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9 June 2025

Subject: Invitation to Tender – Adastra Park Drainage Improvements

On behalf of Hassocks Parish Council, we would like to invite you to submit a tender for drainage works in Adastra Park.

The project requires the contractor to establish lines and levels for a new drainage system, provide record drawings, excavate trenches and inspection chambers, install new perforated drainage pipes on recreation ground in accordance with plans provided, carry out repairs to the concrete headwall and bank, flush a section of existing pipework (if possible), reinstate turf and maintain as necessary for 12-month period.

Full details are provided in the Invitation to Tender document.

Regards,

A handwritten signature in black ink that reads 'E. Langridge'.

Elaine Langridge
Clerk & Responsible Finance Officer

HASSOCKS PARISH COUNCIL
ADASTRA PARK DRAINAGE IMPROVEMENTS



INVITATION TO TENDER

**Deadline for tender submissions:
10am, Thursday 10 July 2025**

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1. Introduction

- 1.1 Adastra Park is the most significant facility within Hassocks Parish Council's (HPC) responsibility. As the hub of much of the village formal activities it comprises:
- Football pitches
 - Cricket pitch and pavilion
 - Bowling club
 - 2 children's playgrounds and a skate park
 - Tennis courts
 - Sports and social club
 - Community hall (Adastra Hall)
 - Hassocks Parish Council (HPC) offices and car parks
 - Memorial garden
 - Public conveniences
- 1.2 At the heart of the community it provides pedestrian thoroughfare both north-south and east-west across the village. It is also a popular dog walking area and location for other information sports activities.
- 1.3 In recent times heavy rainfall has restricted many of the desired activities from taking place because of flooded ground conditions. The existing stormwater drainage system in the north field has become progressively less effective. There is no known drainage system in the south field. This scheme is intended to improve the situation.
- 1.4 Vehicular access is available via control barriers – at the south west corner via the council offices car park and at the western boundary car park off Orchard Lane.

2. Scope of Works

- 2.1 Concrete infill underpinning to the existing undermined concrete headwall at Adastra Stream and make good localised embankment scouring. A method statement will be required. Concrete filled sandbags are suggested for the embankment works revetment.
- 2.2 Limited visible flow at the Adastra Stream outfall suggests that the existing carrier drain pipe is significantly silted up. Establish the location of point "X" on the General Arrangement Plan (Appendix 1) to expose the end of the existing carrier drain pipe. Rod through and flush out this pipe if practicable, to allow future continued use.
- 2.3 Establish lines and levels for new 150/200mm dia main carrier drains and inspection chambers (ICs) following the general arrangement principles as shown on the Site Plan (Appendix 2) and IC schedule (2.14). Exact locations to be determined on site to avoid encroaching upon cricket and football playing areas, by coordination with HPC staff. Depths of drain pipes to vary to suit min falls required. Indicative depths are given on the Site Plan and in 2.14.
- 2.4 Carefully cut and remove as turf, the existing grass along the routes of the new carrier drains and set aside for reuse. Set aside some topsoil for reuse.
- 2.5 Excavate trenches and inspection chambers as indicated on the Carrier Drain Typical Cross Section (Appendix 3). Levels to be established to accommodate the main carrier drain minimum falls as noted on the Site Plan and IC schedule in 2.14. IC10 to IC11 between football pitches – note and record the location of existing lateral drains wherever encountered.
- 2.6 Trench details as shown on the Cross Section:-
- Place non woven geotextile fabric to the base and sides of excavated trenches
 - Lay 20-40mm round profile gravel bedding to the appropriate pipe soffit levels
 - Lay 150/200mm dia perforated twinwall drainage pipe in trenches and connect

to proprietary UPVC inspection chambers (designated IC1 to IC11 on Site Plan). Medium duty covers to ICs.

Backfill pipe with 20-40mm round profile gravel to within approx. 100mm of ground level.

- Wrap geotextile fabric membrane across the top of the gravel.
- Place a layer of reuseable topsoil and rootzone mix onto geotextile.
- Replace turf to re-establish ground surface levels.
- Add new topsoil where necessary and establish watering regime to ensure healthy regrowth of grass.

