

**UCKFIELD TOWN COUNCIL**



## **Project Brief**

**Luxfords Field play area,  
Uckfield, East Sussex**

**To dispose of old equipment and fencing, supply &  
installation of new play equipment, safety  
surfacing, fencing and gates**

**November 2019**

**Uckfield Town Council  
Council Offices  
Civic Centre  
Uckfield  
East Sussex  
TN22 1AE**

## General Information

### 1. Project overview

The project is to redesign the existing play area, remove all items of equipment and three lengths of fencing and to install new equipment, safety surfacing, fencing and gates, for young children up to the age of 10 years. This includes making good areas that are no longer included in the new design, back to grass.

Uckfield Town Council would be interested in a scheme which provides a variety of activities for young children within this large area, for all abilities.

### 2. Site address

Luxfords Field (adjacent to Luxfords Car Park)  
Off the High Street  
Uckfield  
East Sussex  
TN22 1AL

### 3. Project manager

Name: Mark Francis  
Position: Estates & Facilities Manager  
Organisation: Uckfield Town Council  
Address: Civic Centre, Uckfield, East Sussex TN22 1AE  
Telephone: 01825 747794  
Email: [mark@uckfieldtc.gov.uk](mailto:mark@uckfieldtc.gov.uk)

In the event that the Project Manager is not available by phone, enquires should be directed to the email above.

### 4. Budget

All items for which the contractor is responsible must be delivered within a maximum budget of £130,000. This excludes VAT. The Tender is accepted on a "Fixed Price" basis and the Contractor will not be entitled to claim and the Council will not allow any increase in the price of the services and/or cost of, or incidental to, the employment of labour, and the prices included in the Tender shall be the maximum payable by the Council.

### 5. Time-scales

Invitation to quote	25th November 2019
Deadline for submission of quotes	12noon 17 <sup>th</sup> January 2020
Review quotations and invite successful companies to formal public presentation	Week beginning 20 <sup>th</sup> January 2020
Contractor's presentation	8 <sup>th</sup> February 2020 9am – 3pm, public 10am – 2pm

Notification of award	28 <sup>th</sup> February 2020
Start date	To be agreed

## 6. Site information

### Contractor's access

The play area is located within Luxfords Field

The contractor can access the site via double gates either end of Luxfords field, accessed via the car park. The contractor will be responsible for any damage caused as a result including gates etc.

### Access to the public car park

The car park should remain accessible to the public throughout the works. If it is necessary to restrict public access at the time of deliveries or when moving equipment or plant etc., appropriate measures must be taken to ensure the safety of the public. The project manager will need to be informed, to contact Wealden District Council car parking team. There is a Ten-hour stay car park adjacent to the play area.

### Services within the play area

Uckfield Town Council is not aware of any services running under or above the existing play area. The contractor is responsible for making the necessary checks to establish if there are any utilities and/or watercourses affecting the site and to ensure that no damage to any services occurs during the course of the works. Any such damage will be rectified at the contractor's expense.

## 7. Preliminaries

### Security

For the duration of the project, the contractor must take all reasonable measures to ensure that the work area is secure both during the working day and when the contractor is not on site. All parts of the boundary that are accessible must be secured with Heras fencing, or similar provided by the contractor in order to prevent public access. Appropriate signage should be displayed to discourage entry into the work area.

Allow for the Heras fencing or similar to remain until the post installation inspection has been carried out by ROSPA and any significant issues raised have been rectified.

### Storage

Items can be stored within Luxfords field beside the play area. Any damage to grassed areas caused as a result of storage of materials etc. must be rectified at the contractor's expense. Any materials stored should be fenced off and inaccessible to the general public (as above).

### Welfare

Note that there is no public toilet at this site, nor is there access to water or electricity. The nearest public toilet is at the Civic Centre, Uckfield, TN22 1AE.

The contractor should provide the necessary welfare facilities as required under current CDM regulations.

## **8. CDM & Health and Safety**

- Construction (Design and Management) Regulations 2015 (CDM 2015) must be complied with including the submission of a construction phase plan before works commence. A method statement, risk assessment and insurance will also be required. The appointed contractor will take on the role of Principal Contractor.
- The contractor's quotation submission must confirm in writing whether or not it is necessary to notify the HSE of the work as required under CDM regulations i.e. whether the work will last longer than 30 days, involve more than 20 workers working at the same time or involve 500 person days of work. If the HSE needs to be notified, the contractor should confirm that they will be undertaking this.
- Uckfield Town Council is working together with the Health and Safety Executive to comply with Health and Safety working practices in relation to contractors carrying out work on behalf of the council. Contractors registered with Constructionline need to provide a copy of their Constructionline and insurance certification.
- BSEN 1176 and BSEN 1177 must be complied with.

## **9. Health and Safety in relation to play equipment, surfacing and materials**

- Play equipment must be certified as proof of compliance with the European Playground Safety Standard EN 1176.
- Safety surfacing must be certified as having been tested in accordance with the requirements set out in BS EN 1177.
- Installation must comply with the European Standards EN 1176 and 1177.
- Paint must be lead and cadmium free.

## **10. Location of existing equipment, surfacing and fencing**

The plan provided shows the new play area shape. Do not scale from this drawing. It is expected that contractors will carry out their own site survey prior to submitting a quotation.

## **11. Fencing, gates and foot paths**

The current fencing needs to be replaced with new bow top fencing to the front (Field) and side aspects of the play area. The rear fence will remain in situ. A footpath should be provided from the top of the car park to the top gate of the play area for all abilities to access.

Existing gates are to be replaced with:

- New self-closing pedestrian gates, top and bottom of the play area
- New double, lockable, maintenance gates in a suitable location

## **12. Existing equipment and surfacing**

All of the existing equipment is to be removed and disposed of at the contractor's expense. Certain areas of existing surfacing may be used as a sub base for the

new surface and equipment but the contractor must confirm this is suitable at initial quote stages. Areas of existing surface not included in the new layout are to be made good and returned to turf, i.e. bottom section of the old play area, which will not be included in new design.

### **13. New safety surfacing**

Quotations are to be submitted for two different types of safety surface:

- 1) Bonded rubber mulch system e.g. Tiger mulch or named equivalent with sub base.
- 2) Wet Pour rubber surfacing system with stone base

- The new surface must not create any trip hazards or places where water will pond;
- There should not be a significant difference in the finished surface level and the surrounding grass. Edges should be tapered in to the existing grass. Where appropriate, the ground level immediately around the surfacing can be made up by first removing the existing grass then making up the level with a good quality loam over which turf should be laid;
- Any excavations in the existing surfacing created through the removal of existing equipment must be filled as appropriate prior to the new surfacing being laid;
- Wear pads should be laid in high impact areas i.e. under the swing seats;
- Any existing base not used to accommodate new equipment and surfacing must be excavated to a depth of 150mm and removed from site;
- Minimum warranty: 5 years. Please state length of warranty in your quotation.

### **14. Park furniture**

Replacement benches and bin are required

### **15. Issues during construction phase**

Any vandalism or other issues arising during the construction phase should be reported immediately to the Project Manager.

### **16. Reinstatement**

The contractor should take all reasonable care to minimise damage to the existing grass and boards or similar should be used if necessary if the ground conditions are wet.

Topsoil excavated during the course of the work may be used to make up levels to excavated and damaged areas where necessary. Any large stones or other debris must be removed. Sub-soil should not be used. Topsoil excavated during the course of the works may be set aside for this purpose. Excess material must be removed from site. Area not included in the new design to be returned back to turf.

### **17. Post installation inspection**

A post installation inspection conducted by RoSPA will be arranged and paid for by Uckfield Town Council. The contractor should keep the project manager advised of the expected completion date in order that the necessary arrangements

can be made. The contractor will be required to address the issues raised in the inspection within 10 working days of notification unless RoSPA deem action to be urgent.

#### **18. Communications and Meetings**

- A pre-start site meeting will be held no less than two weeks before work commences at which the contractor must provide the Project Manager with contact details of the site foreman;
- The location of equipment and surfacing should be confirmed well in advance of the commencement date of works being agreed and installation begins;
- A progress report should be submitted by e-mail to the Project Manager on each Friday during the course of the works and should include any changes in the original work programme and the anticipated completion date;
- Practical completion will be agreed on site subject to a satisfactory outcome to the post installation inspection.

#### **19. Documentation to be provided at the time of quotation**

- Covering letter providing named contact, stating quotation value and confirming full compliance with this brief.

#### **20. Documentation to be provided prior to commencing work**

- Construction phase plan/work programme.
- Risk assessment and method statement.
- Management plan.

#### **21. Documentation to be provided upon practical completion**

- Maintenance instructions.
- Guarantee certificate for each product.
- Invoice to the value of 95% of the total cost.

#### **22. Payment**

Payment will be in 2 parts; 95% upon practical completions and the remaining 5% upon completion to Uckfield Town Council's satisfaction of any works identified through the post installation inspection.

#### **23. Quotation instructions and validity**

- The procurement process will be compliant with Uckfield Town Council's financial regulations;
- Quotations must be received in hard copy although it would be helpful if an electronic copy could also be sent by 17<sup>th</sup> January 2020;
- The quotation return envelope should be marked for the attention of Mark Francis and must include the following text; 'Quotation for Luxfords Field Play Area'. Return deadline: **12 NOON, Friday 17<sup>th</sup> January 2020**
- Quotes will not be valid unless completed in full as requested.
- Quoting contractors will be deemed to have visited the site as no claim at a later date will be considered in the grounds of lack of knowledge of the site conditions, access, the existing equipment etc.
- If any items are not priced, the quoting contractor will be deemed to have made due allowance for these items in their prices for other items.

- Quotes received after **12 NOON ON THE Friday 17<sup>th</sup> January 2020** will not be considered.

#### **24. Quotation assessment**

The assessment will be a two stage process:

Stage 1: to be undertaken by Uckfield Town Council and covering:

- Submission of all requested documentation
- Compliance with brief
- Delivery within budget

Stage 2:

A public vote for the preferred proposal will be held. Prior to this, all those companies (contractors) that complete Stage 1 to the satisfaction of Uckfield Town Council will be required to present their proposal at a public exhibition at Uckfield Civic Centre at a time and date to be confirmed. The presentation will show the proposals of a maximum of eight contractors. Attendance is essential.

The Town Council reserves the right not to assess quotations on cost only and may not award the contract to the lowest quotation in accordance with 11.9. of its Financial Regulations.

#### **25. Presentation**

The following should be provided at the time of quotation: -

- a) Scale plan of layout: 1x hard copy and pdf suitable for printing at A3;
- b) Colour pictorial presentation: 3 x hard copies A2 size and pdf suitable for printing at A3;
- c) Colour, labelled presentation of the individual items of equipment: 3 x hard copies at A2 size and pdf suitable for printing A3.