

Invitation to Tender



Saltash Town, Waterside and River Links Connectivity Project

Vision, Strategy & Action Plan

June 2023

PREPARED BY:
THE SALTASH TOWN COUNCIL CONNECTIVITY WORKING GROUP

This project is part-funded by the UK Government through the UK Shared Prosperity Fund. Cornwall Council has been chosen by Government as a Lead Authority for the fund and is responsible for monitoring the progress of projects funded through the UK Shared Prosperity Fund in Cornwall and the Isles of Scilly.



SALTASH TOWN, WATERSIDE AND RIVER LINKS CONNECTIVITY PROJECT

 <p>Funded through Community Levelling Up Programme Funding.</p>	  <p>Saltash Town Council are the accountable body for this project</p>
<p><u>Issue Date:</u> Friday 30th June 2023</p> <p><u>Closing Date:</u> Friday 21st July 2023 (12 noon)</p>	<p><u>Project Value:</u> Maximum Budget: £65K plus VAT inclusive of all expenses. A separate budget of up to £4K will be available to carry out a trial of transport options during September.</p> <p><u>Clarification Questions:</u> Questions of clarification – to be emailed to Mel Richardson (mrichardson6alv@gmail.com) by Monday 10th July 2023. All clarifications posted by Tuesday 11th July 2023.</p> <p>Applicants are advised that where such enquiries have been made, and it is appropriate to do so, clarification enquiries will be shared with a copy of the written reply through Contracts Finder, anonymity preserved.</p>
<p>Council Authorised Representative for Tender Enquiries: Mel Richardson – mrichardson6alv@gmail.com</p> <p>Postal Address for Final Tender Submission – note the email submission will be counted as the definitive submission: Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX</p> <p>Email Address for Final Tender Submission: tenders@saltash.gov.uk using the wording ‘Saltash Connectivity Project’ in the subject box</p>	

1 INTRODUCTION TO THE PROJECT

- 1.1 Saltash Town Council is seeking the services of qualified and experienced consultancy with expertise and an excellent track record in providing innovative transport solutions in town settings. It is likely that the consultancy will bring together a multi-faceted team of professionals with transport experience and skills; the team is likely to include transport/civil engineers, architects, engagement professionals and surveyors.
- 1.2 Saltash Town Council are looking for a consultancy who can start the exciting journey towards making Saltash a well-connected community, contributing towards economic prosperity, improving social mobility and 'green' excellence through the creation of a vision, strategy and costed action plan for connecting the town, waterside and riverside communities.
- 1.3 The geographical area of this project encompasses the retail heart of Saltash town centre, through to the Waterside, Railway Station, Royal Albert Bridge, cycle and footpath network in and around Saltash, river communities around the Saltash Passage, The River Tamar and The River Lynher **(See map at Appendix 2)**
- 1.4 This work will be overseen by Saltash Town Council who will be the accountable body for this project; a Connectivity Working Group (comprising members who are active within other regeneration groups within the town) has been set up to steer this project with the remit of helping to improve the economic, social and environmental revitalisation of the town – making Saltash a better place to live, work, visit and enjoy. It is also intended that the project reflects the rich heritage of Saltash.
- 1.5 There are clear links between this project and other regeneration activity currently underway in Saltash including the Saltash Community Space project and Saltash Waterside and Flood Protection Scheme. See 5.2.2.
- 1.6 Whilst this project is about meeting an important and identified 'connectivity' need for the residents (some 16,700 people – ONS data) and businesses within Saltash, the project also has county wide significance particularly given the town's position as the entry point or 'gateway' to Cornwall.
- 1.7 The commissioning of this work presents an exciting and high-profile opportunity for the appointed company to be involved in a game changing project in Saltash. Imagine Saltash at the heart of 'green tourism' raising the profile of South-East Cornwall as a visitor destination. A fun or innovative transport solution up the steep hill that leads from the waterside or up the side of the Tamar Bridge could easily become an attraction in its own right providing a 'wow' factor and a big economic boost to Saltash. **Pictures in Appendix 1 (B–E)** show a variety of different forms of transport operating around the world.

2 BACKGROUND – ABOUT SALTASH & LINKS WITH LOCAL STRATEGIES

- 2.1 Saltash is the largest town in South-East Cornwall and has a thriving community as well as a retail centre and waterfront, assets which are currently under-utilised. Located at the 'Gateway to Cornwall', Saltash has spread from its origins on the banks of the River Tamar, has a rich heritage and excellent trunk road into Cornwall and Devon along with mainline rail links to London Paddington. The iconic Royal Albert Bridge, Brunel's masterpiece completed in 1859, is the town's most famous feature.

- 2.2 It would be easy to think that Saltash is already well connected; however, just below the bridge, daily travel within Saltash is a challenge for many residents and a barrier to attracting visitors. One of the biggest issues, highlighted in previous consultations, is the topography with a 1:4 gradient separating the waterside area from the town centre. Furthermore, there are clear missed opportunities to utilise water transport along the beautiful River Tamar and River Lynher and link together cycle and footpaths with obvious health, environmental and economic benefits.
- 2.3 Many Saltash residents look to their neighbouring City of Plymouth as their retail and entertainment destination, a trend that it is feared will continue to grow as the population of Saltash expands with the proposed development of up to 1,000 houses on the outskirts of the town. Whilst many residents do support their local shops, the proximity to Plymouth providing employment for many Saltash residents does mean that the town needs to create a 'reason to visit' which in turn will support the traders. Issues with connectivity add to the threat that potential trade will gravitate to Plymouth.
- 2.4 The River Tamar is the reason for the existence of Saltash as a crossing point and landing. It is well known locally and has become the 'billboard' and brand identity for the town. Before the bridge was built, regular ferries operated from Saltash with the water playing a much larger role than it does today in connecting the town. With a move to 'greener' travel and a potential appetite for 'green tourism', there is an opportunity to resurrect the heritage associated with water borne travel applying the benefits of modern low carbon technology. The following links show historical water links in Saltash - <https://saltash.org/saltash-history/saltash-ferry.html>
<https://saltash.org/saltash-history/antony-passage-ferry.html>
- 2.5 Saltash has completed its **Neighbourhood Development Plan** (March 2022) which has the following vision:
- 'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects, with a reinvigorated Town Centre and waterfront, award winning new housing, a diverse economy, with an excellent quality of life and lifestyle for all ages'*
- This project fits within the Plan's objective to *'revitalise the waterside' 'regenerate the town centre especially Fore Street', 'encourage improved and sustainable connectivity', 'create and support sustainable neighbourhoods' and 'tackle the causes and impacts of climate change'.*
- Community engagement in the Saltash Neighbourhood Plan from 1,438 respondents demonstrated the following priorities:
- Creation of better linkages around the town by foot, cycle, road and rail;
 - Need to support Saltash as a tourism destination;
 - Substantial transport and access improvements needed to facilitate growth and tackle existing problems including social inclusivity.
- 2.6 **Saltash Coastal Communities Team Economic Plan** aims to promote economic activity in Saltash as a whole and the Waterside area in particular, through encouraging tourists and local people to visit the area. They have identified the disconnection of the waterside from the town as a key issue. Measures to achieve this aim include the following all of which fit with this project:
- Exploit the world-famous Brunel Bridge
 - Promotion of waterside events

- Promotion of waterside businesses
 - Improving accessibility and linkages
 - Improving the attractiveness of the physical environment
 - Improving management of the waterside facilities
- 2.7 Recent investment by Cornwall Council in the cycle route network in Saltash has seen the creation of new cycle routes leading into/out of the town centre. This connectivity project needs to bear in mind the potential linkages with cycle routes (**see Appendix 4**).

3 PROJECT DESCRIPTION

Brief Overview and Parameters

- 3.1 The Saltash Town, Waterside and River Links Connectivity project starts the exciting journey towards making Saltash a well-connected community contributing towards economic prosperity, improved social mobility and 'green' excellence through the creation of a vision, strategy and costed action plan for connecting the town, waterside and environs. **The pictures in Appendix 1 (A)** illustrate some of the issues and opportunities within Saltash.
- 3.2 Through a variety of methods outlined in 'Project Scope', Section 6, the successful multi-faceted consultancy will be expected to explore and assess better connectivity within Saltash arriving at conclusions and clear recommendations covering the following:
- 3.2.1 **'Green' innovative and traditional transport options** from the town centre/railway to the waterside where the steep 200 metre hill (1:4 gradient) acts as a barrier to travelling between the two key areas of the town.

Innovative, 'green' and possibly 'fun' transport solutions will need to be explored and assessed as well as more traditional solutions such as electric vehicles and community led transport schemes considering other initiatives from across the UK or international destinations (**See Appendix 1, B-E**).

From the simple to the more complex, the transport solutions may include:

- Electric tuk tuks;
- Electric cars or buses;
- Hire bikes (schemes such as Monkey Republic or Beryl Bikes already operate nearby);
- Potential for a lift up the western tower from the Tamar Road Bridge with a skywalk into Lower Fore Street to provide access to businesses and the railway station with the potential for a viewing platform at the top; clear tourism benefits need to be considered. 'Brunel' heritage interpretation could be part of any visitor offer at the top or bottom of the bridge;
- Funicular railway or pulley system operating on the hill;
- Electric water transport such as electric ferries with the associated infrastructure needed to operate a regular service to/from Saltash

All of the above needs to be assessed in terms of viability, desirability, value for money, demand and operating models with conclusions drawn and recommendations made.

