



**Northchurch Parish Council
Recreation Ground Playground Upgrade
Tender 2024**

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2. Overview, Budget, and Timetable

2.1. Overview

This document has been prepared by Northchurch Parish Council (The Council) for the purpose of inviting proposals from a suitably qualified company to design, procure, install and commission new play facilities at Northchurch Recreation Ground, Northchurch, HP4 3SF

2.2. Budget

The Council has agreed a budget of £75,000 (excl. VAT) for the project. All pricing 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.

2.3. Timetable

Applicants will need to adhere to the timescales set out below:

Action		Date
Issue Invitation to tender	The Council will publish on: <ul style="list-style-type: none">• NPC website• Contracts Finder	Week commencing 15th April 2024
Notification of Intention to Bid	Interested parties are to notify the Council by email of their intention to submit a tender	Monday 29 th April 2024
Site Visits	Site visits will be conducted	Tuesday 30 th April 2024, Thursday 2 nd May 2024
Deadline for questions	All questions should be submitted by email to the named contact	15 th May 2024
Deadline for responses to questions	All responses will be made available to all tenderers	Friday 17 th May 2024
Deadline to receive tenders	Tenders should be submitted in line with the guidance below	10am on Friday 14 th June 2024
Approval of contractor	The successful contractor will be notified no later than	Friday 19 th July 2024
Work to take place	Work should be completed by end March 2025. Earliest start date is 4th September 2024.	Contractor to confirm start date

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3. Tender Instruction and Guidance

3.1. Contact

All contact should be via tender@northchurchparishcouncil.gov.uk.

Suppliers are forbidden to directly approach any Members of the Council or its officers in relation to this tender and project. Failure to adhere to this requirement may result in disqualification from the tender process.

3.2. Questions

Any questions relating to this tender must be raised in writing no later than 15th May 2024. Questions should be addressed to the designated e-mail address only.

Please note that the responses to any questions raised during the tendering period will be circulated to all applicants.

3.3. Site Meetings

There will be the opportunity to attend a site meeting along with other interested suppliers on the afternoons of Tuesday 30th April and Thursday 2nd May 2024 from 12.30pm – 2.30pm. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience.

If attending a site visit, we request that a maximum of two people from each supplier is present.

Appointments can be booked via tender@northchurchparishcouncil.gov.uk.

3.4. Notice of Intent to Bid

Suppliers should inform us of their intent to submit a tender by 29th April 2024 at the designated email address. Failure to do so could result in your organisation not receiving updates to the Tender Process or any circulated responses to questions. The Council will respond confirming receipt of your email.

3.5. Construction

The Council's preference is for the construction to take place as soon as possible after contract award but after the 4th September 2024.

Football will recommence on the pitch from September so the supplier must ensure that the pitch is not damaged by any activity and is fully accessible at weekends.

Construction and commissioning of the equipment must be completed by the end of March 2025.

3.6. Project Management

The supplier should provide details of the construction team, including management, that will be used to deliver this project.

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4. Decision and Award of Contract

4.1. Scoring criteria

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.

4.2. Supplier Submissions

The tender submissions received by the Council will not be shared with other suppliers.

4.3. Non-Consideration of a Tender Response

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.

4.4. Certificate of Collusion

Contractors tendering for this contract must complete a Certificate of Collusion (see attached document). This is in regard to 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 through the designated email address, such as raising any questions or clarifying points relating to the tender, may be considered a breach in the procurement.



5. Contract Conditions

5.1. Works and Standards

The work is for the design and installation of new play equipment in Northchurch Recreation Ground.

All works should comply to the British and European Standard for playground equipment and surfacing: BS EN 1176.

5.2. Weekly Construction Meeting

The contractor will arrange, as a minimum, a weekly meeting with the Council during construction to discuss progress.

5.3. Post installation Inspection

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

5.4. Health and Safety

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction, including the use of Heras 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.

5.5. Insurance

The successful contractor must have the following cover in place:

- 5.5.1 Public Liability Insurance of no less than £10 Million
 - 5.5.2 Product Liability Insurance of no less than £5 Million
 - 5.5.3 Employers Liability Insurance of no less than £5 Million
 - 5.5.4 Professional Indemnity Insurance of no less than £1 Million
- Evidence of this cover must be provided with the tender submission.

5.6. Additional Documentation

The following must be provided 2 weeks prior to work commencing:

- 5.6.1 A Schedule of Works with a commencement and completion date
- 5.6.2 Risk Assessments and Method Statements.



6. Specification of Works

6.1. The Council's Mission

Northchurch Parish Council is responsible for open space within Northchurch and owns Northchurch Recreation Ground. The Recreation Ground includes the following amenities:

- A children's playground
- A refurbished skateboard half-pipe
- A Multi Goal
- A zip wire
- A full size football pitch and portacabin
- A mini football pitch
- An adult exercise area
- A senior's seating area
- A car park

A number of updates were completed in 2022, including an extension to the children's playground, a zip wire, adult exercise equipment and a refurbished skateboard half-pipe

Northchurch Parish Council now wishes to update the remaining playground equipment to provide a fun, exciting and safe space for local children, and those from further afield, to play.

6.2. Public Consultation

To get an understanding of how the recreation ground is used and what improvements people would like to see, the Parish Council undertook a survey to inform this upgrade

85 people responded to the survey, the key relevant findings are as follows:

- People felt that, when viewed as a whole, the park should cater for all ages. The most popular age groups of children using the park are 2-4 years and 5-8 years. This was followed (in order) by under 2s, 9 - 11 and 12 and over.
- The most popular equipment at the moment (across the whole of the recreation ground) is the trampoline (46 votes), swings (40 votes), zip wire (31 votes), slides (26 votes), activity trail (19 votes), skate ramp (14 votes) and sports goals (12 votes).
- The only piece of equipment that received more than 10 votes for people enjoying it the least was the big climbing frame. People reported that they feel it is very challenging, or they don't know how to use it.
- Top of people's wishlist for the playground update was:
 - Climbing for age 5 – 8 (18 votes)

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- Bigger / better slides (17 votes)
- Skate / scooter facilities (13 votes)
- Benches / seating, including tables for lunch (12 votes)
- Imaginative play (11 votes)
- Better swings (11 votes)
- There is currently an area of unused tarmac between the skate ramp and the road. We tested the idea of installing surface markings for games and / or mini roads, 85% of survey respondents supported this idea.

6.3. The Existing Playground

Within the playground fenced area, the equipment installed in 2022 that is not to be removed includes:

- Flat seat swings
- Big climbing frame
- Small metal climbing frame
- Trampoline

6.4 Strengths and weaknesses of the existing equipment

- The 2022 update has been well received, and the new playground equipment has proved very popular.
- The artificial surface (carpet) laid around the play equipment to be replaced is clean in all weathers and NPC would like this to remain.
- The existing wooden play equipment for toddlers has been praised by parents because it provides sufficient challenge for very young children. This refurbishment will remove the majority of this equipment, applications should ensure the park remains engaging for this group.
- The adult exercise equipment has not proved as popular as we had hoped with very few adults seen to use it but lots of children enjoying climbing it and finding it's size and height the perfect challenge for them
- Applications should consider how we can support the development of skills needed to enjoy the big climbing frame.



7. Specification for the Children's Play Area

GUIDE PRICE: £75,000.00 (excl. VAT)

7.1. Overview

Section 7.2 (below) sets out the minimum specification for the Children's Play Area.

If landscaping is required, materials imported to the site must be locally sourced and sustainable.

7.2. Requirements

7.2.1 We welcome bids that suggest a variety of equipment which, when considered together with the equipment installed in 2022, provide a play area that is challenging and engaging for children of all ages.

7.2.2 Specifically, we would like to see the following considered:

- Feedback from the Parish Council Survey
- Inclusivity for people with a range of different needs
- Potential uses for the tarmac area beside the skateboard half pipe
- A sympathetic design which integrates with existing equipment and considers the local landscape

7.2.3 Equipment must include:

- A team swing
- Baby swings
- A replacement toddler climbing frame and slide

Other considerations should be equipment that is challenging for ages 5-8, promotes imaginative play and collaborative, group play.

7.2.4 Technical requirements:

- Equipment must be long-lasting e.g. galvanised steel posts or Robinia wood with metal in the ground
- Avoid narrow grass voids of 0.5 metres or less around the edges of safety surfaces or path
- Post installation safety inspection



8. 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 Certificate	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 specified age group and abilities Well-designed layout	55%
Materials	Quality of materials used Expected life-span for equipment	10%
Price/Value for money	Equipment requirements met within target price Cost of replacements Warranty cover Deliverance of project aftercare service	30%
Construction timeline	Short construction time (baseline: 4 weeks)	5%

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9. Submission Checklist

Please ensure the following are included with your submission:

- Application form
- Draft playground design and quotation
- Product details
- Warranty details
- Copies of Insurance Certificates
- Maintenance requirements
- Costing and lead time for availability of spare part
- References
- Requested policies
- Delivery and installation timetable.
- An email or electronic transfer of all the above responses should be sent to tender@northchurchparishcouncil.gov.uk by 10am Friday 14th June 2024

