

Rowlands Castle Parish Council

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Tender Specification Document for the Recreation Ground Playpark Redesign

April 2023

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1. General requirements

1.1 Overview

Rowlands Castle Parish Council is seeking tenders for the renewal of the play area at Rowlands Castle recreation ground. This work includes the removal of existing equipment (with 1 item to be retained) as well as the design, supply and installation of replacement equipment and surfacing.

Companies wishing to tender should be suitably qualified, and experienced with the installation of play equipment in public spaces.

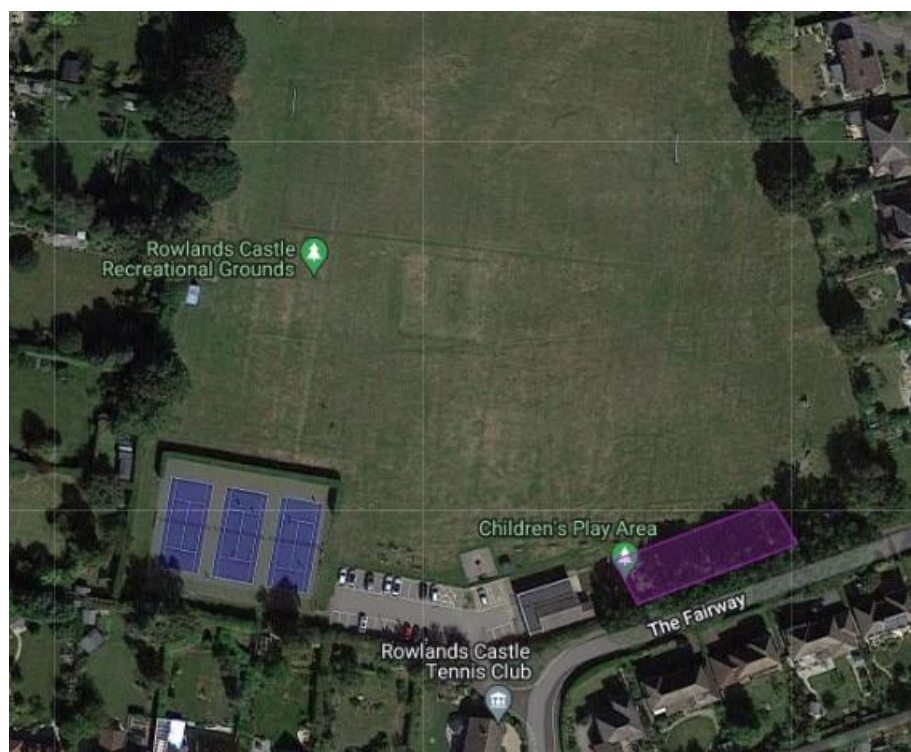
1.2 Site address for required works

Rowlands Castle Recreation Ground

The Fairway

Rowlands Castle

PO9 6AQ



The position of the playpark can be seen in the image above. Further aerial shots showing the playpark and proposed extension can be found in Appendix 4.

The playpark is situated in a much-loved recreation ground, within the village of Rowlands Castle. The recreation ground hosts adult/junior football, cricket, tennis and is a well-used facility for the many local families.

1.3 Budget and costings

Tenders should be submitted with costs of between £94,000 - £98,000. Submissions should not exceed this amount. All pricing should be exclusive of VAT and in GBP (£).

The Council is not bound to accept a tender or make an award from this Invitation to Tender.

The contract will be awarded on the basis of the most economically advantageous tender, based on the award criteria as set out in section 5. Acceptance of the tender by the Council shall be in writing and on the Council's terms and conditions which are supplied as part of our tender requirements.

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 Council has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.

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)

The rectification period will be 12 Months from installation with a 5% retention amount held over until the end of this duration, and only paid if there are no outstanding or remedial works required.

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

Any offence or inappropriate actions by a supplier, including an offence under the Bribery Act (2010) 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.

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 Construction Design and Management regulations CDM (2015) 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.

If any damage is caused (either directly or indirectly) as a result of the works, the Contractor shall make good and reinstate to the Council's satisfaction.

The Contractor should ensure that structural foundations and bases are secure and accept responsibility for the structural integrity of the works.

The Contractor should take all necessary precautions to keep to a reasonable minimum, nuisance from smoke, dust, rubbish, and other causes, likely to cause nuisance to the recreation ground users, local residents and general public.

Work must be between the hours of 08.00-18.00, Monday to Friday. Prior consent from the Council must be obtained for any weekend/bank holiday work.

The Contractor should allow for protecting the works against inclement weather and shall include for taking all reasonable precautions to ensure the regular progress of works during adverse weather conditions.

The Contractor must comply with all aspects of the CDM regulations. They must erect appropriate signage, ensuring visibility from main access routes, and fencing should be erected on the perimeter of the works being undertaken.

The Contractor may with the Council's prior written consent (which will not be unreasonably withheld or delayed) sub-contract out part or all of the works, so long as those persons or organisation meets the same standards and requirements set out in this specification. The Contractor remains fully responsible for the quality of the work and performance of any sub-contractors.

The Contractor must be fully acquainted with the site and any particular conditions that may affect the works.

All old equipment and waste generated by the works must be disposed of in compliance of section 34 of the Environmental Protection Act (1990).

On completion of the works, the Council will arrange a Post Installation Inspection to be carried out by an approved RPII Inspector. This certificate will identify that all works have been completed to the current British and European Standards and the Council's specification and satisfaction. The project will not be deemed complete until all snagging issues are resolved.

Once the work is satisfactorily completed, the Contractor must provide a complete set of operational and maintenance instructions along with any tools or equipment for the equipment installed. At the end of the installation, the Contractor must ensure that all temporary equipment such as HERAS fencing/storage containers are removed from the site promptly.

2.2 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** (on each and every claim)

2.3 Contractor documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both the Council 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 the following:

- A programme of works with a commencement and completion date
- A risk assessment and method statement
- 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 playpark

The Council would like to provide an exciting and inclusive playpark, primarily focussing on the needs of 0–12-year-olds. The Council requires any designs to have provision across this whole age span. The aim is to provide an attractive and welcoming space that children and families can use, with good provision of seating and picnic benches.

Whilst there are some detailed requirements (see 3.2 for specifications) it is the Council's ambition to achieve the following principles:

- An attractive design that complements and enhances the whole recreation ground
- A design that encourages a natural 'flow' of play and is not linear in appearance
- A truly inclusive design, encompassing different ages and abilities
- Overall wooden style/natural look design (excluding specific pieces of equipment e.g., roundabout/trampoline) Where possible to be set on metal feet fixed into the ground to promote longevity
- A design that is respectful and considerate to nearby residents
- Exciting and varied for 0–12-year-olds
- Obvious toddler 'area' to promote safety and ease of use
- Appropriate surfacing depending on the area of the playpark, item of equipment and accessibility
- Design that is low maintenance, durable and sustainable
- Uses materials that are responsibly sourced, reduces the impact on the environment and invests in the local community where possible

NB Designs should not be submitted that require planning permission

There is room to extend the playpark's current footprint by up to 6 metres along the front fence. See appendix 4 and 5 for more information. This would allow for:

- More creativity with playpark design and placement of equipment
- Less equipment underneath the treeline
- Increased space for seating and benches

Designs should show this extension with new fencing as specified, and the new position of the entrance.

3.2 Specifications

Item	Requirement
3 x toddler swings	One with a bucket swing, suitable for use by a child with disabilities, with a 5-point harness. Two with traditional toddler cradle seat.
2 x junior swings	
Sunken trampoline	
Accessible roundabout	Design must encourage play across a range of abilities and needs and have the potential for multiple children to use at one time.
A range of sensory experiences	To be integral to the design of the park (not just positioned in one area) and include: sensory boards/games/musical equipment (of a kind that is sensitive to nearby residents).
A multi-play activity unit for toddlers	
A multi-play activity unit for juniors	The Council wish this to be castle-themed and a centre piece of the playpark.
An area/piece of equipment for role play	Equipment or area to encourage role play e.g. a shop front, train, tunnel. Can be separate or incorporated into another item.
A climbing frame for older children	e.g. jungle climber, trim trail unit
Seating	A range of adequate seating positioned in both shady and sunny areas to include benches and picnic tables
Surfacing	Appropriate surfacing dependant on specific items, acknowledging the need for access to certain pieces of equipment. Must not include any areas of artificial grass, sand, bark or other loose fill. The contractor will need to be mindful that the playpark is on a slope and currently has an uneven

	<p>surface in places.</p> <p>Surfacing should meet the impact attenuating requirements of EN1177 and be tested in accordance with BS 7188. A copy of the test certificate for all rubberised surfaces (Wet Pour, tiles and grass matting) should be provided by the supplier.</p>
Fencing/extension	<p>Park to be extended by 6 metres at the front length – see Appendix 3 and 4 for details). A new section of fence to facilitate this expansion should be installed. Fencing to be metal bow-line design, that matches the colour of existing fencing. Fencing to be between 1-1.2 metres high. Appendix 4 shows section of existing fencing that will remain.</p> <p>Fencing should be installed in accordance with the relevant part of BS 1722 and comply with EN 1176.</p>
Entrance gates	<p>Appendix 4 shows the position of the new entrance and approximate position of re-sited gate. New entrance can be wood or metal and should be a welcoming focal point to the playpark.</p> <p>Existing metal gate in the bottom corner, to remain. Existing entrance gate to be re-sited as shown.</p> <p>Gates should be a different colour from the fencing to increase their visibility to users.</p> <p>New gates should be self-closing.</p>
Sign	Sign for the entrance
Removals	<p>Removal of all equipment within the fenced area (with the exception of the basket swing and mulch surface beneath). Sections of fencing/barriers (e.g. next to the toddler swings), within the enclosure, to be moved/reused if appropriate or removed.</p> <p>Removal of existing grass tile surfacing.</p> <p>Removal of specific fencing.</p>
Bins	Two bins – one of which should have a recycling option.
Reinstatement	Seed/soil, and any damaged property returned to the same or better condition than prior to commencement

Arrangements on site	
Access to site	Gated access immediately adjacent to the playpark with no height barrier. Access also through the main carpark if required.
Welfare	No additional welfare required by contractor. Access will be granted to the nearby sports pavilion for water and WCs.

4 Timetable for works

Action	Date
Tender release date	5 April 2023
Site meeting for interested contractors Must be booked in advance (Monday-Friday, 08.00-17.00)	11 April – 14 April (inclusive) 24 April – 5 May (inclusive) Contact details for the Facilities Officer on P.13
Site visit for interested contractors	If a meeting is not required, the site can be visited at any time.
Tender submission deadline	16 May 2023 by 17.00
Decision on preferred supplier	13 June 2023
Commencement of works	As soon as possible allowing for lead times and contractor availability – with a maximum expected start date of four months from the contract award

5 Design 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

6 Scoring criteria

6.1 Scoring table

Criteria	Information	Percentage
Tender received on time		Pass/fail
Insurance at the specified level		Pass/fail
Three business references		Pass/fail
Signed Certificate of Non-Compliance and Non-Collusion		Pass/fail
Quote within stated budget		Pass/fail

6.2 Weighting

6.2.1 Project design

Specifically scoring will be based on:

- Range of equipment for various play experiences, ages and abilities.
- Design rationale in terms of layout and practicality of the overall design.
- Compliance with design brief particularly (3.1) and specification (3.2)
- Layout of area/efficient use of the space available.
- Quality of materials used/suitability for the environment.

50%

6.2.2 Technical and specification

Specifically scoring will be based on:

- Details of materials used for both play equipment, sub-base, edging and surfacing.
- Maintenance required on all equipment and surfacing
- Lead times for delivery of spare parts
- Any other aspects relevant for consideration, such as protection against vandalism, longevity, warranties of equipment and surfacing.

30%

6.2.3 Presentation and quotation

- 1 x 3D visual (refer to section 5 Design instructions)
- 1 x CAD or scaled Google Map of the design
- An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation.

10%

6.2.4 Price/value for money

Value for money offered – cost of scheme VS quality/quantity of play opportunities offered.

10%

6.3 Scoring matrix

9-10	Superior	Response is significantly above expectation in demonstrating the relevant experience, ability, resources and quality systems to meet the specification of the tender. Exceptional understanding of the brief and project aims.
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. Response raises serious concerns on the ability to deliver the project.

The score for each section will be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 6 out of 10 possible marks is scored will be calculated as follows:

$$6/10 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%.

The evaluation of the tender bids will be carried out by the Playpark Steering Group.

7 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 Council has the right to dismiss these tenders and re-issue the documentation, starting the process over.

7.1 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 section 5.

7.2 Site meeting with interested parties

There will be the opportunity for site meetings with the Facility Officer as specified in Section 4. As the site is accessible, suppliers are free to visit at their convenience.

8 Contract award

The successful bidder must ensure a date has been agreed, to start works within four months of the awarding of the contract. Failure to do this may result in the Council cancelling the contract and re-advertising the tender.

The successful bidder, awarded the contract will be notified via email and in writing. Unsuccessful bidders will be advised in writing.

9 Submission checklist

Please ensure the following are included with your submission:

Response	Format
Completed Appendix 1 – Form of Tender	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
Completed Appendix 2 – Warranty and reference information	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
Completed Appendix 3 – Certificate of non-compliance and non-collusion	PDF or Word labelled – <i>SupplierNameAppendix3</i>
Response to Section 3 (taking into consideration 6.2.1 and 6.2.2)	PDF or Word labelled – <i>SupplierNameDesignandspecification</i>
Response to 6.2.3	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i>

Completed tender bids can be submitted electronically or in hard copy.

1. Emailed submissions should be sent to:

Claire Newman, Facilities Officer: facilities@rowlandscastlepc.org.uk

The subject heading should read: **'Tender for the replacement of the playpark at Rowlands Castle CONFIDENTIAL'**

2. Hard copies should be posted to:

Claire Newman
Rowlands Castle Parish Council, 11 The Green, Rowlands Castle, PO9 6BW

They should be sealed in a plain envelope and/or tube, marked **'Tender for replacement of playpark at Rowlands Castle CONFIDENTIAL'**

Tender submissions will be opened after the deadline date has expired. Hard copies should not be hand delivered. Any bids submitted after the deadline will be disregarded