- 2.7 Connect IC1 to existing “water garden”. Connect IC11 through existing concrete headwall to discharge into Adastra Stream.
- 2.8 At locations “Y” and “Z” where trench crosses existing footpaths make good surface with min 75mm thick asphalt. Remove old asphalt from the site.
- 2.9 Provide appropriate diversion barriers and signage for pedestrian traffic when works are between IC7 and IC8.
- 2.10 On-site deposition of excavated arisings:- Strip topsoil and spread all other surplus arisings at NW corner of the site as indicated on the General Arrangement plan to match existing ground levels. Spread additional topsoil as necessary and seed this surface. This area to be temporarily cordoned off to encourage grass growth and to allow continuing pedestrian access into the park via NW corner footpath.
- 2.11 Wherever possible the Contractor should avoid driving on the park’s sport playing surfaces while constructing these works. Any damage done is to be made good before demobilisation.
- 2.12 Clear the site and provide ongoing maintenance to all new and disturbed surfaces to ensure growth and regrowth of grass, and ensure levelness of the ground. Maintenance period of 12 months to commence from the Completion Certification issue.
- 2.13 Provide as-built record drawings of location and pipe invert levels of ICs as constructed, and detail/location of any buried services uncovered during the works. Provide any other information relevant for a Health and Safety File (under CDM Regulations).
- 2.14 Indicative new main carrier drain schedule:-

Run	Dia (mm)	Approx. length	Approx. depths to invert
Water garden – IC1	150	5-10m	0.4-0.4m
IC1 – IC3	150	40m	0.4-0.4m
IC2 – IC3	150	115m	0.4-0.4m
IC3 – IC5	150	60m	0.4-0.5m
IC4 – IC5	150	115m	0.4-0.4m
IC5 – IC7	200	40m	0.4-0.7m
IC6 – IC7	150	85m	0.4-0.7m
IC7 – IC8	200	60m	0.7-0.6m
IC8 – IC10	200	30m	0.6-1.0m
IC9 – IC10	150	60m	0.4-1.0m
IC10 – IC11	200	115m	1.0-0.4m
IC11 – Headwall	200	5m	0.4
IC12 – IC13	150	50m	0.4-0.5m
Total approx.		790m	

Contractor to make his own assessment of actual lengths dependent on exact line

and levels to be established and constructed. Note some pipe diameters increase beyond IC5.

3. Site Constraints, Health and Safety

- 3.1 The timing of the works will be dictated by the football and cricket seasons and will be advised by the Client. Works currently anticipated autumn 2025.
- 3.2 Aadastra Park has a significant footfall and it is essential that the works are carried out in such a manner and sequence that the safety of the public is ensured at all times. The significant frequent presence of children should be particularly noted. The pathway linking the north and south fields (IC7 to IC8) will require specific traffic management protocols to ensure the safety of the public in relation to the contractor's vehicle movements.
- 3.3 Wherever possible any excavations shall be backfilled overnight or temporarily covered or fenced off. No excavations are to be left open over the weekends.
- 3.4 The section between IC7 and IC8 is a narrow thoroughfare (approx. 4.5m) between the bowling greens and a children's playground. Pedestrian traffic is to be temporarily rerouted around the bowling club into Orchard Lane while this section of the works takes place. Particular attention is to be made to ensure the safety of all public and especially children using the adjacent playground. Temporary closure of the west gate of this playground will be required.
- 3.5 There are no known services in the location of these works other than the old carrier drain in the north field indicated on the General Arrangement plan. However the contractor is to make his own arrangements to investigate, locate and ensure protection of any such services as may be encountered. A recent drainage mapping survey has been carried out and can be made available for view to the successful tenderer.
- 3.6 Water levels and flows within the Aadastra Stream may vary depending on rainfall conditions. Appropriate measures will be required at this point to ensure the safety of all operatives and the public when working at this location.
- 3.7 The Contractor's operatives may utilise the public conveniences at the south west of the park. It may also be deemed desirable that the Contractor will establish his own temporary site facilities within the car park off Orchard Lane.
- 3.8 The Tenderer must visit the site before tendering and make his own assessment of the local conditions.
- 3.9 Construction Design and Management Regulations (CDM) apply although this is a non-notifiable project. The Client, Designer and Principal Designer is Hassocks Parish Council. The successful tenderer will be the Principal Contractor.

4. Budget

The budget for these works is approximately £75,000 plus VAT.

