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HASSOCKS PARISH COUNCIL

Main Tender Document

Provision to design and build two new Playground Facilities at Adastra Park.

To be submitted no later than Friday 10th January 2020.

Late submissions (Hard Copies and/or Electronic) will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

07421 463099

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RESPONSIBLE PARTIES

The Employer

Hassocks Parish Council
Parish Centre
Adastra Park, Hassocks
West Sussex BN6 8QH

Contracts Administrator/s

Michael Carter (Sports and Play Consulting Limited)
Ian Cumberworth (Hassocks Parish Council)



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INFORMATION AND INSTRUCTIONS

1. General Requirements

1.1 Overview and Objective of Project

Hassocks Parish Council is seeking a suitably qualified company to design and redevelop a playground to replace the existing facility for 0-12-Year-old children, and design and install a new facility for 12+ Year olds (Two Lots).

Suppliers will have the option of bidding for:

- Lot 1 (0-12 Year Playground)
- Lot 2 (12+ Year Play/Sports Equipment)
- Lot 3 (Lots 1 and 2 combined)

The location of the site is (Two separate sites for each Lot):

Adastra Park, Keymer Road, Hassocks BN6 8QE.





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Lot 1: Children's Playground (0-12 Year Olds)

The council has allocated a significant budget to improve the existing playground which is outdated and has considerable maintenance and quality challenges. The aim is to create an inviting playground for children ages 0-12 years of age and their families that may be used all year round. It should provide a range of play values and challenge, while being mindful of any maintenance and potential vandalism of the equipment and surfacing.





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Lot 2: Older Children Equipment (12+ Year Olds)

The council is looking to add some new play and ancillary features near the recently installed Concrete Skate Park, to enhance and encourage older children to challenge themselves while creating a social and friendly environment amongst the skate users.



1.2 Budget and Costings

➤ The council has set aside a budget of:

Lot 1: £100,000.00

Lot 2: £50,000.00 (plus an addendum for the pathway)

(submissions should utilise the full budget);



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- All pricing should be exclusive of VAT and in GBP (£);
- Pricing to be valid for 180 days from the due date of the response;
- Prices will be fixed and firm for the duration of the contract.

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 is the responsibility of the suppliers that have been 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 is not 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 individuals named 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.

2. Contract Conditions

The successful contractor will enter into an agreement by way of a Purchase Order with Hassocks Parish Council. In addition, a binding contract (Appendix 4) with agreed terms and conditions will be provided 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, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.



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The work is for the design, supply and installation of appropriate groundworks, safety surfacing, play equipment, seating and associated works which should comply to any relevant regulations primarily EN 1177 and EN 1176. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

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

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

- Public Liability Insurance of no less than: **£5 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**

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.

3. Scope of Works

3.1 Vision and Requirements

Hassocks Parish Council created a Masterplan based on the communities needs and vision to improve and enhance several facilities within Adastra Park for all ages and families. As a growing community the improvements need to cater for a wider age group and increasing population while being considerate of the location.

Some of the key outcomes included:

- Softer and Organic
- Natural looking
- Inclusive
- Practical
- Fit in with the environment



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- Something for everyone
- Scalable
- Built to last

Historically the playground was aimed at users up to 8 years of age, so there was a clear gap for children over this age group. The council determined to increase the main playground age to 12 years and add in equipment near the skate park for older “teenage” children.

3.1.1 Equipment List

Lot 1:

- Inclusive Roundabout
- Multi Play Unit for 7-12 Year Olds
- Rope Climbing Unit
- Mounding and Boulders
- Dynamic Play
- 2 Seat Flat Swing
- 2 Seat Toddler Swing
- Play Panels
- Any other equipment that will cater for a range of ages and abilities

Lot 2:

- 1 x Large swinging frame for older children
- 1 x Climbing Structure suitable for 12+
- Basketball Hoop on a new tarmac surface (where wetpour pad is located) with some line markings for the goal area

3.1.2 What Not to Include:

Lot 1:

- Zip Wire
- Sand or Water Play
- Equipment over 4.0 Metres high

Lot 2:

- Only include the items specified

3.1.3 Other Requirements:

Lot 1:

- 2 x Bins: Broxap Derby Bin on hard standing
- Play Sign on Steel Post – Approx. A2 size (not to use laminate sign for artwork)
- Bonded Gravel pathways with PCC or Brick edging
- 4 x Benches (With Backrest) and 4 x Picnic Tables on hard standing

Lot 2:

- 2 x Bins: Broxap Derby Bin on hard standing
- Play Sign on Steel Post – Approx. A2 size (not to use laminate sign for artwork)
- Bonded Gravel pathways with PCC or Brick edging from Car Park to skate facility (cost to be an addendum outside main budget)
- 2 x New Broxap Benches to go near the Basketball Hoop and tarmac pad (With Backrest and on the hard-standing tarmac)

New Broxap Bins pictured below





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Broxap Bench pictured below to be refurbished and relocated:





3.2 Specifications

Product	Lot 1	Lot 2
Equipment	Steel, HDPE and/or Wood mix (Wood to be Hardwood or Laminated with Steel Feet)	Steel and/or Wood mix (Wood to be Hardwood or Laminated with Steel Feet)
Surfacing	Wetpour (Muted Colours such as greens and browns can be used)	Wetpour (Muted Colours such as greens and browns can be used). Tarmac for the Basketball area.
Edging	PCC or Brick for Pathway. PCC for wetpour	PCC or Brick for Pathway. PCC for wetpour
Pathways	Bonded Gravel	Bonded Gravel
Seating	Benches to be like Broxap bench (pictured). Picnic benches can be steel/wood/recycled plastic combination and must be robust and anti-vandal/graffiti proof	Benches to be like Broxap bench (pictured). Picnic benches can be steel/wood/recycled plastic combination and must be robust and anti-vandal/graffiti proof
Bin	Broxap Standard Derby	Broxap Standard Derby
Sign	EN 12899-1 2007 (Artwork TBA) Steel Post – Permanent Artwork	EN 12899-1 2007 (Artwork TBA) Steel Post – Permanent Artwork
Fencing and Gates	None	None
Baseworks	Stone Base (MOT Type 3)	Stone Base (MOT Type 3)
Reinstatement	Turf and Topsoil within perimeter of Play Area (seeding outside of designated area such as access to site)	Turf and Topsoil within perimeter of Play Area (seeding outside of designated area such as access to site)
Welfare (Toilets and Water)	Public toilets and water available next to the car park	Public toilets and water available next to the car park



3.3 Removals, Relocation and Disposals

Items that are refurbished, listed below, can exceed the budget allocated which is for new equipment and surfacing, alternatively replacing the items for new like for like equipment within the proposed budget.

LOT 1: Item	Action (Remain, Relocate, Dispose)
Basket Swing	Remain/Relocate
Wicksteed Smaller Multi Unit	Remain/Relocate
Kompan See Saw	Remain/Relocate
2 x Benches	Remain/Relocate
All Other Equipment and Seating	Dispose

2 x Benches to remain pictured below:



LOT 2: Item	Action (Remain, Relocate, Dispose)
1 x Broxap Bench	Relocate
2 x Old/Damaged Bins	Dispose
Wetpour Pad	Base and Tarmac to go over (or dispose)

3.4 Post Installation Inspection

Please allow for an RPII qualified independent inspection following the completion of the project for each **Lot**, and all noted defects and remedial tasks need to be attended to and resolved before the open



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date and formally being signed off by either of the Contracts Administrator/s.

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:	Wednesday 6th November 2019
Site meeting for interested contractors (30-minute slots):	Friday 15 th November 2019 – 11.30am – 2pm
Notification your intention to provide a response and any questions about the tender (no later than):	Friday 20 th December 2019
Tender Submissions Due:	Friday 10 th January 2020
Decision on Preferred Supplier (Order Placed):	Mid February 2020
Work to Commence:	End April 2020
Work to be Completed (including snagging):	Lot 1: June 2020 Lot 2: May 2020

Note: Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build.

5. Scoring Criteria

5.1 Scoring Table

The scoring table shown in **Appendix 1** will be used to score each of the criteria listed in the table, as a mark out of 10, and then weighted accordingly to give a total score out of 100. **Appendix 1A** will need to be completed by the supplier which will be validated or reviewed independently.



5.2 Scoring Matrix (Each Criteria listed in Appendix 1 will be scored between 0-10)

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 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 Economically Advantageous Tender.



6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

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 are welcome to visit the site at their own convenience without penalty on the proviso you advise your interest in submitting a 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 **MUST** be emailed to the consultant, not by phone or in person other than the site meeting. ***Please note the consultant will not be contactable between 19th November and 9th December with only limited access to emails during this period.***

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 your intent to provide a submission (Advising Lot 1, Lot 2 or Lot 3) by the due date, and all questions relating to the tender will need to be made no later than **Friday 20th December**. Only one submission for each Lot will be accepted, however if you wish to provide an alternate to the main unit or feature this will be allowed.

Should you not notify intent to provide a submission or not 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.



6.4 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome at which time a *Standstill Period* of 5 working days will begin. An agreement (Appendix 4) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

6.4 Consultation or Public Engagement

The Council (Employer) reserves the right to conduct a public consultation once a preferred supplier has been selected. The purpose of any consultation will primarily to update the community on the preferred design however allow an opportunity to collect feedback which may contribute to any revisions of the design. 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.

6.5 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, 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.

6.6 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested to be shared. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.



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7. Named Contact and Consultant for Project

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

Sports and Play Consulting Limited

Contact: Michael Carter

Mobile: 07421 463099

Email: Michael@sportsandplayconsulting.co.uk

8. Submission and Checklist (**Mandatory for each Lot**)

The tender response should include:

1. Completed copy of Appendix 1A, Appendix 2 and Appendix 3
2. 1 x CAD as a PDF to be provided in A2 size or as close to this as possible (On a google map or in relation to surrounding features)
3. 1 x 3D Design visual to be provided in A2 size or as close to this as possible. Maximum of two views for each Lot allowed
4. Itemised Quotation (with a picture reference). Provide a TOTAL AMOUNT plus ANNUAL MAINTENANCE COST and ANNUAL SINKING FUND (detailing how these was calculated) in Appendix 1A
5. Supplemental Information that is only relevant to the information requested which may provide supporting evidence or amplify a response
6. An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, by the due date and time

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

- No children or adults in the design
- No background or photo shopping images



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- Equipment must be to scale of actual size
- Reference items with a number and product name
- No “Play Values” shown on design – these can be outlined in the Design Rationale
- Do NOT duplicate equipment in a visual i.e. different views of one unit (details can be shown in main proposal or quotation)
- No Videos to be provided

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

- TUV Certificates
- Copies of Insurance
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies
- Information not requested or relevant to the tender process

Hard copies to be delivered to:

Hassocks Parish Council
Parish Centre
Adastra Park, Hassocks
West Sussex BN6 8QH

Please note - Tenders are to be sent in a plain envelope and/or tube marked only with:

‘Tender – Adastra Park Playground Project – Lot x’

and sent to arrive no later than:

Midday, 10th January 2020.

PLEASE NOTE - OFFICE HOURS ARE:

Monday – Thursday 10am – 2pm

Friday 10am until 12 Noon