

Castle Bromwich Parish Council

Main Tender Document

Provision to improve existing Play Facilities at: Arden Hall Park

To be submitted no later than 22nd December 2022.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Castle Bromwich Parish Council

Procurement Contact

Sports and Play Consulting Limited

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1. General Requirements

1.1 Overview

Castle Bromwich Parish Council (The Employer) is seeking a suitably qualified company to design and install new Playground Equipment and Safety Surfacing at the existing play area, including the removal and disposal of certain materials.

The Council has allocated funds for the project and is seeking additional funding to achieve the desired outcome for the entire facility. As a result, there will be two (2) options / designs required by each supplier based on the priorities and potential budget.

Should the Council achieve or expect to achieve the desired higher level of funding before the project starts, scoring and evaluation will be based on a single contractor doing the work. If, however, the funding is at the lower level (Option 1), then the submissions **may** be scored and separated into two phases and potentially two contractors: 1 for each stage, or the Council may re-tender for Option 2 pending time scales and responses.



The site address is:

Arden Hall, off Water Orton Road, Castle Bromwich B36 9PB



Orange Line: This is the suggested access route to site from car park.



Yellow Outline: Option 1. £100k budget for Toddler Area (Fenced).

Red Outline: Option 2 £180k to include both Toddler and Junior Area combined.

Pathway: Suds pathway to be included into Option 2 connecting existing path to gate.

1.2 Budget and Costings

- Option 1: The council has set aside a maximum budget of **£100,000.00 (Ex VAT)**. Submissions should utilise the full allocated budget, however, not exceed it.
- Option 2: The council has set aside a maximum budget of **£180,000.00 (Ex VAT) including Option 1**. Submissions should utilise the full allocated budget, however, not exceed it.
- Assume when costing the two options that each option will be completed in a single stage.
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.
- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.

1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer is not

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able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than *appropriate* contact made to the named consultant within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

Note: The Employer has the right to dismiss a tender that is either abnormally low or equally too high based on the perceived market value at the time of the procurement process unless the tenderer satisfactorily explains the aspects that appear to be significantly different from the wider market. Additionally, if the quotations are above the available Employers budget or prices of the preferred Contractor increase after the tender submission prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, equipment and associated works which should comply with the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the



organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

2.2 Purchase Order and Contract Agreement

The successful contractor will enter into a *Building Contract* (Appendix 3) with agreed terms and conditions for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

2.3 Insurance

The **successful** contractor should be able to provide evidence of:

- 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**
- Contractors (All Works) Insurance of no less than: **£1 Million**

2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The

Contractor will provide in advance of any construction a **Construction Phase Plan** including the following:

- A Programme of Works with a commencement and completion date with access routes and proposed compound area
- Risk Assessment and Method Statements included
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

3. Scope of Works

3.1 Objectives for Play Area.

3.1.1 Option 1

The objective for the existing fenced area is to create an inviting and practical space that is exciting and challenging for a range of ages and abilities. Aimed at the younger children, mainly 2-8 years of age, the goal is to create a semi-themed environment using both play equipment and surfacing, challenge the children in terms of personal development while ensuring both individual freedom and social interaction is possible. The surfacing is the highest of priorities and needs not only to be replaced, however, to fill the fenced area, which will be reduced slightly by removing some panels near the Agapito see-saw – creating a rectangle space. With new seating, equipment and surfacing the space should be used to maximise the play value using the allocated budget for this option.



View across toddler area with Junior space in the background.



Existing Agapito unit to remain within design.



Agapito See Saw to be relocated. Fencing to be moved to the right to line up with rest of fencing – creating a rectangle footprint.



Swings to be removed and disposed of along with surfacing.



Toddler Swing to be removed and disposed of. Frog springer to remain (relocate as required).



*2 x Benches and Play Panel to be removed and disposed of. All surfacing, edging and board springer shown on photo above (right) to be removed and disposed of – **some areas have exposed foundations that need to be cut below surface level as will any new removals.***

3.1.2 Option 2

The objective for the Junior Area (Option 2) is to significantly improve the play experiences for slightly older children, primarily 6-12 years of age. The Zip Wire is structurally sound and remains highly popular, so will remain on site with some refurbishment outlined in the specifications.

The Pyramid Net has been positioned poorly with some undulation resulting in issues with the surfacing with the surrounding foliage also contributing to issues with the wetpour. Ideally a new item with similar play value could be located in the open



space currently not part of the play area (space towards the car park in the RED outline).

