

REQUEST FOR QUOTATION

FARINGDON NEIGHBOURHOOD DEVELOPMENT PLAN: STAGE ONE

ON BEHALF OF

FARINGDON TOWN COUNCIL

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1. INTRODUCTION

Introduction

- 1.1 Faringdon Town Council, supported by Vale of White Horse District Council, wishes to commission a consultant to complete the first stage, referred to as the Scoping/ Drafting Stage, of work contributing to preparing a Neighbourhood Development Plan (the Plan) for the Parish of Great Faringdon. It is envisaged that the Plan, once completed, will become part of the policy framework for the local area, complementing that provided by the emerging Vale of White Horse District Council Core Strategy. The work to be undertaken will identify issues and make recommendations for draft policies for inclusion in the Plan and identify any potential non-strategic development sites which may be available. Detailed requirements are described below. The work should follow a credible and robust approach which is compliant with the appropriate regulations and emerging guidance and best practice.

Background

- 1.2 Faringdon Town Council has been awarded Front Runner status by Communities and Local Government (CLG) to prepare a Neighbourhood Development Plan (NDP) for the parish of Great Faringdon (**Appendix 1**).
- 1.3 A small to medium sized market town with an ancient history, Faringdon has grown significantly in recent years.. However, most employment and retail provision is offered by Oxford (16 miles) and Swindon (12 miles) and there is a known concern in the town that it could develop into a dormitory for these local major centres.
- 1.4 The Town conducted one of the first Action Plans as part of the “Healthcheck for Faringdon 2002” which has guided the thinking for the Town Council since. The Town Council produced a “development strategy for Faringdon 2008 – 2026” in 2008 which has been updated annually and could form the prototype for a Neighbourhood Development Plan. A list of supporting documentation is shown by **Appendix 1**.
- 1.5 The Vale of White Horse District Council is working to prepare a Core Strategy for adoption in 2014. This document will provide the strategic policy framework for development across the district and set out strategic housing and employment requirements. Following the publication of a Preferred Options Consultation document in January 2009, changes to national government and to national planning policy has resulted in some delays to preparing the Vale’s Core Strategy. However, a cabinet decision was made in March 2012 to conclude an internal review of housing targets and strategic sites. A Draft Core Strategy (further Reg 25 consultation stage) will be published for public consultation in the autumn of 2012 and a Pre-Submission Draft Core Strategy will be prepared for consultation early in 2013.

- 1.6 While strategic housing provision will be allocated in the Vale Core Strategy, the responses to earlier consultation events run by the Town Council indicate that there is also some local appetite for additional housing growth. It is important however, that any growth other than strategic is community led, highly sustainable and would facilitate the delivery of appropriate infrastructure and services needed by the community.
- 1.7 The Vale of White Horse District Council is supporting Faringdon Town Council who, with input from community groups, will approach neighbourhood planning in a consistent way which affords sufficient weight in the planning process. This approach will allow the residents of Faringdon to lead the direction of planning for their local community, feel a sense of ownership, and contribute directly to decisions affecting their local areas. Preparing a neighbourhood plan for Faringdon also provides an opportunity to help inform the emerging Core Strategy and it is important there is a good level of consistency between these two documents.
- 1.8 A consultation group – “Our Faringdon Our Future” - is currently being re-constituted under clear terms of reference as a working party of the Faringdon Town Council Planning and Highways Committee. This group will include councillors, representatives of local stakeholders, developers and residents. It will be the point of first contact for the consultant working on the project. It is, however, anticipated that a sub-group of this forum will be tasked with overseeing the work outlined in this RFQ. The makeup of the working party and sub-group will be agreed at an inception meeting in May but, as a minimum, the sub group will include representatives from Faringdon Town Council and Vale of White Horse District Council. Detailed Terms of Reference, for both groups, will be established to make clear the respective roles of the forum, sub-group, Vale of White Horse District Council and the consultants.

Aim

- 1.9 The aim of the work is to complete the Scoping Stage of preparing the Plan for the Faringdon Town Council. The work should be robust and compliant with emerging regulations and guidance. Detailed objectives are outlined below.

