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**Park Place Allotments: Invitation to Tender**

**Summary:**

Corsham Town Council is seeking to appoint an experienced, reliable and conscientious groundworks contractor to deliver an allotment site off Groundstone Way, Corsham. The Town Council would like to complete the work and get the first allotment tenants on site by 1 April 2025. The work will include erecting a presentable perimeter fence and entrance gates; creating parking spaces, an unloading area and allotment paths; carrying out some groundworks to get the plots suitable for allotment use; and installing water troughs for use by tenants.

A map of a city

Description automatically generated

**Background:**

Corsham Town Council had been engaged in a project to construct a new workshop for its grounds team and to deliver a new allotment site at Park Place. The Town Council had been working with an architect (engaged as principal designer) to this end and in late 2023 the project was nearing the construction phase (RIBA Stage 4). Due to rising construction costs, the Town Council took the decision (November 2023) not to go ahead with the workshop element at this time, but are resolved to deliver the allotments now.

As a result of the Town Council’s work with the architect, much of the planning/development work for the allotment site has already been completed: a site layout that the Town Council is happy with has been produced (see image below), planning permission for the allotments has been obtained and a ground survey has taken place (which shows no obstacles to the creation of allotments).

The Town Council is now keen to press ahead with the allotments and wishes to complete the works and get the first allotment tenants on site by 1 April 2025.

A map of a land with text and drawings

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**Specification:**

Corsham Town Council is seeking quotes for the following works:

* Delivery of 15 allotment plots as per the layout in the image above.
* Erection of approximately 157metres of 1.2m high powder-coated (green) weld-mesh fencing at the west, north and east boundaries of the site and erection of approximately 20metres of 2.4m high powder-coated (green) weld-mesh fencing at the south boundary.
* Installation of a vehicle access gate and a pedestrian access gate providing access from the Groundstone Way turning head (as shown on the above plan). Both sets of gates need to be lockable.
* Construction of an unloading area of approximately 70m2 at the southern end of the site, immediately inside the vehicle access (at the location shown on the plan). The unloading bay should have a 150mm type 1 hardcore base which should be laid and compacted in 2 layers. The bay should be topped with 50mm of self-binding gravel of a type suitable for vehicular use.

* Provision of 5 parking spaces (including 1 disabled space – to be marked) at the location shown on the above image. The parking spaces should have a 150mm type 1 hardcore base which should be laid and compacted in 2 layers. A 60mm binder layer should be applied before a 20mm layer of resin-bonded gravel.
* Installation of 2 Sheffield bike hoops at the location shown on the above plan (note – there is a slight variation to the plan, which shows 6 hoops. We only wish to put in 2 for now).
* Creation of a 1metre wide central allotment path which will be approximately 68 metres in length (as shown on the above plan). Also, the creation of 10 branch paths of 70cm in width at the location/lengths shown on the allotment plan (for information: the total length of the branch paths is approximately 80 metres). The paths should have a 100mm type 1 hardcore base, should be topped with 50mm of self-binding gravel of a type suitable for paths and should be bordered by heavy duty edging boards.
* Installation of 2 water troughs (at the locations shown on the allotment plan) for use by tenants to water their crops. Galvanised with fittings.
* Installation of 2 noticeboards/sign boards (to be supplied by Corsham Town Council) at the edge of the unloading area.
* Thoroughly clear the allotment plots of any vegetation ensure that the land is level and dress the allotment plots with 30 tonnes of screened topsoil.

All works are to be carried out in accordance with the planning permission PL/2021/11917 granted 2 June 2023.

**Site Visits:**

Prospective contractors are advised to undertake a site visit before submitting a tender. If you’d like a representative from Corsham Town Council to meet you at the site and answer any questions you might have, contact James Whittleton (Head of Technical Services) to arrange a time/date – [jwhittleton@corsham.gov.uk](mailto:jwhittleton@corsham.gov.uk) 07879 256215.

**Submission of Tenders:**

Tenders are to be sent by post or delivered by hand in an envelope clearly labelled “Tender – Park Place Allotments”, addressed to:

David Martin – Chief Executive

Corsham Town Hall

High Street

Corsham

Wiltshire, SN13 0EZ

Alternatively, tenders can be sent via email to [dmartin@corsham.gov.uk](mailto:dmartin@corsham.gov.uk) **AND** [mjones@corsham.gov.uk](mailto:mjones@corsham.gov.uk) with “Tender – Park Place Allotments” in the title bar.

Tenders should be received no later than **12noon on Friday 13 September 2024.**

The submission must include:

* An overall price (exclusive of VAT) for all the work set out in the specification section of this document, including: delivery of 15 allotment plots, perimeter fencing, entrance gates, unloading area, parking spaces, bike hoops, allotment paths, water troughs, noticeboards and preparation of the ground ahead of use by allotment tenants.

All costs are to be included in this price. Corsham Town Council does not expect to incur (and will not pay) costs which could have been reasonably foreseen by the contractor. Costs such as the disposal of materials, erection of fencing, storage, security or provision of welfare facilities should all be factored into the overall price.

* A proposed start date, which you will be expected to keep to. Please bear in mind that the Town Council wishes to get the allotments in use by 1 April 2025.
* A copy of your company’s public liability insurance.
* A very brief overview of 2 recent projects on a similar scale and demonstrating similar work to the delivery of the allotments, plus contact details for the clients should we wish to contact them for a reference.
* A copy of your company’s environmental policy or copies of any environmental credentials that you might hold.

The Town Council estimates that tenders will be in the region of £30-40,000+VAT.

**Evaluation:**

Corsham Town Council does not restrict itself to choosing the lowest tender, but will evaluate tenders based on the following:

50% Quality / Assurance that the works will be carried out to a high standard and will meet all aspects of the specification.

50% Cost.