



# WETHERBY TOWN COUNCIL

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## SANDRINGHAM PARK - PLAYGROUND REFURBISHMENT INVITATION TO TENDER OCTOBER 2023

### 1. Project Mission

To enhance Sandringham Park as a safe, peaceful green space which can be enjoyed by all people.

### 2. General

2.1 Quotations are invited for the refurbishment of the children's equipped playground at Sandringham Park.

2.2 The procurement process will be conducted 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 select the tender which offers best value to the Wetherby community.

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

2.4 Wetherby Town Council officers responsible for this project are:

Mrs Iona Taylor – Town Clerk

Mr Stephen Cohen – Facilities Manager – [facilities@wetherby.co.uk](mailto:facilities@wetherby.co.uk)

### 3. Background

3.1 Wetherby Town Council owns and maintains most of the parks and open, green space recreational facilities in Wetherby, West Yorkshire.

3.2 The Town Council's portfolio includes three children's equipped play areas which were refurbished in 2018:

- King George's Field (Scaur Bank).
- Masons Field.
- Nidd Approach.

3.3 The Town Council also owns Sandringham Park which is registered as a Field in Trust. The playground area within Sandringham Park is currently leased to Leeds City Council (LCC) with an expiration date of January 2024.

3.4 The Town Council will then take back responsibility for the whole site and is keen to refurbish the children's equipped playground in the first half of 2024.

#### 4. Site Information

4.1 Sandringham Park is a centrally located park within Wetherby and is surrounded by houses facing and backing onto the field and playground.

4.2 Postcode: LS22 6PG

What 3 Words: ///galloping.forks.watched



4.3 Approximate area of playground (shown in red on map): 500m<sup>2</sup>

#### 4.4 Current Condition

4.4.1 The playground is one of the key features of Sandringham Park and is one of the main reasons for people visiting the location but is in a greatly dilapidated state.

4.4.2 The area has been blighted by anti-social behaviour which led to the removal of a main item of equipment. A lack of effective maintenance to the equipment since it was installed has also contributed to it being in the state shown in the following images.





#### 4.5 Site Visit

4.5.1 A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. Tenderers should visit Sandringham Park 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.

4.5.2 The playground at Sandringham Park is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

4.5.3 Wetherby Town Council Officers will be on site between 12 noon and 2pm on Thursday 19<sup>th</sup> October 2023 to meet and representatives of contractors intending to tender. No other face to face or verbal contact will be entered in to during the tender period.

#### 5. Budget & Funding

5.1 The project budget is £150,000 - £200,000.

5.2 Leeds City Council has already pledged a sum of grant funding towards the refurbishment of the Sandringham Park playground.

5.3 The Town Council intends to apply for other grant funding for the remainder of the project costs. A period of 4 months has been included in the project timetable to facilitate this.

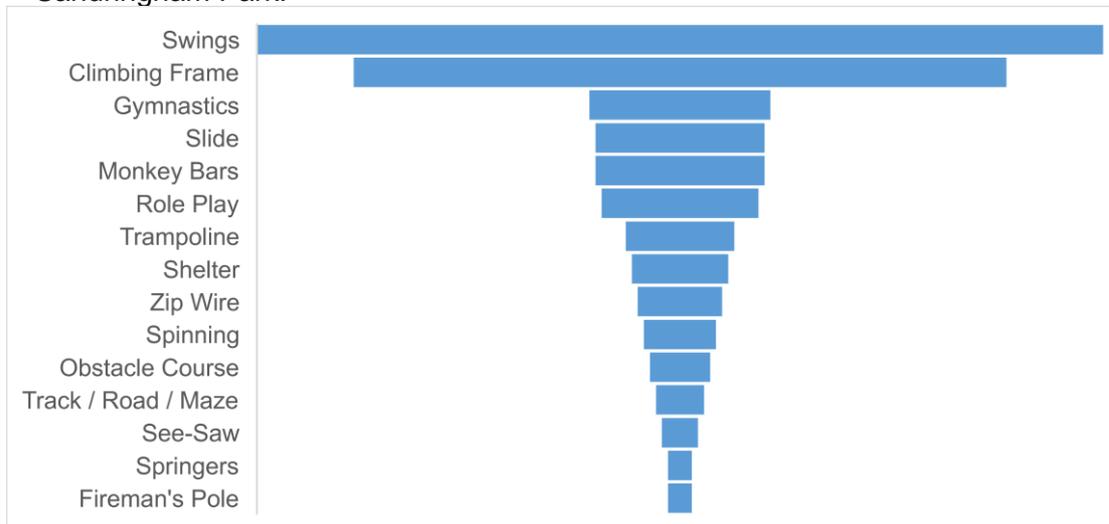
5.4 The Town Council encourages any additional value-added options within the proposal. These should be set out separately in the tender proposals.

5.5 All prices are to be net, excluding VAT.



## 6. Design Brief

- 6.1 Supply and install new play equipment and safety surfacing suitable for children aged from toddler to 12 years old and beyond, noting concerns about the provision of equipment for older children as detailed in the constraints section of this document.
- 6.2 Wetherby Town Council has carried out a recent public consultation which showed a preference for the following activities being facilitated in a refurbished playground at Sandringham Park:



- 6.3 Tenderers should use this information, and the other consultation feedback provided, as the basis for their proposed designs.
- 6.4 The playground layout should be designed such that there are three graduated areas:
- Non-physical / sensory play area (most southerly area of the playground).
  - Equipment intended for younger children.
  - Equipment intended for older children (northern area of the playground).
- 6.5 The non-physical/sensory play area should include seating provision. Consideration should be given as to how these can be fully inclusive and also give maximum engagement value (e.g. incorporating games into table-tops).
- 6.6 Tenderers should include provision of the supply and installation of new safety surfacing throughout the refurbished playground.
- 6.7 Tenderers should include the provision of a 'Wetherby themed' road system within the renewed playground surface, incorporating role play and other non-physical activities along the route as described in the opportunities section of this document.
- 6.8 All equipment shall be manufactured, tested, installed and conform to the relevant British and European Standards (i.e. BSEN1176 and BSEB1177).
- 6.9 Tenderers should give consideration as to whether any items of equipment can be retained. Financial provision should be made in the tender for any necessary refurbishment where financially and environmentally advantageous. Details of proposed refurbishment should be included in the tender.
- 6.10 Any equipment not being retained is to be removed and disposed of by the contractor.



## 7. Constraints

### 7.1 Anti-Social Behaviour

7.1.1 Sandringham Park has suffered from anti-social behaviour for many years.

7.1.2 The severity has been reduced in the past year since the removal of the main item of equipment from the playground, as shown below. This provided opportunities for groups to shelter at height and had an enclosed tunnel slide:



7.1.3 Recommendations resulting from the recent consultation show that:

- Whilst teenagers may wish to use Sandringham Park, equipment should not be included which is specifically designed for use *only* by children aged 12 and over (e.g. overhead rotators).
- Equipment should be 'transparent' and should not provide opportunities for groups to shelter out of sight.
- The site has been subject to arson attacks, graffiti and damage from sharps. Tenders should specify how the equipment and surfaces have been made resistant to vandalism.

### 7.2 Proximity of Neighbours

7.2.1 The close proximity of neighbouring properties and topography of the site as a former quarry must be taken into account during the design of the playground.

7.2.2 As demonstrated during the recent consultation, equipment which is designed to make a noise, or which has moving parts which clash can have a detrimental impact on the quality of life enjoyed by residents in this area and should not be included in playground designs.

7.2.3 Consideration must be given to the aesthetics of the refurbished playground. The use of colour should be carefully considered to provide a contrast for visually impaired users, whilst not causing undue visual impact to neighbouring properties.

7.2.4 New items of equipment should not be of such a height or orientated so as to provide opportunities for users to look directly through windows of neighbouring properties.



## 8. Opportunities

### 8.1 *Inclusive & Accessible Play*

8.1.1 The excellent access to Sandringham Park is highlighted with stairs on one side and a ramped access on the other which gives a unique characteristic not seen at any of the council's other playground sites.

8.1.2 Wetherby Town Council is keen that the Sandringham Park site becomes an exemplar for inclusive and accessible play. Compliance with the Equality Act (2010) is not only necessary but must be exceeded. This applies to all equipment, seating, surfacing, fencing and gates.

8.1.3 Tenderers should use available guidance to provide designs which meet the project's aim of providing a green space which can genuinely be enjoyed by all people. Resources include, but are not limited to:

- <https://www.sensorytrust.org.uk/resources/guidance/inclusive-play>
- <https://www.scope.org.uk/campaigns/lets-play-fair/inclusive-playgrounds-campaigning-guide/#Accessible-playgrounds-equipment-and-features>

### 8.2 *Multi-Use Goal*

8.2.1 Tenderers may optionally bid to install a multi-use goal end in the northeastern section of Sandringham Park.

8.2.2 The recent public consultation showed significant public support for the provision of this item. Whilst respondents were keen to see a unit with as many features integrated as possible (e.g. football, cricket, targets and basketball), tenderers must be mindful of the noise impact of balls against solid panels.

## 9. Timetable

Tender for designs (contract finder.)	2 <sup>nd</sup> – 27 <sup>th</sup> October 2023
Site Visits	12 <sup>th</sup> October 2023
2 <sup>nd</sup> public consultation on designs.	1 <sup>st</sup> to 22 <sup>nd</sup> November 2023
Select preferred contractor (Property Committee).	27 <sup>th</sup> November 2023
Refine design with preferred contractor.	w/c 27 <sup>th</sup> November
Final design approval (Full Council) and publication on website.	12 <sup>th</sup> December 23
Secure funding.	November, December 2023 January, February 2024
Place order for new playground and enter contract with supplier.	February 2024 12–16-week lead time
Secure site and hand over to contractor.	April /May 24
Installation complete.	April / May 24
Post installation inspection.	April / May 24
Fault rectification.	April 24 /May
Grand opening of playground.	May 24

9.1 Any questions about the project are to be sent by e-mail to the Facilities Manager by 25<sup>th</sup> October 2023 - any questions submitted after this date will not receive a response. All questions asked will be shared to known interested parties via blind copy email.

9.2 The deadline for the receipt of tenders is 13:00hrs on Friday 27<sup>th</sup> October 2023.



## **11. Site Management During Installation**

### *11.1 Preparation and Groundworks*

- 11.1.1 Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Contractor's cost.
- 11.1.2 The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.
- 11.1.3 Please identify the price within the Tender for any necessary grass, tarmac and other reinstatement works that may be required following completion of works.
- 11.1.4 Ownership, liability and responsibility for insurance of the play area and installation works will lie with the Contractor until a satisfactory Post-Installation Report has been accepted by Wetherby Town Council. This will be confirmed in writing on the day of the handover of the site by the Facilities Manager and the Contractor.
- 11.1.5 Storage of new play equipment, machinery and equipment, etc during the construction period will be the responsibility of the Contractor.
- 11.1.6 A project co-ordinator or single point of contact must be nominated by the Contractor who should be readily contactable to deal with any queries and problems that may arise.

### *11.2 General*

- 11.2.1 The play area must be contained within security fencing – Heras temporary security fencing or similar, supplied by the Contractor, whilst work is in progress and Heras temporary security fencing should remain in place until a satisfactory Post-Installation Inspection and Report has been completed, submitted to and accepted by Wetherby Town Council.
- 11.2.2 Access to the remainder of Sandringham Park must be available and safe at all times during the refurbishment of the playground.
- 11.2.3 There are no on-site welfare facilities and so temporary arrangements must be made by the Contractor.
- 11.2.4 A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on the remainder of Sandringham Park. The Town Council reserve the right to determine the final location of the compound.
- 11.2.5 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise does not cause nuisance to any users of Sandringham Park or neighbouring residential properties or roads, etc outside the site boundary.
- 11.2.6 Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to residential properties.
- 11.2.7 The Contractor will need to supply Wetherby Town Council with a copy of their final site Risk Assessment, Method Statement and a copy of their current public liability insurance at least 14 working days before the start of the project.



