

Uttlesford Design Code

Invitation to tender

Clarifications Tracker

Revision B - 15/06/22 - Final Issue

Revision A - 14/06/22

First issue - 1/6/2022

No.	Question	Date received	Date answered	Uttlesford District Council Answer
1	Page and text size limit: A4 page size must be used and text to be no smaller than Arial 10pt or equivalent	n/a	1/6/2022	Page and text size limit: A4 page size must be used and text to be no smaller than Arial 10pt or equivalent
2	What are the approximate sizes of the sites you are expecting teams to masterplan? (it notes that it will be off the site allocations but not which sites)	14/06/2022	14/06/2022	For the purposes of this tender, please allow for the following quanta, which are subject to change following the course of the local plan and stakeholder engagement: - Existing settlement 2: 700 homes plus commercial uses - Existing settlement 3: 1600 homes plus mixed uses - Existing settlement 4: 650 homes plus mixed uses - Existing settlement 5: 400 homes Sites are generally existing settlement extensions.
3	Can the Council share with tenderers the expression of interest document which was submitted to DHLUC?	14/06/2022	15/06/2022	This document is not public but the tender brief includes and develops what was included in the EOI.
4	Please confirm if it is anticipated that the winning team will attend the DHLUC training and knowledge share sessions – collective round tables, peer-to-peer meetings etc.	14/06/2022	15/06/2022	Yes, it is anticipated that the winning team will attend these sessions.
5	Some of the links within the Design Code Scope, such as the Uttlesford Constraints plan, require a login to Uttlesford ArcGIS. Is it possible to upload these documents to enable viewing – or confirm that these will be made available appointment if not intended to be viewed at this stage	14/06/2022	15/06/2022	The constraints map is public and shouldn't need a log in, please try this link and click on 'Constraints Map': https://www.uttlesford.gov.uk/mymaps If this does not work for any reason, these will be made available upon appointment.
6	The pricing matrix allows for 4/5 grades of staff within the milestones timetable, however within the additional day rates scoring methodology 3 grades only are allowed for. It is clear that average blended rates are to be calculated for scoring. As an organisation we have additional layers of grading and rates between ourselves and sub-consultants may vary. Please confirm if we can add rows in order to calculate the total project cost.	14/06/2022	15/06/2022	We can confirm that additional rows can be added to the 'Day Rates' sheet in order to calculate a total cost. As you allude to in your question, it is the 'total cost' that will be scored (as defined in 'question 1' on the 'Scoring Methodology' sheet)
7	The community engagement strategy refers to a Commonplace platform in relation to digital engagement. Can the council confirm if this platform is to be utilised throughout the pathfinder programme and therefore should teams exclude digital engagement or consideration of alternate platforms to form their methodology and fee?	14/06/2022	15/06/2022	The Council would like bidders to include digital engagement in their methodology and fee. Commonplace have not been engaged on this project, and as you correctly state other providers are available. Commonplace (as a specific provider) was simply written as a suggestion, but by no means is it a requirement to use this specific provider. Commonplace or another provider can be used.
8	The consultation strategy indicates that Council will be undertaking an initial workshop to inform the district about the process and that walking tours may be undertaken at this stage. Please confirm if there is a timeframe or fixed date for this initial workshop and area tours? Should attendance be allowed for by the consultant team?	14/06/2022	15/06/2022	The initial virtual meeting with the Community Stakeholder Forum is confirmed for Thursday 14th July and the winning team are not required to attend as it is informative only. Information about the meeting will be shared with the winning team. A virtual workshop on the 20th July is pencilled in (but not confirmed) to provide training for local people to complete 'Area Type Worksheets' as per Appendix of NMDC guidance notes. It would be beneficial for the winning team to feed into this process (potentially commenting on bespoke area type worksheets and how they could ultimately be used). A walking tour of one of the main towns in Uttlesford is then pencilled in (but not confirmed) for 22nd July. This will be led by the urban design officer and possibly with input from a local historian. There may a second walking tour of the other main town in the summer holidays. It would be beneficial for the winning team to attend one/both of these walking tours, to feed in their expertise, meet local people, and see the district on the ground.
9	Does the council envisage bespoke engagement sessions to be undertaken in relation to individual existing settlements – or could these be run concurrently?	14/06/2022	15/06/2022	At this stage the Council envisages specific working groups to be set up for specific sites (i.e. specific settlements). The overall strategy for how these will be run is not yet complete, and is part of the consultant's brief, but the idea of running them concurrently where possible is logical. For example, where generic training/updates are being given that pertain to all sites.
10	What is the relationship between the We Made That work regarding Existing Settlement 1 and the final design code report? How is the collation of reports consistently envisaged?	14/06/2022	15/06/2022	We Made That will be undertaking masterplanning and community engagement for Existing Settlement 1. The aim is that this will be to the same scope and brief as the design code masterplanning for existing settlements 2-5. This work can then be seamlessly included in the final code, and bidders should allow for coordinating We Made That's design work into the final code.
11	Is the council able to share the work currently being prepared by We Made That?	14/06/2022	15/06/2022	Unfortunately not as it pertains to the Local Plan Spatial Strategy which has not yet been published. The work will be made available to the winning team, however.
12	Will workshops with the consultants who have prepared the local plan baseline be enabled through the programme – for example to discuss the transport modelling	14/06/2022	15/06/2022	Absolutely, collaboration is encouraged where required and should be allowed for.
13	Will review of the Design coding work be undertaken by the existing local plan consultants to ensure consistency and collaboration?	14/06/2022	15/06/2022	Yes, and by Essex Highways, as a minimum.
14	We note that confirming acceptance of the Council's Contract Terms and Conditions is a requirement for tender submissions. We have reviewed the Terms and Conditions and are familiar with, and can accommodate, most of the proposed appointment terms. A small number of terms, however, require completion or clarification or may present problems for our insurers to meet the terms of our PI cover. Please confirm if you would prefer us to include a schedule of suggested amendments as part of our tender to facilitate this process. Should we be selected, would seek to agree a mutually acceptable set of terms at contract award stage.	14/06/2022	15/06/2022	If the lead consultant or any of the subconsultants require any changes to the terms and conditions this must be communicated with tender submissions. So to answer your question, yes, if you need to, please include a schedule of suggested amendments as part of your tender to facilitate this process. The Authority will not negotiate the terms of the Agreement after tender award as outlined in the 'practice information' section of the 'submission requirements' in the brief.
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