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23 May 2025

Subject: Invitation to Tender - Public Rights of Way Improvements

On behalf of Hassocks Parish Council, we would like to invite you to submit a tender for a series of Public Right of Way Improvements.

Full details are provided in the Invitation to Tender document.

Regards,

Elaine Langridge
Clerk & Responsible Finance Officer

HASSOCKS PARISH COUNCIL

PUBLIC RIGHT OF WAY IMPROVEMENTS PATHS 8K, 9K, 11C, 12K, 14C, 19K AND 23C.



INVITATION TO TENDER

**Deadline for tender submissions:
12pm, Monday 23 June**

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1. Background

Hassocks is a rural Parish in Mid Sussex, located north of Brighton and within the South Downs National Park to the South. At its centre are the built-up area of Hassocks and Keymer and to the south is the hamlet of Clayton. The main access routes through the Parish are the east-west B2116 and the north-south A273.

The Parish Council serves the residents through representation, the management of community assets, delivery of services, activities and projects to improve quality of life.

The Council's Grounds & Environment Committee has identified a set of six projects to upgrade Public Rights of Way in the Parish for the benefit and safety of the local community.

The contractor is recommended to visit the sites to assess the nature of the work, access, topography etc. prior to making a submission. On request, the Parish Council can arrange for an Officer to accompany contractors on site visits.

See Appendix 1: Map showing indicative locations of Projects 1-6

2. Scope of Works

Project 1 – PROW 8K & 9K - Hassocks to Ditchling

Please provide a quotation for installing a 1.4 Metre Wide Path to the WSCC specification, Option A (see Appendix 8). The diagram below shows the sections of path to be quoted: The Distance in Red is approx. 305 Metres. The Contractor will need to provide a number of drainage channels/pipes (min of 2) under the section of Path 9K linking to a drainage channel running behind the houses in Damian Way and to replace the 1.5 Metre section of pipe linking the drainage channel to the stream with a 4" pipe. The Path is on the east side of Hassocks Village and is part of Footpath linking Hassocks to Ditchling. NB. No topsoil to be removed from this site.



See Appendix 2: Map showing indicative location of Project 1

Project 2 - PROW 12K – Downlands School

Please provide a quotation for installing a 1.4 Metre Wide Path to the WSCC specification, Option A (see Appendix 8). The diagram below shows the sections of path to be quoted: The Distance in Red is approx. 165 Metres. The Contractor will need to grade the profile of the final southwestern 20 Metres of the path and possibly provide infill where the path slopes down towards a footbridge. The path will follow the curved line of a nearby hedgerow rather than the official line shown on OS Maps and this will need to be agreed on-site by the Parish Council's representative before work starts. The Path is on the south side of Hassocks

Village and is part of PROW 12K linking Lodge Lane to Clayton. Access will be provided through the Grounds of Downlands School (by agreement with the Head). It is critical that the works take place during the School Holidays from 28 July to 29 August.



See Appendix 3: Map showing indicative location of Project 2

Project 3a - PROW 19K – Woodland Road towards Grand Avenue

Please provide a quotation for installing a 1.4 Metre Wide Path to the WSCC specification, Option A (see Appendix 8). The diagram below shows the sections of path to be quoted: The Distance from Point A to Point B is approx. 245 Metres. An additional section of Path (10 Metres) is required at Point B to link the car parking area in Birch Way to the new Path.

Where natural edging cannot be attained by the use of the existing soil then wood strip edging should be provided to maintain the integrity of the path.

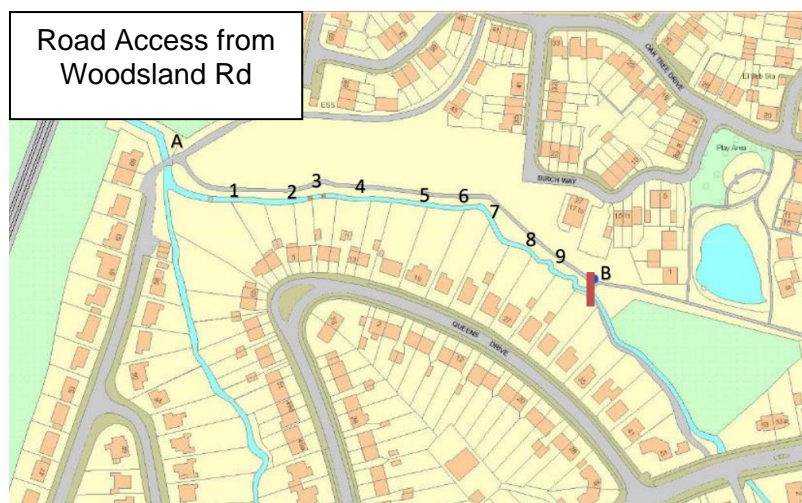
Project 3b - PROW 19K – Clearance Works

The Contractor will need to clear some vegetation and remove a number of small trees to allow the path to follow its original route, subject to a TPO Application for Tree Works (submitted by the Parish Council). The work will require trimming back shrubbery and undergrowth including mainly Blackthorn Ivy Brambles and Nettles and fallen dead wood on both sides of the route to allow a 1.4metre wide path to be constructed.

