

## **Invitation to Tender (Open Tender)**

### **Reinstatement of Eroded Banks – Bourton Park, Buckingham, MK18 7AB**

#### **Tender Deadline:**

Friday 6 February, 1:00 pm

#### **Tender Submission Address:**

Buckingham Town Council  
Verney Close  
Buckingham  
MK18 1JP

Tenders must be submitted electronically only to [tenders@buckingham-tc.gov.uk](mailto:tenders@buckingham-tc.gov.uk), clearly marked with the tenderer's name, addressed to the Town Clerk, and with the title:

"Tender: Reinstatement of Eroded Banks at Bourton Park."

**Please note:** This email address is for electronic tender submissions **only** and is not monitored for questions or clarifications. Any queries regarding this tender should be directed to [estates@buckingham-tc.gov.uk](mailto:estates@buckingham-tc.gov.uk)

Tenderers must not contact Councillors or staff outside the prescribed process for any reason relating to this tender.

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## 1. General Requirements

1.1 Buckingham Town Council (BTC) invites tenders from competent and experienced contractors for the reinstatement of eroded riverbanks adjacent to the outflow near the existing penstock within Bourton Park. The works include installation of new bank stabilisation measures to prevent further erosion and to limit burrowing crayfish activity, using methods that support natural vegetation establishment. The works will not take place within the main river channel but within the stream outflow system connected to the River Great Ouse. This work is to repair and support the original bank and does not require any diversion of the water course.

1.2 Project Location: **Bourton Park, Buckingham, MK18 7AB.**

**What Three Word location:** `///pays.continued.grid`

1.3 The Council intends to appoint the preferred supplier in **June 2025**, with works commencing **August 2025**.

1.4 This document describes all required works, contractor responsibilities, specification, and technical requirements.

1.5 Budget - The budget for the complete scheme is £35,000 ex VAT, but tenders may submit under this sum.

## 2. Tenders

2.1 This tender document is private and confidential. Tenderers must not disclose their participation except to parties directly involved in preparing the submission.

2.2 A **fixed-price tender** is required, based on the Scope of Works, Specification and Brief, and Schedule of Works.

2.3 Tenders must be submitted electronically to:

**tenders@buckingham-tc.gov.uk**

with the tenderer's name and tender title.

**Submission deadline: 1:00 pm, Friday 6<sup>th</sup> February 2026**

2.4 Prices shall remain valid for **90 days**.

The Council reserves the right to:

- Accept or reject any or all tenders.
- Accept a tender that is not the lowest.
- Accept part of a tender or split work between suppliers.
- Reject a tender even if it is the only submission.
- Accept tenders that deviate from specifications.

2.5 If required permissions are not granted, the Council may cancel the contract.

2.7 No tenderer may claim reimbursement for preparation or submission costs.

### 3. Terms of Engagement

3.1 The acceptance of a tender will form a binding contract governed by English Law.

3.2 Contract documentation will comprise this invitation, specifications, drawings, clarifications, and the JCT Minor Works Contract issued by BTC.

3.3 The “Council’s Representative” will be the Estates Manager or another nominated officer.

3.4 All enquiries must be directed to:

**Estates Manager**

**Buckingham Town Council**

**Verney Close, Buckingham MK18 1JP**

**estates@buckingham-tc.gov.uk | 01280 816426**

### 4. Description of the Works and Pricing

#### 4.1 Scope of Works – Summary

The Contractor shall **supply, deliver, install, and complete** all works associated with reinstatement and stabilisation of eroded riverbanks, including:

- Installation of plastic mesh and Coir matting
- Installation of 125 mm dia. cleft chestnut posts
- Construction of revetments to match existing penstock height (approx. 1 m)
- Placement of clean stone gravel backfill (75–100 mm)
- Installation of rock rolls (300 mm dia.)
- Installation of pre-planted fibre rolls (200 mm dia., 3 m lengths)
- Placement and grading of topsoil to BS 3882
- Sowing wildflower meadow seed (4 g/m<sup>2</sup> mix: 80% grass, 20% wildflower)
- Installation of 160 mm land drainage pipe (max. 1.5 m into bank)

#### 4.2 Contractor Responsibilities

- **Permits:** Obtain and provide all required permits.
- **Flood Risk Activity Permit:** Work with the Town Council to prepare and submit any necessary Flood Risk Activity Permits to the Environment Agency (EA).
- **Site Access:** Provide and maintain access routes with minimal disruption.
- **Site Storage:** ensure no material or welfare unit are stored within the floodplain
- **Safety:** Implement all applicable health and safety measures.

