



Pre-Tender Market Engagement

National Model Design Code CPD/004/120/178

Authority: Ministry of Housing, Communities and Local Government (MHCLG)
("the Authority").

Date Response required: 18.00 hrs (GMT) on Wed 26 February 2020

1 PURPOSE

- 1.1 This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a "**Potential Supplier**") to assist the Ministry of Housing, Communities and Local Government in the production of a National Model Design Code to form part 3 of the National Design Guide. The purpose of this PTME is to:
 - 1.1.1 Inform the market of an imminent procurement (Invitation to Tender) process;
 - 1.1.2 help define the requirement;
 - 1.1.3 help provide a better understanding of the feasibility of the requirement;
 - 1.1.4 understand the best approach;
 - 1.1.5 understand the capacity of the market to deliver and possible risks involved.
- 1.2 The Authority shall maintain commercial confidentiality of information received during the PTME.

2 INTRODUCTION

- 2.1 The revised National Planning Policy Framework (NPPF), 2018, places greater emphasis on design quality, including a dedicated chapter for the design quality of places. Planning Practice Guidance on design was updated in 2019 to support the revised NPPF to reflect new requirements and expectations, and to give visual expression to the design issues the NPPF is seeking to address.
- 2.2 As part of this update, a standalone [National Design Guide](#) was produced with support from Tibbalds Planning and Urban Design and Design Council and published on 1st October 2019, with a supporting Written Ministerial Statement. Part 3 of the National Design Guide included an intention to consult on, and publish, a National Design Code in 2020 to complete the National Design Guide.
- 2.3 The National Model Design Code will comprise:
 - A written section on the application of the National Model Design Code.
 - Design parameters to be included in local Design Codes.
 - Illustrations and diagrams to support the design parameters.
 - Amendments to relevant sections of the National Design Guide.

3 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

- 3.1 The strategic objective of the National Model Design Code is to provide a template that ensures a greater consistency of design quality is delivered for developments through preparation, application and enforcement of local design code criteria, applied by private

developers on large scale new development and by planning authorities in their local plans.

- 3.2 It will also contribute to raising design quality of homes and places by providing guidance for use by local planning authorities to inform local design guidance and Supplementary Planning Documents, and to signal to industry the importance of design with clear guidance that can be applied in practice.
- 3.3 The main aims of the National Model Design Code are;
- Ensuring that principles for the design of places and buildings are more specific, drawing on established principles of good urban design and local character
 - Using national guidance to set out a range of basic design principles, which can be elaborated at a local level.
 - Expecting more locally specific codes to be produced, in a way which has community input or is community-led particularly where significant change is expected, or areas are particularly sensitive to change
 - Allowing flexible, non-prescriptive character whilst respecting local vernacular and architecture of the area and site;
 - Speeding up a planning process.
- 3.4 The level of specificity for the content of the Model Design Code is to be determined and the pre-tender market engagement will be an opportunity to assist with defining the scope and brief.

4 OUTPUTS/DELIVERABLES

- 4.1 Support is required for the following tasks:
- Urban design, architectural and landscape support to write the design code, as these resources and skills are limited in MHCLG.
 - Expertise in producing supporting illustrations and diagrams that support the model design code.
 - Support for written text to support modifications to the National Design Guide and the model design code.
 - Support in the production of a web-based code.
 - Support in the delivery of stakeholder workshops.

5 KEY DATES & TENDERING PROCESS

- 5.1 If it is decided this service is required, it is anticipated that a procurement is likely to commence in early March, with the contract to commence in early April 2020. These indicative dates are for information purposes only. MHCLG reserve the right to amend these dates at any time, and Potential Suppliers rely on them entirely at their own risk.
- 5.2 The contract is expected to be for a period of 3 months.
- 5.3 The supplier will be appointed through an open tender exercise on Contracts Finder. There will be a Q&A session with potential suppliers' midway through the ITT process to provide them with an opportunity to seek clarity on any part of the project brief.

6 RESPONSE

- 6.1 **Please respond via the Bravo eTendering portal (<https://dclg.bravosolution.co.uk/web/login.html>) with the following information by 18.00 hrs (GMT) on 26 February 2020 (the "Response Deadline").**

Q1 Is this project deliverable in the timeframe proposed?

- Q2 Is what the Authority asking for clear?
- Q3 What, if anything, has the Authority missed or overlooked in setting out their requirement?
- Q4 Are you interested in bidding for this project?

7 QUESTIONS AND CLARIFICATIONS

- 7.1 Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document until 18.00 hrs on Thurs 20 February. Questions must be submitted via the Bravo eTendering portal only.
- 7.2 To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email, with updates appearing at regular intervals (approximately two to three working days).
- 7.3 Responses to questions will not identify the originator of the question.
- 7.4 If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
 - 7.4.1 the question/clarification and the response should in fact be published; or
 - 7.4.2 it wishes to withdraw the question/clarification.

8 GENERAL CONDITIONS

- 8.1 This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier’s understanding of the requirements in advance of any formal competitive tender exercise.
- 8.2 The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
- 8.3 The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
- 8.4 Any and all costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.
- 8.5 No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
- 8.6 The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.
- 8.7 No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.