

Request for Quotation

Combined Commission for the Development of Bodmin Town Centre

1. Context

The background to this commission, along with details of a number of relevant pieces of work already either undertaken, or at least set in train, are contained within Appendix 1, Combined Commission for the Development of Bodmin Town Centre – Appendix 1 - Context. The appendix forms part of the information pack and areas of work covered within it are as follows: -

1.1 Bodmin Town Centre Vitality Action Plan

1.2 Bodmin 2030 and Beyond

1.3 Bodmin Town Council Neighbourhood Plan

1.4 Bodmin Town Centre Charrette

1.5 Reimagining Bodmin Town Centre

1.6 Building a better Bodmin in Business for the Community

1.7 A New Regeneration Organisation for Cornwall

1.8. Bodmin Town Conservation Area Character Appraisal

2. The Brief – Bodmin Combined Commission

This commission is being funded through the Bodmin Town Centre Vitality Action Plan grant and this work package should be informed by, and build on, any existing and previously completed work. A key initial phase of the work should involve the identification of any key studies or work packages already undertaken which add value to or underpin the development of the agreed priorities. The documents included in the information pack form an important part of this, but there will undoubtedly be other relevant documents.

The principal objective of the commission is to prepare the groundwork so that Bodmin is in the best position possible to respond positively to any future funding opportunities which may be presented.

The client for the work is Bodmin Town Team, with Bodmin Town Council acting as accountable body on behalf of Bodmin Town Team and consequently the legal contract for the undertaking of this work will be Bodmin Town Council.

2.1 Technical Studies

All developments will be underpinned by appropriate technical studies, including topographical surveys to establish the constraints linked to any sites being proposed, to identify what is feasible, in terms of: -

- the physical constraints of the sites to be used
- drainage
- the availability of utilities
- planning, consents and licences

2.2 The Priorities

The study should focus on three key identified priorities, as follows: -

2.2.1 Town Centre Renaissance

With a focus on Fore Street, the Dennison Road car park and the immediate surroundings, the stated objective for this priority area is to create a more attractive streetscape which puts people first, including: -

- improving the priority for pedestrians, potentially through the introduction of new approaches to traffic control and changes to the car parking provision
- the renovation and repurposing of town centre buildings, including the creation of residential premises above shops, potentially including the delivery of a delegated grant scheme, where business and property owners can secure grants to improve the appearance, functionality or energy performance of buildings, including making recommendations on scale, scope, intervention rates, outputs and the proposed delivery methodology
- creating high quality streetscapes and shopfront improvements, possibly utilising a shopfront design guide
- the wrapping or creation of pop up uses for empty shops
- making recommendations regarding improvements to the public realm, including developing plans to create places to pause and to make key alleys in the town bright, lively and interesting, using art and landscaping
- maximising the benefits from Bodmin's heritage and tourism assets, potentially involving collaborative marketing efforts and improving connections between the key assets on the periphery of town and the town centre, giving due consideration to: -
 - Physical constraints
 - Signage
 - Linkages for cyclists and pedestrians
 - Public transport connections
- the greening of the town centre and key approaches to the town, including: -

- focused planting
- installing vertical greening
- creating new food growing areas
- exploring the potential for opening the leat under Dennison Road car park
- creating outdoor performance areas

Evidence should be gathered to support any proposals emerging from this priority area and the core data required to support the development of the Town Centre Renaissance proposals should be constructed, in the light of the proposed significant population growth for the town.

2.2.1.2 Detailed Proposals

For this priority area, the requirement is for the development of a series of proposals which collectively address the stated objective of creating a more attractive streetscape which puts people first, giving due consideration to the specific objectives stated above. Proposals should: -

- include appropriate levels of detail
- include descriptions of the mechanisms for their delivery
- include high level capital cost estimates (up to RIBA Stage 2 for capital projects, with the scope to be agreed)
- provide an assessment of the development funding required and the identification of potential resources to underpin delivery
- identify potential sources of capital funding to underpin delivery
- articulate the outputs and outcomes which would result
- give due consideration to long-term viability, including describing mechanisms and responsibility for the maintenance of any newly created elements
- be linked to a challenging, but achievable programme
- providing a high level risk register linked to the delivery of the new elements, utilising a standard five by five model, scoring likelihood and impact out of five to give a gross risk score, then identifying mitigations and rescoring to give a net risk score, utilising the template provided as part of the information pack
- identify local support for the proposals being brought forward – this should be desk research only, with any additional required consultation to be undertaken by the Town Team, utilising the Neighbourhood Plan mechanisms where appropriate
- articulate the fit to relevant national, regional and local strategies

2.2.2 Increasing the Value of the Camel Trail to Bodmin

There is a commonly held view that opportunities are being missed to maximise the benefits to the town to derive from the Camel Trail. The trail ends a little

over a mile from the town centre and connections from the end of the trail to the town centre are poor. There is no easy, safe or attractive route for either pedestrians or cyclists between the two locations and as a consequence, most users of the trail who start and/or end their use of the trail in Bodmin arrive and leave by car and in the vast majority of cases they do not visit Bodmin town centre.

Proposals emerging from the charrette recommend marking the end of the trail and the creation of a safe and attractive the route from the current end of the trail into the centre of town, possibly to the Dennison Road Car Park, utilising improved wayfinding, landscaping and art to reinforce the route and to increase footfall by attracting more users of the trail to the town centre.

Consideration should be given to changes at the Dennison Road site, potentially including creating facilities for cycle parking, a cycle hire business and a café.

2.2.2.1 Detailed Proposals

The requirement is for the development of a series of proposals which collectively address the stated objective of increasing the value of the Camel Trail to Bodmin. Proposals should: -

- be detailed, in terms of scale and scope
- include descriptions of the mechanisms for their delivery
- include high level capital cost estimates (up to RIBA Stage 2 for capital proposals, with the scope to be agreed)
- identify potential sources of funding to underpin delivery
- articulate the outputs and outcomes which would result
- give due consideration to long-term viability, including describing mechanisms and responsibility for the maintenance of any newly created elements
- be linked to a challenging, but achievable programme
- include a high level risk register for any new facilities proposed, using the five by five model template contained in the information pack and referred to earlier in the document
- identify local support for the proposals being brought forward – this should be desk research only, with any additional required consultation to be undertaken by the Town Team, utilising the Neighbourhood Plan mechanisms where appropriate
- articulate the fit to relevant national, regional and local strategies

2.2.3 Community Spaces and Places

With a focus on supporting those that are most vulnerable, the objective is to deliver new, improved, appropriate community facilities, with due consideration being given to meeting local needs, including for the provision of: -

- creative workspace
- facilities for training and education
- welcoming and safe spaces for a broad range of community based, recreational, creative and cultural activity, including dance
- facilities which promote health and wellbeing
- facilities for scientific exploration
- facilities specifically for young people

2.2.3.1 Community Resource Audit

Proposals emerging from this priority area should be informed by a community resource audit, which is to be undertaken to ensure that evidence is gathered to support the case for future investment, especially given the significant population growth forecast for the town.

The audit should: -

- explore the existing provision of community facilities in Bodmin
- identify current and future demand for community facilities, including but not exclusively for the facilities identified above, but giving due consideration to the forecast population growth
- identify any gaps in the current and potential future provision
- identify potential sites for future provision, giving due consideration to the Dennison Road Car Park site and the existing Stillmoor Surgery

This work will build on the initial "Preliminary Audit" produced by [REDACTED] and included in the Information Pack.

2.2.3.2 Development of Detailed Proposals

Consideration should then be given to how the identified gaps in provision might be filled, including: -

- providing evidence of current and future demand for any new facilities proposed
- recommending an appropriate site or sites for future provision, including commenting on: -
 - land ownerships and site availability
 - the situation with respect of planning and obtaining any required permissions, consents and licenses
- identifying the offer, in terms of the scope and scale of any new or improved facilities proposed
- providing an assessment of the development funding required to deliver the proposals and the identification of potential resources to underpin delivery
- providing high level capital cost estimates (up to RIBA Stage 2 for capital proposals, with the scope to be agreed) for any new or improved facilities to be created
- identifying potential funding sources for any new provision

- identifying the outputs and impacts to flow from the new provision
- exploring the viability for any new provision, giving due consideration to potential revenue streams and operating costs
- providing a challenging, but achievable timelined programme of activity to lead to the delivery of the new or improved facilities, including identifying any key barriers to delivery and recommending potential mitigating actions
- include a high level risk register linked to the delivery of new facilities, using the five by five model template contained in the information pack and referred to earlier in the document
- identifying the local support for the proposals being brought forward – this should be desk research only, with any additional required consultation to be undertaken by the Town Team, utilising the Neighbourhood Plan mechanisms where appropriate
- articulating the fit to relevant national, regional and local strategies

3. Outputs from the Commission

Required outputs from commission can be summarised as follows: -

- The submission of monthly progress reports in an agreed format and to an agreed schedule to inform Bodmin Town Team meetings.
- Attendance at Bodmin Town Team meetings to provide verbal updates, as required, throughout the period of the commission.
- One draft report, providing proposals for the three priority areas, as described above, in an agreed timeframe.
- One facilitated workshop with Bodmin Town Team to obtain feedback from the draft report.
- One final report, providing proposals for the three priority areas, as described above, and taking into consideration the feedback received from Bodmin Town Team.

4. Proposed Budget

The proposed budget for this work is £50,000, net of any VAT.

A staged payment schedule will be agreed, based on the submission of invoices throughout the commission, with a final payment of 20% due once the final document has been submitted and signed off by the client.

5. Responses Required to this Request for Quotation

A full information pack being forwarded upon receipt of an initial expression of interest, which should be sent to the Town Clerk of Bodmin Town Council at

Responses to this RFQ should be received by the Town Clerk at Bodmin Town Council, no later than noon on Friday 28 April 2023 and they should include: -

- A detailed description of your methodology and approach to the work to be undertaken
- Examples of similar studies undertaken elsewhere, including references to the results deriving from the work
- A breakdown of the time inputs costed for the individuals to be involved in the delivery of the commission
- CVs of the individuals to be involved in delivering the commission
- The proposed cost, including your invoicing schedule
- A statement confirming that all individuals securing income from your organisation, either through direct employment or through external contracts, are paid above the real living wage
- A copy of your organisation's Equality and Diversity Policy, which demonstrates that the organisation does not discriminate on the basis of any of the nine protected characteristics: -
 - Age
 - Disability (physical, learning and mental)
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief (including those who have no faith)
 - Sex
 - Sexual orientation
- Contact details for two referees, who we can approach regarding any previous relevant assignments you have undertaken

6. Scoring Criteria

The criteria to be used to score the responses received, is as follows: -

Criteria	% of Score
Understanding of the brief	25%
Proposed methodology	25%
Evidence of previous relevant technical experience of the organisation and the individuals undertaking the work	30%

Evidence of previous community engagement of the organisation and of the individuals undertaking the work	10%
Price	10%

7. Process

- [REDACTED] will act as the client.
- All relevant information gathered to date will be collated into an Information Pack by [REDACTED] and this will form part of this brief.
- A procurement exercise to be undertaken by Bodmin Town Council, on behalf of Bodmin Town Team.
- A sub-group of Bodmin Town Team will score the responses received against agreed criteria, interview shortlisted consultants and will make a recommendation to Bodmin Town Team, who will have an opportunity to sign off the appointment, before a consultant team is appointed to undertake the work.
- The appointed consultant team will undertake appropriate consultation and will liaise on an ongoing basis with the client representatives throughout the period of the commission.
- Regular updates on the work being undertaken will be provided by the consultant team to the Town Team through: -
 - The circulation of a monthly progress report in an agreed format: it will be produced by the appointed consultant and circulated prior to Town Team meetings.
 - Verbal updates, which will be provided by the appointed consultant at regular Bodmin Town Team meetings throughout the commission.
- A workshop, facilitated by the consultant, will be held to discuss the draft reports circulated and to elicit feedback from Bodmin Town Team on the reports produced, including agreeing amendments and the additional work required to produce the final versions of the documents.
- The Bodmin Town Team feedback will be incorporated into the final version of the document, produced by the consultant to an agreed timeframe.

8. Timeframe

- Tender issued – mid March 2023
- Responses by – 28 April 2023
- Scoring process undertaken – early May 2023
- Interviewing shortlisted consultants – early to mid May 2023
- Consultants appointed – mid May 2023

- Draft reports received and then circulated to Bodmin Town Team – mid September 2023
- Bodmin Town Team meet without consultants to review draft reports – late September 2023
- Facilitated workshop held with consultants to provide feedback on draft reports – early October 2023
- Final draft report received from consultants for consideration – end October 2023
- Commission completed – end October 2023

[REDACTED]

15 March 2023