

## SWANMORE PARISH COUNCIL

Suite C, Hollythorns House, New Road, Swanmore. Hampshire. SO32 2NW

Tel: 01489-890651 Email: [projectsofficer@swanmorepc.org.uk](mailto:projectsofficer@swanmorepc.org.uk)



### Invitation to Tender (ITT) – Overview of Project

For: **Car Park Extension – Swanmore Parish Council, Hampshire.**

Works to be completed: **Between Monday 22<sup>nd</sup> July 2019 and Friday 23<sup>rd</sup> August 2019**

Value: **£30 – £50k**

**Publication Date:** Thursday 14<sup>th</sup> February 2019

### Overview of Swanmore Parish Council

Swanmore Parish Council comprises 10 members who are elected every four years by the electors of the parish. The responsibilities of the Council are many and varied and are specified in Acts of Parliament. These powers relate to planning, provision of recreational facilities, community transport, footpaths, street lighting, certain aspects of highway maintenance, litter, open spaces, traffic calming etc.

The Parish Council operates a committee system. This tender is being managed by the Open Spaces & Amenities Committee (OS&A), with delegated authority from Full Council.

### Introduction and Background to the Project

The site is located off Church Road in the village of Swanmore, approximately 1.4 miles south-east of Bishops Waltham and 7 miles north of Fareham on the clay deposits of mid-Hampshire. The site currently consists of a mixture of existing gravel carpark (Village Centre Car Park) and grass amenity area with dew pond. Church Road is in a relatively quiet village area with a 30mph speed limit with a pavement along both sides.

The village centre car park is used by parents/carers dropping off children to the primary school and pre-school, users of the church, the Paterson Centre and by other members of the community. The primary school is very successful, and more than 30% of children on its role are from neighbouring villages, with an estimated 120+ drop-offs at the beginning and end of each school day.

**The design brief is for an extension to the existing car park to include 45 additional car parking spaces, plus 2 drop-off spaces. This is felt to represent an optimum balance between the local requirement for additional parking and the existing rural setting. Proposed changes to the existing carpark will also increase the accessible parking spaces from 1 to 4 and improve the entrance and exist access and visibility splays.**

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The proposed car park will be designed to be sympathetic to the surrounding landscape, without impinging on the existing views. It will maintain the existing dew pond with area of surrounding grass to keep with the local character. Existing boundary trees and vegetation will be retained as shown and enhanced where necessary in order to reinforce existing boundaries and help the proposed scheme integrate into the local environment. No on-site or off-site infrastructure is proposed which could have an adverse impact on the countryside, local character or resident's amenity.

For further background information, photographs and preliminary drawings please refer to the **Design and Access Statement**, attached. Planning Agreement is in place: Winchester CC: **SDNP/18/02108/FUL**.

### Timeline

The appointed contractor will be expected to complete all contracted works between **Monday 22<sup>nd</sup> July 2019 and Friday 23<sup>rd</sup> August 2019**. As a public car park used by parents/carers to take/collect primary aged children to school, these dates are to fit in the school holidays and cannot be changed or overrun.

Activity	Date / Time
Issue of Contract Notice / availability of ITT documents	<b>Thursday 14<sup>th</sup> February 2019</b>
Deadline for clarification questions ( <b>Clarification Deadline</b> )	<b>Wednesday 6<sup>th</sup> March 2019 at 17:00</b>
Swanmore Parish Council to respond to clarification questions	<b>Thursday 14<sup>th</sup> March 2019</b>
Deadline for submission of ITT responses by potential suppliers ( <b>Tender Response Deadline</b> )	<b>Tuesday 2<sup>nd</sup> April 2019 at 17:00</b>
Notification of shortlisted tenders	<b>Thursday 11<sup>th</sup> April 2019</b>
Site discussions with shortlisted tenderers (ideally, no more than 2 or 3).	<b>By agreement within the period: Monday 29<sup>th</sup> April to Friday 17<sup>th</sup> May 2019, Monday to Friday, 9am – 5pm.</b>
Award decision standstill letters issued	<b>Thursday 23<sup>rd</sup> May 2019</b>
Contract concluded with winning supplier and signed	<b>June 2019</b>
Contracted works to be completed between	<b>Monday 22<sup>nd</sup> July 2019 and Friday 24<sup>th</sup> August 2019</b>

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**How to Apply:**

**Tender Specification, Proposed Plan, Specification of Works & supporting papers**

**The tender specification and supporting papers are available on request from Liz Manship, Projects & Contracts Officer, Swanmore Parish Council (details above).** As a part-time office, e-mail is preferable and will enable the documents to be e-mailed to you by return.

**All tenders should be submitted using council documents “schedule of works” and “supplier response”.**

Closing date: **Tuesday 2<sup>nd</sup> April 2019 at 17:00.**

Attached:

Design and Access Statement.