



**Northchurch Parish Council
Recreation Ground Play and Exercise
Equipment Upgrade Tender**

1. Table of Contents

| | | |
|-----------|--|-----------|
| 1. | Table of Contents | 1 |
| 2. | Overview, Budget, and Timetable | 3 |
| 2.1. | <i>Overview</i> | 3 |
| 2.2. | <i>Budget</i> | 3 |
| 2.3. | <i>Timetable</i> | 3 |
| 3. | Tender Instruction and Guidance | 5 |
| 3.1. | <i>Contact</i> | 5 |
| 3.2. | <i>Questions</i> | 5 |
| 3.3. | <i>Site Meetings</i> | 5 |
| 3.4. | <i>Notice of Intent to Bid</i> | 5 |
| 3.5. | <i>Construction</i> | 5 |
| 3.6. | <i>Project Management</i> | 5 |
| 4. | Decision and Award of Contract | 6 |
| 4.1. | <i>Scoring criteria</i> | 6 |
| 4.2. | <i>Supplier Submissions</i> | 6 |
| 4.3. | <i>Non-Consideration of a Tender Response</i> | 6 |
| 4.4. | <i>Certificate of Collusion</i> | 6 |
| 5. | Contract Conditions | 6 |
| 5.1. | <i>Works and Standards</i> | 6 |
| 5.2. | <i>Weekly Construction Meeting</i> | 6 |
| 5.3. | <i>Post installation Inspection</i> | 6 |
| 5.4. | <i>Health and Safety</i> | 6 |
| 5.5. | <i>Insurance</i> | 7 |
| 5.6. | <i>Additional Documentation</i> | 7 |
| 6. | Specification of Works | 7 |
| 6.1. | <i>The Council's Mission</i> | 7 |
| 6.2. | <i>Public Consultation</i> | 7 |
| 7. | Specification for the Children's Play Area (Zone 1) | 9 |
| 7.1. | <i>Overview</i> | 9 |
| 7.2. | <i>Strengths and weaknesses of the existing equipment</i> | 10 |
| 7.3. | <i>Requirements</i> | 11 |
| 7.4. | <i>Other Information</i> | 11 |
| 8. | Adult exercise equipment (Zone 3) | 12 |



| | | |
|------------|--|-----------|
| 8.1. | <i>Calisthenics</i> | 12 |
| 8.2. | <i>Requirements</i> | 12 |
| 9. | Area C | 13 |
| 9.1. | <i>Area C: Current situation</i> | 13 |
| 9.2. | <i>Area C: Improvement required</i> | 14 |
| 9.3. | <i>Area C: Factors to consider</i> | 14 |
| 10. | Multi-goal equipment (Zone 4) | 15 |
| 10.1. | <i>Supply and installation of multi-goal</i> | 15 |
| 11. | Zip wire (Zone 5) | 16 |
| 11.1. | <i>Supply and installation of zip -wire</i> | 16 |
| 11.2. | <i>The Council will supply and install</i> | 16 |
| 12. | Submission Checklist | 17 |
| 13. | Scoring Criteria | 18 |



2. Overview, Budget, and Timetable

2.1. Overview

This document has been prepared by Northchurch Parish Council (The Council) for the purpose of inviting proposals from a suitably qualified company to design, procure, install and commission new play and exercise facilities at Northchurch Recreation Ground, Northchurch, HP4 3SF

2.2. Budget

The Council has agreed a budget of £67,000 (excl. VAT) for the project.

In Sections 7-10 below, an indication of budget per zone is given, to the cumulative total of £67,000 (excl. VAT). It should be noted that if the supplier is able to meet the specification of the equipment for a zone below the stated budget then the difference should be added to the budget for Zone 1: Children's play area.

All pricing should be exclusive of VAT and in GBP (£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

2.3. Timetable

Applicants will need to adhere to the timescales set out below:

| Action | | Date |
|-------------------------------------|--|--|
| Issue Invitation to tender | The Council will publish on: <ul style="list-style-type: none">• NPC website• Contract Finder | Week commencing 28th June 2021 |
| Notification of Intention to Bid | Interested parties are to notify the Council by email of their intention to submit a tender | Friday 9 th July 2021 |
| Site Visits | Site visits will be conducted | Friday 9 th July 2021 Tuesday 13 th July 2021 |
| Deadline for questions | All questions should be submitted by email to the named contact | Tuesday 27 th July 2021 |
| Deadline for responses to questions | All responses will be made available to all tenderers | Thursday 29 th July 2021 |
| Deadline to receive tenders | Tenders should be submitted in line with the guidance below | 10am on Friday 6 th August 2021 |
| Approval of contractor | The successful contractor will be notified no later than | Monday 23 rd August 2021 |



| | | |
|--------------------|---|----------------------------------|
| Work to take place | Work should be completed by end March 2022. Earliest start date is 6 th September 2021. | Contractor to confirm start date |
|--------------------|---|----------------------------------|



3. Tender Instruction and Guidance

3.1. Contact

All contact should be via tender@northchurchparishcouncil.gov.uk.

Suppliers are forbidden to directly approach any Members of the Council or its officers in relation to this tender and project. Failure to adhere to this requirement may result in disqualification from the tender process.

3.2. Questions

Any questions relating to this tender must be raised in writing no later than 27th July 2021. Questions should be addressed to the designated e-mail address only.

Please note that the responses to any questions raised during the tendering period will be circulated to all applicants.

3.3. Site Meetings

There will be the opportunity to attend a site meeting along with other interested suppliers, subject to government guidelines regarding coronavirus restrictions, on the mornings of Friday 9th July and Tuesday 13th July 2021 from 10am – 12:30pm. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience.

If attending a site visit, we request that only one person from each supplier is present. Appointments can be booked via tender@northchurchparishcouncil.gov.uk.

3.4. Notice of Intent to Bid

Suppliers should inform us of their intent to submit a tender by Friday 9th July 2021 at the designated email address. Failure to do so could result in your organisation not receiving updates to the Tender Process or any circulated responses to questions. The Council will respond confirming receipt of your email.

3.5. Construction

The Council's preference is for the construction to take place as soon as possible after contract award but after the 6th September 2021.

Football will recommence on the pitch from September so the supplier must ensure that the pitch is not damaged by any activity and is fully accessible at the weekend.

Construction and commissioning of the equipment must be completed by the end of March 2022.

3.6. Project Management

The supplier should provide details of the construction team, including management, that will be used to deliver this project.



4. Decision and Award of Contract

4.1. Scoring criteria

The Council will use the scoring criteria set out within this document to make a decision on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

4.2. Supplier Submissions

The tender submissions received by the Council will not be shared with other suppliers.

4.3. Non-Consideration of a Tender Response

The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

4.4. Certificate of Collusion

Contractors tendering for this contract must complete a Certificate of Collusion (see attached document). This is in regard to canvassing Members of the Council or its officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted.

Anything other than appropriate communication made through the designated email address, such as raising any questions or clarifying points relating to the tender, may be considered a breach in the procurement.

5. Contract Conditions

5.1. Works and Standards

The work is for the design and installation of new play and exercise equipment in Northchurch Recreation Ground.

All works should comply to the British and European Standard for playground equipment and surfacing: BS EN 1176.

5.2. Weekly Construction Meeting

The contractor will arrange, as a minimum, a weekly meeting with the Council during construction to discuss progress.

5.3. Post installation Inspection

The contractor will be responsible for organising an independent post-installation safety inspection and rectifying any issues identified at their own cost.

5.4. Health and Safety

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction, including the use of Heras fencing



where appropriate. The contractor is also responsible for securing their equipment on site. The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

5.5. Insurance

The successful contractor must have the following cover in place:

- 5.5.1 Public Liability Insurance of no less than £10 Million
 - 5.5.2 Product Liability Insurance of no less than £5 Million
 - 5.5.3 Employers Liability Insurance of no less than £5 Million
 - 5.5.4 Professional Indemnity Insurance of no less than £1 Million
- Evidence of this cover must be provided with the tender submission.

