



**Moreton-in-Marsh Town Council**  
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## **Invite to Tender/Request for Quotation**

### **DESIGN CONSULTANT – PART-TIME ROLE**

#### **Specification**

##### **1. Overview of the Specification**

The subject of this specification is to invite fee proposals from suitably experienced and qualified design consultants for the re-development of the jointly-owned former Royal British Legion site, adjacent to the Moreton-in-Marsh railway station, as part of the Town Council's strategy to create a new transport hub within the rail station environs.

This specification sets out: -

- Background to the project/work
- Aims of the project
- Size and scale of the project
- Deliverables
- Scope and approach of the project/work
- Value of the contract
- Quotation submission
- Criteria for assessing quotations
- Timeline for the assessment
- The contact person

##### **2. Background to the project**

Moreton-in-Marsh Town Council (the Council), together with partners, are seeking to deliver a Transport Hub to service this principal settlement in the North Cotswolds.

Land has been jointly acquired adjacent to the existing railway station in the Town to be develop. To support this a design consultant is required to undertake the work to develop a Transport Hub in such a way to ensure the character of the North Cotswolds is maintained.

##### **3. Aims of the project**

To create a Transport Hub, making optimum use of the land, including within the scope the demolition of an existing redundant building, and phased development of the Transport Hub in keeping with the local character of the town and station.

To develop the land with inclusion of initial parking facilities, to be accessed from Station Road/New Road, and further to harmonise with emerging plans for a linked Transport Hub with the whole railway station property.

#### **4. Size and scale of the project**

The brownfield site requires development as part of a Transport Hub in a phased manner; the initial phase being primarily for parking and commissioning 55 car parking spaces as soon as possible.

The Design Consultant (the Consultant) will be experienced in design and familiar with local design sensitivities, to provide multi-disciplinary advice including architectural, civil & structural engineering, building services & quantity surveying, and other specialist advice as required.

The Consultant will work with a qualified Project Manager and stakeholders to maximise the potential of the site, commissioning appropriate surveys etc. to meet planning requirements for the phased development to be designed to harmonise with the larger design and future development and delivery of the Transport Hub with the council and partners.

All requirements of the Plan of Works to completion of the initial phased development of the site to be met, with opportunity extended for further design and development of the whole Transport Hub site.

Liaison and properly coordinated activities and reporting throughout the commission are expected, ensuring that all partners are regularly informed of cost and comprehensive risk management issues.

#### **5. Deliverables**

Taking the Employers outline project brief, to perform a broad role and lead the project on behalf of the Council throughout the commission.

To carry out all investigations, undertake all necessary duties and provide the following detailed/comprehensive outputs/reports:

- Preparation of the Pre-Construction Information Pack and required information for the Health & Safety information File.
- Define opportunity, requirements and needs for preparation and brief-core objectives.
- Define the investment scope and identify constraints, confirming that all outputs can be practically/economically delivered and aligned with the Council's requirements.
- Provide concept design with specialist appointments and approvals as necessary, carrying out required site investigations/surveys to prepare a detailed feasibility study and options given the site constraints.
- Develop options for addressing constraints, liaising as necessary to meet requirements in respect of planning, highways, building regulations, etc., to recommend the most appropriate design option to deliver stakeholder requirements and confirmation that all outputs can be practically and economically be delivered, respecting Value for Money.
- Regularly liaise with and subsequently present drawn options to the Council, amending proposals in line with members' comments and re-present outline designs for single option development approval and provide a final feasibility report including submission of a business case with project brief.

- Final submission to include a project execution plan, program and risk register, statement on work sequencing, including demolitions, phased with funding availability, project costs, health & safety risk assessments, third party consultations and compliant procurement process.
- Preparation of necessary procurement documentation in line with Public Sector procurement requirements.
- Preparation and submission of planning application(s) on behalf of the Council.

#### **Key deliverables:**

- **Project Plan:** Prepare and agree a project plan with the Employer
- **Assist and manage Stakeholders:** Identify and co-ordinate inputs from all relevant stakeholders ensuring they understand their obligations to meet programme/project objectives
- **Manage/develop the brief:** Ensure that Stakeholders understand the brief and project objectives set by the Council. Distinguish between essential and desirable features and keep the Council fully informed throughout the commission
- **Manage outline design(s):** Commission all necessary surveys, opening up, investigations and tests to inform the design. Appoint professional and competent designers (where necessary through the consultant's own supply chain). Ensure designers are aware of the Council's particular design requirements and accompanying Design Guide(s)
- **Meetings:** Chair and minute design review meetings and ensure design options are signed off by Stakeholders before submission of completed Stage report(s)
- **Environment & Sustainability:** Advise on how the project will achieve a requirement for a CEEQUAL Excellent rating. Pay particular attention to achieving minimal whole life costs particularly for M&E plant and equipment
- **Manage and co-ordinate interfaces:** Manage/co-ordinate the interfaces between all consultant designs, including infrastructure, CCTV systems etc.
- **Manage the budget (in conjunction with an appointed Cost Consultant):** Ensure that costs include the full scope, that risks are properly identified and costed to allow the Council to set a realistic budget without the need for unplanned/unnecessary change control
- **Master Programme:** Prepare/update a master programme and regularly review/report against required timelines
- **Pre-application Consultations:** Liaise with Gloucestershire Constabulary Crime Prevention Officer, Local Planning Authority, Highways and other relevant Statutory undertakers
- **Procurement:** Prepare and develop procurement documentation required for all processes to obtain suitable contractors.
- **Project Risk Register:** Prepare a risk register and maintain throughout the commission
- **Validation:** Check and validate each project consultant's professional indemnity insurance
- **Specialist Appointments:** Advise on the need for further specialist appointments as necessary. Commission/manage all necessary surveys & investigations
- **Performance:** Ensure services performed by other consultants/contractors employed in connection with the project are undertaken with reasonable skill and care and the works are performed to the best possible standards
- **Information Schedule:** Develop and oversee an information schedule required throughout the project
- **Advice:** Review all advice given (including proposals/methodologies) by consultants, specialists etc, establish and take any corrective action(s) required
- **Change Control:** Manage change control in accordance with the Council's procedures
- **Enabling Works:** Administer all investigations/enabling works/contract(s) as part of this commission

- **Progress:** Monitor progress and issue regular reports, with photos, to ensure key milestones are achieved
- **Information Flow:** Assist in managing information flow between stakeholders
- **Progress Meetings:** Chair regular progress meetings & circulate minutes within 3 working days to all parties. Participate in regular conference calls, manage and update an actions log
- **Statutory Approvals/Certificates:** Ensure that all statutory approvals/certificates are obtained and are given to the Employer in a timely manner
- **Equality Act:** carry out a Diversity Impact Assessment and provide this together with a Context Report for the project

## 6. Scope and Approach to the project

Initial project development is for the land identified on the attached map with further development to include the railway forecourt etc.

The Consultant to undertake this role as soon as possible ensuring swift liaison with stakeholders and relevant authorities to achieve a successful outcome

## 7. Value of the contract

The expected value of the contract will be determined depending on the information you supply in respect of your hourly/daily rates with a potential value in excess of £50K.

## 8. Quotation submission

Deadline for submitting written submissions/quotations is 11pm on **Friday 13<sup>th</sup> May 2022**

## 9. Criteria for Assessing Quotations

Your proposal should include the following:

- A brief summary outlining the issues, challenges and opportunities
- Your capacity for undertaking the work on or shortly after appointment
- What direct experience you bring
- At least one example of similar work including how you:
  - Responded to the specific local challenge
  - Effectively engaged with local strategic authorities
- A quote for the work based on hourly or day rates, with any discounts for number of hours/days over certain thresholds. Please also include details of any additional expenses such as mileage, printing etc...
- An outline timeline for delivering the work commencing as soon as possible.

The details you provide will be assessed against cost, quality of proposal, relevant skills and similar project experience including knowledge of public sector procurement requirements. It is likely that interviews for shortlisted proposals will take place soon after the closing date to discuss the requirements and your proposals.

Score	Scoring
100	Exceptional response in all areas
90	Exceptional response with some minor shortcomings, or very good response with some exceptional elements
80	Very good response in all areas
70	Very good response with some minor shortcomings, or good response with very good elements
60	Good response in all areas
50	Good response with some minor shortcomings, or acceptable response with good elements
40	Acceptable response in all areas

30	Acceptable response with some minor shortcomings, or poor response with some acceptable elements
20	Poor response in all areas
10	Very poor response that is significantly below expectations in all areas
0	No response, or inappropriate response in all areas

#### 10. Timeline for procurement process

Date / Deadline	Action
<b>Decision panel meeting</b>	Agree score and shortlist within 21 days
<b>Standstill period</b>	10 days following notification of outcome

#### 11. Contact Person:

**Assistant Clerk to Moreton-in-Marsh Town Council**

**Old Town**

**Moreton-in-Marsh**

**GL56 0LW or e mail to: [assistantclerk@moretoninmarshtowncouncil.gov.uk](mailto:assistantclerk@moretoninmarshtowncouncil.gov.uk)**