5. Timeline

Published date: 9 June 2025

Submission deadline: 10am, 10 July 2025

Notification of Award: 19 August 2025

Sign Contract (after standstill period): 28 August 2025

Start Date: From 1 September 2025 NB. access to North Field only from 1

September, access to whole site (North and South Fields) from 15 September 2025

Project Completion: By 12 October 2025

6. Eligibility Criteria

Interested bidders must demonstrate

- A proven track record in delivering similar projects.
- Financial stability and capacity to undertake the project.
- Access to skilled personnel and resources.
- The works can be completed within the Project Timeline

7. Submission Requirements

7.1 Bidders must submit the following documentation:

- a) *Company Profile*: Details of similar works previously undertaken, proposed site staff, supervision, management and their relevant experience and any subcontractors proposed.
- b) *Health and Safety*: Company Health and Safety Policy statement to demonstrate compliance with applicable legislation and regulations. Method statement describing how the health and safety aspects of the works are to be managed and details of the proposed site establishment.
- c) *Conflicts of Interest*: Signed 'Tenderer Declaration Form' (item 11)
- d) *Timescale*: Programme indicating sequence and duration of works.
- e) *Works*: Method statements describing
 - (i) how works are to be carried out, including details of plan and equipment to be used
 - (ii) how the maintenance period regime will be undertaken.
- f) *Pricing*: Lump sum tender price to complete all the works as described

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a plain sealed envelope which shall bear the word 'Tender', followed by the subject to which it relates but shall not bear any name or mark indication of the sender.

Tenders should be addressed to The Parish Clerk, Hassocks Parish Council, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH.

The tender documentation MUST be returned NO LATER THAN 10am on Thursday 10 July 2025. Any tender received after this date and time will not be considered.

Any queries regarding this tender should be made in writing, please email clerk@hassocks-pc.gov.uk.

8. Award Criteria

Submissions will be evaluated based on the following weighted criteria:

Criteria	Weight
Price	50%
Quality – Works Plan	30%
Quality - Maintenance regime	10%
Quality - H&S Management	10%

9. Conditions of Contract

- 9.1 By submitting a tender for contract, the Contractor agrees to conform to the following Conditions of Contract:
- a) JCT Minor Works Building Contract to apply.
 - b) The works will be designed and executed in accordance with all local authority by-laws, statutory obligations and Building Regulations.
 - c) The Contractor will provide all labour, materials, fuel, carriage, plant, tools and machinery necessary to execute the works.
 - d) The contractor will provide risk assessment and method statement (RAMS) prior to starting work on site
 - e) The Contractor must inform the Parish Council at the Contractors earliest convenience if there are any issues of a Health and Safety nature
 - f) The Contractor shall ensure that the clearance of all waste on all aspects of the work is included within the quotation price
 - g) The Contractor will ensure that site safety is a priority and all relevant legislation relating to the Health & Safety at Work Act and any other applicable legislation is strictly adhered to.
 - h) The Contractor must ensure that it has in place adequate insurance cover for the duration of the contract, including public liability of no less than £5m.
 - i) Hassocks Parish Council cannot accept responsibility or liability for any claim, loss or damage whatsoever which may arise resulting from the lack of care and attention on behalf of the Contractor whilst the Contractor or their employee(s) or sub-contractors are carrying out work in behalf of the Hassocks Parish Council

10. Payment Terms

- 10.1 1st instalment payment on issue of construction works Completion Certificate. Retention of 10% held.
- 10.2 2nd instalment payment on receipt of as-built record drawings (ref 2.13). Retention of 5% held.
- 10.3 Maintenance period 12 months, commencing from issue of maintenance period Completion Certificate.
- 10.4 3rd instalment payment (release of Retention) on issue of maintenance period Completion Certificate.

11. Tenderer Declaration Form

We declare that we are not parties to any scheme or arrangement under which;

- (i) we communicate the amount of our tender to any other person or body before the contract is let.
- (ii) any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his/her tendering costs.
- (iii) our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

No provision is made in our tender price for any reimbursement or any adjustment to any submitted costs thereto.

We declare that we are not aware of any conflicts of interest that could potentially provide an unfair advantage or disadvantage in relation to this tender.

Signed on behalf of (Company Name)

Name:

Position:

Date: