



# JUBILEE GARDENS PROJECT

## ABSTRACT

Sawbridgeworth Town Council

The town of Sawbridgeworth has a requirement for the development of a focal point for the community. This area needs to encourage users to enjoy the open air and a place to rest, meet friends or use for community group activities. Recent community events in the town have increased the requirement for an area to be available for these activities as well as an area to relax, reflect and enjoy.

**Chris Hunt**

Jubilee Gardens Project

# RESPONSIBLE PARTIES

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### 1. GENERAL REQUIREMENTS

#### 1.1 OVERVIEW

Sawbridgeworth Town Council (*The Council*) are managing a project to create a community public space.

The town centre is a conservation area, many of the buildings date from the Tudor, Stuart and Georgian periods. The town's prosperity came from the maltings situated on the Herts and Essex border

Many important medieval families had estates here. The land was divided among them, into several manors or distinct estates. Throughout the development of the town Bell Street features as the main high street with very narrow pavements and acts as the single access for deliveries to shops and businesses.

As the town has developed no land has been able to be set aside to be used as a traditional town centre or marketplace. The requirement for a focal point for the town has grown in popularity and, post Covid, areas in the open air and available to relax, meet friends or use for community group activities has grown in popularity and demand. Recent community events in the town such as Fun on the Field, selfie walk, Christmas fayre and other community events have shown the need for an area to be available for these activities as well as an area to relax, reflect and enjoy.

A successful proposal to East Herts District Council was made to allow the improvement of land to use as a focal point for the town centre. The land is situated adjacent to Bell Street Sawbridgeworth Hertfordshire, opposite the Central Surgery predominantly grassed with trees and two pathways and two benches. See Fig. 1



Fig. 1

## 1.2 BUDGET AND COSTINGS

The Council has set aside a maximum budget for the complete project of **£80,000.00 (Ex VAT)** submissions will not be accepted that exceed this figure.

Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions will fall within the permissible range (Reg 72 Public Procurement Regulations 2015).

All pricing will be exclusive of VAT and in GBP (£)

Pricing will be valid for 90 days from the 30<sup>th</sup> March 2023, if the quotation supplied by the preferred supplier fluctuates considerably after this period, the council has the right to re start the process or enter into discussions with some or all the suppliers who submitted a response.

Prices will be fixed and firm for the duration of the contract

The rectification period will be 12 months from project completion and with a 2.5% retention fee held until completion of any remedial or outstanding works.

### 1.3 NON-CONSIDERATION OF A TENDERING RESPONSE

The Council has the right to refuse any or all submissions without tenderers being able to claim compensation. All costs associated with the tendering process and submission is the responsibility of the suppliers that have decided to participate.

The Council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tender is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by a supplier, including an offence under the Prevention of Corruption Act 1916 may result in disqualification.

Appropriate contact will be maintained by a consultant for clarity and raising questions any breaches of this contact may be considered as a breach of the procurement process.

## 2. CONTRACT CONDITIONS

### 2.1 WORKS AND STANDARDS

The work is for the design, tree surgery, hard landscaping, soft landscaping, planting and supply of shrubs and trees, seating areas, work to secure the current boundary wall to the North of the site and creating an entrance to the gardens from Bell Street.

All works will need to comply with:

BS EN 581-1:2017: The Standard for Outdoor furniture

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

### 2.2 PURCHASE ORDER AND CONTRACT AGREEMENT

The successful contractor will enter into a *Building Contract* (Appendix 3) with agreed terms and conditions for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 INSURANCE

The **successful** contractor should be able to provide evidence of:

- Public Liability Insurance of no less than: **£10 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

## 2.4 CONTRACTOR DOCUMENTATION

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any works the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during the project.
- Pricing, suitably broken down into between 5 and 25 sub-tasks.
- Proposed payment milestones/schedule
- A copy of the proposed form of contract (JCT preferred)
- Outline of relevant experience, company background, and references
- Any other information the Contractor thinks may be of relevance.

## 3. SCOPE OF WORKS

### 3.1 OBJECTIVES FOR THE JUBILEE GARDENS PROJECT

The project area in Sawbridgeworth is outdated with limited recreational value with the surfacing predominantly laid to grass. the area needs to attract all residents to use the land to rest, relax, socialise and local groups to use to meet.

The area will need landscaping, tree removal, planting, seating areas and the redirection of paths to make the area a safe place, attractive and reflect the towns heritage.

The project has a working group and discussion should be maintained with the chair, Cllr Ruth Buckmaster and the Town Clerk Christopher Hunt, for any further consultations with local residents during the design phase.

### 3.2 SPECIFICATIONS

Please note that the details provided are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1 and 5.1.2.

### 4. TIMETABLE FOR PROJECT

Below is the table set out for the Procurement Process:

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	13 <sup>th</sup> March 2023
Site meeting for interested contractors (60-minute slots – 1 person from each supplier only):	29 <sup>th</sup> /30 <sup>th</sup> March 2023 (Between 10am and 2pm)
Notification of your intention to provide a response and deadline for questions about the tender:	7 <sup>th</sup> April 2023
<b>Tender Submissions Due:</b>	4pm 21 <sup>st</sup> April 2023
Decision on Preferred Supplier:	25 <sup>th</sup> April 2023
Works to Begin (Guide Only subject to lead times):	31 <sup>st</sup> July 2023

## 5. SCORING CRITERIA

### 5.1 SCORING TABLE

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1</b> Project Design and Rationale	Specifically scoring will be based on: <ol style="list-style-type: none"><li>1. <i>Design Rationale</i> i.e. layout, seating, sculptures, planters, functional areas for community use, entry, wall alterations and the practicality of the overall design.</li><li>2. Meeting the desired brief and objectives.</li></ol>	<b>60%</b>
<b>5.1.2</b> Technical and Specifications:	Specifically scoring will be based on: <ol style="list-style-type: none"><li>1. Details of materials used for the project</li><li>2. Longevity and warranties of equipment and Surfacing.</li></ol>	<b>30%</b>
<b>5.1.3</b> Presentation and Quotation:	Suppliers are to provide: <ol style="list-style-type: none"><li>1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2). <b>This is optional and not a mandatory requirement for scoring purposes.</b></li><li>2. 1 x CAD or scaled Google Map of the design in A2 size or similar.</li><li>3. An itemised quotation for each stage of the project including any seating, sculptures, planters etc.</li><li>4. Presentation to the working group if shortlisted</li></ol>	<b>10%</b>

### 5.2 SCORING

Scoring will be judged based on the material submitted by the contractor, interviews with shortlisted contractor(s), responses from referees and any other information available to the Council on the contractor's standard of work.

## 6. PROCUREMENT PROCESS

The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.

If the number of submissions is considered too low, and the minimum brief of those responses is not met, the Council has the right to dismiss these tenders and re-issue the documentation, starting the process over. Additionally, if the brief has or is close to being met, the Council may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, regardless of the number of submissions received.

## 6.1 TYPE OF PROCEDURE

The tender process will be an *Open Procedure, Single Stage* Tender. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

## 6.2 SITE MEETING WITH INTERESTED PARTIES

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 60-minute individual slots. However, this is not mandatory, and suppliers should visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

## 6.3 QUESTIONS AND CLARIFICATION

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

## 6.4 NOTICE OF INTENT TO BID

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions, relating to the tender will need to be made no later than the date provided in Section 4. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.



## 6.5 SHORT LISTING OF PREFERRED SUBMISSIONS

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier presentations to the Council.
- Supplier site visits of similar projects.
- Additional consultation within the Council or external parties.

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

## 6.6 CONSULTATION OR PUBLIC ENGAGEMENT

The Council reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Council and any relevant third parties such as the consultant.

## 6.7 DECISION AND AWARD OF CONTRACT

The Council will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Council such as a Sub-Committee and/or by a 3<sup>rd</sup> party such as the Procurement Contact. Although advice and scoring may be provided by 3<sup>rd</sup> parties, the final decision to award the contract will be the responsibility of the Council (even if the two differ) and only communicated by the Procurement Contact named in this document.

## 6.8 REVISIONS AND NEGOTIATION

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and may include items from one of the other submissions.

## 6.9 SUPPLIER NOTIFICATION

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions will be provided on request via email, however if suppliers want additional detail on the selection, this will need to be requested of the Council and supplied at their discretion. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. NAMED PROCUREMENT CONTACT FOR THE PROJECT

The Council has appointed the Clerk as the named contact a consultant for the tender process. All contact should be with

Contact: Christopher Hunt

Phone: 01279 724537

Email: [chris.hunt@sawbridgeworth-tc.gov.uk](mailto:chris.hunt@sawbridgeworth-tc.gov.uk)

## 8. SUPPLIER INSTRUCTIONS

### 8.1 TENDER INSTRUCTIONS

Contact Christopher Hunt for further tendering documents relating to:

- Site layout.
- Tree survey.
- Topographical survey.
- Wall structural survey.
- Public consultation documents.

***Do NOT include the following information for the initial tender response:***

- TUV Certificates.
- Copies of Insurance Certificates.
- Installation documents and drawings.
- Trade Association or other member certificates.
- Warranty Certificates or Health and Safety Policies.

### 8.2 SUBMISSION INSTRUCTIONS

Both electronic and hard copies required by the due date and time.

**Electronic copy to be sent to:**

An email or electronic transfer of all the above responses should be sent to the named contact Christopher Hunt at: [chris.hunt@sawbridgeworth-tc.gov.uk](mailto:chris.hunt@sawbridgeworth-tc.gov.uk)

**Hard copies to be sent to:**

Sawbridgeworth Town Council,  
Sayesbury Manor, Bell Street,  
Sawbridgeworth, Herts. CM21 9AN

“Tender – Sawbridgeworth Town Council Jubilee Gardens Project”

**Please Note – Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube (labelled as above).**