- **Footpath Diversions:** Install and maintain safe pedestrian diversions.
- **Site Restoration:** Reinstate any disturbed ground to equal or better condition.

## **5. Programming of the Works**

- 5.1 Site visits with Council representatives: **12-21st January 2026**
- 5.2 Final questions deadline: **23<sup>rd</sup> January 2026**
- 5.3 Tender submission deadline: **6<sup>th</sup> February 2026, 1:00 pm** (late tenders not accepted)
- 5.4 Successful contractor notified: **27<sup>th</sup> February 2026**
- 5.5 Prestart meeting and photographic survey prior to commencement
- 5.6 Work commencement: **June 2026**

## **6. Payment for the Works**

- 6.1 Payment will be made against the **Lump Sum Contract Price**, inclusive of all necessary works, materials, and incidental costs.

## **7. Insurances Required**

- Public Liability and Employer's Liability: **£10,000,000**
- Evidence of insurance required with tender and before works start.

## **8. Safeguarding**

The Contractor must have an up-to-date Safeguarding Policy in place for the duration of the contract.

## **9. Standards of Materials, Workmanship and Accreditation**

- All materials and workmanship must meet relevant **British and European Standards**.
- The Council will undertake a post-completion inspection.
- Any defects identified must be rectified before removal of fencing or handover.

## **10. Evaluation and Scoring**

The Council will evaluate tenders using the Most Economically Advantageous Tender (MEAT) approach. This considers both price and quality, not just the lowest price.

- **Weighting:**
  - Quality: 60%
  - Price: 40%
- **Scoring method:**
  - **Price Score:** The lowest tendered price will receive a score of 100. Other tenders will be scored proportionally:

- Price Score = (Lowest Tender Price / Tenderer Price) × 100
- **Quality Score:** Each criterion will be scored based on the level of detail, suitability, and innovation demonstrated. Scores range from 0–5 (0 = not addressed, 5 = excellent).
- **Overall Score:** The total score for each tender will be calculated as:
  - Total Score = (Quality Score × 60%) + (Price Score × 40%)

### 10.1 Evaluation Criteria and Guidance

Criterion	Weighting (%)	Tenderer Requirements	Scoring Guidance
<b>Whole-Life Value / Cost Effectiveness</b>	20	Provide: <ul style="list-style-type: none"> <li>• Construction cost</li> <li>• Maintenance &amp; repair cost over asset life</li> <li>• Risk mitigation and contingency costs</li> <li>• Assumptions for lifespan of works/materials</li> </ul>	5 = Comprehensive lifecycle cost breakdown demonstrating excellent cost efficiency 3 = Partial information or unclear assumptions 0 = Not provided
<b>Technical Approach &amp; Methodology</b>	20	Describe: <ul style="list-style-type: none"> <li>• Construction methodology</li> <li>• Erosion control measures</li> <li>• Site management &amp; sequencing</li> <li>• Risk identification &amp; mitigation</li> </ul>	5 = Highly detailed, feasible, and robust methodology 3 = Adequate methodology with minor gaps 0 = Inadequate or missing
<b>Compliance with Specifications &amp; Regulatory Requirements</b>	20	Confirm: <ul style="list-style-type: none"> <li>• Compliance with design drawings and council standards</li> <li>• Environmental and safety regulations</li> <li>• Required permits or approvals from EA.</li> </ul>	5 = Fully compliant with all specifications 3 = Minor deviations noted 0 = Non-compliant

