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1. PURPOSE

- 1.1 MHCLG is producing design guidance as part of the Planning Practice Guidance (PPG) to support the revised National Planning Policy Framework (NPPF).
- 1.2 MHCLG wishes to procure a specialist to help develop a visual Design Manual to support the revised Design PPG, including illustrations for design principles and projects.
- 1.3 The objective is to develop an easy to use toolkit that local planning authorities, developers, built environment professionals and other agencies involved in the design of the built environment can use to ensure quality is embedded in policies, programmes and projects.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The contracting authority is the Ministry for Housing, Communities and Local Government (MHCLG). It is the government department with overall responsibilities for the delivery of housing, making the vision of place as homes a reality, delivering a sustainable future for local government and creating socially and economically stronger and more confident communities.
- 2.2 The Planning Directorate within MHCLG is responsible for the production of the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG).
- 2.3 The contract will be directed by the Design Team, which is responsible for design quality in MHCLG policies and programmes, and for developing design guidance in PPG.

3. BACKGROUND TO REQUIREMENTS

- 3.1 The Housing White Paper published in 2017 sets out Government's commitment to increase the supply of new homes. It makes clear that they must be of higher quality to achieve community support for new homes in their area. More information on the Housing White Paper is available on the Gov.uk website:
<https://www.gov.uk/government/collections/housing-white-paper>
- 3.2 MHCLG published the revised NPPF in 2017 and is developing a revised suite of Planning Practice Guidance to provide further detail to support its objectives. More information on the NPPF is available on the MHCLG website:
<https://www.gov.uk/government/collections/revised-national-planning-policy-framework>
- 3.3 The NPPF contains a new chapter, Achieving Well Designed Places, and new guidance is required to reflect the emphasis the NPPF, as a whole, places on design quality.
- 3.4 Based within the Planning Directorate, the Design Team is working across MHCLG and other Government departments to ensure greater emphasis is placed on design quality in policies and programmes as part of a funded action plan, to implement the Housing White Paper aspirations for higher quality in the built environment.
- 3.5 It is planned to replace the current text only design guidance in PPG with a new section rewritten to reflect the new themes in the revised NPPF. The Design Team is developing design guidance for the PPG comprising text on processes that ensure quality is delivered, including tools and techniques, design principles and characteristics of projects. The supporting Design Manual will use images to illustrate the ambition.



- 3.6 The Design Team wish to appoint either a third sector design consultancy or a built environment design consultancy that is able to provide design expertise including urban design, architectural and landscape skills to support the preparation of the text, source supporting images and illustrations and prepare a downloadable document to be hosted on the GOV.UK website.
- 3.7 The Design Team is engaging with stakeholders including planners, developers and built environment professionals to determine the content and structure of the design guidance in PPG. A structure and draft of the content will be in place at commencement of the contract. Further stakeholder engagement will be required as the document is developed.

4. DEFINITIONS

Expression or Acronym	Definition
MHCLG	Ministry of Housing, Communities and Local Government
NPPF	National Planning Policy Framework
PPG	Planning Practice Guidance

5. SCOPE OF REQUIREMENT

- 5.1 Planning Practice Guidance is being produced to support the revised National Planning Policy Framework. The NPPF places greater emphasis on design quality and there is a dedicated chapter for the design quality of places. To support the updated design guidance in PPG, MHCLG will be producing a supporting Design Manual to give visual expression to the issues the NPPF is seeking to address.
- 5.2 The supporting Design Manual will be divided into 4 sections:
1. Objectives and process
 2. What is a Well-Designed Place?
 3. Design Principles
 4. Guidance for Project Types
- Sections 1. and 2. will be text only sections and include the modifications to the existing design guidance in PPG text.
 - Sections 3. and 4. will be a combination of text and illustrations, using contemporary images.
- 5.3 Sections 3 and 4 are required to replace reference documents that are out of date, have images that do not reflect current policy direction and do not have a focus on current development programmes.
- 5.4 External resources are required to support tasks 3. and 4. above due to:
- Need for urban design, architectural and landscape architectural support to assist in the production of the Design Manual, as these resources and skills are limited in MHCLG.
 - Need for expertise in selecting images that support contemporary issues that the PPG is seeking to address.
 - Need for permissioned and accredited use of images to support the text, that are not currently available for Government use.
 - Support in the formatting and illustrative content for publication of new document for downloading from Gov.uk website



6. THE REQUIREMENT

- 6.1 The requirements are set out in 6.2 to 6.10 below.
- 6.2 Critically review existing and revised design guide in PPG and design guides. Consider historic guidance with the same aims such as Urban Design Compendium, CABE, The Design Companion and the Councillor's Companion, for background information and possible precedents.
- 6.3 Contribute to half day workshop with officials and sounding board to review draft proposal, its purpose, use, application and coverage.
- 6.4 Review in detail the proposed draft document for clarity, accuracy and effectiveness, adding to content to ensure it is comprehensive. Draft additional content as necessary.
- 6.5 Work with MHCLG officials to co-ordinate input from other agencies including other Government departments and statutory consultees.
- 6.6 Work with MHCLG officials to produce a final draft version of text, covering design principles and project types.
- 6.7 Propose images and illustrations to support text, drawing from existing illustrations, photos and other relevant material. Obtain approvals for use of images and attribute credits.
- 6.8 Contribute to 2nd half day workshop to present final illustrated text and finalise format.
- 6.9 Develop the text and images in a format to upload as a downloadable pdf for Gov.UK
- 6.10 Critically review the online version of the downloadable pdf-and make or recommend making amendments, including recommendations for maintaining and updating the Design Manual in the future.

7. KEY MILESTONES

- 7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Kick off meeting to agree resources, method and detail programme	Within week 1 of Contract Award
2	Review of draft design guidance document and background studies	Within week 3 of Contract Award
3	1 st workshop to review text with stakeholders	Within week 4 of Contract Award
4	Mid-term contract payment released.	Within week 4 – 7 weeks of Contract Award
5	2 nd workshop with revised text and images	Within 6-8 weeks of Contract award.
6	Final document for uploading and layout recommendations	Within 8-10 weeks of Contract award

8. AUTHORITY'S RESPONSIBILITIES

The authority will be responsible for working with the supplier to provide timely responses to queries, including where recommendations are made and providing access to relevant contacts within and outside the team and department.



9. REPORTING

- 9.1 Report on the project will be made to Lead Project Management Contact at MHCLG.
- 9.2 Given the short nature of the contract a fortnightly written update will be required.
- 9.3 A mid-way contract review meeting will require a contract report. A mid-way date will be agreed with the successful provider.

10. VOLUMES

- 10.1 The initial contract will be for a period of up to 3 months with an option to extend for a further period of up to 3 months (3+3 months).
- 10.2 MHCLG will consider an extension of the contract should additional work be required to support the Design PPG and supporting material.

11. CONTINUOUS IMPROVEMENT

- 11.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 11.2 The Supplier should present new ways of working to the Authority during mid-way Contract review meetings.
- 11.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

12. SUSTAINABILITY

- 12.1 Potential Providers should take account of potential environmental, social and economic sustainability issues in respect of the NPPF in their submissions.

13. QUALITY

- 13.1 Resources deployed by the Potential Suppliers should have relevant professional expertise and qualifications for the tasks.

14. PRICE

- 14.1 Prices are to be submitted via Appendix E – Price Schedule excluding VAT.
- 14.2 The budget is £50,000 (excluding VAT) to support the production of the publishable standalone guide to support a revised Design PPG that gives visual expression to the issues the NPPF is seeking to address.

15. STAFF AND CUSTOMER SERVICE

- 15.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Design Manual Contract in order to consistently deliver a quality service to all Parties.
- 15.2 Potential Provider's staff assigned to the Design Manual Contract shall have the relevant qualifications and experience to deliver the Contract.
- 15.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

16. SERVICE LEVELS AND PERFORMANCE

- 16.1 The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
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1	Delivery of draft text	Presented report of minimum criteria for design guidance with accompanying references.	100%
2	Delivery of final text and illustrations	A draft will be presented at mid-point and final toolkit at contract end	100%

16.2 In the event of continuing poor performance of the supplier MHCLG will require early termination of the contract with all work on the project to cease.

17. SECURITY REQUIREMENTS

17.1 Workshops will be held in the 2 Marsham Street (2MS) Conference Suite, 2 Marsham Street, Westminster, London, SW1P 4JA. Access to 2MS main offices will require photographic ID and escorted access throughout the building.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

18.1 The consultancy will obtain permissioned and accredited use of images that are not already available for Government use.

18.2 The IPR of the final document, which will be published on the GOV.UK website, will rest with the Authority.

19. PAYMENT

19.1 Payment will be made in 3 stages:

19.1.1 After draft text is agreed - 40%

19.1.2 After final text and images are agreed – 35%

19.1.3 On completion of sign-off – 25%

19.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

19.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. A valid purchase order number must be quoted on all invoices.

20. LOCATION

20.1 Work will primarily take place at the supplier's own premises. There will be occasional visits to 2MS for workshops where escorted access will be required (see section 17.1).

20.2 No travel (T&S) expenses will be payable for work undertaken at the supplier's own premises, in MHCLG's offices or other locations in London (within M25).