



LEAFIELD ROAD WOODLAND PATH

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PART 1 – CLIENT DESIGN BRIEF

1.0 INTRODUCTION

1.1 As part of the Access to the Countryside remit, the Town Council is looking to improve the unofficial path that has been worn through the woodland and create a bonded surfaced path with appropriate fencing, gates and edging. The path will create a direct route to the primary school field and links to Leaffield Road.

2.0 BACKGROUND & ORGANISATIONAL STRUCTURE

- 2.1 The land is owned by The Ernest Cook Trust. The path is unofficial and has no particular status as a PROW currently.
- 2.2 The route is currently used mainly by children going to and from school and local dog walkers. Fairford youth rugby club also use the path to access their practice ground.
- 2.3 Fairford Town Council is running this project and is ultimately responsible for it.

3.0 AIMS & OBJECTIVES

- 3.1 The aim and objective of this project is to provide a direct route to the primary school field and links to Leaffield Road to reduce the need to walk or scoot along a busy main road.
- 3.3 The new path should be able to be used by walkers, scooters and those with limited mobility. The surface and overall gradients should allow easy access.
- 3.4 The design should:
- meet the requirements of this brief in all respects and be fit for purpose
 - be constructed of robust, low maintenance materials
 - In order to create the best possible surface in terms of accessibility, guidelines set out in the “by all reasonable means” guidance provided through Glos. PROW should be followed.
- 3.5 The successful contractor will be expected to work with the Town Council to refine the final detail to meet requirements on the ground.

4.0 PRIORITIES

- 4.1 The design of the new facility should ensure that the following generic priorities are met:
- a) BUILDING LEGISLATION
- The new facility must comply with all applicable current construction legislation, British and European regulations, Codes and standards.
- b) EQUALITY
- The new facility should meet the requirements of the Equalities Act 2010 as far as is ‘reasonable’ for the type of facility and be fully inclusive and accessible to all users.
- c) HEALTH & SAFETY

The new facility should be constructed to meet the requirements of the current Construction Design & Management Regulations and current Health & Safety legislation in use as far as they apply.

d) SUSTAINABILITY

The new facility should follow 'excellent practice' standards and guidelines in sustainability in both design and construction. All building materials specified should be from a sustainable source.

5.0 DETAILED DESIGN REQUIREMENTS

- 5.1 Consultation has been undertaken with the Ernest Cook Trust as the landowner, the Primary School and Fairford Youth Rugby Club.
- 5.2 Total length of path approximately 425m – contractors are encouraged to do their own measurements.
- 5.3 Width of the path to be 1.8m and reducing to no less than 1.5m if required due to tree location
- 5.4 Finished path level will be approximately 100mm above existing ground level ensuring no gradient exceeds 1:10.
- 5.5 The path will be constructed on with a weed suppressing membrane, DOT Type 1, finished depth to a minimum 100mm. Path surface finished with compacted self-binding gravel 50-75mm with a camber of 1:40 fall to either side of the path.
- 5.6 All timber edging and stakes to be pressure treated with a minimum 10yr guarantee. Timber edging to be 6/2 timber with timber stakes to be located at a maximum of 900mm centres and all board joints.
- 5.7 2no. Passing-bay to be positioned centrally along the length of the path.
- 5.8 Existing slopes from the wooded path to the pavement on Leaffield Road are to be graded to meet PROW requirements.
- 5.9 A new stock fence and 12-foot farm gate to be installed across existing rugby field (approx. 15m).
- 5.10 Vegetation & ground clearance and grading work will be required.

6.0 FUTURE PROOFING

- 6.1 The new path should be expected to have a long term lifespan, more than 15 years, before major structural works are required.

PART 2 – PRELIMINARIES

1.0 INTRODUCTION

- 1.1 The project is to construct a new footpath through Leaffield Road woods.

2.0 PROJECT PARTICULARS

- 2.1 THE PROJECT:
Leaffield Road Woodland Path
Walnut Tree Field
Park Street
Fairford
- 2.2 EMPLOYER:
Fairford Town Council
Address: Community Centre, High Street, Fairford, GL7 4AF
Tel: 01285 712344/ 713326
- 2.3 TENDER RETURN ADDRESS:
The Town Clerk
Fairford Town Council
Community Centre
High Street
Fairford
GL7 4AF
Email: bids@fairfordtowncouncil.gov.uk
- 2.4 CLIENT CONTACT(S):
To be confirmed

3.0 DESCRIPTION OF THE WORKS

- 3.1 The appointed Contractor will be required to complete the path as per the design and specification.

4.0 EXISTING SITE INFORMATION

- 5.1 LOCATION: W3W start of path [///sketching.mouths.presses](https://w3w.co/sketching.mouths.presses)
<https://w3w.co/sketching.mouths.presses>

- 5.2 SITE ACCESS:

- The construction access routes to the site area and contractor's compound area shall be off Leaffield Road. This will need to be finally confirmed prior to construction on site.

