

**Landscaping Project Phase I  
at St Peter's Garden  
Church Lane, Chalfont St Peter,  
Buckinghamshire, SL9 9RJ**

**For**

**Chalfont St Peter Parish Council**

Tenders are invited from suitably experienced and capable contractors for Phase 1 of a project to improve the attractiveness, usefulness and maintainability of St Peter's Garden in accordance with the Tender Documentation below.

Phase 1 will comprise work to the Zones 1 – 5 indicated on the Zone Index - DRG No 4. Phase 2, if to proceed, would comprise Zones 7 – 9 and be tendered separately at a later date

To enable appropriate comparison of tenders, all tenderers must fully complete the "Pricing Section" and "Form of Tender" as given. In selecting a preferred tenderer for the project, the Council will pay particular attention to both the Pricing Section (Section 5) and Contractors Proposals (Section 10), including their preliminary Health and Safety Plan, Method Statement and Programme proposals.

The Council will also keenly evaluate tenderers alternative proposals, as outlined in Section 11 – Alternative and Additional Proposals. These should not be carried into the "Form of Tender" but may be used in subsequent pre-contract development discussion.

Tenderers may be invited to present their approach to a post tender interview.

For further information or clarification, please contact the Contract Administrator Mr Bob Older BScEng (Hons) CEng, FICE, [bob.older@me.com](mailto:bob.older@me.com) or Mob: 0781 651 4868.

## TENDER DOCUMENT

Ref: CSPC/SPG/001

<b>Revision:</b>	<b>Date</b>	<b>Purpose</b>	<b>Issued By</b>	
First Draft	15 October 2020	Discussion	Bob Older	
Rev 1	24 November 2020	Tender	Bob Older	

**Chalfont St Peter Parish Council**  
**St Peter's Garden Project Phase 1**  
**Tender Document**

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# 1 OUTLINE

This Specification is divided into the following parts:

- 1) Outline
- 2) Preliminaries
- 3) Health and Safety Plan
- 4) Specification
- 5) Pricing Section
- 6) Schedule of Daywork Rates and Provisional Allowances
- 7) Summary of Pricing
- 8) Form of Tender
- 9) Appendices

## 2 PRELIMINARIES

### 2.1 CONTRACT

The form of contract shall be the Minor Works Building Contract with contractor's design (MWD) 2016 issued by the Joint Contracts Tribunal

The contract shall be executed as a Deed.

### 2.2 EMPLOYER

The Employer is:

Chalfont St Peter Parish Council

Council Offices, Gravel Hill, Chalfont St Peter, Buckinghamshire SL9QX

### 2.3 RECITALS

1st Recital:

A description of the work is contained under Section 5 of these Particulars

The Contract Administrator means R G Older, 2 Woodside Close, Chalfont St Peter, SL9 9TA

2nd Recital:

The drawings referred to are listed in Section 8 of these Preliminaries

### 2.4 ARTICLES

Article 3

The term Architect/Contract Administrator means the Contract Administrator

Article 4

Not used

Article 5

The Principal Contractor for the purpose of the CDM Regulations will be The Contractor

Article 6

Article 6 is to apply

Article 7

Article 7 and Schedule 1 apply

The following clauses will be completed / deleted as shown below:

Clause etc.	Subject	
2.2	The works may be commenced on: The works shall be completed:	TBA (Anticipated 1 <sup>st</sup> January 2021) Within 12 weeks
2.8	Liquidated Damages	Not applicable
2.10	Rectification Period	6 months
4.3	Progress Payments	95%of the total value of work properly executed subject to sufficient Bond
4.5	Penultimate Certificate	97.5% of the total value of work properly executed subject to sufficient Bond
4.8.1	Supply of documentation	1 month
4.11 &	Contribution, levy and tax changes Schedule 2	Will be deleted
5.3.2	Injury or damage to property	£10,000,000 Public Liability Insurance will be required
5.4A	Insurance of the Works – Fire etc.	Will be deleted
5.4B	Insurance of the Works – Fire etc.	The works and existing structure shall be at the Employer's sole risk
7.2 & Schedule 1	Adjudicator shall be appointed by the President or a Vice- President of the Royal Institution of Chartered Surveyors	

Schedule 1 & 2 The Base Date will be the Tender Return Date

## 2.5 DESCRIPTION OF THE WORKS

The Works comprise Development of a Public Amenity Area within a Closed Cemetery involving:

- Development of detailed design based upon outline drawings provided
- Clearance, topographical profiling, installation of electrical services (lighting), water services (maintenance), paths, fencing, creation of grassed, paved and planted areas in accordance with this document and approved contract proposals.
- Maintenance and repair to the extent described in this document

## 2.6 AREA FOR BUILDING OPERATIONS AND ACCESS

The area of The Site is as defined on the drawings. Access will be via the unpaved section of Hampden Road off The Vale.

Access to the Site shall be maintained for the Employer at all times.

The Contractor will be responsible for security of the site and, in particular, safety of the public during the contract period.

## 2.7 SITE INSPECTION

Tenderers are advised to visit The Site before tendering.

No claim will be allowed due to the Contractor's failure to ascertain all conditions affecting the Works.

Access for visits may be arranged in advance via: Mr Bob Older, Mobile: 0781 651 4868

## 2.8 GROUND CONDITIONS

There are no site investigation records and the Contractor shall allow for dealing with all ground conditions.

The site comprises a closed churchyard and the Contractor shall allow for dealing with all requirements of the Ministry of Justice regarding disturbance of human remains, which is to be avoided wherever possible.

## 2.9 DRAWINGS

The following drawings and documents are supplied with this specification:

Document	File Name	Format
Proposed Masterplan	DWG No 1	pdf
Chalfont St Peter Burial Ground	Plan No 1	pdf
Site Maintenance Action Plan Rev A	DWG No 2	pdf
Master Plan – Version 4	DWG No 3	pdf
Site Survey	D29 16	pdf
Zones Index	DWG No 4	pdf

## 2.10 FIXED PRICE CONTRACT

The contract shall be a fixed price contract and no claim shall be made by either party on the other in respect of fluctuations in the cost of labour, materials, goods and plant which may take place after the date of tender.

## 2.11 MEASURED WORKS, SCHEDULE OF RATES AND DAYWORK

The value of any variations shall be valued by the Contract Administrator on a fair and reasonable basis.

## 2.12 INTERIM CERTIFICATES

Shall be issued monthly, if requested by the Contractor. The gross amount certified for payment shall be the total amount of the work executed. Payment, at cost, for goods and materials for the works on the site shall only be made if vested with the Employer.

## 2.13 CONTRACTUAL PROGRAMME

The Contractor shall be responsible for delivering the Project within the Project Duration agreed with the Employer. There is no penalty for late completion but the Contractor shall use reasonable endeavours to complete the Project within the Project Duration.

The Contractor shall submit an outline programme for the Works with his tender and a rolling 4-week look ahead programme every week during the contract period and an update of the outline programme monthly.

The Contractor may decide his preferred sequence for the work taking account of all restrictions necessary to avoid harm to protected species and minimise damage to the ecology.

## **2.14 INSURANCE**

In addition to that required under Clause 5.3.2, the Contractor shall maintain in place appropriate insurance policies covering Contractor All Risks and Professional Indemnity as required to the satisfaction of the Contract Administrator for the Project Duration and up to and including the completion of all outstanding work and defects

## **2.15 GENERAL MATTERS**

The Contractor shall allow for the following:

- a) Executing the Project in a safe manner in compliance with the Health & Safety at Work Act 1974, other statutory requirements and all Health & Safety Legislation and HSE Approved Codes of Practice.
- b) Executing the Project in an environmentally sensitive manner in compliance with the Environmental Protection Act 1990, the Environmental Protection and Biodiversity Conservation Act 1999, statutory requirements and Approved Codes of Practice.
- c) Safeguarding the Works, materials and plant including providing temporary sheds, if necessary, and making good any damage or loss
- d) Making good to all disturbed work and any parts of the existing perimeter structure, fixtures and fittings, grounds, roads, trees etc. that are damaged in the course of the work, to the satisfaction of the Contract Administrator.
- e) Removing all rubbish and debris and leaving the site clean to the satisfaction of the Contract Administrator.

## **2.16 WATER, TEMPORARY LIGHTING AND POWER**

Limited electrical and water supply for the Project temporary and permanent works will be made available from the adjacent "Hub" building, currently under construction. The Contractor shall include the cost of providing temporary lighting and power and water connections for his use from the "Hub" building

## **2.17 OLD AND WASTE MATERIAL**

All old materials unless specifically identified for retention by the Employer are to become the property of the Contractor.

The Contractor shall be responsible for disposing of all waste from the Project in accordance with current regulations and shall replace full skips regularly to prevent the accumulation of an excessive amount of waste at the Site.

The Contractor shall provide the Employer with records to confirm that all Site waste has been disposed of legally.

## **2.18 BUILDING CONTROL**

Planning permission has been granted for the Project.

Building Control Approval is not required.

## **2.19 WEEKEND WORK**

No weekend working is to be carried out without prior permission of the Contract Administrator, which will normally only be given for activities that will not cause any disturbance to neighbours.

## **2.20 ELECTRICAL SERVICES WORKS**

Any electrical services works shall be carried out by an NICIEC registered electrical contractor and/or certified member of the ECA and installed in accordance with the latest Edition of the IEE Wiring Regulations.

## **2.21 MECHANICAL SERVICES WORKS**

Any mechanical services installations shall be carried out by an approved contractor.

## **2.22 SETTING OUT**

The Contractor shall be responsible for setting out the works from a single line and datum level advised by the Contract Administrator.

## **2.23 DESIGN**

Only those drawings listed at 2.9 above will be provided. The Contractor shall be responsible for developing drawings for construction from those listed at 2.9.

Drawings for construction shall be fully dimensioned and detailed. Construction work shall not proceed until the relevant drawings, details and specifications for construction have been approved by the Contract Administrator: such approval shall not relieve the contractor of his responsibility to ensure the accuracy and sufficiency of his design.

In developing his design, the contractor shall minimise the risk of exposing human remains as far as possible.

In developing his design, the contractor shall so far as possible provide solutions that encourage wildlife and, particularly, seek to replace habitats that are removed during the Project.

## 3 HEALTH AND SAFETY PLAN

### 3.1 MANAGEMENT OF RISK

The Contractor shall be responsible for preparing Risk Assessments and Method Statements for all operations associated with the Works. The Contract Administrator shall have the right to require and approve written copies of the Contractor's Risk Assessments and Method Statements for specific elements of the work before those elements may commence.

Without limitation to the generality of the above, The Contractor's particular attention is drawn to the following hazards:

- The site is a public amenity area. So far as reasonably practicable and to the satisfaction of the Contract Administrator, safe public access shall be maintained to enable the public to access parts of the site during the construction period. The Contractor shall provide, erect, maintain and adapt temporary partitions and/or fencing to ensure segregation of the works from any areas open to the public. The Contractor shall provide, erect and maintain appropriate signage to direct public access as the works progress.
- No existing services drawings are available and the Contractor shall be responsible for investigating, identifying and reporting to the Contract Administrator all buried services on site before commencing excavation. The Contractor shall undertake a full CAT Scan of the site and provide the Employer with fully dimensioned drawings and photographs of any existing services identified.
- Adjacent properties
- 3<sup>rd</sup> party vehicle movements
- School drop-off and pick-up in the local areas
- Unstable ground due to burial plots below
- Generic risks arising from this type of work, not limited to the following checklist from CITB
  - Exposure to electricity. Overhead and underground cables
  - Falls from height
  - Climbing steps and working platforms
  - Risk of vehicle overturning
  - Risk of eye injury from flying particles and dust
  - Slips trips and falls due to untidy work area
  - Manual handling activities
  - Using various types of machinery and tools
  - Moulds, fungi and bacteria
  - Dermatitis
  - Cuts and abrasions
  - Struck by machinery
  - Exposure to noise
  - Struck by falling objects
  - Vibration white finger
  - Hand and foot injury
  - Sun exposure.



