

# Sawbridgeworth Town Council

Sayesbury Manor. Bell Street, Sawbridgeworth  
Hertfordshire CM21 9AN  
Tel: 01279 724537



**MAYOR**  
Cllr Greg Rattey

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
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**TOWN CLERK**  
Christopher Hunt Dip CSMP®

## Invitation to Tender Sawbridgeworth Jubilee Gardens

### Introduction

Sawbridgeworth does not have a town centre focal point and the main thoroughfare, Bell Street, has very narrow pavements and no development opportunity.

On the 18th February 2014 a proposal to East Herts District Council was made by the Town Clerk, Richard Bowran, Cllrs E Buckmaster and A Alder to allow the improvement of land to use as a focal point for the town centre. The land is situated adjacent to Bell Street opposite the Central Surgery predominantly grassed with trees and two pathways and two benches.

The improvement through landscaping of this area would create a useable green natural environment, attractive to all the community and allow several layers of interaction by residents to create a sense of ownership and a place to be able to sit, relax and enjoy when visiting the town centre.

### Preliminaries

The Town Council has been given permission to use the green space subject to approval of a business plan that requires the tender process to be implemented.

The project will be governed by the working party chaired by Councillor Ruth Buckmaster and assisted by the Town Clerk, Christopher Hunt.

On the approval of the design the project will be broken down into phases to allow for work to be completed, reducing the impact on the residents and customers using Bell Street car park and pedestrians attending the doctors surgery and the nursery.

### The Requirement

**\*\* Full briefing pack will be supplied on request\*\***

The Town Council is inviting tenders for the STAGE DESCRIPTION PRICE (£) for the design, landscaping, tree surgery and wall alterations. The detail required is as follows;

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1. Preliminary site visits for detailed site analysis, produce a scaled, conceptual design showing a proposed layout supported by a visual interpretation scheme of suggested colours, materials, planting.
2. Production of a final detailed Master design to scale with landscaping and materials specifications to include elements such as concept construction drawings, paving layouts, setting-out drawings, drainage elements, written specifications, aesthetic designs for garden construction, and materials finalised.
3. Provide a quotation for the works, broken down into the following phases:
  - ❖ Hard Landscaping
  - ❖ Soft landscaping
  - ❖ Tree surgery
  - ❖ Wall and entry

You are invited to contact the Town Clerk / Town Project Manager for clarification on any points.

Your offers should be made against Requirement Items 1, 2 and 3 as described above, and sent for the attention of the Town Clerk in a sealed envelope marked "Tender for Jubilee Gardens", to arrive no later than 12 noon on Friday 17<sup>th</sup> February 2023.

This Invitation to tender is being sent to five contractors who have expressed an interest in providing the service we require or have fulfilled similar contracts for East Herts District Council in the past. It is also being advertised on the Town Council website in accordance with the requirements of local government legislation.

The offers will be opened by the Town Clerk in the presence of the chairman of in accordance with current regulations.

The successful bidder will be notified by the close of business on Monday 20<sup>th</sup> February 2023.

We look forward to receiving your response to this invitation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Christopher Hunt  
Town Clerk