- 3.2.2 **Water transport (water taxis, ferries, river cruises etc)** from Saltash waterside to the river communities around the Saltash passage and along the River Tamar and River Lynher with the potential to link into other routes and other complementary initiatives.

The consultants appointed would be expected to explore and assess the suitability of existing infrastructure such as the Saltash pier and other available landing points (**see maps at Appendix 2**) alongside different operating models including the opportunity to run an electric ferry with charging point at Saltash to mirror the one on the Barbican at Plymouth operated currently by Plymouth Boat Trips, one of the stakeholders in support of this project who recently won a Clean Maritime Award for the UK's first electric ferry - <https://www.plymouthboattrips.co.uk/plymouth-boat-trips-wins-prestigious-clean-maritime-award-electric-vessel-design/>

The Maritime Manager at Cornwall Council has also indicated willingness to offer a slipway for suitable craft to land and carry passengers and bicycles.

- 3.2.3 **Circular routes linking up existing footpaths, cycle routes, railway and bus routes** using new 'green' vehicles and river transport proposed under this project to create an appealing, sustainable and practical transport network (**see Appendix 4**). Improved links between the pedestrian and cycle south cantilever of the Tamar Bridge and Saltash Town and Waterside should also be considered.

- 3.2.4 **Public Realm** - Smaller interventions such as benches and improved pedestrian signage to support people to find their way around Saltash, enjoy and explore the alleyways and allow points of rest and opportunities to observe the superb waterfront vistas. Understanding the rich Saltash heritage through interpretation could also be enhanced. Other transport infrastructure such as cycle racks, electric charging points for an electric ferry, cars or bikes will also need to be investigated. Providing such assets that may enhance the recommended transport solution, will be outside the scope of this tender.

4 IMPACT OF THE PROJECT FOR SALTASH

- 4.1 This project is intended to create a sustainable place where people start well, live well and age well. Overall, it will start the process of making Saltash a better place to live, work, visit and enjoy, putting this charming and historical town firmly on the tourist map whilst providing good access for its local population.
- 4.2 This project will be a catalyst to economic, social and environmental transformation for Saltash as part of a wider scheme of regeneration projects (see 5.2.2) and it is expected that better connectivity will bring the following benefits:

4.2.1 Economic:

- Options to generate increased footfall and increase dwell time within the town and the waterside – Visit Cornwall estimate circa 300,000 from Plymouth alone as well as staying visitors in East Cornwall and West Devon;
- Income generation boosted for businesses as more people are encouraged to visit Saltash - Visit Cornwall estimate a potential realistic economic contribution of £7.5m to £10m per year based on 10% of the total visitor market of 2.2m people (currently visiting South East Cornwall) being attracted to the Waterfront;

- Creation of a tourism destination offer through innovative transport options and an opportunity to travel in a greener more sustainable way;
- Potential jobs generated (depending upon the solutions) – e.g temporary construction roles, supplier jobs supported for manufacture of infrastructure, new roles as lift attendants or increased staff required at existing premises, cycle hire etc due to increased footfall.

4.2.2 Social:

- Opportunities for all members of the community to easily access all areas of Saltash;
- Increased mobility bringing physical and mental well-being benefits; according to the East Cornwall Primary Care Network, there are 5,000 registered patients over 65 between the two surgeries in Saltash alone many of whom do not drive and/or have mobility issues;
- Potential to reduce isolation for residents living at the Waterside who cannot easily access the town centre services;
- Opportunity to unite the community of Saltash in designing a solution allowing them to take some responsibility and ownership of their own town;
- Encourage local people to explore their own environment including the river and understand the heritage of Saltash leading to an increase in active travel.

4.2.3 Environmental:

- Sustainable transport linkages created with a network of joined up walking, cycling routes within Saltash linking to the Waterside and other communities across the river through ferry services – for leisure and potentially work purposes;
- Low carbon transport solutions introduced – Saltash could be an exemplar in Cornwall for showcasing a range of 'green' transport options;
- Opportunity to showcase Saltash and the dramatic vistas of the town through simple measures such as benches or more innovative solutions such as a 'viewing platform' if a lift mechanism to the top of the bridge from the waterside becomes a reality;
- Play an important role in reducing the number of car trips to and from Plymouth through using water based electric ferries;
- Reduced reliance on the car overall and encouraging greater use of public transport reducing CO2.

5 THE NEED FOR THIS PROJECT

- 5.1 Good transport links are fundamental to support the creation of a sustainable community. In Saltash, there are immediate and obvious challenges that the town is divided into two through its topography, a 200 metre, 1:4 hill (**see photos at Appendix 1**).

5.2 The project is needed for the following reasons:

5.2.1 Issue 1: Poor Connectivity from the Town to the Waterside

The topography of Saltash creates a connectivity challenge for its residents and without a reliable and accessible mode of transport between the town centre with its businesses and the waterside with its leisure opportunities, only the fittest will tackle the hill leaving people isolated and minimising the opportunities for driving footfall to both areas.

Arguably, the town's topography which is a barrier to connectivity is also a strength of Saltash giving it a distinctiveness not evident in other Cornish towns – the approach into Cornwall whether by train, car or boat is characterised by great views of the waterside and its distinctive Union Inn Pub with the Union Jack painted on the exterior.

Transport links by road and rail are excellent but not matched by good connections locally within the town and waterside areas of Saltash.

5.2.2 Issue 2: Missed Opportunities for Economic and Social Interaction

Connecting the two areas of Saltash is timely given that there are a number of other initiatives currently underway to support the regeneration of Saltash, improve amenities and increase footfall. These include:

- a) The creation of a green community open space to be implemented at the heart of the town centre with the capacity to host events and other activities (see <https://sites.google.com/view/saltash-community-space>) This project will be completed by October 2023 and will then be seeking funding for the preferred scheme(s)
- b) Public realm enhancements and flood prevention schemes at the waterside are currently being consulted on by the Saltash Coastal Communities Team.

With key developments within both the retail heart of Saltash and at the Waterside, the reason to visit and to travel between the two key sites is strengthened so the need to connect them easily becomes ever more important.

This, in turn, could lead to an upturn in the economic fortunes of Saltash bringing additional footfall and revenue for businesses and making Saltash more attractive as a place to invest.

Business growth is needed given that Cornwall Council's town vitality index for Saltash under the measure around 'business growth', scored the lowest of all 12 indicators for the town and the lowest of all 22 towns for whom data was assessed - better connectivity could be part of the solution.

The popularity of Saltash for events is proven when the Saltash regatta committee lays on a shuttle bus over the regatta weekend which is well used so it is easy to understand that if there is a reason to travel, people will want to do so.

5.2.3 Issue 3: Social Isolation and Deprivation

Older residents of the Waterside that cannot drive, feel isolated and rely on taxis or friends and family to drive them up the hill to the town centre. Users of the popular Ashtorre Rock

community facility at the Waterside include local care home and special needs groups who find it difficult to navigate the tortuous hill.

In addition, evidence from Port View Surgery shows that whilst the Waterside offers a great outdoor community asset which is flat and suitable for wheelchair or mobility scooter users, has great views and is home to the Ashtorre Rock centre, the problem lies in accessing the space in the first place particularly for those patients over 65 many of whom do not have a car; there are 5,000 registered patients between the two surgeries in Saltash.

Informal engagement on this issue has already started with this client group via the Saltash Community Kitchen and feedback confirms that there are many people who wish to visit the waterside and whose mental and physical health would benefit from this opportunity.

In the past, there have been various ad hoc and intermittent attempts at bus services, a community bus and a taxi bus, but they were not regular and were withdrawn for differing reasons and partly through a lack of clarity on the needs of users and the timetables etc, something this project needs to properly assess.

Data within the Neighbourhood Development Plan for Saltash illustrates that 14% of children in South-East Cornwall are living in poverty compared with 19% across England and 5.7% receive disability living allowance compared to 4.75% in England. Indices of deprivation published by Government in 2019 show that parts of Saltash are amongst the 30% most deprived neighbourhoods in the country.

In September 2021, Cornwall Council's economic profile of Saltash showed that Saltash Town Centre and Saltmill scored 4% in the Index of Multiple Deprivation (1% is the most deprived and 10% least deprived in England). Poor access within the town, something that should be freely available to all, further impedes the quality of life.

5.2.4 Issue 4: Visitor Potential Currently Being Missed

There is currently a missed opportunity to increase the tourism potential of Saltash given that some of the infrastructure already exists along with an appetite to think big as demonstrated below:

- Cornwall Council working with Sustrans have invested in the cycle network to provide 'green' cycle routes and footpaths around the town (**see Active Travel map at Appendix 4**);
- There is commercial interest from Plymouth Boat Services in running a ferry service to Torpoint and Saltash and potentially other river communities. The project could be similar to the Fal River Links project in West Cornwall;
- Existing waterfront infrastructure could be upgraded subject to funding and the Maritime Service at Cornwall Council will support this in principle;
- Visit Cornwall say that there could be a significant, if not transformational growth, in visitors to Saltash if the town were to create a 'green, guilt-free' tourism offer. They cite a potential visitor market of day visitors from Plymouth (circa 300,000) as well as staying visitors in East Cornwall and West Devon;

- Visit Cornwall estimate a potential realistic economic contribution of £7.5m to £10m per year based on 10% of the total visitor market of 2.2m people who already visit South East Cornwall, being attracted to the Saltash Waterfront;
- Improvements to the public realm and a community space in Saltash Town Centre currently being investigated add to the 'reason to visit'. Further improvements, some of which could be visionary such as a viewing gallery as part of a lift up the side of the bridge, could bring further visitors. Other areas with difficult access, have undergone transformation with a compelling offer making them attractive to people to visit, even when they are inconvenient to reach e.g. Eden Project, Clovelly.

5.2.5 Issue 5: Sustainable Travel Not Being Realised

Many people who live in Saltash look to their neighbouring City of Plymouth for retail, entertainment and leisure, a trend that it is feared will continue to grow as the population of Saltash expands with the proposed development of up to 1,000 houses on the outskirts of the town.

Due to the connectivity issues, it is easy to see why many people use their car rather than other healthier and greener forms of transport. Improving connectivity within Saltash will help mitigate the effects of car usage. Improvements already underway in the town centre and at the waterside along with potential attractions already mentioned in this document will add to the attraction of exploring by foot, cycle or boat.

Recent investment by Cornwall Council in the cycle route network in Saltash (**see Appendix 4 Active Travel Map**) has seen the creation of new cycle routes leading into/out of the retail centre. Coupled with investment in water-based travel and a solution to access the 2:1 hill, it is not hard to see a sustainable network opening up that is well used.

5.2.6 Issue 6: Lack of Cohesive Approach

Whilst the need to create better transport links has been cited in various reports and plans over the years in connection with other project proposals, most recently the Saltash Neighbourhood Plan, there has never been a concerted project to comprehensively assess the connectivity issues, explore options and come up with recommended innovative and viable solutions.

This project will need to assess all the issues ensuring that the views and ideas of the Saltash community are at the heart of any recommendations. The outcome will be an overarching vision, strategy and action plan with recommendations and costs, proposals that are initiated and owned by the Saltash community.

6 PROJECT SCOPE

The work of the appointed consultants is expected to include:

- 6.1 Inception meeting** with Saltash Town Council Connectivity Working Group – physical meeting in Saltash.

(Note, in terms of other meetings throughout the lifecycle of the project, it is expected that the appointed consultants will visit Saltash to carry out site visits, community consultation and for some Working Group meetings. However, progress meetings may be held virtually. The consultants will be expected to present their final report in person).

6.2 Assessment of the connectivity issues experienced by the Saltash community to be undertaken through:

6.2.1 Meetings with Saltash Town Council, other relevant statutory organisations, transport operators/bodies and others who have a stake in the project. Liaison with the Tamar Bridge & Torpoint Ferry Joint Committee and the Tamar Valley AONB executive committee will also be required.

6.2.2 Meetings with the following organisations who have backed this project by providing a **letter of support (See Appendix 3)** as part of the Community Levelling Up Programme funding application (CLUP):

1. Saltash and District Chamber of Commerce and Industry
2. Maritime Manager at Cornwall Council
3. Plymouth Boat Trips, operator of water-based services and cruises along the River Tamar
4. Visit Cornwall
5. Sustrans
6. Livewire Youth Music Project
7. Devon and Cornwall Rail Partnership
8. Saltash Coastal Communities Team
9. Ashtorre Rock
10. Port View Surgery/Age UK
11. Saltash Sailing Club

The consultants are expected to outline how they would engage with the stakeholders above and with other appropriate statutory bodies.

6.2.3 Consultation with the residents and businesses of Saltash through a series of interactive meetings including with young and older people and other hard-to-reach groups, consultation events, surveys.

It will be important to understand where different members of the community want to travel to, for what purpose, how frequently and at what times of the day/evening to establish the need and most appropriate solution.

Listening to the views and ideas of the local community will be integral to this project so that the final recommendations are supported and owned by local people. This project will help to empower local people to drive the change they need to support their own future.

The consultants are expected, as part of the activity above, to outline how they would engage with the residents, businesses and hard to reach groups in Saltash.

6.2.4 Site Visits - Through visiting the parameters of the project boundary including the communities along the river on foot and by boat (**see map at Appendix 2 for scope of project**).

6.2.5 Analysis - Through analysing existing data and reports including those referred to in this application and historical studies such as the Tamar River Transportation studies, discussion with statutory agencies (including Cornwall Council and Plymouth City Council where appropriate), transport providers and through making connections to other projects to ensure there is no duplication and to make sure proposals are complementary to other schemes. Introductions to the statutory agencies will be facilitated through Saltash Town Council.

6.3 Investigation into the potential economic, social and environmental opportunities through the work under 6.2.

The consultants are to consider:

- Other regeneration schemes taking place in the town;
- The demographics of the Saltash community;
- The tourism potential/appetite for Saltash to become a visitor destination;
- Indication of the potential in terms of £s;
- Other measures such as number of people supported through enhanced transport;
- Social inclusion and equality issues ensuring that where practical, solutions are accessible to all users;
- The need to move towards net zero with 'green' transport whilst balancing out the requirement for safe and pragmatic solutions to be implemented that will be used by the community.

6.4 Exploring other towns as case studies understanding how they have tackled transport difficulties exploring their outputs, outcomes and impacts of the solutions delivered, drawing comparisons with Saltash.

6.5 Assessment of each recommended proposal in terms of the permissions needed, suitability, viability, investment needed and the associated benefits, opportunities and risks together with some early designs taking the project to a point that a viable scheme can be worked up further and implemented subject to further funding.

6.6 Trial of a number of key transport options as appropriate e.g. a weekend event in September when members of the public can try out electric tuk-tuks and new ferry routes to determine the viability, stopping points, public reaction and possible charging models with an assessment of the success of each. A separate budget of up to £4K has been allocated for this. It is expected that this trial will take place during September and would be organised by the appointed consultants.

6.7 Delivery models for the various recommended transport options including consideration to operational sustainability, commercial viability (where relevant) and community involvement with an indication of likely operating costs and potential revenue to offset cost for any recommended schemes. It is expected that this will lead to a list of ranked projects to include 'easy wins' that could be implemented immediately with other projects requiring further work and/or substantive funding.

6.8 Scheme costs and timetable – costings analysis with any suggested phases clearly outlined to allow Saltash Town Council to make some decisions on priorities, all subject to available funding. Indicative timetable to take the project forward to include timings.

6.9 Funding for preferred options - assessment of potential funding to deliver any revenue or capital schemes. The appointed consultants will be expected to have that in mind at the outset to ensure there is an opportunity to fund the transport solutions once there are preferred option(s). A table of potential funding opportunities, maximum amounts and deadlines will be required.

7 PROJECT OUTPUTS

The output from this project will be a **final report comprising a vision, strategy and costed action plan** for connecting the town and waterside which takes into account the areas outlined in the scope of work and clearly outlines the following:

- Feasibility of all likely options – clear analysis on each option with a SWOT – recommended option(s) outlined with rationale for this selection(s)
- Analysis of community consultation and how the views of local people and key stakeholders have been taken into account when working up the recommended option(s)
- Concept drawings and visuals of the preferred scheme(s) and other relevant documents
- Full costings associated with taking the scheme(s) forward including where relevant, any planning consents, capital and revenue costs – any suggested phases clearly indicated
- Full analysis of likely funding to progress the project from the feasibility study to the final project being delivered – considering the project’s fit against appropriate funding opportunities
- Prospective timetable outlined with milestones, likely outcomes and key performance indicators

8 PROJECT TIMETABLE

The Saltash Connectivity Working Group comprising members and officers from Saltash Town Council (the accountable body) will oversee the appointment of the successful consultant and steer the project. Cornwall Councillors will be invited to give their feedback at relevant stages to shape the project.

The timetable that relates to this tender and completion of work is outlined below:

Ref	Task/Milestone	Date (by 17.00 unless otherwise stated)
1	Tender advertised via Contracts Finder and Saltash Town Council website	Friday 30 th June 2023
2	Final date for submission of clarifications to tenders@saltash.gov.uk	Monday 10 th July 2023 at 1700

3	Final date for response to clarifications published on Contracts Finder	Tuesday 11 th July 2023
4	Deadline to return the tender to Saltash Town Council by email to the specified address. Two hard copies to also be sent by post. The emailed submission will be the definitive submission.	Friday 21 st July 2023 (12.00 noon)
5	Evaluation of tenders by the Saltash Connectivity Working Group	Scoring completed by Friday 4 th August 2023
6	Appointment made and contracts agreed and signed	By Monday 7 th August 2023
7	Project Inception Meeting in Saltash	w/c Monday 14 th August 2023
8	Monitoring Meetings/Interim Reports	At agreed stages within the contract
9	Consultation with Saltash community and stakeholders	At agreed points within the contract
10	Final report and presentation to the Saltash Connectivity Working Group for consideration	Early February 2024
11	End of contract with final report agreed and published	By Early March 2024

9 ADDITIONAL INFORMATION/RESOURCES

The appointed consultancy would be provided with:

- Access to relevant information relating to Saltash necessary to carry out the study;
- Access to a key point of contact within the Saltash Connectivity Working Group for information queries once the project starts;
- Assistance in securing venues to hold consultation events including free use of Saltash Town Council public rooms if required;
- Where known, introductions to appropriate officers within Cornwall Council or Saltash Town Council and to other stakeholders;
- Information required to comply with the publicity terms of Cornwall Council's Community Levelling Up Funding - [Branding and Publicity \(ciosgoodgrowth.com\)](https://www.ciosgoodgrowth.com)

Appendices/links provided alongside this brief:

Appendices

Appendix 1	Saltash photos and examples of other schemes
Appendix 2	Overview of project area and showing existing boat routes
Appendix 3	Letters of support from stakeholders
Appendix 4	Saltash Active Travel map
Appendix 5	Quotation and Governance document

Neighbourhood Plan - <https://plan4saltash.co.uk/submission-draft-saltash-neighbourhood-development-plan-documents/>

10 WHAT TO INCLUDE IN YOUR TENDER SUBMISSION

Please include:

- a. **Your tender submission – please follow the specification notes below and ensure that your submission is no more than 40 sides of A4 in total and a file size of no larger than 20mb;**
- b. **The completed quotation form and governance document signed (Appendix 5);**
- c. **A link (rather than webransfer) to a short video no longer than 5 minutes articulating the methodology to carrying out this work by member(s) of your project team.**
- d. **A conflict of interest statement as per 12.9 to 12.11**

10.1 Specification Requirements

- a. Methodology and approach to meet the requirements of the brief including understanding of the specification (specifically addressing how the engagement with the Saltash community residents, businesses, key stakeholders will be conducted to ensure the project is designed to meet the needs of local users), clarity of tasks or stages proposed, identified milestones and timescales, deliverability and creativity. The methodology should identify any performance risks associated with this project and how you would approach their mitigation. This should be supported by your video
- b. Summary of the skills and experience of the people that would be working on the contract, including a breakdown of job roles and an indication of how much time each team member will contribute and should include an organisational chart showing your in-house team to include any subcontractors and clearly identify the project manager
- c. Three examples of other relevant commissions delivered by your organisation with contact details of referees, testimonials, approximate costs, outputs and outcomes. Provide details of how you approached the project together with what benefits the project has delivered since, if known, in terms of economic, environmental and social impacts. Provide details of the similarities between the examples given and the work being tendered for.

10.2 Notes on Price:

Please note there is a maximum budget of £65K for this work including all expenses but exclusive of VAT. There is a separate allocation of up to £4K to organise the transport trial during September. Payment will be made against an invoice linked to a purchase order at intervals to be agreed. Please indicate if there is any preference with regard to payment intervals.

Costs should be entered into **Appendix 5 (Quotation and Governance Document)**.

11 HOW TO SUBMIT

The **tender documents** including the **quotation form** should be submitted by **hard copy (two copies) and email** (the definitive submission) no later than **12.00 noon on Friday 21st July 2023** to:

Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX

- **Email one copy of the tender documents including the quotation form, putting 'Saltash Connectivity Project' in the email subject box to tenders@saltash.gov.uk**

The contents of the hard copy and email version should be identical; in the case of discrepancies, the email version will prevail.

Tenderers are advised to request an acknowledgement of receipt to their email.

Saltash Town Council cannot consider any tenders that do not comply with the above. It is the tenderers' responsibility to ensure that the hard copies reach Saltash Town Council offices by the deadline. In the event that Royal Mail industrial action coincides with the deadlines, Saltash Town Council may make alternative arrangements.

12 FURTHER INFORMATION ABOUT THE PROCUREMENT PROCESS & DISCLAIMER

- 12.1 Saltash Town Council as the accountable body for this project are issuing the invitation to tender through Contracts Finder following an open procurement process for contracts of over £25,000 in line with Saltash Town Council's financial arrangements and to comply with the Public Contract Regulations 2015.
- 12.2 Saltash Town Council will not pay for any work or costs incurred as a result of the tender preparation.
- 12.3 Saltash Town Council, as the accountable body are not obliged to accept the lowest tender or indeed any tender. The issue of this documentation does not commit Saltash Town Council to award any contract following this tender process.
- 12.4 Information supplied to the tenderers in this document or associated appendices, is supplied for general guidance to assist consultants in preparing their tender response. It is incumbent on tenderers to satisfy themselves through their own research of the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use of information by tenderers.
- 12.5 Saltash Town Council reserve the right to vary or change all or any part of the procedures for the procurement process at any time or not to proceed with the proposed procurement. Cancellation of the procurement process will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process. No tenders will be considered if they arrive after the tender deadline.

- 12.6 The Bribery Act 2010 requires Public Bodies to ensure that they have procedures in place to prevent bribery by persons associated with them. As part of this responsibility all applicants should make themselves aware of the obligations set out at <http://www.justice.gov.uk/legislation/bribery>.
- 12.7 This is a Tender being conducted under the Public Contract Regulations 2015 following public sector procurement rules and Regulations. The applicant shall ensure that they are aware of their obligations and comply with all relevant legislation and regulatory matters, where applicable, plus the obligations placed on the Town Council. Particular reference should be taken to the following legislation:
- Public Contracts Regulations (2015); <https://www.legislation.gov.uk/uksi/2015/102/contents>
- The Bribery Act (2010); <https://www.legislation.gov.uk/ukpga/2010/23/contents>
- Public Services (Social Value) Act 2012; <https://www.legislation.gov.uk/ukpga/2012/3/contents>
- Freedom of Information Act 2000; <https://www.legislation.gov.uk/ukpga/2000/36/contents>
- Environmental Information Regulations 2004; <https://www.legislation.gov.uk/uksi/2004/3391/contents>
- Data Protection Act 2018
<https://www.legislation.gov.uk/ukpga/2018/12/contents>
- Transparency Code 2015
<https://www.gov.uk/government/publications/local-government-transparency-code-2015>
- Counter Terrorism and Security Act 2015
<https://www.legislation.gov.uk/ukpga/2015/6/contents>
- Modern Slavery Act 2015
<https://www.legislation.gov.uk/ukpga/2015/30/contents>
- Late Payment Directive 2015
<https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive>
- 12.8 By submitting a tender, the appointed company acknowledges that the copyright produced during the project will be the property of Saltash Town Council and can be widely disseminated to external audiences.
- 12.9 Tenderers must provide a clear statement with regard to any potential conflicts of interest for this procurement between their company and Saltash Town Council whether directly or indirectly through financial, economic or other personal interests which might be perceived to compromise the impartiality of the procurement procedure.
- 12.10 Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Saltash Town Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

12.11 Receipt of this statement will permit Saltash Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

13. SELECTION CRITERIA AND AWARD OF CONTRACT

13.1 All tenders will be checked initially to ensure that they comply with the rules of the tender process.

13.2 Saltash Town Council, reserve the right to seek clarification from any of the tenderers during the evaluation period.

13.3 Saltash Town Council will award a contract based on the most economically advantageous tender (MEAT) and is not bound to accept the lowest price of any tender submitted.

13.4 The tenders will be judged by the Saltash Connectivity Working Group on the basis of their quality relative to the guidance given in the brief using the following scoring criteria:

EVALUATION CRITERIA		
Ref	Requirement	Score
Appendix 5	Confirmation that governance checks can be met	Pass/Fail
10.1a	Methodology and approach to meet the requirements of the brief including understanding of the specification (specifically addressing how the engagement with the Saltash community residents, businesses, key stakeholders will be conducted to ensure the project is designed to meet the needs of local users), clarity of tasks or stages proposed, identified milestones and timescales, deliverability and creativity. The methodology should identify any performance risks associated with this project and how you would approach their mitigation. This should be supported by your video	50
10.1b	Summary of the skills and experience of the people that would be working on the contract, including a breakdown of job roles and an indication of how much time each team member will contribute and should include an organisational chart showing your in-house team to include any subcontractors and clearly identify the project manager	
10.1c	c. Three examples of other relevant commissions delivered by your organisation with contact details of referees, testimonials, approximate costs, outputs and outcomes. Provide details of how you approached the project together with what benefits the project has delivered since, if known, in terms of economic, environmental and social impacts. Provide details of the	

	similarities between the examples given and the work being tendered for.	
10.2	Price The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $20 \times \text{lowest bid} / \text{bid}$	20
		100

13.5 Each of the above areas will be awarded using a marking system shown below:

SCORING MATRIX FOR EVALUATION CRITERIA		
SCORE	JUDGEMENT	INTERPRETATION
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Thank you for your interest in tendering for this work

Appendices:

1. Saltash photos and examples of other schemes
2. Overview map showing scope of project and current boat routes
3. Letters of support
4. Saltash active travel map
5. Quotation and governance document