



YEOVIL WITHOUT PARISH COUNCIL

INVITATION TO TENDER (extended submission date)

WYNDHAM PARK DEVELOPMENT, YEOVIL, SOMERSET



Phase 1 - Cunningham Road MUGA site

- A new Multi-Use Games Area (MUGA)
- A new enclosed early years area of play
- A new Outdoor fitness equipment

Phase 2 – Community Open Space Drake Road LEAP/open space site

- Concept Design – For Information Only

Tenderers are requested to submit a **concept design** for the proposed community open space.

Please note: The concept design will not influence the ranking of tenders beyond the additional five points awarded for submission.

To be submitted no later than Wednesday 24 September by 11.59 pm

TABLE OF CONTENTS

1. Background and Public Consultation Information	Pages 3 - 6
2. Introduction – Phase 1 Cunningham Road MUGA Site	Page 7
3. Site visit & Locations	Pages 7 – 8
4. Phase 2 Concept Design – Drake Road open space	Page 9
5. Scope of Works/Deliverables general	Pages 10 - 11
6. MUGA specification	Pages 12 - 13
7. LEAP specification	Pages 14 - 15
8. Fitness Equipment specification	Pages 15 - 16
9. Procurement Process	Page 17
10. Evaluation of Tenders	Page 18
11. Appendix A: Works Specification (includes Health & Safety, Site Conduct & Access Management)	Pages 19 - 24
12. Appendix B: Evaluation Criteria Breakdown	Pages 25 - 28
13. Appendix C: Submitting a tender	Pages 29 - 31
14. Appendix D: Phase 2 Community Opens Space Ideas	Pages 32 – 34

Background and public consultation information

BACKGROUND

Wyndham Park is a mixed-tenure residential development located on the eastern side of Yeovil. The estate consists of 850 properties and a primary school, within the jurisdiction of Yeovil Without Parish Council's Lyde ward. As of the Census 2021 data, the park houses approximately 2,200 residents, with notable proportions of young children:

- 0-4 years: 9.6%
- 5-9 years: 8.6%
- 10-14 years: 5.7%
- 15-19 years: 4.5%

The original planning for Wyndham Park accounted for the development of a **Multi-Use Games Area (MUGA)** and a **Local Equipped Area for Play (LEAP)**. However, the MUGA site has been left undeveloped since its transfer in 2015 to Somerset District Council (SSDC), which later merged with other councils to form Somerset Council in 2023.

Delays in the development of the **Multi-Use Games Area (MUGA)** and **Local Equipped Area for Play (LEAP)** have primarily been attributed to ongoing discussions about consolidating sport and leisure facilities with the neighbouring **Up Mudford** development. While the **Up Mudford** outline planning application was initially submitted in **2014**, the planning process encountered significant delays due to the **COVID-19 pandemic**, phosphate-related issues, and **community objections**. Despite these setbacks, the process finally resumed in **2024**, but the idea of consolidating funds and facilities is no longer considered a preferred option by the residents of Wyndham Park.

The **Wyndham Park Community Association**, with the support of the **Parish Council**, consistently urged **South Somerset District Council (SSDC)** to progress with the installation of the MUGA (Multi-Use Games Area) and LEAP (Local Equipped Area for Play). However, funding became a significant challenge after a renegotiation of the S106 agreement with the developer (2013) resulted in a 50% reduction in the allocated funds for each play element.

To address this shortfall, the funding originally designated for the two LEAPs has been combined with the MUGA funding. This pooled resource is now being used

to develop the MUGA site, which will also incorporate a LEAP and fitness equipment within the same location.

In **Autumn 2022**, SSDC began exploring the development of these facilities, conducting consultations and preparing a draft tender for the project. However, following the merger into **Somerset Council** the project stalled. This decision was met with considerable disappointment among residents.

Throughout this challenging period, the Wyndham Park Community Association has remained a strong advocate for the project, persistently representing the views and interests of the local community. To ensure the future development of the play facilities at Wyndham Park, the **Parish Council (YWPC)** took decisive action in **September 2024**, resolving the following:

1. **Approval to transfer the MUGA and LEAP land**, along with the associated **S106 funding**, from **Somerset Council** to **YWPC**.
2. **YWPC taking full responsibility** for the **project management** of the MUGA and LEAP development, as well as its ongoing maintenance.

It has only been recently that **Somerset Council** confirmed the availability of the **S106 funds** within their finance department, allowing the parish council to finally move forward with the much-anticipated project. With these hurdles now cleared, the community remains hopeful for the timely realisation of the long-awaited play facilities that will serve as a vital resource for its residents. **Desirable project completion is Spring 26.**

Public consultation information

A public consultation was **completed in Autumn/Winter 2022**, which consisted of a residents' online survey, promoted via Wyndham Park Community Association's Facebook page and newsletter, which received 133 responses.

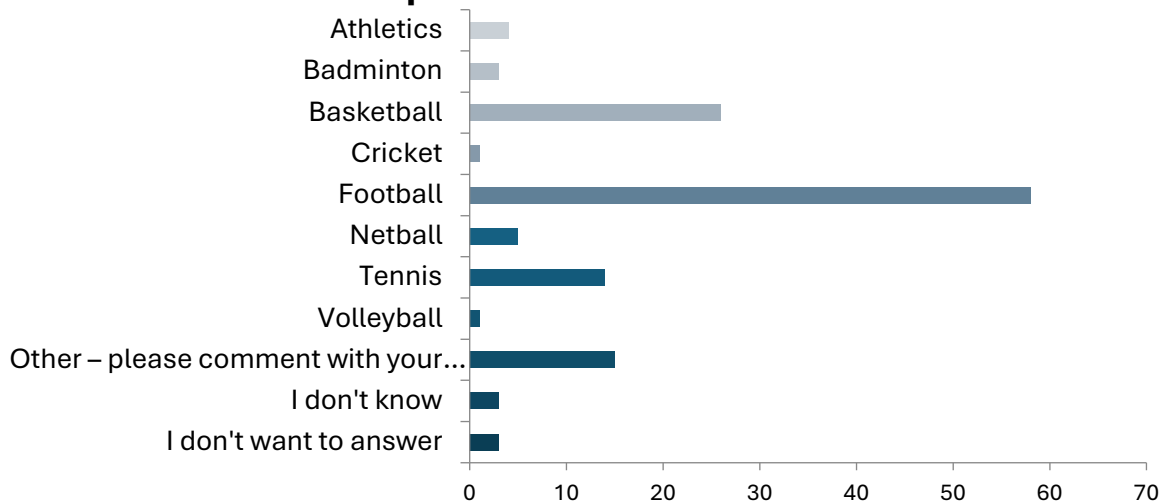
A further consultation was completed in **Spring 2025**, by the Wyndham Park Community Association, 95 out of 830 households which lead to a total of 235 individual responses to the survey and reflected similar results to the 2022 consultation.

Key findings of the 2022 consultation found that:

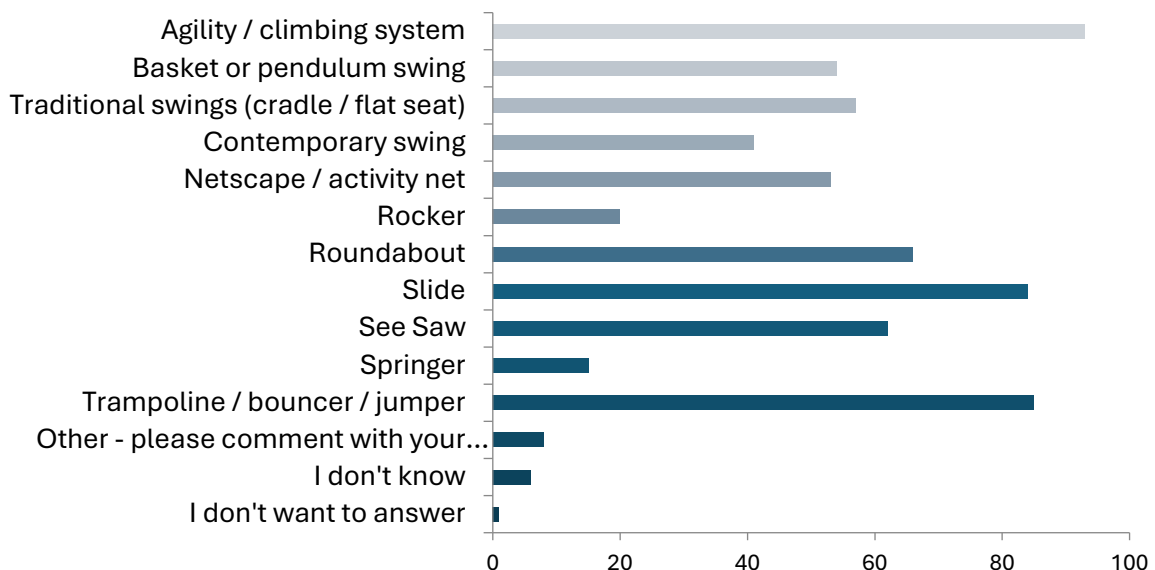
- 73% of survey respondents are a parent, guardian or carer of a young person aged under 19 (aged under 25 in the case of special educational needs) who live in their household all or some of the time or who visits their household.

SSDC Autumn/Winter 2022 consultation

Desired sports activities - MUGA

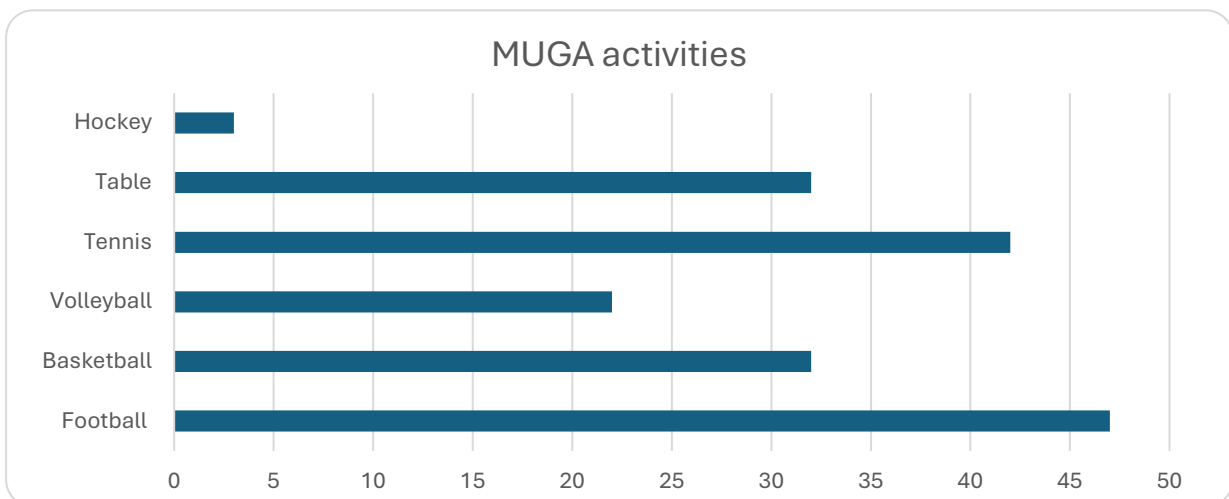
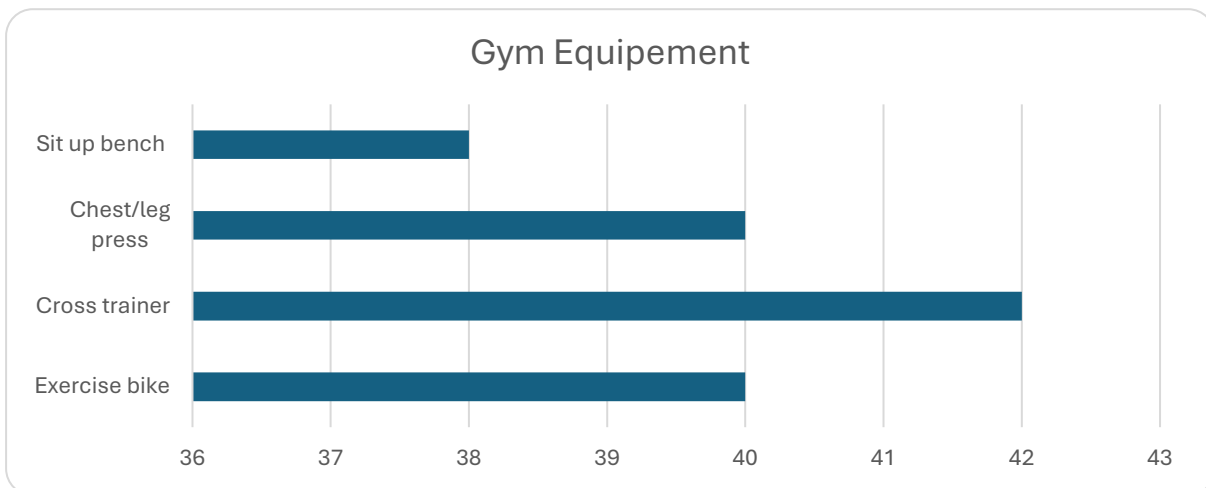
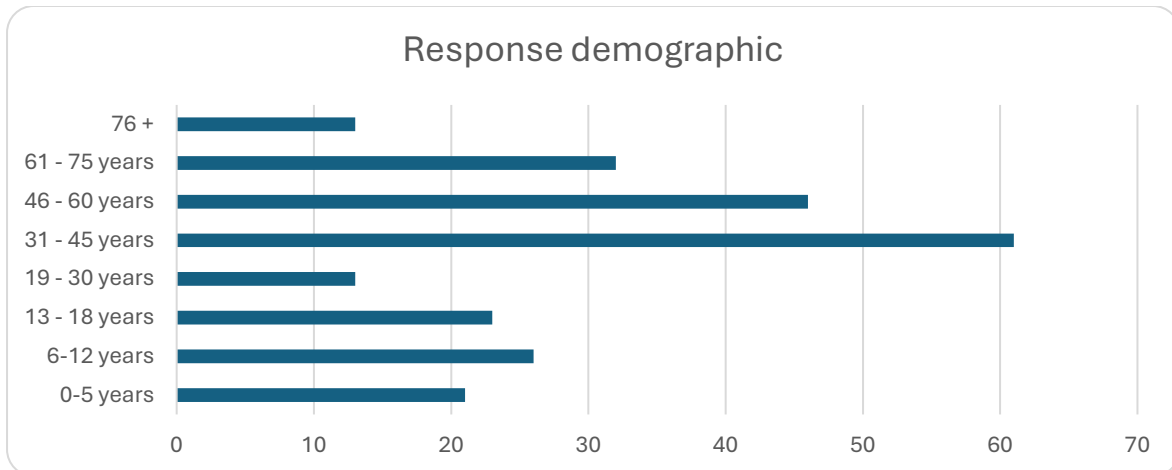


Desired LEAP Equipment



- 30% of respondents wanted a themed play area, as opposed to 19% who didn't and 50% who didn't know or had no preference.
- 68% of respondents wanted additional types of multi-generational games provided on the estate (such as boules, foosball, integrated games boards, and table tennis) as opposed to 14% who didn't and 17% who didn't know or had no preference.

WPCA Spring 2025 consultation



2025 consultation reflected the results of the 2022 consultation.

NB. It was concluded that tennis was not really an option as limited numbers could participate. Preferences from parents with younger children and the local school would like to see 2 smaller pitches created within the larger pitch area.

INTRODUCTION

Phase 1 Cunningham Road, MUGA site

- Yeovil Without Parish Council (YWPC) is seeking a suitable qualified company to design, construct and install a **new Multi Use Games Area (MUGA)**, a new enclosed **equipped area for play** for children aged 2 years to 5 years, and **fitness equipment** at the Cunningham Road MUGA site on the Wyndham Park Development, Yeovil, Somerset. **(Phase 1)**
- Planning for Wyndham Park made provision for a Multi-Use Games Area (MUGA) and Local Equipped Area for Play (LEAP), adjacent to Primrose Lane Primary School, on land owned by Somerset Council.

Planning Support

- With reference to the above comments, the contractor should allow for all associated drawings and surveys to support an amendment to the approved planning consent as the areas will no longer be delivering what was formally approved. The **successful tenderer only** would be required to support this process with the required plans and documents.
- [Information requirements for planning applications](#)
- The land is in the process of being transferred to the parish council and in the interim period Somerset Council has issued a licence to the parish council to access and manage the relevant land, to allow early access to carry out works, pending a transfer.
- The MUGA site will be funded by Section 106 contributions and YWPC contribution.
- Maximum Budget for the Cunningham Road MUGA site (that must not be exceeded): **£212,500 ex VAT**.

SITE VISIT

There is only one access route into the Wyndham Park development, which is via the roundabout on Lyde Road.

Tenderers are strongly advised to visit the site prior to submitting their design proposals, to familiarise themselves with the existing access, site layout, and any

potential constraints. Site visits may be undertaken at the tenderer's own convenience and cost. No prior arrangement or notification is required.

By submitting a tender, all tenderers are deemed to have:

- Inspected the site and assessed existing conditions.
- Considered access limitations and any restrictions affecting transportation or plant delivery.

LOCATIONS

MUGA Site access road – Cunningham Road	Map reference 50.958437,-2.607438, Yeovil Without, Yeovil, UK Google Maps Plus Code: X95V+92 Yeovil, UK What Three Words: ///butchers.joystick.grownup
LEAP/OPEN SPACE Proposed community open space site access road – Drake Road	Google Map Link https://maps.app.goo.gl/nJrmwyJho9dqCmWe8 What Three Words: ///showering.abolish.remembers
Equipped LEAP (Age range approx. 5 – 12) access road Shackleton Road	Google Map Link https://maps.app.goo.gl/RQBqNvY9B7f98CSU9 What Three Words: ///shine.recent.loudly
Equipped LEAP (Age range approx. 12+) access road Shackleton Road	Google Map Link https://maps.app.goo.gl/25Jn6z22kqh3HMaF6 What Three Words: ///pinch.dips.aura

For any assistance regarding site locations, please contact the Clerk. With prior notice, the Clerk may be available to attend the site visit should the tenderer prefer.

Email: clerk@yeovilwithoutparishcouncil.gov.uk Tel: 07586505864

Phase 2 – Community Open Space Drake Road LEAP/open space site

- **Concept Design – For Information Only**

Tenderers are requested to submit a **concept design** for the proposed community open space at Drake Road.

Please note:

The concept design submission is **for information only** and will not influence the ranking of tenders beyond the **5 points awarded for its inclusion**.

Purpose of the Concept Design Submission

The concept design is intended to:

- **Demonstrate the Tenderer’s understanding** of the project’s intent, objectives, and site context.
- **Illustrate a potential layout, spatial arrangement, and thematic approach** for the future community open space.
- **Provide a preliminary cost indication** for the development of the Drake Road site.
- **Support the project team’s long-term vision**, guiding future site planning and assisting with potential funding applications.
- **Offer insight into the Tenderer’s broader creative vision** and landscape design capabilities beyond the supply and installation of play equipment.
- **Encourage a broad spectrum of ideas** to help ensure the site is developed in a way that best serves the local community.

Tenderers are encouraged to keep the concept concise (e.g., maximum one A3 layout with supporting notes) and focused on high-level ideas rather than detailed design and estimated cost to develop the area.

- Community suggestions are shown in Appendix D – pages 32 -34

Scope of Works/Deliverables

Mandatory Requirements

General

- The outdoor play facility must be designed in accordance with the Disability Discrimination Act (1995) and comply with the Equalities Act 2010, and the Convention on the Rights of the Child: Article 31 all children have a right to play; Article 23 Disabled children have a right to dignity, self-reliance and active participation in the community; Article 12 Children have the right to express their views on all matters of concern to them; and, General Comment no.17 that disabled children are entitled to expect equal and active opportunities in play.
- Paths and routes within the facility must be Disability Discrimination Act (DDA) compliant.
- The outdoor play facility should take into consideration the findings and recommendations of the report Barker, A. Holmes, G. Alam, R. Cape-Davenhill, L. Osei-Appiah, S. and Warrington Brown, S. (2022) What Makes a Park Feel Safe or Unsafe? The views of women, girls, and professionals in West Yorkshire. University of Leeds, Leeds. DOI: 10.48785/100/108, namely to:
 - Create an inclusive play facility that feels safe and welcoming to girls by including equipment for mixed-used space that meets girls' needs, interests, and preferences, such as swings and social (uncovered) seating.
 - Facilitate openness and visibility by design.
- All play equipment and impact absorbing surfacing must be certificated by an independent test house to comply with the British and European Standards BS EN1176 and EN1177 and installed in accordance with the manufacturer's instructions. Any bespoke equipment that is non-compliant with these standards must first be approved on a risk assessment basis by a competent, independent third party.
- The design proposal must account for the whole site, including any areas within the site perimeter not taken up exclusively by the MUGA, LEAP and OUTDOOR FITNESS facilities. This shall include appropriate hard and/or soft landscaping to produce a well-designed, cohesive, and aesthetically pleasing space that is sympathetic to its urban location. Any soft landscaping proposed to be indicated on the plans.

- Vandal-resistant signage must be provided for the site's facilities to clearly display contact details and correct usage. Branding will be provided for this purpose, and signage content must be pre-approved by the parish council production. Signage shall be located at or near to each main ingress point.
- Vandal-resistant, closed top litter bins for general waste must be provided at or near to each main ingress point.
- A bicycle and a scooter rack (or hybrid) must be provided on the site.
- A concrete foot volleyball or concrete Teqball table is desirable on the site.
- A multi-funnel 'surprise' ball game basket is desirable on the site.
- A shelter or covered seating shall not be provided on the site.
- Seating on site is desirable, possibly terraced using the uneven raised area on the site.
- It is desirable that the proposal includes a social area where parents/carers can wait to collect their children from school, safely away from the road.
- Association of Play industries (API) accreditation

PHASE 1 - MUGA Site Cunningham Road

The site is **approximately 1,260 m²** and is partially enclosed by bow-top rail fencing and hedgerow. The land is mostly level at the left side but rises to the right and rear, requiring careful consideration for the layout of the MUGA. Viewings of the site are encouraged before submitting a tender.

The MUGA site to be divided into **3 areas of play**:



MUGA – catering for five-a-side football and community basketball

LEAP - primarily for accompanied pre-school children and children who are beginning to go out and play independently, such as those who might attend the adjacent primary school. (18 months – 5 years)

Fitness Equipment - The proposed equipment should cater to a broad range of users, including adults and seniors, and support various fitness functions

MULTI USE GAMES AREA (MUGA)

The MUGA must be designed to be as open, transparent, and unobtrusive as possible with soft, rounded corners and chevron or rounded open goal ends.

MUGA Size and Layout

- The MUGA should have a **playing area** suitable for 5-a-side football, with integrated markings for both football and community basketball.
- The MUGA should make the best use of the area available to deliver a cohesive and well-designed community space.
- Adequate **run-off zones** around the play area must be included for safety.

Surface Specification

- The surface must be a single, porous construction with ball bounce and slip resistant qualities that will drain easily to minimise surface water. It shall be constructed from Type 2 Bituminous Macadam (Bitmac or Tarmacadam) for higher slip resistance. It shall not be coloured or painted.
- The surface must be **non-slip, shock-absorbent**, and comply with **BS EN 15330** or other relevant national/international standards.
- Line markings must primarily cater for **5-a-side football** and community **basketball** as well as other informal ball games, and line markings must be clearly applied using **fade-resistant paint**, with distinct colour differentiation between sports.
- Court layout must comply with the **FA guidelines for small-sided football** and **FIBA/community basketball** dimensions.

Fencing and Access

- A **3–4 metre-high perimeter fence** with **rebound panels** (minimum 1.2m high) should be installed to prevent the ball from escaping the play area and entering onto the public highway or adjacent properties. The design should incorporate the use of **height-adjusted fencing** and **internal cranked fence toppings** as necessary to retain the ball effectively. The **Multi-Use Games Area (MUGA)**, depending on its positioning, should aim to be an **inviting communal space** for all users, offering an **open aspect** wherever possible, while maintaining security and functionality.
- Fence panelling system must be durable, and vandal resistant, constructed from steel and specially engineered to dampen and reduce noise associated with ball impact.
- The MUGA must be designed with 'slots' instead of gates, at least one of which must be DDA compliant.
- The inclusion of games, practice and/or target panels is desirable.

LOCAL EQUIPPED AREA FOR PLAY (LEAP)

- The LEAP shall cater primarily for accompanied pre-school children and children who are beginning to go out and play independently, such as those who might attend the adjacent primary school. Early years (primarily ages 2 – 5 years)
- The siting of play equipment and features within the activity zone shall preclude opportunities for overlooking nearby gardens or dwellings, potential loss of privacy and associated creation of nuisance. Potential visual intrusion by high climbing structures shall be minimised.
- The LEAP must be designed to provide a stimulating and challenging play experience that may include equipment providing opportunities for balancing, climbing, crawling, jumping, overhead activity, rocking, rotating, sliding, swinging, imaginative play, social play, or other play activities. At least six play experiences must be provided.
- The LEAP shall offer different play equipment, so far as possible, to that found at play areas elsewhere on the estate located above and below Shackleton Road, Yeovil. Bidders are encouraged to visit these sites to familiar themselves with existing play provision on the estate. **Location – page 16**
- The choice of play equipment shall reflect the results of public consultation, so far as is reasonably practicable. The LEAP must include an agility/climbing system, an in-ground jumper, a slide, a roundabout, a seesaw, and a variety of swings (as a minimum).
- New swings or swing seats must include anti-wrap suspension chains.
- The LEAP must feature wheelchair inclusive and accessible play equipment, so far as is reasonably practical.
- The LEAP must feature sensory and tactile play equipment.
- There is no requirement for the LEAP to be themed.
- The LEAP's safety surfacing can be any or a variety of the following materials: wet pour rubber; cover mat rubber tiles; or artificial grass. Loose fill or sand surfacing must not be used.
- Play area equipment can be constructed from any or a variety of materials, including but not limited to galvanised, powder-coated, or stainless steel; high-

pressure laminate; high density polyethylene; and/or post-consumer recycled waste. Timber must not be used.

- Fixed seating, with space beside for wheelchairs, must be provided within the LEAP facility area for accompanying adults. Benches must be robust and vandal resistant.

OUTDOOR FITNESS EQUIPMENT

- **Type of Equipment**

The proposed equipment should cater to a broad range of users, including adults and seniors, and support various fitness functions such as:

- Cardiovascular exercise (e.g., elliptical trainers, exercise bikes)
- Strength training (e.g., chest press, leg press, pull-up bars)
- Flexibility and balance (e.g., stretching stations, balance beams)
- Multi-functional or combination units

The choice of play equipment shall reflect the results of public consultation, so far as is reasonably practicable.

Design and Safety Standards

- All equipment must be **commercial-grade, vandal-resistant**, and suitable for **year-round outdoor use**.
- Equipment must comply with relevant **international safety standards** (e.g., EN 16630:2015, ASTM F3101).
- Surfaces must be non-slip and free from sharp edges or pinch points.
- Clear, weather-resistant **instructional signage** must be included on or near each unit.

Materials and Durability

- Materials should be **UV-resistant, rustproof, corrosion-resistant**, and require minimal maintenance.
- All fittings and welds must be of high quality to ensure **long-term structural integrity**.

Installation and Foundations

- The contractor shall be responsible for **site preparation**, including proper foundations, surface levelling, and anchoring of equipment according to manufacturer guidelines.
 - **Safety surfacing** (e.g., rubber matting, poured-in-place rubber, or engineered wood fibre) must be provided where applicable.
-

PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Procurement Act 2023. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most advantageous tender.

The tender process will be by open tender.

INDICATIVE PROCUREMENT TIMETABLE

The following indicative timetable is provided for Tenderers' benefit. Please be aware that these are indicative timescales (except for the deadlines in bold) and may be subject to change at the absolute discretion of the Customer.

Stage / Activity	Indicative Date
Invitation to Tender document issued	1 Aug 25
Closing date for clarification questions	w/c 18 Aug
Closing date for submission of tenders	Wed 24 Sept 25 by 11.59pm
Preliminary evaluation of tenders	25 Sept – 26 Sept 25
Evaluation of tenders	29 Sept – 9 Oct 25
Full council consideration	15 Oct 25
Tenderers informed of outcome	w/c 20 Oct 25
Public consultation on final design The successful tenderer will be required to participate in a public consultation regarding the final design.	Tbc – potentially to be held at Primrose Lane Primary School.
Contract start date	To be agreed
Contract completion date	To be agree, the works shall be programmed to commence as soon as possible. Works shall ideally be completed but no later than 31 March 2026.

EVALUATION OF TENDERS

Tenders will be evaluated by members of the Wyndham Park MUGA site tender working party with a recommendation made to full Council, before the Acceptance of Tender.

A full breakdown of the Evaluation Criteria can be found in Appendix C at the back of this document.

Evaluation will focus on:

- Design Quality, Accessibility & Inclusion
- Compliance with Specification
- Durability and Maintenance
- Health & Safety Management
- Programme of Work
- Experience and References
- Innovation and Added Value
- Sustainability, Social Value & Waste Management

Note: Price will not be a scoring criterion. Tenderers are expected to maximise value within the provided budget.

ACCEPTANCE OF TENDER

Until the execution of a formal agreement, the Council's written acceptance of a tenderers signed offer shall form a binding agreement between the Council and the successful tenderer.

All tenderers will be notified in writing of the outcome.

VALIDITY PERIOD

Tenders must remain valid for a minimum of **120 days** from the submission deadline. Prices will be fixed for the duration of the contract.

APPENDIX A – Works Specifications

The contract is to design, construct and install a **new Multi Use Games Area (MUGA)**, a new enclosed **equipped area for play** for children aged 2 – 5 years, and **fitness equipment** at the Cunningham Road, MUGA site on the Wyndham Park Development, Yeovil, Somerset.

The total cost of the project must not exceed the **fixed budget of £212,500** (exclusive of VAT).

This figure includes all:

- Design and consultation costs
- Supply and delivery of equipment and materials
- Installation and groundwork
- Safety surfacing
- Fencing, welfare, and site security
- Waste removal and site clearance
- Health and safety compliance, inspections, and certifications (including RPII sign-off)

Tenderers are expected to make full use of the budget to deliver a high-quality, inclusive playground that offers excellent play value and is fully accessible.

Quotation Format:

Tenderers must submit a fully itemised quotation, broken down to show:

- Individual equipment costs (with descriptions and target age groups)
- Installation costs
- Surfacing costs (by area and thickness)
- RPII post installation inspection
- Any optional or added-value features (clearly marked as such)
- All prices should be quoted exclusive of VAT and expressed to two decimal places.

Health & Safety, Site Conduct & Access Management

STORAGE OF MATERIALS

The principal contractor shall be permitted to erect a temporary compound on site to securely store machinery, tools, equipment, and materials associated with these works. The position of the principal contractor's compound must be agreed with the parish council prior to commencement of works on site. Overnight storage of any hazardous or flammable materials is discouraged.

The principal contractor shall be responsible for any security required for its compound. The Parish council shall not be liable for any loss or damage occurring to the compound, or any machinery, equipment, tools, materials or otherwise stored therein.

On completion of work, the principal contractor shall be responsible for restoring any damage to the ground, soft or hard landscaping to its original condition.

WORKING AREAS

Works must not obstruct or restrict access to residential properties on Cunningham Road, Yeovil or to **Primrose Lane Primary School, Cunningham Road, Yeovil, BA21 5FH**.

Safe access to Primrose Lane Pre-school, which has a separate entrance from the main school on the public footpath on the northern most edge of the site (running from East to West) must be facilitated, which operates sessions from 8.00am to 1.00pm and 1.00pm to 4.00pm.

Special caution must be taken during school start and end times at 8.50am and 3.20pm when there is increased volume of traffic in the area and increased footfall of children. Site deliveries and movement of machinery shall be avoided during these times. Where this is not possible, additional precautions should be taken to minimise any risks to child pedestrian safety.

Any works proposed outside of the generally accepted permissible times for building/construction works (8am to 6pm Monday to Friday and 8am to 1pm Saturday) must first be agreed with the Parish council prior to commencing. Care shall be taken to keep any environmental nuisance (such as artificial lighting, dust, and noise) associated with works to a minimum.

There is no power supply on site, besides that connected with the private dwellings and the school.

There is limited artificial lighting for visibility of works outside of daylight hours, provided by streetlamps.

There are no sanitary conveniences, washroom or welfare facilities on site. It may be possible for the principal contractor to erect a temporary facility within the restricted area, which must be agreed with the Parish council prior to the principal contractor commencing on site. The installation, maintenance, and security of any temporary facility agreed shall be the responsibility of the principal contractor.

There are no fresh drinking water facilities on site.

There is no asbestos, soil contamination or other known hazardous materials on site. Broken glass and/or syringe needles or fly-tips are rarely reported on site. In the unlikely event that such item(s) are found, the Project Lead must be promptly notified to organise safe disposal.

HEALTH, SAFETY AND CDM 2015

The principal contractor shall plan, manage, monitor, and coordinate health, safety and welfare during the pre-construction and construction phases, in communication with the Parish council's Project Lead. This shall include emergency procedures, First aid, and incident reporting. Any accidents must be additionally reported to the Project Lead and Contract Administrator as soon as is practicable.

The principal designer/contractor shall submit a Construction Phase Plan (CPP) prior to commencing any works on site.

The principal contractor shall be responsible for managing and supervising works on site and shall ensure that all workers on site are competent, properly trained (or supervised, if an apprentice or trainee), briefed and equipped, including with appropriate PPE.

The working area must always be restricted from any unauthorised or public access. It must be suitably signed and securely fenced off with 2.0 metre high Herras (or equivalent) fencing panels of an approved design, the position of which must be agreed with the Parish council prior to the principal contractor commencing on site. The installation, maintenance, and security of this fence shall be always the responsibility of the principal contractor, and out of hours on-site security should be considered.

The principal contractor must protect the public from the works and from any plant, machinery, equipment, tools, or materials being transported to and from the working area.

The principal contractor shall be fully responsible for supplying, positioning, maintaining, and removing at the start and end of the contract, all signs, and barriers in accordance with Chapter 8 of the Traffic Signs Manual (where applicable).

REINSTATEMENT

The principal contractor shall be expected to leave the site in a clean, tidy state on completion of works.

All adjoining footpaths shall be swept clean, and any soft or hard landscaping disturbed due to the works shall be reinstated to its original condition.

Photographic evidence of the original condition of the public open space and the surrounding area shall be taken prior to commencement of any scheme for avoidance of any dispute.

PUBLIC RELATIONS

All workers on site, either employed by the principal contractor or a sub-contractor, are perceived by the public to represent the Parish council. Each one of them is therefore a public relations officer and great care should be taken by the principal contractor to ensure that all workers on site are aware of their responsibilities.

The principal contractor must ensure that all workers, particularly those employed by sub-contractors (where used), have a legal right to live and work in the UK. Workers on site should ideally be in receipt of a valid Construction Skills Certification Scheme (CSCS) card and a Disclosure Barring Service (DBS) check.

Workers are expected to always behave and conduct themselves professionally on site and to avoid any actions that could bring the council into disrepute. Workers must not be under the influence of any intoxicants whilst working on site and smoking on site is not permitted.

Any complaints made to the principal contractor or directly to workers on site must be reported to the Project Lead (or other appointed representatives of the

Parish council) as soon as is practicable, who may follow-up with the person making the complaint.

The Parish council reserves the right to restrict workers from site where their behaviour or conduct falls below acceptable standards, or risks bringing the organisation into disrepute.

Principal contractors, sub-contractors or workers on site must not post or share any material about the works on their public or private social media platforms without the prior approval and consent of the Parish council.

COMPLETION OF CONTRACT

On completion of works, the principal contractor shall organise a Post Installation Inspection (PII) by an independent Play Inspector registered with the Register of Play Inspectors International (RPII). The Parish council and the principal contractor are to agree the works required to rectify any defects to the European Standards 1176 and 1177 identified during the PII (note: not all risks identified in the PII are required to be rectified). A design risk assessment shall be provided by the principal designer/contractor should this be recommended in the PII report.

The principal contractor must also provide an independent site risk assessment following completion of the works.

A 12-month defect period shall commence from when all agreed findings have been rectified and signed-off by the Council. On completion of the 12-month defect period, the principal contractor shall be required to repair or replace any items of play equipment or safety surfacing that 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.

Details and expiration dates of all guarantees/warranties that apply shall be provided to the Parish council in writing.

TIMESCALE OF WORKS

The contractor will be required to agree with the specific start date of the works with Yeovil Without Parish Council before mobilisation.

All works must be fully completed, inspected, and handed over no later than 31st March 2026.

A detailed Programme of Works shall be submitted as part of the mandatory tender documentation.

The Programme of Works must outline:

- Anticipated start and completion dates
- A week-by-week breakdown of tasks and trades
- Milestones for key stages (e.g. equipment installation, surfacing, RPII inspection)
- Contingency allowances for weather or supply delays

The programme will form part of the contract and will be used to monitor progress.

Handover Conditions:

The project will be considered complete only when:

- All equipment and surfacing are fully installed and meet the agreed specification
- Independent RPII post-installation inspection has been completed and signed off
- All safety fencing, signage, waste materials and temporary facilities have been removed
- Final site walkover is conducted with the Council's appointed officer/councillor and all snagging items are addressed

Any outstanding issues at handover will delay acceptance and may result in withheld payment until resolved.

Penalties for Delay:

If the contractor fails to complete the works within the agreed timeframe, liquidated damages of £250 per calendar day may be applied at the discretion of Yeovil Without Parish Council. This will apply for each day that the site remains incomplete or unavailable for public use beyond the contracted period.

APPENDIX B – EVALUATION CRITERIA BREAKDOWN

1. COMPLIANCE WITH TENDER REQUIREMENTS (Pass/Fail)

All tenders must comply with the following mandatory requirements to be eligible for evaluation. Failure to meet any of these will result in disqualification.

Mandatory Information for Submission

- Design drawings for Council and community review
- Equipment specifications
- Pricing breakdown (within £212,500 excluding VAT budget)
- Proposed programme of works
- Warranty and guarantee details for each item
- Company profile and relevant case studies
- Health & Safety documentation:
 - Method Statement & Risk Assessments
 - Health & Safety Policy and accident history (past 5 years, incl. RIDDOR)
- Insurance certificates:
 - Public Liability (£10M minimum)
 - Employer's Liability (£10M minimum)
- Maintenance plan
- Subcontractor details (if applicable)
- Declaration of no conflict of interest

2. EVALUATION CRITERIA (Scoring System)

Tenders that meet the compliance requirements will be evaluated based on the following weighted criteria:

PRICE - PASS/FAIL - In this instance, the Customer has a set budget of £212,500.00 (ex VAT) and therefore bidders must submit a project proposal that is within the customer's budget. Failure to submit a proposal within the set budget will result in a Fail and the bid will not be considered.

The MUGA, LEAP and fitness equipment will be evaluated individually and as a whole and evaluated as shown below.

Category	Weighting	Scoring Criteria	What we are looking for
1. Design Quality, Accessibility & Inclusion	30%	5 = Exceptional, fully inclusive and exceeds SEN/accessibility needs 4 = Meets all needs with good inclusive features 3 = Satisfactory, including basic accessibility 2 = Limited, gaps in inclusive design 1 = Poorly addressed 0 = Not addressed	Play value across ages for each aspect wheelchair accessible design inclusive play elements including sensory features; thoughtful spatial planning for easy access. Higher scores for designs that go beyond minimum accessibility and demonstrate innovation in inclusive play.
2. Compliance with Specification (includes concept plan)	20%	10 = Maximum score (5 + 5 bonus) fully compliant & includes a complete and appropriate community open space concept design 5 = Fully compliant with all requirements 4 = Minor acceptable deviations 3 = Meets but missing details 2 = Significant gaps 1 = Poor compliance 0 = non-compliant	Types of play (physical, imaginative, inclusive) Range of age groups addressed Fencing and safety Surfacing (e.g., soft-fall, accessible paths) Accessibility and inclusive design Budget alignment Concept plan for community open space

3. Durability and Maintenance	10%	5 = Robust, low- maintenance with clear plan 3 = Acceptable with some concerns 1 = Poor information on longevity 0 = No details	Equipment should be of metal construction, low maintenance, and suitable for high-frequency use in a public setting. Clear lifecycle expectations and minimal maintenance plans are expected for higher scores.
4. Health & Safety Management	10%	5 = Comprehensive plan and risk mitigation 3 = Acceptable with minor gaps 1 = Minimal evidence 0 = No submission	Comprehensive method statements, risk assessments, and explanation of how the site will be secured during works. Inclusion of any H&S accreditations (e.g. CHAS) will support higher scores.
5. Programme of Work	10%	5 = Detailed plan 3 = General timeline provided 1 = Unclear or risky schedule 0 = No programme	Clear timeline that demonstrates how the contractor will complete before end of March 2026. Must consider site access and any limitations. Higher scores for well-sequenced and risk adjusted plans.
6. Experience and References	7.5%	5 = Proven success on 3+ relevant projects 3 = 1–2 projects with references 1 = Limited experience or no references 0 = None provided	Previous experience with similar playground projects, especially inclusive/SEN- focused schemes. Strong references from councils or public sector clients will enhance scores.
7. Innovation and Added Value	5%	5 = Distinct features, creativity, SEN extras 3 = Some added value Any features that enhance the play experience, improve accessibility, or show creativity (e.g. eco-friendly design, themed 1 = Very basic offer 0 = No value added	Any features that enhance the play experience, improve accessibility, or show creativity (e.g. eco-friendly design, community artwork integration, sensory planting, etc).

8. Sustainability, Social Value & Waste Management	7.5%	5 = Comprehensive environmental plan, strong social value, full waste strategy 4 = Clear policy with relevant initiatives 3 = Acceptable but lacks detail 2 = Weak or unclear 1 = Poor or tokenistic 0 = Not addressed	A clear and proactive approach to environmental responsibility and community benefit. This may include use of recycled or low-impact materials, low emission site practices, responsible sourcing, and an effective waste management plan with emphasis on recycling and minimal landfill use. We will also look for evidence of social value initiatives, community liaison, and features that enhance inclusivity and long-term community use. Strong policies and past examples will score higher than generic or unsupported statements.
--	------	---	--

FINAL SCORE CALCULATION

Each category score will be divided by the maximum number of marks for that section and will then be multiplied by its weighting percentage and summed to calculate a final score out of 100

For example, the score for a 30% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 30 = 12\%$ for that section.

APPENDIX C: SUBMITTING A TENDER

All tenders must be submitted in strict accordance with the instructions outlined in this document. Failure to comply may result in disqualification. The Council's decision in such matters shall be final.

While every effort has been made to provide accurate and complete information, it is the responsibility of each tenderer to ensure they fully understand the scope and nature of the works through site visits, document review, and discussions with the Council.

The Council accepts no liability for any errors or omissions in the information provided.

Tender Contact:

Barbara Appleby, Clerk/RFO Yeovil Without Parish Council, 15 Heather Way, Yeovil, Somerset BA22 8DZ

Web: www.yeovilwithoutparishcouncil.gov.uk

Email: clerk@yeovilwithoutparishcouncil.gov.uk

Tel: 07586505864 / 01935 571055

Any questions about the project are to be sent to the Clerk. All questions asked will be shared to all interested parties via blind copy email.

SUBMISSION DEADLINE

Tenders must be submitted by 11.59pm Wednesday 24 September 25

Submissions should be sent via registered post, recorded delivery, in a sealed envelope clearly marked: **"Wyndham Park play and open space provision"** (top left corner) or via email to clerk@yeovilwithoutparishcouncil.gov.uk

Delivery Address: Barbara Appleby, Clerk/RFO YWPC, 15 Heather Way, Yeovil, Somerset BA22 8DZ

CONFIDENTIALITY

All tender-related documents and communications must be treated as confidential.

Tenderers must not:

- Disclose tender details to third parties (except professional advisers).
- Canvass Council members, officers, or consultants.

Non-compliance will result in disqualification and may affect eligibility for future tenders.

TENDER REQUIREMENTS

- No alterations may be made to the invitation to tender document.
- Tenders must be unconditional and free from qualifications. The Council's decision as to whether a tender is in an acceptable form will be final.
- All documents must be in English.
- The contract will be governed by the laws of England and Wales.

PRICING

- Prices must be fixed and inclusive of all costs, overheads, and obligations.
- Each item must be priced to two decimal places.
- The total cost must not exceed the **£212,500.00 excluding VAT**.
- VAT should be excluded from all prices.
- The Council may adjust the scope of works based on budget constraints, any such adjustments will be notified to the tenderers prior to the award of the contract.

Note: Tenders will not be evaluated on price, the expectation is that the full budget will be used to deliver the maximum value as outlined in the brief.

TENDERER'S RESPONSIBILITY TO SUBMIT A COMPLETE TENDER

It is the Tenderer's responsibility to ensure that their submitted tender is complete, prepared and submitted in accordance with the instructions contained herein, and signed and dated where required. The Customer are not obliged to consider any tender which is incomplete or not prepared or submitted in accordance with the said instructions, but at its sole discretion the Customer may

offer a Tenderer who submits such a tender an opportunity to remedy the omission before evaluation of the tender takes place, provided that in the judgement of the Customer this does not adversely affect the integrity and fairness of the tender exercise.

BID COSTS

The Customer will not be liable for any tender costs, expenditure, work, or effort incurred by a Tenderer in proceeding with or participating in this procurement process, including if the procurement process is terminated or amended by the Customer.

THE CUSTOMER'S RIGHTS

The Customer reserves the right to:

Seek additional information or clarification from Tenderers at any time during the tender process;

Disqualify any Tenderer that does not submit a compliant tender, in accordance with the instructions given in this Invitation to Tender;

Disqualify any Tenderer that is guilty of serious misrepresentation in relation to its tender, expression of interest, the application form, or the procurement process;

Withdraw this Invitation to Tender at any time, and to re-invite tenders on the same or any alternative basis;

Choose not to award any Contract as a result of the procurement process;

Make whatever changes it sees fit to the timetable, structure, or content of the procurement process; and

Retain copies of all tender submissions to satisfy its audit obligations and for other purposes.

Publicity

No publicity regarding the Contract or the award of any Contract will be permitted unless and until the Customer has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of Yeovil Without Parish Council.

Further enquiries

Any queries or correspondence relating to this document and the scheme of works should be directed to:

YWPC Clerk - Clerk@yeovilwithoutparishcouncil.gov.uk

APPENDIX D: PHASE 2 Drake Road LEAP/open space site – CONCEPT DESIGN ONLY



The purpose of this tender is to develop a **concept design** for the **Drake Road open space** to help facilitate **resident consultation**, secure **funding** for future development, and guide the creation of a **community-focused, inclusive open space**. The development of this area will prioritise **families, residents of all ages and abilities**, and the **natural environment**, creating a relaxing and functional space for local communities to enjoy.

Site Overview

- **Location:** The Drake Road site is currently an undeveloped open space surrounded by parking, a highway, and adjacent to the primary school. The land slopes on the left side of the footpath, while the right side is relatively flat. The area has not been prepared with topsoil, and vegetation consists mainly of grass and weeds, which the local parish council currently maintains by regular mowing.
- **Previous Use:** Originally, the area was designated for a LEAP (Local Equipped Area for Play), but the fencing surrounding the LEAP was removed by Somerset Council for another project. Concerns regarding safety due to the proximity of the highway led to the rethinking of the LEAP's location and function.

Consultation Outcome and Vision

After consultation with residents, the vision for the site has shifted from a designated LEAP area to a broader **community open space**. This decision aligns with feedback from the **Wyndham Park Community Association** and residents, who have identified the following needs and desires for the site:

- A **family-friendly, relaxing space** that encourages community engagement, well-being, and play.
- An emphasis on **natural landscaping**, with **soft landscaping** taking precedence over extensive equipment installations.
- Features that foster a **sense of safety**, with natural barriers from the highway and consideration for accessibility.
- The vision for this site is to create a space that is suitable for **families, children, elderly residents, and individuals with mobility challenges**, enhancing community cohesion and overall well-being.

Community ideas

- **Seating Areas**
 - **Picnic tables** and **benches** suitable for families, ensuring they are **wheelchair accessible** and **comfortable**.
 - Consideration for **shaded areas** to provide comfort during sunny days.
 - Seating should be strategically placed around the space to encourage social interaction, relaxation, and views of key features.
- **Planting Schemes**
 - **Native plants, flower beds**, and **shrubs** that blend with the natural environment and support local wildlife.
 - Focus on **sensory planting** with aromatic herbs, tactile plants, and varied textures to enhance the sensory experience for children and adults.
 - Incorporate **pollinator-friendly plants** to support biodiversity.
- **Amphitheatre**
 - A small, **informal amphitheatre** utilising the natural slope of the land for **seating**. This could be used for local performances, storytelling, or community gatherings, creating a dynamic, multi-use space.

- **Quiet Zone/Meditation Area**
 - A designated **quiet space** for meditation, relaxation, or informal social gatherings. This could be a **planted retreat** with benches, soft landscaping, natural barriers, or sensory zones.
 - The space should provide a retreat from more active areas while still being integrated into the larger open space.
- **Safety and Barriers**
 - **Natural barriers** such as hedging, mounding, or landscaping that provide a visual and physical **buffer** between the open space and the highway.
- **Inclusive Design**
 - Ensure that the entire space is **accessible** for users of all abilities. This includes smooth, wide paths for wheelchairs and pushchairs, accessible seating, and inclusive play opportunities.

