

CLARIFICATION LOG

Tender:	Professional Services Team to deliver strategic masterplan for St Austell town centre
Tender Reference:	01-Feb
Clarification deadline:	27/04/2022
Published Date:	26/04/2022
Version number:	2

Number	Clarification	Response	Reply date
1	Do we need to confirm our Expression of Interest formally before submitting? We were unclear how answers to questions may be shared with all Applicants, as stated, when the information was freely available to download, and you wouldn't necessarily know therefore who would apply until the submission deadline?	There is no need to confirm an expression of interest before submitting your proposed bid. We will respond to all questions and make those responses available to all interested parties with the details of individual organisation omitted. However please ensure that bids are returned within the tender deadline	22/04/2022
2	Is the Appendix 1 information available via a link as we couldn't find all of it online, for example Darren Hawkes Landscapes' St Austell Landscapes Including Town Centre (2019)?	There is not a link to all of the Appendix 1 information as it is held in a hard copy and has been supplied in confidence by individual organisations and not for general publication, other than that which is already available online. The St Austell Regeneration Officer is preparing a summary of development reports into St Austell from 1994 which will be available from 28 April 2022.	22/04/2022

3	There seems to be an incumbent consultant team s, already working on behalf of SABEF and the Austell Project on a Masterplan for St Austell, as described here: https://meiloci.co.uk/project/austell-project/ - please can you clarify the status of this work, as, again, we cannot find any specific details of this work available online?	Any commission by St Austell Bay Economic Forum (SABEF) is independent of St Austell Town Council and would have been commissioned by (SABEF) with the rights to it are owned by them. You would need to contact them to confirm the status of the work. The Revitalisation Partnership was not involved.	22/04/2022
4	The brief doesn't seem to include a requirement for economic development appraisal advice within the consultant team (eg, regeneration business case advice) – is this being provided already from elsewhere? Please can you confirm?	The information on Contract Finder is the totality of consultant advice the project is seeking. We expect the appointed consultants to provide a holistic approach to the revitalisation of St Austell Town Centre with specific guidance as identified. Regeneration advice is not being provided by any other party.	22/04/2022
5	Similarly there's no call in the brief for local business analysis/support at this stage? Please confirm this is not required?	See answer to Q4 above. It is for the bidding consultants to consider the most appropriate approach to take to satisfy the needs of the revitalisation of St Austell Town Centre as identified in the papers	22/04/2022
6	Please clarify the timeline drivers? For example why are key initial presentations proposed at the height of the summer holiday period during August when many people are not usually available? Is this practical? Can it be changed?	This is a 12 month project which commenced with the appointment of a Regeneration Office on 4 January 2022 and completion of his contract on 31 December 2022. It is acknowledged that there are tight timescales including the need to deliver activity over the summer "holiday" period. However the deadlines are set for the project by Cornwall Council who have provided the funding.	22/04/2022
7	Where is the funding coming from – is it part of the £140k Town Vitality Fund award from Cornwall Council? Is that what's driving the timeline?	Yes it is part of the £140k funding from Cornwall Council. There is no other funding. Any initiatives which are identified from the work to create the Masterplan would require separate considerations as as part of future funding sources.	22/04/2022

8	Have you received specific advice, eg from Cornwall Council, or others, on potential funding opportunities that would be accessible using outputs of this commission?	<p>We have not received any advice specific or otherwise as to the potential future funding.</p> <p>As noted in 7 above this is a strategic piece of work for the Revitalisation Partnership, St Austell Council and Cornwall Council as it will provide a blueprint for the development of the town centre. Should funding be made available from any source in the next few years, for example, we are hopeful that levelling up, shared prosperity or similar funding schemes will be made available by Government.</p>	22/04/2022
9	<p>The tender requirements state:</p> <p>38.4.40 Documents should only be completed and submitted in the format in which they currently appear. It is essential that Applicants do not re-format or re-brand any of the procurement documentation in accordance with their own standards on formatting, e.g. if the documents are issued in Microsoft Word, the Town Council requires them to be returned in the same format. As the tender also asks for examples of projects etc the file size of the 'word' document becomes very large and formatting within the relevant boxes is difficult to include images. Is it acceptable therefore to issue the tender return in a PDF format that allows us to insert portfolio pages, programmes etc so that they are easily legible and of a file size that can be emailed or are we still required to stick to the word format and submit answers within the specified text boxes?</p>	<p>To ensure responses capture all the necessary information to aid the evaluation responses are required to be in Volume 2 as the questions form the approach to the evaluation of the bids received.</p> <p>If suppliers wish to add appendices then that would be acceptable but please do provide clear cross references to any appendices within the responses</p>	22/04/2022

10	We note several references to costed proposals but a requirement for QS services is not included in the list of services in the Professional Service Team MS. Should we assume that the services of a QS will be required?	<p>This work is for a strategic masterplan with any it being important to understand potential cost impacts of options being put forward and recommended as outcomes. Any costs would need to be credible but it is recognised that these would be at a high level estimate as this is at a strategic level as opposed to defined detail level.</p> <p>It would be for the bidding consultant to ensure that they have access to appropriate resources on the project to deliver the required outcomes</p>	22/04/2022
11	We note that in the same MS section, the list includes a requirement for a transport consultant but the list of outputs required of the appointed consultant on page 6 of the Tender Brief is for Outputs 1,2,5 and 6. Output 7 (Active Transport) seems to be an initiative being developed by CC and Sustrans (page 16 of the brief). Could you confirm the need for a transport consultant and which elements of Outputs 1,2,5 and 6 they would be addressing?	<p>It is for the potential bidding consultants to consider the tender papers and the revitalisation needs of St Austell in a holistic way.</p> <p>As identified, the project has a transport component but that is largely a separate part of the revitalisation work and is outside of the scope of this specific tender as it will be provided by Cornwall Council and Sustrans. However, we would expect the successful bidding consultants to identify where appropriate transport issues and suggested solutions within their holistic approach to revitalising the town centre.</p>	22/04/2022
12	When submitting bids, we usually prepare bespoke documents that showcase our experience and abilities. Could you advise whether or not we can submit an equivalent document for the Method Statements set out in Section 4.1.2 of the 'Volume Two (2) Applicant's Offer Selection Questionnaire /Invitation to Tender document	<p>To ensure responses capture all the necessary information to aid the evaluation responses are required to be in Volume 2 as the questions form the approach to the evaluation of the bids received.</p> <p>If suppliers wish to add appendices or other information then that would be acceptable but please do provide clear cross references to any appendices within the respons.</p>	22/04/2022
13	Is there a word or page limit for Section 4.1.2?	There is no word limit	22/04/2022

14	<p>As per the tender brief, meeting attendance states: weekly for the first 4 weeks of the project and fortnightly for the second month and weekly during the third and final month. Such formal meetings to be supplemented by email, voice and zoom/teams communication as appropriate. Please can you confirm whether these meetings are expected to be in person or are conference calls acceptable? Please can you confirm the number in person meetings that are expected?</p>	<p>To be able to meet the requirement of the contract and deliver the revitalisation required in St Austell, it is essential the successful consultants immerse themselves in the work of St Austell Town Centre to fully understand the environment and specific issues facing the town centre. For this reason consultants are expected to attend meetings in person and only by exception via online activity. At this stage it is not possible to state a definitive number of in person meetings as that will be determined by the scale of consultants activity and findings. However, as an initial guide we expect a minimum of 12 in person meetings but that number will vary as the project develops. Bidding consultants need to be aware this is a "hands on" project with attendance on site essential throughout the work and consider that before submitting a bid.</p>	26/04/2022
15	<p>The brief states: Separate pieces of work outside the remit of this contract will be commissioned at a later date to deliver outputs 3, 4 and 7. Events will be organised in connection with output 3 and consultants may use these to undertake consultation. * Output 3 will run throughout the contract period and incorporate a number of events which will be organised locally and be accessible to the consultants for consultation purposes. Please can you confirm whether engagement/public consultation is expected as part of the commission (ie Output 3)? If not, who will be responsible for Output 3?</p>	<p>Engagement/public consultation is an important component of the revitalisation work. We want residents and others to understand what is being proposed, to contribute to it and to support it. To support and enable the work of consultants a number of events will be organised throughout the consultation period which the successful consultants will be able to attend and provide input. It is for the bidding consultants to show they are able and capable of participating in such activity and also showing how they may be able to supplement such activity through their own expertise.</p>	26/04/2022

16	<p>The Tender brief calls for: Output 1 - Strategy and Masterplan. Output 2 - Inclusivity and accessibility review. Output 5 - town centre leisure offer - Review current provision of leisure opportunities and identify gaps and establish opportunities for developing the leisure offer in the town centre. Output 6 - Town Centre property - Produce a priority list of town centre properties identified against a set of criteria for re-purposing with costing and timescales which link to other outcomes. However the brief also calls for the following disciplines: Urban / Town planning, Signage & Wayfinding, Environmental consultancy and landscape architecture, Transport consultancy, Architecture, Business advisory / Property advisory, Marketing and branding, Stakeholder engagement, Quantity Surveyor. Please advise if we should allow for disciplines related to Outputs 1, 2, 5 and 6 only or should also include the full list of disciplines?</p>	<p>The revitalisation of St Austell Town Centre requires the succesful consultants to show how their expertise will be used in both a holistic and a specific manner to support the wide range of activity which needs to be identified through the production of a Masterplan and Vision for the town centre. It will not be sufficient for consultants to focus on any one or two "solutions" or "recommendations" to successfully revitalise the town centre. A range of professional disciplines will be required of the succesful bidding consultant. It is for bidders to use the information in the tender documents as a guide on the range, scope and scale of advice and guidance they can provide to revitalise the town centre both holistically and specifically.</p>	26/04/2022

In the event of queries please contact: