**Project Overview**

Stourbridge Glass Museum is seeking qualified contractors to submit tenders for the renovation of the car park located at our premises. This renovation is a requirement of our National Lottery Heritage Fund grant and aims to improve accessibility, safety, and functionality of the car park for our visitors.

**Project Details**

**Project Title**: Car Park Renovation at Stourbridge Glass Museum

**Location**: Stourbridge Glass Museum

**Project Manager**: Lynn Boleyn MBE

**Issue Date**: 8 July 2024

**Submission Deadline**: 6 September 2024

**Estimated Project Start Date**: 1 November 2024

**Estimated Project Completion Date**: 31 March 2025

**Scope of Work**

The contractor will be responsible for the following tasks:

1. **Stump Removal**:
	* Removal of all tree stumps grinding stumps below ground level.
	* Clearing and removing all rubbish from the site.
2. **Ground Preparation and Surfacing**:
	* Excavation and reduction of the central area of the car park.
	* Laying 200mm of Type 1 stone and applying a 100mm thick base layer of tarmac over a 150m² area.
	* Supplying and installing 130m of HB2 kerbs with concrete bedding and haunching.
3. **Drainage Installation**:
	* Excavating and installing a new soakaway system, including 2 new road gullies.
	* Soakaway to be constructed using 0.4m x 1m x 0.5m soakaway crates (90 crates, 18m³ capacity) wrapped in Terram fabric.
4. **Preliminaries**:
	* Provision of Heras fencing and a portable toilet for the duration of the works.
5. **Surface Treatment and Markings**:
	* Sweeping surfaces clean, applying a tack coat of bituminous emulsion.
	* Laying and rolling a 40mm consolidated thickness of 10mm stone mastic asphalt surface course over approximately 1050m².
	* Supplying and laying hot thermoplastic screed to mark out car parking bays as per required layout.
6. **Site Safety and Tidiness**:
	* Setting up necessary signs, cones, and barriers to facilitate works.
	* Leaving the site neat and tidy upon completion.
7. **Installation of Barriers**:
	* Supplying and installing two 5m wide manual/lockable car park arm barriers.
	* Supplying and installing six 2m wide, 750mm high steel hooped barriers, concreted in situ with a paint finish.
8. **Lighting Installation**:
	* Supplying and fitting six lamp posts as specified by Tamlite, with exact positions to be agreed.
	* Lights to be operated via two methods:
		1. Daylight Sensor – activated at dusk.
		2. Time clock – manually operated for seasonal adjustments.

**Submission Requirements**

Interested companies are required to submit a detailed proposal that includes the following:

* **Company Profile**: Include an overview of your company, relevant experience, and qualifications.
* **Work Plan**: Provide a detailed work plan and timeline for the completion of the project.
* **Cost Estimate**: A detailed breakdown of costs, including VAT, for each component of the project.
* **Health and Safety Plan**: Outline your approach to managing health and safety on site.
* **References**: Provide at least three references from similar projects completed in the past five years.
* **Insurance**: Proof of Public Liability Insurance and any other relevant insurance.

**Evaluation Criteria**

Tenders will be evaluated based on the following criteria:

* Compliance with project requirements.
* Cost-effectiveness.
* Quality of materials and workmanship.
* Experience with similar projects.
* Proposed timeline.
* Health and safety compliance.

**Submission Instructions**

Please submit your tender document by 6 September 2024 to:

**Contact Person**: Lynn Boleyn MBE
**Email**: lboleyn@stourbridgeglassmuseum.org.uk
**Postal Address**: Stourbridge Glass Museum, Stuart Works, High Street, Stourbridge, DY8 4FB
**Phone**: 01384 900 447 or 07747 563623

All tenders must be submitted in a sealed envelope marked "Stourbridge Glass Museum Car Park Tender" or via email with the subject line "Car Park Renovation Tender".

**Additional Information**

* A site visit can be arranged upon request before the submission deadline. Please contact Lynn Boleyn to schedule.
* Stourbridge Glass Museum reserves the right to accept or reject any tender and is not obligated to accept the lowest bid.

**Thank you for your interest in this project. We look forward to receiving your tender.**

Lynn Boleyn MBE
Secretary to the Trustees, Stourbridge Glass Museum



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Email: info@stourbridgeglassmuseum.org.uk

[www.stourbridgeglassmuseum.org.uk](http://www.stourbridgeglassmuseum.org.uk)

[www.britishglassfoundation.org.uk](http://www.britishglassfoundation.org.uk)

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