

# **Exmouth Town Centre and Estuary Site Baseline Assessment, Masterplanning and Development Briefs**

## **Invitation to Tender**

### **December 2009**



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## SECTION ONE – APPLICANT INSTRUCTIONS

### 1.0 Introduction

- 1.1 East Devon District Council and Devon County Council are conducting a tendering exercise for the provision of a basement assessment and masterplan for Exmouth Town Centre with indicative designs. In addition, development briefs are required for two key strategic sites which include land adjacent to the Exe Estuary and town centre car parks. The development briefs will provide clarity on the most appropriate use and location to enhance the town centre offer, along with commercial viability testing and clear delivery strategies.

### 2.0 Period of Contract

- 2.1 The contract will be awarded in February 2010 for completion of works intended by July 2010.

### 3.0 Contact Names and Numbers

|   |  |
|---|--|
| Donna Best<br>Estates & Economic Development<br>East Devon District Council | 01395 571584<br><a href="mailto:dbest@eastdevon.gov.uk">dbest@eastdevon.gov.uk</a> |
|---|--|

Compliance with European guidelines on equal and fair treatment of suppliers requires that any information that the Council provides in response to requests for clarification will be distributed to all organisations, not just the organisation that requested the information. The only circumstance, in which this procedure may be waived, is if a tendering party considers their enquiry to be innovative to their offer in which case this should be clearly communicated within the correspondence.

### 4.0 Procurement Timetable

- 4.1 Tendering parties are expected to consider the timescales in respect of the procurement process. The planned time-scale for this process is set out below to provide a guide:-

| Milestone/Activity                           | Date             |
|--|------------------|
| Tender Issued                                | 18 December 2009 |
| Return of Tenders                            | 21 January 2010  |
| Selection panel interviews (shortlisted)     | 25 January 2010  |
| Offer of appointment to preferred contractor | 29 January 2010  |
| Formal commencement of contract              | 04 February 2010 |
| Expected Completion of work                  | July 2010        |

## **5.0 Receipt of Tenders**

- 5.1 Tenders, completed in full, must be returned as instructed by 12 noon 21 January 2010. Tenders not received by the due date and time may be excluded from evaluation once the tenders are opened by the Council.
- 5.2 Tenders should confirm that neither they, nor any sub consultants within their team, have any conflicting interests which would prejudice their involvement in this study.
- 5.3 The clients will not be liable for any costs incurred in the preparation of tenders and will not be bound to accept the lowest or any tender.
- 5.4 The copyright of any drawings, reports or any other information resulting from the consultant's compliance with the brief and subsequent appointment shall rest with the clients.
- 5.5 Two copies of the tender submission are required, together with an electronic version on CD Rom.
- 5.6 Tenders should be submitted by noon no later than 21 January 2010 in a sealed envelope marked Confidential Tender to Donna Best at the address below:-

**Estates & Economic Development  
East Devon District Council  
Knowle  
Sidmouth  
Devon EX10 8HL**

- 5.7 Donna Best, Principal Estates Surveyor at East Devon DC, will act as the principal point of contact and instruction for the successful consultancy.

## **6.0 Technical Requirements**

- 6.1 Consultants submitting tenders should work on an overall guide price of around £100,000 for the study. This will be a staged commission which will be broken down into a number of phased stages as set out in Section 2 of this document.
- 6.2 Tenders submitted should be inclusive of expenses and all disbursements but excluding VAT.
- 6.3 In order to assess competitiveness, consultants will be required to submit a fee proposal in respect of the work detailed in the brief, and should provide the following information:
  - a) The approach to be taken to meet the requirements of the brief and the nature of the report which will be produced;

- b) Details of the resources your firm will be using to produce this report, i.e. partners, associates, etc. including a resources schedule detailing the time allocated to each person involved in the project;
- c) CV's for individuals within the proposed project team;
- d) The name of the partner who will be responsible for the project;
- e) Confirmation of the services that your firm can provide from its in house resources and details of specialist consultants who will form part of your team;
- f) A detailed budget breakdown of all elements necessary to meet the requirements of the brief in relation to the phased stages as outlined in Section 2 of this document;
- g) Schedule of hourly/daily rates for any additional work, if subsequently commissioned;

## **7.0 Payment of Fees**

- 7.1 Payment of fees, including expenses and disbursements, will be staged in line with the phases outlined in Section 2. **As this is a staged brief, a progress review will be conducted following the completion of each stage. A decision will then be taken as to how to proceed with the remaining tasks or to terminate the contract at that stage.**

## **8.0 Resources**

- 8.1 Resources are as follows:-

- i. East Devon District Council will provide client-side project management.
- ii. The Clients will act as sponsor for the Project.
- iii. Where needed, the Clients will provide copies of documents relevant to inform the preparation of the Masterplan and development briefs as electronic copies unless electronic copies are unavailable; in this instance printed copies will be provided.
- iv. The clients will provide a venue for any engagement activities or relevant meetings.
- v. There are a number of potential constraints to development in the study areas. The clients will provide the consultants with information regarding known constraints and issues. The successful consultants will need to be aware and take account of these issues throughout the Masterplanning process.
- vi. Devon CC will provide resources to assess the traffic demand implications arising from the proposals for each site. Suitable liaison arrangements to take account of this should be incorporated within any submission tender.

## 9.0 Management Arrangements

- 9.1 An initial inception meeting with client-side Project Managers will be held on **4 February 2010**. This will be used to discuss the deliverability of the overall project in terms of the brief, budget and timescales and to agree an outline project plan. The consultants will then be expected to work this up into a detailed Project Initiation Document, taking into account the expected completion date of July 2010. The PID will then be agreed with the client.
- 9.2 The Consultants will be expected to provide periodic updates including fortnightly progress reports to the Clients to advise on work progress and to discuss matters relating to the completion of the Masterplan and development briefs. The precise nature of these updates will be agreed between the Clients and Consultants and will form part of the PID. The exact dates will be agreed between the Clients and the successful consultant at the inception meeting.
- 9.3 A Steering Board has been set up to oversee the work. Its members are listed below:
- Karime Hassan (Director), East Devon District Council
  - Ian Harrison, Devon County Council
  - Donna Best (Principal Estates Surveyor), East Devon District Council
  - Steve Turner, Devon County Council
  - Ed Freeman (Principal Planning Officer), East Devon District Council
  - Brian Hensley (South West Highways), Devon County Council
  - Tony Collins (Exmouth Town Manager), Exmouth Town Council
  - .

## 10.0 SECTION TWO – SPECIFICATION OF REQUIREMENTS – TASKS AND DELIVERABLES

- 10.1 The appointed consultant will be required to undertake the following tasks that are the core requirements of the project: Please note: In your tender document, please include a brief explanation as to how you propose to fulfil each of the following tasks, including the costs and time requirement for each. This will facilitate the evaluation process.

### 10.2 STAGE A: BASELINE ASSESSMENT AND INITIAL CONSULTATION EXERCISE

- 10.3 **Task 1:** To carry out a baseline assessment of the town centre to include: a review of land ownership, an economic appraisal to assess the demand for commercial space, review of transport and highways issues, pedestrian movement study, green infrastructure study and an audit of public sector space requirements within the town. The tender should not be restricted to these elements alone and any additional elements believed may necessary, giving reasons why they are required to form a robust baseline assessment, should be outlined in the tender document.
- 10.4 **Task 2:** To carry out a consultation exercise with key stakeholders to develop a vision and objectives for the town. This task should be carried out concurrently with Task 1. The Clients therefore require consultation/engagement work to be done at a very early stage of the study to ensure that the vision and objectives are soundly based on community aspirations and the Clients will provide venues and arrange invitees for workshops to be facilitated by the successful consultant. We envisage a

number of workshops that will be attended by landowners, stakeholders (including tenants) along with workshops for members of the public. The details of the events will be discussed and agreed with the Clients at the inception meeting. However, the Clients do not wish to be prescriptive in terms of how the consultation process is taken forward and are keen to hear from the Consultants on their ideas for a genuine participation exercise.

## **10.5 STAGE B: MASTERPLAN FOR EXMOUTH TOWN CENTRE**

10.6 **Task 3:** To use the baseline assessment and consultation work to develop a Masterplan for Exmouth Town Centre. The Masterplan should promote a strong identity, and develop and reinforce a sense of place. It should promote development which is sensitive to its setting and responsive to the needs of the Town Centre. Specifically, it should:

- Create plans for a robust, legible and durable high quality building environment and public realm, with an emphasis on people, place and buildings.
- Identify the key gateways into the study areas, connectivity with adjoining areas (residential, employment, recreational) and ways in which those links can be enhanced, and identify the potential for gateway and/or landmark structures and features.
- Identify 'problem spots' with poor built environment or barriers to flow and access and recommend changes and public realm improvements.
- Demonstrate how constraints will be overcome and, where possible, integrated into the development.
- Identify potential access and movement corridors and routes within the sites and links beyond them to the existing community, the town centre, (and also the Estuary, Marina and Seafront in the case of the Royal Avenue site) including pedestrians, cyclists, public transport and private motorist implications. This work should include liaison with all relevant agencies and bodies to be of a quality which can inform further technical studies such as traffic assessments.
- Be the result of a participatory process, providing all the stakeholders, including the local community, with the means of expressing their needs and priorities. A detailed explanation of how this will be carried out in the form of a community engagement plan should be provided in any tender. This could include, for example, making use of web based consultation/communication via a dedicated website for the study.
- There will be a need to identify the historical development, strengths and weaknesses in the town and set any proposals for development in the context of these findings.
- Consultants should be mindful that the study will also be incorporated into the LDF work currently being undertaken by East Devon District Council and that the final

document is anticipated to be a supplementary planning document (SPD). The work should therefore comply with the requirements of an SPD.

