

# **Aldenham Parish Council**

## **Invitation to Tender**

### **Enabling Affordable Housing in Hertsmere**



Invitation to Tender -- Enabling Affordable Housing in Hertsmere

## **Introduction and Background**

Aldenham Parish Council (APC) is based in Radlett and is the local council for the Parish of Aldenham which consists of Radlett, Letchmore Heath, Aldenham and Round Bush. It has a population of over 10,000 people and owns or leases over 55 acres of open space.

One of these pieces of land is in Patchetts Green, (WD25 8DR) and fronts Pegmire Lane, on one side stretching across to Summerhouse Lane.

The land is open space. One piece was purchased from a local developer many years ago, who was unable to develop the land once it became part of the Green Belt. APC purchased one further piece of land recently, thus allowing good access into the site.

APC has considered various uses for the land and as part of its Open Spaces Strategy it agreed to put the land forward for development as part of the Hertsmere Borough Council 'Call for Sites' for the revised Local Plan in 2017.

APC are looking for a project manager who can deliver this project.

## **Information on the project**

APC has approached the planning authority (Hertsmere Borough Council) and has had tentative agreement to apply to develop this site as a rural exception site building in the Green Belt. Therefore, this scheme must be of affordable housing units, probably on a shared ownership basis.

At least two of the owners of adjacent land are keen to be part of the development, with possibly a third to be added later. All parties have agreed that APC will be the leading group, although the appointed project manager will need to negotiate with all parties involved (which is one skill that will be required).

This land is within the Green Belt so would need to meet the 'exception' criteria for development in the Green Belt. One of the criteria is 'affordable housing'. It will be necessary to prove that there is a housing need, that the housing will be affordable, reserved for local people as a priority and in perpetuity. Small numbers of full market sale properties may be available but this would have to be at the discretion of Hertsmere Borough Council.

## **Activities being tendered**

The consultant will work alongside APC, as well as the adjacent owners, to deliver this project. APC will shape the project approach and deliverables based on the tender responses it receives and with the advice of the appointed consultant. The tender must include delivery of the criteria below

- To call an initial meeting the landowners (including APC) to set out the restrictions of the site and to ascertain from them their aspirations, and then agree what is feasible.
- To devise a financial budget for the scheme including stage payments which will be reviewed by APC and adjacent owners.

- To then draw up a project brief which, once agreed, can be put out to tender to architects (this will include APC's preferred architect), asking for initial ideas, appropriate to a rural setting, that will again be circulated for the views of the landowners.
- Housing choices should consist of small two and three bedroomed properties including bungalows.
- Together with APC to instigate a pre-planning application to Hertsmere Borough Council setting out the scheme and asking for initial views.
- Following advice from Hertsmere Borough Council to ask the chosen architect to produce plans that can be submitted for full planning permission.
- Once obtained, the plans are then circulated to housing associations for them to bid to develop the scheme.

The consultant will need to formulate a delivery schedule and provide weekly updates against this plan. This to include further meeting with the adjacent landowners, although all instructions will come from APC.

### **Skills required to meet criteria**

- Previous experience of delivering 'affordable housing' projects.
- Current knowledge of emerging housing and planning policy, on both local and national scale.
- Ability to bring national examples and perspectives to the project.
- Experience of working with multiple land owners and agents.
- Experience of working with elected members (Hertsmere Borough, HertsCC and local MP) and Parish Councillors.
- Experience in public meetings with local residents who will be affected.
- Experience of using research techniques relevant to the project.
- Good communication skills – verbal, written, presentation skills.
- Well-developed analytical and report writing skills
- Well-developed time management skills.

### **Selection process**

Proposals will be evaluated in relation to:

- Relevant skills, knowledge and experience
- Appropriateness of methodology
- Value for money
- Appropriateness of timeframe
- Other factors

### **What we require from those interested**

- A demonstration in your tender document that you have a sound understanding of the project and respect for the work being considered by Aldenham Parish Council.
- A tender response of no more than 10 sides of A4, in font size Arial 12.
- A methodology for the project.
- Details of previous experience on similar projects.
- A proposed timeframe for the project.

- Full costing for the project, and potential return for APC
- CV's of the named individuals who will work on the project
- References of at least two people APC can contact.

## **Budget**

Any budget submissions deemed excessive will not be considered.

## **How to submit**

Any questions on this tender should be addressed to [peter.evans@aldenham-pc.gov.uk](mailto:peter.evans@aldenham-pc.gov.uk) by 4.30pm on 27<sup>th</sup> August 2018 and will be responded within 3 working days. Where appropriate questions and answers may be circulated to all interested tenderers.

An electronic copy of the tender should be emailed to [manager@aldenham-pc.gov.uk](mailto:manager@aldenham-pc.gov.uk) by the deadline of noon on 31<sup>st</sup> August 2018. Any responses after this time will not be considered.

