**Wadebridge Town Team working in partnership with Wadebridge Town Council**



**Invitation to Tender for Consultative Services to Provide a Vision and Strategy for the “Wadebridge We Want” Wadebridge/TVF/VH/1**

# About The Organisation

1.1 The organisation responsible for the creation and issue of this invitation to tender is:

Wadebridge Town Team

C/O Wadebridge Town Council

The Platt

Wadebridge

PL27 7AQ

Tel. 01208 812643

The contract will be between the successful supplier and Wadebridge Town Council.

* 1. The picturesque market town of Wadebridge, known locally as the ‘Friendly Town’ is in North Cornwall. Situated 5 miles upstream from Padstow, the East and West Electoral Wards of the town are separated by the River Camel.
  2. Originally known as *Wade*, it was a dangerous fording point across the river until a bridge was built here in the 15th century, after which the name changed to its present form. The bridge was strategically important during the [English Civil War](https://en.wikipedia.org/wiki/English_Civil_War), and [Oliver Cromwell](https://en.wikipedia.org/wiki/Oliver_Cromwell) went there to take it. Since then, it has been widened twice and refurbished in 1991.
  3. Following the demise of the railway, which closed to passengers in 1967 and linked Padstow, Wadebridge and Bodmin, the arrival of the Camel Trail brings many thousands of visitors to Wadebridge for its own delights. The old station is now home to the Sir John Betjeman Centre and Concern Wadebridge.
  4. The population of the town has grown considerably over the years, estimated to be approx. 8500.
  5. This ITT has been part funded by the Governments Town Vitality Funding.

# Wadebridge Town Team

2.1 The aim of the Town Team is to support Wadebridge stakeholders achieve their aspirations for Wadebridge. To promote leadership and make Wadebridge an even better town in which to work, live and visit, by providing a forum to work up and co-ordinate delivery of aspirational and viable projects which will secure the long term economic, social, environmental vitality and prosperity of the town.

2.2 To achieve this aim, the Team will:

* Work with Cornwall Council, the Town Council, and other key stakeholders as appropriate to identify priority projects to improve the economic, social and environmental prosperity of the Town
* Pull the required information together to help inform decisions.
* Find solutions to issues through partnership working and to call on the expertise of other groups or individuals as and when required
* Provide a forum whereby members of the group can help to ensure co-ordination between existing and emerging projects

2.3 Existing plans and strategies. It is essential and a priority for Wadebridge to develop a Vision for the Wadebridge We Want. This should consider the following:

1. Draft version of the NHP is available for reference purposes and information can be taken from those findings.

<https://www.wadebridge-tc.gov.uk/nhp.html>

1. The Vision will look to encompass the Cornwall Local Plan and support and build upon the outlined objectives of employment, infrastructure and shops and services.

[www.cornwall.gov.uk/media/ozhj5k0z/adopted-local-plan-strategic-policies-2016.pdf](http://www.cornwall.gov.uk/media/ozhj5k0z/adopted-local-plan-strategic-policies-2016.pdf)

1. By identifying key areas within the vision, this will also align with the “The Cornwall We Want” as outlined by Cornwall Council in the outcome delivery plan of the business plan.

<https://www.cornwall.gov.uk/the-council-and-democracy/your-council/council-strategy-and-business-plan/>

1. The Vision we seek will also align to Recommendations 1,2,5 and 7 of the High Streets Vitality Enquiry September 2019.

<https://www.cornwall.gov.uk/media/qtrhoj2p/vitality-of-high-street-inquiry-final.pdf>

# Tender requirements

3.1 The successful tenderer will be expected to undertake the following opportunities to support those who live in Wadebridge by providing employment opportunities and additional services.

* 1. Expert knowledge and experience of working with local authorities by an outside consultancy is an absolute necessity and will be priceless to support high street regeneration and identified opportunities. This work in turn will lead to sustainable economic, social, and environmental development
  2. The successful bidder will be required to include the following within their delivery plan:

1. Phase 1 – Review of existing plans, consultations, research, relevant data to include those at 2.3. Then undertake a SWOT analysis for Wadebridge, discuss ambitions for the town, local needs, and identify priorities for improvement and how these can be delivered addressing those specific areas listed in 3.3-3.9
2. Phase 2 - Workshops with key stakeholders and residents/public to identify priorities for improvement and how these can be delivered.
3. Phase 3 - Preparation and submission of Plan to WTC and Town Team for further funding applications**.**
4. Final Report detailing their findings and recommendations drawn from a, b and c above

3.3 Cycling in Wadebridge

Wadebridge is seen as the mid “station” of The Camel Trail between the areas of Padstow, Bodmin up to Wenford Bridge. Approximately 500,000+ cyclists pass through Wadebridge each year. The Camel Trail is an 18 mile largely traffic free, surfaced and virtually level multi use trail. It provides access to the beautiful Cornish countryside along a disused railway line between Wenfordbridge, Bodmin, Wadebridge and Padstow.

The trail is suitable for walkers, cyclists, horse-riders and wheel-chair users.  It falls into three main sections:

* **Padstow to Wadebridge** - 5.5 Miles (8.8Km)
* **Wadebridge to Bodmin (Boscarne)** - 5.75 Miles (9.25Km)
* **Bodmin to Wenfordbridge** - 6.25 Miles (10.1 Km)

Work on the cycling network is already underway with the Sustrans/LCWIP and it is hoped that work completed on this study could support these groups. The current network of cycle lanes/features were established many years ago and at that time were current with safety in mind and pedestrian movements. However times have moved on and these features need re-assessing in line with modern day requirements. Mobility Hubs could be considered to provide secure parking and e bike charging points.

3.4 The Town Hall

The Town Hall was opened in 1888 by Sir Paul Molesworth and at that time was named Molesworth Hall. A refurbishment of the building took place in 1962. The Town building sits proudly in the centre of Wadebridge and is seen as an iconic feature but in need of further works.

3.5 Youth Provision

Youth Provision is seen as a priority for the area to support the reduction in crime, to make Wadebridge a safer place to live and work, provide youths with additional facilities alongside those already in place. Wadebridge has many sporting outlets for football, cricket, rugby etc but none in the way of youth clubs, indoor places to meet. Youth facilities are needed to help reduce rising crime and ASB. Skill levels amongst 16–64-year-olds is lower than the Cornwall average. House prices in the area are considerably higher than the average price in Cornwall. Previous town forums and groups have been unable to deliver change due to a lack of direction and leadership.

3.6 Empty Buildings

To support economic growth, empty shops need to be occupied to support the local community as a whole and not cater just for the tourist trade

3.7 The River Camel

The River camel connects Padstow to Wadebridge and then continues further into the Camel Valley. The river separates the East and West of the town. It is an underused resource with potential for water-based sports, however access points are limited.

3.8 Public Transport

How well is the town served by the existing public transports provision and make recommendations on how this can be improved locally and in the wider connectivity with neighbouring villages and towns; address the question of how accessible is Wadebridge using Public Transport

3.9 Infrastructure

Wadebridge is rapidly expanding with over 500 new homes built or under development. Infrastructure has remained constant with only 2 Doctors surgeries operating with 6 doctors and are both are at capacity. Similarly with dentist surgeries, there is no NHS provision within Wadebridge and the surgeries here are approaching capacity also.

4**. Budget**

The total maximum budget available for this commission is £50,000 (exc. VAT) and inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the 31 March 2024. The timetable for submission of the Tender, completion of the programme are set out below.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 28July 2023 |
| Last date for raising queries | 7August 2023 |
| Last date for clarifications to queries | 8August 2023 |
| Deadline to return ITT | 12:00 18August 2023 |
| Evaluation of ITT | 21August 2023 |
| Evaluations reviewed by Town Team Project Board and recommendation made | 29August 2023 |
| Project Inception Meeting | 4September 2023 |
| Draft final report | 23 February 2024 |
| Final Report Submission | 8 March 2024 |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Wadebridge Town Council during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),
5. Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000)
6. Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
7. Conflict of interest statement

6.2 Examples of two other similar projects that have been completed that demonstrate the ability and experience of the team being proposed (one side of A4 maximum per example).

6.3 CV’s of all relevant members of the team (one side of A4 maximum per CV).

6.4 Programme of work outlining how you would deliver the requirement detailed in Section 3

6.5 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Wadebridge Town Council.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Wadebridge Town Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Wadebridge Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to: [cllr.robin.moorcroft@cornwall.gov.uk](mailto:cllr.robin.moorcroft@cornwall.gov.uk) , in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Wadebridge Town Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Wadebridge Town Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 | 15 Marks |
| Examples of two other similar projects that have been completed that demonstrate the ability and experience of the team being proposed (one side of A4 maximum per example). |  |
| Ref 6.3 | 15 Marks |
| CV’s of all relevant members of the team (one side of A4 maximum per CV). |  |
| Ref 6.4 | 50 Marks |
| Programme of work outlining how you would deliver the requirement detailed in Section 3 |  |
| Ref 6.5 Budget | 20 Marks |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 20 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Wadebridge Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Wadebridge Town Council is not bound to accept the lowest price or any tender. Wadebridge Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Wadebridge Town Council’s internal procedures and Wadebridge Town Council being able to proceed.

12**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with the attached Wadebridge Town Council’s Financial Regulations (see Enclosure 1).

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 12:00

Emailed tenders should be sent electronically to [townclerk@wadebridge-tc.gov.uk](mailto:townclerk@wadebridge-tc.gov.uk) and [cllr.robin.moorcroft@cornwall.gov.uk](mailto:cllr.robin.moorcroft@cornwall.gov.uk) with the following message clearly noted in the Subject box; ‘ITT Consultative Services Improve the Economic, Social and Environmental Prosperity of Wadebridge Town’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit Wadebridge Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Wadebridge Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Wadebridge Town Council and any other party (save for a formal award of contract made in writing by Wadebridge Town Council or on behalf of Wadebridge Town Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Wadebridge Town Council or any information contained in Wadebridge Town Council’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Wadebridge Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Wadebridge Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Wadebridge Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1. Wadebridge Town Council’s Financial Regulations