

## **Torpoint Town Council**

### **Support and Strategy Proposal: Torpoint Playground Project**

#### **Introduction to Sports and Play Consulting**

Sports and Play Consulting was established in 2017 to provide independent advice and support for Town and Parish Councils in relation to play, fitness and sports projects.

With extensive experience in design, procurement, project management, public consultation and in depth studies across the country in terms of assessing, budgeting, technical advice, and implementation of either new or developing existing facilities, our goal is to be a partner of a council and community to reach specific objectives. Primarily this is to deliver new facilities such as, but not limited to:

1. Playgrounds
2. Multi Use Games Areas or specific Sports Facilities
3. Outdoor Fitness and Gym
4. Wheeled Sports and Skate Parks

#### **Objectives:**

- Consulting with the Council in terms of your objectives within a defined set of goals that is achievable and measurable
- Reviewing and assessing the current and potential facilities
- Procuring the appropriate tender documents and processes to meet with required regulations such as the 2015 Public Procurement Regulations (This is a mandatory requirement for councils to follow)
- Evaluating the responses with the Council and Stakeholders
- Project Managing the actual construction by the preferred contractor and ensure the completed work is ready for handover to the council

The Council may wish to visit the company web site which will provide an overview of the services Sports and Play Consulting can provide and some of the projects that we have been involved in. [www.sportsandplaysconsulting.co.uk](http://www.sportsandplaysconsulting.co.uk)

## **Summary of Requirements**

Following conversations with Milly Southworth, the project discussed included:

- Allocate approx. £100,000.00 to re-develop and upgrade an existing playground
- The Town Council has set aside £50,000.00 and will look to fund the balance externally initially through grants
- The Town Council to agree on time frames, final budget, and brief for the proposed investment and potentially use an external consultant to support the Council

## **How Sports and Play Consulting would support the Council**

Once an agreement has been put in place between Torpoint Town Council and Sports and Play Consulting, the support provided would include:

### ***Stage 1: Assessment***

- Visit the playground with relevant members of the council to assess what would be recommended in terms of:
  - Play Value / Equipment
  - Surfacing
  - Seating / Bins
  - Pathways
  - Fencing
  - Any other considerations
- Provide a suggested brief based on the confirmed budget and time frames to move forward with a tender
- If the full budget has not been realised, we can suggest ideas/organisations to approach for funding however this would only be informal advice and options are limited for these types of grants and their qualification criteria

### ***Stage 2: Procurement and Tendering***

- Our business will ensure it has a clear understanding of the objectives for the community and council, compiling a specific tender document for the project. This would be a single tender that is released publicly on an agreed date
- Sports and Play consulting will:
  - Agree with the council on the brief and specifications
  - Write the tender document for the play area
  - Advise on making tender public – i.e. contracts finder
  - Provide a details report on the responses to the council
  - Agree any changes or revisions to the preferred design

### Stage 3: Project Management

Sports and Play Consulting Limited will assist with the *Project Management* of the installation as often play companies do not have a Project Manager on site to regularly manage the installation effectively.

Our role would be to provide the following support:

- Co-ordinate the contractor in terms of starting and desired completion dates
- Check of programme of works and any RAMS (risk assessment method statement)
- Attend pre-start meeting, and 'mid project' site visit
- Manage and communicate any issues that arise – delays, quality, snagging etc
- Attending handover and completion meeting, ensuring any snagging or safety issues raised (e.g. ROSPA) report is resolved in a timely manner before facility is open for public use

### **Proposed Fees for above support**

Below is a summary of costs for three stages outlined above assuming a budget of £100,000.00 (Ex Vat). Should the council consider splitting the project in to say 2 Phases (£50,000.00 x 2) then the fees calculated would differ and approx. 10% of the budget for each stage.

**All Stages Listed Above:                      £7500.00**

*Payment is split into two equal invoices: 50% at the beginning of the project and 50% before construction begins. VAT does not apply as not currently registered.*

Please feel free to contact myself to discuss this proposal, and as mentioned to Milly, perhaps a Zoom call with the committee would be appropriate to potentially move forward.

Michael Carter

Managing Director

Email: [michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

Web Site: [www.sportsandplayconsulting.co.uk](http://www.sportsandplayconsulting.co.uk)