### **3.2 SITE RULES**

The Contractor shall work with the Contact Administrator to develop the following list and ensure compliance

- Use only the project toilets and other amenities
- Portable electric tools shall be either 110V or battery operated
- The use of radios for entertainment on site is not permitted
- Wear appropriate PPE at all times. 'Trainers' are not allowed
- Park with consideration for neighbours and school traffic
- Keep Covid safe.

### **3.3 TEMPORARY WELFARE FACILITIES**

The Contractor shall provide and maintain adequate toilet and welfare facilities on the Site.

### **3.4 PROTECT AGAINST FIRE**

The Contractor shall take all necessary precautions to prevent fire. The Contractor shall comply with the Joint Code of Practice for the Prevention of Fires on Construction Sites published by the Building Employers Confederation, the Loss Prevention Council and the National Contractors Group.

### **3.5 ASBESTOS**

In the event of the Contractor discovering asbestos, he must stop work immediately and contact the Contract Administrator for instructions. Contractors are not permitted to disturb asbestos for any reason.

### **3.6 SCAFFOLDING**

Not used.

### **3.7 HEALTH & SAFETY TENDER DOCUMENTATION**

The Contractor shall submit with his tender a brief outline describing his proposals for managing Health & Safety on site comprising:

- |   |                     |  |
|---|---------------------|--|
| 1 | Minimum Requirement | Company Health & Safety Policy                           |
| 2 | Additional Items    | Initial Project Safety Plan<br>Initial Method Statements |

## **4 SPECIFICATION**

### **4.1 DOCUMENTATION**

The Contractor shall execute the works with all the skill and care to be expected of an experienced landscape designer and contractor and shall generally comply with recognised best practice documents.

The specification for the works will include approved details provided by the contractor at time of tender and subsequent approved amendments and additions.

In the event of any conflict between documents, the Contractor is to seek advice from the Contract Administrator before proceeding.

### **4.2 SITE PREPARATION**

Signage and barriers shall be sufficient to ensure public safety and shall be of sound construction and maintained in a clean and well-presented manner.

The site establishment shall comprise toilet and welfare facilities in accordance with HSE Guidance Note 59, stores and contractor's office. The welfare facilities may not be used as store or site office.

Existing stone paving shall be carefully lifted and set aside for reuse. If not required for the works, the paving will remain the property of the employer.

Where appropriate, topsoil shall be removed, set aside and protected for reuse.

Surplus material arising from the works shall be disposed of off-site.

### **4.3 LANDSCAPING**

Landscaping work, excluding hard surfacing, shall be undertaken in accordance with BS 4428:1989

When removing existing weeds, brambles and other undergrowth, ensure that all roots are grubbed out and remove all plant remnants likely to regrow. Do not allow plant remnants to remain in soil for re-use in the project.

In lawn areas strip existing turf, harrow/level, roll and aerate. Import screened 'root zone' mix to bring levels to path edging detail and finish with arena grade (hard wearing) turf.

Prepare areas for meadow by irradiating all annual weeds. Prepare the soil and ground to receive perennial meadow turf.

### **4.4 TREEWORK**

Work to trees shall be undertaken in accordance with BS 3998:2010

In so far as is reasonably practicable, removal of existing trees shall include grubbing out and removal of stumps and roots. Where not practicable, and subject to the agreement of the Contract Administrator, stumps shall be ground down to not less than 150mm below finished ground level.

Ivy is to be removed to at least 3m from large trees identified to remain.

## **4.5 PATHS**

Paths are to be excavated to an appropriate depth, edged securely for long term definition and retention of sub-finished layers. Excavations are to be lined with geotextile. Detail of sub-base, base and surfacing will be as contractor's approved proposal ref 10.6 or 11.5 below.

## **4.6 ELECTRICAL LIGHTING INSTALLATION**

The Employer and the preferred tenderer shall work together to develop a specification for an electrical installation to provide some or all of the following:

- Way-marking lighting to pathways on bollards or at ground level
- "Moon lighting" in trees
- Power outlets for raised stage area
- Accent lighting for obelisk and seating area

The whole of the electrical installation is to be installed and tested in accordance with BS 7671 by a firm approved and registered by the NICEIC. The detailed design of the installation is the responsibility of the Contractor and notwithstanding anything included in the Specification must comply with the requirements of the latest Edition of the IET Wiring Regulations issued by the Institution of Engineering and Technology (previously known as IEE) (hereinafter referred to as the "IET Regulations").

The Contractor shall carry out a complete series of tests as laid down in the IET Regulations and issue the prescribed testing certificates to the Employer prior to practical completion.

## 5 PRICING SECTION

<b>5.1</b>	<b>PRELIMINARIES</b>	
A	Health & Safety Comply with all relevant Health and Safety Legislation and the reasonable requirements of the Contract Administrator and work proactively to ensure the Project is delivered safely and without harm.	
B	Insurance Provide contract insurances	
C	Develop detailed design proposals based upon the general form outlined in the Tender Documents and develop such proposals ready for approval for construction. Allow for attendance at up to 3 design review meetings and subsequent minor amendments to proposals. Provide detailed working drawings identifying trees for removal, new planting, construction details at perimeter etc.	
D	Provide, maintain and relocate security fencing and barriers	
E	Site Establishment Provide and maintain toilet and welfare facilities to the reasonable satisfaction of the Contract Administrator, site office, stores, hard standings, temporary fencing and site security.	
E	Temporary services Provide, maintain and adapt temporary services installations for the works	
F	Photographic Record Provide a digital photographic record of the site before commencement and regularly as works progress. Record to include date taken and identify location within the site	
G	Preparatory Works Take up existing paving, fencing etc. and where directed, set aside for re-use, clear site.	
H	Record Drawings Provide digital drawings showing as-built construction details and including names and locations of new and existing species	
I	Maintenance Manual Provide detail of recommended maintenance tasks for upkeep of the completed works	
J	Other matters: tenderer to describe any other Preliminary item and insert his price.	
	<b>TOTAL FOR PRELIMINARIES CARRIED TO SUMMARY</b>	

<b>5.2</b>	<b>ZONE 1</b>	
	Note: Works in Zone 1 comprise only the paved pathway and the border to the north. The area to the south, currently hoarded off, will be landscaped by others as part of the adjacent development.	
A	Dig out and remove all plants, shrubs, bushes and small trees from the area between the pathway and the existing fence. (Note: fence belongs to others). Remove all plant growth from the fence.	
B	Cut down and remove all mature and semi-mature trees (approximately 9 No) with the exception of the single cherry. Deal with stumps and roots.	
C	Provide and install cherry trees (anticipate 8No) to match those in Church Lane.	
D	<b>Provisional Item.</b> Provide and install cherry trees (anticipate 8No) on South side of path to complete works by others in adjacent development.	
E	Construct 225mm wide preserved timber sleeper dwarf retaining wall, including concrete footing, damp-proof membrane behind sleepers, dowelled joints etc. to provide mulch retention.	
F	Provide level formation 100 mm below top of wall, spray with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch.	
G	Cut out existing damaged section of pathway surfacing and replace to match existing.	
H	Make good any damage to the pathway arising from carrying out the works.	
H	Other matters: tenderer to describe any other item of works to complete Zone 1 and insert his price	
	<b>TOTAL FOR ZONE 1 CARRIED TO SUMMARY</b>	

<b>5.3</b>	<b>ZONE 2</b>	
A	Dig out and remove all plants, shrubs, bushes and small trees from the area between the open area and the existing fence. (Note: fence belongs to others). Remove all plant growth from the fence.	
B	Cut down and remove all mature/semi mature trees (approximately 3No) with the exception of the large sycamore and the holly tree within the corner of Zones 2 and 3. Deal with stumps and roots.	
C	Provide and plant new spreading habit fir tree (approx. 2 m high) to replace that in corner with Zone 3	
D	Raise crown to approx. 5m, reduce spreading branches and top out to shape the large sycamore	
E	Trim and shape the holly tree within the corner of Zones 2 and 3	
F	Prepare and level ground to receive planting	
G	Provide and install suitable screening hedge – e.g. Photinia x fraseri 'Red Robin' - hedge plants along length of the fence 1.6 – 2m high	
H	Other matters: tenderer to describe any other item to complete Zone 2 and insert his price. (Note: any new pathway and planting other than the screening hedge is to be priced within contractor's proposals for Zone 6)	
	<b>TOTAL FOR ZONE 2 CARRIED TO SUMMARY</b>	