<b>Criterion</b>	<b>Weighting (%)</b>	<b>Tenderer Requirements</b>	<b>Scoring Guidance</b>
<b>Environmental &amp; Sustainability Performance</b>	10	Provide: <ul style="list-style-type: none"> <li>• Biodiversity and habitat protection</li> <li>• Sediment and erosion control</li> <li>• Waste minimization and recycling</li> <li>• Carbon reduction initiatives</li> </ul>	5 = Excellent environmental practices and sustainable solutions 3 = Adequate consideration 0 = Not addressed
<b>Innovation &amp; Added Value</b>	10	Describe: <ul style="list-style-type: none"> <li>• Innovative materials or methods</li> <li>• Cost or time savings</li> <li>• Environmental or community benefits</li> </ul>	5 = Highly innovative and adds significant value 3 = Some innovation demonstrated 0 = No innovation
<b>Experience, Competency &amp; Track Record</b>	10	Provide: <ul style="list-style-type: none"> <li>• Similar project experience</li> <li>• References and accreditations</li> <li>• Site management and safety record</li> </ul>	5 = Extensive experience and proven track record 3 = Some relevant experience 0 = No relevant experience
<b>Total</b>	100		

## 10.2 Supporting Documentation Required

Tenderers must provide:

1. **Detailed Cost Breakdown** – including construction, maintenance, and risk-related costs.
2. **Method Statement** – describing the construction methodology, sequencing, risk mitigation, and erosion control measures.
3. **Environmental Plan** – outlining sustainability practices, habitat protection, and waste management.
4. **Evidence of Experience** – past project references, accreditations, and safety record.

5. **Innovation Summary** – highlighting any proposed innovations or added value measures.

### **10.3 Notes for Tenderers**

- All submissions must be clear, complete, and measurable.
- Scores will be assigned based on the evidence provided, and missing information may reduce the score.
- The Council reserves the right to seek clarification but not additional information that would materially alter the tender evaluation.

## **11. Specification and Brief**

**11.1 Project Brief** The project aims to stabilise eroded riverbank areas of Bourton Park using environmentally sensitive revetment techniques that will also improve biodiversity, stabilise banks, reduce erosion risk, and prevent burrowing crayfish damage.

### **11.2 Technical Specification**

#### **Bank Stabilisation System**

- 50 mm square plastic mesh fixed to posts
- Coir matting fixed to post face using staples
- Chestnut posts (125 mm dia.) at 400 mm intervals
- Revetment height to match penstock outflow (approx. 1 m) and taper naturally
- Clean stone gravel (75–100 mm) for backfill

#### **Aquatic and Vegetation Measures**

- Rock rolls (300 mm dia., 2 m sections) filled on site
- Pre-planted 200 mm fibre rolls at 600 mm fixing intervals
- BS 3882 topsoil preparation and finishing
- Wildflower seed mix (4 g/m<sup>2</sup>)

#### **Drainage Works**

- 160 mm land-drain pipe installed up to 1.5 m into bank
- Rock rolls used to secure pipe location

#### **Additional Works**

- Bank reinstatement near Pond 3
- Full site reinstatement of any disturbed areas
- Removal of temporary works

- Waste and spoil disposal via licensed carriers

## 12. Submission of Tender

The following must be submitted:

1. Method statement and detailed programme
2. Access plan
3. Equipment list and capacities
4. Full sequence of operations
5. Pedestrian safety and diversion arrangements
6. Materials and installation design notes
7. Site restoration proposal
8. Risk assessments and safe systems of work
9. Welfare facility plan and location
10. Two references (last 3 years)

## Appendices

### Appendix A – Site Location Plan

Bourton Park, Bourton Road, Buckingham, MK18 7AB







## Bourton Park, Buckingham

A – Main Bank re-instatement works.

