

## GREAT NOTLEY RAFT DESIGN BRIEF

### The Site

**(See Site Survey Plan supplied: 70008 001 Base plan)**

The RAFT (Recreation Area for Teens) is a public open space owned by Braintree District Council and leased to Great Notley Parish Council. Great Notley Parish Council has identified a need for the improvement of their current young people's recreation area. The area contains an existing metal skate ramp, which is to be removed off site but the hard standing around the existing skate park can be used as part of the new facility. Adjoining the area is a partially fenced and surfaced multi use games area. Adjacent to the RAFT is a more densely wooded area, surrounded by hedgerow and a public footpath. The land to be used is generally gently undulating grass. There are several mature trees dotted around the perimeter of the area, to be retained and protected. The wider park area has grass fields, the local community centre and adjacent local superstore car park.

### The Existing RAFT

The current facility is reasonably popular but users would like to see it improved and expanded. The consultation suggests that the existing metal skate facility requires replacing and that the young people need a sheltered area and identified a preferred shelter, as well as additional seating.

The consultation identified several perceived issues with the layout of the existing skate ramp and RAFT area, which should be considered and addressed during the design of any amendments to the existing areas, details of the consultation are included in the tender pack.

## Design Brief Criteria

Please provide with the tender return document the proposed design masterplan, to comprise no more than 2 A1 sheets in paper form and in electronic form .pdf format or AutoCAD format are both acceptable.

Overall, we are looking for innovative design that makes good use of the space, surrounding landscaping and available budget. Elements included should offer multiple uses for local users. Consultation has shown the need for improved facilities including seating, a shelter and activities suitable for all abilities particularly in the 11-18yr age group.

The current facility needs to be upgraded with the existing MUGA to be repainted / repaired. The existing skate park is to be removed but this may be completed before this contract (arising to be removed off site). The young people identified that they would like to have an area which would include some elements that provide wheeled sports opportunities. Therefore, the existing hard standing beneath the existing skate park is to be retained if appropriate as part of a new wheel sports feature.

Any wheeled sports elements should cater for Skateboards, Skates and Scooters. Ideally features should have accessible uses for beginners, facilitate progression, and offer some interest to advanced riders. The layout should provide enough distinction between seating and wheeled sports facilities areas based on age or ability to avoid user conflict, whilst maintaining good flow and transfers between different areas. The wheeled sports elements could be constructed from concrete which could allow a variety of complementary materials, colours and textures to be integrated into the design. The layout should be designed to minimise leaf fall onto any riding surfaces from the existing trees.

The design for the recreational area for teens must meet the current safety requirements and the cost of a RoSPA design stage review and post construction inspection for safety (it will be essential that construction passes this inspection to achieve practical completion), are to be included in the tender package cost. Any wheeled sports elements will meet the requirements of BS EN 14974:2006 'Facilities for users of roller sports equipment'.

Please indicate in the return documents an estimated lead in time and the estimated time required to complete the works once the consultation period and any design amendments have been made and agreed.

The existing mature trees should form an asset to the RAFT The landscaping of peripheral areas should also add interest to the setting, with robust green/amenity elements. The existing contours of the site should be taken advantage of by the proposed design, which should fit sensitively into the landscape. An access path should be considered as part of the design to connect the RAFT with the existing path network. Designs should be relevant to the local area and appropriate to the local setting.

The consultation process has shown some elements that should be included in the main design and scope of works.

- Hangout space including seating for 6 people.
- shelter of innovative design
- Mix of activities for teens
- the removal of the existing skate park including disposal off site.
- the existing hard standing beneath the existing skate park incorporated into a new wheeled sports feature.
- Repaint/repair the existing MUGA

Additional items for teens can be included in the design if budget allows or could be included in a future phase if further funding becomes available. See consultation report for potential additional items / activities.

## Budget requirements

Total design and build budget including all ancillary works, include 10% contingencies and all contractor fees

**£60,000.00 exclusive of VAT**

(A summary of the cost breakdown must be included with the tender submission)

Please ensure that you include for the following items:

- Fully specified design including design specification drawings and two 3D representations, these will need to be provided in CAD format (specification) and .pdf (3D)
- Fully priced specification documentation including details of materials and products to be used (once the final design is agreed a full costed specification will be required in MS Excel format)
- Budget for finalising the design with partners including liaising with the Landscape Architects for landscape design
- Planning permission drawings
- RoSPA design stage inspection
- RoSPA construction stage inspection prior to practical completion
- Build including all safety measures required

## Timescale

This is an estimated timescale, please provide estimated alternative timescales regarding lead in and build period if appropriate with the tender submission, these will not be taken into account in the tender matrix.

- Tender start – 9 September 2019
- Tender return – 7 October 2019
- Tender review & Parish Council to score tender submissions – 7 October to 21 October 2019
- Decision and appointment – completed week commencing 21 October 2019
- Design review with Parish Council and final design drawings specification – completed week commencing 25 November 2019
- Submit planning application (if required) – completed week commencing 25 November 2019
- Planning decision – (ESTIMATE) completed week commencing 20 January 2020
- Lead in period – (ESTIMATE) 4 weeks from positive planning decision 17 February.
- Build period – (ESTIMATE) 8 weeks (start 17 February 2020 and completion expected 10 April 2020)

## **DESIGN STATEMENT CRITERIA:**

Each contractor is to submit a Design Statement which will form part of the Tender Documentation.

