

Report of	Meeting	Date
Director of Business Development and Growth (Introduced by the Executive Member for Economic Development and Public Service)	Exec Cabinet	March 2018

CORONATION RECREATION GROUND PHASE 2 APPROVAL AND UPDATE ON PHASE 1 TENDER.

PURPOSE OF REPORT

1. To seek approval for the tender process for phase two at Coronation Recreation Ground and provide an update on the phase one works at Coronation and Harpers Lane Recreation Grounds.

RECOMMENDATION(S)

2. To approve the proposed procurement approach for phase two at Coronation Recreation Ground.
3. To delegate the contract award for phase 2 to the Executive Member for Economic Development and Public Service Reform.
4. To submit a funding bid to Fields in Trust for £5,000 Active Spaces Funding to provide finance to deliver structured sessions to engage the community to use the new facilities at Harpers Lane Rec.

EXECUTIVE SUMMARY OF REPORT

5. An exec cabinet report was approved on 18 November 2017 to agree the proposed planned works and budget for Coronation Recreation Ground and Harpers Lane Recreation Grounds and to delegate the contract award for phase one to the Executive Member for Economic Development and Public Service Reform.
6. It was agreed that £449,000 be allocated to Coronation Recreation Ground and £207,000 be allocated to Harpers Lane Recreation Ground. The sources of funding for these improvements are existing Council reserves and capital receipts already committed to play and open space, along with Section 106 developer contributions and external funding bids.
7. As the total value for the phase 2 procurement was unknown owing to the tendering of Phase 1, the procurement approach of phase 2 was agreed to be determined by Exec Cabinet once the grant funding was confirmed and the total cost of phase 1 was fixed.
8. Funding bids submitted have been successful, providing £88,000 towards the project at Coronation Recreation Ground.
9. The pre-tender estimate for delivery of phase 1 on both sites was £150,000 which will carry out essential maintenance works that have been agreed through member engagement. The

appointed contractor following tender evaluation quoted £162,000 (including contingency) resulting in budgets needing to be realigned.

10. Phase 2 works at Coronation Recreation Ground consist of a play area for ages 2 – 8 to the value of £150,000 and a MUGA, fitness zone and play equipment for 8+ to a contract value of £170,000. It is proposed to tender these as two separate Design and Build Contracts to run concurrently, procurement have been engaged in this decision and endorsed this approach.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

11. To deliver the commitments to improve Coronation and Harpers Recreation Grounds as included in the Play, Open Space and Playing Pitch Strategy. This work is proposed to be carried out in phases to keep the recreation grounds open for use throughout the enhancement.
12. To spend the Section 106 developer contributions and external funding which has been collected for these improvements.
13. To maintain the assets and ensure they remain in good repair and therefore reduce any health and safety risk to the public and encourage inward investment in the Borough.
14. To promote the use of the space by the community and contribute to the health and wellbeing of the community.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

15. To do no improvements. This is rejected because it would result in the loss of the section 106 developer contributions, external funding and increase the risk of those assets falling into serious disrepair which is a reputational health and safety risk.

CORPORATE PRIORITIES

16. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	
Clean, safe and healthy homes and communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

17. The Play, Open Space and Playing Pitch Strategy 2014-2019 identified both Coronation Recreation Ground and Harpers Lane recreation ground as needing improvements. The table below illustrates the proposed improvements following consultation and engagement. This table outlines the costs of the phase 1 tender on both sites and what will be delivered. The exact value of the works within Phase 1 determines the budget remaining and therefore the fixed price set for the various play area projects identified in Phase 2. The budgets have been realigned where necessary to deliver the planned works as agreed.
18. On Harpers Lane Recreation Ground the phase 2 approach was agreed at Exec Cabinet in November 2017. It is proposed to tender out the new play area and the pump track as Design and Build contracts. The budget for the pump track has been reduced from £35,000 to £22,000 to allow necessary boundary railing repairs and new railings to the bowling green as part of Phase 1. This still leaves a healthy budget to deliver a very good facility. A comparable facility at Witton Park cost £15,000.
19. On Coronation Recreation Ground the tender cost was as expected, though should the contingency need to be used, this will be taken from the contingency allocated to the project. The tendering of phase 2 at Coronation Recreation Ground requires further approvals owing to the contract values.
20. Phase one contract work is proposed to start on site on the 2nd April and be finished by the 30th June.

	Harpers Lane Recreation Ground	Coronation Recreation Ground
Phase 1	Improved ball court with artificial grass surfacing. Improved paths and circulation through the site. New railings and gate to the bowling greens. Refurbished railings and gates to the periphery of the site.	Refurbished single tennis court, Refurbished railings and gates. Rebuilding of retaining walls and resurfacing of crazy paving path.
Actual Cost (including contingency)	£103,500	£59,000
Phase 2	New play area for 2 – 12 year olds. £70,000 New pump track. £22,000 Improved landscaping and signage. £1,500	a) New toddler play area for ages 2 – 8 on the double tennis court. b) New MUGA and play equipment for young people. Fitness equipment.
Forecast Cost	£93,500	£320,000
CCTV. This budget is a separate Early Intervention budget	To be programmed into next phase. Interim solution to installed if necessary. £10,000 estimate	Installation of two cameras on site adj to Gillibrand St and Ashfield Road. £29,000 actual
On site building/Bowls hut improvement	Provisionally a basic refurbishment of the bowls hut subject to the contingency not being used for phase 1. (£+/-5,000)	Accessible open toilets and kiosk to be created. Basic fit out to shell in order to be leased. £32,000
Contingency	See above	£10,000
Total Forecast Investment	£207,000	£449,000

EXTERNAL FUNDING

21. To maximise the improvements that can be delivered at Coronation Recreation Ground £113,000 external funding was applied for. In November 2017 Executive Cabinet approved that should these grants not be successful the scheme would still be delivered and the funding as outlined allocated from council resources. As outlined below a shortfall of £25,000 will need to be allocated from Council Resources.

Funder	Amount applied for	Amount awarded	Project Delivery
Lancashire Environment Fund (LEF)	£30,000	£30,000	toddler play area (ages 2 – 8)
Sport England Community Asset Fund	£75,000	£50,000	MUGA, fitness zone and tennis court.
Tesco Bags for Life	£8,000	£8,000	Single tennis court refurbishment
Total	£113,000	£88,000	

22. In addition to this a further funding bid was submitted to Fields in Trust for £5,000 Active Spaces Funding to provide finance to deliver structured sessions to engage the community to use the new facilities. An EMD report gave approval to permanently safeguard Coronation Recreation Ground and Harpers Lane Recreation Grounds through a deed of dedication via Fields in Trust and attract external funding to the sites. Feedback from the funder advised that the funding source did not fit with timescales for delivery on site. Chorley Council were advised to resubmit this funding bid for Harpers Lane Recreation Ground, deadline for this being April 2018.

CCTV

23. Firm quotes have been sought for the CCTV installation at Coronation Recreation Ground and budget allocated and approved; this has increased the budget allocated to the site. Planning permission has been submitted with a view to the cameras being installed over the summer. The proposal is to install and commission 2 new 8m high CCTV cameras to be linked to the Chorley Council CCTV control centre at the police station. One camera is to be located at the entrance to the site off Devonshire Road and one camera at the entrance to the site off Ashfield Road as agreed.
24. The installation of CCTV at Harpers Lane Recreation Ground is dependent on a signal from the proposed new camera at Tatton Recreation Ground. A planning application has already been submitted for the latter and officers have instructed the CCTV installation company to accelerate the delivery of the Tatton camera in order to bring forward the delivery of the Harpers Lane camera as soon as possible.

KIOSK

The creation of a kiosk within the pavilion is being designed and quotes sought for the adaptation of some of the existing bays at Coronation Recreation Ground, planning permission and building control consent will be applied for shortly and the business opportunity promoted and advertised.

