

# Cookham Parish Council



## Alfred Major Recreation Ground Play Area



**Request for Tender**  
September 2021



# PROPOSAL

## Request for Tender Alfred Major Recreation Ground Play Area

All Submissions required online  
Opens 9th September 2021  
Online Closes 7th October 2021 (4pm)  
(Hard copy submission will be required to arrive within 1 day of closing date)

### Contacts

Questions and qualifications to  
Jill Gavin (Clerk to the Council) [office@cookhamparishcouncil.org.uk](mailto:office@cookhamparishcouncil.org.uk)

### Site viewings

The site is open for viewing independently.

CPC representatives can accompany on  
Friday 17th September 2021 10am-12noon, please email.

Budget £80,000 (ex VAT)

Your design submission is invited for the design, renovation and construction of an existing play area on the Alfred Major Recreation Ground, Cookham.

The principal objective is to maximise the play and leisure value of the site for all children of all abilities, as well as having regard to the suitability of your design to the location and the surrounding area.

The submission will be evaluated on the basis of play value, innovation, inclusivity, value for money, durability, & aesthetics.

We encourage the renovation of existing equipment and are open to its repositioning if required.

After first submissions a public consultation will take place, received feedback will make up part of the evaluation. The tender submitters needs to provide the necessary materials (e.g. drawings) to support such a Community Consultation event.

A second round of the tender will draw on all submissions and feedback and may include changes to the brief. Design changes should be factored in the final costs.

The award will be made after evaluation of the second round of tendering.

**Site Address:**

**Alfred Major Recreation Ground, Cookham, Berkshire**

(Postcode for Cookham Rise School next to the Recreation Ground is SL6 9JF)



**We require a breakdown of the cost for the five (5) parts of the project.**

**Total Play area:**

1. Age range 3 years to 12 years
  - a. Play area
  - b. Fencing and securing
  - c. Planting
2. A separate TEEN (14years+) area, at a central Recreation Ground location. The aim is to provide an area of seating, minimal cover and waste bins for short term visits. This must also take its surroundings and disturbance into account.
3. A four (4) station fitness trail drawing users to the edges and corners of the Recreation ground, whilst not essential, would be viewed positively.

**A detailed brief follows:**

The proposed new and renovated play area will be located in the position of the existing play area and to a configuration of your choosing.

A play area design emphasising the local connection with the “Wind in the Willows” book will be viewed positively.

We encourage the renovation of existing equipment and are open to its repositioning if required.

The play area must be appropriately fenced to exclude dogs and to retain young children in the play area (see required separate charge).

Planting and landscaping can also be used to define play areas and separate from uses. Designs should be low maintenance and add movement, colour and scent to the site without looking too ornamental.

Under the works you should allow for:

- No onsite nor technical support will be provided by Cookham Parish Council.
- Supplier to take full responsibility to check and ascertain the installation feasibility.
- Positioning, supply and installation of all play equipment and associated works, as per your design, variations to be agreed with the Landscape Officer.
- The locations is within 50m of a primary school and housing.

## **Equipment within the play area**

The emphasis of this play area should be towards natural play and inclusivity.

Contours: site contouring can be added where it creates additional interest and helps define the play area.

Clustering of equipment by age range is preferred.

### **Equipment**

- NEW equipment life span is expected to be at least 20+ years.
- RENOVATED equipment life span is expected to be 12+ years
- A slide incorporated imaginatively with ground modulation, if necessary, will be required.
- Use of timber logs and boulders suitable as play equipment will be acceptable.
- Timber retaining boards if used, are to be a minimum thickness of 22mm, pressure treated after being cut to final dimensions. Where this is not possible all sawn or cut faces, boring etc are to be liberally swabbed with 'Celcure B', 'Ensele' or 'Pro-tim' preservative, obtainable from the impregnation plants.
- All elements should be as multifunctional as possible e.g., boulders as seating /climbing features.

### **Surfaces and safety**

- The supply and installation of safety barriers, e.g., for play equipment, in accordance with minimum use zones and EN regulations.
- (e.g., Seats boulders and/or planting could also be used for this purpose if preferred and if meeting legal requirements.)
- Fall protection and safety surfaces for the play area should meet appropriate National Safety Standards for the equipment, activity, location and child age ranges.
- Rubber mulch, of a natural colour, which meets the appropriate National Safety Standards is a preferred but not compulsory option due its low maintenance requirement, repair costs and installation costs.
- All proposed types of safety surfacing should have appropriate ground preparation to ensure free drainage, geotextile membrane, edging and access ramps or transfer platforms (cross-sectional details will be required along with your tender return).
- Historic surfaces may be present and may require removal, this possible requirement is part of the tender and is to be included in the tender costings.

## **Levels and Ground works**

- Works MUST avoid tree root protection areas and CCTV cable conduits.
- Any necessary ground modelling requires the completion of the works with smooth flowing contours, falls to appropriate tolerances, and no abrupt changes in level.
- Falls must ensure that water does not pond on any play area surface or equipment nor collect in any pit bases.
- It is preferred that any surplus excavated soil should be retained and re-used for ground modelling / landscape works on site.(in locations agreed with the Landscape Officer). If surplus soil is not required onsite, then its safe and appropriate removal should be calculated and included in the tender price.
- Works must not intrude or damage on the outdoor gym area to the side of the play area site. The outdoor gym should remain operational during the installation works.
- Your design submission must include an allowance for the reinstatement of the site and completion of the works to our complete satisfaction and any other ancillary costs involved in complying with our requirements.
- Supply and installation of 1 permanent site sign close to the 'entrance' to the play area. Fixing details and wording should also be proposed. Proofs to be approved by the representatives of Cookham Parish Council prior to ordering.

## **Work Details**

It is strongly recommended that you visit the site to ascertain all existing conditions and constraints prior to tendering.

A six week build period from the agreed start date to final completion and opening to the public will be permitted before liquidated damages are incurred.

- Site working area to be on existing grass within the open space only.
- Access to the site is to be along the metalled track by the side of Cookham Rise School,
- The access is to be locked at all times. Any damaged or costs incurred by Cookham Parish Council or the contractor caused by this access being left unlocked to be borne by the prime contractor.
- Parking is permitted on site at locations to be agreed provided that all areas are reinstated to our complete satisfaction. Details to be agreed with the representative of Cookham Parish Council prior to commencement.
- Construction vehicle parking is not permitted on access track nor on High Road, Worster Road, Shergold Way or Sandpipers Place.



**Under the works for each play area you should allow for:**

- All equipment, its installation and safer surfacing should comply with the relevant parts of EN 1176 and EN 1177. We may require written confirmation from the successful company of compliance and copies of any test results, especially for safe surfacing.
- Your designs must be inclusive and meet the requirements of the Equalities Act 2010. Please provide evidence of this along with your tender return, and in particular how you will accommodate the specific access needs identified by our public consultation questionnaire returns (see each play area brief).
- Supply of a Designer's Risk Assessment for the site (should you be appointed to proceed), identifying installation hazards and risks, with likelihood, severity and remedial action control measures proposed, bearing in mind the rest of the park will be open to the public while installation takes place.
- The protection of the site whilst work is in progress (and until Post-Installation inspection has been carried out and any defects rectified), by means of temporary Heras fencing, or equivalent, hazard tape, and the use of signs (at Park Corner the existing fencing can be kept locked).
  - Should temporary fencing be damaged repairs in 24 hours is required.
- The daily removal from each site all debris and rubbish from the works. All debris and rubbish is also to be removed when work is completed and the sites reinstated.
- Reinstatement at each location must allow for turfing and watering—in any damaged grass areas, including removal of wheel ruts etc. Any damage caused to existing footpaths, fences, kerbs etc must be reinstated at your expense. Any construction activity should cause minimum impact on the ecosystem and retain most of the site area undisturbed. Fencing should be installed to create safe paths so that no vehicles/machinery manoeuvres in the larger site.
- An independent post-installation inspection report for each play area to be carried out to RoSPA standards, and must include the elements listed on the accompanying sheet. Please note that your tender price should take into account that safety fencing should be retained in place until the post-installation inspection has been carried out and any defects corrected.
- All equipment installed should be labelled with the manufacturer's reference and contact details (preferably with permanent metal or plastic tags rather than stickers which can be peeled off).
- All non tamper-proof bolts should be ground down or capped off to prevent injury or dismantling.
- Electronic (AutoCAD 2009, or as agreed with Landscape Officer) scaled 'as-built' drawing of the play area layout and positioning, including site context to enable us to add this to the park reference drawings, on completion of the works.

