

***Broadbridge Heath Parish Council
Charrington Way "Whole Family Sports and
Recreation Experience"***

Ref: CW100

Invitation to Tender

Background

Charrington Way recreation ground was originally installed as a play area and basketball hard standing to serve the residents of the Charrington Way housing development, built in the 1980's.

As a result of new housing development over the past 10 years, several new play areas have been provided.

Broadbridge Heath Parish Council is seeking to appoint a qualified contractor for the design, supply, and installation to provide a "Whole Family Sports and Recreation Experience" aimed at developing inclusive, multi-generational space where all family members can engage in sports, fitness & recreational activities.

The purchase of this system is a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders between 11th and 24th February 2025.

Project cost

The total project cost shall not exceed £110,000 excluding VAT. **Tenders that exceed the total budget will not be considered.**

1. About Broadbridge Heath

Broadbridge Heath is a large village situated on the outskirts of Horsham in West Sussex. The village has grown with recent large housing developments. Across the entire village there are several play areas, providing play opportunity for all ages. These are located as below:

- The Village Centre recreation ground – Monster play area (NEAP)
- Singleton Road play area (LEAP)
- The Ducky at The Common (NEAP)
- Leapfrog play area, Cook Way (LEAP)
- The Giggles Play area (NEAP)

Charrington Way has previously provided play equipment, but as this has aged, several items have been removed, and the area is now requiring re-development. In light of the village's current play provision, an alternative provision has been considered, to provide equipment for multi-sport, fitness and recreational opportunity.

2. Site Location

Charrington Way Recreation Ground
Charrington Way
Broadbridge Heath
RH12 3TL

What3words: ///achieving.repair.sports

Bidders are warmly encouraged to visit the site prior to submitting their tender. Please contact the Clerk to arrange this:
admin@broadbridgeheath-pc.gov.uk

APPENDIX 1 provides a scaled site plan.

3. Questions

All requests for clarification and questions regarding this invitation to tender should be submitted by email to:

Name – Lucinda Edwards - Clerk

E-mail - admin@broadbridgeheath-pc.gov.uk

A copy of all questions and answers will be maintained and available on request by recipients of the ITT.

The closing date for receipt of questions is **25th January 2025**.

4. Governance

Broadbridge Heath Parish Council has delegated authority to manage the project to the Parish Clerk, who will be supported by parish council staff, with oversight from the Recreation Committee. The Clerk will take all practical steps to ensure that the financial controls, design authority and program management are clearly established and that necessary matters are escalated to the Recreation Committee for timely decision making and reporting.

Any contract awarded as a result of this tender process will be in accordance with Broadbridge Heath Parish Council's Financial Regulations. This project is being procured in accordance with the Public Contracts Regulations 2015.

5. Tender requirements

5.1 Scope

Contractors are required to provide a comprehensive proposal to include the design, supply, and installation of new sports and recreational facilities, prioritised by the following five key components (**in priority order**).

It is anticipated that the project will incorporate items 1, 2, 3 and ideally 4 of the below components. Item 5 may be considered for future provision if not achievable within the project budget:

1. Multi-Sports Provision:

- The primary focus is a Multi-Use Games Area (MUGA), with preference for NUMUGA style equipment, or equivalent, to offer multi-sport versatility. The MUGA should accommodate a variety of sports ensuring flexible use for all. The design should support year-round usage.
- The MUGA should promote inclusivity, allowing for mixed-gender participation and adaptable spaces for a range of abilities.

2. Access and Pathways:

- Sufficient footpaths are required to ensure safe and accessible movement to adjoin new and existing provisions and linking to pedestrian access points around the recreation ground (indicated on layout map – **APPENDIX 2**).
- Pathways should be durable and wheelchair accessible.

3. 'Make Space for Girls' Provision:

- Reflecting the 'Make Space for Girls' ethos, the design should create a welcoming, safe and engaging area for girls.
- Ideas for encouraging participation may include spaces for social interaction, equipment suited for informal relaxation or exercise, and features designed to appeal to a younger female audience.
- Due to the current circular hard standing, a round, multi-seat mega-swing/bench provision has been considered.

4. New Fitness Provision:

- Installation of a small fitness zone area with outdoor gym equipment. The equipment should be user-friendly, suitable for a variety of fitness levels, and robust to withstand all-weather.
- The fitness area should encourage physical activity and support the community's overall health and well-being.

5. Trim Trail:

- Creation of a trim trail to provide an exciting outdoor trail of activities for children and adults to walk, climb and more, providing agility challenges, arranged to promote outdoor exercise in a fun way. The trim trail should consist of a series of stations designed to develop balance, dexterity, coordination, and team-building skills.
- The trim trail should aim to complement the surroundings.

5.2 Existing equipment -

Please see **APPENDIX 2** – map showing existing provision, and potential footprint for new design.

The picnic table/bench will be retained in current position.

Remove and dispose of the following existing equipment:

- Swing - Combination (Metal)
- Benches
- Basketball post

Consider retention or re-location or removal of:

- Air skier
- Double air walker
- The rider
- Twist Stepper
- Multi Play - Toddler (Metal)
- Roundabout
- Spring Rocker (Chair)

Suppliers are asked to consider the above items age and ability to fit within the new design and provision.

Costs to uninstall and disposal of items must be included in project quotations.

5.3 Access and Site Work

The recreation ground is accessed via Charrington Way. There is no parking area for the recreation ground, but limited on-street parking is available. The recreation area has 2 pedestrian gate accesses from Charrington Way, and a secured service gate.

Confirmation of work hours, storage of materials, access, location of skips, final programme of works, and Risk Assessment method statements will be agreed with the Clerk before work begins.

- Suppliers must demonstrate that all aspects of site security and public safety have been considered in the tender process.
- Suppliers should cost for all labour, plant/skip hire and all disposals.
- Works are permitted to be carried out during normal working hours, 8am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.
- Deliveries should be limited to after 8am weekdays and a site agent must be present to manage all deliveries.
- During installation the contractor should provide a secure work compound for all equipment and materials. Any machinery left on site must, where possible, be immobilised. The contractor will be responsible for: any damage caused to or by machinery/materials left on site by the contractor: and any vandalism caused to machinery/materials left on site by the contractor.
- The contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the area or the surrounding of any open space or properties. Carry out all reinstatement works in

accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

- The contractor will ensure that the public cannot gain access to the work site by erecting suitable fencing and safety notices. The contractor must take all reasonable action to ensure the newly installed equipment is not used until the practical completion is confirmed.
- The contractor must protect the whole recreation ground against unauthorised persons, vehicles and encampments by ensuring the access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

5.4 Materials and Specifications (the supply must or exceed the following detailed specifications)

- All works should comply to the British and European Standards for playground equipment BS EN 1176 and surfacing BS EN 1177.
- The contractor is responsible for the specification of appropriate footings and substrates for the CBR ratio.
- The project should include some seating provision.
- Current layout and a potential footprint for the new design is shown in **APPENDIX 2**. Other layouts/footprints will be considered if positioning is clearly justified by the design rationale.

5.4.1 Inspection

All equipment shall be inspected by a RPII accredited inspector upon completion and before the Clerk, on behalf of the Parish Council will accept completion. This shall be arranged by and at the expense of the contractor.

5.5 Equipment Maintenance

Submissions must include a separate schedule for the expected maintenance costs for the first 15 years, per year for each item of equipment. The contractor must be prepared to provide supporting evidence and/or references to support the proposed maintenance programme.

5.6 Planning Permission

If the agreed design requires planning permission, the successful bidder will be required to obtain appropriate permission within the scope and funding of the project. This includes a temporary compound.

5.7 Insurance

The bidder must provide confirmation of standard compliance where relevant and evidence within the submission of:

- a) public liability insurance – minimum £10 million
- b) employer's liability insurance – minimum £5 million
- c) professional indemnity insurance – minimum £5 million

5.8 Waste

All waste shall be stored safely while on site and removed from site by the contractor. Submissions must include evidence that the bidder has an applicable waste carrier license.

6. Procurement Process

The timescale of the programme is from the date of signing the contract until the acceptance of the works by Broadbridge Heath Parish Council. The timetable for the procurement process is set out below:

Milestone	Date
Date ITT available on Contracts Finder	13 January 2025
Last date for raising clarification	1700:25 January 2024
Last date for clarification response	26 January 2024
Deadline to return ITT	1300 10 February 2025
Evaluation of ITT	11-24 February 2025
Preferred supplier notified	06 March 2025
Award of Contract	17 March 2025, subject to successfully obtaining grant funding.
Project completion by	6 July 2025

7. Sub-contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Broadbridge Heath Parish Council.

8. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Broadbridge Heath Parish Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Broadbridge Heath Parish Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender evaluation methodology

All tender returns will be assessed on the basis of the tender award criteria set out below:

EVALUATION CRITERIA	WEIGHTING
Price	PASS/FAIL
Non-Price	100%

A bid may be dismissed should it significantly fail to satisfy any specific criterion, regardless of how well it scores on the remaining criteria.

PRICE - Bidders must ensure the project proposal is within the total budget of £110,000 (excluding VAT). The quotation breakdown form in **APPENDIX 3** should be completed and included in the tender.

NON-PRICE 100% - Tenderers are requested to complete method statements explaining how each of the specific requirements will be met.

There are 5 method statements in total.

Each method statement will be scored on a scale of 0-5, in accordance with the following scheme.

Quality	Points	Criteria
Superior	5	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
Good	4	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
Adequate	3	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
Below expectations	2	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
Poor	1	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Unacceptable	0	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
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Tenderers scores for each method statement will be multiplied by the relevant weighting to result in a weighted score. The weighted scores will be added to give an overall score out of 100.

Please see the response to method statement response form for further details of each Method statement – **APPENDIX 4**.

Method Statement No	Item	Weighting	Maximum Evaluation Score	Total Score
1	Overall design	6	5	30
2	Product range	5	5	25
3	Warranty/Guarantee	4	5	20
4	Reference sites	3	5	15
5	Added value	2	5	10
Total Weighted Score				100

During the tender assessment period, Broadbridge Heath Parish Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Broadbridge Heath Parish Council is not bound to accept the lowest price or any tender. Broadbridge Heath Parish Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Broadbridge Heath Parish Council 's internal procedures and Broadbridge Heath Parish Council being able to proceed.

10. Tender returns

10.1 Format of submission

In addition to addressing the items details in the method statement, submissions should include:

- Developed scheme with individually costed items, computer aided designs and visuals of each item of equipment proposed.
- Completed quote breakdown form (**APPENDIX 3**).
- Construction management plan demonstrating how the site will be managed, including deliveries, contractor parking, site fencing etc.
- Details of warranty and 15-year maintenance costs for each item of equipment (see section 5.5).

- e) Contact details for a single point of contact for all contact between the tenderer and Broadbridge Heath Parish Council during the tender selection process, and for further correspondence.
- f) The most recent set of the bidding company's audited accounts
- g) Details of any enforcement action under Health and Safety legislation
- h) Confirmation that should the submission be successful, the bidder will be able to meet the timetable (see section 5)
- i) Details of insurance (see section 5.7)
- j) Evidence of a waste carrier license (see section 5.8)
- k) Conflicts of interest statement (see section 8)
- l) Health and safety policy statement
- m) Equality policy statement
- n) Environmental policy statement

Bidders must ensure they have fully understood this document and the requirements of the work specification. If applicants are unsure of any details, they must contact the Clerk to discuss these before submitting.

10.2 Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 6 months from the date of submission.

The quotation breakdown form in **APPENDIX 3** should be completed and included in the tender.

10.3 Tender Returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 6

Latest date to be returned: 10th February 2025 (as per Section 5)

Latest time to be returned: 13:00

Emailed tenders should be sent electronically to:

admin@broadbridgeheath-pc.gov.uk

with the following message clearly noted in the Subject box.

'Broadbridge Heath Parish Council Charrington Way project: CW100'

Tenderers are advised to request an acknowledgement of receipt of their email.

11. Disclaimer

The issue of this documentation does not commit Broadbridge Heath Parish Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Broadbridge Heath Parish Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Broadbridge Heath Parish Council and any other party (save for a formal award of contract made in writing by Broadbridge Heath Parish Council or on behalf of Broadbridge Heath Parish Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Broadbridge Heath Parish Council, or any information contained in Broadbridge Heath Parish Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy

themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Broadbridge Heath Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Broadbridge Heath Parish Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Broadbridge Heath Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.