**Project Brief**

**Specialist Support for Basildon Council’s New**

**Playing Pitch Strategy and Built Facilities Strategy**

**Introduction**

Basildon Council is preparing a new Local Plan following the withdrawal of the previous Basildon Borough Revised Publication Local Plan (2014-34). New evidence is therefore required to support the development of the new Local Plan, initially to feed into the draft local plan scheduled for Q3 of 2024, and to ensure that the Local Plan is robust and found sound at Examination. The Examination is scheduled for 2027 in the council’s LDS.

A suitably qualified and experienced consultant is required by Basildon Council to undertake a comprehensive review of the sport facilities in Basildon Borough. The Review will inform the preparation of the Council’s new Local Plan. This brief outlines the Council’s expectations of the Playing Pitch Strategy (PPS) and Built Facilities Strategy (BFS) and details the requirements of tender proposals.

**Background to the Commission**

As a response to the continued growth in demand and expectations for sports facilities within Basildon Borough and a need to plan and deliver effective sports provision, the council require a new PPS and BFS. The purpose of the strategies is to provide new, up-to-date evidence which will ensure the borough has a framework for the prioritisation, provision and development of sports facilities.

This piece of work will inform and support the implementation of Basildon Borough Council’s emerging local plan policies relating to the protection, improvement and provision of community sport and physical activity facilities and provide a robust evidence based framework to direct the supply of sports facilities, and support negotiations with developers throughout the proposed plan period in the years 2027 – 2042. The current PPS and BFS were completed in 2018 and a subsequent update is currently being finalised which can be provided upon appointment.

The NPPF stipulates that planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision.

The NPPF and Planning Practice Guidance (PPG) recognise that access to high quality open spaces and opportunities for sport and recreation are an integral element of improving the health and well-being of communities and an important component of achieving sustainable development. This work will ensure that a planned approach to sport and physical activity facilities takes place in Basildon now and up to 2042, ensuring that the community has access to high quality facilities, helping communities to increase their levels of physical activity and improve their health and well-being.

**PPS and BFS Requirements**

Basildon Borough Council is inviting consultants to develop a PPS and a BFS for the Borough. The PPS and BFS will each be comprised of two separate documents; an assessment of needs study, which will provide the evidence base to inform and support the second document, the strategy and action plan.

The study and strategy should follow the methodology detailed in Sport England’s ‘Playing Pitch Strategy Guidance’ and Sport England’s ‘Assessing needs and opportunities guide for indoor and outdoor sports facilities’ documents. The study should take into account cross border import or export of demand (and supply) to and from the Borough.

The BFS & PPS should include the following:

* An Assessment of Need Study covering:
* Part 1 BFS; and
* Part 2 PPS
* Two overarching Strategy and Action Plan’s for the BFS & PPS

Part 1 – Built Facilities Strategy

Part 1 focuses primarily on auditing existing indoor sport and leisure facilities within Basildon borough, assessing existing and future needs for the proposed period 2027-2042. The audit and assessment should encompass all built sports and leisure facilities (including: education sites/private businesses and community facilities) which have the potential to be made publicly available.

The BFS audit and assessment should be carried out in line with national guidance and best practice methodologies, including but not limited to the NPPF, PPG and tools provided by Sport England.

To include:

* Sports Halls
* Swimming Pools and Leisure Pools
* Health and fitness facilities (including dance/aerobic studios)
* Squash Courts
* Indoor Tennis Courts
* Indoor Bowls
* Gymnastics

Consultants will be expected to define the scope of the audit, drawing from best practice. The PPS audit and assessment should be undertaken using national guidance and best practice, such as from the NPPF, PPG and tools available from Sport England, including ‘Assessing Needs and Opportunities Guidance’.

The audit of existing pitches and facilities should assess their size, quality, location, accessibility (including modes of active travel), ownership and management of each facility. Key issues affecting current and/or future provision should be identified, together with the possibilities for addressing those concerns. The assessment should also identify the frequency of use of facilities with a demographic summation of attendees.

Part 1 should also include a list of priority projects for improvements needed to indoor sport and leisure over the plan period. Where possible, information on indicative costs, phasing and proposed delivery mechanisms should also be included.

The final output should be in the format of a strategy / action plan which presents policy recommendations and practical proposals for securing investment arising from the outcomes of the assessment for the PPS facilities, which will be in a separate report from the BFS Action Plan. This should take account of specific local issues raised by relevant stakeholder.

Part 2 – Playing Pitch Strategy

Part 2 focusses on auditing existing outdoor sport and leisure facilities within the Basildon borough and assessing existing and future needs for the proposed period 2027-2042. The PPS audit and assessment should be carried out in line with national guidance and best practice, including but not limited to the NPPF, PPG and tools provided by Sport England.

To include:

* Grass pitches for football, cricket, rugby union, rugby league and hockey.
* Third Generation Turf (3G) and Artificial grass pitches (AGPS) for football, cricket, rugby union and hockey.
* Outdoor Bowls
* Golf
* Outdoor Athletics
* Outdoor Tennis
* Netball
* Floodlit Multi Use Game Areas (MUGA’s)
* Running and Cycling

The remit of activities for the assessment could include, but is not limited to, formal, club, schools and informal groups. The assessment should identify the frequency of use of facilities with a demographic summation of attendees.

The audit of existing pitches and facilities should assess their size, quality, location, accessibility (including modes of active travel), capacity and ancillary facilities. Key issues affecting current and/or future provision should be identified, together with the possibilities for addressing those concerns.

The Overarching Strategy

The final output should be in the format of a strategy / action plan which presents policy recommendations arising from the outcomes of the assessment. This should take account of specific local issues raised by relevant stakeholders.

**Outputs**

The study must consider the following matters:

* The production of two individual reports; covering the PPS and BFS assessment documents which should address the following:
* A review of existing relevant policies.
* An audit of existing sports and recreation facilities.
* Analysis of demand, highlighting the need for sports and recreation facilities across Basildon, including projections for future years using population growth projections supplied by the Council.
* To identify any specific needs arising from the findings of the assessment.
* An assessment of potential surpluses and deficiencies in sports and recreation assets.
* The production of an individual report; covering strategic recommendations / action planning document for both the PPS and BFS which should address the following:
  + The objectives and actions for addressing and delivering the issues and needs identified in the study.
  + To identify opportunities for improving existing facilities and recommend how shortfalls and future needs should be addressed and where new facilities should be located.
  + To recommend a suitable mechanism for securing developer contributions towards the delivery of sports and recreation across the borough. The recommendation should be suitably robust and based on appropriate available evidence.
  + To provide guidance on the cost of recommended actions/proposals and an implementation plan for securing investment and delivering projects.
* Detailed results of the facilities audit.
* Detailed results of the needs and demand survey.
* GIS data of assessment sites and facilities detailing each area must be provided in a compatible format with the Council’s GIS software (CadCorp).

This will enable the study to achieve the following:

* Clearly explain and justify how the study has been undertaken in accordance with the brief, and any assumptions that have been made.
* Fully, clearly, and consistently explain the findings, robustly justifying any conclusions made.
* Explain the data sources used to inform the conclusions.
* Include all relevant information/analysis (including any cross-boundary issues).
* Make good use of maps, photographs, diagrams and tables.
* Detail engagement and outcomes under the Duty to Co-operate – a comprehensive audit trail/ record of engagement with key stakeholders, comments received and a reasoned justification for the way in which the comments were reflected in the study.
* Ensures the study is aligned with guidance provided by the NPPF, PPG and Sport England; including liaising with stakeholders through leading a steering group, comprising the Council, Sport England, Active Essex and the relevant National Governing Bodies (NGB’s) as required by Sport England’s guidance and methodologies.

Prospective consultants are invited to set out how they would undertake the study, consistent with the criteria and key outputs above, as well as taking into account other regulations, relevant evidence or policies. 

Draft reports should be sent to the Council for consideration, amendment, and approval prior to producing the final reports. The Council will hold copyright to these. All reports and written advice should be sent to the Council electronically and must comply with the Web Content Accessibility Guidelines version 2.1 in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Further information can be found at [Website Accessibility - Basildon](https://www.basildon.gov.uk/www.basildon.gov.uk/accessibility)

Tables should, where possible, be made available using Microsoft Excel.  When the final version is agreed, the GIS data provided should be compatible with the Council’s corporate GIS software (CadCorp), with data being supplied as shape files.

The successful consultant may be required to present their findings at a member briefing, at one of the Council’s future committee meetings and at steering groups comprising of key stakeholders.

**Background Documents**

The Council’s evidence base is available at:[Leisure, Health and Recreation - Basildon](https://www.basildon.gov.uk/article/4949/Leisure-Health-and-Recreation)

**Timetable and Project Milestones**

The proposed timetable for appointing consultants is set out below:

Deadline for Tenders: Friday 16th June 2023 at 12pm

Interview and Appointment: July 2023

Inception Meeting: July 2023

**Project Completion – to be completed in time to allow the final strategy to feed into the Reg 18 Draft Local Plan scheduled for Q3 2024.**

**Tenders**

Within the tender bids, prospective consultants should include the following information:

1. Agreement to the Council’s terms and conditions, set out in Appendix 1.
2. Details of how the objectives in the tender brief would be met and the assessment criteria.
3. The format for the Playing Pitch Strategy and Built Facilities Strategy document(s).
4. Proposals for including key stakeholders and demonstrating Duty to Co-operate requirements.
5. An indication of the information and support required from the Council.
6. Outline of the work programme, including identification of key stages and the balance between desk and site-based analysis.
7. Demonstration of good practice project management - including frequent communication on progress towards timescales, and contingencies to deal with unforeseen delays.
8. The CVs of individual staff members which will comprise the consultant’s project team.
9. Examples of any recent Playing Pitch Strategy and Built Facility Strategy work undertaken (if applicable) including, if possible, where such work was found to be robust at Examination.
10. Schedules of hourly/daily rates for individual staff and the extent of their involvement.
11. A timetable of work based on meeting the deadlines set out above.
12. Confirmation that there are no conflicts of interest in undertaking this work.

If you have any queries regarding this project brief, please contact Sunny Raggett (Planner) at [sunny.raggett@basildon.gov.uk](mailto:sunny.raggett@basildon.gov.uk) or Stephanie Kober (Senior Planner) at [stephanie.kober@basildon.gov.uk](mailto:stephanie.kober@basildon.gov.uk). Please note that queries will only be answered until 9th June 2023 and will be sent to all invited companies to ensure fairness in the quotation process.

Where it is proposed to sub-contract any elements of the Playing Pitch Strategy and Built Facilities Strategy to third parties, the company concerned should be identified, together with the relevant individuals.  Information in respect of experience, hourly rates, and the role of these individuals within the Strategy should also be identified. There will be the opportunity for consultants to seek clarification of any part of this specification as may be required. All questions should be addressed by email to the named contacts.

Unsuccessful applicants will receive feedback to their bids upon request. The Council will own the copyright of all materials produced by the consultants and will acquire the exclusive right to distribute and reproduce the materials in whole or in part to any organisation or individual it determines at no extra cost. However, the consultants will be entitled to refer to the commission.

**Appointment**

The contract will be based upon the Council’s Terms and Conditions.

**Evaluation Criteria**

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| --- | --- | --- |
|  |  | Weightings |
| 1 | Price  Total Cost, including any annual licence fees, and break down of day rate fees | 40% |
| 2 | Quality |  |
|  | Appreciation of the project and locality | 10% |
|  | Clear methodology and approach meeting the requirements of the NPPF | 20% |
|  | Previous experience of firm and individuals of similar projects | 10% |
|  | Quality of output including compatibility with digitalisation agenda. | 10% |
|  | Project management and timeline | 10% |

Each section will be given a ‘raw’ score out of 5 points. After the assignment of the raw score, the relevant percentage weighting will be applied.

The Council will use the following scoring definitions to score the quality sections:

|  |  |
| --- | --- |
| **Evaluation Scoring Breakdown** | |
| **EXCELLENT**  **5** | Exceeds the requirements. Response exceeds requirements, is fully evidenced, adds value and benefits and demonstrates practical business solutions with full confidence in capability to deliver; and/or  Response describes, evidences, and commits to a large range of excellent economic, social and environmental social value outcomes and benefits that go beyond the requirements of the specification to be delivered as part of this contract, and sets out how they will be achieved. |
| **GOOD**  **4** | Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of how they will meet these requirements. Response identifies factors that demonstrate added value, with evidence to support the response; and/or  Response describes, evidences, and commits to a good range of social value outcomes and benefits that go beyond the requirements of the specification to be delivered as part of this contract, and how they will be achieved. |
| **ACCEPTABLE**  **3** | Satisfies the specifications basic requirements; and/or  Response describes, evidences, and commits to the social value requirements set out in the specification, to be delivered as part of this contract |
| **POOR**  **2** | Considerable reservations regarding how the Tenderer will meet this requirement with little or no evidence to support the response; and/or  Response includes limited detail and/or fails to commit to the social value requirements set out in the specification, to be delivered as part of this contract |
| **VERY POOR**  **1** | Insufficient information provided to demonstrate how the Tenderer will meet the requirement with no evidence to support the response. Several errors, risks, weaknesses or omissions difficult to make acceptable; and/or  Response includes limited detail and/or fails to commit any social value initiatives to be delivered as part of this contract |
| **0** | Response provides no confidence and/or no evidence that the Tenderer meets any of BDC’s requirements OR response is incomplete. |

Should the Council consider interviews to be beneficial, we will interview at a minimum, the top two scoring consultants.

The Council reserves the right not to accept the highest scoring proposal or not to appoint any consultant as a result of this process.

**Pricing Schedules**

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|  | **Task/Activity** | **Fee** |
| 1.1 | Undertaking of PPS and BFS. | Total fee |
| 1.2 | If applicable, any software licencing costs. | Cost for five years broken down into annual payments. |
| 1.3 | If applicable, any purchase or licencing costs for datasets etc | Total cost broken down into items and, if applicable, 5 year licencing costs. |
| 1.4 | Providing a minimum of two interactive sessions with elected Members and other stakeholders as required | Total cost for two separate ‘in person’ half day events and indicative cost for any additional events. |
| 1.5 | Day rates for additional tasks and ad hoc support up to and including the local plan examination | Day rates per person per day |