A signed copy of the tender document should be sent to: -

### **TENDER DOCUMENTS – PEGMIRE/SUMMERHOUSE LANE PROJECT**

c/o Mr P Evans  
Aldenham Parish Council  
First Floor, The Radlett Centre  
1 Aldenham Avenue  
RADLETT  
WD7 8HL

The hard copies of your tender document should be received by

## **Timetable**

Issue of invitation to Tender	19 <sup>th</sup> July 2018
Questions submitted	27 <sup>th</sup> August 2018
Completion and return of electronic tenders	12.00 noon -- 31 <sup>st</sup> August 2018
Completion and return of hard copy tenders	12.00 noon -- 31 <sup>st</sup> August 2018
Interviews for short listed consultants	20 <sup>th</sup> September 2018
Assessment of Tenders completed	28 <sup>th</sup> September 2018
Notify organisations of outcome	1 <sup>st</sup> October 2018
Contract commences	15 <sup>th</sup> October 2018
Project set-up meeting	

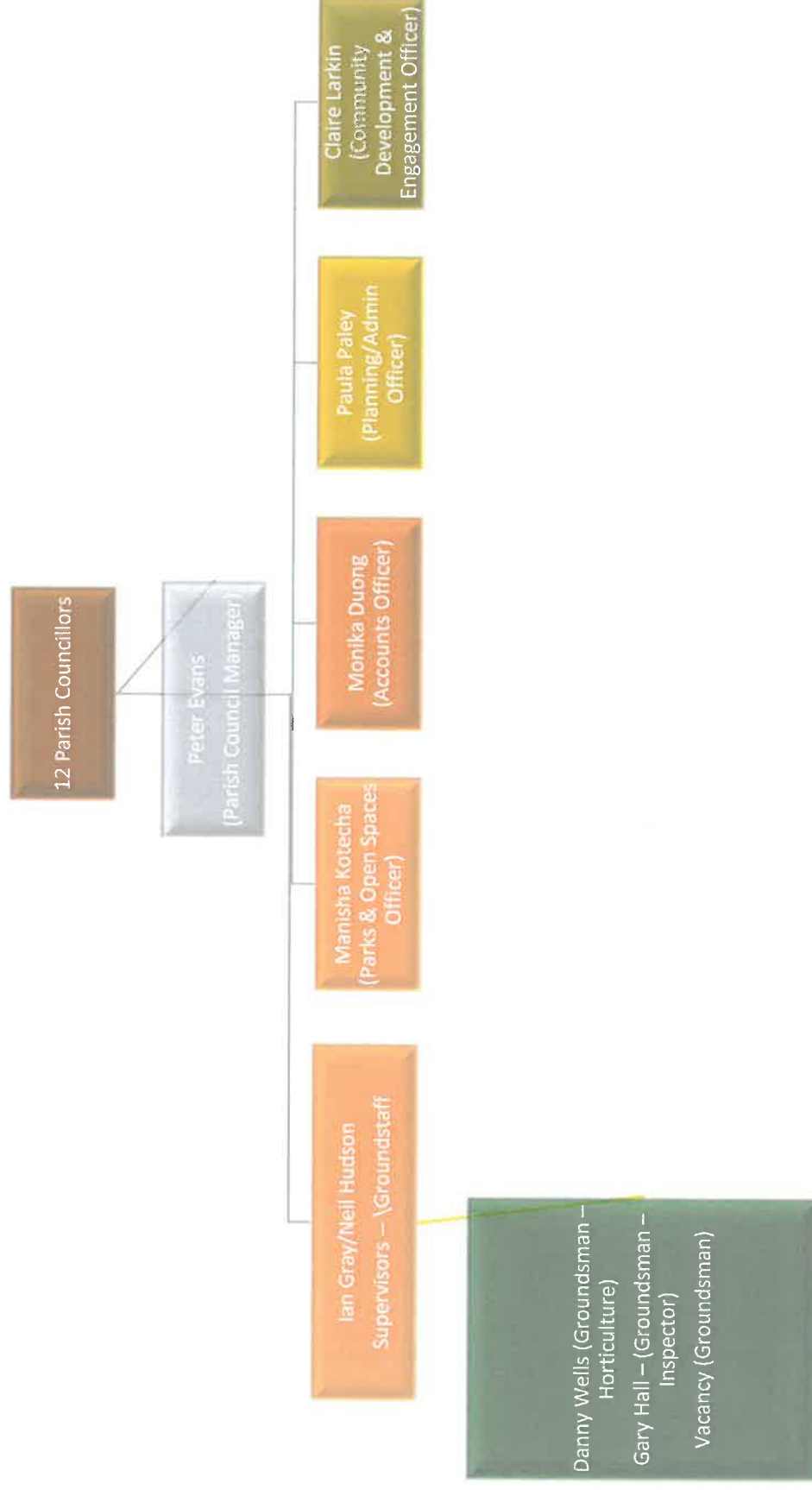
## **Appendix**


### **APC Structure Chart**

### **Plan of site**

# ALDENHAM PARISH COUNCIL

**Structure as at 1<sup>st</sup> July 2018.**



H.M. LAND REGISTRY		TITLE NUMBER		
		HD 362794		
ORDNANCE SURVEY PLAN REFERENCE	TQ1497	SECTION	H	
ADMINISTRATIVE AREA		HERTFORDSHIRE : HERTSMERE		Scale 1:1250 enlarged from 1:2500 (c) Crown Copyright 13/10/99

- - - = outline of  
 site available