The Design Statement must answer the following questions and will be scored during the Tender Assessment.

### **Submit Design statement, to include:**

1. List of activities and equipment included in the design.
2. Total area of the proposed design including hard surface areas (m2)
3. Total proposed landscaped area (m2).
4. Optional short description of the overall vision for the RAFT, to describe any aspects that may not be clear from the other information presented (not scored in Tender Assessment).
5. Design innovation for the shelter and creative approach for seating.
6. How does the design take into account the consultation results?
7. How is drainage of hard surfaces going to be addressed, taking account of the site conditions?
8. An indicative 10 year maintenance schedule for client information purposes.
9. Estimated required lead in time and construction duration (not scored in Tender Assessment).

PLEASE PROVIDE THE DESIGN STATEMENT AS A SEPARATE DOCUMENT, TO BE INCLUDED WITH THE TENDER SUBMISSION.

## **ASSESSMENT OF EXISTING TEENAGE RECREATION AREA PORTFOLIO:**

Each contractor is to submit a select list of 3 of their completed design and build play and wheeled sports projects for teenagers.

The overall quality of these play and wheeled sports facilities will be scored during the Tender Assessment. The list should include one project from each of the following categories. Where projects cannot be submitted from all three categories, a justification must be given, and details of alternative projects may be submitted:

1. Most recent project
2. One project of similar budget.
3. One recreation area for teens of the Tenderer's choosing

For each project submitted as part of the Portfolio, the following details must be provided:

1. Name of project
2. Address including postcode
3. Client name and contact details
4. Approximate date of completion
5. Total area of design including hard surfaced areas (m2)
6. Total landscaped area (m2).
7. Shelter and seating provision
8. Total design and build budget, including all ancillary works and fees. A summary of the cost breakdown must be included.

**PLEASE USE 3 COPIES OF THE FORM PROVIDED TO SUBMIT THIS INFORMATION.**

**EXISTING TEENAGE RECREATION AREA PORTFOLIO FORM:**

(An electronic version of this form can be provided upon request, please contact CA)

1. Name of project
2. Address including postcode
3. Client name and contact details
4. Approximate date of completion
5. Total area of design including hard surfaced areas (m2)
6. Total landscaped area (m2).
7. Shelter and seating provision
8. Total design and build budget, including all ancillary works and fees. A summary of the cost breakdown must be included.

## TENDER SUBMISSION CHECKLIST

Please ensure that all of the following documents are included with your Tender submission:

1. Proposed recreation area for teens design masterplan, to comprise no more than 2 A1 sheets.
2. Design Statement
3. Existing Project Portfolio Forms for three Teenage Recreation Areas.



## APPENDIX 1:

### TECHNICAL ASSESSMENT SCORING MATRIX

The following criteria will be used to assess the tender submissions:

DESIGN BRIEF CRITERIA
1. Does the design reflect the requirements outlined in the Design Brief? To be scored out of 10 for each of the following categories:
Does the scheme offer good value for money, in terms of total area provided (to be stated in the Design Statement) and relative complexity of the design?
Is the shelter of innovative design and has seating been incorporated with a creative approach
Does the proposed layout provide good flow and avoid user conflicts?
Does the design offer a good variety of elements and rich variety of complementary materials, colours and textures?
Is the scheme appropriate to the local setting? Have the existing trees and contours been effectively incorporated into the design?
Is the design of the surrounding landscape areas robust, and suitable for all users?
<b>This question carries a weighting of 40% of the overall scores. Each category to be scored out of 10, giving a total out of 60.</b>
DESIGN STATEMENT
2. Have the requirements of the Design Statement been adequately met?
Does the Design Statement demonstrate that the Shelter is of an innovative design and a creative approach for seating for at least 6 people is identified.
Do the design proposals and Design Statement demonstrate that the proposed repairs and extension of the wheeled sports facility will address the issues identified with the existing skatepark, as described in the Design Brief?
Does the design take account of the consultation results (see Consultation Report)?
<b>This question carries a weighting of 20% of the overall scores. Each category to be scored out of 10, giving a total out of 30.</b>

<b>EXISTING PROJECT PORTFOLIO</b>
3 Assessment of the 3 teenage recreation areas submitted for the portfolio
Value for money
Quality of design and layout
Build quality and finish
This question carries a weighting of 40% of the overall scores. Each category to be scored out of 10, giving a total out of 30.
<b>OTHER CRITERIA</b>
<b>Any fails in this section will result in disqualification of the Tender</b>
4. Does the Design Statement demonstrate that drainage of the proposed facility will be adequately addressed?
This is a pass/ fail question.
5. Is the scheme sustainable from a maintenance perspective, or can any issues identified be resolved during the design tweaking stage?
This is a pass/ fail question.
6. Has the supplier included an indicative 10 year maintenance schedule?
This is a pass/ fail question.
<b>Total (out of 120)</b>
<b>GRAND TOTAL (% score with weighting)</b>