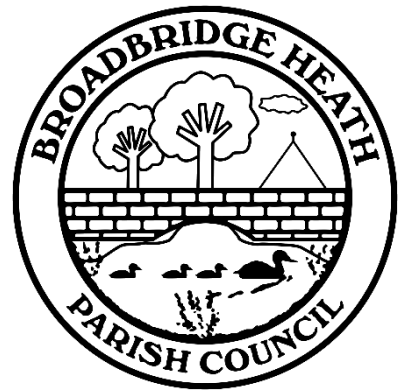


Broadbridge Heath Parish Council

Charrington Way “Whole Family Sports and Recreation Experience”

Ref: CW10B



Invitation to Tender

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Background

Charrington Way recreation ground was originally installed as a play area and basketball hard standing to serve the residents of the Charrington Way housing development, built in the 1980's.

As a result of new housing development over the past 10 years, several new play areas have been provided.

Broadbridge Heath Parish Council is seeking to appoint a qualified contractor for the design, supply, and installation to provide a “Whole Family Sports and Recreation Experience” aimed at developing inclusive, multi-generational space where all family members can engage in sports and recreational activities.

The purchase of this system is a part grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess bids w/c 11 August 2025, with a view to instructing the selected contractor w/c 29 September 2025 and a contracted start date as soon as reasonably practical after this date to ensure project completion target March 2026.

Project cost

The total project cost shall not exceed £110,000.00 excluding VAT, bids must allow for a 5% contingency within this budget. This is a maximum budget and preference will be given to bids that are cost efficient. Due to the grant funding aspect the cost breakdown should breakdown the project cost as follows.

70% Multi-sport games area/NUMGA

25% Seating/landscaping 'make space for girls'

5% Contingency

1. About Broadbridge Heath

Broadbridge Heath is a large village situated on the outskirts of Horsham in West Sussex. The village has grown with recent large housing developments. Across the entire village there are several play areas, providing play opportunity for all ages. These are located as below:

- The Village Centre recreation ground – Monster play area (NEAP)
- Singleton Road play area (LEAP)
- The Ducky at The Common (NEAP)
- Leapfrog play area, Cook Way (LEAP)
- The Giggles Play area (NEAP)

Charrington Way has previously provided play equipment, but as this has aged, several items have been removed and the area is now requiring regeneration. In light of the village's current play provision, an alternative provision has been considered, to provide equipment for multi-sport recreational opportunity and 'make space for girls'.

2. Site Location

Charrington Way Recreation Ground
Charrington Way
Broadbridge Heath
RH12 3TL

What3words: ///achieving.repair.sports

Contractors are encouraged to visit the site prior to submitting their bid, the site is open to the public and does not need permission to enter. If you would like to meet on site with a representative, please contact the council to arrange this:

admin@broadbridgeheath-pc.gov.uk

3. Questions

All requests for clarification and questions regarding this invitation to tender should be submitted by email to admin@broadbridgeheath-pc.gov.uk.

A copy of all questions and answers will be maintained and available on request by recipients of the ITT.

4. Tender requirements

4.1 Brief

The focus is a Multi-Use Games Area (MUGA) with preference for 'NUMUGA' style equipment or similar, to offer multi-sport versatility.

The design should accommodate a variety of sports ensuring flexible use for all and support year-round usage.

The sports area envisioned size is approximately 250m².

The MUGA should promote inclusivity, allowing for mixed-gender participation and adaptable spaces for a range of abilities.

The design will also provide a seating and landscaping area including aspects of 'make space for girls' making use of the existing circular hard standing which will be resurfaced.

Contractors are required to provide a comprehensive proposal to include the design and build of the new provision.

4.2 Scope

The following, but not limited to, should be priced within the bid. It would be beneficial for this format to be used when pricing.

All works should comply to the British and European Standards for playground equipment BS EN 1176 and surfacing BS EN 1177.

Site set up/enabling works

- To include site fencing and signage, welfare facilities, secure storage ground protection as required.

- Allowances for wheel washing if deemed necessary to ensure no contamination of the adjacent roads.
- Plane/remove wear course of existing area of hard standing basketball area, for the purpose of skim and resurface within the design. Approximately 73m².
- Plane/remove wear course of existing footpaths and circular play equipment area for the purpose of resurfacing. Approximately 325m².
- Ensure a site agent is available for all deliveries and opening/closing of the site
- It is envisaged that work will be contained within the hours Monday-Friday, 08:00-17:00.
- Remove and dispose of the existing Basketball post, can be repurposed within the design if appropriate.
- Remove and dispose of the adult fitness equipment unless incorporated into design.
- Remove and dispose of all existing equipment included in the circular area.
- Ensure waste will be stored safely while on site and removed from site by the contractor. Submissions must include evidence that the bidder has an applicable waste carrier license.

Ground works

- Ground preparation for the area of hard standing, the CBR ratio is assumed to be 2-3% (clay) and a sub-base should be utilised that is sufficient for these conditions.
- Install a suitable concrete edging to all tarmac areas.
- Land drains or drainage trenches should be installed to the perimeter of the multi-sports area as required to ensure adequate drainage.

Main works-MUGA/NUMUGA

- Installation of a MUGA/NUMUGA or similar multi-use sports equipment including a minimum of 5 activities/equipment.
- Examples include, Football tennis/tennis wall, rebound wall, football goal wall, target wall, table tennis, free kick wall, basketball hoops at varying heights, street snooker, teqball, table tennis, football goal, or similar. Each item should have a life span of minimum 15 years.
- Fencing as appropriate for the above sports provision, but the vision is NOT a fully enclosed area.
- Surfacing of the area, approximately 250m² design dependent.
- Resurface existing path previously removed wear course. Approximately 72m².
- Construct two new footpath sections from existing to link new MUGA area 52m².

Main works-‘make space for girls’/seating ‘hang out’ provision

- Install a seating provision that includes a visually interesting design and includes landscaping, multiple sections of seat and some hammocks are preferred. Examples are HAGS Rosenlund, Furnitubes Union Bench and Planter, or similar.
- Landscaping across all areas to include a soft landscaping barrier between the multi-sports area and the circular seating area. See soft landscaping specification for details.
- Resurface existing circular area. Existing is 250m², this can be reduced within the design if more cost effective/suitable to replace rather than resurface.
- Install 4 accessible picnic benches adjacent to footpaths.

- Providing a sensory/wildflower area to the area marked on the master plan is included in the Appendix 4. This can include mounds made from the reuse of excavated topsoil. This could include a basic sensor trail.

Note: Surface of footpaths can be discussed if alternate to tarmac is suitable, eg Lay Breedon gravel or limestone crush. Bark is not acceptable surface material.

Completion

- All equipment shall be inspected by a RPII accredited inspector upon completion and before the Clerk, on behalf of the Parish Council will accept completion. This shall be arranged by and at the expense of the contractor.
- Make good any damage caused to existing buildings, roads, paths, grassed areas, fences, drains, sewers, service mains, landscaping etc. during construction.
- Reseeding of grass areas where remedial works has been required.

4.3 Access and Site Work

The recreation ground is accessed via Charrington Way. There is no parking area for the recreation ground, but limited on-street parking is available. The recreation area has 2 pedestrian gate accesses from Charrington Way, and a secured service gate of 3.8m clear width.

Confirmation of work hours, storage of materials, access, location of skips, final programme of works, and Risk Assessment method statements will be agreed with the Clerk before work begins.

- Suppliers must demonstrate that all aspects of site security and public safety have been considered in the tender process.
- Suppliers should cost for all labour, plant/skip hire and all disposals.
- During installation the contractor should provide a secure work compound for all equipment and materials. Any machinery left on site must, where possible, be immobilised. The contractor will be responsible for: any damage caused to or by machinery/materials left on site by the contractor: and any vandalism caused to machinery/materials left on site by the contractor.
- The contractor will be held responsible for, and must make good, any damage caused to. Any area that has been damaged during the installation must be made good and returned to new or as a minimum returned to the original condition at the contractor's expense.
- The contractor will ensure that the public cannot gain access to the work site by erecting suitable fencing and safety notices. The contractor must take all reasonable action to ensure the newly installed equipment is not used until the practical completion is confirmed.
- The contractor must protect the whole recreation ground against unauthorised persons, vehicles and encampments by ensuring the access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

- Contractor parking shall be managed so as not to cause a nuisance to neighbouring properties.

4.5 Equipment Maintenance

Submissions must include a separate schedule for the expected maintenance costs for the first 15 years, per year for each item of equipment. The contractor must be prepared to provide supporting evidence and/or references to support the proposed maintenance programme.

4.6 Planning Permission

If the agreed design requires planning permission, the successful bidder will be required to assist in obtaining appropriate permissions within the scope and funding of the project.

4.7 Insurance

The bidder must provide confirmation of standard compliance where relevant and evidence within the submission of:

- public liability insurance – minimum £10 million
- employer's liability insurance – minimum £5 million
- professional indemnity insurance – minimum £5 million

4.8 Waste

All waste shall be stored safely while on site and removed from site by the contractor which must hold an appropriate waste carrier license.

4.9 Programming and start date

The construction works should be managed to obtain a completion date of mid-March 2026. The contractors should provide a draft programme as soon as practical after award of contract but preferably supplied with the bid. All associated works including reinstatement of any damaged ground are to be completed within a time frame agreed between the winning contractor and the Parish Council, subject to adequate working conditions/exceptionally inclement weather delays.

5. Procurement Process

The timescale of the programme is from the date of signing the contract until the acceptance of the works by Broadbridge Heath Parish Council. The timetable for the procurement process is set out below:

Milestone	Date
Date ITT available	30 June 2025
Last date for raising clarification	25 July 2025
Last date for clarification response	31 July 2025
Deadline to return ITT	1200 08 August 2025
Evaluation of ITT	w/c 11 August 2025
Preferred supplier notified	12 September 2025
Award of Contract	29 September 2025, subject to successfully obtaining grant funding.
Project completion	13 March 2026

6. Added value

Added value will be assessed as part of the scoring matrix and additional items included in the design will be scored favourably.

- Seating and bench provision above the required specification, eg hammocks or relaxing benches.
- Landscaping above the required specification
- Combination recycling and waste bins.
- Community engagement day for launch post completion.

7. Bid evaluation methodology

A points-based scoring matrix will be used to assess all bids, points are awarded based on answers in the methodology statements in Appendix 2 with focus being on engaging design and cost.

Tenderers scores for each method statement will be multiplied by the relevant weighting to result in a weighted score. The weighted scores will be added to give an overall score out of 100.

Please see the response to method statement response form for further details of each Method statement – **APPENDIX 2.**

Method Statement No	Item	Weighting	Maximum Evaluation Score	Total Score
1	Price	6	5	30
2	Overall design	6	5	30
3	Product range	3	6	24
4	Warranty/Guarantee	3	6	12
5	Reference sites	2	2	4
Total Weighted Score				100

During the bid assessment period, Broadbridge Heath Parish Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the bid. Bids will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Broadbridge Heath Parish Council is not bound to accept the lowest price or any bid.
Broadbridge Heath Parish Council will not reimburse any expense incurred in preparing bids.
Any contract award will be conditional on the Contract being approved in accordance with Broadbridge Heath Parish Council's internal procedures and Broadbridge Heath Parish Council being able to proceed.

8. Bid returns

8.1 Format of submission

In addition to addressing the items details in the method statement, submissions should include:

- a. developed scheme costed in accordance with the scope and pricing document
- b. computer aided designs and visuals of each item of equipment proposed
- b. details of warranty and 15-year maintenance costs for each item of equipment (see section 5.5).
- c. contact details for a single point of contact for all contact between the tenderer and Broadbridge Heath Parish Council during the bid selection process, and for further correspondence.

If successful the winning contractor will need to supply the following within 10 working days of notification of preferred contractor.

- contact for site agent and project manager.
- details of insurance (see section 4.7)
- evidence of a waste carrier license
- conflicts of interest statement (if required)
- health and safety policy statement
- equality policy statement
- environmental policy statement
- projected start date and works programme.

Bidders must ensure they have fully understood this document and the requirements of the work specification. If applicants are unsure of any details, they must contact the Parish Council to discuss these before submitting.

8.2 Pricing and payment schedule

The total project cost shall not exceed £110,000.00 excluding VAT, allowing a 5% contingency within this budget. Terms of payment and any deposit required should be included in the bid.

8.3 Bid Returns

Bids are to be returned by email to admin@broadbridgeheath-pc.gov.uk, no later than the dates listed below with the subject line '**Broadbridge Heath Parish Council Charrington Way project: CW10B**'. Broadbridge Heath Parish Council will confirm receipt of your bid. Bids will be stored securely and not opened until after the deadline.

Latest date to be returned: 08 August 2025

Latest time to be returned: 12:00

APPENDIX 1-EXISTING SITE PHOTOS



APPENDIX 2 - METHOD STATEMENT RESPONSE FORM

Please keep responses concise, with a maximum word count per method statement of 250.

Broadbridge Heath Parish Council is referred to as BBHPC.

Method Statements	
1	<p>Price State the final price of the project exclusive of VAT and listing the contingency allowed for.</p> <p>Response: Project cost (ex VAT): Contingency (minimum 5%): Total (project cost+contingency):</p>
2	<p>Overall Design Describe how your design meets BBHPC's requirements referring to the virtues of your selected equipment. Your response should include how the Customer's requirements are understood and met and what opportunities are considered in the design, noting the 5 key components of the scope of the project. Include a description of any added value items eg seating, landscaping, community engagement/launch etc.</p> <p>Response: Size of MUGA area: Number of equipment pieces: Number of different sports included: Added value items above those required in the specification (state number and description):</p>
3	<p>Product Range Explain the benefits of the products you have chosen for BBHPC's project and how these products will meet their requirements. Include the total individual pieces of equipment included in the design, and how many different sports/activities these cater for.</p> <p>Response: Number of different sports included: Added value items above those required in the specification: How many persons can the seating design accommodate:</p>
4	<p>Warranty/Guarantee State what guarantee / warrantee you offer to BBHPC for all aspects of the project.</p> <p>Response:</p>

5	References and reference sites <ul style="list-style-type: none"> • Provide brief details of 2 similar scale projects undertaken by the bidding company in the last 3 years. • Provide contact details of 2 referees who have contracted the bidding company to complete a project of a similar scale in the last 3 years
	Response:

APPENDIX 3-EXAMPLE PROJECTS FOR GUIDANCE

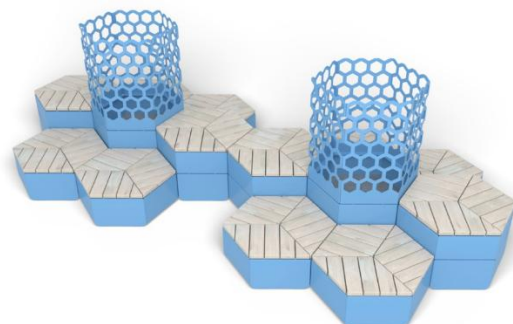
(images taken from internet search for indicative purposes only)

Images for multi-sports provision





Images for seating/‘make space for girls’







Sensory/wildflower area

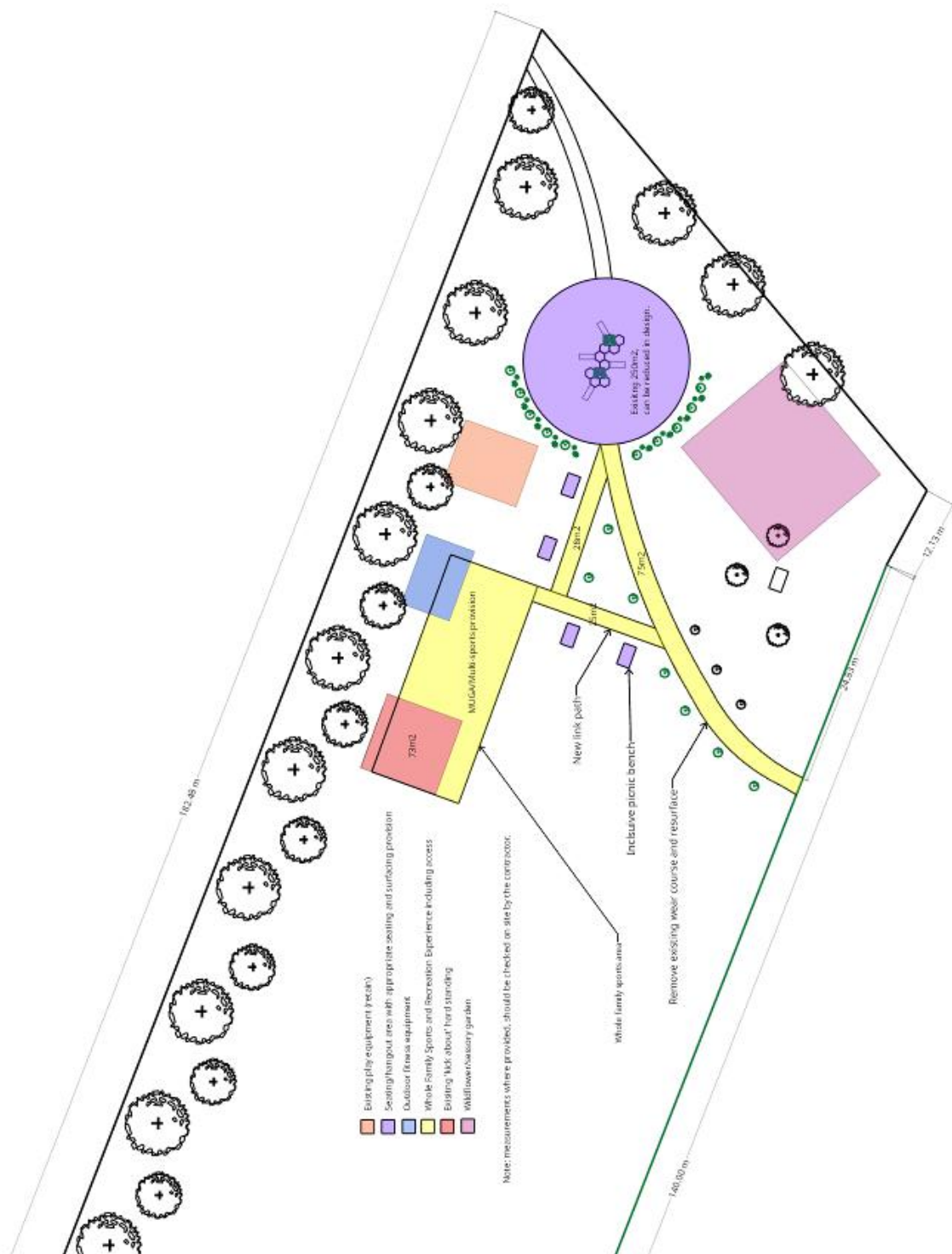


(path only)



APPENDIX 4-SITE PLAN

Full size version available as separate document



APPENDIX 5-ADDITIONAL INFORMATION AND TERMS

1. Disclaimer

The issue of this documentation does not commit Broadbridge Heath Parish Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Broadbridge Heath Parish Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Broadbridge Heath Parish Council and any other party (save for a formal award of contract made in writing by Broadbridge Heath Parish Council or on behalf of Broadbridge Heath Parish Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their bids. Information supplied to the tenderers by Broadbridge Heath Parish Council, or any information contained in Broadbridge Heath Parish Council's publications is supplied only for general guidance in the preparation of the bids. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Broadbridge Heath Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Broadbridge Heath Parish Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Broadbridge Heath Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.

2. Governance

Broadbridge Heath Parish Council has delegated authority to manage the project to the Parish Clerk, who will be supported by parish council staff, with oversight from the Recreation Committee. The Clerk will take all practical steps to ensure that the financial controls, design authority and program management are clearly established and that necessary matters are escalated to the Recreation Committee for timely decision making and reporting. Any contract awarded as a result of this tender process will be in accordance with Broadbridge Heath Parish Council's Financial Regulations. This project is being procured in accordance with the Public Contracts Regulations 2015.

3. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your bid submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Broadbridge Heath Parish Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Broadbridge Heath Parish Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

4. Defects liability period

On completion of the contract the Parish Council shall sign off the work following a post-installation inspection by an independent play inspector. The successful contractor is responsible for arranging for the post-installation inspection and report. The Parish Council and the supplier will agree the works required to rectify any defects to ensure that the site complies with British Standards (BS) EN 1176 and BS EN 1177 following the post-installation inspection. A 12-month defect period shall commence from when all agreed findings have been rectified and signed off by the Parish Council. On completion of the 12-month defect period the supplier will be required to repair or replace any items of play equipment or surfacing which show wear and tear over and above reasonable use of the area, i.e. where there is a design flaw or installation issue such as settlement.