

**NEW ALRESFORD TOWN COUNCIL**  
**INFORMATION AND INSTRUCTIONS FOR**  
**TENDERING**

**INVITATION TO TENDER – redevelop playground at Stratton Bates Recreation ground, Grange Road, New Alresford, Hampshire, SO24 9HJ**

Tenders must be submitted in accordance with the following instructions. Tenders not complying with these instructions, in any particular way, may be rejected by the Council, whose decision on the matter is final.

**Invitation to Tender**

New Alresford Town Council 'The Council' is seeking to invite tenders from bespoke Playground Design and Build companies that specialise in natural play, for the design and redevelopment of the playground at Stratton Bates Recreation Ground in New Alresford.

**1.BACKGROUND**

The playground at Stratton Bates Recreation Ground is currently located on flat ground in the north west corner of the park and is currently approximately 1000 msq. Much of the existing equipment has gone beyond its expected lifespan and the result is a tired and somewhat uncoordinated playground. An additional problem identified with the current design at Stratton Bates is that it is too open and can result in an unsafe feeling.



*Playground at Stratton Bates Recreation Ground as it is presently*

**Public Consultation**

In December 2019 the Council appointed Feria Urbanism to undertake a public consultation on the style of playground and type of equipment residents would like to see at Stratton Bates Recreation Ground. The consultation involved workshops with Sunhill Infants School, Sunhill Junior School, Perins Secondary School, residents of Makin's Court (adjacent sheltered housing) and householders from surrounding properties.

Drawing together the results of the workshops, Feria Urbanism prepared three design scenarios which were presented at a public exhibition in September 2020 attended by over 200 people:

- “Wild Adventure Play” — Nature inspired play equipment made with natural materials and natural colour scheme
- “Big Equipment Play” — One large piece of equipment offering many different play opportunities
- “Colourful Fun Play” — Colourful soft matting underneath play equipment adds splashes of colour

These three scenarios were subject to a simple voting system, with “Like this idea a lot!”, “It’s good, but needs some work” and “Don’t like this!”, the results of which are detailed below:

	Like this idea a lot	Good but needs some work	Don’t like this
Wild Adventure Play	83%	11%	6%
Big Equipment Play	50%	31%	19%
Colourful Fun Play	24%	26%	50%

Drawing together the results of the public exhibition, it can be seen that there is a clear preference for Wild Adventure Play and a desire for some element of Big Equipment Play. Feria Urbanism developed a preferred ‘sketch design’ – a hybrid of the Wild Adventure Play and the Big Equipment Play design concepts – that sought to meet as many of the requirements as possible and could be appreciated and used by all ages.

The sketch design prepared by Feria Urbanism is to be considered indicative only, and the intention of the Council is that the supplier uses it to form the basis of their redesign of the playground at Stratton Bates but interprets it in the way they feel would provide most enjoyment and value to the residents of New Alresford.

The indicative sketch design and details of suggested equipment are included as Appendix 1.

## 2.PROJECT BRIEF

The Council is seeking a bespoke Design and Build playground company specialising in natural play, to redevelop the playground at Stratton Bates. The objective is to create a single space following the theme of ‘Wild Adventure Play’ and incorporating some element of ‘Big Equipment Play’ that is exciting, and challenging for children of all age ranges and for those with limited mobility, and encourages learning, creative and imaginative play. It should be visually appealing and feel safe for children and their carers. The new playground should be in the same location as the current playground, however there is some flexibility with regards to increasing or altering slightly, the boundary. The supplier should only regard the sketch design in Appendix 1 as indicative of the style of the new playground design. The plan should be based on the suppliers own interpretation of the project brief.

The area of the playground is not fixed to the current plot and may be extended within the grassed area provided that all the required safe distances from the marked football pitches are observed as a minimum.

The total budget for the new play area and removal of the existing play area is anticipated to be in the region of £120,000 - £150,000. While we have secured a considerable amount of this funding, we are still to secure the full amount. As such we would need the tender to show how the project can be phased if necessary.

