

Extension and Resurfacing of Overflow Car Park at  
Priory Park,  
**BISHOP'S WALTHAM**

Wednesday 2<sup>nd</sup> October 2024

## **Invitation to Tender**

## Table of Contents

	<b>Section</b>	<b>Page Number</b>
1	Background	3
2	Project Cost	4
3	Site Description	4
4	Work Specification	6
5	Site Visits	7
6	Confirmation of Intent to Respond	8
7	Procurement Timetable	8
8	Evaluation	8
9	Award of Contract	8
10	Submissions	9
11	Site Works	9
12	Requirements of Quote	10
13	Costs	11
14	Tenderer's Obligations	11
15	Responses	11
	<b>Tender's Proposal (for completion)</b>	12
	<b>References (for completion)</b>	14
Appendix 1	i) Site block plan ii) Site location plan	15
Appendix 2	Arboricultural Impact Assessment and Method Statement	18

# Invitation to tender

## 1 Background

- 1.1 Bishop's Waltham Parish Council would like to increase the car parking provision at Priory Park. Planning permission has been obtained (22/01679/FUL) to increase the footprint of the existing overflow car park. This car park experiences most use during weekends when the site hosts football activity, and the Priory Park Clubhouse and Bowls Club are also both in use.

See the Block Plan (appendix 1i) for the full block plan showing the extended area the expanded overflow car park should cover (the screen capture below has been taken from this document).



## 2 Project Cost

- 2.1 The total project cost shall not exceed £100,000 (excluding VAT).
- 2.2 The funding ceiling should include any planning work, the supply and construction of the new car park in compliance with the works specification and making good of the adjacent area as necessary. **Any bids over this amount will not be considered.**

## 3 Site Description

- 3.1 See the following appendices for further information about the overflow car park which is adjacent to the Priory Park Clubhouse and its main car park:
- Appendix 1 i): Site Plan
  - Appendix 1 ii): Block Plan

The site address is:                      Priory Park Clubhouse,  
Elizabeth Way,  
Bishop's Waltham,  
Hampshire.  
SO32 1SQ.

- 3.2 All works and storage of machinery and materials must be contained within the area of the overflow car park. The main car park must remain as operational throughout the works.

### 3.3 Site Images



Image 1:  
Entrance to existing overflow car park viewed from main Priory Park car park





Image 2:  
View of Bowls Club access  
taken from entrance to  
existing overflow car park



Image 3:  
View of entrance to existing overflow car park  
taken from the northern corner of the intended  
footprint.



Image 4 (left):  
View of southern corner of site  
taken from the entrance of the  
existing overflow car park.





Image 5 (above):  
Panoramic view of site from  
the entrance of the existing  
overflow car park.

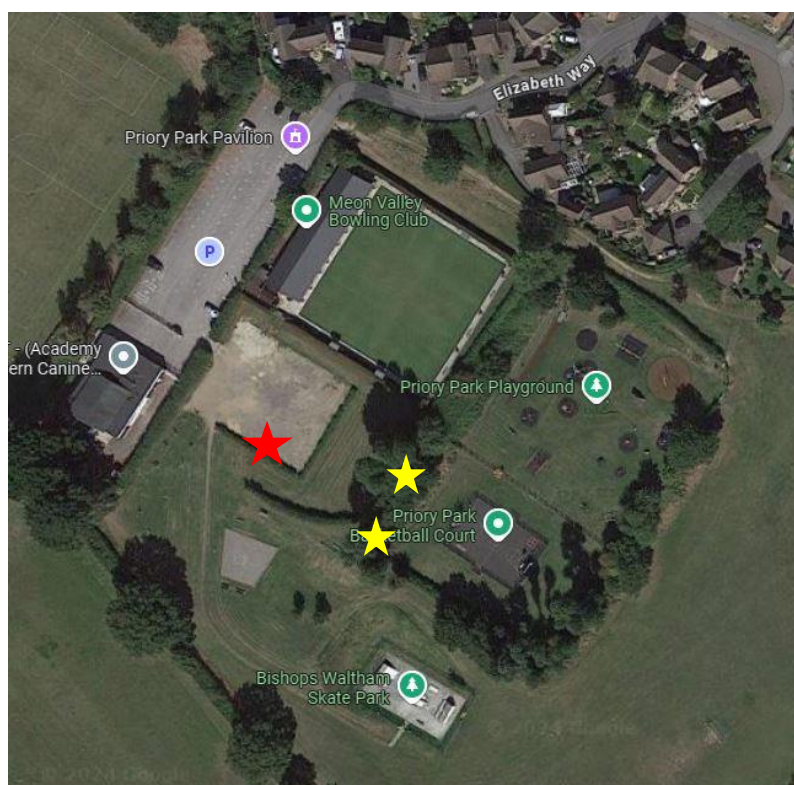


Image 6 (left):  
Aerial view of site, existing  
overflow car park marked  
with red star.

## 4 Work Specification

### Minimum Requirements

- 4.1 This work specification is not exhaustive, but the following clauses stipulate the minimum requirements of the car park and should be taken into account when selecting proposed materials and design.
- 4.2 The car park surface area should be increased to the size shown on the plans (see appendix 1). The layout of the car park should also be as shown in appendix 1.

- 4.3 The proposed construction of the car park must be suitable for the weekly use that the car park that receives, mainly by cars, but also regularly by agricultural vehicles accessing the area for grounds maintenance and occasional HGV e.g. for events.
- 4.4 The proposal should include the installation of the geo grid type material to provide protection from root compaction of the nearby poplar trees marked with yellow stars in Image 6. The area covered by geogrid may be restricted to just cover the RPA (root protection area) of the nearby trees if necessary.
- 4.5 Tenders must include a commitment to comply with the method statement regarding how work must be carried out within the RPA of the nearby trees. Please see Appendix 2 for the Arboricultural Impact Assessment and Method Statement.
- 4.6 A subbase should be included in tenders along with the installation of a permeable membrane to suppress the growth of weeds.
- 4.7 A top-dressing material should be specified in the tender.
- 4.8 The materials used in the car park's construction should be permeable to enable the car park to drain effectively.
- 4.9 The entrance to the car park is to be widened to allow cars entering and exiting the car park to pass side-by-side.
- 4.10 Tenders should include a means of retaining the surface materials within the bounds of the car park.

### **Additional Requirements**

- 4.11 Tenders will be welcomed that include, in addition to the minimum requirements listed above, proposals regarding the following aspects of the car park.
- 4.12 Bidders are encouraged to submit proposals which suggest potential means of marking the parking bays to encourage efficient parking.
- 4.13 The area outside the bowling club is required for access by emergency vehicles, tenders that include suggestions of measures to prevent parking in this area would be welcomed.

## **5 Site Visits**

- 5.1 Contractors interested in responding to this tender may arrange an accompanied visit to the site by contacting the Administration Officer by email [admin@bishopswaltham-pc.gov.uk](mailto:admin@bishopswaltham-pc.gov.uk) or phone no. 01489 892323. Unaccompanied visits may be made at any time. Tenderers are advised to make such a visit to ascertain all relevant conditions and means of access etc.

## 6 Confirmation of Intent to Respond

- 6.1 Tenderers are requested to confirm their intent to respond by emailing [admin@bishopsaltham-pc.gov.uk](mailto:admin@bishopsaltham-pc.gov.uk) to confirm their participation as soon as possible.
- 6.2 An itemised quotation is required to identify all costs together with an annotated plan to illustrate the work that will be undertaken. The proposed work will be assessed on a quality and value basis as well as on price. Tenders received after the specified date will not be considered.

## 7 Procurement Timetable

The key dates for the procurement procedure are set up in the table below although Bishop's Waltham Parish Council reserves the right to vary key dates on notice to all Tenderers.

Contract published on Contracts Finder	02.10.24
Deadline for submissions	04.11.24
Tender evaluation initiated	05.11.24
Contract awarded pending satisfactory references	13.11.24
Project completion deadline	14.03.25

## 8 Evaluation

- 8.1 The Council will determine the bid that it believes delivers the greatest benefit for the price quoted.
- 8.2 Quality will be assessed by reference to responses in the Tenderer's Proposal and any supporting information provided by the Tenderer.
- 8.3 If, in its reasonable judgement, the Council identifies a fundamental failing or weakness in a bid then that bid may, regardless of its other merits, be excluded from further consideration.
- 8.4 The decision of the council will be final in this matter.

## 9 Award of Contract

- 9.1 One Tenderer will be awarded the contract. Bishop's Waltham Parish Council does not bind itself to accept the lowest or any bid.
- 9.2 Upon conclusion of the evaluation of responses, the Tenderer that the Council deems should be awarded the contract will be advised accordingly in writing with the issue of an 'Acceptance/ Intention to Award' letter by email.



- 9.3 Tenderers that are unsuccessful will be advised of this in writing via a 'Non-acceptance of Submission' letter by email.
- 9.4 Upon conclusion of all the above stages, a standstill period will be created between Bishop's Waltham Parish Council and the Appointed Contractor.

## **10 Submissions**

- 10.1 When responding to the invitation to tender, Tenderers must make sure that they include all matters listed in the Tenderer's Proposal below. Anything that is not directly relevant should be omitted.
- 10.2 Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). If relevant, examples and/or evidence may be provided to support responses. The purpose should be to include as much relevant detail as required, so that the Council's evaluation panel gets the fullest possible picture of the tenderer's proposal.
- 10.3 Tenderers must be able to commit to providing the Council with a Method Statement and Risk Assessment in advance of the commencement of construction should they be appointed to undertake the work. Tenderers must acknowledge their acceptance of all responsibilities in accordance with Construction Design and Management Regulations (CDM).

## **11 Site works**

- 11.1 Confirmation of work hours, storage of materials, access, final programme of works and Risk Assessment, Method Statements (RAMS) will be agreed with the Parish Council before work commences.
- 11.2 During installation the contractor should provide a secure work compound for the build. In accordance with CDM, the contractor is responsible for ensuring that the public cannot gain access to the work site, by erecting suitable fencing and safety notices around the construction site.
- 11.3 Other than by prior agreement with BWPC, all deliveries must be restricted to weekdays within the hours of 0800 hrs and 1700hrs. The contractor is to satisfy themselves that all reasonable access can be achieved for the completion of the works. The contractor must take reasonable measures to minimise disruption to the residents of the surrounding residential estate.
- 11.4 Must comply with the method statement provided by Arboriculturist supplied in Arboricultural Impact Assessment and Method Statement (appendix 2).

- 11.5 The contractor will be held responsible for and must make good any damage caused to existing roads, paths, grassed areas, existing car parks, fences, drains, sewers, service mains, landscaping etc. Before the project's completion, any area that has been damaged during the installation must be made good and returned to new or as a minimum returned to the original condition at the contractor's expense.
- 11.6 Prior to works commencement and mobilisation to site, the contractor is required to make arrangements for the completion of a joint pre-works conditions survey meeting. Thereafter, work must be carried out by an approved contractor or competent persons. After installation, the site should show minimal signs of recent ground working and the area's drainage must be unaffected. All waste material is to be removed from site by the appointed Contractor and disposed of lawfully.
- 11.7 Access to toilet facilities will potentially be available via the nearby Priory Park Clubhouse. Access to water and electricity may also be possible from the nearby Priory Park Clubhouse, but this will be by prior agreement with BWPC only. These aspects are conditional upon measures being agreed before commencement to ensure the security of the Priory Park Clubhouse building is maintained at all times and hirers of the building are unaffected.

## **12 Requirements of Quote**

- 12.1 The quote will be on a fixed price basis and itemised between materials and labour. The submission is to include:
- Itemised quote, pricing schedule, payment phasing and approximate timing plan of build. Five percent of the total price for the work will be withheld by Bishop's Waltham Parish Council until the satisfactory completion of all work and making good of the surrounding area (see section 12.3).
  - Layout plans including dimensions (preferably in PDF or jpg format).
  - Method statement describing sequence of operations.
  - Risk Assessment – duplicated in previous section.
- 12.2 The Tender should also cover:
- Assumptions and exclusions.
  - Any appropriate warranties/guarantees for materials and installation.
  - Site restrictions and requirements of the Contractor during the works.
  - Company capabilities in constructing similar projects.
  - Sustainability of materials, and maintenance of car park.
  - Key contact details.
- 12.3 The project will not be deemed complete until all snagging issues are resolved, and a post-construction inspection is complete and satisfactory to the Parish Council.

### **13 Costs**

- 13.1 All costs, expenses and liabilities incurred by Tenderers in connection with the preparation and submission of any quotation shall be borne by them.

### **14 Tenderers' Obligations**

- 14.1 Tenderers must ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted and Tenderers agree that the Parish Council may rely upon representations made in any quotation.

### **15 Responses**

- 15.1 Tenders should submit written bids in envelopes marked "TENDER" sent to

**The Executive Officer,  
Parish Council Office  
The Jubilee Hall, Little Shore Lane  
Bishop's Waltham  
Hampshire, SO32 1ED**

There must be no mark on the envelope indicating the company submitting it. Tenderers may be asked to email electronic versions of submitted documents after the submission deadline.

**Bishop's Waltham Parish Council**



<b>Trading and Full Business Names Of the Tenderer</b>
<b>Address</b>
<b>Person Applying On Behalf Of The Tenderer</b>  <b>Name:</b> <b>Position:</b> <b>Telephone Number:</b> <b>Email:</b>
<b>Fixed price for the works</b> [include separate itemised quotation]
<b>Warranty Period</b>
<b>Estimated Maintenance Costs</b> [after the expiry of the warranty period]
<b>Proposed start date of works</b>
<b>Probable duration of works</b>
<b>Added Value</b> Give details of any additional benefits of the proposal not listed elsewhere.