**The final payment of 5% will be made after six months if the works are completed to the appropriate standards.**

**Liquidated damages will apply for a missed completion date.**

1% of contract value for the first week of overrun.

5% of contract value for the second week and then each and every subsequent week.



## Tender Process and Shortlisting

Your first round tender will be evaluated based on the attributes shown below:-

Factor	Points Available	Scoring Method
Value for money	15	A score will be given in relation to the discounts offered by all scored tenders and the positive renovation of existing equipment.
Warranty/guarantee	20	A score will be given in relation to the offers by all scored tenders.
Play Value	40	This will be split into a score out of 15 points for a number of play uses, 10 for innovation, 10 for positive feedback from the residents consultation, 5 for aesthetics, awarded in relation to the offers by all scored tenders.
Product Range	20	A score will be given based on the breadth of products available from the tenderer's catalogue in relation to the offers by all scored tenders.
Presentation of quotation and drawings	5	A score will be given based on clarity of the written quotation and illustrations in terms of how well they portray the offer.

### Your tender response should also be provided for the following items:

- design services,
- supply and installation services
- planting provision and installation
- post-installation services, including any other services or requirements needed to allow the play park to open to the public.

The response must contain a schedule of prices for the cost and supply of all materials that are included in the example design. This shall include but is not limited to the quantities, unit rate, material description, unit cost (excluding VAT) and total cost (excluding VAT).

### Guarantee;

New equipment will be required to have a minimum of twenty (20) years warranty. Renovated equipment requires a minimum of twelve (12) years warranty. Installation and ground works require a minimum of five (5) years warranty.

The response must supply evidence of an effective and efficient completion of two similar projects, on time and in budget.

References (and contact details) to support the two projects given as examples will be need to be shared by the successful bidder, which Cookham Parish Council will be allowed to check independently prior to finalising round two entrants.

The awarded supplier will be procured through the JCT Minor Works Contract 2011. JCT Minor Works Contract terms apply but that the terms of the CPC tender have priority in the event of a clash.

Please include a breakdown of all costs for the contract, and return your completed design submission and detailed drawings before closing date stated at the top of the tender, to:

The Clerk,  
Cookham Parish Council,  
Council Offices,  
High Road,  
Cookham Rise,  
Berkshire,  
SL6 9JF

**Appendix:**

Play Area Sign Specification

The sign is to be 11swg aluminium, 600x450mm in red, black and white with protective overlay film, radius corners and horizontal channel.

Signs are to be secured with 4no 2 bolt mini D clip (13mm) c/w 2 x nuts and bolts. Bolts should be ground down or protected with caps to prevent injury and removal.

The design drawings will be agreed prior to commencement with the supplier The wording is expected to be, details tbc on commencement:

Cookham Parish Council  
Alfred Major Play Area  
Play Area  
For children under 12 years  
To contact emergency services, the nearest public telephone  
is .....

Post Installation Inspection

The inspection report should be to independent RoSPA standards and include:

- List of equipment pass/fail for LEAP standards/compliance with BS EN 1176 and any remedial work required.
- Equalities Act 2010 – does the equipment and design comply? Could any improvements be made for future accessibility?
- Part M compliant
- Note of whether the equipment includes visible labels with reference, manufacturer, year etc
- Confirmation or otherwise of correct equipment dimensions, fall areas, handholds etc.

Supplier Details

None