FINANCE

The table below provides the detail of the financing of the two projects

Proposed Financing of Coronation and Harpers Recreation Grounds

Funding Source	Harpers Recreation Ground	Coronation Recreation Ground
Chorley Council Funding – Reserves or Receipts	£171,500	£60,000
Chorley Council CCTV funding	£10,000 estimate	£29,000
Section 106 Funding	£25,500	£273,000
External Grant funding	£5,000 (to be applied for)	£88,000
Total Cash Budget	£212,000	£449,000
Community/Sports Development Staff time to use new facilities.	£in kind	Officer time is proposed and links to youth zone
Total Budget	£212,000	£449,000

25. External grant funding towards Coronation Recreation Ground was budgeted at £113,000 however as outlined in the report the funding is forecast to be £88,000. As proposed in paragraph 6 of the Executive Cabinet report of the 18th November 2017 a shortfall in external funding would lead to an equivalent sum being sought from Council resources to complete the scheme as outlined. As such it is proposed that £25k resources be approved to bridge the gap in external funding applied for.

PROCUREMENT OF PHASE 2 AT CORONATION REC

26. It is proposed that the new play area for ages 2 – 8 is tendered and contracted first on site. This is because this is a new play area to be constructed on the existing double tennis courts. The existing play area can remain open whilst the new one is being constructed. This results in minimal disruption to park users. The new play area is focused on access for all and provision for disabled children. Engagement with local parents and residents via the High Five group and Equality Forum is proposed to draw up the specification for tender and engage a small group of people to assist with the evaluation of the submissions. See Appendix 1 for the proposed Evaluation Criteria. The budget for this play area is £150,000, this will be tendered as an open tender at a fixed price via a JCT Design and Build Contract.
27. It is proposed to tender out the MUGA, fitness zone and dynamic play equipment as a second package to be constructed on site of the old play area once the toddler play area is complete. This will be tendered as an open tender to a fixed price of £170,000 via a JCT Design and Build Contract. This new equipment is to be placed on the footprint of the existing play area. Due to the diversity of the equipment available from the play industry, the variations in quality, price and play value it is proposed to research products and gain like for like costs and specifications. These will be compared and preferred equipment specified as part of the tender process via a named product or approved equivalent. This approach will ensure that we get the best products and design to suit the site and aspirations of the site users. See Appendix 2 for the proposed Evaluation Criteria.

28. For all High Value Procurements above £100,000, prior approval of the proposed contract award procedure including the evaluation criteria and weightings to be applied, shall be sought from Executive Cabinet. Please refer to Appendix 1 for details.

TIMETABLE

Action	Coronation	Harpers Lane
Tender returns for Phase 1 works. Evaluation and Contract Award	February 2018	February 2018
Tender out Phase 2 works on Harpers Lane for play area and pump track		March/April 2018
Phase 1 works underway on site.	April – June 2018	April – June 2018
Tender out Toddler Play Area ages 2 – 8 at Coronation Rec	April 2018	
Tender out MUGA, Fitness and Play 8+ at Coronation Rec	May 2018	
Tender evaluation of Phase 2 and award contracts at Harpers Lane Rec.		May 2018
Phase 2 works carried out on site at Harpers Lane Rec.		June – August 2018
Tender evaluation of Toddler Play and award contracts at Coronation Rec	June 2018	
Tender evaluation of MUGA, Fitness and Play at Coronation Rec	July 2018	
Toddler play area to be constructed at Coronation Rec	July - August	
MUGA, Fitness and Play 8+ to be constructed at Coronation Rec	August – October 2018	

IMPLICATIONS OF REPORT

29. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

30. This report takes account of the detailed quotation from the proposed contractor in respect of undertaking the works to be completed at both Recreation Grounds in Phase I of the works and seeks to replace £25k of External Funding applied for with Council capital receipts.

COMMENTS OF THE MONITORING OFFICER

31. The proposed procurement process is suitable for a contract of this nature. The use of a delegation to the Executive Member on contract award is appropriate and will allow an efficient process to be followed.

MARK LESTER
DIRECTOR BUSINESS GROWTH AND DEVELOPMENT

Report Author	Ext	Date	Doc ID
Lindsey Blackstock	5218	23/02/2018	***

Appendix 1 – Evaluation Criteria for Phase 2 tender process

Toddler Play Area ages 2 – 8.

The evaluation criteria are as follows:

Requirement		Submission requirements	Marks Available
C1	Can the scheme be delivered within the maximum budget of £150,000? Any tenders that exceed the maximum budget will fail.	Price schedule	Pass / fail

Any scheme that fails will not be taken further in the evaluation process.

The evaluation criteria for Stage 2 C2 - 15 are as follows:

Criteria	Max. Potential Score	Weighting	Total Max. Potential Score	Submission Requirements
Construction / Contract Management Criteria (5% total marks)				
C2. How well is the tenderer set up to effectively manage this contract by minimising site risks, maintaining good communication with the client and delivering to the proposed timescales?	5	1	5	<ul style="list-style-type: none"> • Contract Management and Sub –Contract Structure Diagram. • Method statement • CV's of key site staff • Programme of Works
Aesthetics / design response (20% total marks)				
C3. Does the layout and aesthetic meet the design brief by responding to the urban context of the site offering design innovation?	5	3	15	Design Statement Masterplan Scheme Visuals Equipment schedule
C4. How does the play area design address potential conflict between the older and younger users of the site and the movement of users around the play area?	5	1	5	Design Statement Masterplan Scheme Visuals Equipment schedule
C5. Does the design create 'hideaways' where anti-social behaviour or vandalism would be more likely to occur?	5	1	5	Design Statement Masterplan Scheme Visuals Equipment schedule

Play Value (45%)				
C6. Does the play equipment provide a varied experience including (sliding and travelling, climbing, swinging, see-sawing, balancing and spinning).	5	2	10	Design Statement Masterplan Scheme Visuals Equipment Schedule Pricing Schedule
C7. Does the equipment and site design meet the aspirations of the local children?	5	2	10	Design Statement Masterplan Scheme Visuals Equipment schedule
C8. Does the proposed play equipment make provision for the full range of age groups to be catered for (2-8 years old).	5	1	5	Design Statement Masterplan Scheme Visuals Equipment schedule
C9. Is the layout DDA compliant and does the proposed equipment encourage 'inclusive play' of all abilities, regardless of disability.	5	3	20	Design Statement Masterplan Scheme Visuals Equipment schedule
Durability & Functionality (20%)				
C10. Does the play equipment meet all the relevant safety and quality standards.	5	1	5	Masterplan Equipment schedule
C11. The resistance of the proposed play equipment, play area fencing and MUGA fencing to vandalism	5	1	10	Masterplan Equipment schedule
C12. Has drainage of the play area been adequately addressed?	5	1	5	Drainage Proposal
Warranty / Guarantees (5%)				
C13. How much confidence can we have in the facilities lasting?	5	1	5	Equipment schedule Warranty/Guarantee Information

Maintenance Liability (5%)				
C14. What are the ongoing maintenance costs for the proposed facilities?	5	1	5	Equipment schedule Warranty/Guarantee Information Maintenance Schedules

All responses to C2-14 will be assessed based on the following scoring methodology:

0 Inadequate	Significant indications that company / proposal lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
1-2 Concerns	Some concerns that company / proposal may lack certain requirements in this area to achieve the required standard of service delivery
3-4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating company / proposal capable of delivering outcomes to required standard

To enable evaluation of these criteria the tender submissions should include the following:

- **Masterplan diagram** (maximum of 1 A1 size PDF) – illustrating the proposed design of the play area. It should give a good idea of the scope of works possible within the budget and demonstrate the design skills of the tenderer.
- **Scheme visuals** (maximum of 1 A1 size PDF) – these should illustrate the scheme and give a clear impression of how the scheme will look (including proposed materials and elements of play equipment).
- **Design Statement** – a brief written description of the scheme, explaining any key design themes/features and how it meets the main points of the design brief.
- **Drainage proposal** – a description of how the play area will be constructed to ensure that no water ponds on the surface or makes the surrounding grass waterlogged to not be usable for the majority of the year.
- **Equipment Schedules** – including technical specifications / datasheets for each proposed item of play equipment, play area .
- **Method Statement** – detailing how risks will be mitigated during the works, in particular relating to the continued use of the recreation ground by pedestrians during the works.
- **Programme of Works** - a construction programme diagram, including proposed start and completion dates, site clearance and excavation, equipment installation, surfacing and landscaping. The programme should detail how lead in times for equipment will fit into the programme.
- **Warranty/guarantee information** – details and limitations of guarantees offered.
- **Maintenance Schedules** – detailing ongoing maintenance requirements for equipment, fencing and surfacing for the improved play area. This should include an outline of the necessary maintenance requirements over a period of approx. 10 years (costing not required).
- **Pricing schedule** - this should detail the overall cost of the scheme and also break down the tender amount into key features/elements where applicable.
- **Contract Management and Sub-Contracting Structure Diagram** – showing the structure of the contractor / sub-contractor team and lines of communication with the client.

Tenderers should ensure that they provide sufficient information to adequately cover the specific points included in the quality evaluation criteria listed above in the relevant section of their Tender Response.

If a score of 2 or above is not achieved for each element of the Quality evaluation the tender may not be considered further.

If at any time during the evaluation of a Tender the Council forms the view that any matter requires clarification, it reserves the right to require a Tenderer to provide additional information supplementing or clarifying their Tender.

The provision of additional clarification information may be obtained by clarification questions issued and responded to through the Chest and/or by clarification meetings with later confirmation in writing.

Evaluation

The following process will be used to assess the returns;

Council

Representatives from Chorley Council Streetscene and Parks and Open Spaces Teams will assess the responses and evaluate each of the returned tenders against the evaluation criteria set out (C1 to 14).

Following the awarding of final marks, the Council will rank the submissions according to their total score and anticipates shortlisting the 3 highest ranked Organisations. Where scoring is very close the Council will reserve the right to shortlist more than 3 designs.

The shortlisted submissions will be used for the public vote at with High Five Group and the Equality Forum.

Appendix 2 – Evaluation Criteria for Phase 2 tender process

MUGA, Fitness Zone and Dynamic Play Area

The evaluation criteria are as follows:

Requirement		Submission requirements	Marks Available
C1a	Can the scheme be delivered within the maximum budget of £170,000? Any tenders that exceed the maximum budget will fail.	Price schedule	Pass / fail
C1b	Is the multi-use games area a minimum size of 15m x 30m, does the footprint fit within the allocated area and is the maximum height of any fencing or goal end 4m?	Masterplan Scheme Visuals Equipment Schedule	Pass / fail

Any scheme that fails will not be taken further in the evaluation process.

The evaluation criteria for Stage 2 C2 - 15 are as follows:

Criteria	Max. Potential Score	Weighting	Total Max. Potential Score	Submission Requirements
Construction / Contract Management Criteria (10% total marks)				
C2. How well is the tenderer set up to effectively manage this contract by minimising site risks, maintaining good communication with the client and delivering to the proposed timescales?	5	2	10	<ul style="list-style-type: none"> • Contract Management and Sub –Contract Structure Diagram. • Method statement • CV's of key site staff • Programme of Works
Aesthetics / design response (20% total marks)				
C3. Does the layout and aesthetic meet the design brief by responding to the urban context of the site and the close proximity of neighbouring properties.	5	2	10	Design Statement Masterplan Scheme Visuals Equipment schedule
C4. Do the play equipment, fitness equipment and MUGA designs demonstrate	5	1	5	Design Statement Masterplan

design innovation?				Pricing Schedule Scheme Visuals Equipment schedule
C5. How does the design address potential conflict between users of the site and the movement of users around the zoned areas?	5	1	5	Design Statement Masterplan Scheme Visuals Equipment schedule
Play / Fitness Value (40%)				
C6. Does the proposed equipment provide a varied experience including (sliding and travelling, climbing, swinging, see-sawing, balancing and spinning, fitness, resistance).	5	3	15	Design Statement Masterplan Scheme Visuals Equipment Schedule
C7. Does the proposed equipment make provision for the full range of age groups to be catered for (8-80+ years old).	5	3	15	Design Statement Masterplan Scheme Visuals Equipment schedule
C8. Is the layout DDA compliant and does the proposed equipment encourage 'inclusive play' of all abilities, regardless of disability.	5	2	10	Design Statement Masterplan Scheme Visuals Equipment schedule
Durability & Functionality (20%)				
C9. Does the play equipment and MUGA goals / fencing meet all the relevant safety and quality standards including sound decibel tests.	5	1	10	Masterplan Equipment schedule
C10. The resistance of the proposed play equipment, play area fencing and MUGA fencing to vandalism	5	1	5	Masterplan Equipment schedule
C11. Has drainage of	5	1	5	Drainage Proposal

the site design been adequately addressed?				
Warranty / Guarantees (5%)				
C12. How much confidence can we have in the facilities lasting?	5	1	5	Equipment schedule Warranty/Guarantee Information
Maintenance Liability (5%)				
C13. What are the ongoing maintenance costs for the proposed facilities?	5	1	5	Equipment schedule Warranty/Guarantee Information Maintenance Schedules

All responses to C2-13 will be assessed based on the following scoring methodology:

0 Inadequate	Significant indications that company / proposal lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
1-2 Concerns	Some concerns that company / proposal may lack certain requirements in this area to achieve the required standard of service delivery
3-4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating company / proposal capable of delivering outcomes to required standard

To enable evaluation of these criteria the tender submissions should include the following:

- **Masterplan diagram** (maximum of 1 A1 size PDF) – illustrating the proposed design of the improved play area, fitness zone and multi-use games area. It should give a good idea of the scope of works possible within the budget and demonstrate the design skills of the tenderer.
- **Scheme visuals** (maximum of 1 A1 size PDF) – these should illustrate the scheme and give a clear impression of how the scheme will look (including proposed materials and elements of play and fitness equipment).
- **Design Statement** – a brief written description of the scheme, explaining any key design themes/features and how it meets the main points of the design brief.
- **Drainage proposal** – a description of how the multi-use games area will be constructed to ensure that no water ponds on the surface or makes the surrounding grass waterlogged to not be usable for the majority of the year.
- **Equipment Schedules** – including technical specifications / datasheets for each proposed item of play equipment, play area / MUGA fencing and MUGA goal ends.
- **CV's** of Key Site Staff
- **Method Statement** – detailing how risks will be mitigated during the works, in particular relating to the continued use of the recreation ground by pedestrians during the works.

- **Programme of Works** - a construction programme diagram, including proposed start and completion dates, site clearance and excavation, equipment installation, surfacing and landscaping. The programme should detail how lead in times for equipment will fit into the programme.
- **Warranty/guarantee information** – details and limitations of guarantees offered.
- **Maintenance Schedules** – detailing ongoing maintenance requirements for equipment, fencing and surfacing for the improved play area and multi-use games area. This should include an outline of the necessary maintenance requirements over a period of approx. 10 years (costing not required).
- **Pricing schedule** - this should detail the overall cost of the scheme and also break down the tender amount into key features/elements where applicable.
- **Contract Management and Sub-Contracting Structure Diagram** – showing the structure of the contractor / sub-contractor team and lines of communication with the client.

Evaluation

The following process will be used to assess the returns;

Council

Representatives from Chorley Council Streetscene and Parks and Open Spaces Teams will assess the responses and evaluate each of the returned tenders against the evaluation criteria set out (C1 to 13).