**Eckington Parish Council**

**Offer to Tender**

**ECKINGTON COMMUNITY FIELDS DETAILED DESIGN SCHEME**

Eckington Parish Council is inviting Offers to Tender for the provision of a detailed design scheme for the community land off Pershore Rd, Eckington, to be known as Eckington Community Fields. Tenders should be submitted in line with the attached specification.

The deadline for receipt of tenders is strictly **Thursday 6th January 2022.** We would expect to award the contract by the end of January with a view to work commencing as soon as possible in February 2022. Your tender should therefore include an indication that your company has the capacity to begin work in this timescale.

Completed tenders should be submitted by email to [clerk@eckington-worcs-pc.gov.uk](mailto:clerk@eckington-worcs-pc.gov.uk)

Bids will be assessed across a range of criteria to ensure quality and value for money and not solely on the basis of lowest price. As part of this assessment, shortlisted bidders will be invited to attend for interview with nominated parish councillors which we currently anticipate will be held on **Friday 14th January 2022.**

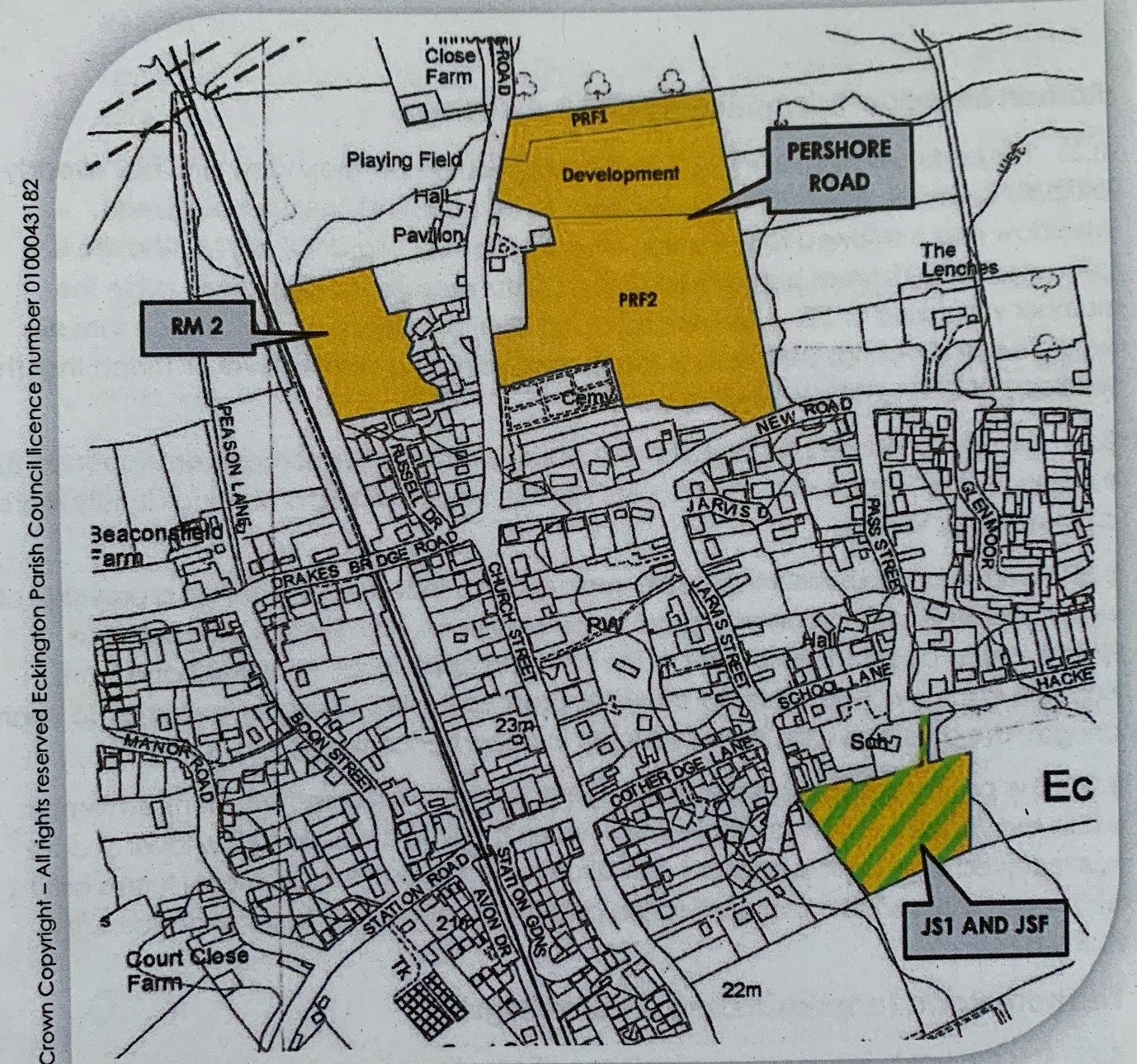
**ECKINGTON COMMUNITY FIELDS – DETAILED DESIGN SCHEME**

**TENDER SPECIFICATION**

1. **Background**

Eckington Parish Council has developed a Neighbourhood Plan which was approved by Wychavon District Council and adopted by the village following a referendum in early 2020. A copy of the full neighbourhood plan can be found on the Parish Council website [www.Eckington-worcs-pc.gov.uk](http://www.Eckington-worcs-pc.gov.uk)

As part of the Eckington Neighbourhood Plan (ENP), the village was gifted approximately 7 acres of land east of Pershore Road, (marked PRF2 on the map below), with planning permission for community use.



The land is now in the ownership of Eckington Parish Council and it is proposed that the land will be known as ‘Eckington Community Fields’. Following completion of the legal transfer of the land last year, the Parish Council has been working over recent months to develop an outline plan for the land which encompasses the various elements local people have said they would like to see the land used for, and which reflects the aspirations set out in the ENP. An outline drawing has been produced which has been shared with villagers via a leaflet drop and information event. Local people have been asked to complete a survey and offer comments on the current outline proposals. A copy of the leaflet is attached at Appendix 1.

We now need to develop these plans further and are therefore seeking tenders from providers to work with the Parish Council to deliver a detailed design scheme. The final design scheme will also need to reflect any changes to the current draft plan agreed as part of the feedback from our current village survey.

*NB: The current outline plan includes a draft footprint and suggested location for a new community building. The detailed design of the community building is not included in this tender invitation and will be the subject of a separate process, but the detailed design plan for Eckington Community Fields must incorporate a site for the future community building.*