<b>5.4</b>	<b>ZONE 3</b>	
A	Dig out and remove all plants, shrubs, bushes and small trees from the area between the open area and the existing wall. Remove all plant growth from the wall.	
B	Carefully remove all plant growth from memorial stones	
C	Cut down and remove all mature and semi mature trees (approximately 3 No) with the exception of the three large sycamores. Deal with stumps and roots.	
D	Raise crowns to approximately 5m, reduce spreading branches and top out to shape 3 No large sycamores	
E	Prepare and level ground to receive surface treatment between the wall and 300 mm past the line of the memorial stones.	
F	Spray between the wall and 300mm past the line of the memorial stones. with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch	
G	Other matters: tenderer to describe any other item to complete Zone 3 and insert his price. (Note: any new pathway and planting beyond the line of the mulch treatment i.e. 300mm past the line of the memorial stones is to be priced within contractor's proposals for Zone 6)	
	<b>TOTAL FOR ZONE 3 CARRIED TO SUMMARY</b>	

<b>5.5</b>	<b>ZONE 4</b>			
A	Remove existing fence, leaving existing dwarf wall in position.			
B	Carefully lift stone paving and set aside for re-use			
C	Dig out and remove all plants, shrubs and small trees from the area between the dwarf wall and the open area. Remove all plant growth from the dwarf wall.			
D	Cut down and remove all mature and semi-mature trees (approximately 12 No) with the exception of the two large sycamore trees that align with the avenue in Zone 8. Deal with stumps and roots.			
E	Raise crowns to approx. 5m, reduce spreading branches and top out to shape the 2no large sycamores.			
F	Prepare ground for planting			
G	Other matters: tenderer to describe any other item to complete Zone 4 and insert his price. (Note: any new pathway and planting is to be priced within contractor's proposals for Zone 6)			
<b>TOTAL FOR ZONE 4 CARRIED TO SUMMARY</b>				

<b>5.6</b>	<b>ZONE 5</b>			
A	Dig out and remove any plants between the existing iron fence and a line 300mm in front of the existing memorial stones.			
B	Provisional Item. Dig out and remove any plants between the existing iron fence and the walls of the adjacent properties.			
C	Spray between the wall and 300 mm past the line of the memorial stones. with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch			
D	Provisional Item: Spray between the existing iron fence and the walls of the adjacent properties with appropriate herbicide, provide and install heavy duty membrane, provide and install 75mm thick mulch			
D	Straighten existing iron fence as practicable on site, rub down and paint 2 coats Zinsser AllCoat Exterior Black			
E	Other matters: tenderer to describe any other item to complete Zone 5 and insert his price. (Note: any work to pathway and planting is to be priced within contractor's proposals for Zone 6)			
<b>TOTAL FOR ZONE 5 CARRIED TO SUMMARY</b>				

<b>5.7</b>	<b>ZONE 6</b>	
A	Establish working levels for development of the notional amphitheatre and meadow planting indicated on DWG No 3 by carefully grading existing ground and importing and placing material as required. Ensure that the final levels avoid any steep changes in the slope of paths and can be maintained by ride-on mowers with an absolute minimum of areas requiring strimming.	
B	Provide land drainage as required	
C	Provide necessary retaining structures to prevent the raised area from leaching onto the pathway, particularly at the side of Zone 2	
D	Use existing stone paving materials to construct the area for seating and an obelisk as indicated on DWG No 3, including necessary base preparation and material	
E	Use existing stone paving materials to construct a raised stage as indicated on DRWG No 3 including necessary base preparation and material	
F	Construct and surface new pathways as indicated on DWG No 3 including base preparation and material, curved edging and asphalt surfacing	
G	Restore and resurface existing pathway between Zones 1 and 8	
H	Prepare and plant areas of meadow planting as indicated on DWG No 3	
I	Prepare and re-seed grassed areas as indicated on DWG No 3	
J	Provisional Sum: Allow the sum of £5,000.00 for the provision and installation of bench seating	£5,0000
K	Provisional Sum: Allow the sum of £5,000 for the installation of an obelisk (provided by others)	£5,0000
L	Other matters: tenderer to describe any other item to complete Zone 6 and insert his price.	
	<b>TOTAL FOR ZONE 6 CARRIED TO SUMMARY</b>	



