



# **Lychett Minster and Upton Town Council**

## **Main Tender Document**

### ***Provision to re-develop: Redwood Road Play Area***

To be submitted no later than 31<sup>st</sup> May 2024.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### **The Employer**

Lychett Minster and Upton Town Council

### **Procurement Contact**

Sports and Play Consulting Limited

## TABLE OF CONTENTS

<b>1. General Requirements .....</b>	<b>4</b>
1.1 Overview.....	4
1.2 Quotations .....	5
1.3 Non-Consideration of a Tender Response .....	6
<b>2. Contract Conditions.....</b>	<b>7</b>
2.1 Works and Standards .....	7
2.2 Purchase Order and Contract Agreement .....	7
2.3 Insurance .....	8
2.4 Contractor Documentation .....	8
<b>3. Scope of Works.....</b>	<b>9</b>
3.1 Objectives for Play Area.....	9
3.2 Specifications .....	9
<b>4. Timetable for Project .....</b>	<b>11</b>
<b>5. Scoring Criteria .....</b>	<b>11</b>
5.1 Scoring Table.....	11
5.2 Scoring Matrix.....	13
<b>6. Procurement Process .....</b>	<b>13</b>
6.1 Type of Procedure.....	14



6.2 Site Visits.....	14
6.3 Questions and Clarification .....	14
6.4 Notice of Intent to Bid.....	15
6.5 Short Listing of preferred submissions .....	15
6.6 Consultation or Public Engagement .....	15
6.7 Revisions and Negotiation.....	16
6.8 Decision and Award of Contract.....	16
6.9 Supplier Notification .....	16
<b>7. Named Contact for Project.....</b>	<b>17</b>
<b>8. Supplier Submission Checklist and Instructions .....</b>	<b>17</b>
8.1 The Supplier Checklist .....	17
8.2 Design and Tender Instructions.....	18
8.3 Submission Instructions .....	18

## APPENDICES

<b>Appendix 1:</b>	<b>Form of Tender</b>
<b>Appendix 2:</b>	<b>Warranty and Reference Information</b>
<b>Appendix 3:</b>	<b>Building Agreement</b>



# 1. General Requirements

## 1.1 Overview

Lychett Minster and Upton Town Council is seeking a suitably qualified and experienced contractor to design and deliver new playground equipment, surfacing and associated works at Redwood Road Play Area.

The site is primarily used by the residents to the north of Upton and requires significant enhancement to encourage families to utilise the play area, creating an exciting and practical area while considering the houses on the boundary in terms of height & noise, and areas of the site which are sloped to the left (north) and right (south).





**Site Address:** Off Redwood Road, Poole, BH16 5PZ.

## 1.2 Quotations

- The council has a target budget of **£75,000.00 (Ex VAT)** for the playground project. Submissions should utilise the full allocated budget, however, not exceed it.
- **Note:** The Council, as part of their standard internal process, will be seeking external funding to partially fund this project and suppliers should consider this in terms of both time frames and potential change to the final budget.
- 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 (Regulation 72).
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If



the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.

- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.
- Payment (30-day invoice) on satisfactory completion of Works.

### 1.3 Non-Consideration of a Tender Response

The Employer 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 Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements. Additionally, disqualification may be a result of detrimental checks pertaining to the financial position of the supplier, quality of similar work or other related information that creates significant risk for the Employer.

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 individual 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.

**Note: If the quotations are above the Employers available budget or prices of the preferred Contractor increase after the tender submission and 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 to the Contractor.

The contractor must adhere to 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, and the agreement will not be final until both parties have signed this contract. Suppliers should review this document prior to the tender submission to ensure an understanding of the terms and conditions are agreed upon, otherwise should be stated in the return. Responses to Section 5 will be a commitment to deliver on the content, along with the final design and quotation.



## 2.3 Insurance



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

- |   |                       |
|---|-----------------------|
| ➤ Public Liability Insurance of no less than:       | <b>£10 Million</b>    |
| ➤ Product Liability Insurance of no less than:      | <b>£5 Million</b>     |
| ➤ Employers Liability Insurance of no less than:    | <b>£5 Million</b>     |
| ➤ Professional Indemnity Insurance of no less than: | <b>£1 Million</b>     |
| ➤ All Works Insurance of no less than:              | <b>Contract Value</b> |

## 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 a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion date
- A Risk Assessment and Method Statement
- Access and Traffic Management Plan
- An Organisational Chart outlining escalation contacts (including sub-contractors) that are available to remedy any issues that arise during construction





### 3. Scope of Works

#### 3.1 Objectives for Play Area.

Ultimately this is a design contest, with consideration of the budget and space, and the guidance set out within this document. Due to historical issues with maintenance such as the materials used and problematic equipment, this will also be a key consideration.

