



Welcome to
Kidlington Parish Council

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Provision to design and re-build Ron Groves Playground

To be submitted no later than 13:00pm Friday 2nd August 2019.

Late submissions will be disregarded.

Employer

Kidlington Parish Council
Exeter Hall
Oxford Road
Kidlington
OX5 1AB

Contracts Administrator

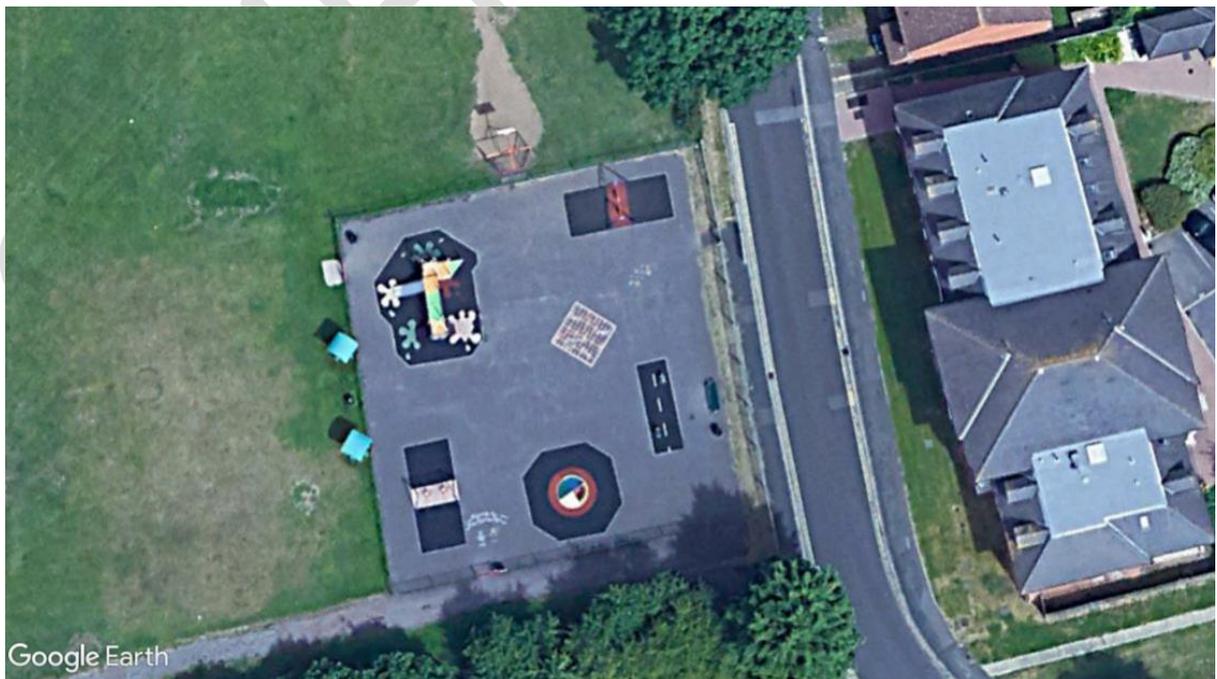
Rachel Faulkner
Michael Carter

1. General Requirements

1.1 Overview of Project

Kidlington Parish Council is seeking a suitably qualified company to design and build a new playground to replace the existing equipment and surfacing.

The location of the site is off Maple Avenue, Kidlington OX5 1HW.





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Ron Groves Playground is a centrally located and well used playground, however due to the age and condition of the equipment and surfacing, the council has prioritised funding to completely re-develop the entire site.



The playground has good pedestrian access, and a car park in close proximity.

The budget allowed is a maximum of **£97,600.00 (ex VAT)** which is fully funded by the council.

1.2 Prices

All pricing should be exclusive of VAT and valid for 180 days from the due date of the response.

Prices will be fixed and firm for the duration of the contract.



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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 or the supplier directly canvasses any member of the council concerning the tender 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.

2. Contract Conditions

The successful contractor will enter into an agreement by way of a Purchase Order with Kidlington Parish Council. In addition, a binding contract with agreed terms and conditions will be created for both the council and preferred contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The work is for the design, supply and installation of playground equipment, surfacing and associated works which must all comply to European Safety Standards primarily EN 1176 and EN 1177 (taking into account any new revisions). Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 Million and Employers Liability Insurance to the council within the tender response.

