

# Invitation to Quote in a Mini Competition

## **1. Project Name:**

██████████, Camborne, Cornwall, TR14 8FJ

## **2. From:**

██████████, Area Manager, ██████████

## **3. Date Response Required By:**

Please submit your tender response by **17:00 on 22<sup>nd</sup> September 2016** via email to ██████████  
The HCA reserves the right not to award this contract and does not have to award to the lowest bidder. The tender will be assessed on a 60:40 split between Technical:Cost.

## **4. Brief Overview:**

HCA selected Linden Homes to deliver the wider Former CompAir Holman site in 2006. This has reached Phase 4 with the new East-West Link Road constructed and open to traffic. Part of the scheme was permitted for commercial and community use and has been marketed for over 5 years without any interest and we now wish to appoint a team to secure outline planning permission for starter homes before the end of March 2017.

## **5. Site Location and Information:**

The site (circa 0.63ha) is currently grassed-over and fenced and has been removed from our Development Agreement with Linden Homes. Planning permission was originally secured in 2007 (P A06/00352/OM) for mixed use development, including commercial / community uses on the proposed starter homes site. Subsequent reserved matters have also been granted, the most recent of which, for Phase 4 (PA14/04879) updates and improves upon the overall scheme design. An indicative masterplan for the starter homes site has been prepared and suggests capacity for circa 48, 2-bed houses/flats.

## **6. Proposed End Use of Site:**

Government is committed to building 200,000 Starter Homes (SH) over the course of this Parliament, to be offered exclusively to first time buyers under the age of 40 at a 20% discount on open market value, up to a maximum of £250,000/home. The Housing and Planning Bill introduces a statutory duty on local authorities to promote the delivery of SH and places a requirement for a proportion of SH to be delivered on all suitable reasonably-sized housing schemes. It also broadens the definition of affordable housing to include SH as an affordable home ownership product. The new regulations will inform the future planning application.

In accordance with the planning exceptions policy (<http://planningguidance.planningportal.gov.uk/blog/guidance/starter-homes/starter-homes-guidance/>), commercial sites that are either vacant, under-used or unviable in its current or former use, and not currently identified for housing in a local or neighbourhood plan or within the authority's 5 year housing land supply can be brought forward for starter homes.

The site is vacant, with no market demand for commercial uses and provides an ideal opportunity for new homes to support the continued regeneration of the town of Camborne, which is within easy reach of Truro. The proposal will provide a minimum of 50% starter homes and should seek to maintain scheme viability. It is also required in order to successfully select the preferred development partner. A flexible planning consent is therefore essential.

## **7. Scope of Works:**

The work is anticipated to comprise the following:

### **1. Planning, Design & Consultation:**

Planning and urban design is crucial to the success of this commission. We are seeking a well-qualified and effective town planning service that has experience successfully working with Cornwall Council. A similar approach is required from the urban design element. A good working relationship with the LA and an ability to service the planning application locally is therefore essential. Planning & design will lead on the overall commission and will include:

- a. Early formulation of the overarching planning strategy to achieve planning consent;
- b. Pre-application with the LA;
- c. Community and stakeholder consultation; and
- d. Preparation, submission, negotiation and consent of the outline planning application / S106.

The planning strategy will apply the Starter Homes Exception Policy (March 2015) and harness the new legislation following the Housing & Planning Bill, all of which supports the delivery of starter homes as an affordable home ownership product for first time buyers.

The overarching approach seeks to secure an outline planning permission which is conditional upon S106 / reserved matters requirements to cover aspects such as housing mix, detailed design, travel plans, demolition/construction strategies etc. This will determine the principle of residential development, whilst maintaining maximum flexibility for our development partner.

A design code, covering broad design principles, is also required and should reflect the Starter Homes Design Guidance (March 2015) by CLG. This work will be instrumental in working successfully in partnership with the LA and wider community. The design work will also be used in marketing material to seek developer interest.

The approach towards consultation should not be overblown and should reflect the fact that this is a small urban infill development. The consultation strategy should be formulated to achieve consensus, enable local stakeholders to contribute positively and for this to be used to secure planning consent.

### **2. Landscape & Ecology**

Landscaping will need to be integral to the overall design of the scheme. Useable open spaces are really important, as are defensible private / semi-private spaces. Low boundary walls and the ability to personalise spaces should be successfully integrated, as are edible boundaries / fruit trees / bushes, wherever possible. Parking courts should also be landscape-led in order to promote a pocket-park concept. A qualified landscape professional is required in the consultant team who can work within the local context and promote biodiversity.

Much of the ecological aspects of the planning application should seek to be determined through subsequent Reserved Matters consents, but it is accepted certain surveys may be required to form part of the outline application. Tender responses should outline the required surveys, timing and reporting to be undertaken as part of the application process.

### **3. Highways & Access**

The transport statement will cover access, highways layout and car parking to reflect the town centre location. The highway input will be led by the design work in order to create well-designed buildings, streets and spaces. The transport assessment and S38 works by Linden should inform this work.

#### 4. Ground Conditions:

A ground condition report will be required to support the planning application. An intrusive investigation is also required to inform the marketing of the site to select the preferred developer.

All works should be carried out in accordance with best practice and relevant technical guidance and should include the following:

- a. Trial pitting and sample holes. All should be excavated to a suitable depth below ground level (bgl) and logged according to BS5930, with a photographic record presented for each within the final report. All should be monitored by a PID, as relevant. All should be backfilled in the order materials came out and compressed in maximum 450mm layers. The final surface should be made good as best endeavours. Appropriate boreholes should be installed with monitoring wells of suitable construction, screened in order to obtain specific information from each encountered water-bearing stratum. Gas response zones should also be screened in order to identify and obtain specific information on gassing strata.
- b. Targeted solid sampling and laboratory analysis. Representative solid samples should be obtained as determined by your on-site personnel, who should present a clearly stated rationale for selecting the locations of the samples and analytical suites within the report.
- c. Groundwater laboratory analysis. Although it is still unknown exactly what samples will be taken, for the purposes of this tender, please assume inorganics (As, Cd, Cr (hexavalent), Cu, Cn, Pb, Hg, Ni, Se, Zn, SO4 (total and water soluble), S, and CN, pH and speciated organics (TPH and PAH).
- d. Report. Prepare a suitable report to withstand regulator scrutiny outlining all the above. Plans should be presented outlining areas of the site for any contaminants that fail the GQRA clearly showing fail/pass areas. As part of the report note of any limitations to development (e.g. factors that may affect the positioning of buildings, roads, SUDS, etc) so as to ensure sustainable remediation. Outline foundation implications for buildings and roads should be presented. The location of service utilities should be included on a plan as indicated on any service plans and confirmed by on site location during service clearance.

The ground investigation work will be used to inform the planning application but will also be used to provide certainty to our development partner in terms of the costs associated with actually developing the site. This will therefore cover remediation, drainage, and associated ground works. The investigation should therefore adhere to HCA panel warranty requirements to be passed to the developer.

#### 8. Tender Assessment Criteria:

All eligible bids will be assessed using the following 60:40 Technical:Cost evaluation framework as follows:

Element		Sub-Score	Score
<b>Technical</b>	Technical merit and methodologies for site works.	30	60
	Staff experience, including how staff are compliant with the requirement that all works (or at least the project manager or whoever is signing-off the report) are to be undertaken by a 'Competent Person' within the NPPF.	20	
	Timetable and project management.	10	
<b>Price</b>	Cost (£).	40	40
		<b>TOTAL</b>	<b>100</b>

The HCA reserves the right not to award this contract to any tenderer and not to award to the lowest priced.

**9. Proposed Staff:**

Please include a one page CV for each consultant to be used on this project, confirm their office location and provide an outline for approximately how much time they will devote to the project.

**10. Management Arrangements:**

Please provide relevant details for the management of the project. This may include health and safety as well as time/personnel management. Please also confirm who will be the main client contact. All draft reports will be reviewed by the HCA and comments returned, which the consultant will be expected to clarify and/or amend.

**11. Programme & Project Delivery:**

Please include a full programme to deliver the commission, clearly indicating individual stages and how stages interrelate with one another.

**12. Tender Responses:**

Please limit your tender response as much as possible, but including:

1. Outline of how you will undertake and complete the work in order to achieve planning consent by March 2017, (maximum six pages in 11pt Arial font);
2. Confirm the project team and key staff and briefly outline relevant skills and experience (maximum two pages plus an appendix including one page CV's in 11pt Arial font);
3. Management arrangements (maximum one page 11pt Arial font);
4. Project Programme (maximum one page in 11pt Arial font);
5. Costs broken down into the subsections; and
6. Any other pertinent information.