

WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Town Clerk: David Farrow

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Invitation to Tender Refurbishment of Tonedale Play Area, Wellington, TA21 0BD

Tenders are invited for the refurbishment of the existing play equipment in the Council's play area at Tonedale. A Specification is outlined below with two site plans attached (existing and proposed) as well as a collection of images giving an indication of the type of equipment the Council would like to see used for the project.

Please register your intention to submit a tender by e-mail to alice@wellingtontowncouncil.co.uk and include all contact details. A paper copy of this pack will be provided to you including an envelope specifically marked for this project.

All prices should be net (exclusive) of VAT.

Companies will be asked to provide details and/or certificates of any appropriate accreditations and memberships relating to the installation of play equipment. i.e. API (Association of Play Industries), Constructionline, CHAS.

The timescale for this project will be affected by the Local Elections which will be held on 5th May 2022. Tenders will therefore be opened and reviewed once the new Council has held its Annual Meeting. Once tenders have been opened and reviewed, those shortlisted will be invited to make any updates to pricing as may be required. As per the Council's Financial Regulations, tenders will be opened by the Clerk, Deputy Responsible Financial Officer, Mayor and Chairman of the Environment and Open Spaces Committee. The Environment and Open Spaces Committee will make a recommendation to a Full Council meeting for final approval. It is likely that this will take place in time for the July meeting.

1. Site Information Tonedale Play Area

Address: Tonedale Play Area, Richards Close, Wellington TA21 0BD

Important: It is essential that a site visit is carried out to take detailed measurements and assess access etc.

Vehicular access is via Richards Close, a key will be provided to remove the barrier post. Contractors' vehicles must be always respectful of the surrounding properties/driveways.

2. General Scope of Contract

2.1 Health & Safety Requirements

All equipment and surfacing to comply with BS EN 1176 and BS EN 1177.

The successful tender is required to provide a completed risk assessment as soon as possible once the contract is confirmed.

2.2 Budget

The estimated spend for this project is £80,000.

2.3 Preparation, Groundworks and site welfare

Items of existing play equipment to be removed

- Monkey Bars
- Swings
- Slide
- Roundabout

All metal items removed to be taken away for appropriate recycling. Proof of proper disposal will be requested.

Removal of old wet pour surfacing. The hardcore base below this surfacing should be found to be in good condition and should be reused where possible. There are some areas that would benefit from being levelled which can be done with any excess soil from excavations (Northwest corner, below existing bench and to cover tree roots beside garages). All other excess materials and waste to be appropriately disposed with skips to be arranged by the Contractor.

The site must be securely cordoned off while work is taking place with the use of Heras security fencing. Storage of new equipment and any machinery required is the sole responsibility of the Contractor. The Town Council have no liability for damage etc. of any such items left on site unattended.

2.4 Design, Supply and Installation

2.4.1. Sustainability

The Town Council are committed to reducing the impact on the environment and therefore request equipment that is constructed from wood, recycled plastic, or a cohesive combination of the two. The images provided at appendix c give an indication of what the Council envisages for the area, but it is not an exhaustive list, and we welcome your thoughts and ideas.

If you have one, please provide a copy of your Net Zero Policy.

Please provide as much information as possible on the general sustainability/carbon emissions relating to your proposed scheme.

2.4.2. Replacement of existing installations

The roundabout should be replaced with a new wheelchair accessible unit. This should include elements that are cohesive with the rest of design (wooden accents etc.)

The replacement slide unit should incorporate some form of other climbing and/or play element.

The swings should be replaced with a two-bay unit to include two flat seat swings and one basket swing.

2.4.3. New elements

A new toddler area is to be created and will require perimeter bow top fencing with two self closing gates. This entire area should be surfaced with a wet pour surface for ease of maintenance. This area should also include at least one cradle swing set, slide unit with interactive elements, a bouncer/rocker and a bench.

An activity trail with grass matt surfacing should be included as detailed on the map. This can include items such as balance beams, rope bridge, stepping posts and monkey bar type swings. Your input on design for this area is encouraged.

A new path is required to connect the existing tarmac path from the Richards Close entrance to the slide area with a spur connecting the roundabout. To make the area as accessible as possible, it should be constructed of a smooth and solid material. i.e. Conipave or other bonded mulch product that makes use of recycled rubber is preferred. An interactive design should also be included in the path. Following the results of the Survey, Hopscotch was the chosen design. The path must have a minimum width of 1.5m.

2.4.4. Surfacing

An appropriate wet pour rubber or bonded mulch surfacing should be used around all of the equipment except the activity trail which should use grass matts to keep a more natural finish. To encourage use, smaller paths are required to connect the slide area, swing area and toddler area. Please itemise the m2 of surfacing required for your design.

2.5 Guarantees

Tenders must include details of all guarantees and warranties for all equipment, surfacing and installation works.

3. Reinstatements

The Contractor is expected to make good any damage caused to the surrounding grass surface or existing paths which may occur as a result of installation works and/or deliveries.

4. Submission of Tender and Evaluation

Tenders/bids must be submitted in paper form using the marked envelope as provided. The Council are mindful of the current increases in costs in all aspects of works and opportunity will be provided to update costings at the appropriate times (at shortlisting etc.)

4.1 Timetable for tendering

Invitation to tender published – On or before 1st April 2022
Closing date – 13th May 2022 (12noon)
Opening of tenders – 27th May 2022
Shortlist presented to Committee – 14th June 2022
Award of contract by Full Council – 4th July 2022

4.2 Consultation

The Council has undertaken a 2-week consultation with surrounding residents and other users of the park. A summary of the results is attached as they may be useful in preparing a scheme.

Depending on the number of bids received and the Committee's views on those bids, the Council may present options to residents for their views and/or selection. Regular updates will be given to those shortlisted.

4.3 Submissions

Submissions should include clear and detailed itemisations for all works required. A full colour plan and/or digital visualisation must be included. Please include your estimated timescales for installation and completion after award of contract for this project.

4.4 Evaluation

Tenders will be reviewed in the first instance by the Clerk, Deputy RFO, Mayor and Chairman of the Environment and Open Spaces Committee. Evaluation will be based on a combination of price and value for money, sustainability, and experience. Please provide case studies of previous projects.

5. Award of Contract and Payment

Once awarded at a Full Council meeting, the Clerk and Deputy RFO will be the main contacts for this project. Timescales of installation will be discussed and scheduled accordingly. The Council are willing to pay a deposit of 25-50% with the balance being paid upon completion and a satisfactory inspection and handover meeting.

6. Annex Documents

- (a) Map as existing
- (b) Map as proposed
- (c) Equipment ideas
- (d) Survey results

Alice Kendall
Deputy RFO

David Farrow
Town Clerk