5.6. Additional Documentation

The below must be provided 2 weeks prior to work commencing:

- 5.6.1 A Schedule of Works with a commencement and completion date
- 5.6.2 Risk Assessments and Method Statements.

6. Specification of Works

6.1. The Council's Mission

Two goals of The Council's Mission for 2021 are to help local people improve their physical health and mental wellbeing, and to improve access to open spaces. During the Covid-19 pandemic, the recreation ground has provided a safe space for local people, and those from further afield, to enjoy the outside and take some form of exercise. But the Council believes an upgrade of the facilities in the recreation ground can provide an opportunity for many more people to improve their health and wellbeing.

6.2. Public Consultation

To get an understanding of how the recreation ground is used and what improvements people would like to see, councillors spent time at the recreation ground talking to parents, young adults and children, personal trainers and residents.

The improvements fall into five Zones:

- Zone 1 - Children's play area
- Zone 2 - Skateboard area (not part of this tender)
- Zone 3 - Adult exercise area
- Zone 4 - Multi-goal
- Zone 5 - Zip wire

Figure 1 below shows the location of the 5 zones and the approximate budget per zone, and Figure 2 shows additional information such as target ages.





Figure 1



Figure 2



7. Specification for the Children’s Play Area (Zone 1)

GUIDE PRICE: £35,000.00 (excl. VAT)

7.1. Overview

Figure 3 below shows the minimum specification for the Children’s Play Area however bidders will be expected (where set budgets allow) to deliver additional features such as play equipment, incorporating natural features and making use of the landscape with suitable play equipment/features; e.g. fitting a slide into a sloping landscape and incorporating mounds and logs. If landscaping is required, materials imported to the site must be locally sourced and sustainable.



Figure 3

Figure 4 shows the bow-top fence panels that need relocating and a new gate that needs to be installed. The equipment in the light green area is popular with users and should remain as it is.



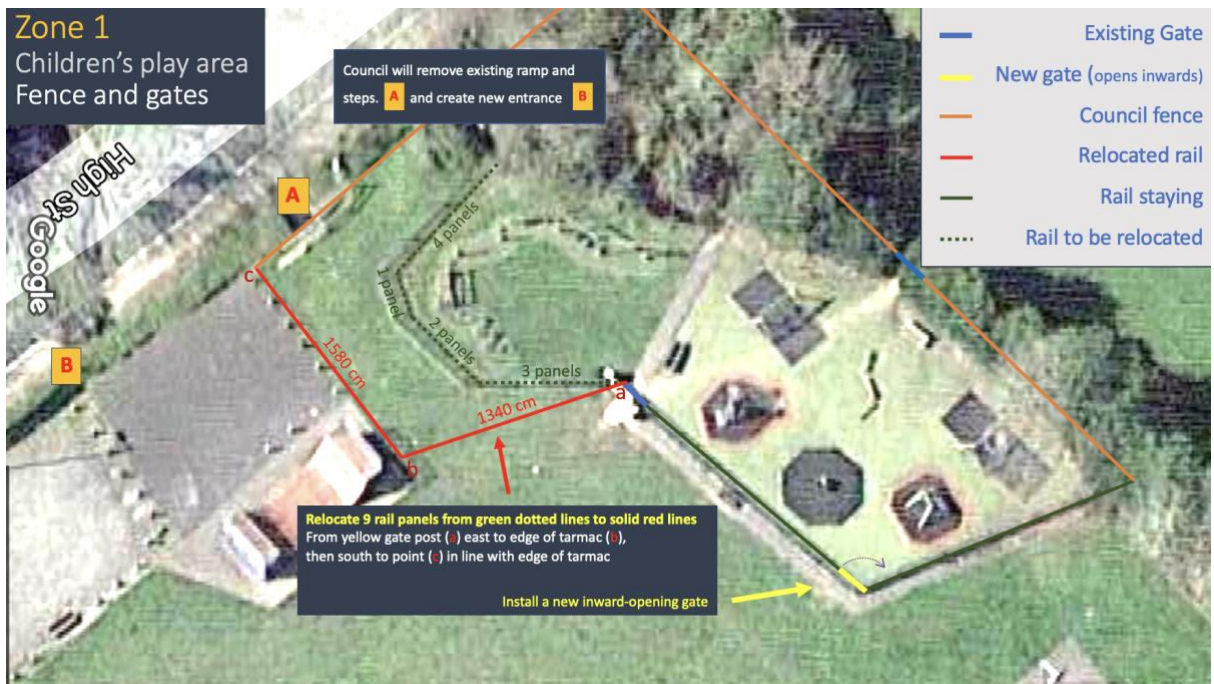


Figure 4

7.2. Strengths and weaknesses of the existing equipment

The existing play equipment for toddlers has been praised by parents because it provides sufficient challenge for the children and the artificial surface is clean in all weathers. However, the equipment is lacking for the 6-12 year olds. We are looking for types of playground equipment which help improve coordination, strength, and critical thinking and maximize fun for this age group, whilst maintaining safety and accessibility.

7.3. Requirements

- 7.3.1 Relocate rail panels as shown on Figure 4
- 7.3.2 Install inward-opening gate to play area, as shown on Figure 4 which must comply with up-to-date guidance and legislation
- 7.3.3 Equipment must include a pair of flat-seat swings or other exciting swings for 6-12s
- 7.3.4 Equipment must be long-lasting e.g. galvanised steel posts or Robinia wood with metal in the ground
- 7.3.5 Safety surfaces under play items to be wet-pour. Safety surfaces must be connected to each other or the existing tarmac path at high-traffic areas
- 7.3.6 Avoid narrow grass voids of 0.5 metres or less around the edges of safety surfaces or path
- 7.3.7 Post installation safety inspection
- 7.3.8 Bidder to suggest a variety of equipment which is challenging for age range 6-12 years

7.4. Other Information

- 7.4.1 If necessary, part or parts of the existing U-shape wooden adventure trail for ages 4-10 (Figure 3) can be removed, but cost of removal and disposal must be included within the budget
- 7.4.2 Existing U-shaped wooden adventure trail could be completed into a circle, e.g., with a spider's web, but a slide may be more popular
- 7.4.3 Equipment at other parks we liked included a climbing or agility trail; a high slide, a spinning or trampoline and a tunnel. We would like one item to have a wow factor. Any surplus budget could be devoted to seating.
- 7.4.4 The Council will remove the existing concrete ramp and steps, location A, and create a new entrance/exit at location B on Figure 4



8. Adult exercise equipment (Zone 3)

GUIDE PRICE: £15,000.00 (excl. VAT)



Figure 5

8.1. Calisthenics

Through discussions with personal trainers, the Council understands that adult exercise equipment which uses body weight is most versatile, so we would like the equipment to have a variety of different exercises and similar capability to the one shown in Figure 5 above.

8.2. Requirements

Adult Calisthenics equipment which should include:

- 8.2.1 Low maintenance and bright colours
- 8.2.2 Guidance signs on how to use the equipment e.g. QR codes or similar (not bar codes) linked to a mobile phone app to encourage usage
- 8.2.3 Wet-pour surface, close to or connected to car park surface
- 8.2.4 Minimum 3 metres of grass between wet-pour and football pitch
- 8.2.5 Minimum of 5 metres between football pitch and any uprights on exercise equipment
- 8.2.6 We do not want exercise bikes, cross trainers and similar items
- 8.2.7 Post installation safety inspection



9. Area C

9.1. Area C: Current situation

Area C is shown in Figure 6 below. Zone 4 and Zone 5 are in the same part of the recreation ground as the existing unmarked junior football pitch. Tenderers should consider how Zone 4, Zone 5 and the junior football pitch complement each other, operate safely together and, as far as possible, preserve the views over the countryside.

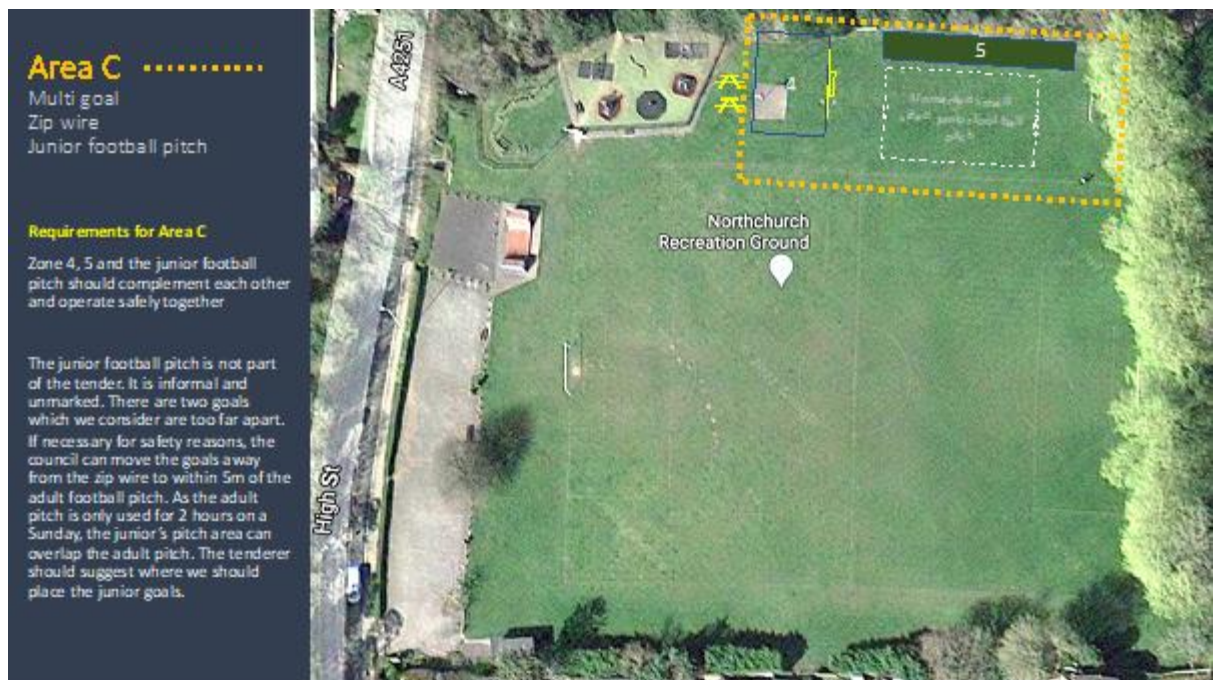


Figure 6

Area C is approximately 60m long by 25m wide. Currently in Area C there is an existing junior football pitch and basketball hoop.

The basketball hoop is under-utilised because it is too high and the surface too small.

The junior football pitch is too long and in winter the goal areas become muddy, and the grass gets worn away. The bottom goal is too close to the river and The Council intends to move this goal.

9.2. Area C: Improvement required

To improve this area, and staying within Area C as shown on Figure 6, we would like to:

- 9.2.1 replace the basketball hoop and provide a 3v3 basketball court with a multi-goal system (on a tarmac surface provided by the Council)
- 9.2.2 retain a smaller junior football grass pitch area
- 9.2.3 install a 30m zip-wire

9.3. Area C: Factors to consider

- 9.3.1 the interaction and safety of users in all 3 play areas
- 9.3.2 any additional safety features required to safeguard users
- 9.3.3 the gradient of the ground and the impact of this for users
- 9.3.4 keep clear of the access points to the cricket ground
- 9.3.5 the touchline of the full-size football pitch
- 9.3.6 location of picnic tables on the NE side of the playground (Zone 1) (provided by the Council)



