



Tender Specification Document

Redevelopment of Brockworth Parish Council Cemetery

1. Introduction

Brockworth Parish Council is seeking tenders for the redevelopment of Brockworth Parish Council Cemetery. The works will include the installation of new pathways, hedging, soft landscaping, a hard-standing area for storage, and other associated works. The site is accessed from the Northwest corner via a footpath from the Linden Estate.

2. Scope of Works

The scope of works shall include, but not be limited to, the following:

2.1 Site Preparation

- **Site Survey:** Conduct a detailed survey of the site to confirm dimensions and identify any existing features or obstacles.
- **Clearing:** Removal of any existing vegetation, debris, or structures that may interfere with the new development.
- **Protection of Existing Structures:** Ensure the protection of any structures or trees that are to remain.

2.2 Pathways Installation

- **Pathway Design:** Design and layout of pathways will be as per the Phase 1 design plans to ensure ease of access and navigation through the cemetery.
- **Materials:** Pathways to be constructed using a compact gravel cellular grid pathway suitable for pedestrian and wheeled traffic.
- **Dimensions:** Pathways should be a minimum of 1.8 meters wide, with edging to prevent erosion and encroachment by vegetation. Existing pathways to be widened to 1.8 meters wide (currently 1.2 meters wide)
- **Drainage:** Installation of adequate drainage along pathways to prevent waterlogging.

2.3 Hedging and Landscaping

- **Hedging:** Planting of native hedging along designated areas as per the landscape design plan.
 - **Species:** Yew or Buxus
 - **Height:** Initial planting height can be flexible with the expectation that hedging will reach a maintained height of 0.75 meters.
- **Soft Landscaping:** Installation of turf, flower beds, and other planting as per the landscape design plan.
 - **Soil Preparation:** Topsoil must be conditioned and prepared before planting.
- **Mulching:** Application of mulch around all new plantings to retain moisture and suppress weeds to depth of at least 3 inches.

2.4 Hard Standing Area for Storage

- **Location:** Construction of a hard-standing area in the Northwest corner of the cemetery.
- **Materials:** Use of concrete or other suitable hard-wearing materials.
- **Dimensions:** The area should be capable of supporting soil storage, waste management and a storage facility (such as small container for storage of maintenance vehicles).
- **Drainage:** Ensure the area is adequately drained to prevent water pooling.

2.5 Access and Site Logistics

- **Access Point:** Primary access to the site is via the Northwest corner from the Linden Estate from Bumble Close and along footpath.
- **Temporary Access Routes:** Establish temporary access routes if required to facilitate construction including protection of walkways and roadways.
- **Site Fencing and Security:** Erect fencing around the site during construction to ensure safety and security.
- **Site Storage:** Identify a location for the storage of materials and equipment on-site.

2.6 Health and Safety

- **Risk Assessment:** Conduct and submit a full risk assessment for the project.
- **Safety Measures:** Implement all necessary health and safety measures in line with current legislation and regulations.

- **Personal Protective Equipment (PPE):** Ensure all personnel on-site are equipped with appropriate PPE.
- **First Aid:** Provide first aid facilities and trained personnel on-site throughout the project duration.

2.7 Environmental Considerations

- **Waste Management:** Develop and implement a waste management plan to minimize environmental impact.
- **Noise and Dust Control:** Implement measures to control noise and dust pollution.
- **Tree Protection:** Install tree protection where necessary to preserve existing mature trees.

2.8 Project Completion

- **Final Inspection:** A final inspection to be carried out by Brockworth Parish Council representatives.
- **Handover:** A complete handover of the site, including all documentation, warranties, and maintenance guidelines.

3. Project Timeline

- **Start Date:** As soon as is practicable and possible.
- **Completion Date:** to be agreed.
- **Milestones:** Detailed milestones to be agreed upon before the commencement of works.
- **Weekly Project Meetings:** preferably held on site reporting on any delays, updates, variations etc.

4. Quality Assurance

- **Standards Compliance:** All works to be carried out in accordance with relevant standards, codes, and regulations.
- **Inspection:** Regular inspections by Brockworth Parish Council to ensure compliance with the tender specifications.

5. Submissions

Tender submissions must include the following:

- **Company Profile:** Including experience in similar projects.

- **Method Statement:** Detailed method statement outlining how the work will be carried out.
- **Health & Safety Plan:** Including risk assessments and safety procedures.
- **Environmental Management Plan:** Strategy for minimising environmental impact.
- **Cost Breakdown:** Detailed cost breakdown for all aspects of the work.
- **References:** Contact details of at least two previous clients for whom similar work has been carried out.

6. Evaluation Criteria

Tenders will be evaluated based on:

- **Experience and Past Performance:** Relevant experience in similar projects.
- **Methodology:** Appropriateness and robustness of the proposed approach.
- **Health & Safety Compliance:** Demonstrated understanding and implementation of health and safety requirements.
- **Cost:** Competitive pricing and value for money.
- **Sustainability:** Commitment to environmental sustainability and low-impact practices.

7. Submission Deadline

All tenders must be submitted by 4pm on Friday 4th April 2025. Late submissions will not be considered.

Tenders should be sent via email to clerk@brockworth-pc.gov.uk and clearly marked as Cemetery Redevelopment Tender. Alternatively, tenders can be returned by post to: Brockworth Parish Council, Community Centre, Court Road, Brockworth, Gloucestershire, GL3 4ET.

8. Contact Information

For any queries related to this tender, please contact:

- **Name:** Lianne Eve
 - **Position:** Parish Clerk
 - **Phone:** 01452 863123
 - **Email:** clerk@brockworth-pc.gov.uk
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9. Additional Information

- **Site Visit:** Prospective contractors are encouraged to visit the site prior to submitting their tenders. Please arrange a visit by contacting the individual listed above.
- **Variations:** Any proposed variations to the specification must be clearly identified and justified.

This tender specification document is intended to provide a comprehensive guide for contractors interested in the redevelopment project. Please ensure all sections are thoroughly addressed in your submission.



- ### EXISTING BURIAL PLOT

- ### EXISTING HEDGEROW AND VEGETATION