



**Submission to HCA Multidisciplinary  
Panel**

**Project: Two starter home sites,  
Hampshire and Isle of Wight**

**Date: June 2016**



Homes &  
Communities  
Agency

Mini Competition

## Multi-Disciplinary Panel

### WYG Tender for:

Site investigations, technical pack and outline planning applications for two HCA housing sites in Hampshire and the Isle of Wight.

Response to Mini Competition	
<b>Panel Name:</b>	Multi-Disciplinary Panel
<b>Project Name:</b>	Starter home sites Hampshire & Isle of Wight Spring 2016
<b>Date:</b>	2 <sup>nd</sup> June 2016
<b>To:</b>	██████████ Senior Development Manager, HCA – Hampshire, Dorset and Isle of Wight team
<b>From:</b>	██████████, Director, WYG, Wharf House, Wharf Road, Guildford, Surrey, GU1 4RP
<p><b>Proposal</b> (page limit: 4side sA4)</p> <p><i>Brief statement to explain how the commission will be undertaken or Schedules of services to be delivered</i></p> <p>WYG (Guildford Office) is delighted to respond to your invitation to provide a fee proposal for providing pre-planning, planning and consultancy services to prepare and submit two outline planning applications to assist with the delivery of a proposed 40 residential units on land at South Street, Newport and 10 residential units on land at Coldeast Hospital, Sarisbury Green including starter homes as set out in the invitation for tender. The commission will be for two separate schemes and therefore will be treated as such throughout the whole process.</p> <p><b>Schedules of services to be delivered</b></p> <p>We note from the invitation to tender that the South Street site has previously been granted planning consent, with a recent feasibility report completed by PBA and that discussions have taken place with the Local Authority regarding affordable housing.</p> <p>To achieve delivery of the outline planning permission we would undertake the following work:</p> <ul style="list-style-type: none"> <li>• Initial Client meeting</li> <li>• Site inspection</li> <li>• Provision of planning advice and strategy</li> <li>• Policy and site history research</li> <li>• Identification of validation requirements for an outline application</li> <li>• Procurement of necessary supporting survey information and reports (see below). All to include 3<sup>rd</sup> party transfer of rights</li> <li>• Project management and review of consultant's reports</li> </ul>	



- Advice on site layout/access & scheme presentation
- Preparation of pre-application submission including Planning Statement
- Consider pre-application response and amend scheme where required
- Preparation and submission of outline application including Planning Statement, forms and certificate and all supporting reports for validation
- Post submission work, including public speaking at Planning Committee(s), where required
- On the grant of planning consent prepare document package for the sale of each site

*Information on other Consultant input that may be required*

WYG considers that the following sub-consultant documentation will be required:

**South Street**

- Architecture
  - Indicative Layout Plan
  - Indicative Street Scene Elevations where required
  - Site Location Plan
  - Computer generated image/3D visuals
- Archaeology
  - Significantly update previous report
- Ecology
  - Phase 1 Ecological Survey
- Engineering
  - Flood Risk Assessment
  - Drainage Strategy
  - Utilities Plan
- Environment
  - Intrusive Site Investigations Report
- Geospatial
  - Topographical Survey
- Transport
  - Transport Statement

**Coldeast Hospital**

- Architecture
  - Indicative Layout Plan
  - Indicative Street Scene Elevations where required
  - Site Location Plan
  - Computer generated image/3D visuals
- Ecology
  - Phase 1 Ecological Survey
- Engineering
  - Drainage Strategy
  - Utilities Plan
- Environment
  - Intrusive Site Investigations Report
- Geospatial
  - Topographical Survey
- Transport
  - Transport Statement



*Identification of other information that may be required*

Legal advice on S106 agreement, including removal of community use on Coldeast site.

*Other commentary on the brief*

We have no other commentary to make on the brief at this time.



**Proposed staff** (page limit: 2 sides A4)

*Who will undertake the commission?*

WYG (Guildford Office) will lead the commission with assistance from other WYG offices/services where appropriate for specialist services.

*Identify members of staff/ How much time will they devote to it?*

Name	Discipline	Role	Days
	Planning	Project Director and Planning Consultant	
	Planning	Project Lead and Planning Consultant	
	Planning	Planning Consultant	
	Archaeology	Archaeologist	
	Archaeology	Archaeologist	
	Ecology	Ecologist	
	Architecture	Architect	
	Architecture	Architect	
	Architecture	Architect	
			ed, nal y
	Architecture	Landscape Architect	
	Engineering	Civil Engineer FRA specialist	
	Engineering	Civil Engineer FRA specialist	
	Geospatial	Surveyor	
	Geospatial	Surveyor	
	Transport	Transport Planner	
	Environment	Site Investigations	
	Environment	Site Investigations	

CVs of WYG staff involved are included as an appendix to this submission for your information.

Total time given to project (assuming a day is 8 hours) is [REDACTED] (Plus Site investigations and Surveying).

**Management arrangements** (page limit: 1 side A4)

*How will the commission be managed?*

Upon appointment, a project directory will be drawn up and circulated to all members of our internal project delivery team. The project directory will identify all personnel working on the project, setting out clearly each member's respective roles and responsibilities. An internal project file will also be set up with shared server access to allow all members of the project delivery team to share content and access all project specific documentation.

A Project Execution Plan will be established as a key tool to plan, monitor, review and progress this project from inception to completion of technical pack. It will cover fundamental project and resource information, supplemented with various supporting documentation. It will be circulated to all project participants and it will be managed as a 'live' document, with reviews and updates undertaken as the project progresses.



This project will be undertaken in accordance with our fully accredited Safety, Health, Environmental and Quality Management System which provides a framework for us to deliver a quality service to our clients.

*Who will be responsible for reporting to the Client?*

██████████ and in his absence, ██████████

*Who will manage the team?*

██████████ will lead our multi-disciplinary team, which has worked together successfully on many occasions. ██████████ will carry full responsibility for all aspects of the project including management of the work programme, quality assurance and financial issues. ██████████ will attend (and chair if required) meetings for the project team and will be the key point of contact between its members, other key stakeholders and our internal project delivery team.

██████████ will maintain an overview of the project details and will cover for ██████████ in day to day running of the project and coordination of WYG services.



**Timescale** (page limit: 1 side A4)

*When will the commission be complete?*

Both applications will be submitted in early October subject to the conclusions and recommendations of sub-consultant reports. The commission will be complete once both outline planning applications have been determined and a technical pack prepared, or otherwise as agreed by HCA and WYG.

*When will key milestones be complete?*

Please see the table in the section below.

*What is the programme for the works?*

The project programme, having regard to the broad phases set out in the table below would be as follows:

Phase	Anticipated timescale	Anticipated Programme assuming commencement Late June 2016
Initial advice and Client meeting/Analysis - site visit; policy & history review/procurement of services	4 weeks	End July 2016
Planning application preparation, collation, review and finalization of supporting reports	6 Weeks	Early September 2016
Pre-application submission	1 Week	Mid September 2016
Application preparation	4 weeks	Mid October 2016
Submission and determination of outline application	2-4 months	Submission October 2016 Determination December 2016

*Are any programme dates we have given un-achievable?*

Guaranteed determinations on both sites prior to the end of December will be a challenge, but is potentially achievable with the cooperation of the Local Planning Authorities. The applications will both be classed as major applications (10 units or more) with determination timescales of up to 13 weeks once validated.

**Fee Proposal** (page limit: 1 side A4)

*Lump sum fee for completing the commission including a breakdown of the fee for each site*

Overall lump sum fee for the works detailed within this tender would be [REDACTED] for South Street and [REDACTED] for Coldeast).

**Town Planning Fees**

We anticipate that the total fees for the planning work would be [REDACTED] (see breakdown below) plus VAT and disbursements up to the point of approval and technical pack preparation. Our fee proposal for the town planning element is as follows broken down against the milestone phases:

1. Initial advice/Analysis - site visit; policy & history review/procurement of services and project management: [REDACTED] for South Street and [REDACTED] for Coldeast.
2. Preparation and submission of pre-applications: [REDACTED] for South Street and [REDACTED] for Coldeast.
3. Review pre-app response, preparation and submission of applications up to approval and production of technical packs: [REDACTED] for South Street and [REDACTED] for Coldeast.

*Please separately identify any third party studies and provisional sums you have included for additional studies by your own consultant team.*

Our planning fees do not include the following proposed WYG services or sub-consultants (fee quotes in table below):

Discipline	South Street, Newport	Coldeast Hospital Sarisbury Green
Architecture (indicative layout drawings/constraints plan/ 3D visuals)	[REDACTED]	
Archaeology Report		
Flood Risk Assessment		
Drainage Strategy		
Ecology (Phase 1 survey and report)		
Intrusive Site Investigations Report		
Topographical Survey		
Transport Statement		
Utilities Plan		

**All fees exclude VAT**

*Please provide a schedule of hourly rates for any additional works.*

The below rates are the rates agreed between the HCA and WYG for any additional work not quoted in the scope above.

	Partner/Director	Senior Consultant/Associate	Consultant/Professional	Graduate
Hourly Rate	[REDACTED]			
Day Rate				