

# Sele Park Playground Invitation to Tender Refurbishment Brief



## Site Location

The Sele (a public park), Hexham, Northumberland, NE46 3QZ  
Grid Reference: NY 93346 64130

## Background

The Sele Play area is a well-used and well-loved site in at the heart of Hexham. It covers an area of 2,000sqm it is used all year round. The Sele is a Registered Park and Garden and is an attractor for users from within Hexham, and also visitors to the town. The play area caters for children up to the age of 12 years old. The play equipment and surfacing at the play area has in part reached the end of its design life.

## 1. General Requirements

- 1.1 Hexham Town Council are seeking Design and Build fee proposals from experience play area installers to provide a fit for purpose play area with a range of play equipment alongside a surfacing and landscaping proposal appropriate to the site and its users.
- 1.2 The intention is to retain the existing user age range of toddlers up to mid-teens.
- 1.3 It is anticipated that construction work will be carried out in during 2026. Tenders are to include an indicative programme of works along with an anticipated start date, both to be agreed between the Town Council and the preferred Contractor.
- 1.4 The play park is located in the north east corner of the Sele within a fenced off area. This fenced area defines the site boundaries.
- 1.5 All tender prices are to be net, excluding VAT.
- 1.6 Tenderers should ideally be registered with the API (Association of Play Industries) however, other relevant accreditations will be considered.

## 2. Project Information

- 2.1 *Name of Project:* Hexham Sele Play Park Refurbishment Project

- 2.2 *Project Budget:* between £120,000 - £150,000. There is possible additional funding that would give a projected budget of up to £300,000. Tenderers should consider design options for both budgets.
- 2.3 *Location:* The Sele, Hexham, Northumberland, NE46 3QZ
- 2.4 *Responsible Officer:* Andrew Gooding, Town Clerk (email: [clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk))
- 2.5 A site visit is essential to assess access requirements, gain detailed measurements and location of nearby properties. The play area is an open site and tenderers are welcome to visit the site at their own convenience without penalty.

### **3. Tender Process**

- 3.1 Hexham Town Council wishes to employ a Principal Contractor to carry out the design and build of new play equipment, surfacing and landscaping for an age range of toddlers to mid-teens.
- 3.2 Tenderers are required to submit a fixed price lump sum tender.
- 3.3 Tenderers are required to submit a provisional programme and start date for the works.
- 3.4 Tenders should be returned in a sealed envelope bearing no company identification and marked 'TENDER FOR HEXHAM SELE PLAY AREA' to:

The Parish Clerk,  
Hexham Town Council,  
Council Office,  
St Andrew's Cemetery,  
West Road,  
Hexham.  
NE46 3RR

by **12:00 hours on 12th September 2025**

Tenders may also be submitted by email to the Town Clerk.

The following should be submitted:

- Tender Breakdown
- Design Proposals
- Environmental Statement and Associated Information

- Evidence of Equipment and Material Lifespans
- A copy of your certificate of public liability and other relevant insurances
- A copy of your company's Health and Safety Policy
- A copy of your company's API (Association of Play Industries) certification

3.5 Designs should be presented on standard paper sizes.

3.6 Hexham Town Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

3.7 Tenderers should liaise with the Town Clerk ([clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)) during the tender period regarding any queries or concerns on the content of this document. Answers to queries will be made available to other interested parties.

3.8 Sustainability

Hexham Town Council has recognised the climate emergency and have adopted an action plan on sustainability. Tenderers who share the Town Councils environmental objectives will be looked upon favourably.

Tenderers must submit an Environmental Statement outlining how they and their suppliers are minimising their environmental impact, including:

- Sourcing of materials and logic of chosen materials,
- Manufacturing processes,
- Packaging,
- Transport,
- Disposal and end of life options,

Priority will be given to sustainable and easy to maintain equipment.

3.9 Tenderers and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.

3.10 The Town Council will look favourably on organisations that pay the Living Wage.

#### **4. Project Aims**

4.1 To deliver a revitalised play park befitting its function as a focus for the Sele and residents of Hexham, and also as a play park used intensively by visitors to Hexham. The play park

should aspire to be part of Hexham's wider visitor offering, making for a memorable impression with design quality.

4.2 To supply and install new play equipment, surfacing and landscaping.

4.3 The play area should include a range of equipment to suit different abilities.

## **5. Site Information**

5.1 The tenderer should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.

5.2 A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on surrounding facilities. The Parish Council reserve the right to determine the final location of the compound.

## **6. Design Brief**

6.1 Supply and install new play equipment, surfacing and landscaping components suitable for children aged from toddler to mid-teen. The design of the play area must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates these age ranges.

6.2 The Town Council is open to retention of some of the existing equipment which may still be serviceable. Items could be retained within the scheme or identified for relocation to other play parks within the town.

6.3 Surfacing proposals should be affordable within the scheme, durable and low maintenance.

6.4 Proposed play equipment should reflect best practice regarding imaginative play, and should contribute to a distinctive and inspiring play offer for park users.

6.5 Materials specified should be predominantly timber and metal. All materials should be long lasting in their nature, either inherently or by treatment. Tenderers will be expected to provide evidence of material and equipment lifespan.

6.6 Wherever practically possible, equipment should be manufactured using sustainable material content, such as natural materials, and/or post-consumer recycled waste. Verified and validated numerical data must be provided on recycled content and whole life carbon emissions by an independent 3rd party, and must stand up to legal scrutiny.

EPD certificates are the encouraged form of evidence. All evidence must be provided with the tender submission.

- 6.7 Providers should be able to demonstrate easy maintenance requirements together with the efficiency to repair items should the need arise.
- 6.8 The equipment, surfaces and other landscaping must have a minimum design life of 20 years. Guarantees to this effect will be required for the play equipment and any poured or solid surfaces. Additional design life will be looked upon favourably.
- 6.9 Proposals should include for the removal of any existing equipment and surfacing not to be retained within the scheme.
- 6.10 The play equipment should include the following activities: swinging, climbing and sliding. Other activities and modes of play are encouraged within the proposals.
- 6.11 The layout of the play area should be such that equipment intended for younger children is group separately to that for older users.
- 6.12 Attention should be paid to provide items that are suitable for those with limited mobility. These items should be placed strategically within the surfacing and landscaping proposal to minimise the need for more expensive surfacing options.
- 6.13 Tenderers will be expected to demonstrate that their designs allow of inclusive play. This is encouraged to be adventurous.
- 6.14 Consultation with local residents raised requests for shaded areas, a staged area, musical items that offer creative play, and zoned areas offering appropriate age-related play. The Town Council will share existing consultation material with interested bidders.
- 6.15 Tenderers must allow for 1no. public consultation event and liaison with the local Sele Play Park Users Group, which has pressed for the redevelopment of the site.
- 6.16 Designs must include provision for seating and waste collection.
- 6.17 All works and equipment shall be designed, manufactured and installed to the relevant British and European Standards.
- 6.18 The design must comply with the Equality Act 2010.
- 6.19 Existing play area and equipment.

The current play area has equipment of a range of dates. The most intensely used areas are located in a wet-pour rubberised surface, which is delaminating and no longer fit for purpose. This sits within a general tarmacked surface area. The play area also contains established bushes, a specimen oak tree and some grassed areas which are valued by users. There are a number of individual bench seats within the park, and 2no. combined picnic table seats. There are 3no. existing litter bins.

Play equipment is as follows: Large Junior Climber; Small Metal Climber; Junior Swing Bay; Toddler Swing Bay; Balancing Posts; Kompan Basket Swing; Huck Wheelchair Accessible Trampoline; Kompan Home See-saw; Kompan WeHopper; Kompan Daisy Springer; and a Kompan Crazy Hen Springer (See appendix with location plan, existing plan and general images).

Un-used existing equipment that is in a serviceable condition can be re-located within the Town. The tenderer should note these items.

#### 6.20 New equipment.

Tenderers are invited to be adventurous with their proposals for new equipment. This *could* include - but is not limited to - climbing walls, obstacle courses, elevated platforms, slides and swings.

6.21 Identify the cost within the tender for any necessary making good to existing grass, tarmac and other surfaces and items within and surrounding the site that may be required following completion of the works.

6.22 The tenderer will undertake or nominate others to undertake the roles of Principle Designer and Principle Contractor for both the purposes of the CDM Regulations (2015) and the Building Safety Act (2022).

### **7. Surfacing**

7.1 Supply new safety surfacing where appropriate that complies with the relevant British and European standards.

7.2 There is no preferred surfacing, however the tenderer will have to provide good reasoning for their design choices. This may be subject to changes by the Town Council entirely at their discretion if they are not satisfied with the reasons given.

7.3 Details must be provided about the preparation of the sub-base for all surfaces.

## **8. Site Management during the Works**

- 8.1 A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.
- 8.2 All matters insurance for the works must be taken out by the chosen Main Contractor, evidence for coverage must be supplied with the tender return. Responsibility for insurances during the works will lie solely with the chosen Main Contractor.
- 8.3 The site must be secured at all times at the tenderer's cost.
- 8.4 Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Tenderer's cost. Proof must be provided that no material waste has been incinerated or sent to landfill.
- 8.5 Any skips that the Tenderer wish to use must be secured behind fencing to avoid fly tipping.
- 8.6 The tenderer should include within the tender price the cost of all associated preliminaries, including the provision of appropriate welfare facilities.
- 8.7 Access to the surround Sele park, skate park and other facilities must be maintained and safe at all times.
- 8.8 The Main Contractor must attend a Pre-Start meeting and make provision for regular site meetings for representatives of the Town Council to inspect progress and the works and carry out administration of the construction contract.
- 8.9 Site radios are permitted but volume level should be kept at a reasonable level to not cause nuisance to park users and the nearby school.
- 8.10 The Contractor will need to supply the Town Council with a copy of their site Risk Assessment and Construction Method Statement at the Pre-Start meeting or at least 14 working days before the start of the project, whichever is sooner.
- 8.11 The Contractor shall advise the Town Council immediately of any deficiencies in the Construction Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any reportable incidents during construction.
- 8.12 The contractor is responsible for the submission of the 'F10' form to HSE if it is necessary.

- 8.13 It is not known if there are any underground services within the play area, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works.
- 8.14 The Contractor will be responsible for re-instatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, skate park, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from the works, deliveries, or their employees and sub-contractors. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Town Council.
- 8.15 Site working hours are to be agreed with the Town Council prior to the start of the Works.

## **9. Maintenance and Aftercare**

- 9.1 A full schedule of maintenance requirements is to be provided once the play park is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with future site management, inspections and maintenance.
- 9.2 Details must be provided of your own and manufacturer guarantees and warranties on equipment, safety surfacing, installation works and landscaping elements.
- 9.3 The Works will be subject to a Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play park must not be opened for public use until the PII has been signed off to the satisfaction of the Town Council.

## **10. Contract, Pricing and Payment**

- 10.1 The form of contract will be a JCT Design and Build Contract 2024.
- 10.2 The Contractor shall supply and do everything necessary for the proper execution and completion of the Works that may be reasonably inferred from the Employers Requirements and Contract Documents whether described in detail or not, without any extra payment in respect thereof.
- 10.3 Payment will be contingent upon satisfactory completion of the works and following receipt by the Town Council of a satisfactory RoSPA Post-Installation Report. This report



should be commissioned, paid for and supplied to Hexham Town Council by the Contractor before the play area is released back to the Town Council.

## **11. Assessment Criteria**

11.1 To ensure that tenders are evaluated fairly, the below points aim to identify the scoring criteria and evaluation methodology. The designs will be scored on the four criteria below. The fourth criteria of cost is met by submission of a price that is within the budget parameters set out earlier in this document (it is acceptable to submit 2no. variations of design and price to meet the 2no. potential budget ranges).

### 11.2 Scoring System

Design (Play Value and Design Rationale): 50%

Durability and Maintenance: 25%

Sustainability: 25%

Cost: YES/NO

A standard 0-5 point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used.
- 1 Poor: Limited response which is lacking sufficient detail or is inaccurate.
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions.
- 3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome).
- 4 Good: Comprehensive response, detailed and relevant with no inconsistencies.
- 5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard.

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 50 = 20\%$  for that section.

Each section will then be added together for an overall mark out of 100%.

- 11.3 The evaluation of the tenders will be carried out at the direction of the Planning and Infrastructure Committee.

## **12. Evaluation and Award Criteria**

- 12.1 All tenderers shall provide all the information requested in the tender pack.
- 12.2 In the interest of transparency with the exception of the covering letter, all presented information within the tender, including designs, should be anonymised with no identifying logos or hyperlinks.
- 12.3 Unclear tenders may be discounted in evaluation. The Town Council reserves the right to seek clarification.
- 12.4 To ensure that tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.
- 12.5 The Town Council will collate its findings and make the final selection of the preferred Contractor. Anonymised scoring matrices will be made available to all tenderers on their request.
- 12.6 The Town Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

## **13. Tender Breakdown**

- 13.1 The following tender breakdown is to be included, showing the minimum level of detail, within the tender return:

|                                      |   |
|--------------------------------------|---|
| Preliminaries                        | £ |
| Supply and installation of surfacing | £ |
| Supply of play equipment             | £ |
| Supply of other landscaping items    | £ |
| Installation of play equipment       | £ |

|   |          |
|---|----------|
| Installation of other landscaping items | £        |
| RoSPA Post-Installation Inspection      | £        |
| Re-instatement works                    | £        |
| Contingencies                           | £        |
| <b>Total:</b>                           | <b>£</b> |