



# FRAMPTON COTTERELL PARISH COUNCIL

## Invitation to Tender for Ridings Road Play Area

|                       |   |
|-----------------------|---|
| <b>SITE LOCATION</b>  | <b>Ridings Road, Coalpit Heath BS36 2RX</b>                   |
| <b>LANDOWNER</b>      | <b>South Gloucestershire Council</b>                          |
| <b>LEASE IN PLACE</b> | <b>Leased to Frampton Cotterell Parish Council until 2049</b> |
| <b>CLIENT</b>         | <b>Frampton Cotterell Parish Council</b>                      |



### **GENERAL REQUIREMENTS**

Frampton Cotterell Parish is proposing to replace the existing play equipment with the installation of new equipment including appropriate surfacing for younger children. The play area is intended to be used by children with ages ranging from 5-12 years.

Experienced play area installers are invited to tender for the contract.

It is anticipated that construction work will be carried out end of Summer/Autumn.

Please refer to the 'site information' section of this tender for the background information to the site.

All prices should be itemised individually and be net, excluding VAT.



# FRAMPTON COTTERELL PARISH COUNCIL

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

A timescale for commencing this project will be agreed between Frampton Cotterell Parish Council Parish Council and the chosen Contractor.

## PROJECT INFORMATION

**Name of project:** Ridings Road Play Area

**Project budget:** £50,000 (and possible funding)

**Location:** Ridings Road, Coalpit Heath BS36 2RX

**Responsible Officer:** Kim Jefferies, Project Officer ([projects@framptoncotterell-pc.gov.uk](mailto:projects@framptoncotterell-pc.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. The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

## 1. TENDER PROCESS

1.1 Frampton Cotterell Parish wishes to employ a Principal Contractor to carry out the supply and installation of new play equipment, safety surfacing, fencing & gates for an age range of 5-12 years.

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

1.3 Tenders should be returned in a sealed envelope - bearing no company identification and marked **TENDER FOR RIDINGS ROAD PLAY AREA** to:

The Parish Clerk  
Frampton Cotterell Parish Council  
The Brockridge Centre  
Woodend Road  
Frampton Cotterell  
Bristol  
BS36 2LQ

by **17.00 hours on Friday 18<sup>th</sup> August 2023**

Alternatively, tenders can be emailed to [finance@framptoncotterell-pc.gov.uk](mailto:finance@framptoncotterell-pc.gov.uk) ensuring no company identification and must be marked **TENDER FOR RIDINGS ROAD PLAY AREA**

**Failure to adhere to any of the above may result in your tender being disqualified from the process.**



The following documents should be submitted with the Tender:

- Quotation Breakdown form
- 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
- Two references from recent projects undertaken

1.4 Designs should be presented on A4 and A3 as well as a digital image in a standard format (JPG, PNG, etc).

1.5 Frampton Cotterell Parish 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 expenses incurred by the tenderers in submitting a tender.

1.6 Tenderers should liaise with the Project Officer ([projects@framptoncotterell-pc.gov.uk](mailto:projects@framptoncotterell-pc.gov.uk)) during the tender period regarding any queries or concerns on the content of this specification.

Any questions about the project are to be sent to the Project Officer by Thursday 3<sup>rd</sup> August at 16.00 hrs - any responses after this will not be responded to. All questions asked will be shared to all interested parties via blind copy email

### 1.7 **Sustainability**

Priority will be given to Contractors who can demonstrate low impact on the environment and must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

- Sourcing materials
- Manufacture
- Packaging
- Transport
- Disposal and product end of life options

Priority will be given to sustainable and easy/affordable equipment to maintain.

Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.

The Parish Council will look favourably to organisations that pay the Living Wage.



## 2. PROJECT AIMS

2.1 To provide an innovative, inclusive modern play area, equality act compliant, to suit children with ages ranging from 5-12 years

2.2 To supply and install new play equipment, safety surfacing under each piece of equipment, surrounding fencing and two gates.

2.3 prices for robust wooden fencing and gates along with metal fencing and gates should be submitted for choice.

2.4 Play equipment should emphasise nature-based creativity, be fun, holistic play and must allow for varying levels of interaction.

## 3. SITE INFORMATION

3.1 The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter. All utility checks must be carried out by the contractor before any work takes place. A full report of the utility check undertaken must be submitted to the Council before works commence.

## 4. DESIGN BRIEF

4.1 The design brief has been determined by the Parish Council play area working group comprising parish council members and other residents of the village.

4.2 Supply and install new play equipment and safety surfacing suitable for children aged between 5-12 years. The design of the play area must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates this age range.

4.3 The play area equipment should fit within the yellow highlighted side of the google image on Page 14

4.4 The play area equipment should include the following:

- Climbing equipment to include multiple entrance and exits onto and off the equipment and to include a slide and monkey bars (further consultation after the tender process may take place with the public to determine final design)
- Small basket swing in its own bay (like one provided in the image below)





- Two toddler cradle swings in its own bay
- One single seat springy
- One round a bout (identical or very similar to the one provided in the image below)



4.5 The play area “centrepiece” item should be the climbing equipment

4.6 The play area layout should be designed such that the equipment intended for younger children is grouped separately and together, and not within or amongst the equipment intended for older users. This area for younger users should include seating for parents/minders and it would be beneficial if this seating could provide some shade from the sun. A safe grass corridor should run around the outside of the play equipment but within the site, to access the open part of the area for ball games etc.

4.7 The successful tenderer will need to show the inclusive play value of their design. A fully inclusive play area 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.

4.8 All works equipment and IAS shall be manufactured, tested, installed, and conform to the relevant British and European Standards (i.e. BSEN1176 and BSEB1177).

4.9 The play equipment, entrances and exits must also comply with the Equalities Act 2010 and provide fully inclusive play and accessibility.

#### **Existing play equipment:**

4.10 The Contractor will be responsible for removing and the disposal of all existing play equipment unless otherwise instructed.

#### **Preparation and groundworks:**

4.11 Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Contractor’s cost.

4.12 The Contractor will be responsible for liaising with South Gloucestershire Council to install two dropped kerbs to access the site.

4.13 The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.





4.14 Please identify the price within the Tender for any necessary grass, tarmac and other reinstatement works that may be required following completion of works.

4.15 Ownership, liability, and responsibility for insurance of the play area and installation works will lie with the Contractor until a satisfactory RoSPA Post-Installation Report has been completed and accepted by Frampton Cotterell Parish Council. This will be confirmed in writing on the day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.

4.16 Storage of new play equipment, machinery, and equipment, etc during the construction period will be the responsibility of the Contractor.

## **5. SITE MANAGEMENT DURING INSTALLATION**

5.1 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.

5.2 The play area must be kept secure during construction and until a satisfactory RoSPA Post-Installation Inspection and Report has been completed and submitted to the Parish Council.

5.3 The Contractor will note that there are no welfare areas on or near the site.

5.4 Access to the remainder of the playing area open space must be always available and safe.

5.5 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax etc,. The Contractor shall ensure that any construction noise does not cause nuisance to any of the neighbouring residential properties or roads, etc outside the site boundary.

5.6 Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to residential properties.

5.7 The Contractor will need to supply the Parish 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.

5.8 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

5.9 It is not known if there are any underground services within the play area, the Contractor is advised to have satisfied themselves 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.

5.10 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 Parish Council and all other persons.

5.11 The Contractor shall allow the Parish Council representatives such access as may be required in relation to this project.

5.12 The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.

5.13 The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

## **6. SURFACING**

6.1 Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.

6.2 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 onto soil.

## **7. MAINTENANCE AND AFTERCARE**

7.1 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.

7.2 Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.

7.3 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 Parish Council.



# FRAMPTON COTTERELL

## P A R I S H C O U N C I L

### 8. LIMITATION OF WORKING HOURS

8.1 Works are permitted to be carried out during normal working hours, 8.30am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, upon written request and will be subject to the nature of works. Noisy works will generally not be permitted at weekends.

8.2 Site working hours to be agreed with the Parish Council





## 9. PRICING AND PAYMENT

9.1 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.

9.2 Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for, and supplied to Frampton Cotterell Parish Council by the Contractor before the play area is released back to Frampton Cotterell Parish Council.

## 10 TIMETABLE FOR PROJECT

|   |  |
|---|--|
| <b>Tender Submission Closing Date</b>   | <b>Friday 18<sup>th</sup> August 2023 at 17:00hrs</b>    |
| <b>Publish tender using Contract Finder and by email notification to companies that have expressed an interest</b><br><br><b>Publish tender on Parish Council Website</b> | <b>Thursday 19<sup>th</sup> June 2023</b>                |
| <b>Deadline for questions on the project to the Parish Council</b>  | <b>Thursday 3<sup>rd</sup> August 2023 at 16:00 hrs</b>  |
| <b>Question responses distributed to all parties</b>  | <b>Wednesday 9<sup>th</sup> August 2023</b>              |
| <b>Full Evaluation of anonymous tenders to select shortlist of preferred designs as per evaluation criteria.</b>  | <b>Monday 21<sup>st</sup> August 2023</b>                |
| <b>Full Parish Council meeting to select preferred supplier.</b>  | <b>August/September (TBC)</b>                            |
| <b>Contractor to be notified</b>  | <b>September following Full Parish Council decision.</b> |



## 11. EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

### Scoring system

|                             |     |  |
|-----------------------------|-----|--|
| <b>Environmental Impact</b> | 15% |  |
| <b>Play Value</b>           | 30% |  |
| <b>Design Rationale</b>     | 25% |  |
| <b>Inclusivity</b>          | 15% |  |
| <b>Durability</b>           | 10% |  |
| <b>References</b>           | 5%  |  |

### A standard 0–5-point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used
- 1 Poor: Limited response which is lacking sufficient detail or is inaccurate
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions
- 3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)
- 4 Good: Comprehensive response, detailed and relevant with no inconsistencies
- 5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%.

The evaluation of the tender processes will be carried out by the Council and overseen by the Parks and Recreation Committee.



## **12. PROCUREMENT PROCESS**

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent, and proportionate based on the type of project and to ultimately selection the most economically advantageous tender.

The tender process will be by Open Tender.

The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue which cannot be resolved, posted to a dedicated page on the Parish Council's website for all potential bidders to see.

## **13. EVALUATION AND AWARD CRITERIA**

All Tenderers shall provide all the information requested in the tender pack in order that it be included in the process.

In the interest of transparency except for the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.



## Quotation Breakdown - To be included with your Tender

### Quotation Breakdown (to be included with your Tender)

|   |          |
|---|----------|
| Preliminaries                                   | £        |
| Cost of Safety Surfacing                        | £        |
| Cost of wooden fencing and two gates            | £        |
| Cost of metal fencing and two gates             | £        |
| <b><i>Cost of Play Equipment</i></b>            |          |
| Climbing Frame to include slide and Monkey bars | £        |
| Small cradle swing bay                          | £        |
| Double toddler cradle seats in one bay          | £        |
| Roundabout                                      | £        |
| Installation of Equipment                       | £        |
| Single seat springy                             | £        |
| RoSPA Post-Installation Inspection              | £        |
| Reinstatement Works                             | £        |
| Contingencies                                   | £        |
| <b>Project Total:</b>                           | <b>£</b> |



## Map of Play Area



- Yellow highlight indicates area to be developed
- Black lines x 2 indicates dropped kerb locations