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Tender

## **Landscaping Project Phase 1 at St Peters Garden**

Chalfont St Peter Parish Council

F01: Prior information notice

Call for competition

Notice identifier: 2021/S 000-001992

Procurement identifier (OCID): ocds-h6vhtk-028f1e

Published 1 February 2021, 5:39pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Chalfont St Peter Parish Council

Gravel Hill, Chalfont St. Peter

GERRARDS CROSS

SL99QX

#### **Contact**

Debbie Evans

#### **Email**

[clerk@chalfontstpeter-pc.gov.uk](mailto:clerk@chalfontstpeter-pc.gov.uk)

#### **Telephone**

+44 7805615228

**Country**

United Kingdom

**NUTS code**

UKJ - SOUTH EAST (ENGLAND)

**Internet address(es)**

Main address

<https://www.chalfontstpeter-pc.gov.uk/>

Buyer's address

<https://www.chalfontstpeter-pc.gov.uk/2021/01/tender-application-landscaping-project-phase-1-at-st-peters-memorial-garden/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.chalfontstpeter-pc.gov.uk/2021/01/tender-application-landscaping-project-phase-1-at-st-peters-memorial-garden/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.chalfontstpeter-pc.gov.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Recreation, culture and religion

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Landscaping Project Phase 1 at St Peters Garden

#### **II.1.2) Main CPV code**

- 45112714 - Landscaping work for cemeteries

#### **II.1.3) Type of contract**

Works

#### **II.1.4) Short description**

Tenders are invited from suitably experienced and capable contractors for Phase 1 of a fixed price project to improve the attractiveness, usefulness and maintainability of St Peter's Memorial Garden.

The Works comprise Development of a Public Amenity Area within a Closed Cemetery involving:

- Development of detailed design based upon outline drawings provided
- Clearance, topographical profiling, installation of electrical services (lighting), water services (maintenance), paths, fencing, creation of grassed, paved and planted areas in accordance with this document and approved contract proposals.
- Maintenance and repair to the extent described in this document

Full details are available on the Parish Council website <https://www.chalfontstpeter-pc.gov.uk/2021/01/tender-application-landscaping-project-phase-1-at-st-peters-memorial-garden/>

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

## **II.2.2) Additional CPV code(s)**

- 71421000 - Landscape gardening services

## **II.2.3) Place of performance**

NUTS codes

- UKJ - SOUTH EAST (ENGLAND)

Main site or place of performance

The works will take place at St Peters Memorial Garden, Church Lane, Chalfont St Peter, Buckinghamshire, SL9 9RJ

## **II.2.4) Description of the procurement**

Below is a abridged version of the tender document which can be found on the Parish Council website

<https://www.chalfontstpeter-pc.gov.uk/2021/01/tender-application-landscaping-project-phase-1-at-st-peters-memorial-garden/> please refer to the 22-02-21 St Peters Memorial Garden Tender Doc for full details.

Phase 1 will comprise work to the Zones 1 - 5 indicated on the Zone Index - DRG No 4 document.

A description of the works required is listed below, further details on preliminary & H&S requirements and specifications are within the 22-02-21 St Peters Garden Tender Document.

### **5.1 PRELIMINARIES**

A Health & Safety - Comply with all relevant Health and Safety Legislation and the reasonable requirements of the Contract Administrator and work proactively to ensure the Project is delivered safely and without harm.

B Insurance - Provide contract insurances

C Develop detailed design proposals based upon the general form outlined in the Tender Documents and develop such proposals ready for approval for construction. Allow for attendance at up to 3 design review meetings and subsequent minor amendments to proposals. Provide detailed working drawings identifying trees for removal, new planting, construction details at perimeter etc.

D Provide, maintain and relocate security fencing and barriers

E Site Establishment - Provide and maintain toilet and welfare facilities to the reasonable satisfaction of the Contract Administrator, site office, stores, hard standings, temporary fencing and site security.

F Temporary services - Provide, maintain and adapt temporary services installations for the works

G Photographic Record - Provide a digital photographic record of the site before commencement and regularly as works progress. Record to include date taken and identify location within the site

H Preparatory Works - Take up existing paving, fencing etc. and where directed, set aside for re-use, clear site.

I Record Drawings - Provide digital drawings showing as-built construction details and including names and locations of new and existing species

J Maintenance Manual - Provide detail of recommended maintenance tasks for upkeep of the completed works

K Other matters: tenderer to describe any other Preliminary item and insert his price.

## ZONE 1

Note: Works in Zone 1 comprise only the paved pathway and the border to the north. The area to the south, currently hoarded off, will be landscaped by others as part of the adjacent development.

A Dig out and remove all plants, shrubs, bushes and small trees from the area between the pathway and the existing fence. (Note: fence belongs to others). Remove all plant growth from the fence.

B Cut down and remove all mature and semi-mature trees (approximately 9 No) with the exception of the single cherry. Deal with stumps and roots.

C Provide and install cherry trees (anticipate 8No) to match those in Church Lane.

D Provisional Item. Provide and install cherry trees (anticipate 8No) on South side of path to complete works by others in adjacent development.

E Construct 225mm wide preserved timber sleeper dwarf retaining wall, including concrete footing, damp-proof membrane behind sleepers, dowelled joints etc. to provide mulch

retention.

F Provide level formation 100 mm below top of wall, spray with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch.

G Cut out existing damaged section of pathway surfacing and replace to match existing.

H Make good any damage to the pathway arising from carrying out the works.

I Other matters: tenderer to describe any other item of works to complete Zone 1 and insert his price

### 5.3 ZONE 2

A Dig out and remove all plants, shrubs, bushes and small trees from the area between the open area and the existing fence. (Note: fence belongs to others). Remove all plant growth from the fence.

B Cut down and remove all mature/semi mature trees (approximately 3No) with the exception of the large sycamore and the holly tree within the corner of Zones 2 and 3. Deal with stumps and roots.

C Provide and plant new spreading habit fir tree (approx. 2 m high) to replace that in corner with Zone 3

D Raise crown to approx. 5m, reduce spreading branches and top out to shape the large sycamore

E Trim and shape the holly tree within the corner of Zones 2 and 3

F Prepare and level ground to receive planting

G Provide and install suitable screening hedge - e.g. Photinia x fraseri 'Red Robin' - hedge plants along length of the fence 1.6 - 2m high

H Other matters: tenderer to describe any other item to complete

Zone 2 and insert his price. (Note: any new pathway and planting other than the screening hedge is to be priced within contractor's proposals for Zone 6)

### 5.4 ZONE 3

A Dig out and remove all plants, shrubs, bushes and small trees from the area between the open area and the existing wall. Remove all plant growth from the wall.

B Carefully remove all plant growth from memorial stones

C Cut down and remove all mature and semi mature trees (approximately 3 No) with the exception of the three large sycamores. Deal with stumps and roots.

D Raise crowns to approximately 5m, reduce spreading branches and top out to shape 3 No large sycamores

E Prepare and level ground to receive surface treatment between the wall and 300 mm past the line of the memorial stones.

F Spray between the wall and 300mm past the line of the memorial stones. with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch

G Other matters: tenderer to describe any other item to complete Zone 3 and insert his price. (Note: any new pathway and planting beyond the line of the mulch treatment i.e. 300mm past the line of the memorial stones is to be priced within contractor's proposals for Zone 6)

#### 5.5 ZONE 4

A Remove existing fence, leaving existing dwarf wall in position.

B Carefully lift stone paving and set aside for re-use

C Dig out and remove all plants, shrubs and small trees from the area between the dwarf wall and the open area. Remove all plant growth from the dwarf wall.

D Cut down and remove all mature and semi-mature trees (approximately 12 No) with the exception of the two large sycamore trees that align with the avenue in Zone 8. Deal with stumps and roots.

E Raise crowns to approx. 5m, reduce spreading branches and top out to shape the 2no large sycamores.

F Prepare ground for planting

G Other matters: tenderer to describe any other item to complete Zone 4 and insert his price. (Note: any new pathway and planting is to be priced within contractor's proposals for Zone 6)

#### 5.6 ZONE 5

A Dig out and remove any plants between the existing iron fence and a line 300mm in front of

the existing memorial stones.

B Provisional Item. Dig out and remove any plants between the existing iron fence and the walls of the adjacent properties.

