

Little Missenden Play area

Design and Build: Play Area Redevelopment

Full Tender to be submitted no later than: 31st March 2026

Late submissions will be disregarded.

Appendix 3: Scope of Works and Specification

The following pages include the full scope of works as provided by Little Missenden Parish council

- **Site identification**

Site name	Little Missenden Play area		
Site address	Village road	Site Postcode	HP7 0RB
What3Words location	Bulb.Scam.Emerge		

Site photograph/s:





1. INTRODUCTION

Little Missenden Parish council invites tenders from suitably experienced contractors for the design, supply, and installation of a new play area for children aged 2–11 years at Little Missenden play area.

This opportunity is open to companies with a proven track record in delivering high-quality, safe, and innovative play solutions for public spaces. The successful bidder will be expected to deliver a full design-and-build package.

2. PROJECT BACKGROUND & OBJECTIVES

The play area consists of a mixture of new metal equipment and old wooden play equipment.

We would like to remove the old wooden equipment and replace with new modern equipment.

Key aims:

- Remove wooden trail, wooden swings, small toddler unit and roundabout.
- Leaving new basket swing, slide and the three floor standing treehouses
- Provide new inclusive, accessible equipment suitable for ages 2–14
- Enhance year-round usability through improved surfacing
- Reflect the natural setting through material choices and design themes
- Provide a safe and stimulating environment aligned with national play standards (EN 1176/EN 1177)

Budget

The proposed budget is **£54,000 (Ex VAT).**

The full budget should be used but not exceeded.

All features included within the design must be included within the budget and quotation, there must be no 'suggested' additional works shown in the design outside the tendered price.

3. TENDER INSTRUCTIONS

- Prices should be quoted in GBP, exclusive of VAT.
- All submissions must remain valid for a minimum of 90 calendar days.
- All design proposals should be costed clearly and meet all criteria specified on page 11
- Only one proposal per organisation will be accepted.

Non-compliance or failure to submit all requested documents may result in disqualification.

4. CONTRACTUAL & LEGAL REQUIREMENTS

4.1 Insurance Requirements

The successful contractor must hold and submit evidence of the following:

- Public Liability Insurance: £10 million minimum
- Product Liability Insurance: £5 million minimum
- Employer's Liability Insurance: £5 million minimum
- Professional Indemnity: £1 million minimum
- Contract Works Insurance: Covering full contract value

4.2 Construction & Safety Compliance

All works must comply with:

- BS EN 1176 / 1177 Standards
- CDM Regulations 2015

- Any relevant local planning or safety policies

4.3 Post-Award Requirements

The selected contractor will be required to provide:

- Construction Phase Plan
- Programme of Works
- Risk Assessment & Method Statements
- Site setup drawings
- Traffic & access plan
- Key contacts/escalation plan

4.4 Contract Agreement

The acceptance of a tendered price by LITTLE MISSENDEN PARISH COUNCIL shall form the basis of a binding contract which shall be governed by English Law. This document, together with the drawings, specifications, and any correspondence made to clarify the Contractor's tendered price and the play area layout design shall form the contract. The successful Contractor will enter a contract by way of signing a Council Issued terms and conditions.

5. KEY DATES & PROCESS OVERVIEW

Stage	Date
Tender Published	22nd January 2026
Optional Site Visit	11 th February 2026
Questions Deadline and variation to the specification (for all, based on points raised)	27 th February 2026
Submission Deadline	31 st March 2026

Stage	Date
Evaluation of submissions	20 th April 2026
Contract Award	May
Site Start	July 2026

6. SCORING & EVALUATION CRITERIA

All tenders will be assessed against the following 100% Quality weighted criteria:

Evaluation Area	Weighting
Quality of Design: Play Value & aesthetics	40%
Inclusivity, Accessibility & Layout	15%
Materials, Guarantees & Maintenance Considerations	10%
Ability to deliver/references	5%
Sustainability	10%
Social Value	10%
Presentation of Submission (Visuals, Quotes,)	10%

Scoring Guidance

Responses will be evaluated in line with the scoring matrix below. Each question will be assessed against the quality of the information provided, the level of detail, evidence submitted, and how well the proposal meets or exceeds the requirements set out in this tender.

Bidders are encouraged to provide clear, comprehensive, and well-evidenced responses. Scores will be awarded based on the criteria in the table, with higher marks given where submissions demonstrate depth, innovation, understanding of the brief, and added value.

Score	Descriptor	Definition
1	Gross Failure	Extreme neglect and voluntary disregard to exercise reasonable care/actions.
2	Failure	Neglect to provide any expected and required information.
3	Major Non-Compliance	Failed to fulfil a requested and critical requirement that affects the ability to appropriately assess the response.
4	Minor Non-Compliance	Failed to fulfil a requested requirement that substantially affects the ability to appropriately assess the response.
5	Compliant	Meets all requirements, specifications, guidelines, regulations and legislation but lacks depth and detail in the response.
6	Satisfactory	Meets all requirements in a well-structured manner with adequate detail.
7	Good	Meets all requirements to a good standard. Response is clear, contains depth, and is supported with some evidence.
8	Very Good	Meets all requirements to a very good standard. Response is detailed, well-structured and supported with evidence throughout.
9	Excellent	Meets all requirements to an excellent standard. Response is comprehensive, detailed, and supported with extensive evidence.
10	Exceptional	Exceeds requirements and provides additional value. Response is exemplary, exceptionally detailed, and fully evidenced throughout.

Evaluation Scoring Calculation Example

The above scoring matrix would be adjudicated out of a total of 100 points. Examples of how to convert the weighting and scores (from the attached criteria) are as follows:

If a bidder scores 8 out of 10 on references, you make the following calculations

- 8 divided by 10 equals 0.8. Multiplied by 5% equals 4 points

If a bidder scores 6 out of 10 on Quality of Design, you make the following calculations

- 6 divided by 10 equals 0.6. Multiplied by 40% equals 24 points

Repeating this calculation for each scoring category. The total score for each bidder will be used to rank submissions from highest to lowest, establishing the preferred supplier.

API Membership Requirement

All suppliers submitting a response to this tender must be current members of the Association of Play Industries (API). As the UK's leading trade body for play equipment manufacturers and installers, API membership ensures suppliers meet high standards of safety, quality, and ethical conduct.

Tenderers must include their API membership number in their submission.

Submissions from non-members will not be considered

7. SUBMISSION REQUIREMENTS

Your submission must include:

- Completed Tender Form – Evaluation criteria
- 3D Visual
- 2D Layout or CAD Plan
- Detailed Itemised Quote incl. surfacing, install, equipment list

Submission Format – Presentation Boards

Tenderers are required to submit concept designs in the form of presentation boards. To support clear and consistent evaluation, we recommend the following maximum number of boards based on project value:

• Project Value	• Maximum Boards	• Recommended Size
• £20,000–£50,000	• Up to 2 boards	• A1
• £50,000–£100,000	• Up to 3 boards	• A1
• £100,000+	• Up to 5 boards	• A1



Boards should clearly illustrate the proposed design, key equipment, layout plan, inclusivity features, materials, and play value.

Tender Submission Instructions

Your response to this invitation to tender must be received by the closing time and date stated above and delivered to the location specified. Tenders must be submitted in a sealed envelope or package, addressed to the Open spaces and Compliance officer, and clearly marked with the invitation to tender title: Design, Supply and Installation of Playground Equipment at Little Missenden Play area.

No reference to the bidder's name or branding should appear on the outer envelope or package, as all submissions must remain anonymous until the tender opening, where all envelopes will be opened together.

Tenders may also be submitted by email. Tenderers are prohibited from contacting Councillors or staff to encourage or support their tender outside the prescribed process.

Address:

Open Spaces and Compliance Officer
Little Missenden Parish Council
Parish Office
38 New Pond Road
Holmer Green
Bucks
HP15 6SU

Email: open.spaces@littlemissendenparish.gov.uk

Use subject line: *Tender Submission – Little Missenden Play area*

8. CONTACT FOR THIS TENDER

All enquiries must be directed to the Parish Council's appointed contact:

Contact Name: Paul Isom
Title: Open Spaces and Compliance Officer
Email: open.spaces@littlemissendenparish.gov.uk
Phone: 01494 414995

No other council staff or councillors are to be contacted. Doing so may result in disqualification.

Project Background & Site-Specific Requirements

Current situation

The current play area suffers from various issues, both naturally occurring and the current equipment, surfacing and general design. The Council would like to see a design that not only considers the site challenges but enhances play values.

The play area is in a conservation area and can lay wet during winter months so no wood to be used colours must be muted preferably browns and greens to help blend into the surrounding environment

Note: The site has access via a five-bar field gate and plenty of parking within the play area.

However, the site can lay wet during winter months.



Objective example

To enhance the play area, introducing exciting new equipment to work alongside existing equipment.

Location of equipment

Map and Proposed Plan:



Yellow Line: Site Boundary

Red Line: Proposed Equipment Location indicated on the Map (Red Line).

Site set-up:

- Welfare (drinking water and a portable toilet) must be provided for the duration of the Works.
- Heras Fencing must be established around the entire site for the duration of the Works, with sufficient CDM signage.
- Compound and Access Route: details on the tender submission should include any vehicle access route and contractor parking, proposed compound, and processes to mitigate any impact on the community such as vehicle movement, noise, or any other factors. This should be in the form of a concise or simplified construction plan (maximum 1 page) to evidence some thought has been considered to the site in terms of delivering the project.

Project Specification

The Council is seeking a play area that incorporates imagination, challenge and excitement for the target age group, reflecting the priorities identified through consultation. The equipment list provided gives a broad indication of the Council's and community's vision, while allowing Contractor flexibility to propose innovative solutions from their own product ranges.

Contractors are encouraged to demonstrate a range of play values and disciplines, clearly identifying the play value of each item proposed. The playscape should provide opportunities for both physical and social development through a varied and engaging play environment.

The play equipment items to be considered must include, but are not restricted to:

Essential

- 1x swing set with one flat and one cradle seat with possible a two-person swing
- 1x roundabout (above ground)
- 1x infant multi play
- 1x junior multi play
- 1x springer **only if funds allow**
- 1x stepping mushrooms
- 1x interactive station with a Little Missenden sign

Materials

The Council expects all equipment to be constructed from high-quality, durable, and low-maintenance materials suitable for intensive public use. A range of material options will be considered, including but not limited to

FOR EXAMPLE,

- High Pressured Laminate panels
- Hot dipped zinc galvanized and stainless steel.
- Additional materials are acceptable for non-structural parts.
- Fixings should be anti-tamper style (Torx Screws), and any bolts covered with protective caps.
- Chains should be stainless steel.
- Structural rope should have a steel core.

Further information/ comment:

Existing Seats and bins will remain

No equipment higher than 4 metres

No wooden equipment.

On surfacing, we would like all old pads overlaid with mulch and cut and tucked into grass.

Safety Surfacing Safety Surfacing

The Council expects all surfacing to comply with EN 1177 and for test certificates to be provided as part of the tender submission.

Contractors should propose a suitable surfacing solution based on the design, fall heights, site conditions and accessibility needs.

Please ensure proposals include:

- Surfacing type and depth
- Sub-base and edging detail
- Compliance and certification information
- Warranties and maintenance requirements

Surfacing Options (to adapt or remove as required)

- Rubber Mulch

Excavate to achieve flush finish. Install 100mm MOT Type 1 compacted stone beneath surface. Edges to be trench-cut into grass

- Re-Instatement

All damage resulting from removals, vehicle movement, installation, deliveries or any other aspect of the Works, must be repaired to at least the condition of that item or items or replaced with the same or similar alternative/s. This includes any ground repair that either needs soil, grading and grass seed for minor damage, or new turf for any major damage.

- Post Installation Inspection

A post installation inspection by an independent RPIi qualified inspector (i.e. Play Inspection Company, RoSPA or other similar provider) is required to sign off the completed installation. The contractor should allow for this cost within their tender price.