** **

**Hinckley High Street Heritage Action Zone**

 **Public Realm Enhancement Scheme**

**Invitation to Quote**

**Date: 4** December 2020

**Closing Date:** 24 December 2020

**1: Introduction**

**1.1** Hinckley & Bosworth Borough Council are seeking to appoint a suitably qualified Landscape Architect to assist the Hinckley High Street Heritage Action Zone Partners in implementing public realm enhancements. The public realm enhancements are focused on Church Walk, Castle Street and to the jitties and yards between buildings on Castle Street. This includes works to streets and open spaces that are publically accessible.

**2: The project:**

**2.1** Hinckley & Bosworth Borough Council has secured funding from Historic England and Leicester & Leicestershire Enterprise Partnership to deliver a 'High Street Heritage Action Zone' (HSHAZ for short) within Hinckley. The High Street Heritage Action Zone consists of a range of projects with the aim of using Hinckley’s unique historic environment to revitalise the town centre.

**2.2 What is a high street heritage action zone?**

**2.2.1** A high street heritage action zone is a heritage-led regeneration programme designed to secure lasting improvements to our historic high streets and the communities who use them. The zone is located within Hinckley Town Centre Conservation Area and comprises an exciting and innovative array of projects to help safeguard and celebrate the heritage of the town. High Street Heritage Action Zones are Historic England’s flagship initiative to help transform historic places and Hinckley is one of a number of zones chosen throughout the country.

**2.3 Hinckley Town Centre Conservation Area**

**2.3.1** The Conservation Area has a unique and special character. It was designated in 1986 and includes a number of designated heritage assets consisting of two grade II\* listed buildings, twenty-one grade II listed buildings, a scheduled monument (earthwork remains of Hinckley Castle) and a number of non-designated heritage assets (identified as buildings of local interest). However, in recent times it has suffered from the loss of historic building details, the installation of some unsympathetically styled shop fronts, and some poor quality modern development. Certain buildings demonstrate a lack of maintenance and repair. Areas of the public realm and shared spaces with the town centre provide great opportunities for improvement. The conservation area is currently on the Historic England at risk register.

**2.3.2** Links to documents related to Hinckley Town Centre Conservation Area are contained within Appendix 1 and include:

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

**2.4 Hinckley High Street Heritage Action Zone Boundary Area**

**2.4.1** The High Street Heritage Action Zone consists of a considerable portion of the Hinckley Town Centre Conservation Area and includes the historic core of the town centre.

**2.4.2** A map identifying the location of the Hinckley Town Centre Conservation Area, the individual heritage assets contained within it, and the proposed Hinckley High Street Heritage Action Zone area can be provided upon request.

**2.4.3** When appointed the landscape architect/surveyor will be invited on a walkabout to see the area for the enhancement with the Hinckley HSHAZ Project Officer.

**2.5 Hinckley HSHAZ Vision and Objectives:**

**2.5.1** The vision of the Hinckley High Street Heritage Action Zone is:

*Wonderful Historic Hinckley – a town that utilises its unique and enhanced historic environment to drive growth and investment with a high quality social, economic, environmental and cultural offer embedded at the heart of the community.*

**2.5.2** To achieve this vision, address the issues and realise the opportunities in the town centre the objectives of the HAZ scheme are:

* *Objective 1. Enhance the physical appearance of Hinckley town centre by restoring its distinctive and unique historic character*
* *Objective 2. Increase the understanding of Hinckley’s heritage with improved access to better reveal its significance*
* *Objective 3. Ensure Hinckley’s heritage is better managed to deliver a sustainable legacy that complements other relevant strategies*
* *Objective 4. Establish a partnership approach to ensure all members of the local community have a sense of ownership over the future of the town centre*
* *Objective 5. Create the environment for economic investment and realising opportunities for expanding tourism, education, skills and training.*

**2.6 The HSHAZ Partnership**

**2.6.1** A high street heritage action zone provides the opportunity to work with partners in a coordinated and pro-active way to achieve the vision and objectives outlined above. In doing so, the scheme would help secure the long-term sustainability of the area for future generations by preserving, restoring and enhancing its architectural, historical and cultural heritage.

**2.6.2** The Hinckley HSHAZ Town Centre Partnership includes Hinckley and Bosworth Borough Council, Leicestershire County Council, Leicester and Leicestershire Enterprise Partnership, Hinckley Business Improvement District, Hinckley and District Museum, Hinckley District Past & Present and North Warwickshire & South Leicestershire College.

**2.7 Public Ream Enhancement Scheme**

**2.7.1** A Public Realm Masterplan for Hinckley Town Centre was developed in 2019, identifying a number of potential concepts and schemes for development. Public realm enhancements to the Church Walk Car Park area and Castle Street are both proposals brought forward from this emerging document.

**2.7.2** The Public Realm Enhancement Scheme seeks to renew a dated public realm to compliment associated enhancements to buildings. The aim is to create a better place and environment focusing on Castle Street and the jitiies and the yards situated off it, and the Church Walk Car Park and surrounding area. The enhancements will also allow for improved pedestrian permeability between the retail centre (Castle Street) and the green infrastructure at Agents Mead which is located within the historic setting of the former castle (a scheduled monument).

**2.7.3** To facilitate these aims for the Church Walk car park area and Castle Street potential works could include:

* Raised tables and new lengths of footway;
* A reconfiguration of the Church Walk car park layout;
* Improvement of surface materials including reinstatement of traditional materials;
* Improved entrances to Argents Mead;
* Increased interpretation of the Castle including the potential for improved access;
* Rationalising street signage and reducing clutter;
* Improved wayfinding;
* Improved lighting and an opportunity area for seating/public art etc.;
* Street trees/soft landscaping.

**2.7.4** The jitties provide alternative access routes for pedestrians to move around the town centre; they are well used at present but the aim is to increase this following their improvement. Potential works could include:

* Repairs to the existing historic paving materials
* Increasing the amount and quality of lighting and signage
* Highlighting and repairing remaining historic fabric
* Repairs to building elevations facing into the jitties and yards

**3: Scope of works:**

**3.1** Hinckley & Bosworth Borough Council is seeking to appoint a RIBA/RICS/Landscape Institute accredited Landscape Architect or Surveyor to assist the Hinckley High Street Heritage Action Zone Partners in implementing the Public Realm Enhancement Scheme. The architect or surveyor will ideally have a conservation accreditation. The Public Realm Enhancements will be informed by proposed layouts in the Public Realm Masterplan and will be developed further with community involvement and engagement.

**3.2** Professional services required include:

* Completing surveys of the sites to produce drawings and plans;
* Carrying out research, analysis and archaeological investigations of the fabric likely to be affected as required;
* In conjunction with the Council, deliver an agreed programme of community engagement to involve the local community in the design process;
* Engaging with all relevant stakeholders, including project partners and Leicestershire County Council’s Highway Department;
* Preparing a detailed specification, drawings and a priced schedule of works;
* Securing necessary statutory consents for agreed works.
* Managing the tendering and procurement of suitably qualified contractors.
* Construction Management to include inspections and approval of construction, approvals of payments and variations.

**3.3** Applicants should detail their proposed methods of engaging the local community in the design process of the public realm enhancement works, 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** A project steering group will be set up to manage the development of the Public Realm Enhancements and will include the consultants and officers from Hinckley and Bosworth Borough Council’s Public Realm and Road Schemes Working Group. Input from Borough Council Members and Leicestershire County Council Highways Department may also be included.

**3.5** The budget available for the services listed above is £60,000. Indicatively this is split between the three work packages as follows:

* Professional Fees for enhancements to Church Walk Car Park area up to £45,000
* Professional Fees for enhancements to Castle Street up to £10,000
* Professional fees for enhancements to jitties and yards up to £5,000

In combining the three work packages, it is anticipated that there will be economies of scale in both the work and the overall cost.

**4: Quotation 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:

* 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 studies 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 an appropriate number of project review meetings;
* Details about how the consultant will identify and engage with relevant local and wider stakeholders and partners;
* 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 £2,000,000 (two 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 public realm enhancements, for example to present findings to planning committee, project boards or to act as an expert witness on behalf of the Council. This should include details of day rates associated with these potential additional requirements;

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

**4.4** **Data protection:** Quotations 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** |
| 24 December 2020 | Project submission deadline |
| W/C 11 January 2021 | Complete quotation evaluation |
| W/C 18 January 2021 | Clarification communications and/or interview (if necessary) |
| W/C 25 January 2021 | Contract awarded |
| 1 February 2021 | Inception meeting |
| 1 February 2021(same day as inception meeting) | Officer Scoping Group meeting |
| TBC  | Project initiation  |
| TBC | Public consultation period |
| TBC | Concept designs complete |
| TBC | Apply for Statutory Consents |
| TBC | Detailed designs complete |
| TBC | Construction documentation |
| July 2021 | Tendering for contractors |
| September 2021 | Onsite work commences |
| September 2021 onwards | Regular inspections of certification of works |
| December 2023 | Completion of works.  |
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**6.2 The closing date for receipt of quotations is 5 pm, 24 December 2020**. A full electronic copy of the quotation including any annexes and supplementary material as part of one document, in MS Word or PDF format, should be emailed to: HeritageActionZone@hinckley-bosworth.gov.uk

**7. Shortlisting procedure**

**7.1** Proposals and supporting information and documents must be submitted electronically to: HeriageActionZone@hinckley-bosworth.gov.uk

**7.2** They must arrive no later than 5pm, Thursday 24 December 2020.

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

**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: Clare.haines@hinckley-bosworth.gov.uk or telephone 01455 255625

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

**7.7** Quotations 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 quotations are:

* How well the quotations responds to the brief
* The robustness and suitability of the proposal
* Relevant skills and experience of the bidder, 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
* Overall costs

**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, to be confirmed if required)** |
| Technical merits of the proposal, including the ability of the consultant to interpret best practice or provision of public realm for the Borough and to engage effectively with local partners. | 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.

**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 Clare Haines (Hinckley High Street Heritage Action Zone project Officer).

**11. Payment**

Payments will be made on a phased basis following and linked to specific outputs in line with those identified in section 3 ‘Scope of Works’.

A fee schedule should be set out within the submission, to be agreed at the inception meeting.

**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/

2

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)
* The Good Design Guide (2019)

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 Public Realm Masterplan 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

* Car Parking Assessment of Hinckley Town Centre (2017)
* Economic and Regeneration Strategy 2016-2020
* 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)