///diamond.marzipan.indicates

B – Section of bank re-instatement in pond 3

C – Site Welfare location

Park Entrance:

///cones.follow.dreading

## Appendix B Photos of site and existing equipment



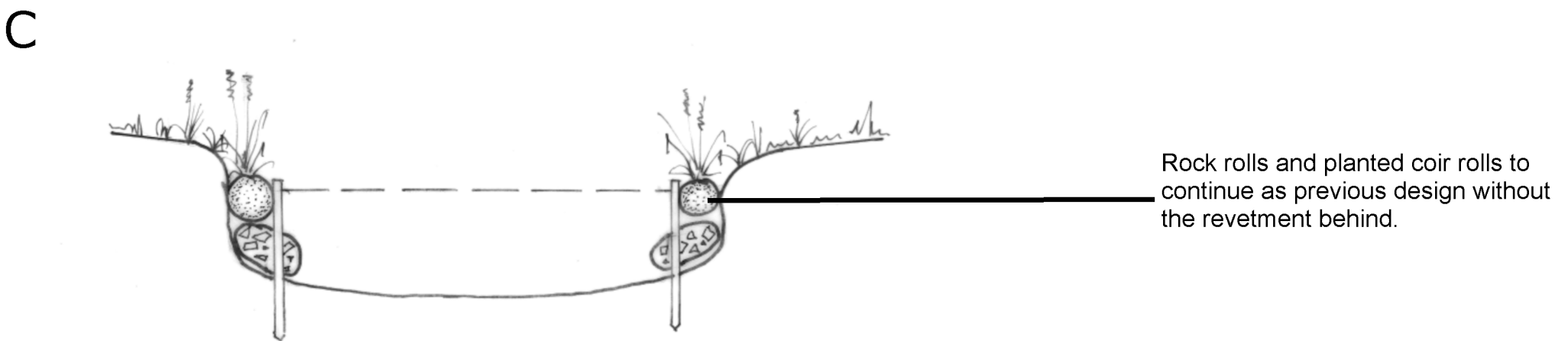
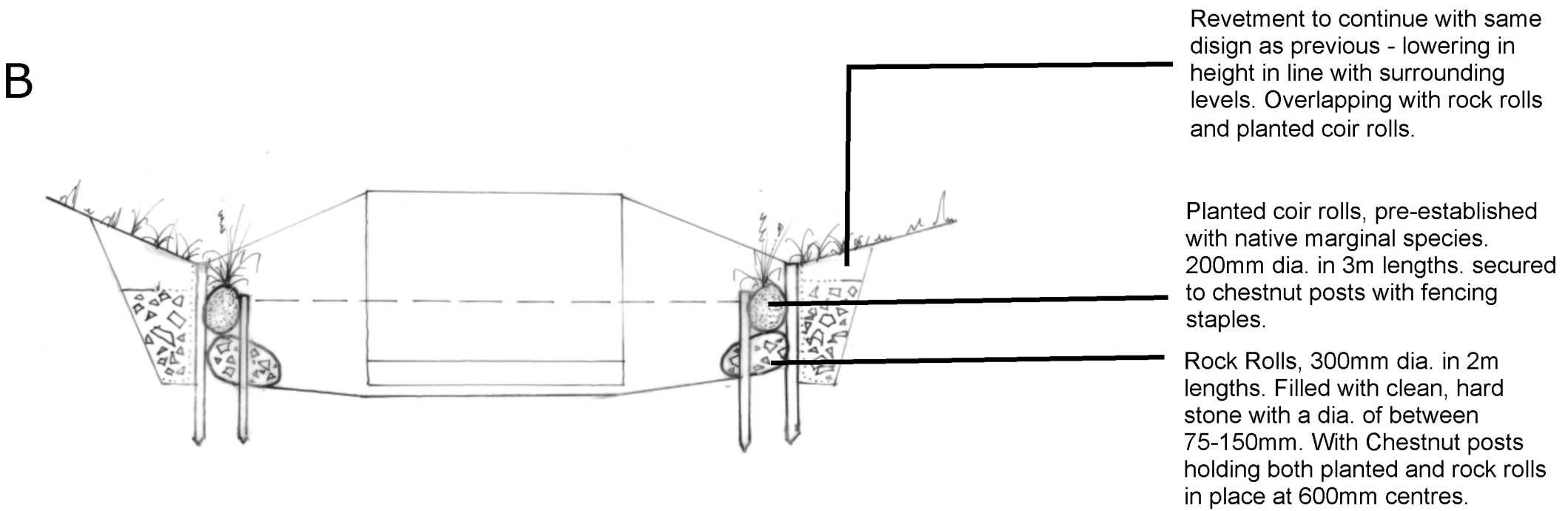
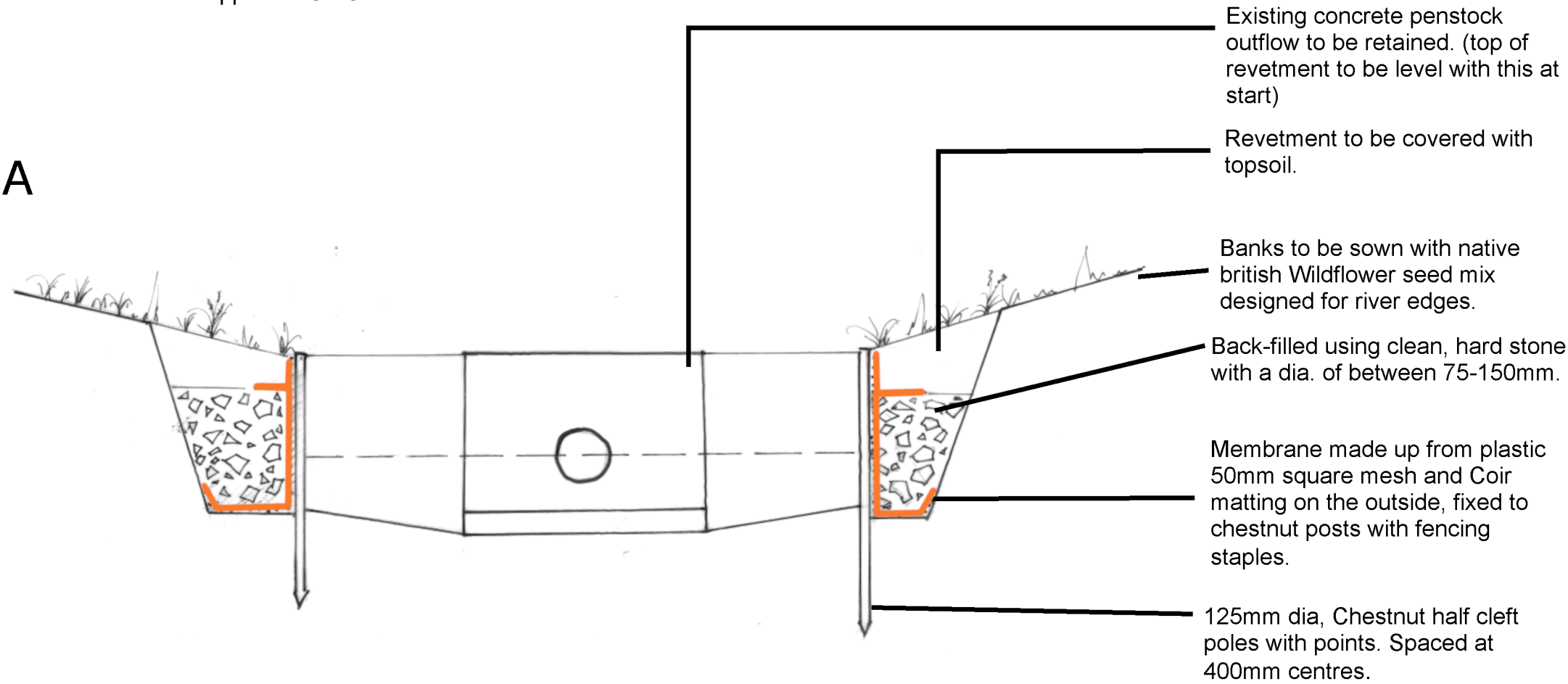




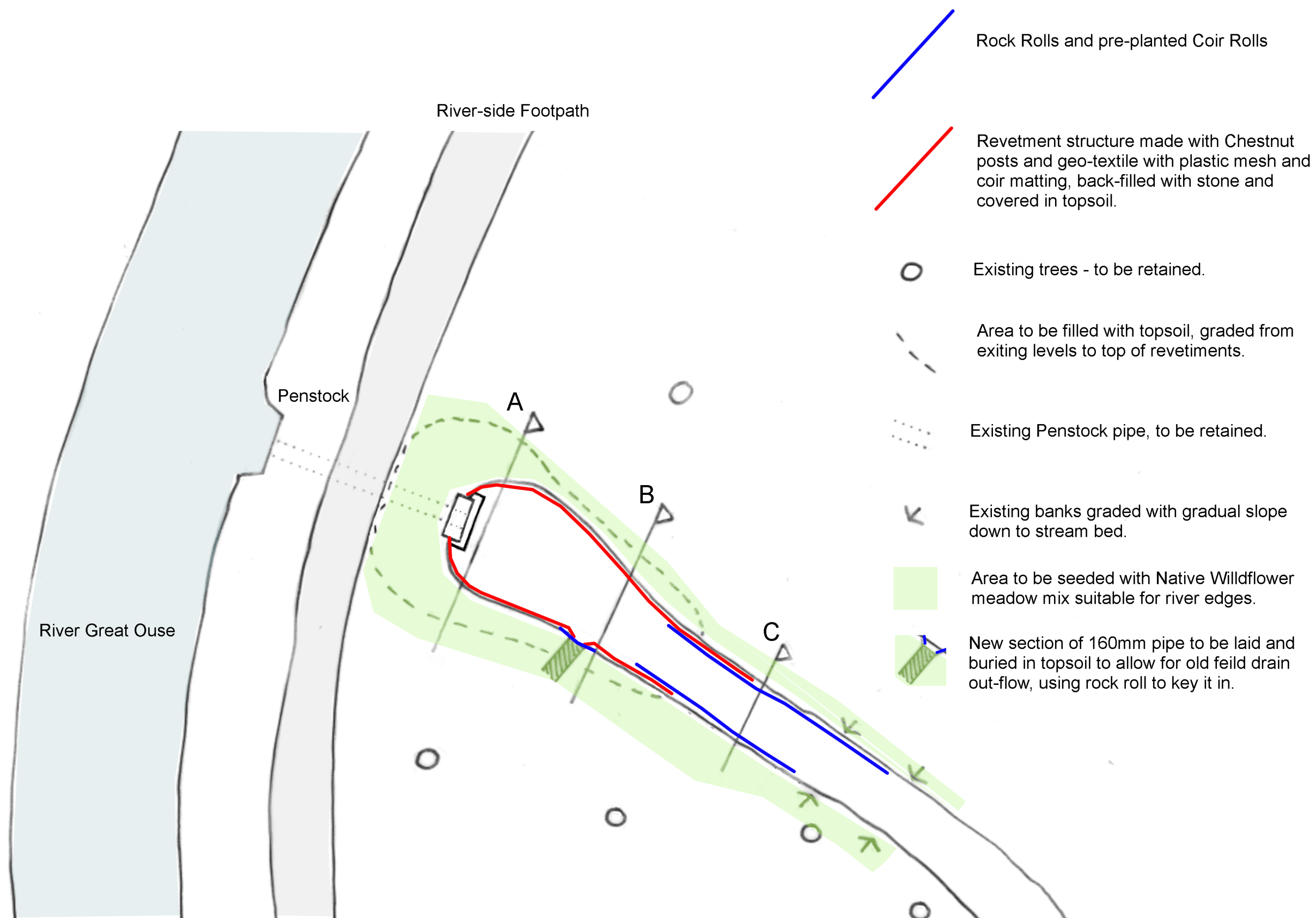








**Bourton Park - Penstock bank re-instatment project.**  
Cross Sections of Revetements, Rock Rolls and Planted Coir Rolls.



## Bourton Park - Penstock bank re-instatment project

### Layout Plan

June 2023  
Buckingham Town Council