



## **Tender Specification Document**

### **Redevelopment of Brockworth Parish Council Cemetery**

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#### **1. Introduction**

Brockworth Parish Council is seeking tenders for the redevelopment of Brockworth Parish Council Cemetery. The works will include the installation of new pathways, hedging, soft landscaping, a hard-standing area for storage, and other associated works. The site is accessed from the Northwest corner via a footpath from the Linden Estate.

#### **2. Scope of Works**

The scope of works shall include, but not be limited to, the following:

##### **2.1 Site Preparation**

- **Site Survey:** Conduct a detailed survey of the site to confirm dimensions and identify any existing features or obstacles.
- **Clearing:** Removal of any existing vegetation, debris, or structures that may interfere with the new development.
- **Protection of Existing Structures:** Ensure the protection of any structures or trees that are to remain.

##### **2.2 Pathways Installation**

- **Pathway Design:** Design and layout of pathways will be as per the Phase 1 design plans to ensure ease of access and navigation through the cemetery.
- **Materials:** Pathways to be constructed using a compact gravel cellular grid pathway suitable for pedestrian and wheeled traffic.
- **Dimensions:** Pathways should be a minimum of 1.8 meters wide, with edging to prevent erosion and encroachment by vegetation. Existing pathways to be widened to 1.8 meters wide (currently 1.2 meters wide)
- **Drainage:** Installation of adequate drainage along pathways to prevent waterlogging.

##### **2.3 Hedging and Landscaping**

- **Hedging:** Planting of native hedging along designated areas as per the landscape design plan.
  - **Species:** Yew or Buxus
  - **Height:** Initial planting height can be flexible with the expectation that hedging will reach a maintained height of 0.75 meters.
- **Soft Landscaping:** Installation of turf, flower beds, and other planting as per the landscape design plan.
  - **Soil Preparation:** Topsoil must be conditioned and prepared before planting.
- **Mulching:** Application of mulch around all new plantings to retain moisture and suppress weeds to depth of at least 3 inches.

## 2.4 Hard Standing Area for Storage

- **Location:** Construction of a hard-standing area in the Northwest corner of the cemetery.
- **Materials:** Use of concrete or other suitable hard-wearing materials.
- **Dimensions:** The area should be capable of supporting soil storage, waste management and a storage facility (such as small container for storage of maintenance vehicles).
- **Drainage:** Ensure the area is adequately drained to prevent water pooling.

## 2.5 Access and Site Logistics

- **Access Point:** Primary access to the site is via the Northwest corner from the Linden Estate from Bumble Close and along footpath.
- **Temporary Access Routes:** Establish temporary access routes if required to facilitate construction including protection of walkways and roadways.
- **Site Fencing and Security:** Erect fencing around the site during construction to ensure safety and security.
- **Site Storage:** Identify a location for the storage of materials and equipment on-site.

## 2.6 Health and Safety

- **Risk Assessment:** Conduct and submit a full risk assessment for the project.
- **Safety Measures:** Implement all necessary health and safety measures in line with current legislation and regulations.

- **Personal Protective Equipment (PPE):** Ensure all personnel on-site are equipped with appropriate PPE.
- **First Aid:** Provide first aid facilities and trained personnel on-site throughout the project duration.

## 2.7 Environmental Considerations

- **Waste Management:** Develop and implement a waste management plan to minimize environmental impact.
- **Noise and Dust Control:** Implement measures to control noise and dust pollution.
- **Tree Protection:** Install tree protection where necessary to preserve existing mature trees.

## 2.8 Project Completion

- **Final Inspection:** A final inspection to be carried out by Brockworth Parish Council representatives.
- **Handover:** A complete handover of the site, including all documentation, warranties, and maintenance guidelines.

## 3. Project Timeline

- **Start Date:** As soon as is practicable and possible.
- **Completion Date:** to be agreed.
- **Milestones:** Detailed milestones to be agreed upon before the commencement of works.
- **Weekly Project Meetings:** preferably held on site reporting on any delays, updates, variations etc.

## 4. Quality Assurance

- **Standards Compliance:** All works to be carried out in accordance with relevant standards, codes, and regulations.
- **Inspection:** Regular inspections by Brockworth Parish Council to ensure compliance with the tender specifications.

## 5. Submissions

Tender submissions must include the following:

- **Company Profile:** Including experience in similar projects.

- **Method Statement:** Detailed method statement outlining how the work will be carried out.
- **Health & Safety Plan:** Including risk assessments and safety procedures.
- **Environmental Management Plan:** Strategy for minimising environmental impact.
- **Cost Breakdown:** Detailed cost breakdown for all aspects of the work.
- **References:** Contact details of at least two previous clients for whom similar work has been carried out.

## 6. Evaluation Criteria

Tenders will be evaluated based on:

- **Experience and Past Performance:** Relevant experience in similar projects.
- **Methodology:** Appropriateness and robustness of the proposed approach.
- **Health & Safety Compliance:** Demonstrated understanding and implementation of health and safety requirements.
- **Cost:** Competitive pricing and value for money.
- **Sustainability:** Commitment to environmental sustainability and low-impact practices.

## 7. Submission Deadline

All tenders must be submitted by 4pm on Friday 4<sup>th</sup> April 2025. Late submissions will not be considered.

Tenders should be sent via email to [clerk@brockworth-pc.gov.uk](mailto:clerk@brockworth-pc.gov.uk) and clearly marked as Cemetery Redevelopment Tender. Alternatively, tenders can be returned by post to: Brockworth Parish Council, Community Centre, Court Road, Brockworth, Gloucestershire, GL3 4ET.

## 8. Contact Information

For any queries related to this tender, please contact:

- **Name:** Lianne Eve
  - **Position:** Parish Clerk
  - **Phone:** 01452 863123
  - **Email:** [clerk@brockworth-pc.gov.uk](mailto:clerk@brockworth-pc.gov.uk)
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## 9. Additional Information

- **Site Visit:** Prospective contractors are encouraged to visit the site prior to submitting their tenders. Please arrange a visit by contacting the individual listed above.
- **Variations:** Any proposed variations to the specification must be clearly identified and justified.

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This tender specification document is intended to provide a comprehensive guide for contractors interested in the redevelopment project. Please ensure all sections are thoroughly addressed in your submission.