Study Objectives

1. To undertake a review of existing and emerging studies which relate to the area and identify where they are deficient, out of date, or where gaps exist. The review should also include wider national and local policies (where appropriate) and any other existing relevant evidence;
2. To undertake community engagement (where appropriate) to ensure any current issues, aspirations and opportunities are comprehensively understood and captured. This consultation should also test local appetite for any additional non-strategic housing growth over and above that identified in the emerging Vale of White Horse Core Strategy;

3. To outline a clear set of key issues and opportunities (informed by Objectives 1 and 2) which will need to be addressed if the area is to fulfil its potential and meet its aspirations;
4. To identify any potential development sites within the area which may be appropriate for non-strategic development using appropriate methodology to be agreed by the steering group (it is anticipated that only a small number of sites will need to be considered);
5. To assess any sites identified (Objective 4) for their suitability for development using robust methodology and make clear recommendations for whether any sites should be considered for inclusion in the Plan;
6. To prepare suitable draft policies for inclusion in the Plan to address those matters identified in relation to Objectives 1 and 2;
7. To prepare a Draft Neighbourhood Development Plan including any proposals, sites and policies identified through the proceeding objectives;
8. To identify any requirement for Sustainability Appraisal, Strategic Environmental Assessment, Habitats Regulations Assessment, or other regulatory requirements, and ensure these are conducted to a satisfactory level to support the development of a Neighbourhood Development Plan.

Tasks

Task A – Scoping/ Research

- 1.10 This task will encompass the requirements of Objectives 1 to 4 and will inform subsequent project tasks. The appointed consultants would be expected to recommend appropriate scope and methodologies. The original Front Runner proposal suggested a number of areas to be covered by the Plan, which are listed below. However, it is important there is a good level of consistency between the emerging Core Strategy and Faringdon Plan and one of the first tasks of the appointed consultants will be to discuss the scope of the study with the steering group. The Town Council do not have an unlimited budget for this work, and it is recognised that decisions will be needed to ensure the Consultants time is focused on delivering a Plan which addresses key issues – this should be reflected in the proposed methodologies.
- 1.11 Scope of the Plan as originally proposed:
- Housing numbers and mix to enable the town’s population to grow (NB: strategic growth will be addressed through the Core Strategy; the Plan may wish to allocate non-strategic sites if this is found to be appropriate);
 - Protecting and enhancing the architectural and social structure of the town;
 - Reducing the need for residents to travel for work, shopping and other services;
 - Improve employment provision in the town and allocate land for business growth (NB: strategic employment allocations will be set out in the Core Strategy, but can be influenced by the Faringdon Plan);
 - Encourage growth and diversity of the retail offer;
 - Encourage and expand tourism; and

- Seek improved infrastructure, including transport (NB: infrastructure delivery will be partly addressed through the Core Strategy, which can be influenced by, and possibly complemented by the Faringdon Plan).
- 1.12 Appropriate approaches to consultation should also be recommended and should be developed in consultation with the OFOF working party. Some community engagement will be required, although the consultants would be expected to advise on the merits of such activity. Any consultation would be expected to engage all key sectors of the community, represent best practice, and address appropriate project objectives. Opportunities to link to any on-going community planning processes should also be considered if appropriate.
- 1.13 A clear set of issues are needed to meet the requirements of Objective 3 and this will also be informed by Objectives 1 and 2.

Task B – Drafting

- 1.14 This task will encompass the requirements of Objectives 5 to 7 and should outline clear justifications for any sites, policies or proposals to be included in the Plan. A Draft Plan should be prepared which satisfactorily encompasses those matters identified through the proceeding objectives.

Task C – Additional Regulatory Requirements

This task will encompass the requirements of Objective 8. Any SA/SEA/HRA work (or other regulatory requirements) which are required should be identified and completed to a satisfactory standard. Work should only be undertaken where not doing so would result in the Plan failing to comply with the appropriate regulations. The work should be fit-for-purpose but minimise costs to the Town Council.

Key Outputs

- 1.16 The key outputs from the study are required to be delivered to an acceptable standard. Consultants should outline in their submissions their own methodology in detail, incorporating those objectives and tasks listed, and shown to be fully compliant with any appropriate national policy, guidance or best practice. A breakdown of costs should be provided for each objective or task. It should be clear how the suggested approach is consistent with the Localism Act and Neighbourhood Planning regulations. Consultants should also add to the tasks listed if this is considered appropriate or necessary.
- 1.17 The key outputs of the Study will emerge during the project.

Draft Report

1.18 A Draft Neighbourhood Development Plan is required which encompasses the project tasks and objectives and may need to be complemented by a supporting background document summarising the key evidence. The documents should:

- Summary of review of existing studies/ evidence (Objective 1);
- Report into any consultation activities undertaken (Objective 2);
- Issues (Objective 3);
- Potential development sites and clear recommendations for their suitability for inclusion in the Plan (Objectives 4 and 5);
- Draft Policies (Objective 6);
- Any accompanying SA/SEA/HRA or other regulatory requirements which may be necessary.

