

**INVITATION TO TENDER FOR
NELSONS GARDENS AND LOCKE ROAD PLAY AREAS**

**SITE LOCATIONS:
NELSONS GARDENS, HEDGE END, SO30 2NE &
LOCKE ROAD, HEDGE END, SO30 2QD**

Hedge End Town Council will be updating the existing play areas at Nelsons Gardens and Locke Road. The two new play areas are within 1.5 miles of each other. The existing facilities serve different catchment areas and require different approaches, Nelsons Gardens is aimed at those children unable to cross the busy main road to access the other larger nearby facility and is aimed at primary school aged children. Locke Road is extremely popular and is sited between a primary and secondary school so this needs to be considered. Early consultation has helped to shape the future design of the play areas.

Experienced play area installers are invited to tender for the contract. The contract is being funded by Developers Contributions.

Hedge End Town Council will be seeking the views on submitted designs from the community prior to accepting a tender.

Tenders are invited for the refurbishment of the existing play area at Nelsons Gardens Play Area, Nelsons Gardens, Hedge End, SO30 2NE and/or Locke Road Play Area, Locke Road, Hedge End, SO30 2QD

Please refer to the 'site information' section of this tender for the background information to the site. A map of the locations is attached.

All prices are to be **net, excluding VAT**.

Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificates for accreditations for the above membership plus details of any other relevant accreditations.

A timescale for commencing this project will be agreed between Hedge End Town Council and the chosen contractor. Ideally this install would take place as soon as possible after award.

Project Information 1

Name of Project: Nelsons Gardens Play Area

Project Budget: between £55,000 and £60,000

Location: Nelsons Gardens, Hedge End, SO30 2NE

Name / Address of Owner: Hedge End Town Council, 2000 Centre, St John's Road, Hedge End, SO30 4AF

Operations Manager: Brett Athow, opsmanager@hedgeend-tc.gov.uk

IMPORTANT: A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. To arrange a site visit please contact Brett Athow on 01489 780440 or preferably by email opsmanager@hedgeend-tc.gov.uk

Project Information 2

Name of Project: Locke Road Play Area

Project Budget: between £100,000 and £110,000

Location: Locke Road, Hedge End, SO30 2QD

Name / Address of Owner: Hedge End Town Council, 2000 Centre, St John's Road, Hedge End, SO30 4AF

Operations Manager: Brett Athow, opsmanager@hedgeend-tc.gov.uk

IMPORTANT: A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. To arrange a site visit please contact Brett Athow on 01489 780440 or preferably by email opsmanager@hedgeend-tc.gov.uk

1. Tender Process

1.1. Hedge End Town Council wishes to employ a Principal Contractor to carry out the supply and installation of a play area with an age range of toddler to 12 years old as set out in this specification document

1.2. Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided in this document.

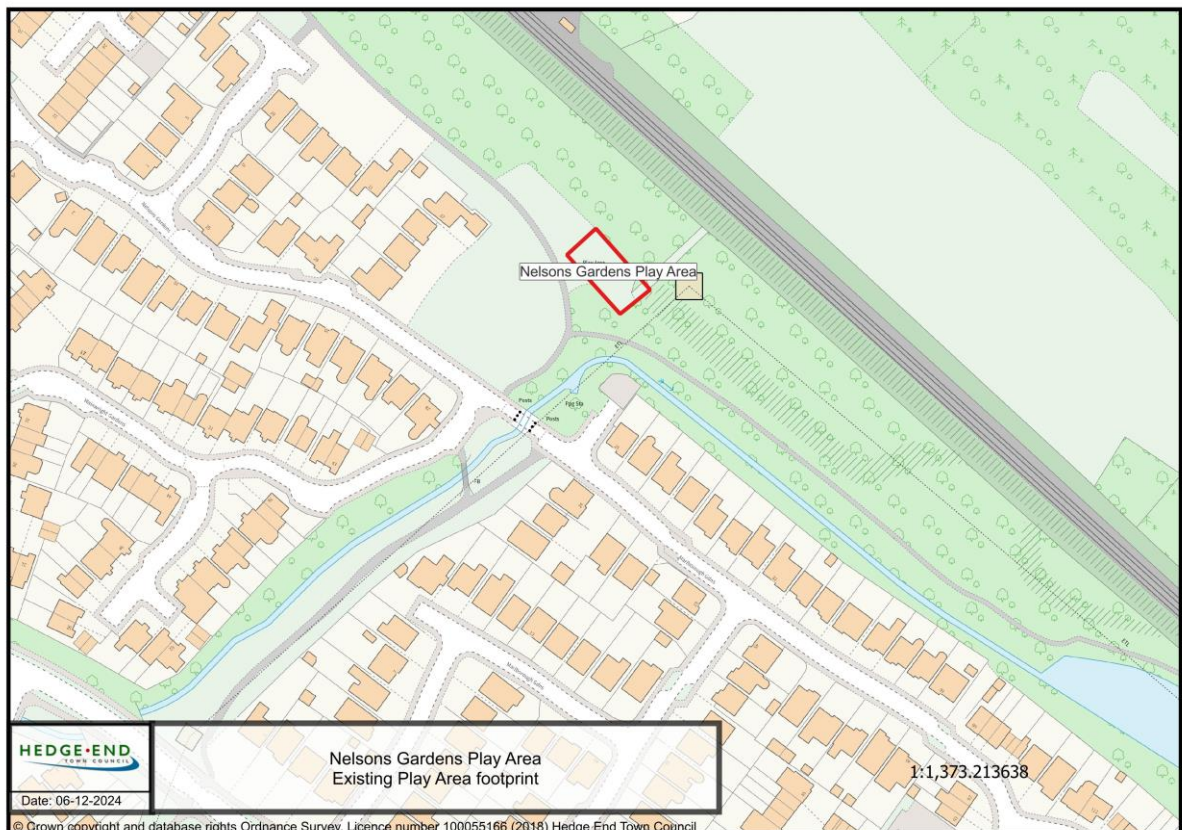
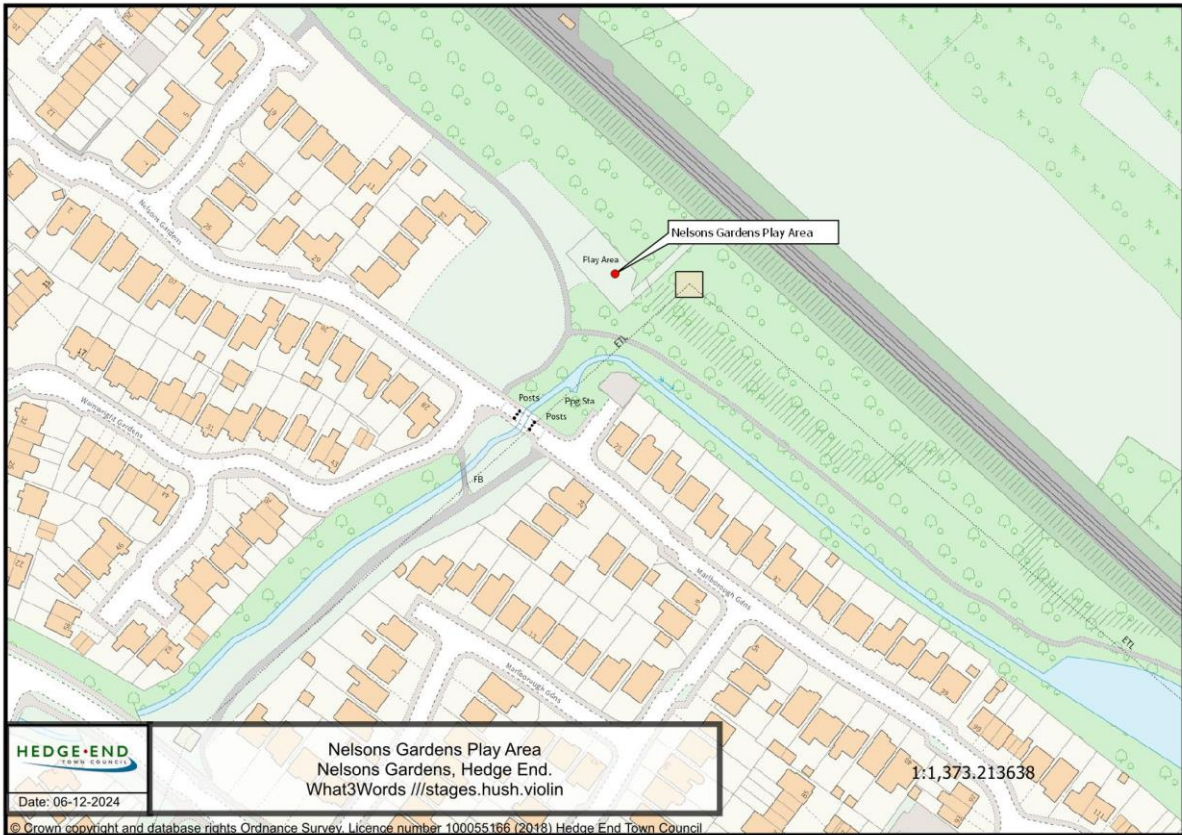
- 1.3. Tenders should be returned in a sealed envelope bearing no company identification and marked **TENDER FOR Project 1: Nelsons Gardens Play Area** and/ or **Project 2: Locke Road Play Area** to the Town Clerk, 2000 Centre, St John's Road, Hedge End, Southampton, SO30 4AF by **25 February 2025 (noon)**.
- 1.4. Designs should be presented on A4 and A2 as well as a digital image in a standard format (JPEG, PNG etc).
- 1.5. Hedge End Town Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expense incurred by the tenderers in submitting a tender.
- 1.6. Tenderers should liaise with Brett Athow, Operations Manager - Tel: 01489 780440 or opsmanager@hedgeend-tc.gov.uk during the tender period regarding any queries or concerns on the content of this specification.
- 1.7. The successful contractor will need to show the following at the time they submit expressions of interest:
- A copy of your certificate of public liability insurance
 - A copy of your company's Health and Safety policy.
 - A copy of your company's API (Association of Play Industries) certification.