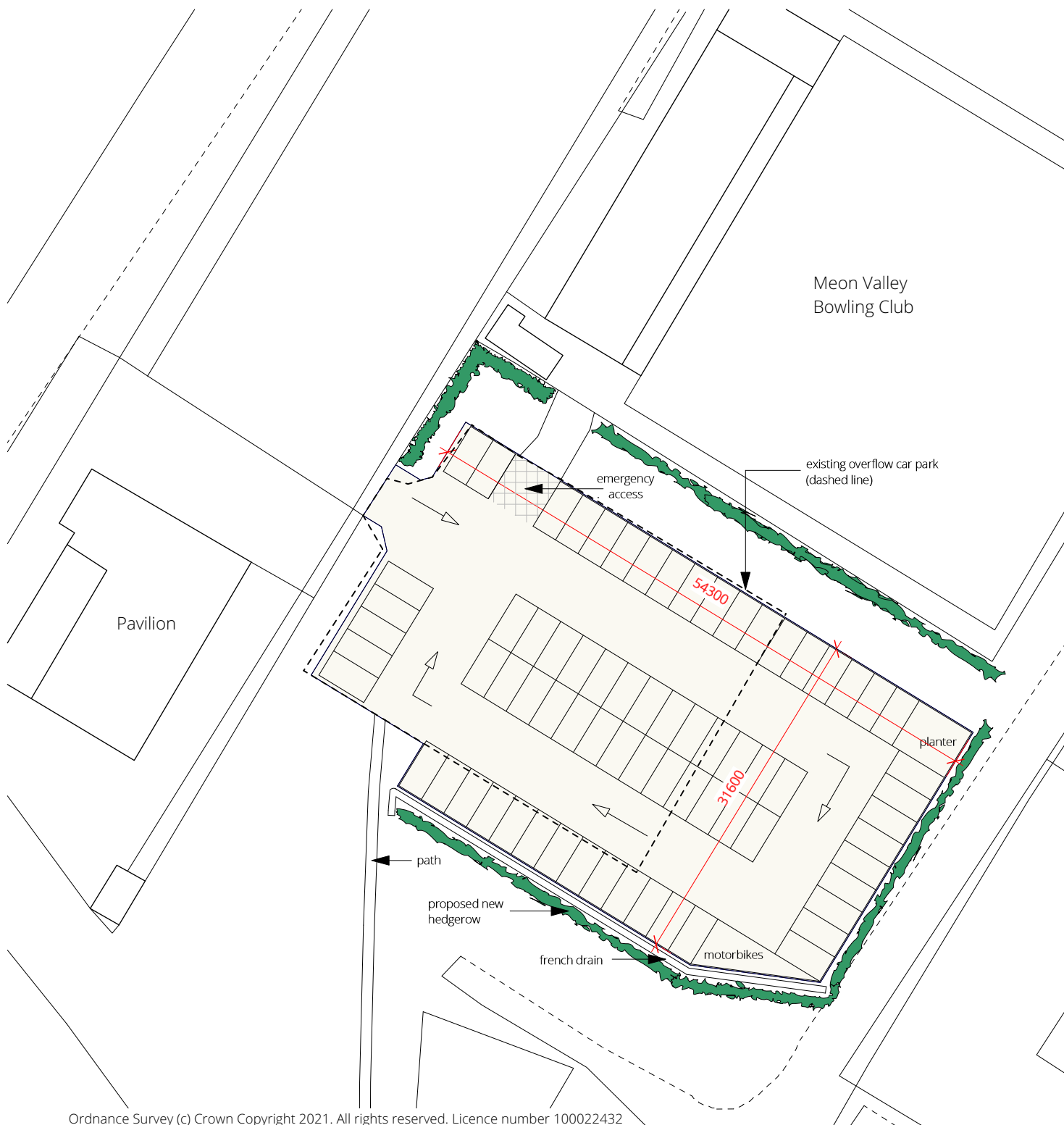
<b>Health and Safety</b>  <b>Number of people employed:</b>  <b>Name of person responsible for H&amp;S:</b>  <b>Qualifications of above person:</b>  <b>Please enclose</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>Health and Safety Policy</b>  <b>Risk Assessment</b>  <b>Safe Working Procedures</b> </div> <div> <b>Y/N</b>  <b>Y/N</b>  <b>Y/N</b> </div> </div>
<b>List any improvement notices, prohibition notices and prosecutions served on your company in the last five years.</b>  
<b>How many accidents and near-misses have been reported to you by members of your staff in the last 12 months?</b>  
<b>How many RIDDOR reportable incidents has there been in the last 12 months?</b>  
<b>Public liability insurance value and expiry date</b> [include facsimile as evidence]
<b>Employer's liability insurance value and expiry date</b> [include facsimile as evidence]
<b>Professional liability insurance value and expiry date</b> [include facsimile as evidence]
<b>Method statement attached</b> Y/N

**References (Two Required)****Organisation Name:****Contact Name:****Contact Telephone Number:****Contact email:****Organisation Name:****Contact Name:****Contact Telephone Number:****Contact email:**



**Appendix 1**

- i) Site Block Plan**
- ii) Site Location Plan**



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# Block Plan

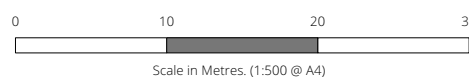
Scale 1:500



A	11.3.22	emergency access, hedge
REV:	DATE:	AMENDMENTS:

SCALE AT A4: 1:500 DATE: Nov 2021

DWG NO.: WIN-ALD-1451.02 REV: A



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CLIENT: Bishops Waltham Parish Council

PROJECT: Car Park Extension  
Priory Park, Elizabeth Way  
Bishop's Waltham SO32 1SQ

TITLE: Block Plan

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# Site Location Plan

Scale 1:1250



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CLIENT: Bishops Waltham Parish Council

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Priory Park, Elizabeth Way  
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TITLE: Site Location Plan

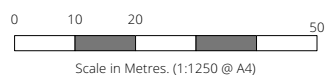
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DATE: Nov 2021

DWG  
NO.:

WIN-ALD-1451.01

REV: A



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## **Appendix 2**

**See separate document entitled “Arboricultural Impact Assessment and Method Statement” available from the Contracts Finder website.**