## Overall Design

The playground **must** be of natural materials and colours. The indicative sketch design in Appendix 1 sets out a suggested layout for the play area..

The following design elements **should** be considered in the Tender:

- Accessible to different ages and levels of ability including users with physical and other disabilities
- The inclusion of natural hills and grassy mounds, which may incorporate tunnels and bridges to provide opportunities for play and visual interest
- Low maintenance planting to provide visual interest
- The creation of natural paths to link the space
- Fallen trees and/or boulders to provide opportunities for imaginative and adventurous play and add interest and structure to the playground.
- Features that give shade
- A wooden perimeter fence and consideration of a natural boundary treatment around the playground such as a native hedgerow

Please be aware that there is no supervision at the area and the site is not secured and will be used by all ages.

We would expect a minimum design life of equipment and materials, in particular timber, to be 25 years.

## Play Equipment

All equipment should comply with BSEN1176 and BSEN1177 and other relevant BS standards. Appropriate certification should be supplied during the construction process. The choice of play equipment should be based on the indicative sketch design and suggested equipment but the Council would like the supplier to develop their own proposals. The following **must** be included:

- One relatively large wooden structure suitable for children age 8-10+ yrs, positioned on flat ground that provides opportunities for climbing, tunnels, slides (possibly a double slide and/or a tube slide). This needs to be designed, orientated and landscaped carefully so as not to be too visually obtrusive

The following play equipment elements **should** be considered in the Tender:

- Play dens for younger children and hang out spaces and/or shelter for older children
- Swings, including a basket swing which is accessible to different levels of ability and ages
- A short slide down a mound which may be suitable for younger children
- A large open sided shelter of natural materials and an organic shape, providing protection from sun and rain and making the playground an attractive place for teenagers to meet and adults to watch their children.
- A climbing frame with climbing walls and rope riggings of a design using wood and organic shapes.
- A sunken trampoline that can be used by all age groups and wheelchair users.
- Jumping disks suitable for young children

## Materials

The play area should be made of natural materials such as timber and natural stone. All timber should be hard wearing and FSC sustainably sourced, preferably a hard wood.

## Removals

All existing play equipment on the proposed site should be removed and disposed of. The seesaw should be relocated to Arlebury Park playground in Alresford.

## Surfacing

The current play equipment is currently located on tarmac, wetpour safety surface and surrounded by grass. The surfacing in the new playground should be grass where possible, with appropriate surfacing round equipment in line with critical fall heights. All surfacing placed underneath and surrounding the equipment must comply with BSEN1177.

## Fencing and gates

The current wooden and metal fence will need replacing with something in keeping with the new playground. The area of the playground is not fixed to the current plot and may be extended within the grassed area provided that all the required safe distances from the marked football pitches are observed as a minimum. The boundary treatment should be constructed from wood, with consideration also given to a natural boundary treatment such as a native hedgerow, to enhance the appearance of the area whilst requiring minimal cyclic maintenance. At least two access points should be provided to allow movement through the park. They should be matching gates on self-closing hinges.

## CONTRACT ISSUES

### Performance of contract and after Sales and Service Level Agreements

At the start of the Contract the Tenderer and the Council shall agree the programme of work. The Tenderer must be able to meet the conditions and the penalties set out in the table below, and respond quickly and effectively to any post installation maintenance requirements.

Requirement	Details	Penalty
Completion of project on time	Other than delays due to aspects not within the control of the contractor, completion of 2 weeks beyond stated completion date	2% of value of Project Longer than 2 weeks - 3% of value of Project
Resolution of Warranty related defects	Beyond 4 weeks of notified defect if item is not safe to be used	5% listed value of equipment in question
Retention	Any defects or quality issues within 12 months of installation	2.5% of the value of the project to be withheld until 12 months following completion of the project

### Project Completion

The project will not be deemed complete until all snagging issues are resolved and the Post Installation Inspection is complete and satisfactory.

## TENDER PROCESS

### Qualification Questionnaire

The Qualification Questionnaire will be assessed on a pass/fail basis, and only those organisations that pass this stage will be considered for the project.

## Tender Evaluation

Tenders that successfully pass the Qualification Questionnaire will then be evaluated in line with the table below. Each category has a total number of points available which reflect the importance of the activity. Tenderers should therefore identify within their tender how they meet each of the categories.

<i>Item</i>	<i>Score</i>	<i>Detail</i>
Overall Design	55%	Meeting the project brief, design, layout, aesthetics of equipment, surfacing and timely delivery
Quality of Materials	25%	Maintenance, expected longevity of equipment, surfacing and groundworks and environmental impact
Cost	10%	Total cost of project and Value for money
Warranties	10%	What is covered in the warranty, length of warranty for each type of material

## Scoring System

Quality	Points	Criteria
Superior	4	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project's aims or requirements. Response highly relevant with comparable contract value.
Good	3	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project's aims or requirements with no negative indications or inconsistencies.
Below Expectations	2	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
Poor to deficient	1	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading
Unacceptable	0	Totally deficient and non-compliant for that criterion.

## Financial Assessment

The Council will carry out an independent appraisal of the 3 shortlisted tenders to assess their financial strength.

## Tender Timeline

<b>Action:</b>	<b>Date:</b>
Invitation to tender	28 <sup>th</sup> June 2021
Deadline for submission of tender clarification questions	19 <sup>th</sup> July 2021
Deadline for submission of Invitation to Tender Acknowledgement Form (Appendix 2)	26 <sup>th</sup> July 2021
NATC to answer outstanding questions	30 <sup>th</sup> July 2021
Tender Response Due	6 <sup>th</sup> September 2021
Tender selected and decision notified	No later than 30 <sup>th</sup> November 2021
Order Date and Contract issued	Immediately
Work to commence	Immediately

### Preparation of Tender and Tender Duties.

Tenderers will be asked to complete 3 key documents and provide a number of supplementary documents as part of their Tender submission. The three key documents are as follows:

- Invitation to Tender Acknowledgement – Appendix 2
- Form of Tender – Appendix 3
- Qualification Questionnaire - Appendix 4

### Invitation to Tender Acknowledgement - Appendix 2

Please acknowledge receipt of this Information To Tender (ITT) Pack and confirm your intention or otherwise to submit a Tender by returning the form enclosed as Appendix 2 by no later than 19<sup>th</sup> July 2021.

Please note that only those companies who confirm their ITT Acknowledgement by 26<sup>th</sup> July 2021 will be sent any future correspondence relating to this tender including clarification information.

If you decide not to submit a proposal please complete and return the form stating your reasons for not submitting a proposal in the space provided or on a separate letter.

### Form of Tender - Appendix 3

The Tender shall be made in ink on the Form of Tender enclosed.

The Form of Tender must be signed 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 company secretary, such persons to be duly authorised for the purpose.

### Qualification Questionnaire - Appendix 4

The Qualification Questionnaire should be completed and submitted as part of the Tender and the following enclosed:

- Health & Safety Policy, Risk Assessments and Safe Working Procedures

- Public liability, professional liability, product liability and employer's liability Insurance, all of which must identify the level of indemnity

### **Supplementary Tender Documents**

The Tender must also include:

- Details about the organisation and method of working
- Proposals for undertaking the replacement of the new play space
- A scale drawing of the proposed scheme 1:100
- Two A3 paper copies of the proposed scheme
- Details of any part of the replacement programme of the new play/recreation space to be sub-contracted and details of any proposed sub-contractors
- An outline schedule of works detailing the anticipated delivery dates and installation period.
- Total cost and detailed breakdown of prices showing:
  - Unit price per item of equipment
  - Detailed costs of all sundry items, including fencing and surfacing
  - Installation costs per item of equipment and of sundry items
  - Details of any additional items /costs such as security, delivery and storage

### **Site Visit**

Before submitting a tender for the service, bidders are advised to visit the site to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the project.

### **Tender Questions and Clarifications**

Tenderers are advised to study the Invitation to Tender. Tenderers should seek to clarify any points of doubt or difficulty (including any apparent ambiguities, errors and omissions in the tender documents) with the Council prior to submitting a tender.

Any questions or matters of clarification regarding the ITT procedure, contract documentation, brief or requests for further information should be submitted by e-mail to [deputyclerk@newalresford-tc.gov.uk](mailto:deputyclerk@newalresford-tc.gov.uk)

The deadline for submission of tender clarification questions is 19<sup>th</sup> July 2021.

By 30<sup>th</sup> July 2021 all questions and the Council's responses, will be circulated to all Tenderers who have submitted the Invitation to Tender Acknowledgement (Appendix 2).

Except in response to a query as set out above, no-one has any authority to make any representation or explanation to Tenderers as to the meaning of any aspect of this ITT pack or of anything to be done or not to be done by the successful Contractor.

### **Period of Validity**

Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the closing date for receipt of tenders.

## **Submission of Tender**

Tenders shall be submitted in a plain sealed envelope / package clearly marked “**Tender for Stratton Bates Playground**”, in large bold print, by registered post, recorded delivery service to:

*Town Clerk  
New Alresford Town Council,  
Arlebury Park  
The Avenue  
New Alresford  
Hampshire  
SO24 9EP*

The envelope must not bear any name or mark indicating the identity of the sender.

Tenders must be received by no later than 1pm on 6<sup>th</sup> September 2021.

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

Information supplied by Tenderers will be treated as contractually binding subject to the conditions and requirements laid down in this Invitation to Tender. The Council reserves the right to engage in a tender clarification process with one or more of the organisations who submit a proposal.

## **Costs in Tender**

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

The prices/fees to be inserted in the Form of Tender shall be the full inclusive value of the goods, works and services described (The Services). They shall represent all costs and expenses which may be incurred in order to provide the Services in accordance with the Conditions and Specification and to assume all express and implied risks, liabilities and obligations imposed by the Conditions, the Specification and all other documents forming part of the contract.

Bidders shall be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their Tender, which, shall (except in so far as it is otherwise provided for in the contract), cover all their obligations under the contract, and shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their tender. The Council is not bound to accept the lowest or any tender.

## **Scope of Tender**

Tenders are being invited on the basis of undertaking the whole of the Services.

## **Tender Costs**

The Council will not be liable in respect of any costs, expenses or losses incurred (of whatever nature) by Tenderers in the preparation of Tenders or any associated work effort in connection with this tender process.



## **Inducements**

Offering an inducement of any kind, as defined in the Bribery Act 2010, in relation to obtaining this or any other contract with the Council will disqualify your proposal from being considered and may constitute a criminal offence.

## **Payments**

Payments will be made within 28 days of receipt of an invoice subject to all Services being completed to the satisfaction of New Alresford Town Council.

## **Sub-contracting**

When submitting its Tender, the Tenderer must notify the Council of any parts of the services which it proposes to sub-contract. Failure to do so will invalidate any such tender.

The Council's prior written approval must be obtained before any part of the services is sub-contracted.

The Council reserves the right to refuse such approval at its absolute discretion. An approved sub-contractor must give a direct warranty and undertaking to the Council but the Contractor will nonetheless remain primarily liable for the provision of the Services.

## **Award of Contract**

The Council expect to award the Contract by at least end of November 2021. The successful Tenderer will be required to execute a formal contract in the form of a JCT Minor Works with contractor's design 2016. Until such execution the successful Tender together with the Council's written acceptance shall constitute the contract.

## **Health and Safety**

Tenderers will be required to comply with the Health and Safety at Work Act 1974 and all other regulations made under the Act.

## **Accuracy**

Information supplied to Tenderers by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Tenderers.

## **Confidentiality**

All information supplied by the Council in connection with this Invitation to Tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Any data provided by the Council may only be used for the purposes of providing the Services and may not be used for any other purpose without the prior written consent of the Council

## **Freedom of Information**

The Council is a public authority within the meaning of the Freedom of Information Act 2000. Information in relation to this Tender and all correspondence received may be made available on demand in accordance with the Freedom of Information Act 2000.

Tenderers should state if and why any of the information supplied by them in response to this Tender is confidential or commercially sensitive or exempt from disclosure under the aforementioned Act. Notwithstanding the foregoing, unless an exemption under the aforementioned Act or a duty of confidence applies, information shall be disclosed in accordance with the Freedom of Information Act 2000 in response to a freedom of information request where the public interest in favour of disclosure outweighs a Tenderer's commercial interests in maintaining non-disclosure.

### **Publication of Successful Tender**

The Council may publish the amount of the successful tender and the name of the successful Tenderer.

# Aerial View of Stratton Bates playground



# Appendix 1 Indicative Sketch design



## **Key to Indicative Sketch Design**

- 1.** A relatively large wooden structure suitable for children age 8-10 yrs, positioned on flat ground that provides opportunities for climbing, tunnels, slides (possibly a double slide or a tube slide).
- 2.** A wooden perimeter fence
- 3.** Wooden play huts for imaginative play
- 4.** Swings, including a basket swing which is accessible to different levels of ability and ages
- 5.** Natural elements such as logs and boulders to add interest and structure to the playground. These would act as natural barriers preventing children from running into the swings and provide additional play and seating opportunities.
- 6.** Grassy mounds with tunnels and bridges creating an organic landscape with exciting opportunities to play
- 7.** A short slide down a mound which may be suitable for younger children
- 8.** A large shelter, providing protection from sun and rain and making the playground an attractive place for teenagers to meet. This would also offer adults a comfortable place to sit and watch their children. Locating it centrally in the space would ensure a good overview of the area. A design that is open to all sides reduces the risk of unsocial behaviour. Natural material and organic shapes go well with the nature-inspired design approach.
- 9.** A climbing frame with climbing walls and rope riggings. A design using wood and organic shapes follows the overall favoured approach of a natural looking playground.
- 10.** A sunken trampoline that can be used by all age groups and wheelchair users.
- 11.** Jumping disks suitable for young children



## Appendix 2

### INVITATION TO TENDER ACKNOWLEDGEMENT

#### TENDER FOR THE CREATION OF A PLAY AREA AT STRATTON BATES RECREATION GROUND

\*I/ We intend to submit a tender by the required date and confirm that all of the information required, will be enclosed with our formal submission.

\* I/We are unable / do not wish to submit a tender and our reasons for this are set out below.

Please insert here your reasons for not submitting a tender, or include in a separate letter:

We confirm that we will treat all information supplied by the Council as confidential and will not communicate any of that information to any other party or make use of that information for any purpose other than preparation of a response to the Invitation to Tender.

Signed: \_\_\_\_\_ Date

On behalf of:

Address:

Name (Block Capitals)

Position:

E-mail address for further Correspondence:

*\*Delete as appropriate*

**This form must be returned by no later than 19<sup>th</sup> July 2021 to ensure receipt of any further correspondence including clarification responses.**

To be returned by e-mail to: townclerk@newalresford-tc.gov.uk

Or by post to:

*Town Clerk  
New Alresford Town Council,  
Arlebury Park  
The Avenue  
New Alresford  
Hampshire  
SO24 9EP*

## Appendix 3

### FORM OF TENDER

TO:

*Town Clerk  
New Alresford Town Council,  
Arlebury Park  
The Avenue  
New Alresford  
Hampshire  
SO24 9EP*

I/We,

.....  
(insert full legal name of tenderer including 'Ltd' or 'plc' or as the case may be – **please note:** if the legal name is a business name not followed by 'Ltd' or 'plc' or a similar expression, please state the legal nature of the tenderer, e.g. partnership or incorporated unlimited company) hereby offer to provide the works, services and goods ('the Services') in accordance with the Conditions of Contract and Specification Brief for the Fixed Sum of £.....

1. I/We hereby warrant and represent to, and undertake with the Council that:-

- a) I/We have not directly or indirectly canvassed any Member or Official of the Council with a view to gaining more favourable consideration of my/our Tender;
- b) All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by myself/ourselves my/our employees or agents in connection with the Form of Tender (and without prejudice to the generality hereof) are true, complete and accurate in all respects;
- c) I/We have not submitted the Form of Tender or entered into the Contract in reliance upon any representations or statement (whether made orally or in writing) which may have been made by the Council or on the Council's behalf;
- d) I/We have full power and authority to enter into the Contract and to provide the Service;
- e) I/We have sound financial standing and have sufficient working capital available to perform the contract in accordance with the conditions for the entire duration of the contract period;

2. I/We agree that:

- a) This tender shall be kept open for 90 days from 6<sup>th</sup> September 2021
- b) The Contract shall become binding upon the Council's written acceptance of the Tender
- c) The Council is under no obligation to accept this or any other Tender

Dated this

day of

2021



(1) Signature

Name:

Authority:

(2) Signature

Name:

Authority:

Please complete this form in full and return it with all other items referred to in the Instructions to Tenderers. (Words defined in the Conditions of Contract and Specification shall have the same meaning in this Form of Tender)

## Appendix 4

### QUALIFICATION QUESTIONNAIRE

Suppliers should provide the following information to determine their financial and technical competence/suitability to supply the tendered Service. Please note the Council may obtain an independent appraisal of financial strength.

1. Trading Name of Contractor:

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2. Full Name of Contractor:

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3. Address of Registered Office:

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4. Address and telephone number of office from where the Council's work would be carried out:

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5. Person applying on behalf of the Contractor:

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Position in Company:

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Tel No: \_\_\_\_\_

e-mail:

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6. Date of Formation of Company:

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7. Registration Number where a limited Company:

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8. Health & Safety

New Alresford Town Council firmly believes that successful Health & Safety management is integral to the efficiency and effectiveness of any organisation. It is therefore essential that the following questions are fully completed.

(i) Number of people employed by your organisation:

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(ii) Name and designation of person responsible for Health & Safety within your organisation:

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(iii) Do you have a Health & Safety Policy? If yes please enclose.

**YES/NO**

(iv) Do you have risk assessments for the Services to be provided to New Alresford Town Council? If yes, please enclose.

**YES/NO**

(v) Do you have Safe Working Procedures for the Service to be provided to New Alresford Town Council? If yes, please enclose.

**YES/NO**

(vi) Please provide the name and qualifications of the person used for competent health & safety advice to your organisation.

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(vii) Please list any improvement notices, prohibition notices or prosecutions served on your organisation within the last 5 years.

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(viii) How many accidents or near misses (if any) have been reported to you, by members of your staff in the last 12 months? Please detail below:

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(ix) How many RIDDOR reportable accidents (if any) have there been in the last 12 months? Please detail below:

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**9. Insurance**

**(i) Name and address of Insurance Provider**

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(ii) Public Liability (Third Party) Insurance - **Please enclose a copy of current policy.**

Limit of cover  
Insurer  
Policy Number  
Expiry Date

(iii) If your Public Liability Insurance cover is for less than £5 million, please confirm that you would be prepared to make cover of this amount available in the event of your being awarded a contract.

**YES/NO**

(iv) Professional Liability Insurance – **Please enclose a copy of your current policy**

Limit of Cover:  
 Insurer:  
 Policy Number:  
 Expiry Date:

(v) If your Professional Liability Insurance cover is for less than £2 million, please confirm that you would be prepared to make cover of this amount available in the event of your being awarded a contract.

**YES/NO**

10. Previous Experience

Please give details of three of your most relevant recent or current contracts that we can contact, preferably with the public sector in the South East area. By giving these details you consent to us contacting them.

Organisation and Address	Contact Name Telephone No & e-mail	Date	Contract Value	Contract Description
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			

11. Has your company had a contract terminated or its employment determined within the last three years? If yes, please give details below:

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