In addition, 9 places where significant clearance is required have been identified:

1. Clearance of shrubbery and dead wood (covered in ivy) lying across the path
2. Trimming back Laurel bushes restricting the path width
3. Removal of 7 small trees (2 Oak / 4 Ash with die-back symptoms / 1 Blackthorn)
4. Removal of low branches of hazel (which will be coppiced) and overhanging Willow
5. Removal of dead tree leaning across path
6. a) Removal of dead tree leaning across path & b) Removal of 3 low branches from Willow
7. Removal of dead tree (blackthorn covered in ivy) leaning across path
8. Clearance of shrubbery and blackthorn obstructing the path
9. Clearance of shrubbery and blackthorn obstructing the path

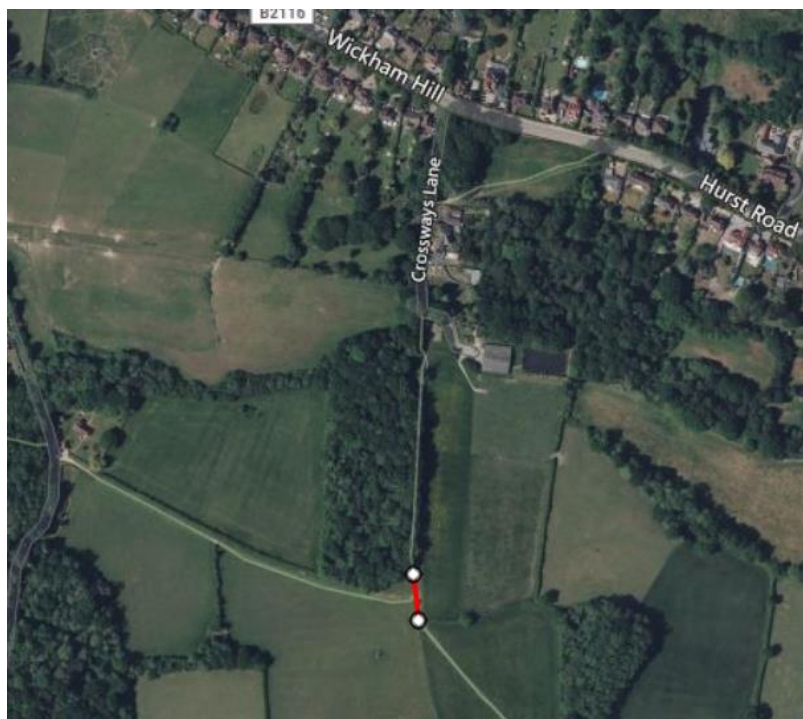
It is proposed to provide 6 saplings of Oak and/or Ash to replace the trees removed.



See Appendix 4: Map showing indicative location of Project 3

Project 4 - PROW 11C – Crossways Lane

Please provide a quotation for installing a 1.4 Metre Wide Path to the WSCC specification, Option A (see Appendix 8). The diagram below shows the sections of path to be quoted: The Distance in Red is approx. 45 Metres. The Path is south of Crossways Lane on the boundary between Hassocks and Hurstpierpoint Parishes. Access to the site is via Crossways Lane, along the already improved section of the PROW which has some worn patches that need to be reinstated as part of these works.



See Appendix 5: Map showing indicative location of Project 4

Project 5 - PROW 14C – Hassocks to Clayton Maintenance Repair

A section of the path beside Butcher's Wood has areas where the sub-base of the tarmac path has degraded and several deep muddy puddles form in winter. It is proposed to completely repair the sub-base (where required) and to relay an approx. 40 Metre section of the path in tarmac, increasing its level by approx. 50mm to bring it above the surrounding ground level, and at a width of 1.4m. Work should adhere to the principles stated in the attached WSCC specification for Rural Footpaths, with the following exceptions Sub-base

=200mm, Binder Course = 50mm and Surface Course =20mm. The location is within the red band shown. Access to the site is via Ockenden Way and along the PROW.



See Appendix 6: Map showing indicative location of Project 5

Project 6 - PROW 23C –Clayton Avenue – Upgrade to Tarmac Surface

Please provide a quotation for replacing the existing PROW surface with a tarmac footpath 1.4 Metres wide by approx. 95 Metres in length. Work should adhere to the principles stated in the attached WSCC specification for Rural Footpaths, with the following exceptions Sub-base =200mm, Binder Course = 50mm and Surface Course =20mm. Two Surface Water Drainage Manhole Covers are sited in the Path and must be flush with the surface of the path on completion. The junction with Path 14C has a difference in level and the new path will need grading to give a slope no steeper than 1 in 8. The location is shown in red below and access to the site is via Clayton Avenue and along the PROW.



See Appendix 7: Map showing indicative location of Project 6

3. Budget

The maximum budget for ALL six projects is approximately £50,000 plus VAT.

4. Environmental Considerations

All necessary steps and precautions must be taken to limit the environmental impact (noise, airborne particles, damage to vegetation etc.) of the works being carried out.

The footpaths network will be in use by the general public through the contract. The contractor will need to ensure continued access as far as practicably possible however in some instances a temporary path closure may be required which will need to be agreed at least two weeks in advance with West Sussex County Council PROW Team who have agreed to waive the fee.

The proposed new surface and the extent and type of work will need to be approved by West Sussex County Council (WSCC) and be in accordance with their specification (see Appendix 8). Following disturbance, the surface of the path needs to be clearly reinstated.

5. Timeline

Published date: 23 May 2025

Submission deadline: 12pm, 23 June 2025

Notification of Award: 9 July 2025

Sign Contract (after standstill period): 21 July 2025

Start Date: From 28 July 2025

Project Completion: By 31 October 2025

6. Eligibility Criteria

Interested bidders must demonstrate

- A proven track record in delivering similar projects.
- Financial stability and capacity to undertake the project.
- Access to skilled personnel and resources.
- The works can be completed within the Project Timeline
- Ability to work to West Sussex County Council specifications

7. Submission Requirements

Bidders must submit the following documentation:

- a) *Company Profile*: Including experience, qualifications, and key personnel.
- b) *Health and Safety*: Company Health and Safety Policy statement to demonstrate compliance with applicable legislation and regulations
- c) *Conflicts of Interest*: Signed 'Tenderer Declaration Form' (item 10)
- d) *Timescale*: Preliminary work programme for completing ALL projects within the timeline shown above, giving an approximate time for EACH project
- e) *Proposed Design*: Suitable drawings and technical specifications for EACH project to clearly define the extent of the proposed works, quality of materials and workmanship to be provided.
- f) *Pricing*: A comprehensive breakdown of costs for EACH project (1, 2, 3a, 3b, 4, 5, 6) and the total price, together with any discounts offered

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a plain sealed envelope which shall bear the word 'Tender', followed by

the subject to which it relates but shall not bear any name or mark indication of the sender.

Tenders should be addressed to The Parish Clerk, Hassocks Parish Council, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH.

The tender documentation MUST be returned NO LATER THAN 12pm (midday) on Monday 23 June 2025. Any tender received after this date and time will not be considered.

Any queries regarding this tender should be made in writing, please email clerk@hassocks-pc.gov.uk.

8. Award Criteria

Submissions will be evaluated based on the following weighted criteria:

Criteria	Weight
Cost and Value for Money	60%
Suitability and Quality of Design	40%

9. Conditions of Contract

By submitting a tender for contract, the Contractor agrees to conform to the following Conditions of Contract:

- a) The works will be designed and executed in accordance with all local authority by-laws, Building Regulations and statutory obligations.
- b) The Contractor will provide all labour, materials, fuel, carriage, plant, tools and machinery necessary to execute the works.
- c) The contractor will provide risk assessment and method statement (RAMS) for each project prior to starting work on site
- d) The Contractor must inform the Parish Council at the Contractors earliest convenience if there are any issues of a Health and Safety nature
- e) The Contractor shall ensure that the clearance of all waste on all aspects of the work is included within the quotation price
- f) The Contractor will ensure that site safety is a priority and all relevant legislation relating to the Health & Safety at Work Act and any other applicable legislation is strictly adhered to.
- g) The Contractor must ensure that it has in place adequate insurance cover for the duration of the contract, including public liability of no less than £5m.
- h) Hassocks Parish Council cannot accept responsibility or liability for any claim, loss or damage whatsoever which may arise resulting from the lack of care and attention on behalf of the Contractor whilst the Contractor or their employee(s) or sub-contractors are carrying out work on behalf of the Hassocks Parish Council
- i) Temporary path closure notices must be obtained from West Sussex County Council prior to starting work on site

10. Tenderer Declaration Form

We declare that we are not parties to any scheme or arrangement under which;

- (i) we communicate the amount of our tender to any other person or body before the contract is let.
- (ii) any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his/her tendering costs.
- (iii) our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

No provision is made in our tender price for any reimbursement or any adjustment to any submitted costs thereto.

We declare that we are not aware of any conflicts of interest that could potentially provide an unfair advantage or disadvantage in relation to this tender.

Signed on behalf of (Company Name)

Name:

Position:

Date: