



**Design & feasibility study in respect of
Newbury Magistrates Court & 20 Mill Lane**
Invitation to participate in a mini competition

Panel:	Multidisciplinary Panel
HCA Area:	South and South West
To:	WSP UK Limited Kings Orchard, 1 Queens Square, Bristol. BS2 0HQ Lead Partner: [REDACTED] Deputy partner: [REDACTED]
From:	[REDACTED] Senior Specialist – Public Sector Land South West Operating Area Homes and Communities Agency (HCA) Email: [REDACTED] Telephone: [REDACTED]
Date:	Wednesday 25 th January 2017
Deadline:	noon, Tuesday 7th February 2017
Address for return of tender:	2 Rivergate, Temple Quay, Bristol, BS1 6EH
Appendix documents:	A. Site plan

Background

The Homes and Communities Agency is seeking tenders to carry out a design and feasibility study in respect of Newbury Magistrates Court and the adjacent site known as 20 Mill Lane, in Newbury.

The former Newbury Magistrate's Court occupies a town centre location in Newbury, West Berkshire, extending to 0.15 ha. Immediately to the west of the site is Newbury Police Station which is attached to the Magistrates Court by its cell block at the western elevation. The police station is operational and we understand that Thames Valley Police have no plans to relocate in the foreseeable future, having recently invested in the building. The northern boundary of the Property is adjacent to the Kennet and Avon Canal. The site recently transferred to the HCA from Her Majesty's Courts & Tribunal Service (HMCTS) and now offers the opportunity for residential redevelopment.

Immediately to the east of the site is a former detached dwelling known as 20 Mill Lane, which is understood to be in use as office accommodation for the Police Service. It extends to 0.06 ha. There is the possibility of acquiring this property in order to maximise the redevelopment of the wider site and deliver additional residential apartments. The HCA is proposing to pursue an acquisition of this site over the coming months.

A feasibility study, produced in April 2016, considered the redevelopment of both sites and also sought pre-application advice from West Berkshire Council. Whilst generally supportive of the scheme, there are a number of issues that need to be revisited prior to the submission of a planning application.

Brief & Objectives

To date, a feasibility study has been produced, which considers the redevelopment of the site to provide c.27 apartments in two blocks of 3.5 storeys in height. However, in its letter of pre-application advice, West Berkshire Council listed the main issues that would need to be considered in a planning application:

- The principle of development
- The impact on the character and appearance of the area
- Rights to light considerations
- The impact on neighbouring amenity
- The impact on trees
- Parking provision and highway safety
- Ecological matters
- Flood risk and drainage
- Community engagement

The feasibility study and pre-application advice note will be made available to the successful consultant.

The successful consultant will review and integrate the work already undertaken, offering improvements and alternatives where deemed advantageous or necessary, and will also address the points made by West Berkshire Council above. Full account of current planning policy should be taken.

The work should consider both the redevelopment of the Magistrates Court site only, and the redevelopment of the combined site, that is, the Magistrates Court and 20 Mill Lane.

Deliverables

The deliverables of the commission should include the following:

- Design proposals and feasibility report for the redevelopment of the Magistrates Court site, having regard to the previous study and subsequent pre-application advice.
- Design proposals and feasibility report for the redevelopment of the Magistrates Court and 20 Mill Lane, having regard to the previous study and subsequent pre-application advice.

The successful consultant will therefore propose a methodology for producing design proposals and feasibility reports, demonstrating their understanding of the requirements of the programme and their grasp of the issues facing the redevelopment of the Magistrates Court site, either as a standalone project or combined with 20 Mill Lane.

Programme

The following programme is proposed:

- Tenders to be returned by noon on Tuesday 7th February 2017.
- Tenders to be assessed Wednesday 8th – Friday 10th February 2017.
- Appointment to be made Friday 10th February 2017.
- Additional information to be made available Friday 10th February 2017.
- Inception meeting to be held at the HCA's Bristol offices at 2pm on Monday 13th February 2017.
- Review of draft proposals and report to be held at the HCA's Bristol offices at 10am on Tuesday 14th March 2017.
- Submission of final report no later than: Friday 24th March 2017.

Note. If you consider the proposed timeframe to be unachievable, please indicate what you consider to be reasonable and achievable, giving reasons why.

The consultant will be required to provide two-weekly progress updates.

Fee		
<p>Consultants are invited to put forward a fixed price tender for delivering the outputs identified in the brief. This should be inclusive of all expenses (and exclusive of VAT). An invoicing schedule should also be included.</p>		
Site Information		
<p>The following additional information is attached as an appendix: A. Site plan</p> <p>The appointed consultant will be provided with further site specific information to assist with the scope of work identified in the 'Brief and Objectives' above.</p>		
Evaluation Criteria		
<p>Submissions will be evaluated against Price and Quality criteria as follows:</p>		
CRITERIA		SCORE
Mandatory	It is a <u>fundamental requirement</u> that the consultant can confirm that it will be able to <u>meet the deadline</u> for the completion of the report, unless otherwise fully justified in the proposal.	Pass/Fail
Price	Value for money: As represented by the relationship between the resource inputs (in terms of overall cost, skills and experience) and the proposed outputs.	50%
Quality	Proposed study methods: How well the proposed approach responds to the brief.	30%
	Skills and experience: Relevant knowledge, skills and track record (eg with development of design proposals and feasibility studies, etc). The emphasis is upon key individuals and not the wider organisation they represent.	20%
	Total	50%
Submission of Bids & Queries		
<p>The submission of the bid should be provided using the attached pro-forma and returned by email to: [REDACTED] together with two hard copies addressed to:</p> <p>[REDACTED] Senior Specialist – Public Sector Land Homes and Communities Agency 2 Rivergate, Temple Quay Bristol BS1 6EH</p> <p>The tenders should be in a plain envelope, marked with the words “Confidential - Newbury Magistrates Court” on the front, and marked for the attention of [REDACTED]. The hard copies will be opened at the same time as the emailed bids to verify that they are the same.</p> <p>Submitted tenders should not identify on the external envelope the tendering company or organisation.</p>		