



Burnham on Sea & Highbridge
Town Council

Construction of Sea Front Play Area & Associated Works

Contract Requirements and Schedule of
Client Specification

Contract Reference: 19/116

May 2020

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Section 1 – Information and Instructions

1.1 Introduction

Burnham On Sea & Highbridge Town Council has a budget of £87,400 to undertake Sea Front Improvement Works under the Burnham Evolution Project Bid, these works comprise the construction of a new play area, the provision of floor games, a trim trail and signage along the esplanades.

The BID team has carried out community consultation as part of the Burnham Evolution Bid and it is intended to enter into a contract with a suitably qualified and experienced Design and Build Contractor to undertake the delivery of this project.

1.2 Burnham On Sea & Highbridge Town Council's Requirements

This Design Brief has been prepared to enable the Town Council to select a Design & Build Contractor to take the project forward and deliver the scheme which has been approved and funded.

While an initial programme and delivery strategy has been developed, as part of the selection process the Town Council welcomes new ideas and concepts that could deliver improvements upon the original concept, while staying within the financial and conservation constraints of the project.

The fee submissions will comprise of a financial element, written submission and an interview which will take place week commencing **04, 05 & 06 August 2020**. The submissions need to be based on the priorities identified through consultation and the constraints of the budget. Tender submissions will need to comply with the requirements set out below as well as contain the documentation and information requested.

1.3 Assessment of Submission

It is the intention of the Town Council to assess the fee bids through the use of a quality matrix weighted, 70% to the written submission and 30% to the interview. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100. The written submission will be assessed and scored 40% to Play Value, 20% to Design & Appearance and 10% to Warranties

Companies invited to an interview will have the opportunity for a maximum of two members of staff to attend. Both members of staff should be able to answer any questions regarding the design and installation of works. It is acknowledged that this may be undertaken by a single individual.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender or in attending an interview.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential.

Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

1.4 Burnham On Sea & Highbridge Town Council Project Team

The Design & Build Contractors team will work alongside the Project Manager under the overall supervision of the Town Clerk and any other persons nominated by Burnham On Sea & Highbridge Town Council.

1.5 Queries

Any queries regarding the tender process, the proposed contract, or the specification should be addressed to the Town Councils project manager: -

Mr S Matthews, SJ Surveyors

Telephone: 01934 628698

E-mail: mail@sjsurveyors.com

1.6 Project Value

The Town Council budget for the project is £87,400, as part of the tender submission a proposed budget must be submitted detailing all fees and costs entailed within the delivery of the project.

1.7 Conditions of Contract

The Town Council intend to enter into a formal contract with the successful tenderer this will be a JCT minor works form of contract with contractor's design.

1.8 Conditions of Tender

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Burnham On Sea & Highbridge Town Council by **12 noon, Friday 10 July 2020**.

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process

The tenderer is to provide one hard copy and one electronic copy of the submission. The electronic copy may be on a CD-ROM or USB Memory Stick and included with the written submission.

The tender documents must be sent by recorded post to Burnham-on-Sea and Highbridge Town Council, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE, using the labels supplied.

Enclosed with the documentation are 2 labels for the Tender submission which must be used, the first being an address label and the second a tender identification label to be placed on the top left hand corner of the submission. The Town Council offices are open between 10am – 4.00pm Monday, Tuesday, Thursday & Friday. **Any tenders delivered outside of these times will not be accepted.**

Please note, the comprehensiveness and quality of the answers will be used to assess the tender returns.

1.8.1 Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

A. Programme

Please submit a programme, outlining the key project dates, milestones and stages.

B. Financial cost Statement

Please submit a Financial Cost Statement detailing how the project will be achieved within the Town Council's budget of £87,400, the submitted budget will include an elemental breakdown of all costs.

C. Design Approach

The tenderer must demonstrate within their submission how the proposed design promotes inclusivity for all potential users and how the design provides children's play for all users that have the ability to challenge within an acceptable level of risk.

D. Design Information

Please submit an initial design this should include:

- A. a briefing document / design summary that explains how the design meets the requirements of the consultation undertaken by the Town Council.
- B. a summary of any retained element
- C. a summary of refurbished elements
- D. a detailed summary of new equipment
- E. Details of the key staff within the project team with a summary of experience and qualifications covering design and delivery of the project.
- F. Detail and summary of ancillary elements i.e. Bins, Seating, Fencing and safety surfaces.
- G. 3 year Maintenance Costs Schedule
- H. 3 year Maintenance Works Schedule
- I. Detailed plan of equipment layout, position of equipment and ancillary elements along with circulation routes
- J. Details of handover and certification procedure (to include post installation inspection report)

E. Experience

Please submit details of three previous similar projects that you have undertaken, please provide contact details for the clients and all relevant information such as value of works, contract duration and client liaison

F. Company Information

- a) Please provide full information of whether the works will be undertaken in house or if any sub contractors will be used on any elements of the projects, if sub contractors are to be used please provide relevant information for the sub contractors as section 5 above.
- b) Please provide details of your company's environmental approach to waste and recycling.
- c) Outline Method statement for the project to detail your approach to Health and Safety when working in a residential area should also be submitted with the tender.

G. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

Section 2 - Project Timescale

2.1 Outline of Timescale

In order for all work to be completed within this financial year we have outlined a proposed timescale below: -

- A. **Week Commencing 25 May 2020** - Design and Build brief sent to all companies who have met the Expression of Interest requirements (6 weeks allowed for the Tender process) to provide a proposed costed scheme for the project. This will include a requirement to confirm that timescales are able to be met by the chosen contractor.
- B. **Friday 10 July 2020** – The completed Form of Tender and written submission, as specified in the schedule of Documents, are to be returned to the offices of Burnham On Sea & Highbridge Town Council by **12 noon**.
- C. **Week Commencing 13 July 2020** - Formal opening of tender submissions and assessments of written submission. Formal invitations will be sent out for interviews.
- D. **04, 05 & 06 August 2020** – Interviews to be conducted by a nominated panel of Councillors and Officers.
- E. **Early August 2020** – Formal approval of Design and Build contractor by committee, based on assessment of submissions and interview.
- F. **Early August 2020** – Contract awarded to approved contractor.
- G. **Works to begin on site – Summer/Autumn 2020**

2.2 Interviews

Interviews will be held week commencing the **03 August 2020**. The interviews will have a time limit of one hour during which the tenderer will undertake a presentation of their design and proposal. It is anticipated that the Councillors, officers and stakeholders will have an opportunity to ask questions and time must be made available during the presentation for this.

Companies invited to an interview will have the opportunity for a maximum of two members of staff to attend, one of whom should be the project manager/lead. Both members of staff should be able to answer any questions regarding the design and installation of works. It is acknowledged that this may be undertaken by a single individual

Section 3 - Design Requirements

3.1 Consultation

The tender submission is to include outline designs, costs and programme for the design & construction of the play park. Following a consultation process with the community and other interested parties, design criteria has been established and the outline results are detailed below. The proposals put forward should satisfy, as closely as possible, the criteria developed during consultation.

3.2 Community Data

The “Burnham Evolution” project has undertaken consultation with the local community, businesses and visitors when undertaking the preparation of the Business Plan and bid document. This document identifies several key improvements which form the basis of this document and which the designer’s proposal needs to incorporate. These elements are set out below, the reference letter links back to the Burnham Evolution Business plan.

c) Seafront Sea Walk (1 mile S-N, mid-point and N-S start point signs) [The Esplanade (north) and South Esplanade]

A “sea walk” will be put in place to guide those using the seafront and walking the coastal path with reference points to activities and facilities along the route. The start of the mile route will be marked with a sign and as the mile can be walked in either direction, a similar sign will be placed at the other end of the mile for walkers walking in the opposite direction. A sign will also be placed at the top of Pier Street where The Esplanade meets the South Esplanade given that most visitors arrive at the seafront at this point.

d) Quarter mile distance markers [The Esplanade (north) and South Esplanade]

In addition to the start signs for the sea walk, quarter mile markers will be placed so that those walking (or running) the mile route know the distance they have walked / to go.

h) Floor games [The Esplanade (north) and South Esplanade]

*We are proposing to provide floor games (resistant to coastal weathering and use) to increase interest and activity (amongst all ages) in six locations along the South Esplanade and 2 locations at the northern end of The Esplanade. Those situated along the South Esplanade will be interspersed with the trim trail activities (project o) and seawall bird tiles (project i)*¹. These will help to make better use of the space available along the seafront and encourage visitors and residents to explore further up and down the seafront than they are currently likely to do.*

l) Play Area [South Esplanade]

*In order to help maximise best use of our extensive space and encourage play and activity amongst all ages and abilities, in addition to measures proposed along the South Esplanade, we are also looking to invest in a play area to complement the other new facilities and activities being installed along South Esplanade. The play area will provide a focus for play for younger children and children with disabilities, complementing the trim trail which will be aimed at school-age children through to adults. Opportunities for active play on the South Lawns area could be area could be introduced to complement both the play area and trim trail*².*



Photo: 1 Location of proposed play area

m) Trim Trail [South Esplanade]

*A trim trail will be installed along the South Esplanade, alongside the sea wall, with “equipment” and challenges staggered with the proposed floor games and seawall bird tiles *1. The trail will help make better use of existing space and encourage active play for all ages, particularly children from school age upwards and including adults. As with the other proposals for the South Esplanade, we aim to get more people exploring the length of the seafront and not simply the Esplanade. The trail will complement the proposed play area.*

It is envisaged that several of these elements will be combined, for example the quarter mile distance markers may be incorporated into the trim trail or floor games. The trim trail may include exercise stations that have equipment, or perhaps illustrations/floor markings that also form the floor games incorporating bodyweight exercise with activities.

Notes

*1 The Seawall bird tile project is not going ahead and does not form part of this tender.

*2 The South Lawn area is not part of this tender.

3.3 Community Consultation Response Data

The “Burnham Evolution” project has undertaken consultation with the local community, businesses and visitors when undertaking the preparation of the Business Plan, the community response data is available within the Business plan if required.

3.4 Design Approach

The designer should have regard for all potential users of the space and is to demonstrate the inclusivity of their design with regard to the available space and budget.

The tenderer must demonstrate within their submission how the proposed design promotes inclusivity for all potential users and how the design provides children's play for all users that has the ability to challenge within an acceptable level of risk.

The designer is to allow for benches and bins as part of the design, there will be a minimum of three benches and bins within the play area adjacent to the three entrances.

Benches to be Broxap Eastgate, recycled plastic benches.

Bins to be Broxap Derby Bins with seagull flaps and marine coating

3.5 Site Constraints

Please note, the works are to be undertaken in a public space and the contractor is to ensure all allowance is made for public safety and security of the works during the contract period.

3.6 Clients Requirements

The client's requirements for this park are that the successful design will incorporate the key elements from the consultation outlined in sections 3.1, 3.2 and 3.3.

Ongoing maintenance and lifespan of the equipment will be consideration factors in the evaluation process.

Section 4 - Design & Build Team

4.1 Role description

The tenderers will be the designers for the project and responsible for the management and supervision of the delivery of the physical elements. They shall oversee and manage the construction works as well as the procurement of specialist materials, contractors for enabling works and delivery of the project.

The tenderers must demonstrate a good working knowledge of designing and building play parks, relevant legislation and best practice. Experience of working within the setting of a Town or District Council would also be beneficial.

A dedicated person from the company should be appointed to the project, ideally at a senior level. The appointed person should be proactive and work closely alongside the Project Manager and Town Council Staff.

4.2 Role Requirements

The role will include the items set out below and any other work as required for the delivery of the project: -

4.2.1 Initial Design

Undertake a detailed review of all documents and consultation for the Play Park, undertake site investigation, undertake initial design and budget preparation, consult with client and present designs, allow for amendments and review as part of consultation process, agree designs with client.

4.2.2 Technical Design

Prepare technical designs, schedule of works, budgets and specification sufficient to construct the project in accordance with the Employers brief and agree information exchanges.

Consult statutory authorities, such as Planning & Building Control, on the agreed design. Make any necessary applications to gain statutory approvals. The costs of all applications to be included within the project budget of £87,400.

Provide information for updating estimate of Construction Cost.

Review the:

- A. Project Execution Plan
- B. Risk Assessments
- C. Sustainability, Maintenance and Operational, Handover, Construction and Health and Safety Strategies.

Undertake Third Party Consultations as required including preparing and making submissions under building acts and/or regulations or other statutory requirements.

Working closely with the Project Manager, review design information provided by contractors or specialists to establish whether that information can be co-ordinated and integrated with other project information.

Give general advice on operation and maintenance of the Play Park and associated works.

4.2.3 Construction

Undertake construction of the works in accordance with agreed designs; make visits to construction works as designer, including weekly inspections and site meetings.

Comply with the requirements of the Handover Strategy including agreement of information required for commissioning, training, handover, asset management, future monitoring and maintenance and on-going compilation of "As Constructed Information".

Assist with the updating of the Construction and Health & Safety Strategies.

Provide record drawings and documents showing full details of the installation, maintenance requirements and other information, where applicable, for the Health and Safety File (CDM 2015)

Review compliance with statutory and contract requirements.

Copies of any test certificates that apply to the equipment should be supplied along with the tender.

All equipment identified in the tender must comply with EN1176

The installation of the equipment should comply with the requirements of the Equality Act 2010

Safer Surfacing to be designed and installed to meet EN 1177 (tested in accordance with BS 7188). A copy of the test certificate for all rubberised surfaces should be provided by the supplier. All surfaces proposed must be bonded products, loose fill options are not acceptable.

The supplier / installer will be required to arrange and accommodate within their costs an independent post installation inspection from a suitably qualified RPII Independent Inspector.

It is the supplier's responsibility to ensure that measurements and quantities are correctly identified. Existing equipment may be inspected without appointment; however, an escorted site visit can be arranged if requested.

Prepare base for installation of new safer surfacing (no edgings, surfacing to extend full area of site) Rubberised surfacing to be installed on clean, compacted stone base in preparation for installation of suitable rubberised safety surfacing (minimum 50mm)

Deliver and install new equipment.

The Town Council reserves the right to accept all or part of a successful tender.

4.2.4 Handover and close out

Agree schedule of defects with client's representative.

Provide information for agreeing final account.

Assist client during initial use period of Paddling Pool.

4.2.5 Meetings

Attend meetings as set out below and any other as required to deliver the project. Where no formal chairman elected the Project Manager will chair any meetings regarding the project and preparing and circulating minutes of same.

Prepare reports and updates as required for all meetings, ensure reports and relevant documents are available for circulation with the minutes one week before meetings.

A written and verbal update will be presented at each working party meeting for the duration of the project.

4.2.6 CDM

The project has not been notified to the HSE, once the successful tenderer has agreed a programme the project will be notified by the client should it be required.

The role of Principle Designer will be the play park designer and they will undertake all obligations as Principle Designer under the legislation.

The role of Principle Contractor will be the play park installer and they will undertake all obligations as Principle Contractor under the legislation.

Role to be undertaken in accordance with all statutory requirements including, but not limited to The Construction (Design & Management) Regulations 2015

4.2.7 Fee submission

The fee bid is to be submitted to the Town Council on the attached Form of Tender and with the requested accompanying supporting documents, no fee bids will be considered that do not include the requested documents. We require one written hard copy and an electronic copy attached on a CD-ROM or memory stick.

The fee bid submitted by the contractor should include all travel and reasonable disbursements.

Section 5 - Location of site

The Esplanade, Burnham On Sea, floor games, trim trail and play area as set out below.



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Form Of Tender – Construction of Play Area & Associated Works

To Client: Burnham On Sea & Highbridge Town Council

Tender in Respect of: Design & Build of play area & associated elements, Sea Front Esplanade, Burnham On Sea

Tender Return Deadline: 12 noon, Friday 10 July 2020

Having read the requirements of the brief and associated documentation delivered I/We do hereby offer to execute and complete the whole of the works described in our submission for the sum of

.....(in words exclusive of VAT)
£.....(in numbers exclusive of VAT)

I/We agree that the information supplied with this Form of Tender are complete and correct.

This tender remains open for consideration for 12 weeks from the date fixed for the submission of quotations.

In the event of our quotation being accepted we will execute a formal contract with Burnham On Sea & Highbridge Town Council

We understand and acknowledge that no pledge is given to accept the lowest or any other tender.

We acknowledge that if our tender is accepted, we will be appointed as Principle Designer and Principle Contractor for the project as defined within the Construction (Design & Management) Regulations 2015 and we confirm that we will comply in all respects with the requirements set out therein.

We have not computed the amount of my/our tender figure by consultation with any other person, firm, company or organisation of any kind whatsoever (except where it was essential for the purpose of obtaining prices for materials and/or services).

Date:

Contractor:

Address:

Signature:

Schedule of Documents to be Submitted

The tender submission is for a design and build project, the tender will be assessed on the best use of the available budget of £87,400 and how the consultation brief has been interpreted. The documents listed below will be required as part of the submission for assessment. We require one written hard copy and an electronic copy attached on a CD-ROM or memory stick.

In addition to the written submission, a presentation of the proposals will be given to a panel, made up of Councillors, officers and stakeholders who will assess the quality of the submissions.

Please note, the comprehensiveness and quality of the answers will be used to assess the tender returns.

A. Programme

Please submit a programme, outlining the key project dates, milestones and stages.

B. Financial cost Statement

Please submit a Financial Cost Statement detailing how the project will be achieved within the Town Council's budget of £87,400, the submitted budget will include an elemental breakdown of all costs.

C. Design Approach

The tenderer must demonstrate within their submission how the proposed design promotes inclusivity for all potential users and how the design provides children's play for all users that have the ability to challenge within an acceptable level of risk.

D. Design Information

Please submit an initial design this should include:

- A. a briefing document / design summary that explains how the design meets the requirements of the consultation undertaken by the Town Council.
- B. a summary of any retained element
- C. a summary of refurbished elements
- D. a detailed summary of new equipment
- E. Details of the key staff within the project team with a summary of experience and qualifications covering design and delivery of the project.
- F. Detail and summary of ancillary elements i.e. Bins, Seating, Fencing and safety surfaces.
- G. 3 year Maintenance Costs Schedule
- H. 3 year Maintenance Works Schedule
- I. Detailed plan of equipment layout, position of equipment and ancillary elements along with circulation routes
- J. Details of handover and certification procedure (to include post installation inspection report)
- K. Details of the electrical power supply required for the installation.

E. Experience

Please submit details of three previous similar projects that you have undertaken, please provide contact details for the clients and all relevant information such as value of works, contract duration and client liaison

F. Company Information

- a) Please provide full information of whether the works will be undertaken in house or if any sub contractors will be used on any elements of the projects, if sub contractors are to be used please provide relevant information for the sub contractors as section 5 above.
- b) Please provide details of your company's environmental approach to waste and recycling.
- c) Outline Method statement for the project to detail your approach to Health and Safety when working in a residential area should also be submitted with the tender.

G. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.