## 6 SCHEDULE OF DAYWORK RATES AND PROVISIONAL ALLOWANCES

The Tenderer is to price the following Schedule of charges. The priced Schedule states the Tenderer's fixed price rates which shall be payable for any dayworks which may be instructed in accordance with the provisions of this Contract.

Should the Tenderer require a different rate from those shown to cover all his costs including overheads and profit he should price an addition or omission below to give an all-in rate. (\* Delete as appropriate)

Provisional amounts have been inserted by the Employer for labour hours, materials and goods, and plant.

The basic hourly rate for craftsmen shall be £18.00 per hour and for labourers £14.00 fixed for the duration of the Works.

The basic cost of plant shall be as cited by the Basic Schedule of Plant Charges (October 2020) published by the RICS.

### LABOUR

Basic Rate Craftsman/operator	100hr @	£18.00	£1,800.00
*Addition (Omission)	100hr @	£.....	£.....
Basic Rate Labourer	100hr @	£12.00	£1,200.00
*Addition (Omission)	100hr @	£.....	£.....

### MATERIAL AND GOODS

Allow a provisional amount of:		£500.00	£500.00
Add Contractor's addition to trade cost		.....%	£.....

### PLANT

Allow a provisional amount at RICS basic rates of:		£500.00	£500.00
Add Contractor's addition to basic cost		.....%	£.....

### TOTAL FOR DAYWORKS AND PROVISIONAL ALLOWANCES CARRIED TO SUMMARY

£.....

## 7 SUMMARY OF TENDER

The prices shall be exclusive of Value Added Tax.

7.1	Cost of Works from Pricing Section 5.1 Preliminaries	£.....
7.2	Cost of Works from Pricing Section 5.2 Zone 1	£.....
7.3	Cost of Works from Pricing Section 5.3 Zone 2	£.....
7.4	Cost of Works from Pricing Section 5.4 Zone 3	£.....
7.5	Cost of Works from Pricing Section 5.5 Zone 4	£.....
7.6	Cost of Works from Pricing Section 5.6 Zone 5	£.....
7.7	Cost of Works from Pricing Section 5.7 Zone 6	£.....
7.8	Provisional Sum for Contingencies	£            5,000.00
7.9	Provisional Sum from Dayworks and Provisional Allowances Schedule Section 6	£.....
7.10	Cost of Performance Guarantee Bond	£.....
<b>TOTAL CARRIED TO FORM OF TENDER</b>		<b>£            :            p</b>

## 8 FORM OF TENDER

To be delivered, sealed in an envelope marked TENDER DOCUMENTS to Chalfont St Peter Parish Council Offices NOT bearing any name or mark indicating the Tenderer's identity, before noon on Monday 22<sup>nd</sup> February 2021.

To: The Chairman of the Parish Council, Council Offices

CONTRACT: St Peter's Garden Development Phase 1

I/We offer to carry out and complete all Works in connection with the above in accordance with the Tender documentation including the Specification and Drawings for the sum (excluding VAT) of:-

.....(words)  
(£.....) as identified on the Summary of Tender enclosed herewith

1. The tender shall be a FIXED PRICE TENDER and no claim shall be made by either party on the other in respect of any fluctuations in the cost of labour, plant, materials and goods which may take place after the date of the tender
2. The Employer does not bind itself to accept the lowest or any tender
3. This tender shall remain open for acceptance for a period of three calendar months
4. I/We declare that this tender is submitted in accordance with the principles of competitive tendering as contained in the Code of Procedure for Single Stage selective Tendering 1996
5. I/We agree that in the event of errors in pricing being discovered before acceptance of the tender, these errors will be adjusted in accordance with "Alternative 2" of the recommendations contained within the JCT Practice Note 6 – Main Contract Tendering 2002
6. I/We undertake to complete the whole of the Works within 12 weeks from the date of commencement
7. I/We agree that the final account will be paid prior to audit examination. If audit examination reveals any overpayment the Contractor shall pay that overpayment to the Employer and if such examination reveals an underpayment the Employer shall pay that underpayment to the Contractor
8. a) My/Our tender includes for elements of the works each comprising more than 10% of the tender sum to be carried out by the following subcontractors:  
(insert name of sub-contractors, or sub-contract package if not known )  
.....  
.....
9. The Tenderer shall provide such details of the prices and rates within his Tender on request as may be reasonably required by the Employer
10. A tender subject to qualification of any kind may not be considered for acceptance. Alternative proposals will be considered but must be accompanied by a compliant tender.
11. No tender will be accepted except on this form or considered unless the foregoing directions are carried out.

Signature of Contractor.....Date.....

In the capacity of.....

Name of Firm.....

Address.....

Telephone.....E-mail.....

## 9 DRAWINGS

<b>Document</b>	<b>Document Name</b>	<b>TYPE</b>
Proposed Masterplan	DWG No 1	pdf
Chalfont St Peter Burial Ground	Plan No 1	pdf
Site Maintenance Action Plan Rev A	DWG No 2	pdf
Master Plan – Version 4	DWG No 3	pdf
Site Survey	D29 16	pdf
Zones Index	DWG No 4	pdf

## 10 CONTRACTOR'S PROPOSALS

Tenderer's should provide the following clarifications of the basis upon which they have developed their offer:

	Reference from Pricing Section	Item	Tenderer's proposal
10.1	5.2.C	Type, size and age of cherry trees	
10.2	5.2.F and elsewhere	Proposed herbicide Proposed heavy duty membrane Proposed mulch	
10.3	5.3.F	Type, size and age of hedging	
10.4	5.7.A	Establish working levels ..... Please provide sketch details with your tender indicating the relative levels and slopes you propose for this item. Please give N-S and E-W cross sections at appropriate points to illustrate your answer.	
10.5	5.7.B	Retaining structures ..... Please provide sketch detail of E-W cross section between raised stage and Zone 2	
10.6	5.7.E	Pathways: Please provide sketch cross section of pathways showing your proposals with regard to depths and specifications of formation, subbase, base and asphalt surfacing including depth and thickness of curved metal edging.	
10.7		Other: Tenderer's written proposals with relevant sketches further amplifying the basis of their offer and their approach to the project will be welcome.	

## 11 ALTERNATIVE & ADDITIONAL PROPOSALS

Tenderers are invited to submit alternative proposals to the base design, indicating extra over or reduction in cost relative to their tender sum for some or all the following:

	Reference	Item	Alternative suggestion	Cost effect +/- £
11.1	5.2.E	Alternative to sleeper wall solution to cross section of Zone 1		
11.2	5.2.G and H	Prepare as necessary and provide new bound resin surfacing to full length of Zone 1 as alternative to making good existing pathway surface.		
11.4	5.4.E and F; 5.6.C and D	Hard surface alternative to mulch to perimeter regions around and behind memorial stones.		
11.5	5.7.A	Establish working levels .... Alternative topographical solution(s) to the tiered circular formation of the notional amphitheatre including any effect on the need or otherwise for retaining structures		
11.6	5.7.E	Pathways: Bound resin or similar surfacing to pathways in lieu of asphalt		
11.7	5.7.E	Alternative asphalt pathway layout as a result of alternative topographical solution(s) at 11.5. (e.g. tenderer might choose to propose a layout with straight asphalt paths rather than curved)		
11.8	5.7.E	As 11.7 but with bound resin or similar surfacing in lieu of asphalt)		
11.9	N/A	Create 4 No. meadow flower areas each approximately 150 sq m within Zone 9		
11.10	N/A	Budget estimate only for similar treatment to that described for Zone 3 to be undertaken as possible Phase 2 in Zones 7 and 8.		
11.11	N/A	Any other proposals the tenderer suggests the Council should consider that provide cost savings or enhancements.		