

**MHCLG**

**Development of the National Model Design Code**

**CPD/004/120/178**

**ANNEX A – SPECIFICATION**

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CONTENTS

[1. PURPOSE 2](#_Toc34920457)

[2. BACKGOUND TO THE CONTRACTING aUTHORITY 2](#_Toc34920458)

[3. Background to requirements 2](#_Toc34920459)

[4. definitions 3](#_Toc34920460)

[5. scope of requirement 3](#_Toc34920461)

[6. DETAILED requirement 6](#_Toc34920462)

[7. key milestones 7](#_Toc34920463)

[8. authority’s responsibilities 8](#_Toc34920464)

[9. reporting and contract management 8](#_Toc34920465)

[10. volumes 8](#_Toc34920466)

[11. continuous improvement 8](#_Toc34920467)

[12. Sustainability 8](#_Toc34920468)

[13. quality 8](#_Toc34920469)

[14. PRICE 9](#_Toc34920470)

[15. Security requirements 9](#_Toc34920471)

[16. intellectual property rights (ipr) 10](#_Toc34920472)

[17. payment 10](#_Toc34920473)

[18. Location 10](#_Toc34920474)

# PURPOSE

## MHCLG are producing a National Model Design Code to form Part 3 of the National Design Guide, published 1st October 2019, as part of Government’s planning practice guidance (PPG) on design.

## MHCLG wishes to procure a consultant to help scope and develop the National Model Design Code, which will include illustrations to support design parameters.

## The objective is to develop an easy to use toolkit that local planning authorities, developers, built environment professionals and other agencies involved in the design of the built environment can use to ensure that a greater consistency of design quality is delivered for developments through preparation, application and enforcement of local design code criteria.

# BACKGROUND TO THE CONTRACTING aUTHORITY

## The contracting authority is the Ministry of Housing, Communities and Local Government (MHCLG). It is the government department with overall responsibilities for the delivery of housing, making the vision of place as homes a reality, delivering a sustainable future for local government and creating socially and economically stronger and more confident communities.

## The Planning Directorate within MHCLG is responsible for the production of the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG).

## The contract will be directed by the Design Team, which is responsible for design quality in MHCLG policies and programmes, and for developing design guidance in PPG.

## Based within the Planning Directorate, the Design Team is working across MHCLG and other Government departments to ensure greater emphasis is placed on design quality in policies and programmes as part of a funded action plan, to implement the Housing White Paper aspirations for higher quality in the built environment.

# Background to requirements

## The Housing White Paper published in 2017 sets out Government’s commitment to increase the supply of new homes. It makes clear that they must be of higher quality to achieve community support for new homes in their area. More information on the Housing White Paper is available on the Gov.uk website:

## <https://www.gov.uk/government/collections/housing-white-paper>

## 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.

## As part of this update, a standalone [National Design Guide](https://www.gov.uk/government/publications/national-design-guide) was published on 1st October 2019, with a [supporting Written Ministerial Statement](https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2019-10-01/HCWS1840/). Part 3 of the National Design Guide included a page holder for the National Model Design Code which was expected to be produced to complete the National Design Guide in 2020. A standalone task is necessary to produce Part 3 of the National Design Guide. This tender is to commission a consultant to assist MHCLG officials to write, illustrate and publish the National Model Design Code.

## The Design Team wish to appoint a built environment design consultancy that is able to provide design expertise including urban design, architectural and landscape skills to support the preparation and publication of an illustrated model design code.

## A pre-tender market engagement exercise was undertaken between 14th February and 26th February. As part of this, the department engaged with stakeholders including planners, developers and built environment professionals on the scope, content and structure of the National Model Design Code. The appointed consultants will then further refine and agree the scope with MHCLG at the commencement of the contract, before the content is drafted.

## Further consultation may be required. The timeframes required for the consultation period will be subject to a decision on whether application of code is applied to policy or legislation.