1. **Scope of Services Required**

To deliver a multi-disciplinary designed scheme for the area of land to be known as ‘Eckington Community Fields’ which sets out phased works and will inform budget setting, fund raising and meet any planning requirements. We have set out our suggested stages in the table in Section 3 below, but bidders may wish to set this out differently in their bids. Bidders must ensure, however, that each of the stages the Parish Council have set out below are covered in the bid.

The client for this bid is Eckington Parish Council.

1. **Stages of Work to be Covered by the Bid**

The key stages of work required are set out in the table below. For each stage please ensure that costs clearly set out all of the key disciplines required for each stage eg architecture, landscape, civil engineering, principal designer, structure work, mechanical and engineering, town planning etc. Where this is unknown at this stage or where this will need to be sourced from somewhere other than the bidder organisation, then this must be clearly stated.

| **Item** | **Stage** | **Notes** |
| --- | --- | --- |
| **1** | **Detail Masterplan** | This must be properly designed to create a phased and detailed design of the entire site including footpaths, highways, crossing, planting, play area, the building footprint, etc.  This will need to be sufficient for any required planning application or amendment to existing planning permissions. |
| **2** | **Phasing plan** | The above but split down into each manageable and affordable phase with an indication of when detailed design for each stage will be required:   1. Levels incl. mounds, swales, etc. 2. Footpaths & any Highways works 3. Car Park 4. Play Area & Tennis Courts/MUGA 5. Memorial Garden/ Cemetery Extension 6. Fitness Trail, seating, focal areas 7. Tree Planting 8. Community Building – possibly split into phases 9. Use of New Homes Bonus monies (circa £24k)- the phasing plan should also provide advice on the best use of the NHB monies to support the delivery of the scheme in line with the NHB bid and grant process which requires the PC to begin work using these monies before the end of March 2022. 10. The Section 106 relating to the transfer of the land includes some requirements for the PC which may impact upon phasing. These are:   ‘*Prior to occupation of 50% of the dwellings on the Pershore Rd site (of the adjoining development) to allow access by the general public to the Community Land via named point.’*  *‘Prior to occupation of 90% of the dwellings on the Pershore Rd site (of the adjoining development) to allow access by the general public between the new residential development from a particular point and the community land at a separate point on New Road.’*  The detailed design plan should, therefore, include advice on the best way to meet these conditions whilst not compromising the most sensible phasing of the works. |
| **3** | **Setting Out & Levels Plan** | To include a cut and fill assessment |

1. **Potential Planning Requirements**

The Parish Council is not yet in a position to know if the proposed plans will be covered by the current planning permission or if it will need to be amended. We expect to have the response to our pre planning application available by the time the successful bidder is appointed. In any event, it is likely that we may be required to provide some or all of the reports listed in the table below. Bidders are therefore asked to:

a) confirm that you will be able to arrange to carry out this work if necessary, and;

b) provide a separate estimate/indication of the costs associated with carrying out this work.

The Parish Council is aware that the proposed community building will require a new planning application but, as stated above, this is likely to be a separate process.

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| --- | --- | --- |
| **4** | **Potential Planning Application Requirements (to be confirmed by Wychavon District Council)** | Design & Access Statement  Planning Statement  Supporting information (TBC)   * Utility Surveys * Archaeology * Tree Surveys * Design & Access Statement (DAS) * Drainage Strategy * Ecology Surveys * Ground Investigations * Sustainability Statement (*NB bidders should confirm that they are able to provide advice on relevant sustainability targets)* * Energy Statement (TBC) * Heritage Assessment(TBC) * Landscape Visual Appraisal (TBC) |

1. **Artists Impressions**

The Parish Council will at require artists impressions of the detailed design plan for various purposes, including consultation with local people. Your bid sum should include this service and specify the detail of the types of images included in the bid price.

1. **Attendance at Meetings and Ad Hoc Advice**

Bidders should include an allowance for the relevant specialist from the team to attend occasional meetings including; the Parish Council’s ENP Implementation Working Group, the full Parish Council where necessary. This may also include providing specialist support in discussions with the neighbouring developer (Spitfire Homes) and the District and County Councils eg planning department.

Additionally, bids should include the facility for nominated parish councillors to contact appropriate specialists within the bidders team (via telephone or email) for ad hoc advice in relation to exceptional queries which may arise during the period of the contract.

1. **Key Exclusions and Assumptions**

Bidders should set out in their bid any key assumptions and exclusions eg planning fees. Bidders should also include a list of indicative fees for services which may be supplied over and above the tender where appropriate.

1. **Personnel**

Please provide details of the individuals and relevant qualifications you will be using to deliver the services covered by the brief.

1. **Relevant Experience and References**

Please provide brief details of experience and previous projects you have successfully completed which are relevant to this bid. Please also provide details of 2 referees/ reference organisations.

Please provide an indication of how long you expect it will take to deliver the services set out in the tender offer from time of appointment. Please also confirm how soon you would be able to take up the appointment should your bid be successful.

1. **Standard Terms of Business**

Please provide a copy of your standard terms of business with your tender document and indicate where there are any aspects you would wish to draw to the attention of the client.

1. **Assessment of Bids**

The Parish Council will evaluate tender bids received against each of the key stages of work required and assess the ability of each bidder to deliver these. In addition, the Council will also take into consideration a range of qualitative and cost criteria to ensure both quality and value for money and are not required to award the contract based solely on the lowest cost. These criteria could include:

- local knowledge and an understanding of rural village environments

- experience of working with Parish Councils or other small local government organisations

- successful track record of working with organisations to bid for grant funding.

Shortlisted bidders will be asked to attend an interview with nominated Parish Councillors. This is currently expected to take place on 14th January 2022.

1. **Contact Details**

Any queries relating to this tender process should be directed to the Parish Council Clerk, Mrs Lynne Yapp, via email [clerk@eckington-worcs-pc.gov.uk](mailto:clerk@eckington-worcs-pc.gov.uk)