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**Invitation to Quote**

**Hinckley High Street Heritage Action Zone Cultural Programme. Cultural Programme Coordinator**

**Date: 5 July 2021**

**Closing Date: 23 July 2021**

**1**. **Introduction**

**1.1** Hinckley & Bosworth Borough Council is seeking the services of a suitably skilled and experienced consultant to assist in the development of the Hinckley Cultural Consortium up until March 2022. The Consortium will develop and deliver a Cultural Programme that will complement the capital developments and community engagement work taking place through Historic England’s High Street Heritage Action Zone scheme.

**2.** **The Project**

**2.1** Hinckley & Bosworth Borough Council has secured funding from Historic England 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.

**3.** **What is a High Street Heritage Action Zone**

**3.1** 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.

**4.** **The Cultural Programme**

**4.1** In partnership with Arts Council England and The National Lottery Heritage Fund, Historic England is offering support and funding for the development and production of cultural programmes and partnerships that will complement the work of the High Street HAZ Programme.

**4.2** The programmes supported by this fund will be developed and delivered by the local communities in each place. This cultural activity will celebrate the local character and heritage of the location and make high streets a key place to experience and participate in culture. The programme will take place alongside the capital development works taking place on the high street and will act as a way for people to engage with that building and development work.

**4.3** Ideally, the Cultural Programme should consider the heritage and history of the high street, as well as its role in today’s context. It should prompt people to reconsider their preconceptions about what the high street is, and who it is for, exploring and celebrating the stories of the people and events that have taken place there over time.

**5.** **Scope of Works**

**5.1** The Programme Coordinator will be required to develop, support, facilitate and coordinate the Consortia to identify and prioritise cultural programming activity during the delivery of the Hinckley HSHAZ. The role will include leading on identifying and recruiting an additional community arts organisation to join the Consortia to strengthen the diversity and breadth of membership. Other key aspects of the role include:

* Nurturing and developing ideas for the cultural programme
* Identifying, developing and supporting a lead partner for the consortium and to work with them to develop and support them in taking on this role.
* Understanding the needs and strategic priorities of the consortium organisations, the local community and target audiences to be able to develop proposals that support these.
* Working with the consortium to explore how they can effectively engage with members of the community to develop and enable the public to feed into the design of the cultural programme and story of the high street.
* Developing programme proposals for years three and four.
* Assist and facilitate consortium members to complete the funding application for years three and four of the cultural programme.
* Assist and support the Consortia in the further development and delivery of Place Making Projects identified for year one/two of the Cultural Programme.
* Work with consortia members to consider how they will share data, training needs, communications and outputs in the delivery of the programme.
* Explore what opportunities there may be to make connections and link with other cultural projects and programmes.
* Work with the consortium to explore how the programme can result in the Hinckley’s creative sector being more resilient through staff and professional development
* Assist consortium members to analyse and better understand their short-term strategic priorities and capacity remit.
* Encourage consortium members to explore how new approaches to cultural programming can be developed further, based on consultation with local communities and those represented by consortium members.

**6.** **Expected Outputs and Outcomes**

**6.1** It is envisaged that the following outputs will be met:

* The development of a Hinckley Cultural Programme Funding Application form for the Cultural Programme that focuses on years two and three of the programme.
* Well-developed proposals and support in the delivery of identified place making proposals.

**6.2** It is envisaged that the following outcomes will be met.

* Consortium members will have a better understanding of their short-term strategic priorities and capacity remit.
* Consideration will have been given to how the programme can result in the creative sector being more resilient through staff and professional development.
* An additional community arts organisation will have been recruited onto the consortium.
* The consortium will be in a stronger position to take forward the cultural programme.
* Place Making Projects identified for delivery in year one/two of the Cultural Programme will have been developed further.
* A lead partner will have been identified and supported to take on the role and lead on the cultural programme.
* Well planned and considered programme proposals will have been developed for years two and potentially year three of the programme.

**6.3** The budget available for the services listed above is £21,100 inclusive of expenses.

**7. Resources**

**7.1** In respect to the Hinckley & Bosworth area 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):

The North Warwickshire and Hinckley and Bosworth Destination Management Plan 2017- 2022

Local Plan 2006 to 2026

* Heritage Strategy (2018-2023)
* Conservation Area Appraisals and Management Plans
* Neighbourhood Plans (adopted and emerging)

Corporate Strategies, Plans and Policies

* Economic and Regeneration Strategy 2016-2020
* Cultural Strategy 2018-2023
* Corporate Plan 2017-2021: Places theme
* Tourism Growth Plan

**7.2** Information relating to the Hinckley High Street Heritage Action Zone can be access via the council website: <https://www.hinckley-bosworth.gov.uk/heritageactionzone>

A copy of the Community Engagement Plan for the Hinckley High Street HAZ is available upon request.

**8. Project Requirements**

8.1 It is anticipated that the role will commence in September 2021. The timescale of the role will be for a period of up to seven months working the equivalent to two days a week.

**9. Timetable**

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

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| **Date** | **Activity** |
| 23 July 2021 | Quotation submission deadline |
| W/C 9 August 2021 | Complete quotation evaluation |
| W/C 9 August 2021 | Clarification communications and/or interview (if necessary) |
| W/C 23 August 2021 | Contract awarded |
| WC/ 30 August 2021 | Inception meeting |
| TBC September 2021 | Project initiation |
| TBC | Community engagement and consultation period |
| TBC | Consortium member engagement and consultation |
| TBC | Completion of programme proposals for years 2 and 3. |

**9.2 The closing date for receipt of quotes is 5 pm, Friday 23 July 2021.** A full electronic copy of the quote 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](mailto:HeritageActionZone@hinckley-bosworth.gov.uk)

**10. Quotation Requirements**

**10.1** 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 individual/organisation.
* Details of the individual/project team including the names and experience of the project manager and 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 individual/project team’s expertise, with up to three recent examples of similar work which demonstrates knowledge and expertise, together with contact details for references;
* Time commitment to the project over the life of the project (in days);
* A 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 with a limit of indemnity of not less than £5,000,000.

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

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

**11. Shortlisting Procedure**

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

**11.1.2** They must arrive no later than 5pm, Friday 23 July 2021.

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

**11.1.4** 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.

**11.1.5** During the preparation of proposals for submission, enquiries should be directed to: Clare.haines@hinckley-bosworth.gov.uk or telephone 01455 255625

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

**11.1.7** Quotes 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 quotation responds to the brief.
* The robustness and suitability of the proposal.
* Relevant skills and experience of the surveyor and project team, 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.

**12. Criteria for Assessment of Quotations**

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

**12.1.2** 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.

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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 and to engage effectively with local partners and stakeholders.* | *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%* |

**13. Selection of Consultants**

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

**14. Method of working**

**14.1** 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).

**15. Payment**

**15.1** Payments will be made on a phased basis following and linked to specific outputs in line with those identified in section 5 ‘Scope of Works’.

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

**16. Intellectual Property Rights**

**16.1** All Intellectual Property Rights created by the Contractor or the Contractor’s Personnel in the course of performing the Services shall vest in Hinckley and Bosworth Borough Council.

**16.2** 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.

**16.3** 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.

**16.4** 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.

**16.5** 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.

**16.6** 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.

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

**17. Freedom of Information Act 2000**

**17.1** 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.

**17.2** 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.

**18. Disclaimer**

**18.1** 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.

**18.2** 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.

**18.3** The Council will not be bound to accept any of the submissions put forward by any of the bidders.

**Appendix 1:**

**Resources**

**1.0** In respect to the Hinckley & Bosworth area 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):

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**2.0** Information relating to the Hinckley High Street Heritage Action Zone can be access via the council website: <https://www.hinckley-bosworth.gov.uk/heritageactionzone>

A copy of the Community Engagement Plan for the Hinckley High Street HAZ is available upon request.

A copy of the year one funding application for the Hinckley HSHAZ Cultural Programme is available upon request.

**3.0 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