# definitions

|  |  |
| --- | --- |
| Expression or Acronym | Definition |
| MHCLG | Ministry of Housing, Communities and Local Government |
| NPPF | National Planning Policy Framework |
| PPG | Planning Practice Guidance |

# scope of requirement

## ***Objective***

## The objective for the National Model Design Code is to ensure that a greater consistency of design quality is delivered through preparation, application and enforcement of local design code criteria applied by the private sector on new development, and by planning authorities. How the code could be implemented in practice, for example through the development plan process and how it will be applied in decision making, will be considered as part of the facilitated workshops (see paragraph 5.18 and Annexe B).

## ***Aims***

## 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 local level or applied directly where local guides and codes are not in place
* 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.

## The National Model Design Code will be a template for local planning authorities and developers to use to create local design codes for site specific and area wide application. It will set out a list of design parameters with generic illustrations, and some recommended metrics for principles and requirements.

## It will build on the National Design Guide, is simple to deliver and can include generic illustrations for design priorities such as streets, parking and landscape. It allows for local application to reflect the existing context to which it is applied and for local community preferences.

## ***Content and structure***

## The National Model Design Code template will include key design parameters for a site or area subject to the outcome of consultation and workshops. Annexe A gives a visual indication of the themes it might cover.

## In general terms, the Part 3 of the National Design Guide, the National Model Design Code template 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.
* Production of a PDF document to upload on GOV.UK.

## The above are dependent on the final scope of the National Model Design Code template, which will be agreed with the appointed consultants.

## There is a contingency to produce a worked example of how the National Model Design Code could be applied in the planning system to a typical large-scale development. (See paragraphs 5.9, 5.17 and 6.12 for further details). MHCLG reserve the right to award this aspect of the tender is entirely at our discretion. We formally notify you if we choose to award this aspect of the tender.

## MHCLG are therefore requesting potential suppliers to submit proposal for and price for;

## The production of the National Model Design Code template as part of this Invitation to Tender and

## The production of a worked example of how the National Model Design Code could be applied in the planning system to a typical large-scale development which will be awarded subject to the discretion of MHCLG, should this be required.

## ***Application***

## Design codes could be applied to sites, neighbourhoods, large scale developments or new settlements and be form based or detailed, subject to scale and context. Consideration should be given to creating a transect from rural context to urban centres to demonstrate the application of codes in the context of different development types in a wide area context.

## The levels of detail applied locally will be determined by:

## The context, whether central urban, urban, suburban or rural or a combination;

## Scale of development, whether small, medium or large scale, as defined locally, or new settlements;

## The intensity of development activity in an area;

## The sensitivity of the site to heritage, culture, conservation areas etc.

## ***Scope of services required***

## MHCLG wishes to appoint a built environment design consultancy to prepare an illustrated National Model Design Code template to include in the National Design Guide and to amend the relevant sections within the National Design Guide to reflect the code requirements. MHCLG will provide a background paper and guidance on the scope of the National Model Design Code template and the appointed consultants will build on the brief using their expertise to refine the scope and develop the illustrated National Model Design Code template.

## External resources are required to deliver the requirements and support the aims identified above due to:

* Need for urban design, architectural and landscape support to finalise the scope and write the model design code, as these resources and skills are limited in MHCLG.
* Need for expertise in the application of domestic and international design codes, as these resources and skills are limited in MHCLG.
* Need for expertise in producing supporting illustrations and diagrams that support the model design code template.
* Support for written text to support modifications to the National Design Guide and the model design code template.
* Support in the production of a web-based code.
* Support in the delivery of workshops.
* Support in setting out a model community engagement process to support the national design code template and other processes for applying the template.

## The use of design codes offers the opportunity to engage positively with communities and respond to their preferences for the local built environment. As part of the commission to develop the code template, we will consider how communities can best be engaged in the process for developing a code for applying in the planning system. The consultant will be required to produce a model process for applying the design code template.

## Consultants will have appropriate skills and track record of delivering design codes for the public and private sector include urban design, planning, landscape architects and architectural consultancies, and some specialist third sector groups. The consultancy should include proven expertise and track record in engaging with communities to identify their preferences.

## The process will require facilitated consultation with the public planning and highways sector and private development and consultant sectors. The commission will require an appreciation of the policy context, an ability to develop design guidance and good communication and supporting graphic skills.

## There is a contingency to produce an example of how the National Model Design Code template could be applied in the planning system to a typical large-scale development. MHCLG reserve the right to award this aspect of the tender and the decision to award is entirely at our discretion (see paragraph 5.8).

## External industry engagement during the process of producing the code will be in the form of structured workshops and managed by a facilitator who will be appointed directly by MHCLG. A programme of facilitated workshops will be arranged as set out in Annexe B, with the support of a facilitator, to be appointed directly by MHCLG. The appointed consultant will be expected to input into the structure of the workshops and their outcomes.

# DETAILED requirement

## Annexe A provides detail on the proposed scope of the National Model Design Code. The detailed requirements for the potential supplier to undertake are set out in 6.2 to 6.13 below.

## Critically review the scope of the National Model Design Code template against existing domestic and international design codes at a local and neighbourhood level. Tenderers are invited to submit additional information or ideas that they consider may be relevant to the requirement. This could include examples of successful codes, research on successful codes, international experience or other additional services. Tenderers may wish to include initial concepts and ideas for a model code.

## Work with MHCLG to review and agree the scope of the National Model Design Code template, including the level of prescription, and how it is applied within the planning process.

## Assist MHCLG in attending and presenting at a series of four half-day workshops with officials and a stakeholder sounding board, to be agreed at the kick-off meeting, to review the draft proposal and proposed, its purpose, use, application and coverage.

## Work with MHCLG to produce a first draft of the text for a National Model Design Code template, taking into account the feedback from the stakeholder workshops.

## Propose images and illustrations to support the text, drawing from existing illustrations, photos and other relevant material. Obtain approvals for use of images and attribute credits.

## Present and agree the illustrated draft National Model Design Code template with MHCLG.

## Work with MHCLG officials to co-ordinate input from other agencies including other Government departments and statutory consultees, as part of the consultation process.

## Work with MHCLG officials to produce a final illustrated text draft of the code template, covering the application of the code at a national level and the design parameters to be included in local codes.

## Work with MHCLG to make final edits to the text and images for the National Model Design Code template and format as Part 3 of the National Design Guide, published as a downloadable pdf on Gov.uk

## Critically review the final online version of the downloadable pdfand make or recommend making amendments, including recommendations for maintaining and updating the National Model Design Code template in the future.

## There is a contingency to produce an example of how the National Model Design Code template could be applied in the planning system to a typical large-scale development (see paragraphs 5.9 and 5.16).A timeframe of 6-8 weeks is anticipated for the production of a worked example, following agreement of the final National Model Design Code document after the consultation period.

# key milestones

## The Potential Provider should note the following project milestones for the production of the National Model Design Code template that the Authority will measure the quality of delivery against:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Timeframe** |
| 1 | Inception and preparation:Briefing workshop chaired by MHCLG. Agree roles and responsibilities, brief, programme, consultation process and programme and Reporting and contract management | Within week 1 of Contract Award |
| 2 | Develop Design Code Structure:Desk top study on existing design codes types to supplement work carried out by MHCLG on optimum content for design code template and design parameters. | Within week 3 of Contract Award |
| 3 | Stakeholder engagement:Workshop 1 – Implementation and processWorkshop 2&3 – Design code contentWorkshop 4 – Community engagement and model process | Within weeks 2-8 of Contract Award |
| 4 | Draft design code proposals:Develop written code and prepare supporting diagrams and illustrations. | Within week 7-8 weeks of Contract Award |
| 5 | Final proposals:MHCLG to finalise policy and legal status, Minister approval for the public consultation period. | Within 10-12 weeks of Contract award. |
| 6 | Publish document:Finalise document for uploading to Gov.uk and amendments to the National Design Guide. | From end of consultation period (which will require an indicative 6 to 12 weeks) to end of September or October 2020 |

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## The Potential Provider should note the following project milestones for the production of a worked example of how the National Model Design Code could be applied in the planning system to a typical large-scale development

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Timeframe** |
| 1 | Identify location and typical site characteristics for site of c150 homes in low/medium density context | 2 weeks |
| 2 | Draft design principles applying National Model Design Code criteria | 2 weeks |
| 3 | Test in workshop with cross-section of central/local Government, industry, consultants’ representatives | 1 week |
| 4 | Finalise requirements, publish Example of Local Design Code | 2 weeks |

# authority’s responsibilities

## MHCLG will be responsible for working with the supplier to provide timely responses to queries, including where recommendations are made and providing access to relevant contacts within and outside the team and department.

# reporting and contract management

## Reports on the delivery of the project will be made to the Lead Project Management Contact at MHCLG. The details of what is expected in these reports will be agreed at the inception meeting.

## Given the short nature of the contract a fortnightly written update will be required as well as regular meetings throughout the contract, the frequency of which will be decided at the inception meeting.

## A mid-way contract review meeting with require a contract report providing an update on the delivery to date against the key milestones. A mid-way date will be agreed with the successful provider.

# volumes

## The contingency fund for producing an example of how the National Model Design Code template could be applied may impact on the programme. MHCLG will consider an extension of the contract should additional work be required.

# continuous improvement

## The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

## The Supplier should present new ways of working to the Authority during mid-way Contract review meetings.

## Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.

# Sustainability

## Potential Providers should take account of potential environmental, social and economic sustainability issues in respect of the NPPF in their submissions.

# quality

## Resources deployed by the Potential Suppliers should have relevant professional expertise and qualifications for the tasks.

# 

# PRICE

## Price for the work should be calculated on a time and resource basis measured against the delivery of the key milestones set out in section 7. Staff day rates should be submitted with a breakdown of resources deployed.

## Prices are to be submitted via Appendix E – Price Schedule excluding VAT.

## The budget to support the production of the publishable National Model Design Code template to form Part 3 of the National Design Guide is between £40,000 to £60,000 exc. VAT.

## There is a contingency budget of up to £25,000 exc. VAT to produce a worked example of how the National Model Design Code could be applied in the planning system to a typical large-scale development. (See paragraphs 5.8 and 5.9. Separate pricing is therefore requested for both the production of the National Model Design Guide template and the worked example at contract end).

* 1. In the event of continuing poor performance of the supplier the MHCLG will require early termination of the contract with all work on the project to cease.

# STAFF AND CUSTOMER SERVICE

## The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Design Manual Contract in order to consistently deliver a quality service to all Parties.

## Potential Provider’s staff assigned to the Design Manual Contract shall have the relevant qualifications and experience to deliver the Contract.

## The Potential Provider shall ensure that staff understand the Authority’s vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

# service levels and performance

## The Authority will measure the quality of the Supplier’s delivery by:

|  |  |  |  |
| --- | --- | --- | --- |
| KPI/SLA | Service Area | KPI/SLA description | Target |
| 1 | Delivery of draft text | A draft will be presented at the end of Milestone 4 para 7.1 | 100% |
| 2 | Delivery of final text and illustrations | A final document in a publishable format will be presented at contract end | 100% |

1. **Security requirements**
   1. The inception meeting will be held in the 2 Marsham Street (2MS) Conference Suite, 2 Marsham Street, Westminster, London, SW1P 4JA. Access to 2MS main offices will require photographic ID and escorted access throughout 2MS.
2. **intellectual property rights (ipr)**
   1. The consultancy will obtain permissioned and accredited use of images that are not already available for Government use.
   2. The IPR of the final document, which will be published on the GOV.UK website, will rest with the Authority.
3. **payment**
   1. Payment will be made in 3 stages:
      1. On completion of Milestone 4. After the draft design code proposals are agreed - 45%
      2. On completion of Milestone 5. After final text and images are agreed – 30%
      3. On completion of Milestone 6. Sign-off on the final document for publication– 25%
   2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
   3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs sent to the Lead Project Management. A valid purchase order number must be quoted on all invoices.
4. **Location** 
   1. Work will primarily take place at the supplier’s own premises. There will be occasional visits to 2MS for meetings where escorted access will be required (see section 17.1).
   2. No travel (T&S) expenses will be payable for work undertaken at the supplier’s own premises, in MHCLG’s offices or other locations in London (within M25). All other travel (T&S) expenses will be payable as per ANNEX F (TRAVELLING AND SUBSISTENCE EXPENSES FOR CONTRACTORS) of the Terms and conditions.

Annexe A - **National Model Design Code Content and Design Parameters**

| **CATEGORY** | **CHARACTERISTICS** | **DETAIL CONTENT** | **IINDICATIVE ILLUSTRATION** | **RELATES TO 10 CHARACTERISTICS**  **National Design Guide** |
| --- | --- | --- | --- | --- |
| **CONTENT for all design codes** | | | | |
| **Context** |  | Understanding of place, site topography, local character, landscape. |  | Context |
| **Land use** |  | Land use, e.g. housing, local amenities, facilities, tenure. |  | Uses |
| **Block form** | Block pattern | Block and plot forms, size and shape, development parcels, and the building lines they create. |  | Built form |
|  | Building forms | Massing, heights, width, depths, proportions of built form and facades, roof forms, plot ratio, density. |  | Built Form |
|  | Building frontage | Ground floor uses, block edges, set backs, active frontages and entrances. |  | Public spaces |
| **Urban Form** | Street network | Connectivity with wider movement networks, type of grid and urban grain, their capacity, site access. |  | Movement |
|  | Streets and public spaces | Street types, their character, form, layout, enclosure ratio, finishes and details |  | Building form |
| **Landscape** | Streets and public spaces | Landscape setting, landscape features, street trees, their species, numbers, placements, materials. |  | Movement and Nature |
| **FURTHER CONTENT for detailed codes** | | | | |
| **Block form** | Building facades | Openings, window /wall ratio, features that animate streets, bays, corners, details and materials that strengthen local identity. |  | Identity |
| **Urban form** | Parking | Parking standards, layouts on and off streets, their landscaping and character. |  | Movement |
|  | Bins, Bikes and Stores | Arrangements and details |  | Homes and buildings |
| **Landscape** | Open space | Typology, form, layout, use of green and open spaces and their location including play spaces, safety, overlooking. |  | Public spaces |
|  | Public space | Public realm function, activity, structure, surfaces, furniture, materials, safety and security. |  | Public spaces |
|  | Soft landscape | Planting local or regional plant species, addressing biodiversity, microclimate, and topography. |  | Nature |
| **Other** | Environment | Energy, environmental performance, their resilience and adaptability, daylight/sunlight and other environmental factors |  | Resources |
|  | Management | Maintenance and management |  | Lifespan |

Annexe B – **Draft schedule of workshops**

|  | THEME | CONTENT | STAKEHOLDERS | CONTENT/APPROACH |
| --- | --- | --- | --- | --- |
| 1 | DESIGN CODE CONTENT 1 | Understanding context  Land use  Building form  Block Form  Movement  Landscape | Academics  Specialist consultants, property agents  Urban Design Specialists, AOU, UDG  RIBA, RTPI, LI  Design advisors, Design Council  OGDs, DEFRA, DfT, BEIS, DfE  Homes England | Proposal for discussion by PD/MHCLG and  content developed in workshop  led by facilitator |
| 2 | DESIGN CODE CONTENT 2 | Further evolution of code requirements  Developing options and applications  Application in central urban areas  Illustrations to support applications | Academics  Specialist consultants, property agents  Urban Design Specialists, AOU, UDG  RIBA, RTPI, LI  Design advisors, Design Council  OGDs, DEFRA, DfT, BEIS, DfE  Homes England | Proposal for discussion by PD/MHCLG and  content developed in workshop  led by facilitator |
| 3 | IMPLEMENTATION & PROCESS | Level of prescription and how applied in the planning system  Site or area-based approaches  Application to development typologies, urban to rural, transect  Process for policy or legislation and implications | Legals  PD, Planning Policy Reform, Development Plans, Development Management  Developers, property agents  Planning consultants  Academics | Paper by PD/MHCLG for facilitated discussion led by facilitator |
| 4 | COMMUNITY ENGAGEMENT | Model approaches to community engagement specific to coding  Approaches in relation to scales of development  Content of code requiring community support | Specialist consultants and agencies  Academics  Design Team  Development Management | Paper for discussion, referencing PPG Design on community engagement, to develop in workshop led by facilitator |