1.19 The appointed consultant will be required to agree the format of the report with the Town Council or working party at the appropriate stage of the work.

Final Presentation to Working Party and Stakeholders

1.20 Although meetings will be necessary throughout the project (to be agreed at the project inception stage), it should be assumed that a final presentation will be made to the Our Faringdon Our Future working party and any stakeholders to be followed by a presentation at a public meeting hosted by Faringdon Town Council

Future Stages (included for information)

1.21 It is envisaged that there will be three stages to preparing the Faringdon Plan. These have been separated to provide the Town Council with flexibility and reduce the financial commitment made by the Town Council. These are outlined below:

Stage 1 – Scoping/ Drafting	as described above (this study)
Stage 2 – Consultation	Conduct appropriate consultation on the Draft Plan (to be conducted by the District and Town Councils) Prepare final document Update regulatory requirements as appropriate
Stage 3 – Adoption	Examination and Referenda processes to be conducted in accordance with regulations (to be managed by VWHDC)

2. GUIDANCE

2.1 The "Request for Quotation" (RFQ) must be completed and returned to:

Hilary Sherman (Deputy Town Clerk)
Faringdon Town Council
The Corn Exchange
Faringdon
Oxfordshire
SN7 7JA

2.2 Your quotation must be received by **Noon Friday 20th April 2012** – any quotations received after this date and time will not be considered. Your quotation must be open for acceptance for a period of three months from the closing date of receipt and this should be confirmed in your submission.

2.3 Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation, the RFQ reference (FTC/P&H/np/hs) and the number of the question to which you refer. You should provide an index of all documents referred to in the completed quotation.

2.4 Suppliers must return 1 hard copy of the completed quotation and any supporting documentation; and a second copy should be included loose leaf to facilitate easy copying for evaluation purposes. A full electronic copy must also be returned in the envelope. The Town Council reserves the right to seek clarification regarding the information provided.

2.5 If there are any significant changes to the information supplied after submission the supplier must inform the Town Council immediately.

2.6 The Town Council reserves the right to discontinue the process at any time.

2.7 Any enquiries regarding this RFQ should be made in writing to hilary@faringdowntowncouncil.gov.uk and copied to andrew.maxted@southandvale.gov.uk

2.8 Please note that any clarification given by the Town Council will be circulated to all suppliers who have expressed an interest in this procurement.

2.9 Organisations will be selected based on their response.

EVALUATION CRITERIA

Criteria	% Score
Price	68
Written Proposal	32

- 2.10 Suppliers supply their response to this RFQ at their own expense. Failure to provide a satisfactory response to any of the questions may result in the Town Council not proceeding further with your response to this RFQ. In addition the response should be structured and numbered in the same way as the RFQ so that it is clear to which section each part of the response relates.
- 2.11 Prospective suppliers should note that additional information or clarification may be requested, and that false information contained within this RFQ submission, or any other document sent to the Town Council, may result in disqualification from the selection process.
- 2.12 Where a potential supplier and one or more suppliers or sub-contractors intend to act together, the response to each question must cover each potential supplier and include any identified sub-contractors that the potential supplier wishes to be considered at this stage. Where a company or organisation is to be created for the purposes of seeking this contract, a response to each question should, where possible, include relevant details about all the identified shareholders of the company and/or the management of the organisation.
- 2.13 Where prospective suppliers are intending to act jointly in seeking the award of this contract under this procurement, a single composite response should be submitted.
- 2.14 The Town Council intends to accept applications for the whole of the package. To enable the Town Council to assess your organisation suitability to become a prospective supplier (or a participant party in the ultimate supplier in the case of consortia), it requires all the information outlined in this RFQ form.

REQUEST FOR QUOTATION

- 2.15 Suppliers who have expressed an interest in the procurement are invited to submit a fully costed proposal. The Town Council reserves the right to request additional information from a supplier to clarify their proposal, which is to be supplied at the expense of the supplier. The Town Council will then choose a preferred supplier who they wish to proceed to contract with. This choice will be based on who the Town Council believes is best capable of providing the goods and service to meet the Councils requirements.

- 2.16 The award of this contract to the successful bidder will be subject to the Council's standard terms and conditions with specific terms covering the service being engaged by the Council. A copy is shown as **Appendix 3**.
- 2.17 Any amendments from the supplier will be considered but will need the written agreement of the Council to make them binding. These should be submitted as part of the proposal and annexed and cross referenced in the appropriate place.
- 2.18 The preferred supplier may be invited to negotiate contractual terms with the Council. Should agreement not be reached with this supplier, the Council reserves the right to choose an alternative supplier.

TIMETABLE

- 2.19 The proposed procurement timetable below identifies stages up until the award of the contract and the inception meeting.

Activity	Due Date
Despatch invitation to quote to Organisations	2 nd April 2012
Organisations return proposals to Council	20 th April 2012
Council to appoint successful organisation	30 th April 2012
Inception meeting with consultants	w/c 30th April 2012

- 2.20 No extensions to any dates contained in the procurement timetable shall be granted to suppliers. The Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.
- 2.21 A project plan should be submitted as part of the RFQ which reflects the requirements of the brief. It should be noted that interim recommendations will be needed by the end of June 2012 to help inform the Draft Core Strategy to be published in the autumn of this year. Final milestones will be agreed at the inception meeting.
- 2.22 In order to guide the project, a steering group will be set up as described above. This group will meet at key stages of the project in order to provide objective scrutiny of the process and outcomes.
- 2.23 The stages at which the steering group meet to discuss the project will be confirmed with the appointed Consultants at the inception meeting.

3. TECHNICAL CAPABILITY

Schedule of Requirements

- 3.1 The work undertaken must meet or exceed the full requirements as detailed below and be fully compliant with the Localism Act, National Planning Policy Framework, Neighbourhood Planning Regulations and current best practice and guidance.
- 3.2 The items listed below are those that are of significant interest to the Town Council. Please add your detailed response on how the requirements will be achieved. The submission should be succinct and relevant to this contract.

The Requirement

- 3.3 To prepare a Draft Neighbourhood Development Plan for the Great Faringdon Parish in accordance with appropriate legislative requirements as described above.

The Requirement
a) Demonstrate understanding of the brief/ requirements.
b) Demonstrate ability to develop sound methodology which is fully compliant with appropriate legislative requirements and best practice.
c) Demonstrate some understanding and needs of Faringdon with regard to its location in the South West extremity of Oxfordshire and its interaction with adjacent communities.
d) A proven track record of delivering relevant and high quality work and meeting challenging timescales.

Professional References

- 3.4 Please provide details of private & public sector contracts you have been awarded for the provision of goods or services similar to those required, under the following categories:
- contracts currently undertaken
 - contracts that have been undertaken over the last three years
 - any sub-contracting arrangements where applicable

3.5 For all contracts listed the details must include:

- Customer name and address
- Full details of the work undertaken including the project/programme description including the scope of your involvement, scale of the services delivered, service start date and term etc.
- Value of contracts
- Contact name and telephone number
- Contact reference
- Name(s) of sub-contractors and/or consortium members and their role.

May customers be approached for a reference?	YES / NO
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3.6 Provide details of the organisation's involvement in any projects which have been awarded in the last 3 years where there was failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

