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Closing date for submissions: 28 June 2018

To be returned to: Cam Parish Council

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## **Cam Green and Woodfields Play Area Design Brief and General Specification**

### **1. Introduction and Preliminaries**

The purpose of the brief is to obtain fixed price quotations and illustrated layouts for the supply and installation of new play equipment and safer surfacing at Cam Green and Woodfields play area, Cam, Gloucestershire (see location plans at Appendix 1).

### **2. Project Summary and Budget**

The Council is inviting proposals for the removal of old equipment and for the supply and installation of playground equipment for 2 play areas as follows:

- **Cam Green:** The works include the refurbishment of the existing play area and supply and installation of a new toddler play area and picnic area.
- **Woodfields:** The works include the refurbishment of the existing play area including an enhanced MUGA, supply and installation of a new toddler play area, installation of a wildflower walkway and dog walking area.

An itemised quotation is required to identify all costs together with an illustrated layout for design purposes which will be assessed on a quality / play value basis as well as on price.

A final local consultation to be carried out by the chosen tenderer to ensure it meets with local user expectations.

A funding ceiling of £80K (exclusive of vat) has been set and this includes for all design work, removal of old equipment and surfacing, supply of new equipment, surfacing and relocation or refurbishment of existing items. Any bids over this amount will be disqualified. Please see the Specification for further details.

The Council is inviting Contractors to propose up to 2 design options for each of the 2 sites

The Council will initially choose their preferred option from each Contractor and the preferred option will then be scored and evaluated.

One day available for site viewing on Monday 11 June 2018

### **3. Procurement Timetable**

The key dates for the procurement procedure are set up in the table below although Cam Parish Council reserves the right to vary key dates on notice to all Contractors.

Issue to Invitation to Tender	Friday 25 May 2018
Clarification Questions from Contractors Deadline	Friday 15 June 2018
Deadline for submission of Tenders (by post only)	Thursday 28 June 2018. Any Tenders received after this time and date will not be accepted
Evaluation	
Contract award date	
10-day standstill period to allow time for suppliers to challenge	
Earliest possible Contract start date	
Place Order	
Consultation period	
Review plan	
Playground installation date	Monday 3 September 2018
Playground completion date	Monday 15 October 2018
Rectification period	12 months

### **4. Delivery Address**

Playground equipment will be delivered and securely stored on the relevant playground site.

### **5. Further Information**

Further information regarding this further competition can be obtained by emailing [clerk@camparishcouncil.gov.uk](mailto:clerk@camparishcouncil.gov.uk)

#### **6. Confirmation of intent to respond**

You are requested to confirm your intent to respond by emailing [clerk@camparishcouncil.gov.uk](mailto:clerk@camparishcouncil.gov.uk) to confirm your participation as soon as possible.

### **Evaluation Criteria**

#### **1. EVALUATION CRITERIA**

1.1. Tenders will be evaluated to determine the **most economically advantageous bid** using the following criteria and weighting and will be assessed entirely on your response submitted.

1.2. The price to quality ratio is 20:80

	Percentage
<b>Quality</b> Quality will be evaluated based on the responses in the Contractor's Proposal	<b>80%</b>
<b>Price</b> Pricing will be evaluated in accordance with your response in the Form of Tender and Pricing Schedule	<b>20%</b>

1.3 The Council will evaluate the Tenders using a three-stage evaluation process.

**Stage 1** – The Council will evaluate all essential requirements on a 'pass' or 'fail' basis. Tenders failing any of the essential criteria will be rejected at this stage of the evaluation.

**Stage 2** – The Council will evaluate all scored quality requirements as specified in paragraph 1.4

**Stage 3** – The Council will evaluate price as specified in paragraph 1.5

#### 1.4. Quality criteria (80%)

Quality will be assessed by reference to your responses in the Contractor's Proposal and supporting paperwork provided by the Tenderer as detailed in the tables below, the Contractor's Proposal and Specification.

The presentation score will be assessed by evaluation of the itemised quotations, plan scale drawings and design artwork submitted. The award panel will consider how well this supporting information portrays the project/s and how easy it is to understand and interpret. The weightings are shown in the tables below.

When answering the questions Tenderers must make sure that they answer what is being asked including added value if allowed for in the scoring scale below. Anything that is not directly relevant to the particular question should not be included.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples and/or provide evidence to support your responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

Each Contractor's Proposal will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross refer to responses or information provided elsewhere in your tender.

Each quality criterion will be awarded a score in accordance with the scoring scale below (i.e. 0-5).

Score	Criteria for Award
0	The response raises major concerns about understanding and/or approach which are potentially highly detrimental to satisfactory service delivery or contract performance.
1	The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
2	The response suggests shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
3	The response raises no concerns about understanding or approach to service delivery or contract performance.
4	Response is above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance

5	Response is significantly above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance
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The weighted scored quality criteria are as follows:

Quality Criteria (XX)	Weighting
<b>Presentation</b> The presentation score will be assessed by evaluation of the itemised quotations, plan scale drawing and design artwork submitted). Added Value will also be evaluated in this section, e.g. free parts, maintenance etc. offered in the proposal	<b>40%</b>
<b>Play Equipment Play/Functional Value, Design</b> The Council will evaluate the play value of each proposed item of equipment including images, materials, dimensions and safety surface specification diagrams.	<b>30%</b>
<b>Warranties &amp; Guarantees</b> The Council will evaluate Information provided about the type of warranties available for all equipment to include play equipment and installation will be required and evaluated	<b>10%</b>

**N.B.** The Council may disqualify Contractors that score a 0 or 1 in any of the quality criteria and may disqualify Contractors that score two or more 2s in response to the quality criteria questions.

You will note that all questions have a % weighting clearly identified. Each score will be divided by the highest score available for that question (i.e. 5) to give a percentage score. The percentage score will then be multiplied by the question weighting to provide a weighted score for each question and the overall quality weighting of **60%** will then be applied.

By way of a worked example:

Question	Question Weighting	Quality Assessment	Consensus Score Awarded	Score Calculation	Score Awarded
<b>Presentation</b>	40%	Above expectations	4	$(4/5) \times 40$	32
<b>Play Equipment Play Value</b>	30%	Meets expectations	3	$(3/5) \times 30$	18
<b>Warranties &amp; Guarantees</b>	10%	Below Expectations	2	$(2/5) \times 10$	4

<b>TOTAL</b>	<b>80%</b>	<b>Total Weighted Quality Score for Supplier 1</b>	<b>54</b>
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Total weighted score for Quality = 54 x Total **80%** (Maximum Quality Weighting)

### 1.5. Price Criteria (20%)

- i. Tenderers are asked to submit a pricing schedule for each proposal.
- ii. Within each pricing schedule please provide a detailed breakdown for each proposal including pricing for each proposed item of equipment.
- iii. Please also include separate pricing for safety fencing, hoardings, screens, planked footways, guard rails, gantries as the Contractor may or may not be required to provide these.

**N.B. The maximum budget limit for this project is £80,000. Any bids over this amount will be disqualified.**

**Please see the Specification for further details.**

The price will carry **20%** of the final mark

The lowest bid price will score full marks. The other offers will then receive scores expressed as an inverse proportion of the lowest price. The formula used will be:

$$(\text{Lowest bid price/bidder's price}) \times \mathbf{20} = \text{bidder's price score}$$

1.6. Price and quality scores will then be added together to produce the total score.

- i. The Council may obtain clarifications from Potential Suppliers to enable the Council to determine accurate price and quality scores.
- ii. The Council may obtain references to enable the scoring of the Council's quality criteria.
- iii. Should the Council, in its reasonable judgement, identify a fundamental failing or weakness in any bid then that Bid may, regardless of its other merits, be excluded from further consideration.

## 2. AWARD OF CONTRACT

- 2.1. It is envisaged that **one** Contractor will be awarded the contract.
- 2.2. Such inclusion on the call off pursuant to this further competition will be on the basis of the most economically advantageous bid, based on the evaluation criteria listed above.
- 2.3. **Cam Parish Council** does not bind itself to accept the lowest or any bid, and unless a bidder expressly states that a partial award will not be acceptable, then the right is reserved to accept a bid in part.
- 2.4. Upon conclusion of the evaluation of responses, the bidder with whom it is agreed should be awarded the call off will be advised accordingly in writing with the issue of an 'Acceptance / Intention to Award' letter.
- 2.5. Bidders that are unsuccessful will be advised of this in writing via a 'Non-acceptance of Submission' letter.
- 2.6. The commencement of the call off will be subject to a ten-day standstill period from the notification of intention to award as per the Public Contracts Regulations.
- 2.7. Further to the ten-day standstill period elapsing, a 'Confirmation of Outcome of Further Competition Process' letter will be issued to all bidders confirming the commencement of the call off
- 2.8. Upon conclusion of all of the above stages, a call off will be created between **Cam Parish Council** and the Appointed Contractor.

### **Layout guidance**

Tenderer's -are asked to note the plan attached at Appendix 2 which identifies items to be retained, removed or re-used.

The existing picnic benches and litter bins can be re-located to suit the new layout as well as the addition of the new benches and bins as noted in Appendix 2.

Tenderer's are asked to develop their layout using available grassed areas within the outlined perimeter. Levels are to be adjusted as required and within the funding ceiling. The toddler play area is to be fenced off with 1.2-metre-high galvanised steel bow top fencing and two self-closing gates, one with a double maintenance gate adjacent. The plan (Appendix 2) also indicates for Woodfields a new accessible footpath to be constructed to the toddler play area.

### **3. Programme**

It is anticipated that an order will be placed with the successful Tenderer by Tuesday 31 July 2018. Tenderers are requested to plan ahead with their Installer for commencement on site as per the indicated timescales. N.B. the construction programme and completion date offered will be a key factor in the assessment process.

#### **4. Works Schedule**

##### **a) Health and Safety**

The working area is to be enclosed by Heras fencing and the site access points secured. Site warning signs to be erected

Contractors to provide their own toilet and catering facilities

##### **b) Site Preparation**

Remove identified equipment and safer surfacing. Dispose to contractor's tip.

##### **c) Installation**

New areas between equipment - the surfacing is to be laid to turf to satisfactory levels

##### **d) Independent safety report**

N.B. allow for submission of an independent safety report (RoSPA) on completion (in digital form) and images, maintenance log, equipment details, etc. for handover purposes.

#### **5. Requirements of quote**

The quote will be on a fixed price basis and itemised between equipment, supply and installation.

The submission is to include: -

- \_ Itemised quote., pricing schedule, payment phasing
- \_ Layout plans at A3, area used and overall dimensions
- \_ 3-D layouts to show all equipment proposed at A3
- \_ Recommended safety surfacing
- \_ Equipment by age grouping
- \_ Landscaping proposals
- \_ Programme of work in the form of a bar chart
- \_ Method statement describing sequence of operations
- \_ Final local consultation with play area users

N.B. With regard to layout plans and 3-D layouts these will be required in pdf or jpg format in A3 format N.B. no large-scale plans required at this stage.

(The successful Tenderer will be required to display an A1 size information board showing the selected design throughout the construction phase.)



The Tender should also cover:

- Assumptions and exclusions
- Appropriate warranties for the equipment and installation
- Spares availability
- Site restrictions and requirements of the Contractors during the works
- Company capabilities in providing similar installations
- Key contact details

## **6. Costs**

6.1 All costs, expenses and liabilities incurred by Tenderer's in connection with the preparation and submission of any Quotation shall be borne by the Tenderer.

## **7. Tenderer's Obligations**

7.1 Tenderer's must ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Quotation is accepted and Tenderer's agree that the Council may rely upon representations made in any quotation

## **8. Cam Green and Woodfields Play Area Design Specification Brief**

Two Consultation Events with children and adults around play provision were completed and published in 2017. A summary report is available to Tenderers and should form the basic criteria for their bid.

A number of general specifications are listed below but Tenderer's should also take account of the following elements/criteria.

- Aim – to provide more play opportunities, accessible to all children and adults and their abilities.
- Concept to be fun, challenging and exciting.
- Encourages social interaction between all ages and abilities
- Offers a range of opportunities for play which will include balance and co-ordination
- Makes the best use of the space available
- Is attractive to other users
- Central importance of existing landscape/ topography.
- Should seek to enhance its setting within the existing landscape
- Improved Access, drainage and minimal maintenance.
- Employs hard wearing natural materials such as Robinia as far as possible
- New pieces of equipment in toddler play area
- Design opportunities – barriers, land forming, trees/shrubs, mounding
- Social areas – picnic tables, logs, shelters
- Signage including noticeboards
- Elements of natural play – but not at the expense of fixed play equipment, cost/ risk and benefit analysis to be undertaken.
- Safety surface – mix of grass mats/ wetpour.
- Seats/bins location.

- British and European standards guidelines – Standards to BSEN 1176/77 AND PAS 30/35, NPSA, RoSPA, DOA, EU
- Association of Play Industries guidelines.
- Non-standard types of equipment – risk assessment must be in place.
- Play value/Value for money/safety.
- Suitable and sufficient risk assessments/ method statements

Reference	Key Design Requirements Features/Character/ Content	Timeline/ Phasing
<b>Cam Green Play Area</b>  <b>(Existing Hex Multiplay, bowl swing, springers, and toddler games to stay)</b>	<p>To suit age range 2 -12 years Keep/Move /Remove as per Appendix 2</p> <p>Bench next to path between top gate and play area</p> <p>Swings – Remove old swing. Install A frame Tango style swing (2 seats, 1 for adult and 1 child) Accessible roundabout</p> <p>Should facilitate accessible picnic area with end extended bench/table, 1 x bin</p> <p>Equipment to suit age range 12 years and under with 5 types of play. 1 x multiplay, Surfacing to be black wet pour and extended to 6m x 7m to contain graphic games e.g. hopscotch with extended path to picnic area</p> <p>Retention of existing features ie. trees. Some Natural Play elements and social picnic area.</p>	As per guidance
<b>Woodfields Play Area</b>  <b>(Existing Proludic equipment, slide in mound, western side of old MUGA frame plus tarmac surface of basketball court to stay)</b>	<p>To suit all ages. Keep, move/remove as per Appendix 2. Noticeboard</p> <p>Pre-school area: Keep existing size/space for play space Graphic surface games area Hard path from PROW to toddler area (self-binding gravel) Fence around toddler area with dog lead holder outside</p>	As per guidance

	<p>Wetpore surface  2x springers  Double toddler swing  Bench inside by gate  Multi-play  Multi person see-saw</p> <p>New MUGA on existing basketball court:  3m fencing goal ends  Chicane entrances  2m fencing on 2 sides  Markings: football, basketball, cricket at end  Surface – Contractor advice after consultation (soft or hard)</p> <p>Old MUGA site:  Check with consultation:  Remove carpet surface and reseed with grass  Retain MUGA frame by bungalow  Remove MUGA frame by Hadley Road  Porous path winding through wild meadow area next to boundary fence and housing</p> <p>Other:  Remove trim trail  Boulders may be relocated  Bins 1 by toddler, 1 by wild meadow path  Benches 1 by wild meadow area with dog lead holder (benches to be recycled plastic), 1 bench in toddler area  Improve access and safety to slide on mound</p>	
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## General Specification Considerations

### 1) The Site

The suitability of the site upon which the play area is constructed is the single most important design criteria. It should provide a safe and pleasant environment and equipment should be located in an appropriate position to allow efficient and effective use of the site.

The site must:

1. Be of sufficient size to safely accommodate all play equipment and to provide additional space for children to play away from the equipment.
2. Be easily and safely accessible by open thoroughfares.
3. Be located away from dangers such as roads, overhead cables, and trees
4. Have good surface water drainage/ run off from safety surfaces
7. Consider the presence of services, manhole covers etc
8. Consider the effect on adjacent residential properties.

## **2) The General Layout**

There are a number of criteria to be considered when determining the layout of the site, some of which will be affected by the location of the site. The play area must be laid out in such a manner as to ensure:

1. Recommended Minimum Use Zones are provided around all equipment. All approved manufacturers should supply recommended areas for each piece of equipment they produce.
2. Adequate space be allowed between all Minimum Use Zones and walls, fences and other equipment.
3. Equipment should be positioned to ensure that desire lines (i.e. the shortest distance between benches, entrances and other pieces of equipment) do not run under swings etc. Moving equipment should generally be sited away from entrances.
4. Slides should, wherever possible, be aligned from north to south to avoid glare from the sun and heating of the surface of the slide.
5. Quiet areas should be provided for play away from equipment.

In addition, the following factors should be considered:

6. The provision of seating or picnic tables.
7. The provision of litter bins.
8. Landscaping the area.

## **2A. Specific Layout guidance**

Tenderers are asked to note the plan attached at Appendix 2 which identifies items to be removed, retained and relocated. The picnic benches and litter bins can also be relocated to suit the new layout.

Tenderers are asked to develop their new layout using available grassed areas within the outlined perimeter. Levels to be adjusted as required and within funding ceiling.

Woodfields: The toddler play area is to be fenced off with fence recommended by tenderer and two self-closing gates, one with a double maintenance gate adjacent. The plan (Appendix 2) indicates a new footpath to be formed into the grass area to the Junior play area.

## **3) Security and Fencing**

The toddlers play area should be secured by fencing. Primarily to clearly define the extent of the area, to ensure that children do not stray from the area into potentially dangerous locations, and to exclude animals and the risk of fouling. The extent of fencing necessary to ensure this will depend upon the location and nature of the site. The site must be securely fenced with:

1. Self-closing gates which are wide enough to accommodate prams, pushchairs and Wheelchairs and also grass cutting equipment.
2. Appropriate fencing

## **4) Equipment**

A range of equipment should be provided to suit various ages of children from pre-school to 16 years.

Equipment shall conform to the following general requirements:

1. Installed by an approved contractor or competent person in accordance with the manufacturer's instructions.
2. Manufactured in accordance with the requirements of British Standard BS5696 or equivalent European Standard (BS EN 1176: Children's Playground Equipment). Preference shall be given to equipment tested in accordance with this standard

and bearing the BS Kitemark or similar certificate issued under the equivalent European Standard.

3. Swings shall be of a compact design to reduce the area of safety surfacing required.

Equipment shall conform to the following specific requirements:

4. Slide chutes shall be manufactured in one continuous piece, with no joints.
5. Equipment incorporating slides shall provide platforms with adequate space to allow children to stand or queue.

## **5) Surfacing**

Impact adsorbing material shall be provided under all moving equipment and any static equipment from which a fall of 600mm or more is possible. The use of tarmacadam and concrete within play areas shall be limited to such areas as pathways and bases for picnic tables and benches. Such surfaces shall be maintained in good condition.

In areas away from equipment, well drained and well-maintained grass is the ideal surfacing.

All impact absorbing material shall be moulded grass mats or an approved alternative and shall be:

1. Installed to the minimum areas specified in BS5696 or BS EN 1177: Impact absorbing playground surfacing: safety requirements and test methods.
2. Be of a material, type and a thickness to meet critical fall height testing requirements of BS7188.

(Wet pour may be required under certain dynamic types of equipment)