



Colne Town Council

Main Tender Document

Provision to design and re-develop playground facilities across Colne.

To be submitted no later than 22nd June 2020.

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

07421 463099

michael@sportsandplayconsulting.co.uk



RESPONSIBLE PARTIES

The Employer

Colne Town Council
Colne Town Hall, Albert Road
Colne BB8 0AQ

Contracts Administrator

Michael Carter (Sports and Play Consulting Limited)

TABLE OF CONTENTS

1. General Requirements	4
1.1 Overview and Objective of Project	4
1.2 Budget and Costings	4
1.3 Non-Consideration of a Tender Response	5
2. Contract Conditions.....	6
2.1 Works and Standards.....	6
2.2 Purchase Order and Contract Agreement.....	6
2.3 Insurance	7
2.4 Contractor Documentation	7
3. Scope of Works.....	7
3.1 Vision and Requirements	7
3.2 Objectives for each site	8
3.2.1 King George V Playing Field.....	8
3.2.2 Alkincoates.....	9
3.2.3 Waterside.....	11
3.2.4 West Street Play Area	13



3.3 Specifications	14
3.4 Post Installation Inspection.....	15
4. Timetable for Project	15
5. Scoring Criteria	16
5.1 Scoring Table.....	16
5.2 Scoring Matrix.....	18
6. Procurement Process	19
6.1 Type of Procedure.....	19
6.2 Site Meeting with Interested Parties	19
6.3 Questions and Clarification	20
6.4 Notice of Intent to Bid	20
6.5 Short Listing of preferred submissions	20
6.6 Consultation or Public Engagement.....	21
6.7 Revisions and Negotiation	21
6.8 Decision and Award of Contract	21
6.9 Supplier Responses	22
7. Named Contact and Consultant for Project.....	22
8. Supplier Submission Checklist and Instructions	22
8.1 The Supplier Checklist.....	22
8.2 Design and Tender Instructions	23
8.3 Delivery of Hard Copies.....	24



1. General Requirements

1.1 Overview and Objective of Project

Colne Town Council (The Employer) is seeking a suitably qualified company or companies to design and redevelop 4 playgrounds across Colne from adding new equipment to totally replacing the existing facility.

The tender will be made up of **5 Lots**, 1 for each location plus a 5th Lot for suppliers to detail any additional benefits by bidding and securing all 4 sites.

Lot 1: King George V Playing Fields

Lot 2: Alkincoates Play Area

Lot 3: Waterside (Upper and Lower)

Lot 4: West Street Play Area

Lot 5: All Lots

Suppliers can bid for a single, or multiple lots, however the council would encourage suppliers to consider a response for all sites, with a response to Lot 5 as outlined in Section 5.1.4.

1.2 Budget and Costings

- The council has set aside a maximum budget of **£142,500.00 (Ex VAT)** which is summarised in the table below. Submissions may utilise the full allocated budget for each site (noting pricing is part of the scoring), however, not exceed it.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.



➤ Depending on the submissions, the council may decide to utilise any quotations for a Lot which is below the proposed budget, to be re-allocated to one of the other Lots if necessary

Site Name	Postcode	Objective	Budget
King George V	BB8 0NY	Complete Re-Build (and disposal) with new surfacing	£80,000.00
Alkincoates	BB8 9QQ	Addition of new equipment and refurbishment	£20,000.00
Waterside	BB8 0TA	Relocation of existing / make good (upper) and addition of new equipment (lower)	£30,000.00
West Street	BB8 0HP	Addition of new equipment and repair/clean surfacing	£12,500.00
TOTAL			£142,500.00

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 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 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

2.1 Works and Standards

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 BSEN 1177 and BSEN 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 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.

2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with Colne Town Council. In addition, a binding contract (Appendix 3) 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.



2.3 Insurance

The **successful** contractor must 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**

2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (or named Consultant) 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, and the order of contact
- Construction Phase Plan

3. Scope of Works

3.1 Vision and Requirements

The Employer has allocated a budget for each site to improve the quality, play value and maintenance issues which vary by site, correlating with the allocated funding. The aim is to improve and enhance these sites which have had an assessment made to determine a scoring system on their current play value. These assessments can be



provided on request to the named consultant, however longevity and reducing any potential damage to new equipment is critical.

3.2 Objectives for each site

3.2.1 King George V Playing Field

The playground at KGV is located on the north side of Colne and has serious issues with the state of both play equipment and the surfacing.



As a result, it has been decided to completely remove all the items other than the fencing and build a new play

facility that caters for a range of ages and abilities. The objective is to bring back the surfacing to turf, install grass matting, steel play equipment and any necessary ancillary items such as a connecting pathway within the playground, seating, and a new sign. This site has experienced considerable vandalism and wear over the years, and the design needs to be robust, however inviting to families and children to use in terms of a range of play values that are challenging, inclusive, and encourage personal and social development for a range of ages and abilities.

The existing footprint can be used as a guide, keeping the fencing, however should suppliers feel it is necessary to change the layout or extend the footprint, this will be encouraged to ensure a good approach to how the facility can be used. This may include changing the locations of the existing gates which are currently located close together.



3.2.2 Alkincoates

Alkincoates is part of a large open space in Colne that is popular for a variety of uses including fitness, walking, or simply enjoying the natural surrounds. The playground is ideally located in terms of access, and does have an adequate range of equipment, however, has been agreed to add new items and grass matting on the turfed area to the back of the playground. Items should be robust however focused on equipment and play value not currently available. Additionally, there are some units and seating that need refurbishment in terms of paint work, and general wear and tear. The long-term vision for Alkincoates is a destination playground that extends further onto the turfed area, however in the short-term equipment that is exciting, dynamic, and unique for the site is encouraged.





3.2.3 Waterside

Waterside Playground is a large facility serving the community to the south of Colne, and is broken up into 2 areas, Upper and Lower. The upper area has a range of Kompan equipment however is poorly located and the surfacing and edging has come to the end of life. It has been agreed to remove and relocate this equipment down to the lower area on the existing turf using grass matting, relocate the fencing and gate to the same area, and introduce any new equipment that is missing mainly for the toddler age group, such as swinging, rocking, imagination play.

As outlined on the google map below, it is envisaged to extend the footprint to the left of the existing playground, while bringing back the upper area to turf with materials left on site. Items such as the teen shelter and any waste or items that cannot be removed will be disposed of by the contractor.







3.2.4 West Street Play Area

West Street Play Area is centrally located near the high street of Colne and serves the immediate community and those

visiting the local shops and school. The area is relatively limited in terms of space, and mainly caters for young children under 6 years of age. Reflecting the budget, it has been agreed to focus on cleaning the



surfacing which requires a power wash from all the moss and debris, while introducing a good multi-unit and surfacing that can fit safely within the space available, possibly with thermoplastics added to the tarmac. This may mean relocating an item to alternative position if deemed necessary.





3.3 Specifications

Site	King George V	Alkincoates	Waterside	West Street
Primary Material	Steel	Steel	Steel	Steel
Focus Age Group	0-12 Years	7-12 Years	0-6 Years	0-6 Years
Primary Surfacing	Grass Matting under equipment	Grass Matting under equipment with new turf over entire site	Grass Matting under equipment	Wetpour (ramped), possibly add in Thermoplastic markings on tarmac
Refurbishment	Multi Units, Swings, Seating	2 x Gates – paint and timing mechanism	N/A	All Surfacing (Power Wash)
Edging	N/A	N/A	N/A	PCC
Pathways	N/A	Design into area – between gates and to seating, suitable for wheelchairs and push chairs.	N/A	N/A
Seating	N/A	2 x Benches with Backrests, 2 x Picnic Tables – Steel (Anti-Graffiti)	N/A	N/A
Bin	N/A	N/A	N/A	N/A
Sign	1 x Play Sign on Steel Post	1 x Play Sign on Steel Post	1 x Play Sign on Steel Post	1 x Play Sign on Steel Post
Fencing	N/A	Use existing and extend if necessary	Extend into new area – relocate existing fencing from Upper Area if possible	N/A
Gates	N/A	N/A	Use existing from Upper play area	N/A
Sub-Base	N/A	N/A	N/A	Existing Base
Re-Instatement	Soil and Seed	Soil and Seed	Soil and Turf Upper Area, Soil and Seed Lower	Damaged surfacing – tarmac and wetpour
Relocation	N/A	N/A	All Equipment from Upper Area to Lower and steel fencing. Use existing self-closing gate as new access (near pathway)	Only to create space for any new equipment



Disposal	N/A	All surfacing, seating and play equipment	All surfacing, wooden edging, steps (brick and edging), teen shelter from upper area	N/A
-----------------	-----	---	--	-----

3.4 Post Installation Inspection

Please allow for an RPII qualified independent inspection for each site submitted, following the completion of the project, and all noted defects and remedial tasks need to be attended to and resolved before the open date and formally being signed off by the Contracts Administrator.

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:	18 th May 2020
Site meeting for interested contractors (20-minute slots – Waterside then Alkincoates):	TBC – 2nd/3 rd June 2020
Notification your intention to provide a response and any questions about the tender:	8 th June 2020
Tender Submissions Due:	<u>22nd June 2020</u>
Decision on Preferred Supplier:	End July 2020
Work to Commence:	September 2020
Work to be Completed (including snagging):	November 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 – section 5.1.5.



5. Scoring Criteria

5.1 Scoring Table – Please provide a response for each criterion as part of the tender submission.

Criteria	Information	Percentage
5.1.1 Meeting the Vision	Provide a written report as to how you intend to meet the Vision (3.1)	10%
5.1.2 Project Design (Max 500 words):	<p>Provide a written report on the proposed equipment and design. Specifically scoring will be based on (10% for each point to total 40%):</p> <ul style="list-style-type: none"> ➤ Meeting the specifications for the site outlined in Section 3.3. ➤ Referring to the Play Assessment report and addressing the area/s required for improvement ➤ Surfacing required, quantity, location, design rationale ➤ Choice of equipment that encourages development of focus age, social play and risk proportionate and relevant to the site in question ➤ Total Cost for site – scoring based on a proportionate difference between quotations 	40%
5.1.3 Materials and Maintenance (Max 250 words):	<p>Provide a written report on the materials used, and information on the quality and expected longevity. Specifically scoring will be based on:</p> <ul style="list-style-type: none"> ➤ Warranties and what these include or exclude (Appendix 2) ➤ Availability of spare parts (advise standard time frames for delivery and how you manage this process internally or with 3rd parties) 	20%



	<ul style="list-style-type: none"> ➤ Details of the materials used for the play equipment, protection from vandalism and general wear and tear 	
<p>5.1.4 Presentation and Information (A2 Size or similar):</p>	<p>Suppliers are to provide:</p> <ul style="list-style-type: none"> ➤ 1 x 3D visual (refer guidelines on design) ➤ 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. A sub-total for each of the following categories should also be provided: <i>New Equipment, New Surfacing, Disposals and or Relocation, Ancillary Equipment and Preliminaries</i> 	10%
<p>5.1.5 Response to Lot 5 (1 x A4 Page)</p>	<p>Suppliers who are bidding on all 4 sites, should provide details on what value will be offered should they be successful in winning all Lots. This could be:</p> <ul style="list-style-type: none"> ➤ Additional play Equipment / Surfacing at a location to be agreed on ➤ Outdoor Fitness or other suggested equipment ➤ Open Day event for a key site ➤ Maintenance Package or Credits to be used against purchasing spare parts ➤ Reduction in total cost <p>Suppliers should provide a monetary value of these, and scoring will be proportionate based on the responses</p>	10%



<p>5.1.6 Project Management and Supply Chain Approach (Max 500 words):</p>	<p>Provide a written report on how you will manage this project internally and with any supply chains to reduce risks while maintaining best quality. Specifically scoring will be based on:</p> <ul style="list-style-type: none"> ➤ Company experience of similar projects and how you monitor and improve on the quality control of installations ➤ How you manage supply chains such as manufacturers, installers, and any third-party contractors in terms of project management ➤ Roles and Responsibilities and the company structure relevant to delivering the project, and experience and qualifications of those involved ➤ Expected lead times to start and complete each site, and managing multiple sites 	<p>10%</p>
---	---	-------------------

5.2 Scoring Matrix

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 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 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 20-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. Site meeting will likely be at Waterside and Alkincoates and King George V as the three key sites in terms of design, times will be agreed with each interested party.

Should there continue to be government restrictions or guidance in relation to COVID-19 and site visits are not possible the site meeting will be postponed until further notice. If these restrictions are still in place



near the time of the tender due date, then an extension is likely to be given until such time as suppliers have been able to visit the sites.

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 should be emailed to the consultant, not by phone or in person other than the site meeting.

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 by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. 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.

If notification of your intent to provide a submission is not sent, or are unable to 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.

6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions for further review and analysis. This may include (but not limited to) conducting:

- Supplier Presentations



- Credit and Reference Checks
- Public Consultations or Engagement

Short Listing may only be used if there is a high quantity of tender submissions, or the scoring used in the initial stage is deemed close enough for two or more suppliers to warrant further discussions.

6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design or shortlisted designs, 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 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.

6.8 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 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.



6.9 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. 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.

7. Named Contact and Consultant for Project

The Employer 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. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist

Response	Lot
1. Completed Copy of Appendix 1	Each Lot
2. Completed Copy of Appendix 2	One response to cover all Lots
3. 1 x CAD as a PDF to be provided in A2 size or as close to this as possible, 5.1.3	Each Lot
4. 1 x 3D Design visual to be provided in A2 size or as close to this as possible, 5.1.3	Each Lot
5. Itemised Quotation (with a picture reference if possible) and a section showing the total cost for: New Equipment, New Surfacing, Installation, Disposal and or Removals, Ancillary Items and Preliminaries, 5.1.3	Each Lot
6. Response to 5.1.1, 5.1.2, 5.1.4, 5.1.5	One response to cover all Lots



7. An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, <u>in addition to</u> hard copies to the Employer by the due date and time	Entire Submission
---	-------------------

8.2 Design and Tender Instructions

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

- No children or adults shown in the visuals – anonymous figure sizes to scale to be used
- No background or photo shopping images
- Equipment must be to scale for the size of the site.
- Include reference items with a number and product name
- No “Play Values” shown on design – these can be outlined in section 5.1.1
- 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 to be provided

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

- TUV Certificates (TÜV Rheinland standards for individual units)
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies
- Information not requested in the initial tender requirements



8.3 Delivery of Hard Copies

Hard copies to be delivered to:

Colne Town Council
Colne Town Hall, Albert Road
Colne BB8 0AQ
Attention: Colin Hill

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 marked only with:

'Tender – Colne Playground Project'

and sent to arrive no later than:

16:00 hours, 22nd June 2020.

PLEASE NOTE - OFFICE HOURS ARE:

MONDAY TO FRIDAY 10:00am to 4.00pm