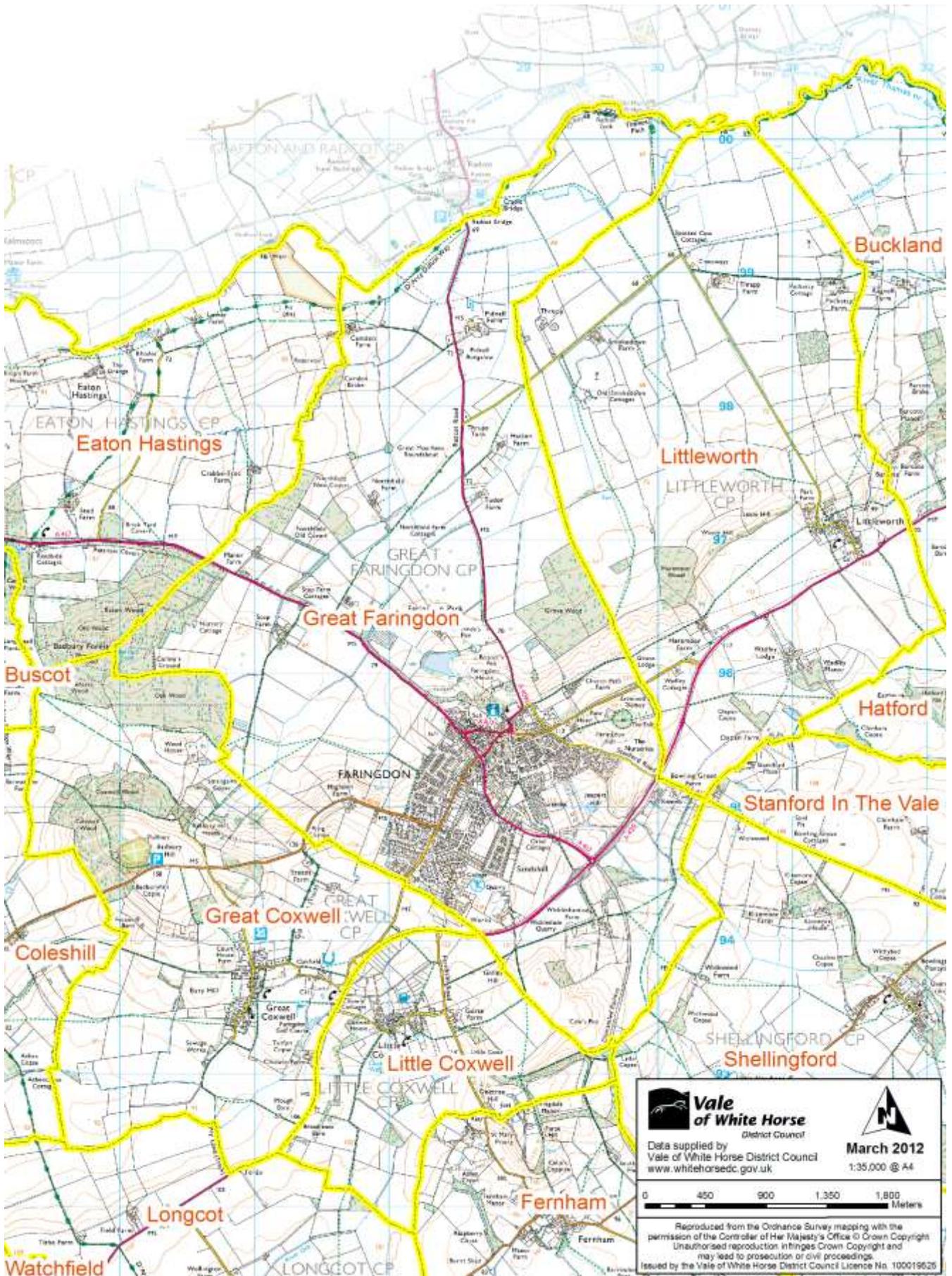
4. COSTS

Service Cost Template

- 4.1 All costs should be a fixed cost listed exclusive of VAT where applicable.
- 4.2 Please state clearly what is to be provided within each area of cost. A breakdown of separate costs for each element of the project is required. The Town Council shall not make any payments of other costs that are not listed here and /or are ancillary to the service provision.

SERVICE/ SOLUTION COST SUMMARY				
Description	Hourly Rates	Other Costs	Total Cost	Comments
Other costs (please specify)				
Total Cost				

APPENDIX 1: Map of Great Faringdon Parish



APPENDIX 2: List of supporting documents

A Development Strategy for Faringdon 2008 - 2026

<http://www.faringdowntowncouncil.gov.uk/index.php?action=view&id=262&module=resourcesmodule&src=%40random4b4320cb05a5e>

Vale of White Horse District Council Local Plan 2011 (adopted July 2006)

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan/local-plan-2011>

Vale of White Horse District Council Emerging Core Strategy

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-development-framework/core-strategy/preferred-options>

Vale of White Horse District Council website (for information on other current projects in Faringdon)

<http://www.whitehorsedc.gov.uk/services-and-advice/business/economic-development/town-centre-vitality/faringdon>

Faringdon Health Check Document (hard copy only - available on request)

APPENDIX 3

Faringdon Town Council Standing Orders, as follows:-

Financial Matters

- Where it is intended to enter into a contract exceeding £3,000 but not exceeding £40,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall seek at least three estimates for consideration by the council or relevant committee or sub-committee;
- Tenders shall be opened by the Clerk or Deputy Clerk, in the presence of a member of Council on the date specified and shall be reported by the Clerk or Deputy Clerk to the Council or, where the tenders have been sought by a committee or sub-committee to that committee or sub-committee;
- Neither the council nor any committee, or sub-committee is bound to accept the lowest tender or estimate. If no tenders/estimates are received or if all the tenders/estimates are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

Canvassing of and recommendations by councillors

- Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.