The Roundabout has recently been refurbished and is in good working order, however the surfacing needs replacing. The Balance Trail offers lower play value and is the least popular item in the Junior Space. This area could be used for a new play experience or replaced with a Balance Trail that is suitable for this age group, with greater challenge throughout.

A new seating area and pathway to the fenced area is required, and ultimately the main focus is to provide some new and exciting experiences, while offering some traditional, yet popular items such as the Flat Seat and Basket Swings.



Zip Wire to remain, Pyramid Net and surfacing to either be removed and disposed or potentially relocate Pyramid Net onto new surfacing in area closer to the car park (other side of fencing)



Trail to be removed and disposed of along with all surfacing. New Equipment can be positioned in this location. There is a slope and undulation to the right down to the Pyramid Net.



*Pyramid Net – removed and relocated or disposed of. Re-instate back to soil and seed.
Potential site for Picnic Benches.*



*Surfacing under roundabout to be replace with new wetpour and possibly stone base.
New pathway to connect existing tarmac path to gate (photo on right).*

3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1 and 5.1.2.



OPTION 1 - £100,000.00 (Ex VAT)

Item	Requirement
Suggested Equipment	<ol style="list-style-type: none"> 1. Toddler Swing with 2 x toddler seats or 1 x toddler plus a tango seat (parent/child seat). 2. Mini Basket Swing. 3. Additional Springer (Fish or Dolphin). 4. Steel Balance Trail. 5. Multi Play Unit: including play panels, themed (Pirates/Castle), role play counter, good sized slide and climbing experiences. (<i>This will be the centre piece to the site</i>). 6. Dish Roundabout 7. Other items that will add a unique play experience within the confines of the space and budget.
Dominant Age Group	2- 8-Year-Olds: this will however vary based on individual children, and the design should cater for a wider range of ages and abilities where possible.
Refurbishment	None
Primary Material	Steel
Safety Surfacing	<ol style="list-style-type: none"> 1. Coloured wetpour (Single Colour) under high wear areas, mainly the swings, roundabout and end of slides etc – designed to minimise shrinkage and a colour less likely to fade. 2. Brown or Brown/Green mix Bonded Mulch under static items – as an entire pad at one end. 3. Possibly use an alternative colour wetpour or bonded mulch to create a path through the area.
Sub-Base	100mm MOT Stone Base. Existing bases may need additional stone base and regulating.
Edging	PCC edging around any wetpour.
Removals and Disposal	<p>All existing surfacing, edging, equipment and benches except:</p> <ul style="list-style-type: none"> • Agapito toddler unit. • Agapito see-saw (this should be relocated to area within designed fence line).



	<ul style="list-style-type: none"> All Fencing will remain, other than panels to reduce the size as shown on the google map. <i>Remaining panels to put aside for collection by Council.</i>
Pathways	None: only using coloured surfacing to create a pathway
Seating	2 x Benches – recycled plastic with backrest. <i>Location to be advised.</i>
Bins	1 x Steel Broxap or Glasdon Bin – 120 litres on hardstanding. <i>Location to be advised.</i>
Play Sign	2 x A3 Playground Signs (affixed to fencing near each gate). <i>Artwork to be advised.</i>
Fencing and Gates	None – using existing.
RPII Inspection	Yes – Playground Inspection Company or ROSPA.
Re-Instatement	All damaged materials and turf must be re-instated to the same or similar condition as it was pre-construction.
Welfare Required	None: welfare and water available on site.

OPTION 2 - £180,000.00 (Ex VAT)

Item	Requirement (Option 1 plus)
Suggested Equipment	Multi Play Unit: slide, banister rails, fireman pole, climbing and play panels on lower deck. Climbing Unit: to replace the Pyramid Net possibly with a slide attached. Junior Swings – 2/3 Flat Seats Basket Swing (without rope material on the basket seat). Other options to fit within the confines of the space and budget (possibly rotating item for multiple users).
Dominant Age Group	6–12-Year-Olds. this will however vary based on individual children, and the design should cater for a wider range of ages and abilities where possible.
Refurbishment	Zip Wire: Tyre need replacing. Repaint Frame & Ramp (must be painted using suitable materials and experienced painter), check and repair any wood rot on ramp.
Primary Material	Steel.
Safety Surfacing	Wetpour (Black).
Sub-Base	100mm MOT Type 1 Stone base.
Edging	PCC Edging.

Removals and Disposal	Wetpour under Roundabout. Balance Trail and Surfacing. Pyramid Net and Surfacing – re-instate back to soil and seed. <i>If possible and deemed financially viable, the Pyramid Net may be relocated to a new location within the RED outline. Otherwise, a new item with a similar play experience should be included into the design.</i>
Pathways	Yes: Suds based surface (such as Flexipave or Conipave) to connect existing tarmac pathway to the proposed location of the gate entering the fenced area. (Shown in blue on the google map).
Seating Area	2 x Benches – recycled plastic with backrest. 2 x Picnic Benches – recycled plastic. <i>All seating must be onto a solid/hardstanding base – not concrete blocks and not behind base.</i>
Bins	1 x Steel Broxap or Glasdon Bin – 120 litres on hardstanding. <i>Location to be advised.</i>
Play Sign	1 x A2 Steel sign on a steel post. <i>Artwork to be advised.</i>
Fencing and Gates	None.
RPII Inspection	Yes – Playground Inspection Company or ROSPA.
Re-Instatement	All damaged materials and turf must be re-instated to the same or similar condition as it was pre-construction.
Welfare Required	None: welfare and water available on site.

4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Action:	Date:
Tender Release Date:	7th November 2022
Site meeting for interested contractors (30-minute slots – 1 person from each supplier only):	22nd November 2022 (1pm – 3pm)
Notification of your intention to provide a response and deadline for questions about the tender:	1 st December 2022



Tender Submissions Due:	<u>22nd December at 16:00 hours.</u>
Decision on Preferred Supplier:	February 2023
Works to Begin (Guide Only subject to lead times and funding allocation):	May 2023

5. Scoring Criteria

5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

Criteria	Information	Percentage
5.1.1 Project Design:	Specifically scoring will be based on: 1. Primary <i>Play Values</i> to meet the desired brief in response to the local consultation, provided by each item of equipment. 2. <i>Design Rationale</i> in terms of layout and practicality of equipment and surfacing in terms of overall design.	60%
5.1.2 Materials and Parts:	Specifically scoring will be based on: 1. Warranties and what these include or exclude (Appendix 2). 2. Standard lead times on parts including any 3 rd party items and <u>expected lifespan and costs (parts) for each item of equipment.</u> 3. Materials: detail specifications of the main materials for each item listed in the quotation.	30%
5.1.3 Presentation and Quotation:	Suppliers are to provide:	10%



	<ol style="list-style-type: none"> 1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2). 2. 1 x CAD or scaled Google Map of the design in A2 size or similar. 3. An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation. (Advise the manufacturer of each product if they are not from your organisation). 	
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5.2 Scoring Matrix

(Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion)

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.

3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.

In the event that the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, starting the process over. Alternatively, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.



6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers should visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.5 Short Listing of preferred submissions

The Council has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier presentations to the Council
- Supplier Site Visits of similar projects
- Additional Consultation within the Council or External Parties

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

6.6 Consultation or Public Engagement

The Council reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

6.7 Revisions and Negotiation

If required, the Council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed 'substantial' changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and may include items from one of the other submissions.

6.7 Decision and Award of Contract

The Council will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee or Group, &/or by a 3rd Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by the Procurement Contact named in this document.

6.8 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions by the Consultant will be provided on request via email, however if suppliers want additional detail on the selection, this will need to be requested of the Employer which will be at their discretion to provide. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter
Mobile: 07421 463099
Email: Michael@sportsandplayconsulting.co.uk

8. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist

COMPLETE ONE FOR EACH OPTION

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled – <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. <u>Response to 5.1.1 and 5.1.2:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. <u>Response to 5.1.3:</u>	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i> <i>SupplierNameQuotation</i>

8.2 Design and Tender Instructions

3D Design Regulations (Points deducted for failing to follow these):

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size
- Include reference items with a number and product name
- Do NOT duplicate equipment in the visual i.e., different views of one unit (details can be shown in main proposal or quotation)
- No Videos are to be provided

Do NOT include the following information for the initial tender response:

- TUV Certificates
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

8.3 Submission Instructions

Both electronic and hard copies required by the due date and time.

Email to be sent to:

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

michael@sportsandplayconsulting.co.uk

Hard copies to be sent to:

Castle Bromwich Parish Council

Arden Hall

Water Orton Road, Castle Bromwich B36 9PB

Attention: Gemma Burgess

'Tender – Castle Bromwich Parish Council Playground Project'

Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube (labelled as above).