



LOUGHTON TOWN COUNCIL

Newmans Lane Play Area Redevelopment

Contact details:

contact@loughton-tc.gov.uk / 020 8508 4200



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Town Clerk: Mark Squire

TENDER REQUIREMENTS / CONDITIONS OF CONTRACT

Background

The Newmans Lane Childrens Playground is a popular park area, located relatively close to a residential area in Loughton.

The current play area managed by Loughton Town Council is tired, uninspiring, dated and worn. The existing play area needs to be dismantled, (with the exception of a few pieces of equipment which may possibly be retained) along with the playground surfacing and disposed of.

A new and inclusive and educational designed playground for ages 4-14 is required on the existing floor template. Please see Appendix A and B for visuals and diagram.

The Town Clerk, Services Manager and Deputy Town Clerk have undertaken extensive research into recently refurbished park areas, and Loughton Town Council would like to invite experienced, qualified Contractors to tender for providing a new play area for the enjoyment of our young residents and their families. A Project Manager will be required to oversee the work from the outset to completion. A knowledge of local authority planning requirements for playground construction would be useful.

Site visits are strongly recommended to enable Contractors to understand full requirements. Our Services Manager is happy to accommodate these and can be contacted via the email address or phone number at the end of this document.

Specifications

General

- Tender quotations to include project management, and periodic meetings will be required with Council representatives to monitor progress throughout the project.
- Contractors will be required to demonstrate and provide their specialist knowledge and skills and manage the contract to achieve compliance with all relevant legislation, standards, health and safety and risk requirements.
- Site security / health and safety / risk assessments – The site is fairly isolated and not locked. The successful Contractor will be responsible for the security / health and safety / risk assessments for the new play area, for staff / sub-contractors throughout the project, and will be responsible for all plant machinery, materials, personal property of staff, and the correct storage of any potential hazardous materials or equipment.
- Safety signage / security fencing / vehicle access to site – the successful Contractor will be responsible for ensuring appropriate safety fencing / safety notices and vehicle access to site and for any damage caused by vehicle access.
- Re-instatement of all surrounding areas.
- Minimum 5-year warranty of equipment and surfaces.
- Temporary storage structure – the location of any structure for the site, would need to be agreed prior to work commencing, with the Contractor being responsible for the maintenance and safety of such.



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Existing Play Area

- Dismantle and dispose of old park equipment – a few play equipment items may be retained. Take up and dispose of existing wet pour / tarmac surfacing and replace.
- Existing fencing to be reused as it is in good condition and can be reincorporated into the new design for the new play area site.

New Play Area Requirements

- Suitable for age range 4 – 14 years.
- Steel equipment – Timber pieces or furniture will not be suitable.
- Brand new innovative design, varied in range, inclusive and as educational as possible.
- Particular attention needs to be given to accessibility and appropriateness of equipment and fittings. e.g. safety harnesses.
- Fencing surround, with two pedestrian and a vehicle access gate.
- External / internal seating and litter bins.
- Wet-pour surfacing throughout park area– coloured and visually imaginative.
- A public consultation with residents and park users on the successful Contractor's design will be undertaken, before agreeing final design.
- A relatively small ground area may need further examination and work due to invasive tree roots.

- The Contractor to supply a detailed maintenance schedule, outlining procedures / guidelines and bespoke tools as required for maintenance purposes.

Visuals and drawings should be provided as part of the tender. These may be used in a public consultation, for the successful Contractor's design.

Sub-contractors

Tenders should include the details of any sub-contractors to be used, with the Contractor being responsible for their work, health and safety and risk assessments.



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Constraints

- Drainage – provision must be made to provide adequate drainage.
- Isolation / Site security – the successful Contractor will need to be mindful of the isolation of the non-locked site and potential for anti-social behaviour.
- Vehicle access to site – provision required for vehicle mobility across the grass area to the play area.
- The site is near residential housing, which needs to be considered.
- Hours of work – Monday – Friday 08.00 – 17.00 and Saturday 09.00 – 13.00 (no bank holidays).

Consultation

The successful contractor may need to make some adjustments following public consultation on the chosen design.

Insurance

The successful Contractor must be able to provide evidence of satisfactory insurance cover, including:

- Public Liability Insurance.
- Product Liability Insurance.
- Employers Liability Insurance.
- Professional Indemnity Insurance.

Post Installation Inspection

The successful Contractor will be responsible for the organisation and cost of a qualified independent post installation inspection following the completion of the project, and for rectifying any issues highlighted at their own cost, prior to the project being formally signed off by the Town Clerk, Services Manager and Chairman of the Recreation Committee, and the new play area opened to the public.

Dates

Contract start / finish dates: Availability / timescales to be included in tender documentation and to be agreed / approved with the successful Contractor.

Finance / Payment

Loughton Town Council shall not be responsible for any tender preparation costs. Tender submissions should remain open for at least 6 months from the tender closing date.

Budget available is £95,000.00 (inclusive of VAT), with no additional funds available. It is therefore essential that all costs to comply with requirements are included within the tender submission.

Following final sign off by the Town Clerk, Services Manager and Chairman of the Recreation Committee, and handover, an invoice should be sent. Payment will be made within 30 days of receipt.

A 5% retention will be held for a maximum of 6 months.

Formalities

In accordance with the Public Regulations 2015, this contract will be advertised on the Governments Contracts Website. Please note, whilst it may be necessary to make some small adjustments to the tender documentation post public consultation, these will be kept to the minimum possible.

The successful Contractor will enter into a purchase order agreement signed by the Contractor; Town Clerk; Services Manager and Chairman of the Recreation Committee.

Evaluation Criteria

Tenders received will be measured by Loughton Town Council using the criteria below:

- Innovative inclusive design, number of pieces of equipment and suitability for site (including access paths).
- Price and quality.
- Relevant experience, qualifications and documentation.
- Understanding of the brief and requirements.
- Project management, service and resource availability.
- Past performance.
- Delivery and installation timescales.
- Lead time / costs / availability of spare parts.
- Environmental considerations – Contractors who demonstrate environmentally friendly policies, with regard to manufacturing, recycling and disposal of equipment will be looked on favourably.

Other considerations



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As mentioned previously, a site visit will be required to fully appreciate and understand the recreation ground setting and requirements. Our Services Manager will be happy to facilitate any visits required and can be contacted via the email address or phone number below.

Tender Submissions

Tenders should be submitted to:

Mark Squire, Town Clerk. Loughton Town Council,
1 Buckingham Court, Rectory Lane, Loughton, Essex
IG10 2QZ



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Please ensure these are marked "Private and Confidential" – Newmans Play Area Tender
Closing date: **Close of business (5pm) Tuesday 1 October 2024.**

Appendices

- Appendix A Photos of existing play area (to be dismantled and removed).
- Appendix B Diagram of approximate measurements for new play area site.

Contacts

Mark Squire – Town Clerk
Paul Hoy – Services Manager
Kim Lumb – Deputy Town Clerk / Responsible Financial Officer

Telephone: 020 8508 4200
Email: contact@loughton-tc.gov.uk

Appendix A



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Appendix B



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Newmans Lane new playground project sketch map

