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**Hinckley Town Centre Strategy**

**Invitation to Tender**

**Date:** September 2021

**Closing Date:** Monday 4 October 2021

**1: Introduction**

**1.1** Hinckley & Bosworth Borough Council are seeking to appoint a suitably qualified consultant for the production of a town centre strategy for Hinckley. This is to include investigating the early impact of Covid and how this may affect the Town Centre, in particular remote working and current office space requirements and future opportunities for re-development.

**2: The project:**

**2.1** Hinckley & Bosworth Borough Council require a high level document that will identify opportunities for investment and improvement to deliver physical, social and environmental aspirations for the town centre through a separate masterplan. The strategy should put forward potential regeneration sites and projects to continue the development of Hinckley Town Centre, building on the recent successes. It will provide a framework for the regeneration of sites within Hinckley by identifying and targeting specific sites. The strategy will have a life of between 5 and 15 years dependent on the progress against objectives. The document will align with the emerging Local Plan and supplement and inform the Investor Prospectus in promoting regeneration within the Borough and will support the Hinckley and Bosworth Borough Council Economic regeneration strategy.

The Strategy will not be a Masterplan for the town centre as that will follow as a separate document.

**3: Scope of works and outputs:**

**3.1** The council has identified the following themes for the town centre. These should be

used to guide the strategy

Themes:

* Town centre as community. This includes uses and users of the town centre and should consider the strategic approach to ensure opportunities and threats as a result of COVID and future technological and societal changes are considered:
* Leisure / Community – encompassing retail, food and drink, sport and recreation and events offer.
* Housing – consideration of town centre living, including use of upper floors, tenures, client groups and services and facilities required to support a town centre residential community.
* Retail
* Employment
* Learning
* Cultural and heritage offer – Building on the physical improvements works coming forward from the Hinckley High Street Heritage Action Zone to identify any additional heritage-led regeneration projects..
* Early evening economy ( 4pm to 8pm)
* Town Centre community point - create/develop a Community Hub which brings together residents, visitors, 3rd sector, Young people etc.
* Identity – focussing on the town’s distinctiveness and attractions including links to existing tourism offer, anchors, any negative aspects of the centre and promotion and marketing activities associated with the town centre.
* Public realm – looking at buildings, landscaping, legibility, security, infrastructure and public spaces.

Accessibility – including public transport, car parking, pedestrian routes and flows, servicing, counter terrorism safety measures, under Prevent theme and traffic movement and pedestrian and vehicle safety.

* Stewardship – emphasis on the Council’s role as a landlord and owner, street cleansing, Community safety aspects inc. Night Time Economy, maintenance and consideration of implications of policy constraint.
* Engagement – BID, champion, ensuring inclusivity and representation across all sectors, shared vision/strategy, accountability and resources.
* Key development sites
* Climate change considerations – walking, cycling, green infra-structure
* Understanding clientele – demographics etc (Geosense data) plus any other relevant information
* Destination – link to existing tourism offer

**3.2** Appendix 1 details the various documents that should be considered when drawing

up the strategy. Particular attention should be given to

* Review and evaluate the Council’s Covid recovery action plan and activity to

date

* On behalf of the Council to engage with relevant stakeholders and project

partners including Hinckley Business Improvement District, Leicester & Leicestershire Enterprise Partnership, Hinckley and District Museum, Chamber of Commerce, emergency services including the police, North Warwickshire & South Leicestershire College. Leicestershire County Council’s Highway Department, to ensure that the strategy relevant, appropriate, has the correct support and reflect their needs.

* To capture current Government thinking in relation to High Street and to identify any opportunities around this

**3.3** Applicants should detail their proposed methods of engaging the local community, taking into consideration digital methods as an effective model of engagement, in addition to traditional verbal and written methods.

**3.4** Any professionals appointed will be required to ensure that documents and outputs produced comply and adhere to The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>. Content must comply with WCAG 2.1 AA. If content falls short of this standard, remedial work would need to be carried out at the supplier’s cost.

**3.5** The **fixed price** budget available for the delivery of works is up to **£10,000.**

**3.6** All work and meetings shall primarily be carried out remotely. The Council currently uses zoom as its preferred software platform (though can access Microsoft teams). However, it is recognised that the nature of the Contract will require some local visits and face to face engagement. Activity of this nature should be agreed in advance with the Planning Manager (Major Projects) and must comply with current national and local specific guidelines regarding COVID-19

**3.7 Outputs**

The output of the work will be a strategy document. This will be initially produced as a draft document consisting of a draft report and executive summary (for review through informal public consultation and feedback from HBBC). Following feedback and any amendments a Final Report and Executive Summary will be produced.

All Reports should be provided in both MS Word and PDF format. Any GIS mapping layers produced as part of the Report should be provided. Three hard copies are requested.

There will be the requirement to present the findings via a short power point to a number of stakeholders, including Councillors and Town Centre Partnership colleagues.

**4: Tender Requirements:**

**4.1** Written quotations should clearly describe the processes, approach and methodologies that will be used to undertake the project and provide the following:

* Details about how the consultant will identify and engage with relevant local and wider stakeholders and partners;
* Relevant information about the organisation;
* Details of the project team including the names and experience of the project manager and all individuals who will be associated with the project, providing a breakdown of the input of each individual as part of the project plan and their hourly rates;
* Details of the project team’s expertise with preferably three recent examples of similar work together with contact details for references;
* Time commitment to the project over the life of the project (in days);
* A detailed project plan and timetable for undertaking the tasks listed in the Scope of Works, including suggesting any project review meetings;
* Arrangements for administration and management of the project;
* Fee proposal and outline budget indicating a payment schedule related to key milestones;
* Confirmation that there is no current or likely future conflicts of interest in undertaking this work on behalf of Hinckley and Bosworth Borough Council, including no direct association with building or other contractors who may be invited to tender to carry out the Works;
* Evidence of professional indemnity cover to the value of £5,000,000 (Five million pounds).

**4.2** In addition, Hinckley and Bosworth Borough Council requests that quotations include:

* Confirmation that the consultant can make themselves available should the need arise to justify any aspect of the Strategy, for example to present findings to planning committee, project boards or to act as an expert witness on behalf of the Council.

**4.3** **Ethics:** Tenders should address any anticipated ethical issues and problems and how these will be dealt with.

**4.4** **Data protection:** Tenders should address any data protection issues identified and state how they will comply with current legislation.

**5: Costing:**

**5.1** Project costs should be itemised under the following headings:

* Salary costs for each project team member to be involved in fulfilling the contract (along with the daily rate and number of days input for each project team member)
* Other administrative costs
* Travel and subsistence
* Overheads (if applicable)

**5.2** Costs should be exclusive of VAT and state whether VAT is chargeable. Full cost details of any proposed sub contracts and how these will be managed should be included.

**6: Timetable**

* 1. An indicative timetable for the project is set out below:

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| --- | --- |
| **Date** | **Activity** |
| Monday 4th October 2021 | Latest date to submit quotation |
| Friday 15th October 2021 | Complete quotation evaluation |
| Monday 18th October 2021 to Friday 29th October 2021 | Clarification communications and/or interview (if necessary) |
| Monday 2nd November 2021 | Contract awarded |
| The week commencing 2nd November 2021 | Inception meeting |

**6.2 The closing date for receipt of tenders is 5 pm, Monday 4th October 2021**. A full electronic copy of the tender including any annexes and supplementary material as part of one document, in MS Word or PDF format, should be emailed to: [regeneration@hinckley-bosworth.gov.uk](mailto:regeneration@hinckley-bosworth.gov.uk)

**7. Shortlisting procedure**

**7.1** Proposals and supporting information and documents must be submitted electronically to: [regeneration@hinckley-bosworth.gov.uk](mailto:regeneration@hinckley-bosworth.gov.uk)

**7.2** They must arrive no later than 5 pm, Monday 4th October 2021.

**7.3** Late, incomplete or proposals delivered in any other way may be rejected

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**7.4** Hinckley and Bosworth Borough Council are under no obligation to neither accept any quotation nor be subject to any liability in respect of any expenses or loss which may be suffered or incurred by those preparing a project submission.

**7.5** During the preparation of proposals for submission, enquiries should be directed to: [Stephen.meynell@hinckley-bosworth.gov.uk](mailto:Stephen.meynell@hinckley-bosworth.gov.uk) or telephone 01455 255775

**7.6** Any questions and responses will be compiled in writing and sent to those providing a quotation.

**7.7** Tenders will be evaluated on best value for money: the budget indicated for the project is the maximum budget available for the work, rather than a target spend. The key criteria for scoring the tenders are:

* How well the tender responds to the brief
* The robustness and suitability of the proposal
* Relevant skills and experience of the tenderer, including track record of producing similar work of a high quality and to deadline
* The adequacy and quality of proposed project management and risk management arrangements

**8. Criteria for assessment of proposals:**

**8.1** Quotations will be assessed against value for money. This assessment will take into account: price, technical merit, experience and experience of personnel.

**8.2** The contract will be awarded following the assessment of quotations. 30% of the marks will be awarded for price and 70% of the marks will be awarded for the quality of the submission. The relevant quotation requirements are numbered and cross referenced.

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| --- | --- |
| **Criteria** | **Weighting** |
| **Price** | **30%** |
| **Quality** | **70% (broken down in sub-sections)** |
| Technical merits of the proposal, including the ability of the consultant to interpret best practice for the provision of the strategy document | 20% |
| Innovation – the ability to add value to the brief to meet desired outcomes | 20% |
| Programme of work and ability to meet timescales | 15% |
| Details of personnel, experience of equivalent studies and references | 15% |

**9.0 Selection of consultants**

**9.1** It is anticipated a selection will be made based upon written proposals and if necessary selection interviews will be held.

**9.2** In addition, the Borough Council requests that quotations include:

* Evidence of professional indemnity cover to the value of £5,000,000 (Five million)
* Confirmation that there will be no current or future conflicts of interest in undertaking this work on behalf of Hinckley & Bosworth Borough Council.

**10.0 Method of Working**

**10.1** The delivery of tasks detailed in the Scope of Works will be self-managed by the appointed consultants. The Borough Council will require regular progress updates. Day to day liaison will be with Stephen Meynell Planning Manager (Major Projects).

**11. Payment**

Payments will be made in two stages: after completion of the draft strategy document and then upon completion of the final document.

**12**. **Intellectual Property Rights**

**12.1** All Intellectual Property Rights created by the Contractor or the Contractor’s Personnel in the course of performing the Services shall vest in the Authority.

**12.2** All Intellectual Property Rights in the Client Materials and any other information, materials or other assets supplied to the Contractor by the Authority shall remain vested in the Authority or its third party licensors. The Authority shall grant or shall procure the grant of a licence to the Contractor to utilize such Client Materials to the extent required for the provision of the Services.

**12.3** Unless stated expressly in writing in this Contract, neither party will acquire any ownership interest in, or licence of, the other’s Intellectual Property Rights by virtue of this Contract.

**12.4** All documentation, reports, plans, programmes, working papers and files, in paper or magnetic form, used or generated in the course of the Contract will become the property of the Authority and may be used at any time at the sole discretion of the Authority. All such documentation shall, if not already, be surrendered to the Authority upon termination of the Contract.

**12.5** The Contractor undertakes to defend the Authority from and against any action or claim to the extent that the Authority’s receipt of the Services infringes the Intellectual Property Rights of any third party (an “IPR Claim”) and shall indemnify the Authority from and against any losses, damages, costs (including legal fees) and expenses incurred by the Authority as a result of, or in connection with, any such IPR Claim, including the costs on an assessed basis of any agreed settlement of any IPR Claim or awarded by a court of competent jurisdiction against the Authority as a result of, or in connection with, that IPR Claim.

**12.6** If any IPR Claim is made against the Authority, then the Contractor shall promptly and at its own expense either:

* procure for the Authority the right to continue using and possessing the relevant Services; or
* modify or replace the infringing part of the Services and without diminishing or curtailing any of the Services, so as to avoid the infringement or alleged infringement.

**12.7** The provisions in this clause will remain in full force and effect notwithstanding any termination of this Contract.

1. **FREEDOM OF INFORMATION ACT 2000**
   1. The Council has a duty of ‘openness’ under this Act and to disclose information it holds on request even where that information was collected prior to 2005. In addition, current rights to information under the Environmental Information Regulations 1992 will be enhanced. Information will not be disclosed where and if a statutory exemption applies. In providing information to the Council, bidders therefore accept that such information may be disclosable under the Act and must not therefore provide information as part of their bid on an “in confidence” basis.
   2. Any information that the bidder considers should not be disclosed because an exemption applies should be clearly marked as such and the reasons for claiming an exemption provided. However the final decision as to whether information should be disclosed or not (including the application of the public interest test) shall remain the decision of the Council. The Council shall retain information gathered as part of this bid exercise in accordance with its Retentions and Deletions Policy. The Council will consult with the bidder before making any disclosure.
2. **DISCLAIMER**
   1. Reasonable care has been taken to prepare this brief. However, the accuracy of the information is not guaranteed. Bidders are responsible for satisfying themselves that the information, on which they rely, when preparing proposals is correct.
   2. All work undertaken and all costs incurred by the prospective bidders in preparing their proposal will be at their own risk. The Council will not be liable for any costs incurred.
   3. The Council will not be bound to accept any of the submissions put forward by any of the bidders.

**Appendix 1:**

**Resources**

**1.0 Hinckley Town Centre Conservation Area:**

Documents related to the Hinckley Town Centre Conservation Area can be obtained from the Council’s website:

https://www.hinckleybosworth.

gov.uk/info/511/conservation\_areas/337/hinckley\_town\_centre\_conservation\_area/

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Documents include:

* Conservation Area Appraisal
* Conservation Area Appraisal Map
* Conservation Area Management Plan – Long Term Strategy
* Conservation Area Management Plan Map
* Photographic Record

**2.0 Other Resources:**

A list of local resources is identified below, which are likely to be relevant to the project. Documents are available on the Hinckley and Bosworth Borough Council Website:

Local Plan 2006 to 2026

* Hinckley and Bosworth Core Strategy (2009)
* Hinckley Town Centre Area Action Plan (2011)
* Site Allocations and Development Management Policies DPD (2016)
* Heritage Strategy (2018-2023)
* Shopping and Shopfront SPD (2007)
* The Good Design Guide SPD (2020)
* Conservation Area Appraisals and Management Plans

In addition, there are a number of corporate strategies, plans and policies which may be referred to and are considered to be of relevance to the strategy and the process of developing it. All of these documents can be found on the Hinckley and Bosworth Borough Council website and are available on request:

Corporate Strategies, Plans and Policies

* Hinckley Corporate Covid Recovery Plan

<https://moderngov.hinckley-bosworth.gov.uk/documents/s12926/Recovery%20Strategy%20v2%202020.pdf>

* Car Parking Assessment of Hinckley Town Centre (2017)
* Economic and Regeneration Strategy 2021-2025
* Investor Prospectus 2018
* Corporate Plan 2017 – 2021
* Hinckley Business Improvement District (BID) Business Plan
* Hinckley Druid Quarter Masterplan (2002)
* Hinckley Town Centre Renaissance Masterplan (2006)
* Hinckley Town Centre Maintenance and Management Plan (2018)
* Leicestershire Market Towns Study (2016)