

Launceston – Safer Greener Streets Project

Questions & Answers Update 060422

Note:

Questions received are written in black and answers in blue. Redaction has been undertaken for all statements to ensure confidentiality.

Q: Could you confirm the study area/site boundary please for the project?

A: See map attachment. I can confirm the focus is to promote the town centre, drive new footfall into the centre and improve dwell time. Whilst some reference to Launceston Town Framework Transport Strategy 2030 is made in Output 1, the emphasis of Safer Greener Streets, is to support high streets and the town centre.

Q: In terms of public consultation do you have any particular requirements (e.g., public exhibition) or is this left to the consultant's preferred approach;

A: The 'approach' of the consultation would be left to the successful consultant and their preferred method should be submitted as part of the application relating to Outputs 1.5 and 2.5 of the submission document. However, the outcome(s) of the consultation is crucial. As the buyer, LTC will be looking for an approach, such as grounded theory research method, which would analyse raw information/data to draw conclusions and/or trends etc rather than only presenting factual/statistical data. Essentially, the conclusion, outcome(s) and identified trend(s) from the consultation, should lead to a suggestion(s), and/or proposal(s) of how the council should/could progress to achieve its goal of Safer Greener Streets and support future funding bids.

Q: Do you have any guidance on the number of project progress meetings you require please and whether these need to be face to face (or Teams).

A: Whilst all ultimate decisions will fall to the relevant committee of the council, it is highly likely that most of the meetings will be undertaken through Zoom or MS TEAMS platforms. The tender document identifies the frequency of progress reporting as monthly and it is anticipated these would be remote meetings which support the council's signing up to the Cornwall Council Climate Emergency. Additionally, though, the council also places high value on 'locality context' (see page 4 of tender document/weighting of 4 out of 5). To that end, an onsite visit(s) at some point, to fully understand the unique local context, would be welcomed by the council.

Note from LTC Library Arts Business and Information Committee - 05/04/22

1. The deadline for applications has been moved from Monday 11 April 2022 to Monday 25 April 2022. The project completion date of Friday 30 September 2022, remains unchanged.
2. The council will consider applications which address only a specific project output and not necessarily all of the outputs identified in the original RFQ.
3. Business Question 2.1 Insurance: The council will consider applications which have a lower level of Employers' Liability, provided it meets the minimum legal level of £5 million.

Q: In reviewing the documentation, I have noted the following, on page 4 of the RFQ is an indication of scoring for each of the quality questions.

However, on page 51 only sections B-E are listed and the following page returns to numbering of page 1 and has a question on safeguarding which I think is misplaced. Please confirm the other questions F, G, H & I?

A: The F – Safeguarding, as identified on the page after, page 51, is highly unlikely to be part of the selection process but fulfils the council's commitment to promote the safeguarding of children and vulnerable adults. This particular tender document is based on a template which, unlike in the case of the Safer Greener Streets Project, could cover work in schools, libraries, leisure centres etc where there may be risk to children or vulnerable adults. We anticipate that organisations that submit bids are likely to record their safeguarding submission as 'not applicable'.

To clarify Criteria F, G H and I on page 4:

These sections are peculiar to this project and not therefore part of the usual tender document. In retrospect, it would have been prudent to have clarified this, especially regarding nomenclature. With regards to criteria highlighted on page 4 (F, G H and I) it will be helpful to the panel if submissions referred to these aspects of the project with similar word count to other sections.

Criterion F – Locality Context:

Launceston Town Council is keen to ensure that any recommendations and future developments are sympathetically suggested and introduced. The infrastructure of the town began towards the end of the Middle Ages and whilst the lives of Launceston's current residents are impacted by developments such as the climate emergency, out-of-town shopping and the internet, it is hoped that developments would not destroy historic and iconic infrastructure, as was so common in British post-war urban development. In some respects, this criterion (i.e., F on page 4), augments what is highlighted in Section E, Environmental Responsibility, on page 51.

Criterion G – Timescale:

This simply refers to an organisation's anticipated timeline of the work-flow to be undertaken.

Criterion H – Identified Milestones:

This refers to anticipated 'intra-project' outcomes linked to criterion G. With monthly calendar reporting, the milestones would help quantify progress towards final outcomes.

Criterion I – Identified Outcomes:

The outputs stated on pages 8 and 9 of the RFQ document are those agreed by Cornwall Council as the funding source. Criteria I, (on page 4) refers to an organisation's final submission statements and how they meet/interface with the stated outcomes on pages 8 and 9 of the document.

Just as Criterion F (on page 4) augments the statements relating to Section E on page 51, Criteria G, H and I, (also on page 4) undertake a similar function to Section D on page 51.

Q: The existing scope is too broad for us to submit a tender as it stands. It is not clear if you would accept a tender solely for output 1, part 3 to provide an access audit and recommendations for making the town more inclusive for all and for part of 5 stakeholder engagement where it relates to part 3?

Q: We can cover output 1 but not output 2. Would the council be interested in a submission for only part 1 of the scope?

A: Following a meeting of the relevant council committee, it was agreed that the council will consider applications which address only a specific project output and not necessarily all of the outputs identified in the original RFQ.

Q: We can't submit a proposal by the deadline of 11 April – is it possible to have a month's extension?

A: Following a meeting of the relevant council committee, it was agreed the deadline for applications has been moved from Monday 11 April 2022 to Monday 25 April 2022. The project completion date of Friday 30 September 2022, remains unchanged.

Q: Output 2 - para 4. Whilst physical (e.g. improving linkages, street furniture etc) projects can be costed, is there an expectation that some 'softer' projects that may emerge from work such as those around promotion, marketing, events etc are also to be costed or can these be dealt with in broader terms around seeking funding etc to meet any costs as the approach to funding these types of measures it is usual to define the project and its parameters to meet the budget?

A: Output 2 para 4 states: *"Provide capital costs for each individual element of the project to include a total budget envelope and include a contingency element."*

As stated, the costing at 2.4 relates to 'capital costs', and not softer projects.

However, as you state in your question, other, projects may emerge, such as from Output 2 para 5

"Undertake public and stakeholder consultation, following an agreed methodology, record and collate responses to produce a summary document of findings." If a non-capital outcome/initiative was identified via

2.5, an approximate costing would be useful to the council. Moving forward, such information could be used when seeking future funding from capital income streams sources such LUF or SPF. But this is not part of the process and as such would not be scored.

Q: The brief suggests that the level of Employers Liability required is £10 million. Is this correct?

A: Following a meeting of the relevant council committee, it was agreed re Business Question 2.1 Insurance: The council will consider applications which have a lower level of Employers' Liability, provided it meets the minimum legal level of £5 million.

Q: Do you require for subconsultants to complete any part of any of the schedules included within the brief, or do we just fill these in as the lead supplier?

A: The lead supplier is sufficient but please bear in mind the statement on page 12 (4.2) "*Has your organisation, its directors or any other person who has the power of representation...*" the assumption is that 'subconsultants will not have 'power of representation' for the contract with Launceston Town Council.

Q: Do you require references from all members of our team, or just from the lead organisation?

A: See page 5 of the document – 'References' refer to 2 contracts previously undertaken by the lead organisation. The final contract will be between Launceston Town Council and the Lead supplier, and not with any subcontractors if relevant.

Q: The format of the tender response is not specified. Do we have to use the word document RFQ format for our response, or can we use our company proposal format?

A: This decision may be taken by the bidding organisation. What LTC would expect is that the tender document is submitted in its entirety, and in each relevant section, there is a coded reference to either a specific addendum or the page location in your company's proposal format. Essentially, as long as the submission is clear in its format and it covers the requirements of the RFQ for the relevant council committee to review, that format would be acceptable.

Q: With regards to the page limits, does this exclude images?

A: Images are not included in the word count or page restrictions

Q: We would like to submit CV's for our full team to highlight all of the skills and experience relevant to this proposal. Can we submit CV's outside of the page limit please?

A: Yes

Q: Output 2. In para 3 one of the requirements is to 'procure advice' - is there an expectation that further advice is required beyond the chosen consultant team to inform the document(s) or is it to procure advice to deliver any suggested projects that arise from the work or is for something else?

A: There is not an expectation for further advice. The reason why this is expressed in this way, relates to the wording in the offer letter received from Cornwall Council. It is anticipated that this decision/procurement, would be undertaken by the chosen consultant team. However, the brief is quite wide and it may be the successful bid team has to outsource some this work to sub-consultants, or it may be that the team has that skill set within its own operating group.