11.2.8 The Contractor shall advise Wetherby Town 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.

11.2.9 It is not known if there are any underground services within the playground. 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.

11.2.10 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons they employ 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 Wetherby Town Council and all other persons in relation to the contracted works.

### 11.3 *Limitation of Working Hours*

11.3.1 Works are permitted to be carried out during normal working hours, 8am – 5pm Monday to Friday. Out of hours work may be permitted by the Town Council, subject to the nature of works and by prior approval. Noisy works will generally not be permitted at weekends.

11.3.2 Working hours are to be agreed with the Town Council prior to the commencement of works.

## 12. **Maintenance & Aftercare**

12.1 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.

12.2 Tenderers should provide details of their own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.

## 13. **Climate & Biodiversity Emergency**

13.1 Wetherby Town Council has declared a climate & biodiversity emergency and has committed to ensuring that environmental and sustainability issues will inform every decision that it takes. Priority will be given to Contractors who share the Town Council's environmental objectives.

13.2 The successful tenderer for the Sandringham Park playground project will have demonstrated:

- Compliance with the ISO 14001:2015 standard.
- Proposals to refurbish and reuse existing equipment where appropriate.
- Proposals for the recycling of any equipment / materials taken out from the site by a licensed recycling centre.
- Proposals for the responsible disposal of any equipment / materials that are taken out from the site and cannot be otherwise recycled.



- How they and their suppliers are minimising environmental impact including:
  - Sourcing materials.
  - Manufacture.
  - Packaging.
  - Transport
  - Disposal and product end of life options.

#### **14. Further Requirements**

14.1 All tenders submitted for consideration by the Town Council must include:

14.1.1 Provision for amendments to the design prior to an order being placed.

14.1.2 Provision for the quotation to remain valid for a period of 90 days to allow the Town Council the opportunity to secure funding.

14.1.3 All works associated with the playground refurbishment being undertaken by the appointed contractor and no elements being sub-contracted. This is non-negotiable and tenderers are advised to withdraw from the process if this requirement cannot be guaranteed.

#### **15. Evaluation and Award Completion**

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

##### *15.1 Evaluation Criteria:*

- Play Value
- Economic Value
- Design Suitability
- Inclusivity
- Public opinion on design.
- Project Methodology
- References and case studies.

##### *15.2 Scoring system*

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.

15.3 Wetherby Town Council does not bind itself to accept any tender.

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

#### **16. Submission Documents**

16.1 Proposals for undertaking the replacement of the new play space.



- 16.2 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.
- 16.3 Health & Safety Policy, Risk Assessments and Safe Working Procedures.
- 16.4 Project methodology.
- 16.5 Copies of public liability, professional liability, product liability and employer's liability insurances, all of which must identify the level of indemnity provided.
- 16.6 A scale drawing of the proposed scheme 1:100.
- 16.7 Designs should be presented on A4 and A2 as well as a digital image in a standard format (JPG, PNG, etc).
- 16.8 Copies of the company's certificates in relation to BS EN1176 & 1177.
- 16.9 Details of any value added proposals and how they might impact on whole life costs.
- 17. References**  
Tenderers should supply the names and contact details of at least 4 similar projects, two of which should be at least 5 years old.
- 18. Project Completion**
- 18.1 Tenderers should include financial provision within their submission for a post installation inspection to be carried out by an RPII accredited third party.
- 18.2 The project will not be deemed complete until all snagging issues are resolved. Payment may be withheld until the Independent Post Installation Inspection is complete and satisfactory.
- 18.3 On completion of the project any area (within the playground or wider Sandringham Park area) that has been damaged during the installation such as turf, fencing, existing equipment or site access must be returned to the original condition, or better, at the contractor's expense. No trip or uneven areas are to be left.

