



Gosport Borough Council

Invitation of Tender for the Design & Build
To Refurbish Leesland Park and Leesland
Road Play Area Gosport

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SECTION 1

1.0 INTRODUCTION

- 1.1 Gosport Borough Council wishes to refurbish Leesland Park Play Area and Leesland Road play area.
- 1.2 This document has been prepared to describe the core nature of the proposed development to be developed further by the Main Design and Build Contractor.
- 1.3 The Council therefore wishes to invite Tenders from contractors with the appropriate skills, knowledge and experience to design and construct the proposed project as detailed.

SECTION 2

2.0 GENERAL INSTRUCTIONS

- 2.1 These instructions relate to the design and build to refurbish the existing play area at Leesland Park Play Area – Daisy Lane, Gosport PO12 3PF and Leesland Road play area – Leesland Road, Gosport PO12 3NE as shown in appendix F.
- 2.2 The contracting authority is Gosport Borough Council, Town Hall, High Street, Gosport, Hants, PO12 1EB (hereinafter referred to as ‘the Council’).
- 2.3 Tenders must be delivered on or before 23rd September 2019 to arrive no later than 12.00 noon. Late applications will not be accepted. Incomplete or unsigned Tenders may not be considered.
- 2.4 The Tender is to be completed in black ink or typed and be in the English language. All financial sums and amounts must be in pounds sterling.
- 2.5 Any costs (direct or indirect) incurred by an applicant in the preparation and submission of the Tender or other documents are to be borne in full by the application.
- 2.6 The contract particulars for this project are included at Appendix A of this document. Information provided by the Council (whether in these documents or otherwise) is provided for general guidance in the preparation of the Tender. Applicants must satisfy themselves as to the conditions affecting the supply and cost of labour, the availability and prices of materials and equipment and all other factors that may affect the operation and costs of the project.
- 2.7 Tenders will be evaluated and scored in accordance with the procedure details at Section 4 of this document. The Council does not bind itself to accept the lowest tender offer, or any Tender submitted and shall be able, at its sole discretion, to withdraw from the procurement process at any time.
- 2.8 Section 5 provides information on how to submit your Tender, as part of which applicants will also need to complete and return the Forms attached at Appendix C.
- 2.9 The timetable for the tender process is as follows:-
- Issue of Invitation to Submit Tenders 5th August 2019
 - Closing date for clarification queries 16th September 2019
 - Questionnaire and Tender return date 23rd September 2019
 - Tender award 27th September 2019
- 2.10 All enquiries concerning this Invitation to Tender should be addressed in writing via the ProContract Southeast Business Portal or to Caroline Smith Parks and Landscape Contracts Officer caroline.smith@gosport.gov.uk or to Streetscene@gosport.gov.uk

The Council will endeavour to respond to all queries and requests made, provided that they are received by 5.00pm on 16th September 2019 any questions raised and responses to queries will be made available to all parties that express an interest in this tender opportunity.

Town Hall
High Street
Gosport
PO12 1EB

- 2.11 In accordance with the obligations placed upon public authorities and organisations by the Freedom of Information Act (FOIA), all information submitted to the Council may be disclosed by the Council in response to a request made pursuant to the FOIA. In respect of any information submitted by an Applicant which they consider to be commercially sensitive, Applicants should:
- (a) Clearly identify such information as commercially sensitive and the consequences of disclosure; and
 - (b) Detail the envisaged timeframe during which such information will remain commercially sensitive.
- 2.12 The Business Questionnaire at Appendix B requires applicants to confirm that they will indemnify the Council against all claims and have Public Liability Insurance to a minimum value of £5,000,000 for any one claim. Please note that evidence of insurance being in place will be required prior to the Council confirming the award of the contract.
- 2.13 The Business Questionnaire attached at Appendix B to this document must be completed in full, signed and returned as part of the Tender. Please ensure that you provide all the information and fully complete the document, as requested. If a question does not apply to you or you do not know the answer you must indicate this on the document by either writing 'not applicable' or 'not known'. Failure to fully complete the Business Questionnaire as requested may result in your application not being accepted.
- 2.14 Tenders submitted to the Council must be kept open and valid for acceptance for at least 90 days after the closing date for the return of Tenders.
- 2.15 Where the Applicant is a company all documents requiring signature must be signed by two directors or by a director and the company secretary. Where the Applicant is an individual the documents must be signed by that named individual and where the Applicant is a partnership by at least two partners on behalf of all the partners, two members in respect of an LLP and/or the sole proprietor or an authorised senior manager in respect of a business run by a sole proprietor.

SECTION 3

3.0 EMPLOYERS REQUIREMENTS

3.1 Design Requirements

- 3.1.1 A site meeting for all parties that express an interest in this tender opportunity shall take place on 29th August at 10.00 starting at Leesland Park Play Area.
- 3.1.2 The Main Contractor is to carry out all necessary surveys to establish levels and ground conditions.
- 3.1.3 The Main Contractor is to make all necessary investigations as to the suitability of the existing drainage and is to allow in their tender for any necessary improvement or clearance works.
- 3.1.4 All detailed design development work shall be carried out by the appointed Main Contractor using suitably qualified and experienced Designers. All design work shall be carried out so as to be in accordance with all current and relevant legislation, guidance, industry best practice.
- 3.1.5 Any Employer or Client layout changes or other additions/revisions that are necessary during the pre-construction of construction phase of the project will be instructed by the Employer in writing in accordance with the contract.
- 3.1.6 Any detail that the Employer can show that is not appropriate, fit for purpose or otherwise not in accordance with these Employers requirements shall be re-submitted prior to the start of the works, unless otherwise agreed, and shall not be considered as additional works or variations to the contract value.
- 3.1.7 The Main Contractor shall produce at least the following in their method statement and again prior to works commencing on site to include any amendments:
 - a. External Works/General Arrangement Plan;
 - b. Setting Out Plan;
 - c. Levels and Falls Plan; Equipment Specifications and Installation details;
 - d. Materials and Workmanship Specification Document;
 - e. Designers Risk Assessment;
 - f. Construction Phase Health and Safety Plan;
 - g. Safety Surface Specification and Installation details
- 3.1.8 The outline of the site is shown on the drawings included at Appendix F of this document.
- 3.1.9 Inclusion of play equipment elements that are suitable for an age range of 2 years to 16 years, have elements that are DDA compliant and meet all relevant British standards (BS EN 1176, BS EN 1177 and if timber is used BS EN 350-2) regarding the design, arrangement and construction of play equipment.
- 3.1.10 The play equipment shall be sustainable and durable, of a design suited to purpose, it is intended that the play equipment will be required to have a lifespan of 15 years or more. The equipment shall also be of an up to date design that will continue production for several years following this construction project.

- 3.1.11 The play equipment, surfacing and overall scheme shall be designed in such a way that it enhances the character of the park and the area generally.
- 3.1.12 The play equipment shall be designed to require minimal maintenance through its lifetime other than the replacement of wearing parts and the requirement for repainting metal parts.
- 3.1.13 Parts to replace worn parts and spares generally shall be made available for repairs delivered within 1 week of order placement, construction n diagrams and spares list shall be made available at contract award.
- 3.1.14 The play equipment shall deliver a wide range of play experiences in line with recommendations from Play England as detailed in the Design for Play Guide.
<http://www.playengland.org.uk/resource/design-for-play/>
- 3.1.15 The layout shall be submitted in plan, elevation and perspective or 3D views and emphasise spacing between items of equipment and other structural elements along with the fall spaces for each item of equipment.
- 3.1.16 The safety surfaces will be specified with relevant construction detail drawings and be compliant with BS EN 7188 and EN 1177.
- 3.1.17 The scheme at Leesland Park shall include removal of some existing play equipment and safety surfaces as detailed in Appendix H, the fence shall be retained. Any other park furniture within the area may be removed and relocated to an appropriate location within the design or replaced with new items supplied by the Council as per the specification in Appendix J.

The scheme at Leesland Road shall include the refurbishment and replacement of the existing swings increasing the size of the footprint of the fenced play area and inclusion of new play equipment and safety surfaces as detailed in Appendix H. Any other park furniture within the area may be removed and relocated to an appropriate location within the design or replaced with new items supplied by the Council as per the specification in Appendix J.

Replacement of the mesh panels and basketball hoops and backboards in the MUGA unit in Leesland Park.

3.2 Planning

- 3.2.1 At the time of Tender Planning Permission is not required, it is envisaged that these works will be carried out utilising the Council's permitted development rights.

3.3 Building Regulations

- 3.3.1 The Main Contractor shall be responsible for obtaining all Building Regulations approval which may be relevant to the project. Gosport Borough Council Building Control can be contacted via:
www.buildingcontrolpartners.gov.uk

3.4 Method statement

- 3.4.1 The method statement shall cover the practical implementation for the construction of the play area and shall include the site set up, welfare facilities, traffic management

and maintaining a safe and secure site. There are no public conveniences at Leesland Park or Leesland Road play area.

3.5 Site Set Up

3.5.1 The Contractor is to set up and establish a secure site compound to accommodate the works, minimising disruption/disturbance to the surrounding area, and to ensure the security of the site and plant and equipment from vandalism and theft.

3.5.2 Welfare facilities are to be provided in accordance with the guidance provided in Schedule 2 of the Construction (Design and Management) Regulations 2015.

3.6 Traffic Management

3.6.1 Access to Leesland Park can be gained from Whitworth Close by suitable and safe means, note there is a school entrance immediately opposite the access gate. Leesland Road Play area has narrow access off Leesland Road due to roadside parking.

3.6.2 The Main Contractor must take into account the health and safety of the general public at all times and shall allow for employing traffic management measures to ensure the safe access and egress of vehicles from the site.

3.7 Site Supervision and Security

3.7.1 All contractors and persons working on site should be aware that recent projects of this nature have been subject to high levels anti-social behaviour and vandalism and therefore site safety and security plans must take account of these issues.

3.7.2 The Main Contractor shall make adequate provision for security throughout the works and to minimise risk to trespassers, should unauthorised access be gained to the working area.

3.7.3 Access to the working area is to be strictly controlled and maintained throughout the works.

3.7.4 All machinery is to be immobilised at the end of each working day and equipment stowed safely and securely within the site compound.

3.8 Health and Safety and CDM

3.8.1 Upon appointment the Main Contractor shall assume the duties of Principal Designer and Principal Contractor as laid out in the Construction (Design and Management) Regulations 2015.

3.8.2 It is not envisaged that this project will require notification to the Health and Safety Executive.

3.8.3 Pre-construction Information is provided at Appendix E of this document.

3.8.4 A ROSPA approved play area inspection is required upon completion on the works, any defects noted in the inspection are the responsibility of the main contractor to resolve prior to hand over to Gosport Borough Council for opening.

3.9 Reinstatement of Soft Landscape

- 3.9.1 All soft landscape damaged in the course of the works either through construction processes, for example the edges of safety surfaces or the hill at Leesland Park, or through accessing the site will be repaired as per the specification in Appendix I.

SECTION 4

4.0 TENDER EVALUATION

4.1 Tenders will be evaluated on the following criteria;

4.1.1 Price – 40%, meeting the design criteria and construction method statement 40% and 20% on the information provided in the Business Questionnaire; however, award of the Contract will be subject to the provision of all required documentation and confirmation that the preferred bidder is a financially sound company of good standing. This will be checked by means of the information provided in the Business Questionnaire, financial checks and the taking up of references.

4.1.2 Guideline value for the entire refurbishment scheme £75,000.

4.1.3 Design and construction evaluation criteria

Employers Responsibilities		
3.1.9	Play equipment elements that are suitable for an age range of 2 years to 16 years.	12.5%
3.1.9	Play equipment elements that are DDA Compliant	12.5%
3.1.10	Sustainable, durable and contemporary	12.5%
3.1.12	Designed to require minimal maintenance	12.5%
3.1.13	Ease and speed of replacements and spares	12.5%
3.1.14	Range of play experiences	12.5%
3.1.16	Safety Surfaces	12.5%
3.4	Method statement	12.5%

4.1.4 The Business Questionnaire will be evaluated/scored as detailed below. A negative answer to a pass/fail questions may result in a Tender application being rejected, although the Council reserves the right to request clarification to demonstrate how a particular requirement can be achieved. The questions that are scored (%) will form 20% of the overall tender evaluation.

1.1	For information	3.1	For information
1.2	For information	4.1	30%
1.3	For information	4.2	10%
1.4	For information	4.3	10%
1.5	For information	4.4	30%
1.6	For information	4.5	Pass/Fail
1.7	For information	4.6	Pass/Fail
1.8	For information	5.1	Pass/Fail
1.9	For information	5.2	Pass/Fail
1.10	For information	5.3	Pass/Fail
1.11	For information	5.4	Pass/Fail
1.12	For information	6.1	10%
1.13	For information	6.2	10%
2.1	Pass/Fail	7.1	For information
2.2	Pass/Fail	7.2	For information
2.3	Pass/Fail	7.3	For information
2.4	Pass/Fail	7.4	For information
2.5	Pass/Fail	7.5	Pass/Fail

SECTION 5

5.0 Submission of Tenders

- 5.1 Applicants are required to submit the required Tender documents completed, by the deadline of 23rd September 2019 at 12 noon. Late applications will not be accepted. Incomplete or unsigned Tenders may not be considered.
- 5.2 Applicants are fully responsible for the delivery of their Tender and also for the actions of their staff, representatives or delivery agents. It is recommended that documents be sent by registered post or recorded delivery or by hand to the Town Hall between 09.00am and 5.00pm from Monday to Friday (excluding bank holidays).
- 5.3 Tenders and associated documentation, whether in full or part, sent by electronic means will only be considered in exceptional circumstances (ie. postal strike) and with the prior approval of the Council.
- 5.4 Tenders must not be qualified in anyway and must be submitted strictly in accordance with this Invitation to Tender. Tenders must not be accompanied by any covering letter or any statement that might place it on a different footing from other Tenders.
- 5.5 Tenders should be submitted to the Council in a sealed envelope no later than the due date and time specified. The envelope must bear no other name or mark to indicate the sender, using the address label provided at Appendix D.
- 5.6 The Council may, at its own discretion, extend the closing date and time stated in this document or as notified in writing to the Candidates by the Council. Otherwise the Council will not consider requests for any extension of the closing date and time stated in writing by the Council.
- 5.7 The following documents must be returned with your Tender:-
- Completed and signed Business Questionnaire (Appendix B) together with any supporting documents;
 - Method Statement.
 - Signed Declaration of Interest (see Appendix C)
 - Signed Collusive Tendering Certificate (see Appendix C)
 - Signed Form of Tender (see Appendix C)
- 5.8 The Council shall reject a Tender, without prejudice to any other civil remedies available to the Council or any criminal liability the Applicant may attract, if the Applicant:-
- (a) Fixes or adjusts the price shown in its Tender by or in accordance with any agreement or arrangement with any other person or by reference to any other Tender; or
 - (b) Communicates to any person other than the Council the amount or appropriate amount of the prices shown in its Tender, except where such communication is made in confidence in order to obtain quotations necessary for Insurance; or

- (c) Agrees with any other person that such other person shall refrain from submitting a Tender or shall limit, restrict or reduce the prices to be shown by any other Applicant in their Tender; or
- (d) Offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or for causing or having caused to be done any act of omission in relation to any other Applicant or any other persons' proposed Tender.