2. Project Aims

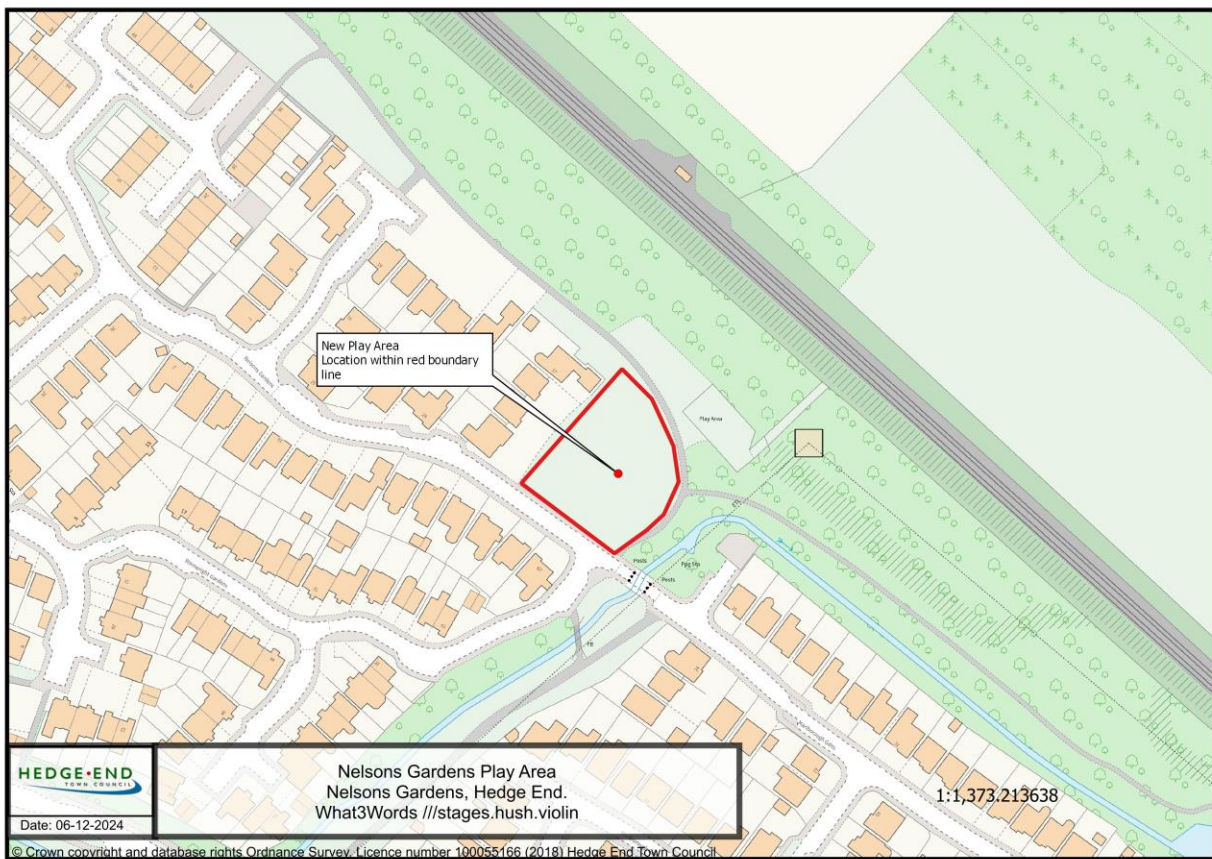
- 2.1. To provide an innovative, inclusive modern play area to suit children from toddlers to 12 years of age.
- 2.2. To supply and install new play equipment, safety surfacing and suitable fencing.
- 2.3. The play areas should suit children and young people of all abilities.
- 2.4. To work with the Town Council on the installation of Furniture and Bins in line with the Councils preferred designs.

3. Site Information Project 1

- 3.1. The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.



3.2. The site location for Project 1 Nelsons Gardens is subject to a change of location, within the area marked red. Final size and shape to be determined based on design.

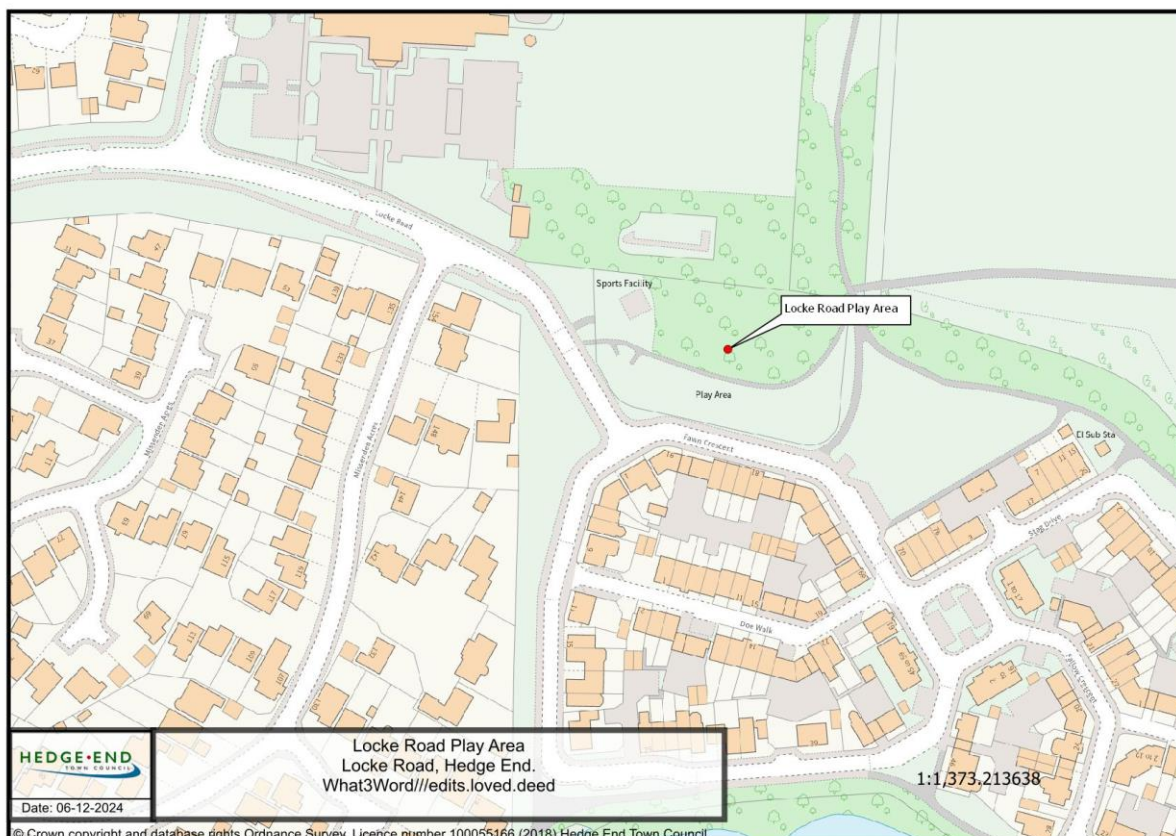


Compound

A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on the building or facilities. The council reserve the right to determine the final location of the compound.

4. Site Information Project 2

4.1. The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.



4.2. The play area should be within the footprint of the existing area but can be concentrated in one area.

Compound

A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on the building or facilities. The council reserve the right to determine the final location of the compound.

5. Design Brief

5.1. The design brief has been determined in consultation with the community and based on The Town Council experience of the other sites it owns and manages.

5.2. Supply and install new play equipment, safety surfacing, fencing and furniture suitable for children aged from toddler to 12 years of age. The design of the play area must include equipment which complies with the full identified age range. You will be required to show how your chosen play equipment accommodates this age range.

- 5.3. The play area layout where possible should encourage younger children to play at a distance from the equipment aimed at children at the older end of the age range.
- 5.4. The successful tenderer will need to show the inclusive play value of their design. A fully inclusive playground promotes the social model of disability where barriers to play are designed out. It enables self-esteem and builds confidence as well as encouraging independence.
- 5.5. The design should also address the requirement for resistance to issues relating to antisocial behaviour and be low maintenance.
- 5.6. All equipment must be predominantly of metal construction – unless otherwise specified or agreed with Hedge End Town Council. Equipment should be designed for extra strength and vandal resistance.
- 5.7. All works equipment and IAS shall be manufactured, tested, installed and conform to the relevant British and European Standards (i.e. BSEN 1176 and BSEN 1177).
- 5.8. The play area must also comply with the DDA (Disability Discrimination Act) i.e. all-inclusive play and accessibility.

New Equipment – Nelsons Gardens

- 5.9. There are some essential requirements based on feedback from the community and stakeholders that should be incorporated into the design:
- Swings
 - Climbing Frame
 - Slide

New Equipment – Locke Road

- 5.10. There are some essential requirements based on feedback from the community and stakeholders that should be incorporated into the design:
- Swings
 - Climbing Frame
 - Slide

Excluded Equipment – both projects

- 5.11. There is some equipment that should not be included in the design for either project:

- Play Panels
- Zip Wire
- Trampolines
- Stepping posts that don't lead anywhere

Fencing & Gates

- 5.12. Remove the existing fencing. The perimeter fencing on project 1 needs to be 1.2m bow top fenced to all 4 sides. The perimeter fencing on project 2 needs to be 1.2m bow top to 3 sides. A map of the existing location and proposed new location is attached.
- 5.13. Remove the existing gate posts and replace with 2 x number self-closing gates.
- 5.14. Fencing could be removed from the contract if required, please indicate this on the tender submission if you don't wish to undertake this element.

Seating, Signs & Bins

- 5.15. The Town Council will provide the seating, signs and bins in line with the style being used elsewhere for installation by the chosen contractor.

Surfacing

- 5.16. Remove existing safety surfacing and supply new safety surfacing to the areas specified within the fenced area that complies with the relevant European/ British Safety Standards.
- 5.17. Please avoid multi-coloured surfacing as we have had many issues with gaps forming from shrinkage of the material. The preferred finish will be all one colour using bonded recycled rubber in a continuous surface avoiding joins.
- 5.18. Details must be provided about preparation of the sub-base. It is expected that all new surfacing will be laid on a sub-base not directly on soil.

Pathways

- 5.19. New pathway access will be required from the existing path to the gates. These paths will ideally match the existing footways and be surfaced in tarmac with concrete edging stones and suitable sub-base. Details to be provided as part of the tender.

Landscaping

- 5.20. Any excavated material, if suitable, should be used for land sculpturing such as mounds as this does offer further play opportunities.

Hedge End Town council will work with the winning company to ensure that the aims of the winning design are fully met.

6. Maintenance and aftercare

- 6.1. A full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications, and maintenance requirements to assist with the future site management, inspections and maintenance.
- 6.2. Copies of all relevant warranties and guarantees should be provided with the application.
- 6.3. The works will be subject to an independent Post Installation Inspection (PII) before the project is signed off (as per the pricing and payment section. The contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Operations Manager.

7. Timeline

Anticipated pre-contract timeline:

Invitation to Tender opened

2 January 2025

<i>Indications of interest received from contractors which should include costs, timeline of project, A4 & full A2 designs and design brief and credentials of the project and company.</i>	<i>Received no later than 12.00 noon – 25 February 2025</i>
<i>Presentations of designs to the council by contractors (if required)</i>	<i>12 March 2025</i>
<i>Public consultation on designs</i>	<i>17-21 March 2025</i>
<i>Final Tender closing date (12:00 noon) Incorporating any design changes</i>	<i>Received no later than 12.00 noon – 31 March 2025</i>
<i>Award contract (following tender</i>	<i>9 April & 16 April 2024</i>

<i>being present to Recreation & Amenities Committee and to Full Council)</i>	
<i>Works on site can begin 28 April 2025</i>	

8. Site Management during installation

- 8.1. A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.
- 8.2. Access to the site for the Contractor will be limited to the specified works area only, and the contractor should not block the entrances to the adjoining property. There are no welfare services on the site and therefore the contractor will have to provide external welfare facilities for the duration of the works.
- 8.3. Footpaths and access must remain open and safe at all times.
- 8.4. All equipment and machinery should be fit for purpose and maintained in accordance with current legislation i.e. MOT, Tax, LOLER, PUWER etc. The Contractor shall ensure that any construction noise does not cause nuisance to any users of the building, adjacent buildings or roads etc. outside the site boundary.
- 8.5. Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to the adjoining properties. and no smoking is permitted at any times.
- 8.6. The Contractor shall keep the site tidy at all times. Skips and rubbish must be kept within the agreed compound area and should be inaccessible to the public. Nothing is to be stored outside of the compound without prior written agreement by HETC.
- 8.7. The Contractor will need to supply the Town Council with a copy of their site risk assessment, method statement and a copy of their public liability insurance at least 14 working days before the start of the project.
- 8.8. The Contractor shall advise the Town Council immediately of any deficiencies in the Method Statements of Risk Assessments, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

- 8.9. It is not known if there are any underground services within the Nelsons Gardens or Locke Road Play Area, the contractor is advised to have satisfied himself of the extent and location of all underground services in order to safely undertake the works. The contractor is to allow for all costs associated with protecting from and working with the materials within this tender.
- 8.10. The Contractor shall take all precautions as are necessary to protect the Health and Safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Council and all other persons.
- 8.11. The Contractor shall allow the Town Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this contract.
- 8.12. The Contractor shall be required to attend such meetings as the Operations Manager or their nominated representative may require for the administration and successful completion of this Contract.
- 8.13. The Contractor will be held accountable for, and shall make good any damage whatsoever caused as a result of these works during the construction of the play area to adjoining buildings, gates, paths, roadways, walls, fences, gardens, trees, etc. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Town Council.

9. Limitation of working hours

- 9.1. Works are permitted to be carried out during normal working hours, 0800 and 1700 Monday to Friday. Out of hours' work may be permitted by the Town Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.

10. Pricing and Payment

- 10.1. The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.
- 10.2. Payment will be upon satisfactory completion of the works and following receipt by the Town Council of a satisfactory RoSPA Post Installation Report. This report should be commissioned, paid for and supplied to Hedge End Town Council by the Contractor before the play area is realised back to Hedge End Town Council.

FORM OF TENDER

**INSTALLATION OF NEW PLAY AREA NELSONS GARDENS AND/OR
INSTALLATION OF A NEW PLAY AREA LOCKE ROAD**

Supplier Name:

I/We the person named below hereby offer and agree on the acceptance of this Tender or any part thereof by the Council to provide the Goods / Services to the Council as described in and in accordance with the Invitation to Tender.

I/We hereby offer to provide the said Services for the sums properly due under the Contract as calculated in accordance with the Pricing Schedule attached.

Tendered Total Cost (in GBP): £..... Nelsons Gardens

Tendered Total Cost (in GBP): £.....Locke Road

I/We confirm that:

- (a) I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and
- (b) This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
- (c) On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

I/We offer to execute the complete work within.....weeks from start date on site.

I/We undertake to start on site within weeks of receipt of an order.

Person authorised to submit the Tender:

Name:

Position:

Dated: