

Invitation to Tender

Delivery of a Local Equipped Area for Play (LEAP), Cranbrook

Design and Build

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1. Introduction

Cranbrook in East Devon is a town which is being developed on a former green field site from scratch. Construction works started in 2011 and the first residents moved in during the following year. By early 2025, the town had grown to approximately 9,000 residents occupying just under 3,500 properties. The current Local Plan which covers the period until 2031 makes provision for the delivery of circa 8,000 homes housing in the region of 25,000 residents – so Cranbrook will be at least a medium-sized town and probably the second-biggest settlement in East Devon.

As part of the development, multi-use sports pitches were delivered in 2019 which are well-used, predominantly by youth teams. The site is complete with several football pitches, an eight-wicket cricket square and outfield, a multi-use games area (MUGA), a sports pavilion with four changing rooms and 90m² social space, a 52-space car park with additional coach and bicycle parking. Cranbrook Town Council owns and manages the sports pitches and is now looking to commission the construction of a Local Equipped Area for Play (LEAP) at the site. This document sets out the parameters and the Town Council is now inviting tenders for the design and construction works to enable the above.

2. Tender Process

Item	Date
Publication date of the contract notice and publication of tender documents	25 February 2025
Deadline for submission of tenders	30 March 2025 at 23:59
Evaluation of tenders (including any clarification questions to tenders)	Week commencing 31 March 2025
Notification to shortlisted applicants and invitation to presentation	By 4 April 2025
Presentations by shortlisted tenderers	Week commencing 14 April 2025
Evaluation Panel's Recommendation to Council	22 April 2025
Date of the full Council meeting	28 April 2025
Notification to applicants & contract award	29 April 2025
Construction works commencing	As soon as practicable following contract award

Prospective contractors must ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them before submitting a tender. Before submitting a tender, any prospective contractor is advised, at his/her own discretion, to visit the site to satisfy themselves as to the full extent of the contract specification. No claims arising from failure to do so will be accepted at a later date. Please note that site visits will require prior appointments.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk within the timescales indicated above.

The tender shall be submitted only on the attached tender form.

If, having examined the tender documents, prospective contractors wish to submit a tender they should fully complete and return the tender form by the specified deadline to

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or to clerk@cranbrooktowncouncil.gov.uk

The Council encourages electronic tender submissions to the email address provided.

Tenders received late will not be considered.

Prospective contractors should note that the Council is not bound to accept any particular tender. The Council's decision is final and no correspondence will be entered into on the reasons which a tender has been rejected.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.

Notes to Tenderers

a) The prices to be included in the tender form are to be the full inclusive value of the work described, including all profits, costs and expenses, inflation and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the contractor to adjust the contract price during the contract period for the works priced as part of this document will be considered.

b) No alteration to the text of the tender form is to be made by the contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed schedule will be adhered to.

c) The construction works have to be completed within a fixed term which prospective contractors are required to propose on the tender form. Save for force majeure, in the event of late completion of the contract, the total sum payable by Cranbrook Town Council will be reduced for each week or part thereof during which the work is completed later than the agreed completion date.

d) Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the specification of works.

e) Invoices presented for payment must include a schedule of the works completed including the dates of the work.

f) Contractors are asked to contact the Clerk if any clarification is required.

g) The Council reserves the right to make such enquiries as it sees fit regarding the suitability and experience of any tenderer.

3. Description of the Provision

The Section 106 agreement which accompanies the development at Cranbrook includes the delivery of a Local Equipped Area for Play (LEAP) on the location marked on the appended plan.

The Council will only install equipment with low maintenance requirements and as few moving pieces as possible.

4. Contract Particulars

Prospective suppliers are invited to submit one or more designs for a Local Equipped Area for Play (LEAP) to be delivered within the specified budget which should specify the following:

- all preparatory works to the site, including drainage (see below),
- groundworks,
- installation of the equipment,
- any reinstatement works,
- health and safety provisions,
- welfare provisions,

- evidence of other completed similar facilities, together with the names of the clients,
- evidence of third party/public liability insurance with a sum insured of at least £10m.

Defects Liability Period

On completion of the contract the Town 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 Town 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. Note: not all risks identified in that inspection are required to be rectified at the supplier's cost.

A 12-month defect period shall commence from when all agreed findings have been rectified and signed off by the Town 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.

Drainage / Ground Conditions

The ground has a high clay content. It will be the appointed supplier's responsibility to satisfy themselves that the ground is suitable for installation and drainage.

Health and Safety

All health and safety information must be communicated to the Town Council prior to works commencing on site. The supplier will need to be compliant with any site-wide working restrictions and on-site traffic management. A method statement for the works to be carried out will need to be supplied to the Town Council prior to any works commencing on site.

The supplier shall protect the public from the works and from any materials being transported to and from the working area.

At the end of each working day and at weekends the site must be left secure and lit as necessary.

The site allows for good visibility and is well-used by members of the public for recreational purposes. The location is also sited along the walking/cycling route to and from the Cranbrook Education Campus. For those reasons, the foot/cycleways must be kept free from obstruction at all times.

There is no conflict of activities i.e. no other existing recreational areas in the vicinity.

There are no protected trees in the proposed area.

The proposed site is not a protected site for wildlife/habitat considerations.

Public Consultation

The supplier is required to manage a public consultation exercise regarding their preferred design(s) in conjunction with the Town Council.

All drawings must be to scale.

The supplier shall provide an outline programme of delivery including timescales for the delivery of the public consultation exercise and the first available date to start the works.

Public Relations

To the general public the supplier's employees working on the site are seen as Cranbrook Town Council's. Each one of them is therefore a public relations officer and great care should be taken by the supplier in their personal instructions to the employees to make sure that they are all made aware of their responsibilities.

There should also be clear lines of communications to the Town Council on any complaints received from the public.

Reinstatement

The supplier shall be expected to leave the site in a clean and tidy condition upon completion of the works.

All adjoining footpaths will be swept clean throughout the contract period as necessary and any ground or hard landscaping disturbed due to the works will be restored back to its original condition.

Photographic evidence of the original site condition and the surrounding area will be taken to help avoid any future disputes.

Services

Every effort will be made to provide the supplier with service details prior to commencement on site from the relevant utility companies. As utility records are approximate and often incomplete, the supplier should follow guidance from the Health and Safety Executive (HSE) for avoiding danger from underground services.

Standards

All equipment and surfacing must be built and installed to British Standards (BS) EN 1176 and BS EN 1177.

Storage of Equipment, Materials and Plant

It may be feasible for a small compound to be erected on the site to store materials and equipment. This will be subject to the Council's approval.

On completion of work the supplier will be responsible for restoring any damaged ground or hard landscaping back to its original condition.

Working Area

The supplier will be working in restricted areas and therefore care should be taken to avoid damage and keep any inconvenience to a minimum.

The working area shall be fenced with 2.0m high Herras fencing panels of an approved design to properly secure the working area. The panels shall be of tubular steel frame construction with weldmesh infill. Each panel shall be securely clamped to its adjoining panel and will sit on concrete or rubber feet. The position of the Herras fencing panels will be agreed prior to the supplier commencing on site. The installation and maintenance of this fence during the contract will be the supplier's responsibility.

The fencing must remain in situ at all times throughout the contract.

A wheel washing facility must be installed during the construction period to prevent soiling the adjacent pavements and roads.

5. Budget

The budget for the facility is **£60,000.00** plus VAT.

6. The Site

The Ingrams sports pitches are located at postcode EX5 2FP. The site is publicly accessible.

7. Construction Period

The construction works should start on or as soon as possible after the award of the contract. All associated works including reinstatement of any damaged ground are to be completed within four months of awarding the contract, subject to adequate working conditions/exceptionally inclement weather delays (please refer to note c in the Notes to Tenderers above).

8. Planning Considerations

Planning consent will not need to be obtained from the local planning authority East Devon District Council.

9. Evaluation Criteria

The following section defines Cranbrook Town Council's method of evaluating the received tenders. Tenders will be evaluated in accordance with the Council's Financial Regulations using the criteria and weighting below.

A tender evaluation panel will evaluate tenders based solely on the information provided in the tender form and its members will evaluate tenders in accordance with the process described below with the aim of establishing a preferred supplier for the Council's requirements and, if appropriate, submitting a recommendation to the Council to award a contract to the preferred supplier.

Confidential information relating to the evaluation will not be divulged to anyone outside the Committee as to do so may undermine the integrity of the contract award process.

Decision-Making Process

All tenders will be checked for completeness and to ensure they are fully compliant. All complete and compliant tenders will then be evaluated in accordance with the evaluation criteria in terms of their ability to meet the technical requirements specified.

Following the completion of all stages of the evaluation process, the panel will present its recommendation to the full Council. Only following approval from the Council will the bidders be notified of the decision, and confidentiality restrictions lifted from the contract details.

Evaluation Criteria

Tenders will be evaluated on the basis of the most economically advantageous proposal in accordance with Regulation 67 of The Public Contracts Regulations 2015, using the following criteria. Each criterion has been assigned a weighting to reflect the relative importance of such criterion to the Council.

Criteria	Definition and Required Evidence	Weighting
Price	The full and final cost over the full term of the contract, taking into account affordability and the commercial stability of a reasonable return for the supplier. Please submit evidence of	50%

	<ul style="list-style-type: none"> <input type="checkbox"/> your ability to carry out the contract to the proposed design and specification and within the stipulated budget <input type="checkbox"/> your financial and/or operational capacity to deliver the contract, <input type="checkbox"/> your last year's audited accounts. <p>N.B. If you are unable to provide audited accounts you may provide:</p> <ul style="list-style-type: none"> (i) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation, or (ii) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position, or (iii) An alternative means of demonstrating financial status if any of the above are not available 	
Quality	<p>The supplier's ability to perform the contract to the highest standards. Please submit</p> <ul style="list-style-type: none"> <input type="checkbox"/> evidence of your knowledge in and experience of carrying out similar contracts or other relevant evidence during the last five years, <input type="checkbox"/> two references from recent customers of similar works. 	25%
Timeframe	The supplier is required to complete all works within a fixed term, a proposal for which should be made by the applicant on the tender form.	10%
Compliance	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of the contractor's compliance with all Health & Safety, employment laws and regulations and safeguarding procedures, e.g. by submitting a relevant policy(ies). 	10%
Environmental Issues	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of the contractor's approach to environmental issues and how you will manage the disposal of waste, e.g. by submitting a relevant policy(ies). 	5%