In mid-2023, a local consultation was initiated to gather feedback in relation to potential improvements at Redwood Road Play Area. 35 responses were received with overwhelming support to invest and re-design the site, from local families with largely younger children (2-8 years). The detail from this engagement has been broadly incorporated into the suggested play equipment, however a copy of this consultation may be emailed on request.

There is existing wooden edging as a retainer for the slope, which should also be replaced with a suitable and robust solution such as stone or concrete (not wood).

#### 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.

Item	Proposed Specification
Focus Age Group	2-8 Years
Suggested Equipment (in order of priority from consultation)	Swing Bay with 2 x Flat Seats (Anti-Wrap) Swing Bay with 1 x Toddler Seat and 1 x Tango Seat (Anti-Wrap) Multi Play Unit (Centre Piece) with Slide



	Basket Swing Above Ground Roundabout Inclusive See Saw (4+ user) Agility or Balance Trail Any other items that complement the design in terms of equipment and play outcomes and allow for inclusivity.
<b>Primary Materials</b>	Mild Steel (conforming to BS EN10210), Stainless Steel, and HDPE Panels. Fixings should be anti-tamper style (Torx Screws) and any bolts covered with protective caps.
<b>Safety Surfacing</b>	Black Wetpour which, if possible, connects equipment to each other or to the proposed pathway for improved access. Existing MATTA may be re-used however any damage from removals and installation must be considered to ensure a clean finish, otherwise replaced with the proposed wetpour.
<b>Subbase</b>	Existing Wetpour & Tarmac may be used as a base if considered acceptable in terms of stability and drainage and without effecting the standard warranty period. If a new base is required, such as where the turf is located, then a 100mm MOT Type 1 stone base to be used. PCC edging not required on safety surfacing.
<b>Pathway</b>	A pathway to improve access through the site and to any seating areas is encouraged. The material for this should be a Suds type material such as Conipave or Flexipave and include PCC edging. Any existing edging will need to be replaced with new.
<b>Removals and Disposal</b>	All existing play equipment and steel bench. All edging for surfacing and that used as a retainer for the slope should also be removed. All spoil and waste material.
<b>Equipment to Remain</b>	None
<b>Seating</b>	1 x Steel or Recycled Plastic Picnic Tables 2 x Steel or Recycled Plastic Benches with Backrests <i>Seating must be installed onto hard standing.</i>
<b>Fencing</b>	None Required.
<b>Footprint</b>	Existing area within fence line avoiding the area near the Maintenance Gate for vehicle entry.
<b>RPII Inspection</b>	Yes – must be Play Inspection Company or ROSPA.
<b>Re-Instatement</b>	Any damage to existing materials, including that caused by vehicle access, must be replaced, or repaired to its original condition. Pathways and Turfed



	areas around the site must be adequately protected during the works. <b>TURF DAMAGE:</b> Use appropriate climate seed then grade/roll any vehicle & machinery damage and where required using topsoil to level. Major damage to include new turf (premium quality) and topsoil.
<b>Welfare Required</b>	Yes: Toilet and Water should be provided by the contractor for the duration of Works.
<b>Heras Fencing</b>	Yes: <b>Double Clipped</b> and <b>CDM Signed Fencing</b> for duration of Works ensuring the site is fully secure.

## 4. Timetable for Project

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	12 <sup>th</sup> April 2024
<b><u>Tender Submissions Due:</u></b>	<b><u>31<sup>st</sup> May 2024</u></b>
Decision on Preferred Supplier:	June 2024
Works to Begin (subject to lead times):	September 2024

## 5. Scoring Criteria

### 5.1 Scoring Table

<b>Criteria</b>	<b>Information</b>	<b>Weighting</b>
<b>5.1.1 Project Design:</b>	Specifically scoring will be based on the perceived and calculated play outcomes (using an internal play value assessment) and design of the facility including: 1. Primary <i>Play Values</i> and <i>Experiences</i> for a range of ages and abilities. The design should primarily cater for 2-8 year olds with varied play outcomes.	<b>40%</b>



	2. <i>Design Layout</i> in respect to positioning of equipment, surfacing and overall design with consideration of Section 3.2.	<b>10%</b>
5.1.2 Technical and Specifications:	Specifically scoring will be based on: 1. Materials used for play equipment, sub-base, seating, and surfacing. Any shortcomings or omissions from the specifications or brief.	<b>20%</b>
	2. Details of spare parts. Include the standard price including delivery of the following spare parts and lead times: <ul style="list-style-type: none"> <li>• Flat Seat (Swing)</li> <li>• Toddler Seat (Swing)</li> <li>• Basket Seat</li> <li>• Shackles with locking nut (Stainless Steel)</li> <li>• Swing Chains (Stainless Steel)</li> </ul>	<b>10%</b>
5.1.3 Presentation. Quotation and Supporting Information:	Suppliers are to provide: 1. 1 x 3D visual in A1-A2 size for the hard copy (refer guidelines on design in Section 8.2). 2. 1 x CAD or scaled Google Map of the design in A2 size for the hard copy or similar. Include a reference number for each item with a table listing the name/detail of each item of equipment and surfacing (including quantities and colours). 3. An itemised and detailed quotation, ideally with a picture reference, with costs for each item including installation. A separate cost for surfacing can be the total amount for each type of surface and any subbase or edging. (Advise the manufacturer of each product if they are not made from your organisation, including ancillary items). 4. A supporting document evidencing and summarising 5.1.1 (Design Rationale) and 5.1.2 (Technical) should be submitted including any omissions to the brief (allow up to 5 pages).	<b>20%</b>



## 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	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.

If 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

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these tenders and re-issue the documentation, or approach specific suppliers. Additionally, 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 and is considered a Works Contract.

### 6.2 Site Visits

Suppliers must visit the site at their own convenience to ensure a robust response. Any subsequent questions to clarify the site conditions or requirements can be emailed to the Procurement contact, or if required a webinar for a more expansive 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.

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, and all questions relating to the tender will need to be made no later than the due date. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, 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 Employer 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
- Reference Contact Checks
- Public Consultation
- 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 Employer reserves the right to a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, 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 Employer 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 desired outcome of any significance.

#### 6.8 Decision and Award of Contract

The Employer 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 and/or by a 3<sup>rd</sup> party such as the Procurement Contact or a consensus of all stakeholders.

#### 6.9 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 based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is



issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

## 7. Named Contact for Project

The Employer has appointed a Procurement Advisor 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](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist: please ensure you have submitted the following requirements. If unsure of the format or detail, please request clarification with the consultant.

Response	Format
1. <u>Completed Copy of Appendix 1:</u>	PDF or Word Labelled: <i>SupplierName-Appendix1</i>
2. <u>Completed Copy of Appendix 2:</u>	PDF or Word Labelled: <i>SupplierName-Appendix2</i>
3. <u>Response to 5.1.3 (Points 1-3):</u>	PDF or JPG Labelled: <i>SupplierName-3D</i> <i>SupplierName-CAD</i> <i>SupplierName-Quotation</i>
4. <u>Response to 5.1.3 (Point 4)</u> allowing up to 5 pages:	PDF or Word Labelled: <i>SupplierName-Supporting Document</i>



## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points may be deducted from 5.1.3 for failing to follow these):***

- No children or adults shown in the visuals.
- Equipment must be to scale of their actual size.
- Photos of the proposed equipment may be included around the border of the 3D visual and/or various views of any proposed Multi Play Units to emphasize specific components/features.
- Links to videos may be provided, such as YouTube, to show the features and use of equipment (links can be included in the quotation, do not however provide a Fly-through video of the design).

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

- TUV Certificates
- Construction Phase Plan
- 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 are required by the due date and time with exceptions only given to hard copies arriving late for reasons outside of the suppliers control such as 3<sup>rd</sup> party delivery companies being at fault.



**Email/Electronic Copy to be sent to:**

An email or electronic transfer of all the above responses should be sent to Michael Carter, at: [michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

Downloadable documents (such as WeTransfer) are acceptable with an extended expiry date of no less than 30 Days.

**Hard copies to be sent to:**

Lychett Minster and Upton Town Council  
1 Moorland Parade, Upton, Poole.  
BH16 5JS  
Attention: Kate Osborne  
Tender – Redwood Road 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).**