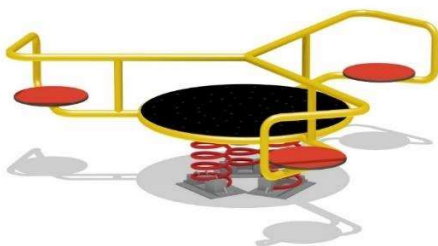


Another example of a popular choice of equipment



This equipment has a handheld 'zip line' type extension which is a good compromise without having a zip line. The imaginative element of this equipment would be well received.

- C. See-saw:** the current see-saw needs to be replaced as it is a popular item, however, we would like to improve on its replacement. Both the see-saws below were popular in our research, and it is evident from this that there is a preference for a see-saw which can occupy more than two children.



- D. Wheelchair-accessible trampoline:** a small portion of funding (£2,500) may only be spent on a wheelchair-accessible trampoline or sensory elements. While sensory

elements will be included elsewhere, we believe that a trampoline would be a popular addition to the play area.

- E. Sensory and interactive equipment:** this may be as part of other equipment or standalone. The equipment we are retaining in the play area contains no sensory element and it is something which we would like to incorporate into the design. Please consider items which make noise, change colour and encourage children to explore using touch, with consideration given to accessibility for wheelchairs and/or limited mobility.
- F. Additional items:** we are open to other additions (with the exception of a zip line) to the play area which covers gaps in age ranges and abilities with the proposed and existing equipment. We therefore ask that contractors take a holistic view of the play area and the modes of play it offers. We would encourage contractors to think creatively in determining this. Other ideas might include but are not limited to:
- a. An additional roundabout/carousel: while there is an existing roundabout, this is aimed at younger children, therefore, a roundabout for older children and that is accessible would be a bonus.
 - b. Gravity spinner or similar.
 - c. An imaginative item of equipment such as a playhouse, car, train or animal with integrated bench or seating.

7. Footpath into the Recreation Ground

The Parish Council considers the footpath into the Recreation Ground to be an important part of a wider project to renovate the area and, given that we are seeking to improve the accessibility and inclusivity of the play area the two elements ideally need to mesh together. The footpath, which is the main access route into the Recreation Ground, particularly for children at the end of the school day, is from Manor Drive. Currently it is a concrete path which requires either replacement or repair. Grass has encroached on the path towards the end and it stops abruptly near the existing equipment.

We are still sourcing funding to replace/repair the footpath, however, as part of the design for the play area thought will need to be given to how the footpath can meet the play area and ensure accessibility to it. This section from the current end of the footpath to the first and second sets of existing swings is sloped.

8. Environmental Considerations

The Parish Council is interested in mitigating its impact on the environment wherever possible. Applicants that can demonstrate environmentally friendly policies with regard to the manufacturer, recycling and disposal of equipment will be considered as set out in the scoring criteria.

9. Scoring Criteria

| Description | Evidence | Scoring |
|---|--|-----------|
| Tender received on time | Confirmation of receipt of tender | Pass/Fail |
| Ability to deliver project within the specified timeframe | Confirmation of expected timescales | Pass/Fail |
| Insurance at the specified level | In-date Certificates | Pass/Fail |
| Certificate of Collusion | Signed Certificates | Pass/Fail |
| Two Business References | Result of enquiries to references | Pass/Fail |
| Health and Safety Policy | Copy of Policy | Pass/Fail |
| Quality of Design | Compliance with specification Ability to cater to all ages and abilities Well-designed layout | 50% |
| Materials | Quality of materials used Expected life-span for equipment Reliability of supply chain | 10% |
| Environmental credentials | Evidence of sustainable approach and policies relating to manufacture, recycling and disposal of equipment Carbon emissions relating to supply chain and manufacturer | 5% |
| Inclusive Employment Practices | Evidence of Equality and Diversity Policy | 5% |

| | | |
|-----------------------|--|-----|
| Price/Value for Money | Quotation for project Cost of replacements Warranty cover Delivery of project aftercare service | 30% |
|-----------------------|--|-----|

10. Submission Checklist

- Draft play area design and quotation
- Product details, including age ranges and footprint
- Delivery and installation timetable, including details of
 - o Plans to make the work site secure including which areas to be fenced off and when.
 - o Whether any items of the playground can be used whilst the work is ongoing.
 - o Schedule for deliveries and plant i.e. when full access will be required.
- Warranty details
- Copies of Insurance Certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- References
- Requested Policies
- Certificate of Collusion

An email/electronic transfer of the submission should be sent to clerk@havershamlittlelinfordpc.gov.uk by 17:00hrs on 27 January 2025. Hard copies should also be sent to the Clerk at Beeches, 38a Winslow Road, Granborough, Buckinghamshire MK18 3NJ. Submissions are not to be hand-delivered.

Appendix 1: Map of current play area in the Haversham Recreation Ground



This shot captures the linear arrangement of the play area currently. The items of equipment in the red box '1' are those to be removed as part of the project.

The red '2' indicates an existing slide frame which is to remain and we plan to paint this to tie in with the new equipment.

The end of the footpath is marked out as it is barely visible in aerial shots. The footpath comes from the main access to the Recreation Ground on Manor Drive ([what3words ///lingering.toggle.expect](http://what3words.com/lingering.toggle.expect)) and this would be the access point for contractors. While usually only one gate is usually open for pedestrian/bike/wheelchair access, both gates can be opened to allow plant to drive through.

When the play area is being renovated, we envisage that areas of the play area being worked on will be fenced off, leaving the remainder available for use.

Please note the skate ramp in the top right-hand corner which must have a clearance of 5m.

Appendix 2: Considerations for play area design



Currently, there are areas between existing equipment which are not well utilized and add to the lack of cohesion. Such areas are marked with a yellow 'X' in the map above but they are better appreciated on site.

We also feel that the area between the skate ramp and wooden play frame is currently 'dead' space and would be a possible location for a new play frame to bring the whole play area together – marked with a yellow box.

In the near future we would like to mark up a 9v9 football pitch on the Recreation Ground. When considering how the new play area equipment may encroach further into the Recreation Ground than currently, it would be useful in the design to mark up a pitch to illustrate how the two elements would interoperate.

We are considering moving the benches from their current location (marked with a blue box) to the area marked with a green circle to create a more social space which has the benefit of some shade.