

## THE LANDSCAPE CONSULTANT'S APPOINTMENT EXAMPLE 1-1: Feasibility Proposal

24 November 2009

Mr [REDACTED]  
Bursar  
The [REDACTED] School  
[REDACTED]  
London  
[REDACTED]

Dear [REDACTED]

### **[REDACTED] Consultancy Services - Proposed Roof Garden/EducationSpace**

It was good to meet with you, Philip and Peter on Wednesday last week, and thank you for giving [REDACTED] the opportunity to provide you with a proposal to explore the design and planning for a roof garden/outdoor education space at the school. As discussed at the meeting with you on Wednesday, we believe this project can initially be divided into four stages, upto and including the planning submission and decision. We would also be able to provide construction tender and supervision services, but suggest discussing these with you at a later phase of the project.

I have attached a copy of my letter to [REDACTED] of 7<sup>th</sup> May 2009, in which I outlined the key issues and opportunities as we perceived them at the time of our first meeting on 15<sup>th</sup> April 2009. These continue to provide the context to our proposal and remain very relevant.

As outlined at our meeting last week, we believe the four project stages to be:

1. Initial Feasibility
2. Detailed Feasibility
3. Pre-application Consultation
4. Planning Submission and Determination

The use of these stages will aid project management, provide clear stage-end outputs, and give the School and Board of Governors opportunity to review and sign-off completed work, and commit to the next stage of works prior to its undertaking, and with an awareness of any risks in progressing with the project. As we discussed, this is particularly important at stage 1 as we explore the potential for the project as a whole.

At this time you have requested that we provide a fee proposal for Stage 1 only, which should be completed in time for the Board of Governors (Finance Committee) meeting on 2<sup>nd</sup> February 2010.

Our proposed Stage 1 scope and output is detailed below, and will provide a balanced assessment of project opportunity and risk, allowing the School to make an informed decision on how or indeed whether to proceed.

#### Stage 1 - Content

1. **DEVELOP PROJECT SCOPE** – Working with the School we will first seek to confirm and document the scope and brief for this project. We propose holding a **half day workshop session** with key school staff (and possibly students?) to determine the recreational and educational requirements and priorities for the landscaped roof space, and to identify any known constraints.
2. **PLANNING APPRAISAL** - This will involve an analysis of the existing relevant planning policy at which would inform a planning decision for the project, together with a review of the School's planning history and that of its immediate environs, particularly in relation to outdoor roof space development, but also more generally. Local or typical issues will be identified, as will notable or regular objectors ('opinion shapers') to development in the area. We will also speak (generally at this stage) with the local authority about roof gardens and the greening of spaces to determine their key issues, concerns and objectives.
3. **PRECEDENT STUDY** – As mentioned when we met, the greening of roof spaces and finding innovative ways to create usable space in dense urban environments has become increasingly popular, with a number of existing London schools already using their roofs in this way. We will use the precedent study to identify both successful and unsuccessful projects, and determine from these typical issues and design responses that might influence a positive outcome. The study will look particularly in the school locality in detail but also more widely at similar areas in LB Camden.
4. **INITIAL STRUCTURAL APPRAISAL OF THE GYM BUILDING** – An initial structural engineering survey of the existing gym building will be undertaken by [REDACTED]. This will assess current condition, review all available documentation, and provide an initial assessment of the suitability of the existing structure to accommodate the roof garden. Options for strengthening the roof (if thought necessary) will be discussed. The need for additional survey work will also be identified.
5. **INITIAL DESIGN CONCEPTS** – Informed by the findings of the above tasks, together with a detailed site visit and survey, our design team will prepare a number of illustrative roof garden concepts. Their purpose will be to graphically represent the core requirements of the space, the key issues identified and possible design responses.
6. **INITIAL BUILD COST ASSESSMENTS** – Based on the initial structural survey and design concepts, a high level view of construction and maintenance costs will be provided. At this stage this will not form a formal costing exercise.

#### Stage 1 - Key Deliverable/Output

1. **INITIAL FEASIBILITY REPORT** - The outputs from each of the above tasks will be presented in a single and informative feasibility report for consideration by the School to include:
  - a. a scope and brief for the project to fully embrace the potential of this opportunity to add to the recreation and learning spaces at the School – including an illustrative pack of the design exercise we will have undertaken with staff and students;
  - b. a planning assessment including risks and recommended strategy to progress mindful of adopted planning policy (the basis by which a planning decision should be made) and the history of neighbour relations (which may affect a planning decision); and
  - c. a initial technical assessment of the structural options and cost assessment relating to the design and planning options

In discussion with you we will prepare this in a format which is most suitable for the school and Finance Committee. As discussed with you, [REDACTED] would be very happy to present this report and its recommendations to the Board of Governors.

To complete Stage 1 we propose a fixed fee of £7,750 plus VAT. This fee for stage one as set out on the attached spreadsheet, is discounted from our established fee rates in recognition of the interest this project holds for the team, the non-profit nature of the school as a client and that we have been introduced to you by [REDACTED], a parent at the school. The additional resources required to undertake the initial feasibility work will be provided on a pro-bono basis (the contributions of [REDACTED] [REDACTED]) as indicated on the enclosed spreadsheet. [REDACTED] will also take part in the design exercise. The fee position quoted includes normal project expenses with the exception of survey or plan base information required to undertake the project. As we discussed, we would keep the requirement for such expenses to a minimum at this initial feasibility stage. I have appended our standard terms and conditions which would apply to any commission.

I hope this letter and proposal reflects our discussions with you last week, and is consistent with your own aspirations and approach to taking this exciting project forward. I appreciate that you have the meeting on Tuesday evening. Please do give me a call if you wish to discuss the proposal or our approach to the project in advance of the meeting.

We are delighted to have the opportunity of working with you on this commission and look forward to a long term relationship with the school to deliver this exciting project. I can confirm that we have the resources and capacity to deliver the first outputs in advance of the February meeting – and trust that we will be able to mobilise our team later this week subject to your agreement.

I look forward to hearing from you shortly.

Yours sincerely

[REDACTED]

[REDACTED]

**THE LANDSCAPE CONSULTANT'S APPOINTMENT**  
**EXAMPLE 1-2: Fee Breakdown**

The School - Proposed Roof Garden/Outdoor Education Space  
 Consultant Services: Planning, Design and Engineering

Stage 1 - Initial Feasibility

Stage Completion - February 2nd 2010

Fee breakdown

Stage A - Initial Feasibility  Fee breakdown	Planning						Landscape/Sustainable Design				Building Engineering				Build Cost Estimate (QS)		Total	
					Junior Planner				Landscape Architect/ Sustainability Consultant		Associate Director Engineer		Engineer		XX			
Stage A Tasks	Days	Fee (£)	Days	Fee (£)	Days	Fee (£)	Days	Fee (£)	Days	Fee (£)	Days	Fee (£)	Days	Fee (£)	Days	Fee (£)	Days	Fee (£)
Task 1 - Develop Project Scope	0.75	1125	0.75	581.25	0	0	0.5	395	0.5	200	0	0	0	0	0	0	2.5	2301.25
Task 2 - Planning Appraisal	0	0	0.25	193.75	2	700	0	0	0	0	0	0	0	0	0	0	2.25	893.75
Task 3 - Precedent Study	0.25	375	0.25	193.75	1	350	0.25	197.5	1	400	0	0	0	0	0	0	2.75	1516.25
Task 4 - Initial Gym Building Structural Appraisal	0	0	0	0	0	0	0	0	0	0	1	600	2.75	962.5	0	0	3.75	1562.5
Task 5 - Initial Design Concepts	0.25	375	0	0	0	0	1	790	4	1600	0	0	0	0	0	0	5.25	2765
Task 6 - Initial Build & Maintenance Cost Estimates	0	0	0	0	0	0	0.25	197.5	0	0	0	0	0	0	1	750	1.25	947.5
Task 7 - Production of final Stage output - 'Initial Feasibility Report'	0.25	375	0.75	581.25	2	700		0	0	0	0	0	0	0	0	0	3	1656.25
<b>Total</b>	<b>1.5</b>	<b>2250.00</b>	<b>2</b>	<b>1550.00</b>	<b>5</b>	<b>1750.00</b>	<b>2</b>	<b>1580.00</b>	<b>5.5</b>	<b>2200.00</b>	<b>1</b>	<b>600.00</b>	<b>2.75</b>	<b>962.50</b>	<b>1</b>	<b>750.00</b>	<b>20.75</b>	<b>11642.50</b>

	5550.00	3780.00	1562.50	750.00	11642.50
<b>Discounted Fee including pro-bono work</b>	<b>3300.00</b>	<b>2200.00</b>	<b>1500.00</b>	<b>750.00</b>	<b>£7,750.00</b>

Resource	Day Rate (£)
	1500
	775
Junior Planner	350
	790
Landscape Architect	400
Associate Director	600
Engineer	350
Cost Estimate	750

**THE LANDSCAPE CONSULTANT'S APPOINTMENT:  
16 July 2010  
EXAMPLE 2-1: Invitation to Tender**

**Invitation to participate in a Mini Competition  
Provision of Design Team Services**

**Stratford High St Public Realm Project**



## 1 **Introduction**

This mini competition will use the LDA Architecture, Landscape and Urban Design panel to appoint a design team under the terms and conditions lay out in the framework agreement, with the experience to deliver high quality public realm improvements to Stratford High Street.

The Mini-Competition process will be used to identify the most appropriately qualified and experienced Designer for the Stratford High Street Public Realm Contract.

The key objectives of this process are as follows:

- To test the capability of the Designer to assemble an experienced and technically competent Design Team.
- To test the capability of the Designer, to deliver the project, particularly in terms of track record and construction value of previous public realm schemes.
- To evaluate the quality of the Tenderer's proposal.

## 2 **Background**

### 2.1 **The London Borough of Newham – Introduction and Context**

Situated just three miles from the City of London, in the heart of East London, the London Borough of Newham sits north of the River Thames overlooking the Millennium Dome and Greenwich. Newham is one of London's best-connected boroughs. There is easy access to the centre of London by road, rail and tube. City Airport, in Silvertown, has regular flights to domestic and European destinations and the award-winning Stratford International Station will soon offer a direct rail link to Paris via the Channel Tunnel. The A13 runs through the centre of Newham, providing quick access to both the centre of London and the M25.

Newham's key location as the gateway to London has shaped its past and will influence its future: Newham takes in much of London's revitalised docklands, including the ExCeL international exhibition centre and luxury homes that overlook the Thames. The borough is at the centre of London's plans for the 2012 Olympic games. The Games will see an 80,000-seater stadium built in Stratford - which will also be at the heart of a prestigious new development, Stratford City, comprising 4,500 new homes, nearly half a million square metres of office space, hotels, schools and a shopping centre to rival any in the country.

