

**Padiham Townscape Heritage: Crafting the Future**

Landscape Consultancy Services in Respect of the Padiham Town Centre Public Realm Improvement Works

**Tender Brief**

**Date of issue: Friday 29th June 2018**

1. Purpose
	1. Burnley Council requires the support of an experienced Landscape Architect/Consultant to support the development and delivery of the Padiham TH (Townscape Heritage) public realm improvement works.
2. Background
	1. Burnley Council has been successful in securing Heritage Lottery Funding for a Townscape Heritage Project within Padiham town centre. The Padiham TH is a five year scheme totaling approx. £2million which has now commenced to support the growth and development of the town centre through three key areas:
3. Repair and restoration works to buildings – this will involve grant aided works available to property owners within the TH boundary at a fixed grant rate of 75% to cover the cost of external repair and restoration works to retain the historic nature of the area.
4. £430,000 is earmarked for environmental improvements (Phase 1 public realm works) within the TH boundary to include decluttering of street furniture, introduction of traffic calming measures, new paving surfaces and public art.
5. Wider activity programme – working with local partners, the Padiham TH will deliver a Borough wide programme of community engagement events and heritage skills training activities to run throughout the lifetime of the project.
	1. In addition, the Council has recently secured a further £1.8 million LEP (Lancashire Enterprise Partnership) funding to extend environmental improvements works beyond the TH boundary (Phase 2 public realm works). Phase 1 and Phase 2 public realm works will be delivered cohesively under the same contract.
	2. The public realm works will be delivered in partnership with Lancashire County Council (the acting highways authority). The detailed design work is currently being procured by Lancashire County Council in partnership with Burnley Council and is expected to commence in Sept 2018. Project delivery/construction stage is expected to commence in Sept 2019 and complete in Sept 2020.
	3. Design and Access Statements for Phases 1 & 2 have been previously developed by Planit Landscape Architects and have been provided for further information.
6. Scope of Services Required
	1. **Design/Development Stage**
	* To provide supplementary information and advice to support the concept designs which have been previously prepared by Planit Landscape Architects. This will include liaising with the Project Team to consult on aspects of design such as appropriate materials, methods and tree species specification, and the production of any associated reports/documents.
	* Public realm plans will include an element of public art. The Consultant will be expected to liaise with an Artist commissioned by Burnley Borough Council to consider how the artwork would be integrated into the scheme.
	* The Consultant will be expected to attend regular project meetings with the Project Team throughout the design/development stage; we anticipate one per month.
	1. **Delivery/Construction Stage**
	* The consultant will be expected to oversee the works on site which will include undertaking site visits/monitoring on behalf of Burnley Council to ensure compliance, and prepare site reports following inspection.
	* To provide advice and guidance in response to any design changes or queries.
	* Continue to liaise with Burnley Borough Councils Artist to ensure the successful integration of the artwork proposals and offer any design and specification advice.
	* Carry out final snagging inspection prior to the end of contract and Practical Completion, and provide a summary report including any recommendations.
	* The consultant will be expected to attend regular project meetings with the Project Team throughout the delivery/construction stage; we anticipate one per month.
7. Timescales
	1. The timescales for the appointment of an appropriate Consultant is shown below:

|  |  |
| --- | --- |
| **Milestone** | **Indicative Date** |
| Issue Invitation To Tender (ITT) | 29th June 2018 |
| ITT Clarification Questions Cut Off Date | 11th July 2018 |
| Deadline: Return of Completed ITT | 13th July 2018 |
| Post submission Clarification Meetings with Tenderers (where required) | w/c 16th July 2018 |
| Evaluation of Tenders  | 23rd July 2018 |
| Approval – Burnley Borough Council and the Heritage Lottery Fund | 26th July 2018 |
| Notification of result and appointment of successful firm  | 27th July 2018 |
| Inception Meeting | w/c 30th July 2018 |
| Contract Implementation  | w/c 30th July 2018 |

*Please note: dates set out in the table above are indicative only and may be subject to change. Any changes will be notified to all Tenderers.*

1. Estimate Value of Works
	1. Budgetary resources are limited and the Council is seeking good quality advice from an appropriately experienced professional at competitive rates. **The Council anticipates that the contract value arising from this opportunity would be in the range of £10,000 - £20,000 (maximum).**
	2. A payment schedule will be agreed by Burnley Council and the successful Consultant/s.
2. Project Team
	1. The Consultant will work closely with the project team, including:
* Adam Lockett, Development Officer, Burnley Council
* Suzanne Pickering, Townscape Heritage Officer, Burnley Council
* Erika Eden-Porter, Conservation Officer, Burnley Council
* Artist commissioned by Burnley Borough Council (to be appointed)
* Rina Housbey, Principal Highways Design Officer, LCC (PM)
* Michelle Davies, Highways Design Officer, LCC
* Martin Porter, Principal Network Planning Officer, LCC
1. Tender Response
	1. Consultants will need to demonstrate a proven track record in delivering high quality outputs on time, to budget and in accordance with client expectations. The Council requires the following elements, as a minimum, to comprise the tender response. Please present all information in a clear and concise manner:

**Insurance information**

Self-certification as to whether you already have or can commit to obtain the levels of insurance cover indicated below (please provide copies of certificates where possible):

* Public Liability Insurance - £5m
* Consultant Indemnity Insurance - £5m

**Conflict of Interest Statement**

* Provision of a clear statement showing that your practice does not have any conflicts of interest related to the Council or this scheme.

**Accreditations**

* Provision of a clear statement showing that you/r practice has appropriate accreditation/qualification to undertake the work, providing copies as appropriate.

**Method Statements**

* An interpretation of the brief (Weighting 15%)
* A description of the methodology proposed to complete the work (Weighting 15%)
* The name, qualifications, relevant experience and contact details of the individual(s) who will primarily undertake this work (Weighting 10%)
* A timescale/approximate number of hours needed to review grant applications, grant claims and undertake site visits. Also, a commitment to work within the timescales as outlined within the brief (Weighting 10%)
* Examples of previous relevant work completed within the last 5 years (up to 3 examples) which demonstrate experience/expertise in delivering a range of specialist services of a similar nature (Weighting 20%).

**Fee Schedule**

* Please include a fully inclusive fee breakdown to undertake tasks as set out in section 3 of the brief, exclusive of VAT (Weighting 30%).
* In addition, an hourly rate or fee for any other work that could potentially arise outside the scope of the brief.

**References**

* The names and contact details of two referees (preferably related to the examples provided). References will only be taken up for the preferred Tenderer.
	1. In addition to the information required in section 7.1, the Council requires the following documents to be submitted (please refer to the ITT document):
* Form of Tender
* Certificate of Non-Collusion and Non-Canvassing
* Certificate the Tender is Bona Fide
1. Evaluation Criteria
	1. Tenders will firstly be checked for compliance in relation to providing the required documents and information as stated within section 7.
	2. Tenders will be evaluated against quality (70%) and price (30%) criteria to establish the most economically advantageous tender. Please refer to Part 5 & 6 of the ITT document for full details concerning the tender evaluation.
	3. Quality is worth 70% of the overall evaluation score and will be evaluated through an analysis of the applicants responses to the Method Statements outlined in section 7 above. Scores will be attributed to these responses by the stakeholder evaluation panel based on the methodology given in the table below.
	4. Quality will be evaluated using the formula shown below:

**Weighted Tender Quality Score =**

**Score Awarded by Evaluation Panel / Max Score Available x Weighted Percentage**

**Table 1 – Scoring Method**

|  |  |
| --- | --- |
| **Score** | **Criteria** |
| **4** | **Excellent:** Response clearly meets all requirements. Clearly describes the bidder’s capabilities in delivering the requirements in scope; and demonstrates exceptional understanding. All information provided is consistent with all other areas of the tender response. |
| **3** | **Good:** Response clearly meets all requirements satisfactorily. Clearly describes the bidder’s capabilities in delivering the requirements in scope, and demonstrates understanding. All information provided is generally consistent with all other areas of the tender response. |
| **2** | **Satisfactory:** Response meets most requirements but is lacking or inconsistent in a few identifiable areas, leading to minor reservations. Describes the bidder’s capability in relation to the requirements, and demonstrates some understanding. Information provided is generally consistent with all other areas of the tender response. |
| **1** | **Weak:** Response meets some requirements but is lacking in several identifiable areas, leading to serious reservations. Provides little indication of the bidder’s capability of delivering the requirements; or only partially meets the requirements; and / or demonstrates partial understanding. Some information provided is inconsistent with other areas of the tender response. |
| **0** | **Poor/ Non-Compliant.** Has a number of deficiencies or concerns in certain areas where the lack of detail requires the evaluator to make assumptions, or no information is provided. Little or no description of the potential bidder’s capability of delivering the requirements is provided, leading to major reservations; or does not meet the requirement; and / or demonstrates no understanding. Information provided is inconsistent with other areas of the tender response. |

* 1. Price will be evaluated using the formula shown below:

**Weighted Tender Price Score =**

**(Lowest Tendered Price / Your Tender Price) x Weighted Percentage**

* 1. The tender with the highest overall score will be determined as the most economically advantageous tender. The following evaluation approach will be applied to the tender submission:

**Table 2 – Weighting Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Sub-Criteria** | **Demonstrated by** | **Weighting** |
| **Adequate Insurance Cover** | Self-certification as to whether you already have or can commit to obtain the required insurance. | **Pass/Fail** |
| **No conflict of interest declared** | Self-certification as to whether your practice has any conflicts of interest. | **Pass/Fail** |
| **Appropriate accreditation** | Self-certification as to whether your practice has appropriate accreditation. | **Pass/Fail** |
| **Quality** | Interpretation of the Brief | Understanding of the Padiham town centre public realm plans and principles, and requirements of the work. | **15** |
| Methodology proposed | A clear overall approach to the work and an appropriate methodology outlined for completing each section of the brief. | **15** |
| Identified team / staff | Suitably qualified staff/s identified with relevant experience of undertaking this type of work. | **10** |
| Timetable | Ability to work within the timescales outlined in the brief. | **10** |
| Past Experience | Relevant experience of undertaking this type of work. | **20** |
| **Price** | Fees and Rates | **30** |
| **References\*** | **Pass/Fail** |
| **Total Score Available** | **100** |

\*References will only be taken up for the preferred Tenderer. References will be subject to a Pass/Fail assessment and in the case of inadequate references being supplied, the Council will take up references for the next highest scoring Tenderer.

1. Instructions for tendering
	1. In the first instance, please acknowledge receipt of the Tender Brief and Invitation to Tender (ITT) documents and confirm via The Chest that you intend to submit a tender response.
	2. Please note that this Tender Brief is a summary version of the process by which the tender should be completed and submitted; please refer to the ITT document for comprehensive instructions.
	3. Tender responses should be submitted electronically via The Chest **https://www.the-chest.org.uk/** (registration is free)**.**
	4. The last date and time by which the Tender submission should be submitted to the Council is: **15:00 hours on Friday 13th July 2018.**
2. Further Information
	1. Any questions concerning any aspect of this Tender Brief, ITT Document or the tender process should be raised with the Council via The Chest.
	2. The following documents have been provided for further information:
* Padiham Townscape Heritage Project Map
* Design and Access Statement – Phase 1 works
* Design and Access Statement – Phase 2 works