AGENDA 14, Enc xii) Play Area Redevelopment, North Seaton Colliery, Ashington Town Council

1. Introduction

Ashington Town Council invites qualified and experienced play area developers to tender for the position of preferred supplier for the planning, consultation, design, and installation of a new play area at North Seaton Colliery. This tender forms part of our initial selection process to identify a preferred supplier, with detailed designs and final costs to be developed following a community consultation process.

2. Project Overview

The Council seeks to develop a new play area at North Seaton Colliery that delivers:

- An accessible play space for children of all abilities.
- Sustainable design and materials.
- Equipment that encourages imaginative and physical play.
- A space that reflects the needs and desires of the local community.
- A facility that enhances the local environment.

3. Procurement Approach

This procurement is structured as a two-stage process:

- **Selection of Preferred Supplier**: Based on capability, experience, approach to community engagement, and sustainable design principles.
- **Development Phase**: Following selection, the preferred supplier will lead community engagement and develop detailed designs and costings.

4. Budget Considerations

It is important to note that:

- The total budget for this project is not yet finalised.
- Funding will comprise a combination of external funding and capital funds set aside by the Council.
- The budget flexibility allows designs to be scaled according to funding secured.
- Value for money will be a consideration in the final design approval.

4.1 Clarification of Funding Timeline

While the total budget is yet to be finalised, the Council expects to firm up funding upon completion of the design and cost estimation phase. Tenderers should be prepared to propose scalable options that can be adapted based on available funding.

5. Legal and Technical Requirements

Contractors must comply with:

- Public Contracts Regulations 2015 (as amended)

- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Equality Act 2010
- BS EN 1176:2017 - Playground equipment and surfacing
- BS EN 1177:2018 - Impact attenuating playground surfacing
- Planning Permission and Building Regulations as required by local authorities
- Register of Play Inspectors International (RPII) standards
- ISO 9001:2015 - Quality management systems
- Membership of the Association of Play Industries (API) is preferred

6. Required Documentation

Tenderers must provide:

- Public Liability Insurance (minimum £10 million)
- Employer's Liability Insurance (minimum £5 million)
- Professional Indemnity Insurance (minimum £2 million)
- Risk Assessments and Method Statements
- Evidence of similar contracts
- Financial accounts for the past three years
- Environmental policy
- Quality management systems
- Play equipment certification and testing documentation
- Post-installation inspection certificates from previous projects

7. Evaluation Criteria

Tenders will be evaluated on:

Technical capability and products (25%)

- Design approach and philosophy
- Equipment quality and innovation
- Technical expertise in play area development

Previous experience (25%)

- Track record of similar community play projects
- Evidence of successful community engagement
- References and case studies

Ethics and Environmental Responsibility (30%)

- Sustainability of materials and processes
- Accessibility and inclusivity approach
- Environmental impact considerations

Presentation (20%)

- Clarity & structure of the proposal (5%)
- Depth of understanding of project requirements (5%)
- Approach to community engagement (5%)

- ❖ Responses to questions during Q&A (5%)

8. Submission Requirements

Tenderers must submit:

- ✓ Company profile and experience.
- ✓ Examples of previous community play area projects.
- ✓ Proposed approach to community engagement.
- ✓ Initial concepts demonstrating design philosophy (not detailed designs).
- ✓ Sustainability statement.
- ✓ Approach to creating accessible play spaces.
- ✓ Project team structure and qualifications.
- ✓ References from similar projects.
- ✓ Post-installation maintenance proposals.
- ✓ Warranties and guarantees offered.
- ✓ Outline project timeline including consultation phase.

8.1 Quality Assurance Procedures

Tenderers must provide details of their quality management system, including:

- ✓ Copy of ISO 9001:2015 certification or equivalent quality management system
- ✓ Details of internal quality audit processes and frequencies
- ✓ Staff training and competency assessment procedures
- ✓ Procedure for managing non-conformances and corrective actions
- ✓ Customer feedback and continuous improvement processes
- ✓ Quality control checkpoints during installation process
- ✓ Schedule of quality inspections during project delivery
- ✓ Procedure for reporting and addressing quality issues
- ✓ Post-installation inspection procedures
- ✓ Method for tracking and documenting any remedial works
- ✓ Process for end-of-project handover and documentation

8.2 Community Engagement Methodology

Tenderers must provide a detailed methodology covering:

- ✓ Approach to engaging children and young people.
- ✓ Methods for inclusive consultation across diverse community groups.
- ✓ Tools and techniques for gathering meaningful feedback.
- ✓ Process for documenting and analysing consultation findings.
- ✓ Approach to balancing diverse community needs.
- ✓ Strategy for maintaining community involvement throughout the project.
- ✓ Plans for celebrating project completion with the community.

8.3 Post-Installation Support Requirements

Tenderers must outline their approach to post-installation support, including:

- ✓ Warranty periods and coverage details.

- ✓ Maintenance packages available, including frequency of inspections and servicing.
- ✓ Response times for repairs and replacements.
- ✓ Training and guidance for Council staff on basic upkeep.
- ✓ Availability of spare parts and expected lead times for replacements.

8.4 Accessibility Standards

To ensure the play area is truly inclusive, tenderers must adhere to and exceed basic compliance standards, including:

- ✓ Meeting or surpassing the requirements of BS EN 1176 and BS EN 1177.
- ✓ Incorporating sensory play elements for children with sensory processing needs.
- ✓ Ensuring wheelchair accessibility throughout the site, including pathways and surfacing.
- ✓ Providing play elements catering to a range of physical and cognitive abilities.
- ✓ Demonstrating how inclusive play principles have been applied to the design.

8.5 Social Value Expectations

Ashington Town Council seeks to maximise the social impact of this project beyond the installation of a play area. Tenderers should outline:

- ❖ Opportunities for local employment and skills development during the project
- ❖ How the project might engage local schools, youth groups, or volunteer organisations.
- ❖ Any initiatives to use local suppliers and materials.
- ❖ Post-installation community involvement, such as events or ongoing engagement initiatives.

9. Timeline

- ❖ Tender Issue Date: 14th March 2025
- ❖ Clarification Deadline: 18th April 2025
- ❖ Submission Deadline: 25th April 2025
- ❖ Presentation to Council Members: 27th May 2025
  - o 30-minute presentation followed by 15-minute Q&A session
  - o Presentations should cover:
    - o Overview of proposed approach to community engagement
    - o Experience with similar projects
    - o Sustainability initiatives
    - o Accessibility features
    - o Quality assurance procedures
- ❖ Preferred Supplier Appointment: 11th June 2025

10. Procurement Process

This tender is being conducted in accordance with the Public Contracts Regulations 2015. As the contract value exceeds £25,000 but falls below the current procurement threshold, this opportunity will be advertised on Contracts Finder.

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11. Contact Information

For enquiries and submissions:

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12. Notes

This tender is part of a two-stage process to identify a preferred supplier. Detailed designs and final costs will be agreed upon appointment.

Our Financial Regulations are available on the website and on request.

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APPENDIX A: TENDER SUBMISSION AND PRESENTATION REQUIREMENTS

A.1. TENDER SUBMISSION REQUIREMENTS

The following documentation must be included in your written tender submission by the deadline of 25th April 2025:

A.1.1. Company Information and Compliance Documentation

- Company profile including company history, structure, and key personnel
- Public Liability Insurance (minimum £10 million)
- Employer's Liability Insurance (minimum £5 million)
- Professional Indemnity Insurance (minimum £2 million)
- Financial accounts for the past three years
- Environmental policy
- Quality management system documentation (ISO 9001:2015 certification or equivalent)
- Membership evidence of the Association of Play Industries (API), if applicable

A.1.2. Technical Capability and Experience

- Portfolio of previous community play area projects (minimum 3 examples)
- References from similar projects (minimum 2)
- Evidence of technical expertise in play area development
- Play equipment certification and testing documentation

A.1.3. Project Approach

- Initial concept designs demonstrating design philosophy (not detailed designs)
- Proposed approach to community engagement with detailed methodology
- Sustainability statement including materials and processes
- Accessibility approach and compliance statement
- Risk Assessments and Method Statements for typical installation projects
- Project team structure with key roles and qualifications
- Outline project timeline including consultation phase
- Social value proposition detailing local community benefits

A.1.4. After-Sales Support

- Post-installation maintenance proposals
- Warranties and guarantees offered
- Training provisions for Council staff
- Spare parts availability and lead times

A.2. PRESENTATION REQUIREMENTS

Selected tenderers will be invited to deliver a 30-minute presentation followed by a 15-minute Q&A session on 27th May 2025. Your presentation should include:

A.2.1. Introduction (5 minutes)

- Brief company introduction
- Key team members and their expertise
- Core design philosophy

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A.2.2. Project Understanding and Approach (10 minutes)

- Demonstration of understanding of project requirements
- Specific approach to the North Seaton Colliery site
- Initial concept visuals (for illustrative purposes only)

A.2.3. Community Engagement Strategy (5 minutes)

- Detailed methodology for community consultation
- Tools and techniques for inclusive engagement
- Timeline and key milestones for engagement process

A.2.4. Project Delivery (5 minutes)

- Quality assurance procedures
- Project management approach
- Risk management strategy

A.2.5. Sustainability and Accessibility (5 minutes)

- Sustainable materials and practices
- Inclusive design features
- Long-term environmental considerations

A.2.6. Q&A Session (15 minutes)

- Prepared to answer questions on all aspects of the proposal

A.3. IMPORTANT NOTES

1. All submission materials must be provided in PDF format with a clear table of contents.
2. Presentations should be provided in PowerPoint, PDF, or compatible format.
3. Large files may be submitted via secure file transfer - please contact the Executive Officer for guidance.
4. Any materials presented during the presentation should be made available to the Council in electronic format following the presentation.
5. Questions for clarification must be submitted by 18th April 2025.