C Spray between the wall and 300 mm past the line of the memorial stones. with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch

D Provisional Item: Spray between the existing iron fence and the walls of the adjacent properties with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch

E Straighten existing iron fence as practicable on site, rub down and paint 2 coats Zinsser AllCoat Exterior Black

F Other matters: tenderer to describe any other item to complete Zone 5 and insert his price. (Note: any work to pathway and planting is to be priced within contractor's proposals for Zone 6)

## 5.7 ZONE 6

A Establish working levels for development of the notional amphitheatre and meadow planting indicated on DWG No 3 by carefully grading existing ground and importing and placing material as required. Ensure that the final levels avoid any steep changes in the slope of paths and can be maintained by ride-on mowers with an absolute minimum of areas requiring strimming.

B Provide land drainage as required

C Provide necessary retaining structures to prevent the raised area from leaching onto the pathway, particularly at the side of Zone 2

D Use existing stone paving materials to construct the area for seating and an obelisk as indicated on DWG No 3, including necessary base preparation and material

E Use existing stone paving materials to construct a raised stage as indicated on DRWG No 3 including necessary base preparation and material

F Construct and surface new pathways as indicated on DWG No 3 including base preparation and material, curved edging and asphalt surfacing

G Restore and resurface existing pathway between Zones 1 and 8

H Prepare and plant areas of meadow planting as indicated on DWG No 3



I Prepare and re-seed grassed areas as indicated on DWG No 3

J Provisional Sum: Allow the sum of £5,000.00 for the provision and installation of bench seating £5,0000

K Provisional Sum: Allow the sum of £5,000 for the installation of an obelisk (provided by others) £5,0000

L Other matters: tenderer to describe any other item to complete Zone 6 and insert his price.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: Yes

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The Contractor shall execute the works with all the skill and care to be expected of an experienced landscape designer and contractor and shall generally comply with recognised best practice documents.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

The Contractor shall be responsible for delivering the Project within the Project Duration agreed with the Employer. There is no penalty for late completion but the Contractor shall use reasonable endeavours to complete the Project within the Project Duration.

The Contractor shall submit an outline programme for the Works with his tender and a rolling 4-week look ahead programme every week during the contract period and an update of the outline programme monthly.

The Contractor may decide his preferred sequence for the work taking account of all restrictions necessary to avoid harm to protected species and minimise damage to the ecology.

To enable appropriate comparison of tenders, all tenderers must fully complete the "Pricing Section" and "Form of Tender" as given. In selecting a preferred tenderer for the project, the Council will pay particular attention to both the Pricing Section (Section 5) and Contractors Proposals (Section 10), including their preliminary Health and Safety Plan, Method Statement and Programme proposals.

The Council will also keenly evaluate tenderers alternative proposals, as outlined in Section 11 - Alternative and Additional Proposals. These should not be carried into the "Form of Tender" but may be used in subsequent pre-contract development discussion.

Tenderers may be invited to present their approach to a post tender interview.

For further information or clarification, please contact the Contract Administrator Mr Bob Older BScEng (Hons) CEng, FICE, [bob.older@me.com](mailto:bob.older@me.com) or Mob: 0781 651 4868

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of expressions of interest**

Date

22 February 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3) Additional information**

All relevant information is provided on the Chalfont St Peter website, this includes the full Tender document, maps of the area and proposed design and topographical information. This can be found on the following link <https://www.chalfontstpeter-pc.gov.uk/2021/01/tender-application-landscaping-project-phase-1-at-st-peters-memorial-garden/>

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Chalfont St Peter Parish Council

Gravel Hill

Chalfont St Peter

SL9 9QX

Email

[clerk@chalfontstpeter-pc.gov.uk](mailto:clerk@chalfontstpeter-pc.gov.uk)

Telephone

+44 1753891582

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

To enable appropriate comparison of tenders, all tenderers must fully complete the "Pricing Section" and "Form of Tender" as given. In selecting a preferred tenderer for the project, the Council will pay particular attention to both the Pricing Section (Section 5) and Contractors Proposals (Section 10), including their preliminary Health and Safety Plan, Method Statement and Programme proposals.

The Council will also keenly evaluate tenderers alternative proposals, as outlined in Section 11 - Alternative and Additional Proposals. These should not be carried into the "Form of Tender" but may be used in subsequent pre-contract development discussion.

Tenderers may be invited to present their approach to a post tender interview.

Tenders are to be delivered in a sealed envelope marked TENDER DOCUMENTS to Chalfont St Peter Parish Council offices NOT bearing any name or mark indicating the Tenderer's identity before noon on Friday 12th February 2021.