### 2.2 **Stratford High Street Public Realm Context**

The London Thames Gateway Development Corporation (LTGDC) is the lead regeneration body in the Lower Lea Valley and London Riverside. LTGDC is working with the London Borough of Newham, Design for London on a project with a working title of 'Stratford High Street Public Realm'. The aim of the project is to transform the stretch of the A11 that connects Bow flyover to Stratford Town Centre, which will form part of the Olympic and Paralympics marathon route a focus for regeneration community pride and the visitor economy in East London.

The existing Stratford High Street is a hard-edged landscape dominated by traffic. The number of new developments represents a significant opportunity for Stratford High Street to establish itself as a desirable place to live, to work and to enjoy free time. A number of key nodes are developing around the future DLR station and at the Greenway where it crosses the High St . Improvements at both of these nodes have the potential to change the nature of the High St as a place.

The High Street has the potential to develop as a sustainable place in its own right rather than simply providing residential units for a 'dormitory' settlement, with residents living out their daily lives elsewhere.

Improving the public realm within Stratford High Street will have economic benefits for the local community. Good quality public realm is considered an essential element in attracting private sector investment. Evidence suggests that it can be used to regenerate specific locations, encourage increased footfall and influence business location decisions. Good quality public realm is an element to enhancing civic pride and image of areas. A feature of a good public realm is local distinctiveness whilst interlinking with neighbouring areas and buildings. Within the design, emphasis will need to be placed upon providing a pragmatic solution within the constraints set by budget and timescales for delivery.

Stratford High Street will receive world wide attention with the Olympic Games in 2012. The Greenway, one of the major walking routes to the Olympics, crosses the High Street. Stratford High Street is also the route of the final stage of the Olympic Marathon.

Stratford High Street forms part of the A11, and is a local authority road, adopted by the London Borough of Newham. An initial overarching Public Realm concept has been developed by Urban Practitioners within the 'Stratford High Street Urban Design and Public Realm Strategy'. These themes are being developed within the 'High St 2012' project being carried out by Fluid which is due to complete in December. From these documents public realm improvement proposals for the defined area have been identified.

### 3 **Project Overview**

#### 3.1 **Project Objectives**

The objectives of the project are:

- To deliver key improvements at two key nodes, THE DLR station and the Greenway where the opportunity for real change exists
- To deliver a scheme which provides safety and access for all, enhances the quality of its spaces, improves connectivity to adjoining areas enhances the architectural heritage and social history of the area
- Deliver high quality, robust, attractive, legible and permeable public realm across streets, open spaces, landscaping, planting and transport interchange.
- Support the regeneration of the area
- Address the configuration of public space and in particular the contribution to the design and character of the area that various transport and development pressures could make over time.
- Improve pedestrian and cycling environment
- Address sustainability issues such as energy efficiency and recycling and provides a long term, durable and easy to maintain / cleanse solution
- Ensure that public realm objectives can be met and delivered, having regard for conservation, heritage, social history, microclimate effects and distinctive character/identity-all components of a sustainable approach.
- Recognise the need to deliver a lasting solution by March 2011 this results in a need for emphasis on designs which are readily deliverable

#### 3.2 **Project Scope**

This scope outlines the areas to be explored during the design process, there is a need to assess their technical feasibility as site investigation data becomes available. As the proposals develop they will require approval by L B Newham, prior to progression.

The project consists of 4 strands:

**Specific improvement areas:**

- Improvements in front of new DLR and Bridge Rd
  - Investigate feasibility of reconfiguring the bus lane in front of old station building to reinstate pavement outside the old station building also feasibility of providing a dedicated cycle lane where this does not impinge unduly on highway capacity.
- Burford Rd
  - Redesign of bollards in pavement maintaining access for London Underground, relay turning head to form shared surface with new tree planting and seating.
- Lett Rd public space
  - Carry out pavement improvements to the small area outside the Builders Arms pub, to form a new seating area with additional trees opposite the DLR entrance
- Greening areas adjacent to the Greenway
  - Re-design and refurbishment of small open space adjacent to the Greenway, providing a resting spot along the road.
  - Proposals for soft landscaping improvements in front of Albert Bigg Point.
- Improvements to the Channelsea Path entrance
  - Landscaping works to the entrance of the path, to include a mixture of hard / soft landscaping and visible signage, landscaping to merge into existing planting plan.
  - Increase the planting along west side of Cam Rd, connecting the current areas of planting with trees; this may include carrying out works to the retaining wall and railings.
  - The exact extent of the works are to be reviewed by the London Borough of Newham but it is approximately from the start of the path to the end of the new building to the south.
- Improvements to Carpenters Rd
  - Widen the pavement and improve the public realm where carriageway is reduced.
  - Design of materials to pavement and highway to lessen impact of road, providing a shared surface for the space to allow traffic calming measures.

**Vehicular and transport movement improvements:**

- New pedestrian crossing
  - At new DLR station – move crossing from current position, to the outside of Builders Arms pub, investigate the possibility of sitting a second crossing to the east of the station.
- Reduced traffic lanes in Carpenters Rd
  - Aim to reduce width of Carpenters Rd and investigate removal of footbridge.

**Improvements to the public realm**

- Formulate palette of materials.
- Surface materials improvements to pavements.
- Surface materials improvements to roadway.
- Tree planting
  - Aim to provide significantly more tree planting than currently exists,

especially on Carpenters Rd and Channelsea path.  
To be sited where possible dependant upon utilities / services.  
Tree types to be confirmed, but using distinct varieties in areas, whilst maintaining a co-ordinated approach.

- New simple street furniture  
To be high quality, robust, statement furniture used as a unifying feature  
TfL compliant.
- Works to central reservation  
Reconfiguration where appropriate having regard to engineering parameters and existing substructures .  
Resurfacing / landscaping.  
Audit to assess removal of railings.
- Bus stops  
Explore requirement to relocate bus stops to best serve residents.
- De-cluttering  
Removal of surplus furniture / signs.  
Re-sitting of furniture in accordance with TfL Technical Guidance  
Removal of railings where possible.
- Way-finding  
Improved signage and removal of surplus signs following audit.

#### **New Features**

- Public Art  
Produce a deliverable public art proposal as part of a holistic approach to the High St strategy  
Feature lighting  
Produce a deliverable and maintainable lighting proposal.

The area of the project is along the Stratford High Street (A11) from the Bow flyover to the Stratford Gyratory and includes several public side roads. A site plan is included in Appendix 5, denoting the works area in red.

### **3.3 Inter- related initiatives**

There are a number of initiatives being developed by others which are inter-related to this project, and need to be considered to ensure a consistent approach, these are:

- Greenway – The Greenway is one of the Olympic Park main access projects which will improve the entire public footpath area. This project will also provide an at-grade crossing across the High Street. This works are being carried out by the ODA.
- DLR Improvements – to the old station building on the High St and works to Bridge Rd these are being carried out by DLR and will interrelate with the current project.
- There are also a large number of developments occurring within the surrounding area which may impact on the project, At summer 2007, an approximate of 5,600 additional housing units were proposed
- Warton Rd Junction – junction improvements are part of the Westfield's s106 requirements for the Stratford City development.

These are also noted on the site plan in Appendix 5.

### **3.4 Standards**

The project is required to achieve at least a CEEQUAL 'Very Good' Award.

The project will comply with the London Borough of Newham's draft Interim design guide for Borough Roads and emerging design guides for the borough

### 3.5 **Budget**

The anticipated the value of the Works is approximately £6 million excluding professional fees.

### 3.6 **Project Programme**

An outline programme has been developed as part of the initial project planning. The key milestones are as follows:

<b>Action</b>	<b>Date</b>
Commence Design	2/3/09
Complete Design	3/8/09
Start on site	No later than 1/11/09
Completion	17/12/10

## 4 **Site Information**

### 4.1 **Topographical Survey**

A three dimensional topographical survey of the entire site will be prepared and made available to the Designer. The Designer will be responsible for verifying the accuracy of the survey for his own use.

### 4.2 **Trial Hole Information**

The Employer will let a contract to assess/procure the following information:

- Tracing of underground services, excavation of trial pits, assessing CBR, recording of position/type of underground services located, backfilling of pits, reinstatement.
- Prepare a Report including drawings indicating service types found.
- Assessment of contaminants present.
- Surveying of trial pit & service positions.

Trial pits will be excavated in several locations throughout the site and this information will be made available to the Designer at the outset of the contract or earlier if available. No other intrusive site investigation has been carried out to date.

The Designer will be expected to liaise with the Consultant and organise whatever site investigation surveys he considers is necessary to satisfy himself as to the existing ground conditions. The Designer will be responsible for verifying the accuracy of the information for his own use. No claims for lack of knowledge on the Designer's part shall be entertained.

### 4.3 **Existing services information**

The Consultant has procured information relating to existing services on the site through discussions with the relevant service providers and this will be made available to the Designer. The Designer will be responsible for verifying the accuracy of the information for his own use. No claims for lack of knowledge on the Designer's part shall be entertained.

The Designer is to prepare/produce a comprehensive documented condition survey; i.e.

reports, CCTV etc of the existing drainage system and services which will be affected by each section of the works and issue to the Project Manager 10 working days prior to the commencement of any related works. The Designer shall advise the Project Manager of any damage to the existing system identified by the survey.

#### 4.4 **Site Visit**

Tenderers should visit the site during the tender period and ascertain the nature of the site, its existing uses and accessibility and all local restrictions and conditions that are likely to affect the execution of the Works. No permissions are required in advance to visit the site.

## 5 **Scope of Service Required**

### 5.1 **Schedule of Service**

The London Borough of Newham and the London Thames Gateway Development Corporation are now seeking an experienced Design Team to work closely with the Project Manager, CDM Co-ordinator and Cost Consultant.

The service required will include the following:

- The Design Team will develop the scope noted above to allow the preparation of production information and specifications in sufficient detail to enable a works contract 'order'. The works are to be procured through the Councils Measured Term Framework Contractor.
- The palette of materials developed for the High St will be utilised within the interrelated projects to produce a unified appearance to the road.
- Produce long term maintenance information for the public realm proposals detailing what is required to maintain the works in good order. This plan should demonstrate that the proposals are robust, hardwearing and easy to cleanse and maintain
- Registration and Completion of the CEEQUAL assessment
- Planning applications may be required for some aspects of the works.
- Consult with statutory authorities, Highways Authority etc.
- Full consultation with Council Members will be required, this will include a presentation to council members at the tender interview stage and also presentations/workshops with members on design options and proposals at key stages in the design process. Presentations will also be required to the general public and stakeholders including Stratford Town Centre Forum, Stratford Renaissance Partnership board, The Olympic Delivery Authority and the Newham Design Review Panel at key stages as the work progresses
- Attendance at all necessary meetings including design meetings and consultation meetings.

Newham's requirements for each stage of this commission are listed at Appendix 4

The Design Team appointed will be expected to undertake the duties as included in the schedules of service attached in Appendix 1.

### 5.2 **Design Team Structure**

It is the intention to enter into contract with the lead consultant only for the preferred team. The Design Team will include the following disciplines.

- Public Realm Specialists / Urban Designers
- Landscape Architect
- Services Engineer

- Highway Engineer
- Public Street Lighting engineer / specialist (feature lighting)
- Artist / public art specialist
- Wayfinding / movement specialist
- Civil Engineer

The design team may also be required to appoint other consultants to develop and inform the design. The required specialisms are noted within the schedules of service.

### 5.3 **Appointment Stages**

An initial budget has currently been approved only for the design phase of the project. The full project approval will be given following the confirmation of the works sum.

Therefore the appointment will be phased in two parts:

- From RIBA Stage C to F including Newham Highway Stage 1
- From RIBA Stage G to K including Newham Highway Stage 2

The appointment will initially be for pre-contract services only. Progression to subsequent phases of the appointment will be subject to availability of funding, statutory approvals, viability and satisfactory performance of the Design Team. Appointment of the specific Design Team members for the post-contract phase will also be subject to these parameters and agreement with the preferred contractor.

Once submissions are received and a contract has been awarded, the quoted fee will be treated as a fixed fee unless major changes to the contract occur due to unforeseen events.

## 6 **Client Arrangements / Terms Of Appointment**

The mini-competition process is being jointly carried out by LTGDC, L B Newham and Design for London.

The employer will be L B Newham.

The successful candidate will be expected to enter into the necessary LDA Contract which will be adopted by LB of Newham. The LDA Services Contract documents are set out in Appendix 2.

All sub-consultants appointed by the lead consultant will be required to provide collateral warranties, details of which will be provided in due course.

## 7 **Mini-competition Submission & Evaluation Criteria**

### 7.1

#### **Submission**

Please structure your submission strictly in accordance with the numbered sections set out below and within the template shown in Appendix 3.

This provides tenderers with a common framework for their proposal so as to simplify its evaluation. It also provides advice on the approach to be taken to weighting and scoring each element in order to guide tenderers on specific areas of emphasis that the client requires. The submission should be in four parts:

## **Section A - Practice Information**

This section is for information and does not form part of the evaluation

## **Section B – Minimum Requirements**

**This section stipulates minimum requirements. If the requirements of this section are not satisfactorily met, the submission will not progress further within the tendering process.**

## **Section C - Technical Submission**

## **Section D – Fee Proposal**

### **General Information on your submission.**

The tender submissions will be evaluated by a selection panel that includes representation from the following organisations, LTDGC, L B Newham and Design for London and the Newham term contractor.

Submissions for the project will be assessed against the criteria noted within the submission template. The final quality and price scores will be weighted 80% quality and 20% price as noted within the tender submission section.

The lowest fee quote for RIBA Stages C to F will be given a score of 100. One point will be deducted from the other tenders for each one percentage point that they exceed the lowest.

The price score will be weighted to 20 marks, calculated to 2 decimal places.

All other financial information (such as hourly rates) is requested for information purposes only.

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed Lead Designer or Consortium Leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing contract. Responses must enable the Employer to assess the overall service provided.

We require a single document submission written by the Lead Consultant acting as the design team leader and co-ordinator of the proposed team and not a series of documents from a number of technical specialists.

The Employer aims to produce a short-list of 3 to 5 companies from the submissions received and shall invite each to attend an interview. Each will be notified of the format of the interview in due course. The performance of the teams at the interview will be taken into account, and used for clarification purposes.

The process will also include a presentation from each company to Members. The presentation element and responses to any questions will not be scored but the written response to Question C3 will be scored as detailed in the scoring matrix.

Bidders' attention is again drawn to the **minimum criteria** laid down within the evaluation model which, if not met, will preclude that bidder from progressing to the next stage of the process.

Clarification of any aspect of the required information may be had from the persons noted in Paragraph 9.

### 7.3 Anticipated Procurement Timetable

Issue Design Team Documents	18/12/08
Submission Returns	23/1/09
Interviews & presentation to members	w/c 2/2/09 member presentation scheduled for 5/2/09
Appoint Design Team	27/2/09

### 8 **Mini-Competition Returns**

Interested organisations should note that this tender is being run electronically and submissions must be submitted through Newham's Electronic Contract Tendering Resource (NECTR).

Please follow the link: <http://nectr.newham.gov.uk>

to register your organisation on the system.

If you have any queries regarding the tender you can raise these through NECTR. However, if you have any system-related questions please feel free to email these to [eprocurement@newham.gov.uk](mailto:eprocurement@newham.gov.uk) or call Arvind Sidhu on 0208 430 3541.

Please note that the maximum size of any individual file should not exceed 15mb. The system does however provide scope for a number of files to be submitted.

All Tenders should be submitted by 12 midnight on the 23/1/2009

It is the responsibility of the Applicant to ensure that the completed tender documents are received by the submission deadline. **Late submissions will be disqualified.**

Tenders provided in response to this Tender Document **constitute a binding offer** on the part of the Tenderer. The Employer does not bind itself to accept any tender.

The London Borough of Newham reserves the right to seek clarification of your answers and to ask an Applicant to provide more details. Before returning this Mini-Competition, please ensure that *all* questions have been answered and all relevant documents are enclosed with the submission.

Please do not send original documents as the London Borough of Newham will not be able to return them to you.

### 9 **CONTACT FOR ENQUIRIES**

All enquiries are to be made in writing via email to the following people:

Main point of contact – Daniel Enriquez-Ceron  
E: enrid@entecuk.co.uk

Copy to be sent to – John Ayling  
E: aylj@entecuk.co.uk

## 10 **Information for Tenderers**

The London Borough of Newham will not be responsible for, or pay any expenses or losses, which may be incurred by any Applicant in responding to this notice or in preparing their submission. The successful Applicant will be notified in writing. Unsuccessful applicants will be notified in writing and may request feedback on their assessment.

It is the responsibility of the Applicant to ensure that submitted information is clear, legible, correct and complete. Where information is a statement of fact, it must be accurate and supported by documentary evidence, where such is requested. Where it is a statement of opinion, it must be both true and reasonable. It is the Applicant's responsibility to use its best endeavours to ensure that the Employer is not misled by any of its responses. Applicants providing information that is found to be false, misleading or grossly inaccurate will be disqualified from the tender process.

The London Borough of Newham is not bound to appoint any Organisation that submits a completed Mini-Competition document and reserves the right to abandon the process at any time at no cost to the London Borough of Newham or its agents. Further, any action on the part of the London Borough of Newham or the Applicant which might be construed as creating a legal relation will not be construed as such, save as may be inferred at law, or there is specific correspondence or agreement creating a contractual relationship.

Where an application is successful and results in an award of contract, the information contained within the Mini-Competition as completed by an Applicant will form part of the contract documents for the Organisation who is awarded the contract. Any errors within an Applicant's Mini-Competition submission may therefore be regarded as a breach of contract and Applicants should take the utmost care to ensure the accuracy of the information provided. Any information, which, at the time of the submission, is provisional, should be carefully marked as such.

The agreement between the successful Designer and the London Borough of Newham shall be governed by and construed in all respects in accordance with the laws of England and Wales.

## 11 **Confidentiality & Freedom of Information Act**

The information disclosed in an Applicant's Mini-Competition document will be used in the evaluation process and will be treated in the strictest confidence.

The Mini-Competition, together with supporting data, documents and information that is received by the London Borough of Newham or its agents will be treated as private and confidential, subject to what follows. The Applicant's attention is drawn to the provisions of the Freedom of Information Act 2000 and that the London Borough of Newham may receive request for information from third parties about a proposed contract intended to be let by the Authority. Should a request be received for information in respect of the Mini-Competition and the supporting documents submitted by an Applicant the London Borough of Newham would, in accordance with the provisions of the Act, determine whether information should be disclosed.

As part of its deliberations the London Borough of Newham will consult with an Applicant on their Mini-Competition submission before determining whether to release information or data. The Applicant should satisfy themselves in respect of the Act and take their own legal advice on the aforementioned legislation if any of the documents and/or data it intends to submit is commercially sensitive. Where this is the case, Applicants should mark them appropriately to signify their status but even if so marked they will still have to be assessed by the London Borough of Newham under the said Act.

## **Appendix 1 - Scope of Service**

### **Architecture**

#### **All stages of the RIBA Plan of Work (C-L)**

All Commissions

1. Receive client's instructions
2. Advise client on the need to obtain statutory approvals and of the duties of the Client under the CDM regulations 2007
3. Receive information about the site from the Client (CDM Reg 11)
4. Receive information about the site from the Client (CDM Reg 11) Where applicable co-operate with and pass information to the CDM Coordinator
5. Visit the site and carry out an initial appraisal

#### **Outline Proposals (RIBA Work Stage C)**

6. Commence development of Strategic Brief into Project Brief
7. Prepare Outline Proposal
8. Provide information for cost planning
10. Obtain Client approval to Outline Proposals
11. Co-operate with CDM Coordinator where applicable

#### **Detailed Proposals (RIBA Work Stage D)**

12. Complete developments of Project Brief
13. Develop the Detailed Proposal from approved Outline Proposals
15. Provide information for preparation of cost estimate
16. Consult statutory authorities
17. Obtain Client approval to the Detailed Proposal showing spatial arrangements, material and appearance, and a cost estimate
18. Prepare and submit application for full planning permission (if required)

#### **Final Proposals (RIBA Work Stage E)**

19. Design Final Proposals from approved Detailed Proposals
20. Provide information for revision of cost estimate
22. Consult statutory authorities on developed design proposals
23. Obtain Client approval to type of construction, quality of materials, standard of workmanship and revised cost estimate
24. Advise on consequences of any subsequent changes on cost and programme

#### **Production Information (RIBA Work Stage F)**

25. Prepare design information for tender purposes
26. Provide information for preparation of tender pricing documents and revision of cost estimate
28. Prepare and make submissions under building acts and/or regulations for other statutory requirements
29. Prepare and give building notice under building acts and/or regulations
30. Prepare further production information for construction purposes

#### **Tender documents (RIBA Work Stage G)**

31. Where applicable pass final information to CDM Coordinator for Pre-construction Information Pack.

#### **Mobilisation (RIBA Work Stage J)**

1. Provide production information as requested for the building contract and for construction

### **Construction to Practical Completion (RIBA Work Stage K)**

38. Make visits to the works in connection with the design
39. Provide further information reasonable required for construction
40. Review design information from contractors or specialists
41. Provide drawings showing the building and main lines of drainage and other information for the Health and Safety File

### **General**

46. Preparation perspectives, sketches, images for proposals including presentation material for exhibitions, the press and presentation both on hard copy and electronically
47. Prepare health & safety risk assessments for any design as defined in the Construction (Design & Management) Regulations 2007, including the preparation of master plans, urban designs, design codes and development briefs

## **Masterplanning and Urban Design**

### **Landscape Architecture**

1. Advise on public/private realm proposals and strategies including interface between landscape spaces, utilities, transport infrastructure and buildings
2. Prepare plans and designs up to detailed design stage for public and private realm schemes including; hard and soft landscapes, SUDS, planting plans, highway and utilities provision, public art initiatives, street furniture, landscape maintenance and all other aspects of external works where they apply
3. Provide high quality Landscape Architectural input to all land use development briefs as part of a multi-disciplinary team of consultants directed by the client.
4. Promote best practice in Landscape Architecture and government policies on the built environment and open space on behalf of the client
5. Prepare landscape sections of design codes to support development plans, including illustrative material
6. Prepare design briefs for client's sites and assist with the assessment of design proposals submitted to the client
7. Carry out detailed site assessment and evaluation of existing landscapes prior to generating development proposals
8. Produce strategies that demonstrate a sustainable approach to the development of sites and identify opportunities for integrating sustainable technologies into development proposals

### **Engineering**

#### **Generic Services applicable to all Engineering Panels**

1. Prepare engineering designs and construction details covering all aspects including highways, drainage and structures, etc
2. Research existing information and/or obtain new site investigation, survey and traffic data
3. Liaise with local and statutory authorities and other affected parties
4. Attend and keep minutes of briefing and progress meetings
5. Prepare drawings, specifications and contract documents for engineering works to allow for the tendering and construction of the works
6. Administer contracts and supervise the works all in accordance with LB of Newham procedures
7. Provide Best Practice Advice on all engineering matters. Comply with CDM regulations 2007 including liaison with enforcing authorities and preparation of risk assessments.
8. Keep records, plans etc as directed by the client.

## **Highway Engineering**

### **Undertake preliminary and detailed design of schemes.**

1. Prepare necessary tender and final detailed contract documents for construction.
2. Undertake feasibility studies.
3. Advise on highways and utilities contracts to development.
4. Provide Lighting Engineer/Specialist services and produce designs to BS4589 -1:2003 Code of practice for the design of road lighting –Part 1 Lighting of roads and public amenity areas.
5. Provide Traffic Light Systems Integrator and produce designs
6. Advise on, as necessary all matters relating to: -Maintenance, cleansing, repair and safe condition of highways, footpaths, cycle-ways, street lighting, signage, access ways and other hard surfaces, adopted or otherwise
7. Comply with the New Roads and Streetworks Act, including consultation with relevant statutory authorities in matters such as road closures, traffic diversions, pedestrian control measures, traffic management and Health and Safety
8. Signage (advisory and mandatory) provision
9. Produce constraints plans

## **Engineering**

### **Drainage Engineering**

1. Advise as necessary on relief to surface water flooding within the public realm
2. Prepare necessary tender and detailed contract documents for construction

## **Engineering**

### **Environmental Engineering**

1. Investigation, monitoring, management and control of pollution, wastes, flooding, notifiable or invasive weeds, accident hazards and other potential, actual or residual risks.
2. Provide advise on noise, air quality etc issues.
3. Provide advise on SUDS.
4. Advise on constraints to development and regeneration schemes from environmental issues.
5. Advice on engineering elements to comply with planning (biodiversity, habitats, heritage, noise, dust/air quality, light and other environmental issues) and use of alternative construction methods/materials in relation to specific projects to promote sustainability, Best Practice and value for money.

## **Engineering**

### **Structural Engineering**

1. Provide structural design services including building, bridges. Retaining walls etc.

## **Engineering**

### **Infrastructure & Utilities**

1. Undertake preliminary and detailed design of schemes.
2. Prepare necessary tender and contract documents for construction.
3. Inspection of drains, catchpits, inspection chambers, ducts and other services, including asset identification, defects investigations, drainage surveying, testing, repairs, refurbishment, upgrade and other works.
4. Procurement of utilities and services (electricity and telecommunications), including connections and compliance with adoption standards.
5. Advice on reasonableness of requirements from statutory undertakers in respect of standards, specification, materials, capacity and cost, for utilities to be adopted.
6. Advise on all matters relating to: Maintenance, cleansing, repair and safe condition of infrastructure, footpaths, street lighting, cycle ways, access ways and other hard

- surfaces, adopted or otherwise.
9. Provision, maintenance and repair of signage (advisory and mandatory).

## **Planning**

### **Strategic Planning**

1. Liaise /work with other Term Consultants/external Consultants as required and as instructed by the client.
2. Supporting/representing the Client at public examinations, examinations in public, Local Plan enquiries and Section 78 appeals.

## **Environmental Sustainability**

### **Sustainable Construction**

1. Advise on sustainable construction strategies and the means of improving sustainability in construction methods and practice.
2. Review and report on the sustainability construction proposals for the client's projects, those of its partners, and any other interests it may have.
3. Monitoring and reporting on existing and emerging policy, innovation, research and practice in sustainable construction, including Egan and the Sustainable Buildings Code.
4. Advise on existing and emerging principles of Modern Methods of Construction.
5. Undertake post-construction monitoring and evaluation.

## **Specialist Services**

### **Public Art**

1. Generate strategies and frameworks for integrating public art in regeneration or new development projects.
2. Assist the client in the development of their existing public art strategies.
3. Advise on the procurement and costs of public art.
4. Prepare briefs for the appointment of Artists to work on regeneration projects.
5. Assist in the evaluation of Artist's proposals and designs for new works of public art. Work with Artists through the design development process to improve design quality.
6. Use public art as a means of engaging with local communities and key stakeholders involved in complex regeneration projects.
7. Compliance with the requirements of the Construction Design and Management Regulations 2007 (as amended), in particular the duties and responsibilities of designers.

### **Budgets and Administration**

1. Attend programming and other technical meetings and provide co-ordinating and managerial input
2. Prepare monthly progress reports
3. Attend and minute monthly or quarterly progress meetings.
4. Prepare regular project management reports in respect of progress made, upcoming work items, problems encountered, opportunities potential difficulties and proposals for managing these in a timely and cost-effective manner. Provide early warning of increased costs from delayed completion, changes in the programme; delays affecting client's Key Dates.
5. Provide information, as requested by the client in order to prepare committee papers and reports.
6. Prepare budget estimate and costings

### **Professional Client Services**

1. Provision of general technical advice

2. Report on general enquiries from external agencies, general public, students etc (not covered elsewhere)
3. Production of project information sheets on completed projects.
4. Research, advise and present impacts of emerging Legislation and Best Practice Guidance including sustainability issues.
5. Liaise with other Client's consultants, provide briefing information, procedure advice and other co-ordinating activities.
6. Review and advise on relevant government policies and policy developments.

### **Specialist Fields**

#### **Graphic Design**

1. Artistic Representation of details plans

## Appendix 3 – Mini-Competition Submission Template

### Section A - Practice Information

A1	Name of lead consultancy firm and associate firms making this submission
A2	Please confirm that you are not aware of any conflict of interest that might preclude your practice from providing professional services to this commission
A3	List any accreditations and/or commendations obtained by your firm or by your associates (e.g. QA; IIP; awards)

### Section B – Minimum Requirement

Failure to comply with either of these requirements will halt evaluation of the bidder's submission.

B1	<p>Provide details of 3 completed projects which are comparable to this commission for Public Realm Improvements and have a value in excess of £3m, noting the following:</p> <ul style="list-style-type: none"> <li>Name of scheme / project</li> <li>Location</li> <li>Client and Contact details (e-mail and telephone number)</li> <li>Contractor / s</li> <li>Value</li> <li>Before and after photograph / s</li> <li>Programme information</li> </ul> <p>- Maximum 1 A4 page of text and 1 A4 page of photographs per project</p>
B2	<p>For each of the following disciplines, note the key members of staff who will be working on this project. You must:</p> <ol style="list-style-type: none"> <li>a) Describe the relevant experience of each person in the context of this project as outlined in this brief</li> <li>b) Describe the actual role of the individual in similar projects</li> <li>c) Describe the way in which they successfully applied their technical and process skills</li> <li>d) Confirming their qualifications and years of experience in this field of work.</li> </ol> <p>Public Realm Specialists / Urban Designers          Landscape Architect          Services Engineer          Highway Engineer          Public Street Lighting engineer / specialist (feature lighting)          Artist / public art specialist          Wayfinding / movement specialist          Civil Engineer</p>

	<p>Please note: There is a minimum requirement of the relevant professional qualification and 5 years' experience or a minimum of 10 years' experience without a relevant professional qualification. If the staff to be appointed to this project do not meet these minimum criteria, the bid will not progress beyond this stage of the process.</p> <p>- Maximum 1 A4 page per CV</p>
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### Section C – Technical Proposal

	<b>Design Assessment</b>	80%
C1	<p>Using two of the projects noted above, demonstrate how you ensured the highest quality of design. Describe how the experiences gained on each project would be helpful to the development and management of the Stratford High St project.</p> <p>- Maximum 1 A4 page per project and 1 A4 page of photographs per project</p>	15% of Marks
C2	<p>Provide two project examples demonstrating your track record of working to fixed budgets. Each project should provide the final cost against the Client's budget to demonstrate this, with reasons given where the Client's budget has been exceeded.</p> <p>- Maximum 1 A4 page per project example</p>	15% of Marks
	<b>Design Vision and Approach</b>	
C3	<p>Tenderers are invited to provide their vision and approach to the project's design, realisation and issues related to sustainability this should also refer to their proposed approach to member engagement and public consultation on the project .</p> <p>N.B Whilst the tender stage presentation to Members is for information purposes only, the written submission to this question will be marked and scored Please note: We are not seeking specific design proposals at this stage.</p> <p>- Maximum 2 A4 pages</p>	20% of Marks
C4	<p>Tenderers are also asked to answer the following question, through written responses, and illustrations if desired:</p> <p>How can high quality public spaces best support the regeneration and establishment of successful, integrated communities and how should this be reflected in the detailed design proposals?</p> <p>- Maximum 2 A4 pages</p>	20% of Marks
C5	<p>Please explain how you would programme the design commission so as to ensure that the design can be completed on time: please provide an</p>	10% of Marks

	outline timetable for the design element of the project and include a method statement expanding on and explaining your proposals.	
	- Maximum 2 A4 pages	

	<b>Section C – Fee Proposal</b>	20%
	<b>All fees included should be inclusive of all expenses and disbursements but exclude VAT.</b>	

**C1 RIBA STAGES C – F and Highway Design stage 1 Pricing Schedule**

Public Realm Specialists / Urban Designers	
Landscape Architect	
Services Engineer	
Highway Engineer	
Public Street Lighting engineer / specialist	
Artist / public art specialist	
Wayfinding / movement specialist	
Civil Engineer	
<b>DESIGN TEAM SERVICES TOTAL FEES</b>	£

**RIBA STAGES - G – K Pricing Schedule and Highway Design stage 2 Pricing Schedule**

Public Realm Specialists / Urban Designers	
Landscape Architect	
Services Engineer	
Highway Engineer	
Public Street Lighting engineer / specialist	
Artist / public art specialist	
Wayfinding / movement specialist	
Civil Engineer	
<b>DESIGN TEAM SERVICES TOTAL FEES</b>	£

<b>DESIGN TEAM SERVICES GRAND TOTAL FEES</b>	£
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**Schedule of Rates (for Information)**

Applicants shall provide a breakdown of the hourly rates and prices for each **staff grade**

Staff Grade	Rate	Hours	Amount
Grade / service		£/hr	
		£/hr	
		£/hr	
		£/hr	

			£/hr			
			£/hr			
				<b>TOTAL</b>		

The marks will be allocated to the questions as follows:

**Question C1: (15% Marks)**

Design Quality (Project 1) – 5 marks  
 Design Quality (Project 2) – 5 marks  
 Experience (Project 1) – 2.5 marks  
 Experience (Project 2) – 2.5 marks

**Question C2: (15% Marks)**

Track record of working to fixed budgets (Project 1) – 5.5 marks  
 Track record of working to fixed budgets (Project 2) – 5.5 marks  
 Met budget (Project 1) – 2 marks  
 Met budget (Project 2) – 2 marks

**Question C3: (20% Marks)**

Vision – 8 marks  
 Methodology – 6 marks  
 Sustainability – 6 marks

**Question C4: (20% Marks)**

Regeneration to establish integrated communities – 10 marks  
 Design Proposals – 10 marks

**Question C5: (10% Marks)**

Manage Commission – 4 marks  
 Stakeholder Interface – 4 marks  
 Reporting process – 2 marks

**Detailed Evaluation Criteria:**

Each question sub allocation will be scored out of 10 and then weighted to achieve the required percentage.

The following scoring system will be applied to the evaluation criteria:

- 0 Proposal absent
- 1-2 Proposal exists but contains significant shortcomings and/or is inconsistent or in conflict with other proposals.
- 3-4 Proposal falls short of achieving expected standard in a number of identifiable respects
- 5-6 Proposal meets the required standards in nearly all aspects, but is lacking or inconsistent in others
- 7-8 Proposal meets the required standard in all respects: and
- 9-10 Proposal meets the required standards in all material respects and exceeds some or all of the major requirements



## **Appendix 4 – Appendix 4 – Newham highway stages 1 & 2**

### **Stage 1 – Initial Design**

Stage 2 will result in a drawing layout of sufficient detail to determine how a scheme will appear on site and the production of a cost estimate. The layout will be the final version of the scheme and will not change. Designs should highlight any key design features and specify materials to be used. Drawings will typically be to a scale of 1/500 or greater, although detailed construction drawings will not be required until stage 3 (detailed design). The cost estimate must be based on a bill of quantities. If traffic regulation orders are needed, schedules and statement of reasons will be required at this stage.

A new brief will be issued for stage 2 as the aims and objectives will be defined by the output from the feasibility stage and will be different to those established for the stage 1 brief.

Typical outputs from this stage include:

- drawing layout in sufficient detail to determine how a scheme will appear on site
- indication of basic materials and key design features
- drawings of typically 1/500 scale or greater
- cost estimate based on bill of quantities
- schedules and statement of reasons for any traffic regulation orders required
- draft brief for next stage
- draft programme for next stage.

Work required in this stage may include, but is not limited to, the following:

- review of previous stage (feasibility) and any consultation results
- review of any background information
- consultation with officers and other consultees as appropriate
- liaison with developers and professional advisers for development related projects
- topographical surveys, if not carried out under feasibility, unless it is agreed that it is not required due to the nature of the scheme
- if for any reason other required surveys not carried out under feasibility, such as developer schemes where briefs are only issued from stage 2, undertake traffic, delivery, parking, pedestrian or other survey work the client may require – costs should be agreed with the client before proceeding
- consult statutory undertakers on above and below ground services on site and in the immediate vicinity as it affects the works
- identify implications on engineering design arising from statutory undertakers' information, vault surveys and results of previous structural work for the Council
- advise the client on costs, locations and implications for carrying out trial holes in advance of the works and obtain consent
- advise the client on the requirement for 3<sup>rd</sup> party consents, building regulations and planning permits

- prepare design proposal based on the results of the feasibility stage and/or background information
- incorporate drainage design, identifying any significant drainage issues and the measures needed to resolve them
- initial design to be prepared using the survey as base information, or if a land survey is not required, using OS data supplemented with a site inspection to record street furniture etc
- provide details of materials, equipment, layout, costs and any requirements for traffic orders or any other consents
- obtain estimates for associated statutory undertaker works
- for development related proposals, where other consultants will often have started the design process, proposals need to be assessed in line with policies which may result in some re-design work or negotiation with the developer and professional advisers
- prepare TMO's and public consultation documents as required, obtain approval and distribute
- advise on the application of CDM Regulations with respect to the project and the requirement for a nominated planning co-ordinator
- liaise with third party organisations, including TfL Street Management and/or TSS if appropriate
- undertake formal Road Traffic Regulation Act 1984 consultation and distribute to consultees, properties, amenity societies and ward members as required
- assess and tabulate responses for incorporation into the design report
- prepare any amendments to draft traffic order schedules and statement of reasons, recommended as a result of consultation
- modify TMO drafts such that no further consultation will be required at detailed design stage
- carry out safety audit (normally stage 2 audit)
- prepare final report, including both the analysis of any informal consultation with ward members and/or other groups together with any traffic order consultation results, seeking approval to the scheme design, costings and programme
- prepare and sign a design assessment certificate.

Initial design drawings should include:

- specification of materials
- any special patterns or designs (for example railings or other metalwork)
- traffic signing
- signals and markings
- planting layouts with species noted for landscape schemes
- electrical installations, drainage and other services
- details of service runs both existing and proposed and alterations to existing service installations
- service diversions and costs.

### Stage 3 – Detailed Design

The detailed design stage will result in a design sufficient for construction purposes, together with a cost estimate based on a bill of quantities using tendered rates. Drawings will typically be to a scale of 1/200 or greater.

Typical outputs from this stage include:

- layout with sufficient detail to determine how a scheme will appear on site
- indication of basic materials and key design features
- drawings will typically be to a scale of 1/200 or greater
- cost estimate based on unit rates
- final drafts of TMO's for publication.

Work required in stage 3 may include, but is not limited to, the following:

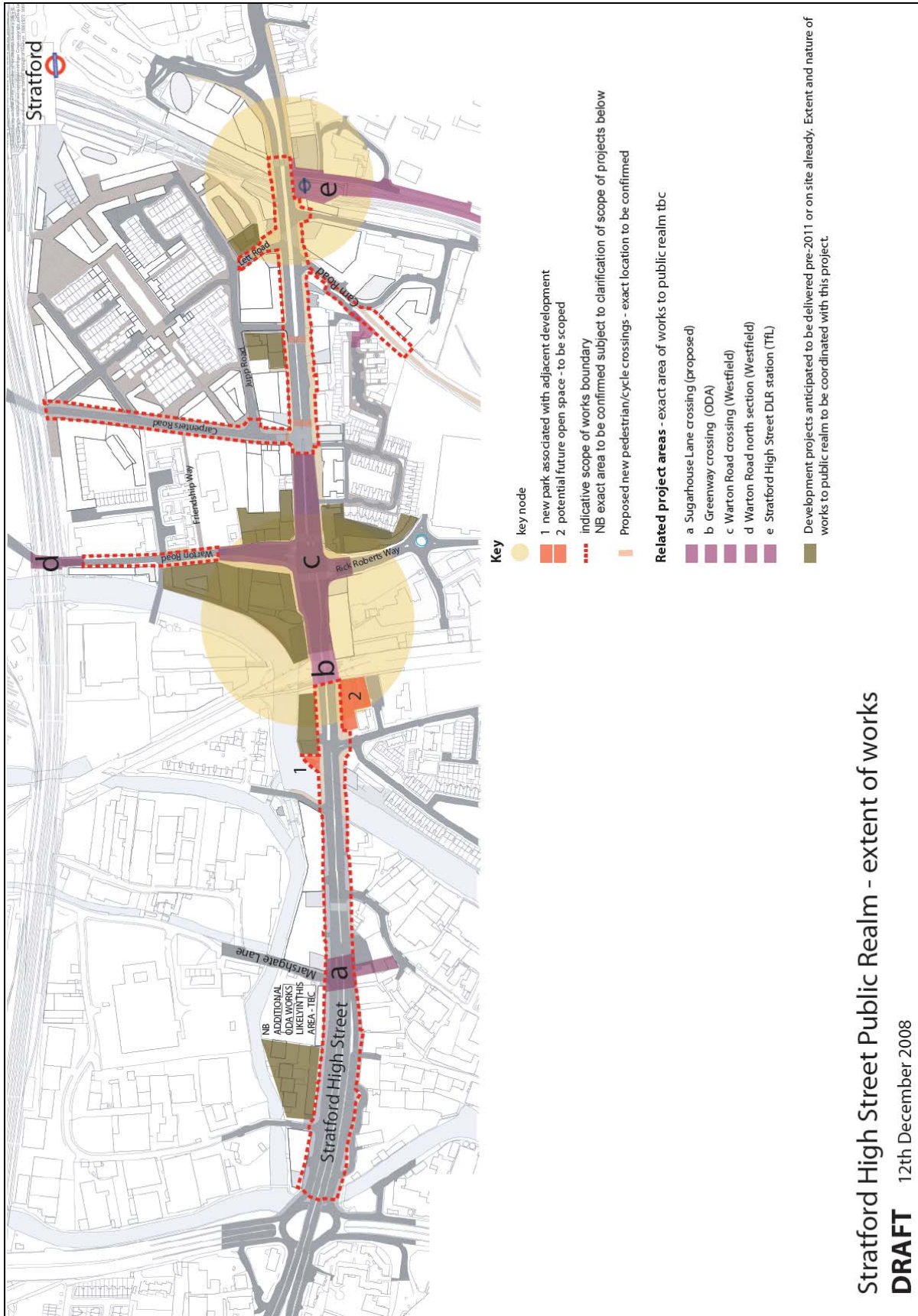
- review previous stage including consultation responses, if appropriate
- prepare detailed design based on the approved scheme
- provide "Technical Approval" documentation in accordance with DfT Advice Note BD 2/89 and submit for approval
- if for any reason (such as the brief has been issued from stage 3 onwards only in some cases of developer schemes) advice on the application of the CDM Regulations has not already been given, advise on the application of the CDM Regulations with respect to the project and whether a planning co-ordinator for the project is required
- detailed design to be prepared using the land survey as base information, or when is not required, using OS data supplemented with a site inspection to record street furniture etc
- update bill of quantities from initial design
- prepare revised scheme estimate based on bill of quantities or, for individually tendered works, comparable tender rates
- confirm estimates for associated statutory authorities' works
- if for any reason (such as the brief only being issued from stage 3 onwards) a safety audit was not carried out under initial design, a stage 2 safety audit must be carried out
- place all necessary notices of intent to carry out works on the highway at this stage, at the latest, and ensure that notices are issued sufficiently early to ensure that the programme can be achieved
- ensure that the requirements of the New Roads and Street Works Act 1991 and the Traffic Management Act 2004 are complied with in all respects, including prior notification to statutory undertakers and protection of the works – the necessary information being forwarded to the client who will place notices in the press, with the cost of the publishing being met directly by the Council
- consult appropriate sections/departments of the Council to identify any works proposals that may be affected by building works or scaffolding and the like
- in respect of implementation, provide buildability and programming report and agree temporary road closures
- consult appropriate sections/departments and apply for temporary TMO's or licences, if required

- finalise cost estimates, agree target cost if required and finalise programme
- prepare and sign a design assessment certificate.

Detailed design documentation must include:

- all setting out information
- specification of materials
- any special patterns or designs (for example railings or other metalwork)
- artwork, constructional details
- traffic signing
- signals and marking
- planting layouts with species noted for landscape schemes
- electrical installations, drainage and other services
- details of service runs both existing and proposed and alterations to existing service installations
- service diversions and costs
- technical specification
- specification of temporary TMO's as required.

# Appendix 5 – Site Plan



## THE LANDSCAPE CONSULTANT'S APPOINTMENT

### EXAMPLE 2-2: % FEE BREAKDOWN

You have been asked to present the fee as the tables below. What steps do you take to calculate your fee?

Based on the construction budget identified in the brief (p6) see if you can work through the %s as identified below and add the £ values. Note: this is purely academic, as outputs and resourcing/day rates vary.

1. Refer to 'Engaging a landscape Consultant: Guidance for Clients of Fees'
2. Table 1: determine the complexity rating for this type of project>>>
  - Urban Environmental Improvements>>> Rating 4
3. Refer to the % fee graph>>> 8.5%
4. Look at brief to clearly understand what you are being asked to do. You need to identify outputs and also things that may be expected but would be excluded.
5. Look at the team and other disciplines required to deliver the outputs (note different complexity ratings may apply to the various disciplines...eg in this case the Engineer's guidance may indicate a higher rating due to the nature of the work)
6. Look at the time scale
7. Look at the resourcing/day rates/availability
8. Try to calculate the fee below
9. Whilst working backwards, use this fee breakdown to resource this project. Get someone to review it for you. Consider market conditions. How would this be reflected in your fee?

#### Proposal requires fee to be broken down as follows:

1. RIBA STAGES C – F and Highway Design stage 1 Pricing Schedule
2. RIBA STAGES - G – K Pricing Schedule and Highway Design stage 2 Pricing Schedule

#### RIBA STAGES C – F and Highway Design stage 1 Pricing Schedule

% split between disciplines will depend entirely on how you interpret the brief requirements. It is essential to fully understand these to get the fee split correct.	% guidance is only for overall fee and does not include guidance on the breakdown of other professionals. This is determined by specific project requirements.	What % would you calculate? EXAMPLE
Public Realm Specialists / Urban Designers		20%
Landscape Architect		24%
Services Engineer		10%
Highway Engineer		14%
Public Street Lighting engineer / specialist		7%
Artist / public art specialist		6%

Wayfinding / movement specialist		6%
Civil Engineer		13%
<b>DESIGN TEAM SERVICES TOTAL FEES</b>	55% based on LI guidance	Eg: 65/75% of total fee

**RIBA STAGES - G – K Pricing Schedule and Highway Design stage 2 Pricing Schedule**

% split between disciplines will depend entirely on how you interpret the brief requirements. It is essential to fully understand these to get the fee split correct.	% guidance is only for overall fee and does not include guidance on the breakdown of other professionals. This is determined by specific project requirements.	What % would you calculate? EXAMPLE
Public Realm Specialists / Urban Designers		11.5%
Landscape Architect		25%
Services Engineer		6.5%
Highway Engineer		16.5%
Public Street Lighting engineer / specialist		8%
Artist / public art specialist		7%
Wayfinding / movement specialist		6.5%
Civil Engineer		19%
<b>DESIGN TEAM SERVICES TOTAL FEES</b>	45% based on LI guidance	Eg: 35/45% of total fee

<b>DESIGN TEAM SERVICES GRAND TOTAL FEES</b>	8.5% based on LI guidance	% is likely to be adjusted according to market conditions/ client type/ competition/
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Examples of Exclusions: Note these will vary according to brief and your office policies with regards to certain elements (consultations, expenses, etc etc)

- All other background and topographical survey information to be made available at project inception.

- All planning services are excluded from this proposal. Should any planning applications be required as part of this project we would seek the right to review our fee for this section of work.
- Consultation: this fee is based on 2 people presenting at all members' consultations, but excludes the manning of any public consultations. We will provide material for these consultations but all reproduction costs are excluded. They will either be charged at cost or will be provided to the client for printing. This fee excludes the preparation of and distribution of the consultation newsletters, though we will supply graphic material to others for compiling.
- Public Art installation costs are not included in this proposal as scope not known at this stage. The fee for artist/public art specialist has allowance for [REDACTED] in a coordination role with the selected artist(s).
- Way finding, Signage and Street furniture: this proposal reflects a reduction based on selection of proprietary materials where available.
- No major service diversions will be required, fee proposal relates to design of new utility services only. Should any diversion works be needed we would seek the right to review our fee for this section of work.

**THE LANDSCAPE CONSULTANT'S APPOINTMENT: 16 July 2010**  
**EXAMPLE 3-1: Pre-qualification Questionnaire (PQQ)**

**THE NEW SWINDON COMPANY**

**ARCHITECT / URBAN PLANNER (PUBLIC REALM)**

**PRE-QUALIFICATION QUESTIONNAIRE**

**Return Date: 14 May 2008 – 12.00pm**

**OJEU REF: 2008/S 69-093595**



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## INTRODUCTION

### The New Swindon Company

The New Swindon Company was formed in 2002 to stimulate investment and co-ordinate plans for revitalisation of Swindon town centre as a key component to achieving sustainable economic growth. The urban regeneration area is around 220 hectares and the major projects cover about 25% of the total.

Jointly funded by English Partnerships, the South West of England Regional Development Agency and Swindon Borough Council, The New Swindon Company is one of a limited number of Urban Regeneration Companies formed as a result of a Government initiative to breathe new life into key areas.

Working with our strategic partners, our core role is to engage the private sector in a sustainable regeneration strategy as outlined in this Regeneration Framework. We act as a catalyst for change, driving and co-ordinating major projects, harnessing public sector powers and resources to assist the private sector in delivery and attracting new investment to the town. Working with partners, we will be actively promoting the vision for a new Swindon and raising the profile of the town as an attractive destination for businesses.

The Regeneration Framework for Swindon sets out the major projects that will deliver an exciting environment appealing to investors, developers, residents, businesses and visitors. By revitalising the town centre, it will become the place of choice for shopping, leisure, work and living. A place that people are proud of. A place that drives the economy of the region.

### Background to Project

The streets, squares, parks and gardens of Swindon should reflect its ambitions to be a successful twenty-first century city and to become a better place in which to live, work and spend leisure time.

The public realm is defined as the 'space between buildings' - the streets, spaces and movements corridors which form the framework for use and the perception of the place. As important as the buildings that make up a town, high quality public realm improves the legibility of a place. It adds to its attractiveness, safety and welcoming feel of a place and enhances the experience of citizens and visitors alike.

The vision for Swindon's public realm is 'a legible and integrated network of streets, squares, parks and other spaces that will positively transform the image of Swindon for residents, visitors, workers and investors.'

To create a distinctive and positive identity for Swindon through an attractive public realm, seven key areas have been identified that will have maximum effect on public open spaces.

- Wharf Green (the square outside House of Fraser)
- Canal Walk (shopping area adjoining Wharf Green)
- The Parade (shopping area fronting Debenhams)
- Regent Street
- Bridge Street
- Havelock Terrace

- Wellington Street

## **SCOPE OF CONTRACT**

### **Scope of Contract**

The New Swindon Company intends to appoint a framework panel, which will be limited in number, of architect/urban planner led integrated design teams inclusive of structural, civil and building services engineers and other specialists to take forward its vision of creating a “legible and integrated network of streets, squares, parks and other spaces that will positively transform the image of Swindon for residents, visitors, workers and investors”.

The New Swindon Company will have the option to call-off contracts as and when services are required, or to operate a mini-tender exercise. The New Swindon Company reserves the right to procure services outside the framework during the life of the agreement, and shall be under no obligation to call-off contracts with individual consultants.

The proposed framework agreement will continue for a maximum of 4 years from initiation. The New Swindon Company may choose to end the framework early. Work in progress at the end of the term will continue to completion under the framework.

The New Swindon Company reserves the right not to award a contract and to withdraw from the procurement process at any stage. Full details will be provided to those organisations that pre-qualify and are invited to tender.

A Public Realm Strategy has already been produced, which provides a Basis of Design, and the appointed consultants will be expected to develop designs on the basis of this strategy. Future identified projects are not limited to the previously stated key areas, however it is anticipated the first schemes to be progressed will be focussed upon the Canal Walk, Regent Street and Bridge Street areas of Swindon. At this stage it is anticipated that traditional procurement routes will be adopted. Following production of the detailed design package for the works, and subsequent contractor procurement, the appointed consultant will be required to supervise on site quality and agree practical completion with the project manager. Full details on scope of service will be provided to those organisations that pre-qualify and are invited to tender.

The New Swindon Company has carried out a full soils investigation, including RADAR surveys for Canal Walk, Regent Street and Bridge Street areas.

## **EXPLANATORY NOTES**

### **Explanatory Notes**

The New Swindon Company (TNSC) invites suppliers responding to OJEU notice number 2008/S 69-093595, posted on 04 April 2008, to submit pre-qualification information.

This procurement exercise relates to the establishment of an Architect / Urban Planner led integrated design team framework.

In order to ensure competition, transparency and value for money, the procurement of the Architect / Urban Planner led integrated design team framework will be conducted in accordance with the principles of the Restricted Procedure, as implemented by UK Public Contracts Regulations 2006 (The Regulations). For technical purposes the service is classified as Part A services.

Responses to the pre-qualification questionnaire (PQQ) will be used as the first stage of selecting suppliers to participate in this procurement exercise. Should a bidder be successful at this stage, they will be invited to submit a tender to The New Swindon Company.

### **Instructions for Completion**

Suppliers wishing to bid to be considered for the Architect / Urban Planner led integrated design team framework are required to complete the PQQ provided.

You should endeavour to answer all questions in the PQQ. Where a question is not relevant to your organisation, this should be clearly marked with an explanation as to why. Failure to furnish the required information; make a satisfactory response to any question; or supply documentation referred to in responses, within the specified timescale, may mean that the bidder is not invited to participate further in the process.

Where a consortium or sub-contracting approach is proposed, all information requested in the PQQ should be given in respect of the proposed prime contractor or consortium leader.

Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing contract. The questionnaire indicates where information for supporting organisations is required. Responses must enable TNSC to assess the overall structure of the consortium and relationships proposed.

Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided of the extent to which the bidder will call upon the resources and expertise of constituent members of the parent/holding companies.

The TNSC recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Bidding organisations should therefore outline arrangements as currently envisaged.

If bidders wish to sub-contract or outsource services in their proposed approach, indicative details of the sub-contracted/outsourced services should be provided in the PQQ.

The TNSC will undertake financial due diligence to validate the information declared and to assist in this initial evaluation phase.

Referees contact details should be provided. These will be followed up by TNSC. Bidders must therefore ensure the referee is willing to be contacted and have forewarned contacts this is the case. It is the bidder's responsibility to make sure that referees respond.

Specific instructions bidders must follow include:

- Bidders should supply an emailed copy of the PQQ to the email address below;

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- Bidders should also provide two hard copies of completed PQQs and the supplementary information requested;
- The two copies of the PQQ should be enclosed in a plain envelope clearly marked “Architect / Urban Planner Led Integrated Design Team Framework – Public Realm – Pre Qualification Questionnaire”, along with the supplementary information requested;
- No marketing literature should be enclosed. This will not be read and will be discarded;
- Completed PQQs and supplementary information should be submitted by 12.00pm on 14 May 2008 to

Email: PJames@NewSwindon.co.uk

Peter James  
Chief Executive  
The New Swindon Company  
Wiltshire Court  
Farnsby Street  
Swindon  
United Kingdom  
SN1 5AH

- Responses received after this time may be disregarded.

The New Swindon Company cannot take responsibility for documents sent through the post. It is therefore recommended bidders use a courier service or submit the documents by hand.

### **Queries regarding the procurement**

Any questions about the procurement of the Architect / Urban Planner Led Integrated Design Team Framework – Public Realm should be submitted by e-mail to:

PJames@NewSwindon.co.uk

If The New Swindon Company considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all bidding organisations by email. The New Swindon Company will use the contact details provided when bidders requested the PQQ.

Bidders should note that The New Swindon Company cannot guarantee a response to queries received later than 12.00pm on 8 May 2008.

### **Bidders contact point**

Bidders have been asked to include a single point of contact in the organisation in the pre-qualification questionnaire. The New Swindon Company shall not be responsible for contacting the bidder through any route other than the nominated contact. The bidder must therefore undertake to notify any changes relating to the contact after the PQQ has been submitted.

### **Freedom of Information Legislation**

The New Swindon Company may be obliged to disclose information provided by bidders in response to this PQQ under the Freedom of Information Act 2000, all subordinate legislation made under this and the Environmental Information Regulations 2004 (“the Freedom of Information Legislation”).

Bidders should be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. The New Swindon Company will proceed on the basis of disclosure unless an appropriate exemption applies. Bidders should be aware that despite the availability of some exemptions, information may still be disclosed if the public interest

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in its disclosure outweighs the public interest in maintaining the exemption. No response to this PQQ should be covered by a general statement regarding its overall confidentiality; instead any specific areas of confidential information should be highlighted by the bidder as confidential. The New Swindon Company accepts no liability for loss as a result of any information disclosed in response to a request under Freedom of Information Legislation.

Bidders should highlight information in its PQQ responses which it considers to be commercially sensitive or confidential in nature, and should state the precise reasons why it considers this to be the case.

Please note that the receipt by The New Swindon Company of any material marked “confidential” or equivalent should not be taken to mean that The New Swindon Company accepts any duty of confidence by virtue of that marking.

**Evaluation**

The objective of this element of the selection process is to assess the responses to the PQQ in order to short-list potential service providers for the next stage of the procurement, which is the Invitation to Tender (ITT). As part of the tender process, bidders may also be requested to attend an interview.

The PQQ evaluation criteria will include a combination of both financial and non-financial factors as detailed in Part 4 of the UK Public Contracts Regulations 2006 and will include the following:

- Professional and business standing – that the bidder or any of its representatives has not been convicted of any relevant offences as set out in section 23 of The Regulations;
- Economic and financial standing – the bidder must be in a sound financial position to participate in a procurement of this size as set out in section 24 of The Regulations. This may entail independent financial checks;
- Bidder technical capacity and capability – an assessment of
  - The bidder’s technical and professional capability to deliver the service;
  - The experience and totality of resources available to the bidder; and
  - The bidder’s track record in delivering similar services

Failure to provide a satisfactory response to any of the questions may result in the bidder being excluded from the remainder of the procurement process.

The information supplied will be checked for completeness and compliance before responses are evaluated. Information supplied throughout the procurement process will be checked for consistency.

To participate in this procurement, bidders are required to complete and submit a pre-qualification questionnaire. An initial evaluation will be made on the economic and financial standing of the bidding organisation, and its technical and professional ability to provide the service. Short listed bidders will then be invited to tender (ITT).

**Procurement Timetable**

An indicative procurement timetable is illustrated below.

Procurement activity/milestone	
Issue of OJEU notice	4 April 2008

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Deadline for submission of PQQs	14 May 2008 by 12.00pm
PQQ evaluation	14 May 2008 to 20 May 2008
Successful organisations invited to tender (ITT)	20 May 2008
Deadline for submission of tender	10 June 2008
Interviews	w/c 16 June 2008
Award notification	20 June 2008
10 day standstill period	20 June 2008 to 30 June 2008
Conclude contract	Early July 2008
Commence contract	Early July 2008

### **Confidential nature of the bid**

This PQQ shall be treated as private and confidential. Bidders shall not disclose they have been invited to bid, nor discuss the bid they intend to make nor canvass for its acceptance, other than with professional advisers who need to be consulted. In particular bids shall not be canvassed or discussed with any other Bidder or member or officer of The New Swindon Company except as expressly permitted in this PQQ.

Bidders shall not at any time release any information concerning the invitation or its documentation to the media.

In order to satisfy The New Swindon Company in this regard, bidders are required to complete the Anti-Collusion Certificate attached to this PQQ.

### **Regulation 23 of the Public Contracts Regulations 2006**

The following extract from Regulation 23 of the Public Contracts Regulations 2006 should be noted by candidates:

#### Criteria for the rejection of economic operators

23. —(1) Subject to paragraph (2), a contracting authority shall treat as ineligible and shall not select an economic operator in accordance with these Regulations if the contracting authority has actual knowledge that the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the following offences—

(a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA;

(b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

(c) the offence of bribery;

(d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of—

- (i) the offence of cheating the Revenue;
  - (ii) the offence of conspiracy to defraud;
  - (iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
  - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985;
  - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
  - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
  - (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- (e) money laundering within the meaning of the Money Laundering Regulations 2003;  
or
- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State.

(2) In any case where an economic operator or its directors or any other person who has powers of representation, decision or control has been convicted of an offence described in paragraph (1), a contracting authority may disregard the prohibition described there if it is satisfied that there are overriding requirements in the general interest which justify doing so in relation to that economic operator.

The New Swindon Company requires the bidders to complete the Certificate of Good Standing attached to this PQQ in order to satisfy itself in relation to the provisions of Regulation 23.

## **Disclaimer**

The issue of the PQQ and any subsequent ITT does not commit The New Swindon Company to award any contract pursuant to the bid process or enter into a contractual relationship with any supplier for the service. Nothing in this PQQ or in any other communications made between The New Swindon Company or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between The New Swindon Company and any other party (save for a formal award of contract made in writing by or on behalf of The New Swindon Company).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their PQQ response. Information supplied to Bidders by The New Swindon Company or any information contained in The New Swindon Company publications are supplied only for general guidance in the preparation of the PQQ response. Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by The New Swindon Company for any loss or damage of whatever kind and howsoever caused arising from the use by Bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response to this PQQ and the preparation of the PQQ response.

PQQ responses and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England and Wales.

The New Swindon Company reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any-time) under any circumstances will not render The New Swindon Company liable for any costs or expenses incurred by candidates or bidders during the procurement process.

## The New Swindon Company Pre Qualification Questionnaire

**Project Title:**

ARCHITECT / URBAN PLANNER LED  
INTEGRATED DESIGN TEAM  
FRAMEWORK

**Tender Reference Number:**

2008/S 69-093595 – Architect / Urban Planner

### Notes for Suppliers

The purpose of this questionnaire is to assist The New Swindon Company (TNSC) in deciding which suppliers to short-list to invite to tender for the Architect / Urban Planner led integrated design team framework.

You may also be asked to clarify your answers or provide more details.

Please answer every question. If the question does not apply to you please write **N/A**; if you don't know the answer please write **N/K**.

“*The New Swindon Company*” means the purchasing organisation that is seeking to award a contract.

***Please return this form to:***

**Peter James**

Not later than: **12.00pm on 14 May 2008**

We will contact you again by: **20 May 2008**

If you have any queries about this form please contact:

Peter James

+44 (0)1793 429250

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PJames@NewSwindon.co.uk

<b>Section 1 BASIC DETAILS OF YOUR ORGANISATION</b>			
1.1	Name of the organisation in whose name the tender would be submitted:		
1.2	Contact name for enquiries about this bid:		
1.3	Contact position (Job Title):		
1.4	Address & Post Code:		
1.5	Telephone number:		
1.6	Fax number:		
1.7	E-mail address:		
1.8	Website address (if any):		
1.9	Company Registration number (if this applies):		
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:		
1.11	Date of Registration:		
1.12	Registered address if different from the above: Post Code:		
1.13	VAT Registration number:		
1.14	Is your organisation: (Please tick one)	i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) a sole trader	

		v) other (please specify)
1.15	Name of (ultimate) parent company (if this applies):	
1.16	Companies House Registration number of parent company (if this applies):	

<b>Section 2 FINANCIAL INFORMATION</b> Suppliers are requested at this stage to supply copies of basic financial statements i.e. Balance Sheet, Cash flow Statements to support their PQQ. Where the bidder is a consortium, these are required for each member.			
2.1	What was your turnover in the last two years (if this applies)?	£..... for year ended --/--/----	£..... for year ended --/--/----
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes / No	
2.3	If “No” what were the reasons, and what has been done to put things right?		
2.4	Has your organisation met all its obligations to pay its creditors and staff during the past year?	Yes / No	
2.5	If “No” please explain why not:		
2.6	What is the name and branch of your bankers (who could provide a reference)?	Name:	
		Branch:	
		Contact details:	

2.7	If asked, would you be able to provide at least one of the following?	
	A copy of your most recent audited accounts (for the last two years if this applies)	Yes / No
	A statement of your turnover, profit & loss account and cash flow for the most recent year of trading	Yes / No
	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes / No

**Section 3 BUSINESS ACTIVITIES**

3.1	What are the main business activities of your organisation? Please make sure the relevance to the scope of supply is identified.	
3.2	How many staff does your organisation have? (If you are a sole trader, please say so)	

**Section 4 REFERENCES**

Please provide details of three recent contracts that are relevant to The New Swindon Company's requirement. Where possible at least one should be from the public sector. If you cannot provide three references, please explain why.

		Reference 1	Reference 2	Reference 3
4.1	Customer Organisation (name):			
4.2	Customer contact name and phone number:			
4.3	Date contract awarded:			

4.4	Contract reference and brief description:			
4.5	Value:			
4.6	Date contract was completed:			
4.7	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes / No		
4.8	If “Yes”, please give details:			

<b>Section 5 INSURANCE</b>		
Please provide details of your current insurance cover		Value
5.1	Employer’s Liability:	£
5.2	Public Liability:	£
5.3	Other (please provide details):	£

<b>Section 6 HEALTH &amp; SAFETY</b>		
6.1	Does your organisation have a written health and safety at work policy? (see notes at end of questionnaire)	Yes / No
6.2	Does your organisation have a health and safety at work system*?	Yes / No

6.3	If “No”, to either of the above please explain why:	
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**Section 7 POLICIES – further detailed analysis will be required at full Tender stage**

<b>Quality Assurance</b>		
7.1	Does your organisation hold a recognised quality management certification for example BS/EN/ISO 9000 or equivalent?	Yes / No
7.2	If not, does your organisation have a quality management system*?	Yes / No
7.3	If you do not have quality certification or a quality management system, please explain why:	

<b>Equal Opportunities</b>		
7.4	Does your organisation have a written equal opportunities policy covering Race, Sexual Orientation, Religion and Belief, Disability and Age, to avoid discrimination	Yes/No
7.5	If “No”, please explain why:	

<b>Environmental Management</b>		
7.6	Does your organisation have an environmental management system?	Yes/No
7.7	If “No”, please explain why:	

**Section 8 PROFESSIONAL AND BUSINESS STANDING**

Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?

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8.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
8.2	Has been convicted of a criminal offence related to business or professional conduct	Yes / No
8.3	Has committed an act of grave misconduct in the course of business	Yes / No
8.4	Has not fulfilled obligations related to payment of social security contributions	Yes / No
8.5	Has not fulfilled obligations related to payment of taxes	Yes / No
8.6	Is guilty of serious misrepresentation in supplying information	Yes / No
8.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes / No
8.8	If the answer to any of these is “Yes” please give brief details below, including what has been done to put things right.	

<b>Section 9 REQUIREMENT SPECIFIC QUESTIONS</b>		
9.1	The vision for Swindon's public realm is 'a legible and integrated network of streets, squares, parks and other spaces that will positively transform the image of Swindon for residents, visitors, workers and investors'. Please provide details of the your track record in delivering similar services in other towns/cities (including the value of the consideration received, when and where the Works were carried out and descriptions)	Please attach no more than 2 A4 pages of information in response to this question.
9.2	How do you propose to engage with stakeholders who will be affected by subsequent developments, e.g. shop keepers, customers, authorities. Please illustrate your response with specific examples of your experience of the stakeholder engagement process.	Please attach no more than 2 A4 pages of information in response to this question.
9.3	How would you propose to employ your resources, capabilities and experience to deliver the required services. In particular, please demonstrate your approach to providing innovative high quality design solutions which enhance the citizen/visitor experience.	Please attach no more than 2 A4 pages of information in response to this question.
9.4	Please provide details of any design awards or commendations received by your organisation over the last 5 years.	Please attach no more than 2 A4 pages of information in

		response to this question.
9.5	Please provide details and examples of successful projects that have been delivered with the input from public artists.	Please attach no more than 2 A4 pages of information in response to this question.
9.6	Please provide details and examples of projects that have involved the integration of new and existing services, and highways liaison.	Please attach no more than 2 A4 pages of information in response to this question.
9.7	Please provide details and examples of projects that have involved establishing a strategy for existing and new trees in public at the outset of a project.	Please attach no more than 2 A4 pages of information in response to this question.

<b>Section 10 DECLARATIONS OF INTEREST</b>	
10.1	Please identify if any members of your organisation's personnel directly involved in this contract have been employed by <i>The New Swindon Company</i> ? If so, when and in what capacity?
10.2	Please identify if any of your organisations employees directly involved in this contract are related to any of <i>The New Swindon Company</i> employed staff?

<b>Section 11 SIGNED DECLARATION</b>	
I declare that to the best of my knowledge the answers submitted in this PQQ (and any supporting modules) are correct. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be invited to tender for the New Swindon Company's requirement.	
	<b>FORM COMPLETED BY:</b>
11.1	Name:
11.2	Position (Job Title):

11.3	Date:	
11.4	Telephone number:	
11.5	Signature:	

**Notes:**

**Health and Safety Policies** - Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement. A Health and Safety Policy usually consists of three distinct sections namely:

- *General Policy Statement* – a short statement outlining the organisation’s commitment to Health and Safety, signed and dated by the senior organisation official (for example, the Managing Director).
- *Organisation* – how the organisation addresses health and safety; lines of communication between managers and staff; and any specific duties/responsibilities assigned within the organisation - this should be relatively straightforward for smaller organisations.
- *Arrangements* – the systems and procedures in place for ensuring employees’ health and safety at work.

\* **“system”** - means processes and procedures to ensure that the subject is properly managed. This includes making sure that legal requirements are met.

**CERTIFICATE OF GOOD STANDING**

**STATEMENT RELATING TO GOOD STANDING**

**CRITERIA FOR REJECTION OF ECONOMIC OPERATORS - in accordance with Regulation 23 of the Public Contracts Regulations 2006 (SI 2006 No 5)**

To – The New Swindon Company

We confirm that

- none of the grounds for ineligibility set out in Regulation 23 apply to us; and
- we have not been guilty of serious misrepresentation in providing information required as set out in the preceding requirements and/or information required to be provided in response to the Invitation to Tender; and
- we are not otherwise in breach of the provisions of Article 24 of Directive 93/37/EEC or Regulation 14 of the Public Works Contracts Regulations 1991 (SI No. 2680)

And further confirm that, where applicable:

- where licensing and/or membership of a specified organisation is required (in the EU member state where we are established) in order to provide the relevant works and services then we hold the relevant licence and/or membership; and
- We are registered with the appropriate trade or professional register.

SIGNED (1) .....

Status .....

SIGNED (2) .....

Status .....

For and on behalf of .....

Date .....

**ANTI COLLUSION CERTIFICATE**

**To: The New Swindon Company**

The essence of the public procurement process is that The New Swindon Company shall receive bona fide competitive tenders from all bidders. In recognition of this principle we hereby certify that this is a bona fide Bid, intended to be competitive, and that we have not fixed or adjusted the amount of the bid or the rates or prices quoted by or under or in accordance with any agreement or arrangement with any other bidder (other than a member of our own consortium). We have not and insofar as we are aware;

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in Paragraph (1) and (2) above or to inform us of the amount or the approximate amount of any rival bid; or
4. Committed any offence under the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
5. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other bid or proposed bid any act or omission; or
6. Canvassed any other persons referred to in Paragraph (1) above in connection with the bid; or
7. Contacted any officer of The New Swindon Company about any aspect of the bid including (but without limitation) for the purposes of discussing the possible transfer to the employment of the bidder of such officer for the purpose of the bid or for soliciting information in connection with the bid.

SIGNED (1) .....

Status .....

SIGNED (2) .....

Status .....

For and on behalf of .....

Date .....

## THE LANDSCAPE CONSULTANT'S APPOINTMENT

### EXAMPLE 3-2: Fee Proposal/Breakdown

The team propose the following maximum fee percentage of the following total build cost. Please refer to our responses to the brief for details of the services provided for this fee and assumptions identified below.

#### Schedule 1

Total cost of Works	Fee Percentage			
	Design team lead	sub consultant Engineer	sub consultant lighting	sub consultant QS
Up to £100,000	Time Charge only	12.5	15	3.2
£100,001 to £250,000	Time charge only	12.5	10	2.95
£250,001 to £750,000	13	10	8	2.65
£750,001 to £1.5M	11.5	8.5	7	2.15
£1,500,001 to £2.5M	10.0	5	4	1.80
£2,500,001 to £7.5M	9.5	5	3	1.45
£7,500,001 to £15M	8.5	5	2	1.20
£15,000,001 TO £25M	8	5	1.5	1.00

#### Schedule 2

A typical break down of the above percentages for stages of work are as follows:

Stage of Work	% of fee to this stage			
	Design team lead	sub consultant Engineer	sub consultant lighting	sub consultant QS
RIBA stage A-C	A-B Time charge only. Stage C 20% only	15%	40%	10%
RIBA stage D	30%	40%	40%	25%
RIBA stage E-L	50%	45%	20%	65%

#### Assumptions:

- Written Planning Application material and supporting assessment documentation is excluded from this proposal.
- Planning Submission costs to the local authority are excluded.
- The above maximum fee includes all the necessary services required to provide the services as defined in RIBA basic services work stages C-L.
- The works described are defined as 'public realm'
- The maximum fee proposal will include:
  - All travel and subsistence
  - All administrative support costs, secretarial, accountancy

- All costs associated with telephone calls, postage of documents and similar expenses.
- Up to 3 paper copies of drawing material. Any additional prints will be charged at cost.

### Schedule 3

For elements of the project that cannot be sensibly charged as a percentage of the total build costs we propose the following hourly rates.

<b>Grade</b>	<b>Rate per hour £</b>
<b>Design team lead</b>	
Principal	£238.50
Director	£190.00
Senior Professional	£152.50
Professional	£120.00
Senior Technician	£88.50
Technician	£70.00
<b>Engineer sub-consultant</b>	
Partner or Director	£150.00
Senior Professional	£105.00
Professional	£85.00
Senior Technician	£70.00
Technician	£60.00
<b>Lighting sub-consultant</b>	
Partner or Director	£110.00
Senior Professional	£88.00
Professional	£66.00
Senior Technician	£50.00
Technician	£40.00
<b>QS sub-consultant</b>	
Partner or Director	£100.00
Senior Associate	£90.00
Associate	£75.00
Surveyor	£60.00
Assistant	£40.00

Staff will be re-graded annually on the anniversary of the contract to allow for promotions and the rate applied applicable up to the maximum as prescribed in schedule 1 above.

Please refer to [REDACTED]'s Standard Terms and Conditions for further details relating to Fees and appointment.