## **10.7 STAGE C: DEVELOPMENT BRIEFS AND DELIVERY STRATEGY**

**10.8 Task 4:** To produce development briefs for the two key strategic sites at Royal Avenue and London Inn. This should include the following:

- i. Up to three deliverable and viable scenarios per site to be presented to the Clients in the form of broad proposals and headline concepts, (for example general principles, densities etc). This should be accompanied by an explanation of the rationale behind the proposals and analysis of their various strengths and weaknesses, along with an explanation where the consultation process has bought about aspirations that cannot for whatever reason be included within the proposed schemes (e.g. because of timescales or economic viability issues).
- ii. The study will identify indicative layouts and should recommend preferred and alternative sites for specific facilities and uses such as a new food supermarket, strategic transport interchange, a new library and potentially other civic and cultural facilities, car parking, cycle facilities, commercial, residential and employment development.
- iii. The study shall ensure that the most sensitive and high quality landscape and biodiversity interest are not undermined by development and, where possible, are integrated as part of green infrastructure corridors or public open space.
- iv. Where potential occurs, the opportunity should be taken to integrate the River and access to the water into the fabric of the development on the Royal Avenue site.
- v. The study area at Royal Avenue includes sensitive landscape adjacent the Exe Estuary which has been protected by RAMSAR and designated as a Site of Special Scientific Interest. The study will ensure that steps are taken to consider the protection of the River Exe, any archaeological sites, historic buildings and landscape that are statutorily designated or are of particular significance and intrinsic value.
- vi. The study will ensure provision for adequate buffering, mitigation and compensation for protected habitats and species where required, and identify pro-active enhancement measures of biodiversity where opportunities allow.
- vii. Adequate information is gathered through liaison with relevant agencies and bodies on flood risk issues to inform further technical studies.
- viii. Consultants should advise on the need for sustainability appraisal/ equality impact assessment/ environmental impact assessment to be carried out.

- 10.9 Task 5:** To produce one Delivery Strategy per site for the preferred scenario, creating a clear audit trail for the preferred development scheme.
- 10.10 The clients will select a preferred scenario generated from Task 4 which will be developed further by the consultants. Proposed layouts should reflect all development constraints found and as identified in this brief.
- 10.11 The preferred scenarios must be supported by, and integrated with, a delivery strategy. This should address funding requirements and sources of finance for each proposed use. Where appropriate, Devon CC will explore potential grant funding sources for community facilities. Realistic proposals for the implementation and phasing of proposed development and the long term management of proposed infrastructure should be provided by the consultants. Infrastructure requirements should be identified, costed, phased and prioritised. This will also help in determining viability. Infrastructure projects required at the outset of development should be specified and those essential to the delivery of the overall framework clearly identified.
- 10.12 The development strategy should seek to fully utilise existing facilities within the development areas and beyond. Where development puts additional pressure on existing facilities, enhancement may be appropriate. The delivery strategy should provide a clear mechanism for the provision of these facilities. In addition, where the re-siting of existing facilities is required, viable options for relocation must be included.
- 10.13 Task 6:** To establish a design vision and produce design principles based on that vision to guide future development and the development briefs. The development briefs should include a set of clearly explained and illustrated 'Design Principles' to accompany future development proposals. These will provide the framework within which subsequent detailed design codes would be developed and required to inform future development components and detailed planning applications.
- 10.10 Task 7:** To produce a Delivery Plan to ensure that the key landowners have a clear way forward set out including, if appropriate, more discrete development briefs, to enable the marketing of sites via, if appropriate, the European Union public procurement rules, to seek appropriate development partners.
- 10.11 It is expected that the Delivery Plan will include as a minimum:-
- Development Briefs for the London Inn and Royal Avenue Sites.
  - If appropriate, clear guidance on preferred marketing routes in liaison with East Devon District Council's legal advisors, Michelmores Solicitors.

## **11.0 STAGE D: PRESENTATION OF STUDY RESULTS**

- 11.2 Task 8:** Consultants should outline their approach to presenting the results of the tasks outline above. However, it is expected that a written report, including

supporting visual images will be produced for each stage. Visual presentation material should also include:

- Axonometric plans
- Key birds eye and eye level artists impressions
- Long and cross sections through the site

*All reports and illustrations should be provided at a minimum as:*

- 4 copies in hardcopy (A3 landscape ring binder)
- Electronically and as HTML (formats to be agreed with clients)

11.2 At least two formal presentations will be required to leading Members/Community Liaison Panel/ Landowners and tenants/ Members of the public.

11.3 The presentation should include a web based site (for example, <http://www.hayleharbour.com>.) but we would expect the consultant to propose the standard.