- 5.3 PARKING:

- Nuisance and disruption to the adjacent housing must be avoided.

- 5.4 USE OF THE SITE:

- Do not use the site for any purpose other than carrying out of the works.
- All works, parking and site compound must be sited to minimise their impact on the surrounding building and facilities.

- 5.5 HEALTH & SAFETY HAZARDS:

- The nature and condition of the site is not fully determined. However the following hazards are or may be present:
 - ✓ Existing underground services
 - ✓ High levels of public use of the surrounding facilities throughout the construction period
 - ✓ High levels of Public use of adjacent footpaths
- Draw to the attention of all personnel working on the site, and delivery drivers to the site, the nature and location of the site and the need to take appropriate precautionary measures.

- 5.6 SITE VISIT:

- Before tendering ascertain the full nature of the site, access, all local conditions and restrictions, including parking that are likely to affect the execution of the Works
- Site visits are encouraged and can be arranged Monday – Friday 9.100am – 1.00pm by emailing clerks@fairfordtowncouncil.gov.uk or calling 01285712344

6.0 MANAGEMENT OF THE WORKS

- 6.1 SUPERVISION:

- The appointed contractor shall accept responsibility for co-ordination, supervision and administration of the Works including all sub-contracts.
- The appointed contractor shall arrange and monitor a programme with each sub-contractor, supplier, local authority and any statutory undertakers, and supply information as necessary for proper co-ordination of the Works.

- 6.2 INSURANCE:

- Before starting any works on site the appointed contractor shall submit details and or policies for the insurance required to complete these Works.

- The appointed contractor shall, if any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employers representative and the Insurers.
- The appointed contractor shall indemnify the Employer against any loss, which may be caused by failure to give such notice.

6.3 PROGRAMME:

- The appointed contractor shall submit an agreed detailed programme for the entire works prior to starting on site
- The contractor shall monitor the works against the programme and report to the Employer's representative as the works progress.

6.4 EMPLOYER'S REPRESENTATIVE:

- The Employer shall appoint a representative to liaise with the contractor and issue any instructions required. Only the Employer's representative shall be able to issue formal instructions. The contractor shall not accept instructions, or act on any instructions, if not issued by the Employer's Representative.

6.5 MEETINGS:

- The contractor shall hold regular meetings, to be agreed with the Employer's representative throughout the design and construction progress. The meetings shall include as a minimum - progress statement, details affecting the progress of the works, requirements for further information and health and safety issues.

6.6 PHOTOGRAPHS:

- The contractor shall take photos of the site prior to commencement of the works and at regular, at least weekly, throughout the construction period.
- Copies of photos shall be provided to the Employer in digital format.

6.7 SECURITY / SAFETY:

- The project shall comply with the current CDM Regulations in all respects
- The contractor shall be responsible for:
 - ✓ Safeguarding the site, the Works, products and materials affected by the Works from damage and theft.
 - ✓ Taking all reasonable precautions to prevent unauthorized access to the site and the Works
 - ✓ Maintaining the stability and structural integrity of the Works during the Construction

6.8 PROTECTION:

- The contractor shall be responsible for protecting the following:
 - ✓ Existing services
 - ✓ Roads and footpaths affected by the works
 - ✓ Existing topsoil / subsoil
 - ✓ Retained shrubs and grassed areas adjacent to the works
 - ✓ Existing features – fences, gates, roads, kerbs, paved areas and other facilities and equipment adjacent to the site that might be affected by the works

6.9 WELFARE FACILITIES:

- The contractor shall be responsible for providing their own and any sub-contractor's welfare facilities on site. Employer's facilities within the area of the site will not be available for contractor's use at any time.

6.10 WORKING HOURS:

- Working hours in construction shall be restricted to between 8.00am to 17.00pm Monday to Friday to accommodate any local residents concerns regarding noise disturbance. There will be no working on Saturday or Sunday except with the written consent of the Employer.

7.0 COMPLETION REQUIREMENTS

7.1 On completion of the construction phase a full and appropriate handover process shall take place as follows:

- The project shall be handed over in a clean and tidy condition with all works completed.

7.2 The following documents shall be issued at the Hand over, either as separate documents or included within one manual appropriately sectioned. The documents shall be issued as at least one hard copy and one CD copy:

- ✓ Health & Safety File (required under CDM Regs)
- ✓ Schedule of principle materials and components used in construction
- ✓ Full sets of 'As-built' drawings and specifications

8.0 KNOWN RISKS

8.1 The 'Known Risks' within the project at the Client Design Brief stage are as follows:

- Limited knowledge regarding the structural capability of the site area
- Limited knowledge and certainty of any existing underground services and utilities including drainage, water, gas and electricity within the area of the site
- Limited knowledge of the archaeology of the site.

9.0 PROGRAMME

9.1 The programme for the project is anticipated as follows:

- | | |
|---|------------------------------------|
| • Approval to proceed to Contract | mid November |
| • Anticipated Contractor detail design complete | end Nov |
| • Mobilisation and Site Strip | Early Dec 2024 |
| • Construction complete | before 31 st March 2025 |

10.0 TENDERING AND EMPLOYERS REQUIREMENTS

10.1 The submitted tender should include the following:

- Tender price, broken down by design and the construction stages.
- A method statement describing design concepts and proposed arrangements to meet the requirements of the brief as detailed.

- Provide details of similar contracts that have been undertaken with particular reference to other projects within the last three years, supported by up to three references.
 - Details of personnel who will be delivering the project including both design and construction stages. Including, their roles, responsibilities and CVs.
- 10.3 The Works shall be carried out to a set of 'Terms and Conditions' to be agreed with the appointed contractor. The tenderer is to include their standard 'Terms & Conditions' for carrying out these works as described complete in these Employers Requirements.
- 10.4 The Tenderer shall confirm their levels of insurance suitable to carrying out the full works described in these Employers Requirements with their tender submission and provide documentary evidence of insurance policies as confirmation.
- 10.5 The tenderer shall submit a programme for the works covering all stages through design, construction and commissioning and completion.
- 10.6 The tender shall be submitted by 17.00 on **Friday 1st November 2024**. Tenders are to be returned, in a sealed envelope, to:
- Town Clerk
Fairford Town Council
Community Centre
High Street
Fairford
GL7 4AF**
- OR sent by email to bids@fairfordtowncouncil.gov.uk**
- 10.7 In inviting tenders, to identify a Contractor on behalf of the Employer, the Town Council must follow its Standing Orders and Financial Regulations. This request for a tender considers this requirement accordingly.
- 10.8 Tenderers shall complete the Contract Sum Analysis included at Appendix A and the Form of Tender at Appendix B
- 10.9 At completion of the works, the account shall be settled but a retention of sums of 5% shall be made for a period of 12 months to cover any defects or remedial works that might be required to be made during that period. Tenderers shall allow for this retention as part of their tender submission.
- 10.10 The tenders shall be evaluated as outlined below. Tenders should submit the specific information, drawings and other details that will allow the tender to be evaluated appropriately

11.0 TENDER EVALUATION

11.1 Tender submissions will be evaluated using the weighting as set out in the table below:

EVALUATION	WEIGHTING
Design and technical compliance with the brief: A method statement describing design proposed arrangements to meet the requirements of the brief as detailed and construction method statement	80%
Relevant experience and delivery: Provide details of similar contracts that have been undertaken with particular reference to other projects within the last three years, supported by up to three references. Details of personnel who will be delivering the project including both design and construction stages. Including, their roles, responsibilities and CVs.	20%

APPENDIX A

CONTRACT SUM ANALYSIS LEAFIELD ROAD WOODLAND PATH

THIS MUST BE COMPLETED IN FULL, PRICES ARE NOT TO BE GROUPED

BUILDING WORKS ELEMENT	£ excl. VAT
Site clearance	
Substructure	
Fencing	
Gates	
Finished top layer	
OTHER ELEMENTS	
Tree & vegetation clearance	
Levelling & grading works	
SUB-TOTAL	
CONTRACTOR PRELIMS	
FEES	
SURVEYS	
TOTAL	

APPENDIX B

FORM OF TENDER

LEAFIELD ROAD WOODLAND PATH

Completion of the WOODLAND PATH

To: **Fairford Town Council**
c/o **The Town Clerk**
Fairford Town Council
Community Centre
High Street
Fairford, Glos GL7 4AF

I/We, the undersigned, having read the Invitation to Tender dated 25th September 2024 and Employer's Requirements document dated 25th September 2024 and examined the drawings referred to therein do hereby offer to execute and complete the whole of the Works as described by and referred to in the aforementioned invitation and document to provide a new woodland path at Leaffield Road, Fairford, for the **VAT exclusive** total Tender Sum of:

£.....(Total brought forward from the Contract Sum Analysis)

in words:

.....

.....

or such sums as may become payable in accordance with Terms & Conditions to be agreed with the Employer.

I/We confirm we are able to complete the works within.....weeks from date of possession.

I/We confirm we are able to commence the Works onDate

I/We agree that this offer will remain open for acceptance for a period of 12 weeks from the date fixed for the submission of tenders and agree to start on site within.....days from the date of the written acceptance of this Tender.

I/We acknowledge the Employer is under no obligation to accept this or any other tender for the Works.

Signed.....

Date.....

Designation.....

On behalf of.....

Address.....

.....

.....

25th September 2024