

Beech Road Community Park

Beech Road, Eccleshall, Staffs, ST21 6EA

1. Introduction

Eccleshall Parish Council is seeking to commission a suitably qualified and experienced company for the project management, design, supply and installation of all equipment and associated impact absorbing playground surfacing including for all necessary ground works, surfacing, landscaping and reinstatement. There is the expectation that the new design will require the removal of the existing equipment.

The successful applicant must be able to provide a fully managed service regarding the contract and provide one main point of contact within the organisation who will project manage the contract.

2. Site

Beech Road is enclosed by residential streets and was a valued local amenity area for informal leisure and children's play. The site consists of a medium sized open space with pedestrian access from one main gated entrance and one smaller gated entrance leading to a cut through from a neighbouring estate. There is an existing informal pathway between the two access points and this will need to be maintained and improved within the design.

A location plan and images are included (APPENDIX 1) showing the site which currently includes the following facilities:

- Swing Bay (2 swings)
- Trim Trail (of various balancing and climbing elements)
- Bin and bench

Beech Road play area consists of ageing metal equipment and open grassed space, which lacks play value and accessibility for all. It requires complete refurbishment in order to bring it back to life as a valued community space that appeals to all ages. The existing facility is enclosed by a metal fence to the front and hedgerow around the remaining perimeter, and it is intended to leave this in place.

3. Budget

The project budget is £95k and the tender return date is 16 August 2024.

4. Project Aims and Objectives

The aims of this project are:

- Enhance community well-being:** Create a space that fosters social interaction, physical activity, and mental stimulation, contributing to the overall well-being of community members.
- Promote inclusivity:** Design a play area that accommodates children of a range of abilities and backgrounds, ensuring that it is accessible and welcoming to everyone in the community.
- Stimulate creativity and imagination:** Provide an environment that encourages imaginative play and creative exploration, allowing children to develop their cognitive and emotional skills.
- Foster a sense of ownership and pride:** Engage community members in the design process to create a sense of ownership and pride in the play area, promoting its long-term maintenance and sustainability by delivering an inter-generational community asset that the residents will be proud of.

- e) **Encourage outdoor activity:** Encourage children to spend more time outdoors by providing a safe and engaging play space that promotes physical activity and healthy lifestyles.
- f) **Community space:** to develop the open space to include a diverse range of activities, with a focus on equipment for pre and primary school aged children, but also to establish a place not only for youngsters to play but encourage active and passive recreation for families and older people.
- g) **Natural environment:** to develop a space that is in harmony with the natural world, using natural materials where possible and incorporate quiet spaces, seating areas and a designated area for development of a small sensory garden.

The objectives of this project are:

- a) Develop a final design that illustrates an in-depth understanding of the opportunities, challenges and constraints of the open space and surrounding area (e.g., environmental, physical, and local planning policies etc).
- b) Identify and undertake any required statutory consents, permissions, permits, site investigations and surveys that will be required to implement the proposals.
- c) Prepare detailed budget costings (including any professional fees, contingencies).
- d) Consider the long-term maintenance and management implications of all proposals (and the impacts on the site's overall sustainability).
- e) Within the design retain existing hedgerows and trees where appropriate to create a bespoke design that will enhance the overall landscaping on the site.
- f) To provide a full programme of works.

5. Scope of Works

5.1 General

The provision of all play equipment and associated safety surfacing shall be strictly in accordance with the European Standard EN 1177/6 or suitable equivalent.

Equipment and material should be selected with consideration to ongoing maintenance and to avoid the need to trim around equipment. Where wood is used, it should not be directly installed into the ground.

The Council reserves the right to amend/modify its requirements under this specification and/or require amendment(s) to the design in order to comply with any planning requirements. Any such amendments will be at no extra cost to the Council.

The supplier shall be required to attend such meetings as the Council may determine for the administration and successful completion of this project.

All proposals must comply with the Town and Country Planning Act (General Permitted Development) Order 2015,) Part 12.

5.2 Impact Absorbing Surface

An appropriate safety surface must be installed to comply with current standards, to provide maximum accessibility to the site and of suitably low maintenance.

5.3 Maintenance

The design of the site and the selection of materials, surfacing, planting and equipment must consider the sustainability and long-term maintenance implications. A maintenance schedule for all items of equipment is required. Consideration must be given to low maintenance designs.

We will not accept any items installed directly into grass that would require strimming. The design must allow for the grounds maintenance team to undertake any grass cutting without obstructions.

5.4 Site Clearance

It is expected that the existing items of play equipment and foundations from previous items on site are obsolete and require removal and disposal from site. This should be undertaken via a licensed contractor to a licensed waste disposal point and any associated costs need to be included within the price of the contract.

On completion of the contract all surplus rubbish, materials, tools and equipment will be cleared from site and the park left in a neat and tidy condition to the satisfaction of the Council.

5.5 Reinstatement

The tender sum should allow for the site reinstatement on all areas which have been disrupted as a consequence of the installations including access points to each area.

The supplier is required to provide a full specification of proposed reinstatements and include a method statement to ensure the proposed reinstatements will establish in the park.

If inclement weather or other factors mean the reinstatement works cannot be undertaken directly following the works an allowance needs to be made for these works to be undertaken at a future point but as soon as possible.

Representatives from Eccleshall Parish Council will inspect the reinstatement works on completion. The site will not be adopted by the Council until these inspections have been completed and any findings rectified.

5.6 Supplier's Site Visit

It will be the responsibility of the supplier to visit the site before tendering and acquaint themselves with any difficulties which may be encountered, as no subsequent claim will be allowed for alleged lack of knowledge of such conditions.

The supplier shall be deemed to have allowed for locating, protecting, maintaining, upholding and reinstating any damage caused to existing gas, water and waste pipes, electricity and telephone cables, drains and the like during the execution of the Works. The Council will accept no liability for any damage caused to services by the supplier whilst undertaking these works.

If the supplier identifies any further surveys or information that is required this should be included within the tendered price.

5.7 Statutory undertakings, drains and services

It is the supplier's responsibility to establish the presence and precise location of and ramifications of the presence of all services and statutory undertakings on site when carrying out works in accordance with the contract. The supplier shall take all reasonable steps to locate service runs and pipes on site via CAT and GENNY prior to any excavations. The supplier will be responsible for informing those bodies responsible for services where damage is caused and will bear the subsequent cost of making good such damage.

The supplier will also be responsible for informing such bodies where works may involve the encroachment, disconnection or hazard to those services. Where appropriate, the contractor will take adequate measures for the protection of all pipes, ducts, sewers, service mains, overhead cables, etc. during the execution of the works. The supplier must not interfere with the operation of existing services such as gas, water, electricity, telephones, buried cables, sewers or drains without the relevant permissions.

5.8 Ground Contamination

The Council is not aware of any ground contamination issues, however should contamination be found this must be rectified as part of the contract.

5.9 Equipment Storage

The supplier will be totally responsible for the secure storage of all plant and equipment supplied during the execution of the works, including fencing. It should be noted that the authority is unable to provide any facilities for storage and will not accept any liability for any loss or damage (whether direct, indirect or inconsequential) to plant and equipment stored on site.

6. Project Specific

The current provision on site is very poor and out of date. The vision for the site is to create a visually appealing, natural themed community space that appeals to children, families and older people, with a mix of equipment aimed mostly at pre-school and primary school age children. There is to be a strong emphasis on inclusivity and accessibility, with provision of quiet spaces for those who need respite from loud play. The area will include seating areas to include space for an accessible picnic table as well as an area which can be used for a small sensory garden. It is anticipated that families with dogs and dog walkers will wish to access the site either to sit or to use the shortcut to the neighbouring estate, so there will need to be clearly defined play areas to ensure dogs are kept well away. Signage will clarify that only dogs on leads are allowed and must be kept away from play spaces.

It is intended that each applicant will draw on their professional experience and specialist knowledge to design a scheme that will best meet our objectives. The evaluation will take into account the equipment selection and design.

6.1 Play Equipment

The design needs to incorporate a number of features for children to encourage imaginative play. It is noted that constraints with park size that may limit the final design content. Public consultation has resulted in the following list of equipment for inclusion (but does not have to be limited to):

- Swings (toddler, older age and accessible).
- Slide multiplay (stainless steel slide area, structure to incorporate climbing activities, or separate provision of)
- In-ground trampoline
- Play den (small only, to avoid use for ASB)
- Accessible roundabout
- Engaging activity panels

Wooden play equipment is preferable where this is appropriate with the type of equipment, in order to reduce sensory overload on those with special needs and to reduce noise for neighbouring properties.

6.2 Sensory garden

The design should include an area where a small sensory garden can be created, bearing in mind a suitable aspect for plant growth and close to seating areas. It is intended to create the garden as a raised bed using sleepers and to contain fragrant plants and possibly fruit trees. The tender may include creation of the garden or allocate an area within the design to be completed by the council separately.

6.3 Ancillaries

All ancillary items need to be installed on suitable surfaces, which may be hardstanding, with a suitable border so that strimming will not be required.

