



Brief

New Community Masterplans

Uttlesford District Council

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1. Introduction

Uttlesford District Council (the Council / UDC) are seeking a multidisciplinary team to provide masterplanning services in relation to bringing forward two new community masterplans with associated community and stakeholder engagement.

The aim is that strategic site allocations and associated infrastructure meet the aspirations set out in the emerging local plan vision, objectives, and draft policies, are viable and deliverable, and meet the design and climate change objectives.

It is essential to ensure that infrastructure is comprehensively planned, is delivered in a timely manner, is funded through development and contributes to a step change in transport modal shift. The allocation of strategic sites, coordinated through masterplanning, rather than the sequential, piecemeal expansion of existing settlements, provides the opportunities to realise such infrastructure provision.

The masterplans will provide evidence to support the Council's emerging Local Plan, which is currently progressing towards Regulation 18 consultation. The successful team will compile and produce information to provide the basis of Supplementary Planning Documents to help facilitate the emerging Local Plan and the new communities being delivered.

It is anticipated that the successful team will have considerable experience working on large strategic settlements throughout the Local Plan process, and experience of delivering these based on the TCPA garden community principles.

The successful team should be able to demonstrate an innovative and proven track record of high quality masterplanning, consultation, and engagement bringing together residential, education, commercial and public open space design. They must have a strong understanding of the necessary infrastructure to deliver at both district and new community scales, with comprehensive stakeholder engagement bringing together local communities and organisations, infrastructure providers, statutory consultees, relevant landowners and developers, and county and neighbouring authorities.

Uttlesford LPA is currently producing a district design code under the Government's Pathfinder scheme, to which the scope of this tender is separate but closely related. Collaboration with the design code consultant team will be required. Masterplans for existing settlement extensions are being produced as part of the design code commission. The current intention is that these existing settlement masterplans (*not* included in this tender), and the new community masterplans (*included* in this tender), will all be coordinated in the final design code document.

There is not universal support from residents for growth across this most rural of districts. Demonstrating 'provable popularity' (as per the National Model Design Code) will be a key challenge. Consultation will make clear that site allocation is the role of the emerging Local Plan, whereas the role of the new community masterplans is to define how the allocations come forward. Consultation questions will have to be carefully framed and importantly, the demonstration of the benefits of new development will need to be clear when set against disbenefits especially with regard to addressing local needs.

2. About Uttlesford

Uttlesford is a large rural District in northwest Essex covering approximately 250 square miles. The District includes two market towns that serve extensive rural hinterlands and has around 60 parishes. The distinct rural character of the District with its attractive and historic market towns and villages is widely recognised. The District is characterised by more than twenty distinct and often sensitive landscapes punctuated by historic settlements, protected lanes, and historic parks and gardens. The quality of the cultural heritage in the District is high with around 3,700 Listed Buildings, 36 Conservation Areas and seven Registered Parks and Gardens, as well as 73 Scheduled Monuments and more than 4,000 records of archaeological sites and finds in the District.

The District is also important in terms of biodiversity and nature conservation. It has a significant proportion of ancient woodland including the Hatfield Forest which is an important remnant of a medieval forest. The District has two National Nature Reserves, 12 Sites of Special Scientific Interest (SSSIs), 1 Local Nature Reserve and 281 Local Wildlife Sites as well as more than 100 designated Special Roadside Verges which are important for their ecological value. Stansted Airport is in the south of the District but has more bearing on the south than in Saffron Walden. The District is also a highly productive arable farming area with most of the agricultural land classified as Grade 2 (very good) with the rest forming Grade 3 (good to moderate). Pastureland is not extensive, but exists in the river valleys and is important to the character and biodiversity of the District. Of particular sensitivity is land around the District's chalk streams and the intention to set a buffer against most new development here.

3. Planning policy context

Following withdrawal of the 2018 Submission Local Plan from the examination process in early 2020, the Council is preparing a new Local Plan. The Council commenced work on the Issues and Options stage in October 2020 and community engagement on this stage concluded in mid-April 2021. The Council is aiming to consult on the draft Regulation 18 plan (Preferred Options) in November 2022 and Pre-Submission in Summer 2023 and submit the plan for examination in August 2023.

It is expected that the successful team will develop masterplans that will feed into a draft design Code Supplementary Planning Document (SPD) that will be presented to the Local Plan Leadership Group (Councillors) followed by the statutory 6-week consultation period required.

When the new Local Plan has been recommended for adoption (scheduled for summer 2024) then the SPD should also be adopted and linked to design policies in the new Local Plan.

The emerging Local Plan draft Vision, Objectives, Spatial Strategy and Evidence Base will be made available to inform the project. Some of this evidence base work is ongoing and as such will evolve over time, so the successful team need to be able to respond flexibly.

Proposals must be in accordance with the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG).

The Council will be producing a Strategic Development Framework SPD for the District for the Regulation 19 submission and the masterplans may be required to also be represented within this document.

4. 10 guiding themes

The emerging Local Plan vision and objectives will be shared with the successful team and set the aspirations for new development. Further to this, the 10 guiding themes are the 9 [TCPA garden community principles](#) plus, historic rural character:

Uttlesford has a historic rural character which is widely valued by local people and indeed tourists. This includes heritage assets, historic landscapes, materials, forms, the way buildings sit in the landscape, and the character of villages, hamlets, and towns. The masterplans will need strategies for how existing heritage assets can be retained and enhanced as part of new development. There are many examples of contemporary places which draw strongly from a comprehensive character appraisal and re-interpret rural and historic qualities to create contemporary, sensitive, and thoughtful new buildings and places.

Building on TCPA theme no. 7 and the central plank of the emerging Local Plan, the aspiration is for the new communities to be net-zero carbon.

5. Locations

The new community masterplan locations are confidential at this stage and will be shared with the successful team upon appointment.

6. Scope

- Allow for two new communities (one 5000 homes, one 10,000 homes) each with all associated non-residential uses and infrastructure.
- Review current baseline information and evidence (outlined in 'baseline evidence' section). The process will require close collaboration between the successful team and the currently employed Local Plan consultants.
- Vision documents have been produced by landowners/promoters for the two new communities to support their proposals. The successful team, in consultation with the land promoter's design teams, will need to interrogate and analyse the vision documents. A critique of the design proposals and judgement on how far they meet the emerging Local Plan vision, objectives, and spatial strategy is required, and the identification of further work to address any issues arising from the vision documents.

The document must:

- Define a site-specific vision along with design concepts and design principles. This is a key part of the community engagement, the vision must be strongly informed by community and other stakeholder engagement and demonstrated to be locally supported.
- Allow for design options (as would naturally emerge through the design process) to be discussed with the Council and other stakeholders.
- Contain a masterplan which reflects the overall spatial vision, development objectives, spatial parameters, design and delivery principles.
- Explain (using diagrams) the constraints, opportunities, development capacity, and high-level spatial parameters which form a framework for development.

- Clarify the critical infrastructure requirements including green, blue, social, education, health, energy, drainage/flooding, transport, and utilities infrastructure, and any strategic mitigation measures or environmental impacts.
- Identify, at a high level, the capacity of the proposed settlements in terms of number of dwellings and quantum of non-residential floorspace, and the location and provision of key infrastructure within the settlement. They should also set out the key structuring principles of a masterplan for a new community including landscape, ecology, energy, water/drainage, movement and access, transport, land uses, open spaces, densities, strategic urban principles, local centres, nodes and landmarks, green and blue infrastructure, and key contextual interfaces.
- Uttlesford district design code is underway and as part of this area types *may* be produced (please refer to the [National Model Design Code](#)) which would need to be mapped to the masterplan. Broadly speaking these can be thought of as character areas at this stage.
- Demonstrate that the site is viable and deliverable, working with the Council's appointed viability consultant (for clarity this means that viability services are not required to be included for this tender). Include phasing and delivery strategy, which should be high level and focus on key infrastructure.
- Liaise with Essex Garden Communities Stewardship Group to define stewardship strategy. If timescales do not align, then team will need to propose a strategic approach to stewardship, management, and maintenance in accordance with the TCPA garden community principles. This should consider how infrastructure assets could be managed locally including informal community management groups, neighbourhood planning groups, community management of public spaces, community management of buildings and facilities, community management of local energy networks, community land trusts, community housing such as cooperatives, and co-housing. This should be linked to, and stem from, the earliest stages of community engagement set out below.

Consultation and engagement:

- A comprehensive programme of consultation, engagement, and co-design is required to ensure that local people are involved in the design process. Bidders should demonstrate consideration of the following:
 - How measurable community support can be secured and demonstrated.
 - Digital and in-person approaches, which could include workshops, surveys, website, market stalls, school engagement etc.
 - Methods to engage hard-to-reach and underrepresented communities.
 - How social value can be achieved in the process.
 - An initial consultation exercise that will provide briefing and training to community groups involved about what a new community is and how it is developed.
 - Wider surveys to ensure widespread local input beyond workshop attendees. This can include 'walking workshops', photographic surveys and visual preference surveys to understand the aspects of the sites that people value and those that they would like to change.
 - Please refer to pages 88-91 of the [National Model Design Code: Part 2 - Guidance Notes](#) which sets a benchmark the tender is expected to meet (for elements pertaining to masterplanning).
 - Uttlesford currently has a district wide [Community Stakeholder Forum](#) that will be engaged on this project, with site specific forums to be set up for the two new communities.

- A key element of work will be to liaise with the developers, promoters and landowners for the various proposed allocation sites, and their agents/consultants. It is anticipated that the Strategic Sites Working Groups, and any sub-groups within this, are the most appropriate forum to undertake this. Proposals should set out how the active participation and input of relevant stakeholders will be facilitated. Identification of possible issues and barriers to engagement should be identified at this stage.

7. Uttlesford Design Code

A district wide design code project (by others) is currently underway scheduled to have a draft document completed by March 31st 2023.

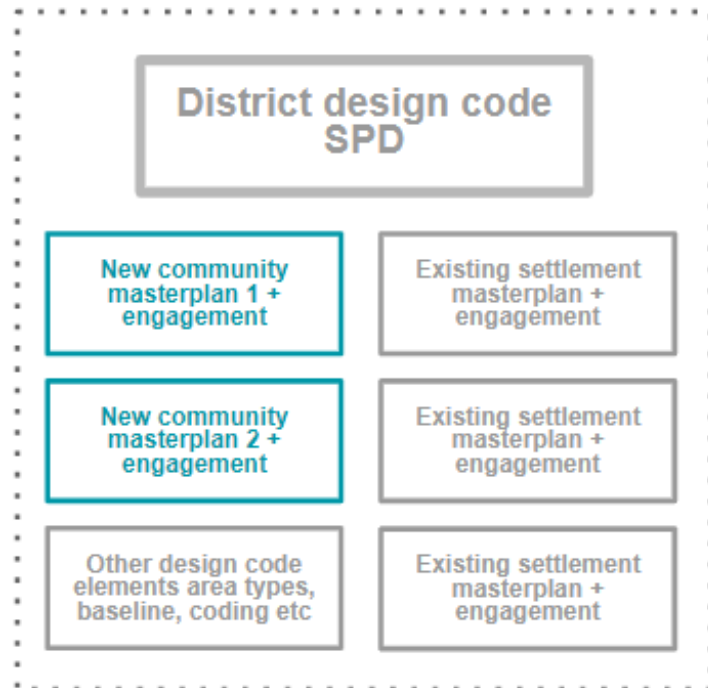
For reference only, please see the outline scope of the Uttlesford Design Code (all by others):

- **Scoping** - agreeing on the geographical area to be covered by the code and the policy areas that it will address.
- **Baseline information**
- **Design code vision** – this will be informed by the emerging Local Plan vision, which is complete, but a vision specific to the design code, and specific sites, will be co-designed with local people.
- **Area types** – as per the NMDC dividing the area covered by the code into a set of typical Area Types which can then be used to map design coding and guidance to specific masterplans – the exact approach to this is yet to be agreed.
- **Coding plan** – as per the NMDC this maps out each of the area types across the district and identifies large development site allocations, including new communities, in the Local Plan.
- **Settlement masterplans** with level of detail as per NMDC. These will be confined to, and defined by, Local Plan site allocations which are yet to be confirmed.
- **Design Code Wide Guidance** – detailed design coding and guidance that will apply equally across all Area Types.
- **Area Type Guidance** - detailed design coding and guidance that will apply only to specific Area Types and/or sites.
- **Community Engagement** – a broad programme of consultation, engagement, and co-design which meets the aims set out in the NMDC and is particularly pertinent to the vision, masterplanning, coding, and guidance stages.

The diagram below illustrates how the new community masterplans (and associated community consultation and engagement) will sit within the district design code (by others):

Key

Included in this tender
By others



8. Programme

Procurement programme

The commission has been advertised on the Government's Find a Tender service.

The indicative procurement timetable is set out below*

5 th August 2022	Tender issued
24 th August – 6pm	Deadline for clarifications
26th August - 6pm	Return deadline for submissions** (3-week tender window)
5 th September (PM)	Interviews***
9 th September	Inception meeting
+1 week	Arrange contract

*The Council reserves the right to amend the indicative timetable as the project progresses.

** Please submit tenders to udctender@uttlesford.gov.uk (further details in 'submission requirements' section)

*** Interviews are intended as an opportunity for clarifications relating to tender submissions. All tenderers may not be interviewed. Tenderers are advised to block out diaries on the 5th September (PM) in case of shortlisting for interview.

Project programme

The regulation 18 preferred option site allocations will be made public on the 13th September 2022, as part of the governance process for the Local Plan preferred options stage. Consultants should work with the Council to prepare for a public launch of the masterplan work after this date.

The regulation 18 preferred options Local Plan consultation is intended to begin on 2nd November 2022. As this commission sits within the Uttlesford Design Code, it will be subject to a separate consultation, and is not part of the regulation 18 preferred options Local Plan consultation.

This commission should be completed as a first draft by March 2023 to enable inclusion in the Uttlesford Design Code. By Summer 2023 the final versions should be agreed and available in a suitable format for inclusion in the regulation 19 pre-submission Local Plan consultation.

9. Team

The Council is seeking a multidisciplinary design team including subconsultants. However, it may be that the lead consultant has all the necessary skills and experience in-house. This is at the lead consultant's discretion; either approach is acceptable.

The following disciplines are to be covered by the Council under separate contracts, and therefore do not need to be included in the successful team: viability/development economics, and planning policy. The successful team will, however, need to collaborate with these consultants.

Therefore, disciplines within the successful team should include (but not necessarily be limited to) architecture/design/masterplanning, landscape, transport, infrastructure, heritage, ecology, energy, and consultation/engagement.

The successful team must meet the following criteria:

Essential criteria

- Strong track record and proven ability to lead and manage a multidisciplinary team which can deliver design-led urban design and architectural proposals which holistically synthesise transport, environment, infrastructure, deliverability, viability, land use, and other considerations required for large scale residential and mixed-use development.
- Experience working in Uttlesford, or a similar context to Uttlesford. This could include working within Uttlesford, Essex, *or* a similar County/Borough (nationally) which covers the following place types: Rural/village, Town/Market Town, and Suburban.
- Experience working with/around sensitive landscape and/or heritage assets.
- Experience masterplanning residential and mixed-use sites, particularly large new communities of 5000-10,000 homes, in the above contexts.
- Experience organising and undertaking ambitious public consultation and engagement programmes utilising digital and in-person methods, co-design workshops, and considering how to engage hard-to-reach groups.
- Experience producing public sector design guidance, supplementary planning documents, development plan documents, visions, masterplans, site allocations, or similar.
- Experience with the preparation process for Local Plans.
- Project management skills to oversee the programme, manage risk, arrange publicity and public engagement, client liaison, conflict resolution, and quality control.

The lead consultant will be responsible for leading the successful team and project managing the production of the project and all the other required information and work, as outlined in this brief.

The successful team will be expected to work collaboratively with Council Officers particularly the Principal Urban Design Officer and project board.

Subconsultants

The lead consultant will be responsible for managing the procurement of any subconsultants.

The Council is always keen to support and nurture young practices and emerging or innovative talent, and consideration could be given to how the composition of the successful team can assist in achieving this, whilst also adding value to the project.

Consultants currently engaged on the Local Plan – for reference

The Council has other appointed consultants to undertake work outside of the scope associated with this tender. These consultants are working on the Local Plan and will feed baseline information into the process. They are also working on key elements of project (for example, viability) and this is summarised below. The lead consultant may be required to collaborate with these consultants:

- LUC – infrastructure development plan and landscape sensitivity assessment
- Tetrattech – transport
- Oxford Archaeology – heritage sensitivity assessment
- AECOM – sustainability appraisal
- Zebra Carbon – carbon and energy strategy
- Dixon Searle – viability (to provide viability and development economics advice)
- JBA – strategic flood risk assessment
- Figura planning – policy review (to review Local Plan design policy and check appropriate hooks are provided)
- We Made That – urban design frameworks for regulation 18 strategic sites and site-specific vision, regulating masterplan, and community engagement for 1 existing settlement
- Buro Happold – are supporting We Made That on transport, energy, and utilities. We Made That are covering landscape and infrastructure
- Cultural Engine – arts and culture strategy
- LDA Design, Soundings, City Science, JB Heritage, and BSG Ecology – producing the Uttlesford Design Code

10. Governance

The successful team will report to the officer project board. This board includes officers from UDC and Essex County Council. This board in turn reports to the Local Plan Project Board (senior officers), Local Plan Leadership Group (Councillors), and ultimately the Uttlesford Council Cabinet.

Officer project board - Core attendance

- Project Lead – UDC Principal Urban Design Officer
- Policy – UDC Local Plan Manager
- Climate, carbon, and infrastructure - Principal Planning Officer (Essex County Council ECC)
- Transportation/Infrastructure - Principal Transportation and Infrastructure Planner (ECC)
- Highways - Strategic Development Engineer (ECC)
- Transportation & Infrastructure - Principal Transportation & Infrastructure Planner (ECC)

Officer project board - Wider attendance

- Landscape – UDC Landscape and Tree officer
- Project management and communication – UDC Local Plan Project Officer
- Planning policy – New communities Senior Planning Policy Officer
- Planning policy – New communities Senior Planning Policy Office

For day-to-day liaison and briefing a single point of contact within the Council will be defined and will likely be the Principal Urban Design Officer. They will liaise with the lead consultant from the successful team to coordinate meetings, programme, key stage deliverables and sign off processes. It is expected that a single point of contact for client liaison is designated to represent the appointed successful team.

Strategic Sites Working Groups

In order to co-ordinate the infrastructure, design standards, transport aspirations viability etc of the strategic sites in the Local Plan, new 'Strategic Sites Working Groups' will be set up to comprise representation from officers, councillors, ECC, developers, parish/town council, and community representatives. Attendance at these meetings will be required, allow for quarterly meetings.

11. Stakeholders

The masterplans will be produced with the involvement of a wide range of stakeholders, and in accordance with the statutory duty to cooperate. The stakeholders may include but not necessarily be limited to the following, TBA at the inception meeting:

Council stakeholder	Engagement process
Project lead (UDC principal urban design officer)	Catch-up with lead consultant
Uttlesford Officer Project Board (membership detailed in 'Governance' section)	Fortnightly meetings with members of successful team to attend as/when required
Essex PIDG	Submit report quarterly meeting
Local Plan Project Board	Project lead reports
Local Plan Leadership Group	Project lead reports
Strategic Infrastructure Delivery Group	Project lead reports
Corporate Overview Board	Project lead reports
Uttlesford Cabinet	Project summarised when complete

External Stakeholder	Engagement process
Local residents and public	See 'Scope' section of this brief
Parish and Town councils	See 'Scope' section of this brief
Full range of Community, Voluntary Sector, and faith groups	
Young people and youth organisations	
Local businesses, shops, schools, places of worship and other local service providers	
School classes and/or parent groups	
Neighbourhood plans forums	
Cycling and Walking Campaign Groups	
Environment Agency	Inform with meeting if required
Oil pipeline	Inform with meeting if required
Historic England	Inform with meeting if required
Natural England	Inform with meeting if required
Civil Aviation Authority	Inform with meeting if required
Manchester Airports Group	Inform with meeting if required
Homes England	Inform with meeting if required
Clinical Commissioning Group	Inform with meeting if required
NHS Commissioning Board	Inform with meeting if required
Office of Rail Regulation	Inform with meeting if required
Integrated Transport Authority	Inform with meeting if required
Bus and Rail Operators	Inform with meeting if required
Freight and Delivery Operators	Inform with meeting if required
Highway authority	Inform with meeting if required
Local Enterprise Partnerships	Inform with meeting if required
Landowners, promoters, developers	'Strategic Sites Working Groups' – format TBC

12. Baseline evidence

The following documents and resources form the existing baseline information, evidence and background documents directly relevant to the project.

An understanding of these documents will be required to ensure the project sections fit with and complement the documents, rather than work against or duplicate them.

Due to the large volume of information will require consultation with the lead officer for the evidence base and relevant consultant team.

Some of the documents are at varying stages of completion and this will need to be confirmed with the relevant consultant team upon appointment.

- Sustainability Appraisal and emerging objectives
- Infrastructure Delivery Plan
- Habitats Regulation Assessment
- Strategic Transport
 - GIS plans showing walking, cycling, public transport, infrastructure
 - Locations of key services and facilities
 - Railway station accessibility
 - Locations on highway network of existing congestion/delays
 - Review of potential development in the Study Area and likely impacts on existing junctions/congestion
 - Highlight areas for mitigation
 - Review of constraints at areas requiring mitigation
 - Review of existing modal share data
 - Achievable future targets for modal share
 - Parking restrictions
- Landscape Sensitivity Assessment
- Heritage Sensitivity Assessment
- Essex Walkable Neighbourhoods concepts and guidance (emerging)
- Strategic flood risk assessment
- [Uttlesford TRACC Accessibility Analysis¹](#)
- [Transport map](#)
- [Uttlesford Constraints Map](#)
- Commonplace local wildlife site survey
- [Neighbourhood plans](#) for strategic sites (where made and available) - due to the volume of information, it is suggested that only relevant character and design information from these documents is referred to.
- [Uttlesford Protected Lanes Assessment](#)
- [Landscape Character Assessment](#)
- [Uttlesford residential parking standards](#)
- [Parish and village plans](#) - due to the volume of information, it is suggested that only relevant character and design information from these documents is referred to.
- Employment study
- Retail study

¹ All hyperlinks to webpages on in this section accessed on 05.08.22

- Green Infrastructure study
- Viability study
- Water management
- Decarbonised energy study
- Net Zero Carbon Verification study
- Biodiversity Strategy
- Arts and Culture Strategy
- Review of Local Wildlife sites
- [Sports Facilities and Recreation Strategy](#)
- [Local Wildlife Site Review](#)
- [Playing Pitch Strategy and Action Plan](#)
- [Green space strategy](#)
- [Open space strategy](#)

Additional surveys

Topographical surveys are not available - refer to Ordnance Survey unless more detailed survey deemed required. If additional surveys are required, the lead consultant is responsible for commissioning all survey information required, in addition to that supplied by the Council, to complete the work required for the project. The cost these additional surveys will be additional and should not be included in the tender price.

13. Submission requirements

Tenderers are advised to ensure that they respond clearly and succinctly and that all material is relevant to the commission and not of a generic nature.

Tenderers are encouraged to use diagrams, photos, drawings, and other images alongside text if/where appropriate.

If at any time you are unsure about any question, please submit a clarification.

Please note **page limits** for each requirement.

Font should be **Arial 10pt** or equivalent.

Tenders received will be evaluated based on the percentages specified for each section below.

Quality – 70%

- Relevant Experience (page limit for response: 2 A4 pages - excluding CV's)
 - o Using two case studies, evidence of working with a multidisciplinary team on projects of a similar nature and scale referencing the 'Project Team' section
 - o Demonstrate experience of making a successful and innovative Community Engagement Strategy for similar project
 - o Include CVs (in an appendix - no page limit) to demonstrate appropriate range of skills of the tendering team and experience of staff allocated to the projects considering design/research skills (as applicable), capability, level, and capacity
 - o Experience of consortium working together (if applicable)
- Quality Assurance and project management (page limit for response: 1 A4 page)
 - o Describe effective project management and quality assurance procedures for delivering a high quality on time and in budget
- Proposed methodology (page limit for response: 3 A4 pages)
 - o Demonstrate sound appreciation of the brief
 - o Provide an overview how you will deliver the requirements of this brief
 - o Describe how you would engage with all key stakeholders
 - o Demonstrate clear understanding of rural, market town, and suburban context including major national airport and summarise the main challenges associated with trying to achieve the project aims in this context
 - o Commentary on how tenderers might challenge/develop/refine this brief, programme, scope, and community engagement strategy

Value for money – 25%

- Please complete accompanying '*Uttlesford New Community Masterplans_Pricing Matrix*' spreadsheet
 - o The tender price should include all the costs of complying with these tender documents, the conditions of contract, statutory regulations, all taxes, fees and charges, and all establishment costs, expenses, overheads, and profit, but excluding any VAT

- The tender price should include the cost of all subconsultants (but not additional surveys required as these have not yet been identified)
- A daily rate for attendance at the examination of the Local Plan should be provided.
- Achieving Value for Money (page limit for response: 1 A4 page)
 - Provide commentary on how value for money can be achieved and any added value the tendering team can bring to the project
 - Clearly identify any assumptions made within the pricing proposal
 - Clearly identify any “exceptions” you are not covering in your fees and responsibility

Equality, Diversity, Inclusion, and Social Value – 5%

- Proposed Approach (page limit for response: 1 A4 page)
 - Team EDI and Social Value statement
 - Project specific action plan which could include:
 - Approach to achieving social value in engagement, participation, and co-design
 - Approach to designing for various needs of the project users, existing local communities, and future community needs, promoting physical, social, and economic accessibility
 - Approach to collaborating with groups (with protected characteristics) within the existing community who are historically under-represented in the authorship of the shared, local built environment
 - Approach to working with under-represented design led practices
 - Approach to sharing cultural capital with under-represented groups
 - Approach to working with schools and universities to promote equality, diversity, and inclusion in the built environment sector.

Health and safety – pass/fail

It is a legislative requirement for organisations with 5 or more permanent employees to have a Health & Safety Policy. If you have 5 or more permanent employees, please confirm if you have a Health & Safety Policy. If you have less than 5 please provide details of how you ensure your workplace is safe.

Evaluation Criteria: This question will be evaluated on a Pass/Fail basis. Where ‘Our organisation has less than 5 employees’ or ‘Our organisation has 5 or more employees and *does* have a Health & Safety policy’ and details are provided is a pass and ‘Our organisation has 5 or more employees and *does not* have a Health & Safety Policy’ or no details is a fail.

Practice Information – not assessed

This section is for information only and does not form part of the evaluation (no page limit)

- Name of lead consultant firm and associate firms making this submission
- Conflict of Interest
 - Please confirm that you are not aware of any conflict of interest that might preclude your practice from providing professional services to this commission
- Please confirm you accept the terms and conditions set out in these tender documents (see ‘tender checklist’ section)

- If the lead consultant or any of the Subconsultant require any changes to the above terms this must be communicated with tender submissions. The Authority will not negotiate the terms of the Agreement after tender award.

Submission process

Please submit tenders as PDF documents to the following email address:

udctender@uttlesford.gov.uk

Please include tenders as PDF email attachments – not download links (e.g. wetransfer).

The limit for attachments is 25MB.

14. Budget

The budget for this commission is £55,000 excluding VAT.

This is maximum budget and bids cannot go above this figure.

15. Meetings

Meetings will be structured within the programme to align with key work stages. The lead consultant, alongside relevant subconsultants, should allow for attending 1 meeting per week which may take one the following formats:

- Short catch-up call with Project Lead (Principal Urban Design Officer)
- Officer Project Board detailed in 'Governance' section
- Presentations to senior Council officers and Councillors

There is likely to be the formation of 'strategic sites working groups' bringing together officers, councillors, ECC, developers, parish/town council, and community representatives and attendance at these meetings will be required, allow for quarterly meetings.

16. Clarifications

Tenderers will have the opportunity to ask questions by email. This opportunity exists until 24th August – 6pm.

Please email jbennett@uttlesford.gov.uk to ask questions. The clarifications will be captured in a tracker which will be issued on the Contracts Finder notice.

(Please note - tenders are to be submitted to a different email address which is repeated here for clarity: udctender@uttlesford.gov.uk - do not submit questions to this address as emails submitted will not be opened until after the tender submission date).

The Council's contact officer will use their best endeavours to respond as a matter of assistance to the tenderer, but it shall not be construed to add, to modify, or take away from the meaning and intent of the proposed obligations and liabilities of the tenderer.

No representation, explanation or statement made to the tenderer or anyone else by or on behalf, or purportedly on behalf of the Council as to the meaning of the tender documents, or otherwise in explanation as aforesaid, shall be binding on the Council in the exercise of its obligations under a subsequently awarded contract. The Council accepts no liability or responsibility for the accuracy of the information provided. It is the responsibility of each tenderer to satisfy themselves as to the accuracy of this information.

17.Deliverables

The final output documents will need to be made available in the following formats:

- **Colour reports in printed format** – at this stage allow for 3 printed and bound reports.
- **Separate executive summary with key diagrams** – using same material from main report
- **Presentation summarising the process and proposals** – one for each masterplan
- **Colour reports in digital format** – an accessible PDF should be made available
- **Public and stakeholder consultation material** – the amount and type of consultation material will be defined once the workshops have been designed in more detail – tenderers to suggest and allow for reasonable proposals at this stage, considering National Model Design Code suggestions. All to be summarised with the points raised during engagement to show how they have been addressed in the final proposals.

Please see the Council's accessibility requirements: [Accessibility - Uttlesford District Council](#)

18.Acceptance Criteria

The issue by the Council of a receipt note for the deliverables shall not constitute any acknowledgement of the condition or nature of those deliverables.

The Council shall be entitled to reject any deliverables which are not in accordance with this agreement and shall not be deemed to have accepted any deliverables until the Council has had a reasonable opportunity to inspect them following delivery or, if later, within ten (10) working days.

The lead consultant may only invoice for deliverables that have been accepted by the contracting authority.

19. Freedom of information

Uttlesford District Council is subject to the provisions of the Freedom of Information (FOI) Act 2000. If you consider that any information supplied for the purposes of this RFQ is either confidential in nature or commercially sensitive (within the meaning of the FOI Act under sections 41 or 43, please see the guidance on exemptions on the information commissioner's website on www.ico.gov.uk) this should be highlighted in your response using a table like the one below.

Location and description of commercially sensitive or confidential information	Reason for exemption

Please note that decisions on disclosure rest with Uttlesford District Council.

This question is not scored and is for information only.

20. Additional Terms

Written, graphic and photographic outputs produced directly by the consultant shall be provided in electronic form or shall be scanned so that it can be stored and reproduced electronically.

The Council will retain copyright of all the material produced in the context of the project.

The Council will have the right to reproduce any material provided. The consultant may only reproduce material with the permission of the Council.

The Council shall be able to distribute the material in part or whole to any organisation or individual it determines, at no extra cost.

The Council reserves the right at any time:

A) not to award a contract and to withdraw from, suspend or terminate the procurement procedure, any part of the procurement procedure and to procure the appointment of the provider by any alternative means which the Council see fit (including by way of undertaking a new procurement process), or:

B) to award the contract(s) to which this procurement process relates in whole, in part or not at all.

The Contractor shall not offer or give, or agree to give, to the Council or any other public body or any person employed by or on behalf of the Council or any other public body any gift or consideration of any kind as an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other contract with the Council or any other public body, or for showing or refraining from showing favour or disfavour to any person in relation to the Council or any such contract.

The Contractor warrants that it has not paid commission or agreed to pay commission to the Council or any other public body or any person employed by or on behalf of the Council or any other public body in connection with the Contract.

The Authority is not liable for any costs incurred by the tenderer in the preparation, presentation, or any other aspect of the tenderer's bid. The Authority will not reimburse any expense incurred by you in preparing your bid. Tenderers take part in this e-mail RFQ entirely at their own risk and cost.

Duty to cooperate: Where areas being assessed adjoin neighbouring local authorities, consultants must engage and ensure that the wide context beyond the boundaries of Uttlesford District Council is taken into account where relevant.

21. Tender checklist

Please ensure you have received, read, and understood the following tender documents:

- Uttlesford New Community Masterplans_Terms and conditions
- Uttlesford New Community Masterplans _Pricing matrix (excel format)
- Uttlesford New Community Masterplans _Brief (*this document*)

These documents will form the basis of the contract between the council and the successful team.

The clarifications tracker (if clarifications are requested as part of the tender process) will be made available on the Contracts Finder notice and will also form the contract documents.