10. Multi-goal equipment (Zone 4)

GUIDE PRICE: Multi-Goal Equipment: £7,000.00 (excl. VAT)

10.1. Supply and installation of multi-goal

- 10.1.1 Galvanised steel construction
- 10.1.2 Galvanised steel finish
- 10.1.3 Be visually permeable
- 10.1.4 Thermoplastic line markings for 3v3 basketball & football goal
- 10.1.5 Football goal, basketball hoop & backboard with approximately 8 metre bounce-back fence (including the goal) to face up-hill towards the children's play area
- 10.1.6 Post installation safety inspection



11. Zip wire (Zone 5)

GUIDE PRICE ZIP-WIRE: £10,000.00 (excl. VAT)

11.1. Supply and installation of zip -wire

- 11.1.1 30 metre length
- 11.1.2 Either galvanised steel construction or Robinia wood with metal in ground;
- 11.1.3 Neutral colour zip wire
- 11.1.4 Grass mat safety surface underneath the wire
- 11.1.5 Do not obstruct the barred gate (see location 'f' in Figure 7)
- 11.1.6 Suggest a location for the junior football grass pitch goals. These must be at least 5m from the main football pitch touchline
- 11.1.7 Post installation safety inspection

11.2. The Council will supply and install

- 11.2.1 A 15m x 11m tarmac surface for the multi-goal equipment
- 11.2.2 Smaller goals for the junior football grass pitch
- 11.2.3 Picnic tables as shown on Figure 6 above



Figure 7



12. Submission Checklist

Please ensure the following are included with your submission:

- Application form
- Draft playground design and quotation
- Product details
- Warranty details
- Copies of Insurance Certificates
- Maintenance requirements
- Costing and lead time for availability of spare part
- References
- Requested policies
- Delivery and installation timetable.
- An email or electronic transfer of all the above responses should be sent to tender@northchurchparishcouncil.gov.uk by 10am 6th August 2021.



13. Scoring Criteria

| Mandatory Criteria | | Pass/Fail |
|--------------------|---|-----------|
| 1. | Tender received on time | |
| 2. | Less than or equal to £67,000 (excl. VAT) | |
| 3. | Price valid for a minimum of 90 days from the due date of the response. | |
| 4. | Prices fixed for the duration of the contract | |
| 5. | A Schedule of Works with a commencement and completion date will be provided 2 weeks prior to work commencing | |
| 6. | The project will be complete by the end of March 2022 | |
| 7. | Public Liability Insurance of no less than: £10 Million Product Liability Insurance of no less than: £5 Million Employers Liability Insurance of no less than: £5 Million Professional Indemnity Insurance of no less than: £1 Million | |
| 8. | Signed Certificate of Collusion | |
| 9. | Two Business References | |
| 10. | Bow-top fence panels relocated | |
| 11. | Inward-opening gate to play area, as shown on Figure 4, which complies with up-to-date safety guidance and legislation | |
| 12. | Pair of flat-seat swings or other exciting swings for 6-12s | |
| 13. | Wet-pour safety surfaces under children's play items | |
| 14. | Wet-pour safety surfaces under adult exercise equipment | |
| 15. | Replace the basketball hoop with an uphill-facing football goal, basketball hoop & backboard with bounce-back fence | |
| 16. | Grass Mat or better safety surface underneath the wire | |
| 17. | Barred gate to cricket pitch at location 'f' in Figure 7 is not obstructed | |
| 18. | Football pitch clearance maintained | |
| 19. | Equipment long-lasting e.g., galvanised steel posts or Robinia wood with metal in the ground or similar | |
| 20. | Construction period is less than or equal to 8 weeks | |

| Scored Criteria: weighting per zone | |
|-------------------------------------|-----|
| Zone 1: Children's Play Area | 53% |
| Zone 3: Adult Exercise equipment | 22% |
| Zone 4: Multi Goal | 10% |
| Zone 5: Zip Wire | 15% |