It is intended that the supplier will provide a design for seating areas as part of the overall layout of the play area. This must allow for allocation of space for two bins (one is already sited by the entrance) and seating to include a **minimum** of one bench and one picnic table with wheelchair access, plus consideration given to the potential re-siting of the existing bench. It is intended that the bins be supplied by Stafford Borough Council. We would like at least one picnic table to incorporate a tabletop game insert. Consideration needs to be given to wheelchair users with plenty of space for prams. The design needs to incorporate full access to the picnic tables.

6.4 Infrastructure

Pathways – The pathway between the two entrances needs to be incorporated into the design, but the route can be flexible. All pathways will require a surface that would enable users to assess all elements on site in all weather, and not be susceptible to washing away in heavy rain.

Access – The site access will remain the same, with a gated main entrance off Beech Road and a secondary gated entrance from the alleyway to the rear of the site. Optionally, tenders may include pricing for new access gates.

6.5 Trees and Existing Hedgerow

Within the open space there is existing hedgerow which all must be retained. Any new items must be installed with a buffer zone from the adjacent fauna and to enable large vehicular access for the purposes of hedge cutting. Access onto the site during the works must not impact on any the existing landscape.

7. Community Engagement

Public consultation surveys were distributed to residents by Eccleshall Parish Council in May 2024. Paper format forms and links to the online survey were distributed to around 600 households in the immediate area and advertised on social media and parish council noticeboards to encourage wider engagement. 70 responses were received with detailed feedback from residents outlining preferred content and issues most important to them.

It will be necessary to promote public engagement through the delivery stage of the project and beyond to ensure ownership of the site on completion. We would like the contractor to provide information as to how they can support this process to ensure the public is kept informed and involved throughout the delivery stage.

Tenders will be evaluated on the criteria detailed in section 12, and up to 3 designs will be put forward for public consultation to inform the final decision. Contractors will be expected to support this with provision of resources to include detailed drawings for display purposes, including a 1 x 3d Visual in A2 size or similar, 1 x CAD or scaled Google Map of the design in A2 size or similar, and be available to attend the consultation if required.

8. Health and Safety

The Contractor shall be required to take all precautions as are necessary to protect the health and safety of all employees and shall comply with all 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. The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

A method statement of the works and a risk assessment must be submitted to the Council prior to any work commencing on site.

There is a requirement under the CDM Regs 2015 to appoint a Principal Designer (PD) and Principal Contractor (PC) on projects where there is going to be more than one contractor on site, or, where there will only be one contractor onsite, that Contractor will pick up the duties of both PD and PC.

These roles are to be provided by the contractor and included within the contract sum.

The supplier must clearly demonstrate how the identified person has sufficient knowledge, experience, qualifications and ability to carry out the roles.

9. Inspection

It will be necessary to include a certified ROSPA post-installation inspection from a suitably certified RPII registered inspector for the site, the site will not be adopted by the Council until this inspection has been completed and any findings rectified. The inspection should take into consideration the complete site, including any remaining existing equipment, access, fencing, gates and surfacing and incorporate a full site risk assessment and accessibility audit and PIPA.

10. Price

The contract is being let as a fixed price contract for the value of £95,000. The tendered price shall be all-inclusive involving all necessary equipment, materials, site works, ground contouring and reinstatement costs. The Council reserves the right to amend the proposal and layout of the site to comply with budget restraints and planning requirements.

The applicant will be required to provide a breakdown of costs for each element of the scheme and a document will be provided for completion.

This project is dependent on receipt of monies provided by Stafford Borough Council from the s.106 funding allocation for the area. This document and the tenders received will form part of the application for release of the funds.

11. Tender Submission

11.1 Form of Tender

Tenders shall be submitted in a Sealed envelope / package clearly marked 'Tender for Beech Road Community Park'. The tender envelope shall then be sent by recorded delivery or signed for service to:

Clerk to Eccleshall Parish Council
16 Newport Road
Great Bridgeford
Stafford
ST18 9PR

For any queries/further information, please contact the Clerk, Mrs. Stacey Worden. Tel. No. 01785 282296 or email clerk@eccleshall.staffslc.gov.uk

11.2 Information to submit with Tender

Liability insurance:

Suppliers must be able to provide evidence of:

- Public Liability Insurance of no less than: £10 Million
- Product Liability Insurance of no less than: £2 Million
- Employers Liability Insurance of no less than: £10 Million
- Professional Indemnity Insurance of no less than: £2 Million which is required to remain in

Programme of works with an expected timescales.

Specific documents to be provided with tender pack:

1 x 3d Visual.

1 x CAD or scaled Google Map of the design in A2 size or similar.

1 x itemised quotation and picture references and costs for each item including surfaces and installation.

Advice of manufacturer of each product if not from your organisation.

All unit rates and prices must be quoted in £ Sterling, exclusive of VAT and inclusive of all costs associated with the service.

No Tender will be considered if it is received after the date and time specified, unless the Council, at its sole discretion, extends the closing date and time specified in writing.

12. Evaluation of Returns

The tender will be scored on the following criteria:

Description	Evidence	Scoring
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Ability to deliver project within the specified timeframe	Confirmation of expected timescales	Pass/Fail
Insurance at the specified level	in-date Certificates	Pass/Fail
Health and Safety Policy	Copy of policy	Pass/Fail
Quality of Design	Compliance with specification. Ability to cater to specified ages and abilities. Well designed layout in keeping with aspirations of the community. Play value. Innovative design to make the most of limited space	40%
Price and Value for Money	Higher specification for the allocated budget, discounts. Design represents value for money. Contingency planning.	30%

Inclusivity	Innovative and inclusive design to provide an accessible space that will appeal to all ages. Provision for those with differing special needs.	20%
Materials	Quality of materials used. Expected lifespan for equipment. Reliability of supply chain and spare availability. Guarantees offered to include comprehensive post installation warranty.	5%
Environmental credentials	Evidence of sustainable approach and policies relating to manufacture, recycling and disposal of equipment. Carbon emissions relating to supply chain and manufacture – consideration of use of local supplier to reduce this and also support local economy	5%

13. Contract

A formal contract letter will be issued to the successful supplier after selection and agreement by formal resolution of Eccleshall Parish Council.

14. Accreditation and Consents

14.1 Safety Schemes in Procurement (SSIP)

To ensure that the supplier is able to fulfil their ongoing contractual obligation throughout the delivery of the project it will be a contractual requirement have a compliant Health and Safety accreditation performed by SSIP accredited member.

14.2 Waste disposal

The successful supplier may be required to remove and dispose of waste during the project delivery. The supplier must ensure they comply with all relevant legislation, show duty of care, and are in possession of a valid Waste Carriers Licence or Waste Management Licence.

15. Policies

The supplier is required to provide a Business Continuity Plan (BCP) and a Safeguarding Policy as part of their bid. This will not be directly evaluated until a preferred contractor has been identified. At this point we will advise of any additional requirements or improvements that are deemed necessary and these will constitute additional obligations to be met under the contract.

16. Site Management

16.1 Possession of Sites

Possession of the site will be given to the supplier at a mutually agreed time following the signing of the contract.

The supplier is to limit his operations to the minimum area possible and is to allow for taking all necessary precautions to prevent damage to the existing structures, fencing, grounds etc, and to ensure his operations do not constitute a hazard. In cases of inclement weather the supplier needs to show consideration for protecting all areas during the works and minimise vehicle machinery movements.

During the works the suppliers must not create, cause or permit to be created any obstruction or litter in, on or adjoining the works. Nor to commit or permit nuisance or annoyance to the Council or neighbouring owners and/or occupier

16.2 Site Access

During the works the supplier may prevent access to the informal pathway across the site is blocked, if health and safety dictates.

16.3 Site Security

The supplier will ensure that the site is secured whilst works are in progress. The Council is unable to provide security for the site or facilitate the ongoing maintenance of security fencing and the supplier will be expected to respond immediately to complaints/concerns relating to the health and safety of the site.

17. Project Programme

17.1 Timeline

The table below provides an indicative timeline for the project:

Milestone	Working Days	Date
Procurement		
Tender Document sent to suppliers	1	w/e 28.06.24
Deadline for receipt of submission	35	16.08.24
Post-submission clarifications and evaluation to obtain supplier shortlist	20	19.08.24 - 13.09.24
Consultation, selection of preferred supplier and any final design amendments	15	16.09.24 - 04.10.24
Approval at Full Council Meeting		16.10.24

Successful contractor notified and contract agreed	17	17.10.24 – 8.11.24
Project Delivery		
Mobilisation period	30	11.11.24 - 20.12.24
Works period – to be agreed with supplier based on lead times		Early 2025.

Please Note: All dates are indicative only and may be subject to change where necessary. This includes all dates included in any required advertisements connected with this Procurement.

17.2 Programme of Works

The supplier must provide a comprehensive programme of works which clearly shows how the works will be phased and when the facilities will be closed to the public.

APPENDIX ONE

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Beech Road Play Area, Eccleshall



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Site photos:

