



Richmond Way Play Area Improvements 2015

1 - Information For Tenderers

Introduction

Mid Sussex District Council is conducting further competition under the terms of the ESPO framework agreement No 115.

The Council is inviting all suppliers under the Category of Large Projects.

ESPO Framework Agreement Conditions of Contract apply to this process.

The contract is to be completed by autumn 2015.

The contract value is £19,010.

If suppliers would like to view the location of the site they can visit any time, it is publically accessible 24 hours a day.

Preparation of Tender

The Tenderer must obtain all the information necessary for making a tender and entering into a Contract and must carefully examine and consider all the tender documents, and have satisfied himself as to the extent and nature of work and the means of access to the various areas to fulfil the requirements as detailed in the specification. In submitting a tender the Tenderer shall be deemed to have read and understood all of the Tender Documents.

Tender Submission

The Tender Documents shall consist of;

- Document 1 Information for Tenderers (this document)
- Document 2 Site information and Brief
- Document 3 Material Specification
- Document 4 Evaluation Criteria
- Document 5 Method Statements

The details of these documents and all associated documents are to be treated as private and confidential and for use only in connection with the tender and contract process.

If you intend to submit an application please read the following instructions carefully and prepare your application in accordance with this and the instructions you receive in the documentation.

We will not be responsible for any costs or expenses you incur in preparing, delivering or in the evaluation of the tender.

Tenderers should ensure that all schedules are completed and all appropriate information provided and return 2 paper copies of the tender documents in a plain envelope marked "**Tender for Richmond Way Play Area**" by post or courier to be received at the address below not later than **1200hrs on Friday 19th June 2015**. Late submissions may not be considered.

**David Terry
Mid Sussex District
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS**

The Form of Tender requires a signature and must be printed out, completed and signed in ink and;

where the Tenderer is an individual, by that individual;

where the Tenderer is a partnership, by two duly authorised partners;

where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose;

where the Tenderer is a company, by director who is also the secretary of the company, such person being duly authorised for that purpose.

An electronic signature will be acceptable on all other documents requiring a signature in the tender.

Tenders must be written in English and remain open for acceptance for a period of 90 days. A tender valid for a shorter time may be rejected.

The Council does not bind itself to accept the lowest or any tender, and reserve the right to accept any tenders in whole or as regards such items on the Schedules as the Council think fit.

As part of the tender process the Council reserves the right to request visits to other client sites the Tenderer operates, or to the Tenderers premises. Such requests will be made via the Tenderer.

If you require any further information regarding this tender please submit your questions in writing via letter or email to **Nicole Batten-Evatt**, marked 'Richmond Way Play Area Tender' (nicole.batten-evatt@midsussex.gov.uk).

The council will not be liable for any costs incurred in the preparation or submission of tenders, or for those which arise out of any site visit or presentations requested by the council.

By submitting a tender you are also agreeing for any information supplied by you to be made available to any regulatory body.

Late submissions may not be considered

Proposed Tendering Timetable

This is the proposed timetable that may be subject to change at the discretion of the Council. Tenderers will be advised of any significant changes to this timetable.

	Event	Date
1	Tenders Back	19 th June, at 12 noon
2	Evaluations	19 th June 2015 to 3 rd July 2015
3	Provisional Contract Award	July 2015
4	Contract Start Date	August 2015

Contract Award and Standstill Period

Upon making a contract award decision, the Council will notify all Tenderers, both successful and unsuccessful, in writing of the outcome and allow for the provision of a voluntary 10 day Standstill Period.

Upon completion on the Standstill Period without any challenge the Council will commence the formal contract award procedure with the successful Tenderer(s) and undertake debriefing meeting with unsuccessful Tenderers if requested as soon as reasonably practicable.

Representations

Any representations made by Mid Sussex District Council officers or contractors that appear to change materially any portion of the tender shall not be relied upon unless ratified by a written amendment by Mid Sussex District Council. If you feel that an amendment should be issued please contact the Council Representative named above.

Method Statements

Any Method Statements submitted with your tender will be considered by the Council as being provisional. During the handover period these will need to be discussed. Further Method Statements may be required during the handover period and course of the contract.

Freedom of Information Act

Under the Freedom of Information Act 2000, members of the public or any interested party, may make a request for information to Mid Sussex District Council in respect of any part of the provision of this contract.

If any information in this tender submission is considered commercially sensitive or is a trade secret, the onus is on the Tenderer to ensure that this information has been clearly identified to Mid Sussex District Council.

Notwithstanding the provision made above, the Council may still have to disclose requests for certain information if it is considered to be in the public interest. In such cases the Council will advise the Tenderer beforehand.

To confirm as above, the council confirms that data will be published on the Council's website in accordance with Central Government's transparency agenda, which makes it an essential part of business for public sector bodies to release details of all items of expenditure over £500. The information provided excludes VAT and payments to individuals such as council tax refunds, benefit payments, and other non-invoice related payments. The data is updated monthly.



Richmond Way Play Area Improvements 2015

2- Site information and Brief

Richmond Way Play Area, East Grinstead, RH19 4TG.

Playground analysis

The value of the contract is below the threshold at which Mid Sussex District Council would consult local residents. However, informal Councillor led discussions have revealed a desire to provide equipment for young children.

The brief is based on outcomes of the annual Independent playground inspection and an analysis of play value carried out by the Council Landscape Officer

Existing playground

The existing playground is on the edge of a site which features a series of interconnected ponds which used to be the garden of a large private house. The playground is fenced off from the wider area and features some timber and steel equipment which is reaching the end of its life.

The annual inspection rates the quality of the space as 63%. Areas of particular weakness which we'd like to improve on were identified as:

- poor accessibility
- poor intellectual and creative stimulation

Specifically, the inspection revealed unsatisfactory impact absorbing surface, rotting structural timbers and deteriorating swing seats.

Within the fenced play area, there are some large evergreen laurel shrubs which separate the north and south. It's understood that children play behind the shrubs and this is a desirable feature to retain.

Location and boundaries

The play area is part of Heron's Ghyll open space in a residential area just to the south east of East Grinstead town centre. The ground slopes from Richmond Way at the west down to the ponds to the east. The rest of Heron's Ghyll is covered in trees and a series of ponds.

The southern boundary of the play area is shared with the neighbouring residential property. The whole area is fenced off, with a low hedge around the west and north boundary.

Playground Theme

The Greenwich Meridian Line runs through the site. The only evidence is a marker stone outside the fence line, next to the gate. The new play area will delineate this important feature in the surfacing and equipment layout. It would be desirable to reflect the theme of east and west hemispheres in the details eg. Play panels, sculptures, surfacing.

Accessibility

Access to the fenced play area is via a 1.2m wide Type 1 path then through a timber pedestrian gate. For construction, large items could be lifted over the hedge from Richmond Way. Richmond Way is a winding residential street, on a hill. It is a no through road with limited turning space. There is no room on site for temporary storage of equipment.

The existing play area gets very muddy. Combined with the ground levels, this area is inaccessible to users for large parts of the year.

A small amount of ground levelling and new surfacing is desirable to ensure the new play area will be more easily accessible to all users.

Brief

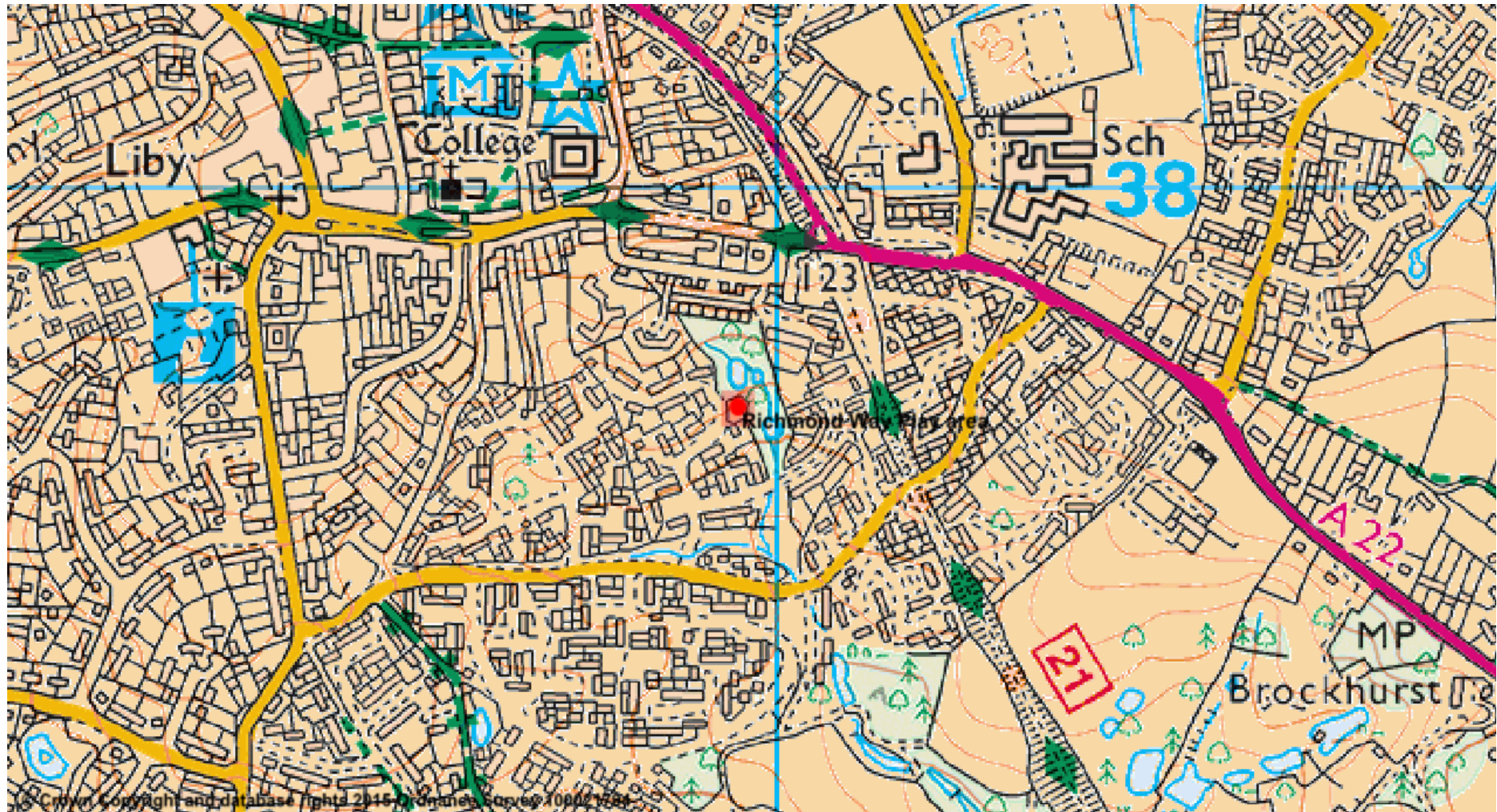
The existing play equipment caters for children up to about 12 years old. There are no other equipped play areas within walking distance so although this is a small space it must work hard to cater for many children. The target age range is for toddlers up to 12 years.

Essential Requirements
Remove existing play equipment (multiplay; swings; noughts and crosses panel; talking tubes)
Provide path to existing bench and bin
Supply and install accessible new basket swing which can be used by people of all ages and abilities
Supply and install climbing unit to straddle meridian line (for use by children up to 12yrs) <ul style="list-style-type: none"> - Two interconnected towers so that users can climb from East to West hemisphere. - Slide – preferably stainless steel - A variety of ways to climb up offering varying levels of challenge. - At least one tower to be over 1.5m tall - Colours to contrast against the green foliage of surrounding planting
Remove barkpit
Bound Rubber Mulch around climbing structure and overlaid over existing swing surface. To link play equipment and bench to provide dry route. Colours to highlight the route of the Meridian Line

Desirable Items
Provide new bench and bin, accessed by new surface from gate
Theming to pick up the East/West link
A flag or something that blows in the wind at the highest level of the multiplay unit to enhance feeling of height
Provide low level balance opportunity for use by toddlers
Provide animal sculptures to discover and interact with around the play space
Provide scented plants adjacent to seating



Richmond Way Play area, East Grinstead, West Sussex, RH19 4TG.





Richmond Way Play Area Improvements 2015

3 - Material Specification

1. MATERIAL SPECIFICATION

Note: BS EN 1176-1:2008 should be adhered to at all times.

1.1. Metal

- 1.1.1. Structural posts- min 2.5mm thick galvanised or stainless steel. 25 year guarantee against failure.
- 1.1.2. Other steelwork- min 5 year guarantee.
- 1.1.3. Slide- 2mm thick stainless steel
- 1.1.4. Chains – stainless steel in accordance with ISO 1834. Min 3 year guarantee. Must comply with BS EN 1176 to avoid traps.
- 1.1.5. New Swings to be “anti wrap”

1.2. Timber

- 1.2.1. Structural posts – Robinia with EN 350-2 class 1 resistance to rot. Min 20 year guarantee.
- 1.2.2. Laminated timber. Min 10 year guarantee.
- 1.2.3. Side panels – 22mm thick plywood or sawn timber. Min 15 year guarantee.
- 1.2.4. All timber to be sourced from FSC or similar managed forest with sound reforestation programmes.
- 1.2.5. All timber to be finished to be smooth and splinter free.
- 1.2.6. Where required, timber should be pressure treated in accordance with EN 351-1 and EN 335-2.
- 1.2.7. All posts should have galvanised steel shoe or offer min 15 year in ground guarantee.

1.3. Plastics and Rubber

- 1.3.1. Where possible, large areas of plastic and rubber should be avoided.
- 1.3.2. All plastic materials should be in compliance with EN71 standard.
- 1.3.3. Panels should be manufactured from coloured through high density polyethylene (HDPE) this material has high impact and wearing strength and is tested for UV stability. Material to conform to EN71-3
- 1.3.4. Nets and ropes should be manufactured from polypropylene and have inner steel cable reinforcement. Connectors should be aluminium or galvanised steel.
- 1.3.5. Space bars, handholds and safety devices (e.g. slide openings) should have a core of either galvanised or stainless steel.

1.4. Fixings

- 1.4.1. All fixings to be stainless steel and vandal proof

1.5. Impact Absorbing Surface

- 1.5.1. Bound rubber mulch certified to BS EN1177.
- 1.5.2. Made from recycled waste solid rubber vehicle tyres, free from non-rubber materials. Shredded and coloured.
- 1.5.3. Overlaid on geotextile liner if laid directly onto grass.
- 1.5.4. Edge of surface to be thicker, in a trench to prevent the surface being lifted up.

- 1.5.5. To be laid to form a continuous surface with no lips or gaps, to manufacturers instructions.
- 1.5.6. Samples to be supplied.
- 1.5.7. To be laid to a depth appropriate to the critical fall height of the equipment it surrounds to meet BS EN 1177.

1.6. Concrete

1.6.1. In-situ Concrete Mixes:

1.6.2. All mixes shall be “Designated Mixes” as specified in BS.5328:Part 2:1991 Section 5. The specification, design, material types and constituents, production, transportation, sampling, testing etc. will, where appropriate, comply with the relevant requirements of BS.5328: Part 1&2:1991 and Parts 3&4: 1990 including the latest amendments as and when issued by British Standards.

1.6.3. The designated mixes and their uses are to be as described in Table 1 below.

Mix Type	Designated Mix	Characteristic Strength N/mm ²	Cement Group	Aggregate nom/max size (mm)	Nominal Slump	Application
A	GEN 1	10	1	20	75 Very low nom 10	Blinding (kerb & edging bed and backing)

1.6.4. Substitution of Standard for Designated Mixes:

1.6.5. Where appropriate, Standard mixes to BS.5328: Part 2, Section 4 will be permitted in substitution for specified designated mixes in accordance with BS.5328:Part 1, Table 13 and in each case subject to approval

1.6.6. If Standard mixes are made on site comply with BS:8000:Section 2.1 Sub-sections 2, 3 and 4.

1.7. Cement Work

1.7.1. Cement for concrete shall be Ordinary Portland Cement to comply in all respects to BS.12.1978.

1.7.2. Aggregate shall be to BS.882.1983 and water for mixing shall be clean and of drinking quality. Ready mixed concrete shall comply to BS.1926.1962 and to specified mix and slump. Method for making test cubes will comply to BS.1881.1978 Part 108.

1.7.3. Concrete on being deposited in position shall be properly consolidated by use of rammer and/or mechanical vibrator.

1.8. Concrete Foundations:

- 1.8.1. Mix: to BS:5328, Designated mix not less than GEN 1 or Standard mix not less than ST2 (alternative mix for small quantities: 50 kg Portland cement, class 42.5, to 100 kg fine aggregate to 250 kg 0 mm nominal maximum size coarse aggregate, medium workability). Do not use admixtures.
- 1.8.2. Form neat foundation holes with vertical sides and cover bottom with a 50 mm layer of concrete.
- 1.8.3. Accurately position and securely support components.
- 1.8.4. Fill holes with concrete to not less than the specified depth, ensuring full compaction as filling proceeds.
- 1.8.5. Maintain any temporary support and prevent disturbance for at least 48 hours.
- 1.8.6. Concrete foundations exposed to view to be compacted until air bubbles cease to appear on the upper surface, then weathered to shed water and trowelled smooth.

1.9. Trees and shrubs

- 1.9.1. No work is to be undertaken on the trees or shrubs as part of this project.

1.10. Ownership

- 1.10.1. Products and materials arising from the works are to become the property of the Contractor except where otherwise stated.
- 1.10.2. Items to remain the property of the Employer shall be lifted/taken down or dismantled as required and stored on site or where directed ready for collection by others.

1.11. Materials Arising

- 1.11.1. Materials arising from excavation works are to be used on site if possible or removed from site and disposed of at Contractors tip as agreed with Project Manager.

1.12. Excavation

- 1.12.1. Excavate foundations trenches to the specified size and depth as required and/or to a natural bearing bottom of undisturbed sub-soil. Written instructions must be obtained from the Project Manager to form an excavation of a lesser or deeper depth.

1.13. Supports

- 1.13.1. Planking and strutting shall be used where required to comply with relevant Health and Safety Legislation and shall be removed on completion.

1.14. Removal of Existing Equipment and sundries

- 1.14.1. As indicated in the Project Brief or directed by the Project Manager, cut/burn off supports and leave with a smooth edge minimum 150mm below ground level. Where base of support is within 150mm of

ground level, or where the supports interfere with installation of new equipment, remove completely.

- 1.14.2. Break out existing foundations, beds, disused drains or redundant underground structures to the full extent and area of the drawings. Seal off ends of any existing drainage system. Remove and dispose of any contaminated earth. Backfill as necessary.
- 1.14.3. Levels in the area where the Bark pit and wooden surround that is to be removed shall be reinstated to tie in with the rest of the newly designed play area.
- 1.14.4. Should unrecorded foundations or drainage systems be found, obtain instructions from the Project Manager before proceeding.
- 1.14.5. All debris shall be removed and disposed of off-site at Contractors own tip unless otherwise agreed.
- 1.15. Reinstatement to grass areas
 - 1.15.1. Reinstatement areas to be seeded/turf will be covered by either undisturbed topsoil, or imported topsoil 150mm thick – BS 3882.
 - 1.15.2. After settlement after cultivations, unless otherwise stated shall be 25mm above adjoining paving or kerbs
- 1.16. Cultivation
 - 1.16.1. Break up any compacted topsoil to full depth. Reduce top 100 mm of all topsoil to a fine tilth suitable for blade grading (10 mm down particles). Remove undesirable material brought to the surface including stones and clay balls larger than 50mm in any dimension, roots, tufts of grass and foreign matter.
- 1.17. Grass seed / Turf for Play Area Reinstatement
 - 1.17.1. Low Maintenance grass seed mix.
 - 1.17.2. Rate of application: 1kg/30m².
 - 1.17.3. Increase rate of application by 50% for slopes exceeding 1:3.
 - 1.17.4. Sow seed in calm weather during April-Oct. Spread seed evenly at the specified rate(s) applied in two equal sowings in transverse directions. Lightly rake.
 - 1.17.5. Turf shall be used between Nov/March or as agreed with PM
- 1.18. Watering
 - 1.18.1. Water as necessary to ensure the establishment and continued thriving of all seeding/turf.
- 1.19. Water Restrictions
 - 1.19.1. If water supply is or is likely to be restricted by emergency legislation do not carry out seeding/turfing until instructed. If seeding/turfing has been carried out, obtain instructions on watering.

1.20. Cleanliness

- 1.20.1. Remove soil and arisings from hard surfaces and leave the works in a clean, tidy condition at completion.

2. PLAYGROUND CONSTRUCTION

2.1. Standards

- 2.1.1. All playground equipment, construction, design and layout shall be carried out, in accordance with British Standards which is BS EN 1176 and BS EN1177 This applies to all included works and materials.

2.2. Installation

- 2.2.1. All contractors must be accredited installers of play equipment and comply with the standards set out by the Royal Society for the Prevention of Accidents and the Association of Play Associations.
- 2.2.2. All contractors to be suitably qualified to operate all machinery and upon request supply relevant certification.
- 2.2.3. Appropriate PPE must be worn

2.3. Bill Items

- 2.3.1. The Contractor shall allow for the design supervision and reconstruction of the playground separately on the bill item.

2.4. Security Fencing

- 2.4.1. Heras (style) temporary site security fencing to be used to enclose playground whilst under demolition and construction.
- 2.4.2. Proper signage required

2.5. Mains Services

- 2.5.1. Records suggest that main services are present in areas adjacent to the playground. The Contractor shall make his own enquiries, as to exact location, to avoid damage or risks to employees or public.

2.6. Quantities

- 2.6.1. Contractors shall make their own calculations for quantities, and the priced tender shall make allowance for all the works described and indicated on accompanying relevant drawings.

2.7. Footpaths

- 2.7.1. Footpaths and access ways must be kept clean and tidy; any damage caused by the Contractor must be reinstated immediately to the satisfaction of the Project Manager or Officer from relevant authority if not on MSDC land. No extras will be payable in this respect, contractors are advised to protect paving, etc. by sheeting or temporary roadways.

2.8. Existing equipment and street furniture

- 2.8.1. Retained play equipment and street furniture must be kept clean and tidy; any damage caused by the Contractor must be repaired immediately to the satisfaction of the Project Manager. No extras will be payable in this respect.

2.9. Preservative Treated Timber

2.9.1. Treat surfaces exposed by minor cutting and drilling with two flood coats of a solution recommended for the purpose by main treatment solution manufacturer.

2.10. Damage to Galvanised Surfaces

2.10.1. Touch up minor damage, including on fastenings and fittings, using low melting point zinc alloy repair rods or powders made for this purpose or at least two coats of zinc-rich paint to BS 4652. Apply sufficient material to provide a zinc coating at least equal in thickness to the original layer.



Richmond Way Play Area Improvements 2015

4 - Evaluation Criteria

Introduction

This document sets out the criteria for the assessment of the tenders and the appointment of the Richmond Way Play Area Contractor.

Tender Evaluation and Appointment

Tender Evaluation

Tenders will be evaluated against the criteria set out in table below.

Table 1:

Price	0%
Quality	100%

The Council will evaluate all tenders on the basis of the non price tender evaluation criteria as detailed below. Weightings have been amended to reflect the Council's priorities.

Method Statements (Weighting 100%)

Your response to each of the questions must be no more than 2 sides of A4 using font: Arial 11. Information that is included over and above 2 sides of A4 will not be considered as part of your answer.

Question 1.1 is a mandatory requirement. If you do not meet the minimum guarantee requirements set out in the specification, we will not consider the rest of the questions. Each question has a different question weighting. Each response will be marked as detailed in table 2 below.

Table 2: Scoring Criteria

SCORE	CLASSIFICATION	DEFINITION
0	Unacceptable	No response, or totally unacceptable and does not meet the requirement in any way.
1	Inadequate	Substantially unacceptable and does not meet the Council's expectations in some significant areas. Response is inconsistent.
2	Weak	Weak response that does not fully meet the Council's requirements. Response may be minimal with little or no detail or evidence given to support or demonstrate sufficiency or compliance.
3	Satisfactory	Response largely meets the requirements in the specification / Council's requirements and some but patchy or brief evidence is given to support the answers.
4	Good	Criteria in the specification are met and evidence is provided to support the answers demonstrating sufficiency and compliance.
5	Excellent	Exceptional response that inspires confidence, specification is fully met and is robustly and clearly demonstrated. Full evidence as to how the proposal will be achieved is provided.

Evaluation of Quality

The quality questions will be scored out of a maximum of 100%. Your response to each of the questions must be no more than 2 sides of A4 using font: Arial 11. Information that is included over and above 2 sides of A4 will not be considered as part of your answer, and could therefore have a negative impact on your score.

Each question has a different question weighting (which is shown in the right hand column of the question sheet – document 5).

Following individual evaluations by the evaluation panel members a 'Moderation' meeting is held where the average and individual scores and observations are discussed. The group will come to a consensus, agreeing the strengths and weaknesses of the submissions and agreeing a single, more objective, group score if the average of the individual scores is not acceptable to the group. It is this 'moderated' score that is then used as the final score for the Method Statement assessment.

Final Evaluation

All scores are totalled and the contract will be awarded to the Tenderer with the highest total score.

Appointment

Based on the above evaluation the council is looking to appoint one contractor to service this contract.



Richmond Way Play Area Improvements 2015

5 - Method Statements

Your response to each question must be no more than 2 sides of A4 using font: Arial 11. Information that is included over and above 2 sides of A4 may not be considered as part of your answer.

Please ensure you insert the question number at the top of each page of your response.

1 Mandatory	
1.1 – Warranty / Guarantee Please provide details of your warranty / guarantee for each item proposed. See Document 3 for requirements.	Pass / Fail

Method Statements

Overall Weighting 100%

2 Method Statements	Question Weighting
2.1 – Essential Brief Please provide a detailed statement outlining how your design meets the needs identified in the Basic Requirements of the Brief in document 2 Please include a detailed 2D layout and a 3D drawing in addition to your statement.	53
2.2 - Play Value Please provide a detailed statement outlining how your proposed play equipment presents risk and challenge in terms of play value for a wide age range up to 12yrs old. Please specify each individual piece of equipment and identify the associated play value.	17
2.3 - Accessibility Please provide a detailed statement outlining how your proposal meets the accessibility of the target age group/s and their carers.	10
2.4 - Customer care Please describe how you will ensure delivery within the timescales set out in document 1. Please describe your processes and policies for after sales support, covering repairs, spares, replacement parts and technical advice.	20

Please note that the Council reserves the right to hold tender clarification meetings or for suppliers to present their ideas. Each section will be scored prior to the meetings and the scores may be moved up or down for the relevant section after the clarifications /presentations have taken place.