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



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to undertake, in a manner that secures the health and safety of any person affected by the project.

Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and RAMS will need to be finalised and provided to the council before work begins, most likely at the “Pre-Start” meeting, along with a detailed **Construction Phase Plan**.

During installation, the contractors needs to keep public and maintenance access points clear of equipment and provide suitable HERAS fencing and safety notices around the construction site and only removed when instructed by the Employer and Consultant.

Access and Compound: The car park can be used for vehicle access and a compound. The play area can then be accessed over the turf from the car park.

On completion of the project, any area that has been damaged during the installation such as the existing fencing, turf, surrounding pathways must be returned to the original condition at the contractor’s expense.

3. Overview of Requirements – Tender Brief

3.1 Area

The design will include:

- Removal of existing play equipment, however the council will collect and dispose of as they see fit. The two springers are in reasonable condition and can be re-used to fit in with a new design.
- Fencing, bins and furniture will not be required as these will be managed by the council in terms of any refurbishment or replacement.
- Surfacing will comprise of using different materials, mainly Wetpour, Astro Turf and Bonded Mulch to create zoning or compliment the location of the play equipment. PCC edging where required. Existing surfacing if removed will need to be disposed of at a suitable waste disposal facility.



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- New equipment that is suitable for all ages and abilities with some consideration for inclusivity.
- Installation of a “Centre Piece” to provide challenge and a wow factor is encouraged, and units can go over 4.0 metres in height. This will need planning permission and so some consideration of the maximum height and visual impact allowed for. If planning is not permitted, a revised design will be required to allow for all equipment to fall under 4.0 metres in height.
- Materials can be a mix of wood, rope and steel, however the council is favouring a more natural look overall and a scoring mechanism is in place. Refer Appendix 1.
- Some dynamic and rotating items are encouraged (no zip wire) along with a range of play values that will also be scored using the attached mechanism. Refer Appendix 1.

The materials used will be scored largely on the quality of the material, along with the aesthetic look and feel that is suitable for the desired outcome and local area, which will be calculated using the matrix **(Appendix 1 – Assessment)** provided. The council will consider a combination of wood and steel as the primary material for the structure of the equipment. Ultimately, this will be up to the supplier to consider the most appropriate choice with consideration of the scoring mechanism within the tender.

3.2 Surfacing

The contractor must check and ensure that the base works for the proposed surfacing is suitable or takes measures to include any groundworks or relevant work to make sure that the new surface will be have adequate stability and appropriate safety for the equipment. It will be the contractor’s decision to either remove or retain the existing surfacing, to ensure the above requirement is satisfactorily met.



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3.3 Removals

All existing equipment is to be removed and set aside for the council to use as required other than the two springers which can be re-used within a new design. All existing seating, bins and fencing is to remain.

3.5 Value Add

The council will be open to any additional value-added options within the proposal such as (but not limited to) which may be scored as part of the **Discretionary 20%**:

- Open Day Event support and giveaways
- After care service (outside of standard warranty inclusions)

3.6 Post Installation Inspection

Please allow for a RPII qualified inspection following the completion of the project, and any noted defects or medium to high risk reports need to be attended to and resolved before the open date noted on the table below

4. Time Table 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:	Expected Date:
Tender Release Date	26 th June 2019
Site Meeting for Interested Contractors (30 minute slots)	Monday 8 th July between 11am and 2pm
Tender Response Due	13:00 hours 2 nd August 2019 (tenders received after this time and date will not be accepted)
Selection of Preferred Supplier and any revisions to design	End August 2019
Order placed with Preferred Supplier	Early September 2019
Work to commence	Start November 2019 (Please note if planning permission is required then the start date will most likely be delayed until the new year: 2020)



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Work to be completed	Mid December 2019 (As per above if planning permission is required, the completion date will be as agreed and likely fall into the new year: 2020).
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Note: Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received, expected duration of the build, and if at the time of the order the dates shown above are available to be fulfilled.

5. General Quality and Method of Works

Levels of skills require:

Operatives must be appropriately skilled and experienced for the type and quality of work.

The contractor shall inspect all components / materials carefully before using and reject any which are defective.

Supervision:

In addition to the constant management and supervision of the work provided by the contractor person in charge, all significant types of work must be under the close control of a competent supervisor to ensure maintenance of satisfactory quality and progress of the works alongside the external Project Manager from Sports and Play Consulting who will meet with the contractor at the Pre-Start and weekly during construction.

Repairs:

The contractor shall make good any damage as a consequence of carrying out works described herein.

In this respect any making good shall therefore be deemed to be included in each clause.

Good Practice:

Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:-



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- (i) Of a standard appropriate to the Works and suitable for the purposes stated herein or
- (ii) reasonably to be inferred from the project documents, and in accordance with good practice.

Statutory undertaker's services:

According to records there are no statutory services in the vicinity of the intended works however suppliers should do a desktop check and scanning prior to work commencing. Any work that may be required to be carried out and likely to affect new or existing services, must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority and entirely to their inspector's satisfaction.

Stability:

The contractor shall accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary and in particular ensure that the structural foundations and bases are stable.

Adjacent Areas:

The employer expects this site to be a safe site and requires the appropriate safety wear to be worn as identified in the contractor's risk assessments.

Nuisance:

The contractor shall take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes, likely to cause nuisance to the general public.

Site security and safety:

The contractor shall comply in all respects with the requirements and intent of the Health & Safety at Work Act, 1974, and the Construction (Health, Safety & welfare) Regulations 1996 and associated and current legislation and good practice as well as local rules as they affect the Works.

The contractor shall make available a copy of his Health & Safety policy.



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Welfare Facilities:

There are public toilets and water available at the local sports club, within close walking distance, which can be accessed by contractors.

Use of the Site:

The contractor shall not use the site for any purpose other than the carrying out of the Works.

Lighting & Power:

The contractor shall make his own arrangements for light and power as may be required.

Small Plant & Tools:

The contractor shall provide, as necessary, all tools and plant necessary for the proper execution of the works.

Construction Requirements:

The contractor shall determine his own method of working, however, must comply to the 2015 CDM regulations and any relevant British and/or European Standards, mainly EN 1177 and EN 1176.

During the execution of the works, any trafficking is to be kept to a minimum and every effort must be made to ensure that as little damage as possible is done to the surrounding grounds and areas.

Risk assessment and Construction Phase Plan:

The contractor is to undertake a risk assessment of the proposed works and to provide a copy of that to the Employer for agreement purposes before any works are commenced on site. Additionally, a "Construction Phase Plan" needs to be provided before work commences.



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6. Specification

6.1 General clauses:

6.1.1 All works to be carried out strictly in accordance with CDM Regulations and any applicable Health & Safety requirements.

6.1.2 All works to be carried out strictly in accordance with the agreed and accepted specification.

6.1.3 Where the main contractor wishes to sub-contract any part of the works, all requirements in the contract and insurances must cover the third parties employed by the Principal Contractor.

6.1.4 All materials, labour and workmanship used in accordance with the execution of the works, shall comply in all respects with this specification. They shall also comply with the latest British and or European Standards specification, where applicable.

6.1.5 The contractor shall take all reasonable measure to prevent any dirt or foreign matter being deposited upon or falling upon any public or private highway or access. Where any such material is on any such highway or access, the contractor shall forthwith, remove the offending material at their own expense, and clean the surface of the highway or access, to the satisfaction of the Employer and/or police.

6.1.6 The contractor will be held responsible for all claims in respect of any damage caused to adjoining roads during the execution of the work. The contractor shall at all times, where use can be expected, keep carriageways and footpaths usable, and clear of materials plant etc. All paths adjacent to the site are to be cleared as soon as possible when they have been affected by debris.

6.1.7 The contractor will be held responsible for all claims in respect of any damage caused to adjoining pathways, hedges, flower beds and other planted areas during the execution of the work. All shall be re-instated on completion to a standard at least equivalent to that at the work commencement.



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6.1.8 The contractor shall make his own enquiries and complete his own surveys and examinations to determine the routes and depths of all services installations that may cross or be proximate to the site including (but not exclusively), surface water and land drains, foul drains, water services, electrical, gas and communications services (including but not exclusively, telephones, data and cable television).

6.1.9 The contractor shall liaise with the local Highways authority and agree beforehand any restrictions that may apply for the delivery of plant and/or materials to site.

6.1.10 During the progress of the works the contractor shall:

- Indemnify the Employer against any claim arising in consequence of the operations and;
- Be solely responsible for securing the site and plant against unauthorised access.

6.1.11 The contractor shall not make use of public highways, thoroughfares or footpaths for depositing or storing plant, materials, equipment etc. unless specifically authorised by the Employer and in agreement with the local Highway Authority.

6.1.12 The contractor shall clear and cart away all debris, plastic, dirt, rubbish or superfluous materials as work proceeds. The whole of the site and land adjoining shall be left in a clean and orderly condition upon completion. All waste shall be disposed of at an approved and certified disposal site.

6.1.13 The whole of the work shall be completed to the entire satisfaction of the Employer and the defects correction period shall be one year from completion.

6.1.14 The contractor must arrange for the safe storage of materials on site, and where appropriate, provide lockable, secure, temporary storage accommodation throughout the duration of the contract.



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6.1.15 The contractor to fence or cordon off the areas of works before, during and after completion to restrict unauthorised access over those areas until such time as the inspection has been carried out, all snagging and safety issues resolved, and written authorisation provided by either of the Contracts Administrators.

6.1.16 The contractor shall be responsible for repairing any ground, surface, building or structure where the contractors' plant or machinery has caused damage to the same. **Damage to the existing field must be replaced with new Turf and Topsoil (no seeding).**

7. Scoring of Tender

7.1 Scoring Table

Criteria	Information	Percentage
Play Assessment:	Referring to Appendix 1, scoring will be made according to the play values that the design provides. This is to be provided by the supplier, however the council and consultant will examine the responses and verify the scoring.	20%
Play Design:	Using the relevant section in Appendix 1, detail the rationale and design approach to the project. Additionally, the council and consultant will score on the layout in terms of flow, practicality and how it may encourage children to use and be challenged.	20%
Materials:	With reference to the details in Appendix 1 under "Materials" this will be used as a guide to score on the materials used. This will be both aesthetically and longevity based on the scoring provided as a percentage of the material used throughout the park.	20%
Presentation and Information:	Suppliers are encouraged to provide a 3D visual (DO NOT include any adults or children in visuals), and a CAD of the	20%



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	areas. Any supporting information specifically to answer any requirements set out in the tender, or that is relevant to the scoring or experience of the contractor such as references from the last 3 years of similar size projects.	
Discretionary including total cost:	This is to allow additional consideration and scoring for aspects such as total cost, value-added inclusions, Warrantees, or information within a tender not requested, however is a clear benefit to the council and community. This element will be subjective and dependant on the view of the council and consultant. If the supplier quotation comes in under the advised budget, then the total cost will be considered as part of this section of scoring. A preferred supplier will not be based on the lowest cost alone.	20%

7.2 Scoring Matrix (per 10%)

8-10	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.
6-8	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.
4-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or



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		omissions, which can be corrected/overcome with minimum effort.
2-4	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

8. Site Meeting and Questions by suppliers

There will be 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.

Any questions raised during the process will be circulated to all suppliers who have expressed an interest in providing a response by the due date.

Outside of the site meeting, questions need to be sent via email to the consultant and not by telephone or in person.

9. Consultant for Project

Kidlington Parish Council has appointed a consultant for the tender process of the new playground. All contact (other than the delivery of the tender responses as per below) should be with Sports and Play Consulting Limited.

Sports and Play Consulting Limited.

Michael Carter

07421 463099

Michael@sportsandplayconsulting.co.uk



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10. Format and Response

The tender response should be in a hard copy to as per below, with design visuals being in A1 size or as close to this as possible. Quotations and supplementing information can be in A4 and if possible, a copy on a USB, delivered using the details below. An email copy should be sent to the consultant, Sports and Play Consulting, also by the due date and time.

Hard copies as follows to (including a copy of Appendix 1 and Appendix 2):

Kidlington Parish Council
Exeter Hall
Oxford Road
Kidlington
OX5 1AB

Attention: Clerk to the Council

*Please note - Tenders are to be returned in a plain envelope marked only with:-

'Tender – Ron Groves Playground and Ancillary Works' and sent to arrive

no later than 13:00 Friday 2nd August 2019.

Please note the council office hours are as follows, in consideration of any deliveries and confirmation of delivery (signature).

Monday to Friday 9.00am to 1:00pm
and 2:00pm to 4:00pm