

Consultant Appointment

Arundel Streetscape Improvements

Design Brief
March 2018



Introduction

Arundel Town Council and Arun District Council seek concept design proposals for Arundel's streetscape to enable the town to thrive as an attractive, healthy and prosperous place.

The proposals will meet the objectives of the Arun District Council's Leisure & Cultural Strategy 2013-2028 and dovetail with the policies of Arundel Town Council's Neighbourhood Plan, current and emerging.

Consultants will engage with stakeholders and produce a masterplan for the town with creative proposals focussing on the primary shopping areas **and western residential area**. The plans will make the most of Arundel's quality, while addressing the challenges of its infrastructure and changing social trends.



1.0 Context

1.1 Background

Arundel is one of the most attractive heritage towns in the country. It is a real, living town and has a very active community with a thriving evening economy and is a popular visitor destination.

As well as the more obvious trading in the town; cafes and restaurants, pubs and bars, antique and specialist shops, food and clothes, Arundel has a significant number of other service based businesses, including creative and IT, home-based retail, trades and other services. There are also still a handful of small industrial businesses.

Arundel has a population of 3,800 and as a very small, historic market town it is vulnerable to many familiar pressures, such as excessive traffic, a lack of affordable housing and shifting economic patterns.

1.2 Geographical Context

Arundel lies at the foot of the South Downs and is an important gateway to the National Park, with part of the town, including the castle,



1.3 Historical Context

Arundel has evolved over centuries and is referenced in the Domesday Book. There are two distinct parts to the main town. The older, largely conservation area, sits to the north while the southern part of the town is principally residential.

Arundel Castle was built at the end of the 11th century and has been the seat of the Dukes of

1.3 Transport

The two halves of the town are physically separated by the A27, the main arterial route along the West Sussex coast, which is the subject of a current improvement consultation by Highways England.

The town is poorly served by buses but those that run are well used.

Arundel railway station is a 5-10 minute walk from the High Street with frequent services to London and Portsmouth. Ford station lies 3km to the south with coastal services to Brighton and Southampton.

1.4 Attractions & Culture

Arundel boasts a wealth of visitor attractions and heritage assets:

- Castle
- Cathedral
- Wildfowl & Wetlands Trust
- Monthly farmers market
- Lido
- Victoria Institute
- Independent shops, cafes, bars, restaurants and pubs

within the park boundary. The town straddles the River Arun, and the surrounding meadows, woodland and agriculture contribute to its special landscape character. Visitors approaching the town are greeted by dramatic views of the castle and cathedral which are positioned on the hillside. From within the town there are views across the river flood plain and towards the coast.

Norfolk for over 850 years. It was extensively rebuilt between 1890-1903. For many centuries the town was a busy port due to its position on the River Arun and proximity to the sea. Arundel was badly damaged during the Civil War but then recovered and grew extensively in the 19th century when it began to flourish as a small market town. Today it has made its name as a tourist destination.

Culture plays a significant role with an annual arts festival, strong music, drama and visual artists presence in the town.

Visitors comprise friends, family, weekenders, 'cosmopolitans', older people (particularly in coach trips for the castle), independent walkers, wedding parties, dog walkers, horse riders.

2.0 The Vision

2.1 Strategies & Background Documents

Arun District Council's Leisure and Cultural Strategy 2013-2028 highlights the importance of improving the quality of Arundel's streetscape: *'Although Arundel's historic townscape is attractive, the quality of the public realm between the buildings is poor, below the standard that should be expected of a World-standard heritage town. Vehicles dominate, there is too much tarmac and there are some ugly gap sites.'*
<https://www.arun.gov.uk/leisure-strategy>

Arundel Town Council is currently undertaking its 2018-2019 Neighbourhood Plan review. A number of documents provide useful background information in setting the scene for the long term vision for the town.
<https://www.arundelneighbourhoodplan.co.uk/documents>

The Arundel Neighbourhood Plan 2014 consultation revealed the public's top three concerns as dominance of vehicles, parking issues and ensuring the protection of natural

reputation as an important market town, cultural centre and creative hub with a sound local economic base. It is expected that the proposals will feed directly into the revised Neighbourhood Plan.

2.2 The Vision

Arundel Town Council's vision aspires to:

- i. Create a thriving and dynamic town centre
- ii. Become a vibrant visitor destination
- iii. Develop a combined effective and sustainable transport strategy
- iv. protect the natural environment
- v. Engage with young people
- vi. Deliver housing (and other policies) as per Neighbourhood Plan

The vision aims to ensure that:

- a. Arundel will provide an attractive environment for residents and a diverse mix of independent businesses which encourages people of all ages

c. Well designed signage and town information supports and welcomes the discovery of the whole town and its environs.

d. Car use is recognised as an essential mode of transport in this rural location. People arriving by car find it convenient to use car parks. Vehicle access for services, trade and people with particular mobility needs is simple and well managed.

e. New infrastructure and development are based on sustainable materials and renewable energy sources and conserve and complement the historic and natural characteristics of the town.

2.3 Current & Planned Investment

- Arundel Lido – Project LEAP
- Victoria Institute – Transformation in Progress
- Mill Farm Nursery Facility
- Gas works Site Residential Development

space/landscape. It also showed that walking was a common means of mobility within the town and walking in the local countryside was the most popular recreational activity.

The streetscape proposals will play an important role in addressing local concerns as well as seeking opportunities to enhance the town's assets and therefore strengthen Arundel's

to look first to the town to satisfy their needs, recreation, creativity and curiosity.

b. Where there is a focus of trade, recreation or other public facilities, street space clearly prioritises and encourages walking and cycling, with good connections and safe access to all parts of the town. Opportunities are provided for traffic-free settings for cafes, stalls and outdoor activities.

- Canada Gardens Improvement Project
- Mill Road Toilets
- 20 mph zones (likely to be complete by 2019/20)

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3.0 Scope

3.1 Project Aim & Overview

The consultant shall provide services in masterplanning, urban design and public realm design which respond to Arundel as both a renowned heritage town visitor destination and its need to serve the local community with residential, retail, employment and leisure facilities.

The consultant shall provide all the services detailed in Section 5 Consultant Services. The following design requirements, constraints and opportunities shall be considered by the consultant as part of this appointment.

3.2 Extent of Site

The boundary of the proposals area is the built up area boundary line. The concept masterplan will therefore encompass the whole town.

3.3 Design scheme requirements

Design proposals shall concentrate on four key themes, providing an appraisal of the current situation which leads to solutions that achieve the desired objectives:

- Vehicle management - review of traffic flows and parking, identify clear routes for pedestrians and cyclists, devise solutions to reduce vehicles within the town and improve connectivity.
- Business development – initiatives to attract new businesses and stimulate investment, propose appropriate locations. Consider structure of streetscape and gaps for business units.
- Public realm enhancement – illustrative proposals for enhancements to the primary shopping areas and greenspaces, relating to adjacent building function.
- Wayfinding information – hierarchy of information signage to assist navigation for pedestrians and cyclists, suggested locations and style reflective of town's character

Proposals shall be presented in 2 formats:

- i. A concept masterplan which draws together the key themes with strategic high level options for each.
- ii. Focussed designs for primary shopping areas in the town centre; High Street, Tarrant Street, Mill Road (setting of Arundel Castle) and also enhancements to greenspaces in the Canada Road area.

3.4 Constraints

- South Downs National Park
- Conservation Area
- Build on artistic community
- Lessons learned from other towns
- Protect and enhance greenspace and biodiversity

Appendix 1 contains the project site plans:

- Plan 1 shows the wider context of Arundel
- Plan 2 identifies the extent of the project area
- Plans 3 & 4 detail the site locations for focussed proposals of the primary shopping areas and residential greenspace

- Segregation of town by A27: separation of the main residential area
- Poor connectivity between the different parts of the town
- Narrow streets

3.5 Opportunities

- Links to South Downs National Park
- Maintain individual character and strengths
- Enhanced pedestrian experience

3.6 Funding

There is currently no substantial funding available to deliver streetscape improvements however a comprehensive, well considered masterplan has been shown to attract grant funding and stimulate investment elsewhere in the district of Arun.

4.0 Issues & Objectives

Key Themes	Issues	Objectives	Current Proposed Actions
Vehicle Management	<ul style="list-style-type: none"> • Dominance of streets by vehicles, very narrow pavements and wide carriageways. • Lack of obvious parking - vehicles often cruise streets seeking parking space (lack of obvious parking). • Peak time traffic congestion and rat running eg Maltravers Street to Queen Street, Jarvis Road to Torton Hill Road. • Car congestion and safety risks at 'school run' drop off. Approximately half of school pupils travel from outside Arundel. • Lack of cycling access across town. 	<ul style="list-style-type: none"> • Reduce dominance of vehicles and improve streetscape. • Identify traffic danger spots and measures to reduce risks, especially protecting pedestrians and cyclists e.g. Surrey Street, Mount Pleasant, post office junction, Ford Road. See ATC Transport and Access Strategy action list. • Introduce travel planning for business; deliveries and parking. • Review and plan revised traffic movement throughout the town to minimise unnecessary traffic and ensure vehicle access is 'to, not through'. Look at filtered permeability for walking and cycling where appropriate. • Parking strategy to ensure that visitors in cars are directed to car parks immediately on entering the town and discouraged from seeking street parking. (Addressing: reducing cruising street demand; car park practices; residents priority in parking in residential streets; meeting traders' delivery needs; communications to develop community confidence and revised parking schemes.) • Encourage walking and cycling by residents as primary transport mode. 	<p>(see <i>Transport and Access Strategy Action List</i>)</p> <ol style="list-style-type: none"> 1. Gateway treatments to highlight entrance to the town and moderate vehicle speed 2. Change traffic flows to reduce through traffic, minimise street traffic, optimise off-street car parking 3. Street treatment at Mill Road disused lavatories/museum/castle entrance area for shared space, reducing carriageway and moderating vehicle speed with opportunities for use at events. 4. Increased electric charging points 5. Support Safer Routes to School proposal with WSCC
Business Development	<ul style="list-style-type: none"> • Relatively high retail churn including 'hobby shops', lack of basic shops. • Difficulty in developing business engagement and participation. • Loss of banks and High St chemist. 	<ul style="list-style-type: none"> • Encourage innovative/creative/ sustainable business for changing, digital age • Engage businesses in events 	<ol style="list-style-type: none"> 1. Provision of workspace and, particularly, live/work units 2. Increased new creative and technical business opportunities

	<ul style="list-style-type: none"> • Arundel Castle, as a key attraction, and the town proper are not well linked. Many visitors and businesses are missing out. • Lack of engagement of younger people. • Restaurants, pubs, cafes are well used by residents, but town shops are seriously underused by local people, apart from the Co-op. • Shortage of nursery facilities. • Shortage of visitor accommodation • Patchy broadband 		<p>and raise profile as an attractive centre for this purpose</p> <ol style="list-style-type: none"> 3. Covered market square space in Tarrant Square 4. Bike hire/repair to serve active visitor and resident trade
Public Realm Enhancement	<ul style="list-style-type: none"> • Quality of public realm between buildings is poor and dominated by asphalt and vehicles. • Restricted opportunities for commercial activity especially outdoor eating. • No long term vision to enhance greenspace and biodiversity. • Shortage of affordable homes. • Flood risks – aim to achieve 1:75 	<ul style="list-style-type: none"> • Enhance streetscape to create attractive 'people' space for year round outdoor street activity, including use by bars and cafes and for events. • Streetscape improvements to High Street, particularly with a view to creating public space around the market cross (Ref. ADC Leisure & Cultural Strategy). • Streetscape improvements to Tarrant Street and initiatives to give it character and promote it as a destination street (Ref. ADC Leisure & Cultural Strategy). • Possible courtyard style development on central car park (Ref. ADC Leisure & Cultural Strategy). • Identify options for improved market space (currently fragmented between riverside, High Street square, Tarrant St). • Improve greenspaces to provide space for leisure and wellbeing. • Optimise leisure, culture and wellbeing activities – Lido, Victoria Institute, sports, recreation 	<ol style="list-style-type: none"> 1. Arundel as a walking/cycling base for visitors to the south downs and Littlehampton coast 2. Improve and increase community seating areas/green spaces 3. Encourage use of the river
Wayfinding Information	<ul style="list-style-type: none"> • Inconsistent and inadequate signage 	<ul style="list-style-type: none"> • Signage encouraging exploration and facilitating access to facilities: walking and cycling routes throughout and beyond the town (especially SDNP) and to generally appreciate the street environment; vehicle routes guided to car parks. 	<ol style="list-style-type: none"> 1. Update finger post signs

5.0 Consultant Services

5.1 Consultant Appointment

The consultant shall provide services in accordance with the Landscape Consultant Appointment.

The consultant shall provide Services to Plan of Work Stage 2 Concept Design.

5.2 Outputs

By the end of June 2018:

- i. Site appraisal and report/meet with stakeholders.
- ii. Concept masterplan for the whole project area which illustrates the relationship between the key themes and identifies strategic options for each theme.
- iii. Outline focussed plans for primary shopping areas and greenspaces showing options for spatial arrangement, sketch/photographic illustrations and suggested materials.
- iv. Produce presentation material for the stakeholder consultation as a series of A1 size panels for display at Arundel Town Hall.

An electronic version of the presentation to be displayed on Arundel Town Council's website. Consideration to be given to the level of detail included, to ensure ease of viewing on a screen.

After stakeholder consultation (date ?):

- v. Amendments to the proposals following stakeholder consultation.

vi. Produce cost plan estimates, to enable funding sources to be explored, for the delivery of:

- Public realm enhancements
- Wayfinding information

5.3 Meetings

Attend meetings with the Client in Arundel to discuss progress and present design ideas. The following should be allowed for (in addition to attendance at the consultation):

- i. Inception meeting
- ii. Discuss initial thoughts following site research
- iii. To present and discuss concept masterplan proposals
- iv. To present and discuss detail key proposals
- v. To review consultation results

5.4 Stakeholders

- Arundel Town Council
- Arun District Council
- West Sussex County Council
- Chamber of Commerce
- Arundel Community Partnership
- The Stakeholder Group
- Neighbourhood Plan Steering Group
- Norfolk Estate
- Angmering Park Estate
- Schools
- Churches

The Neighbourhood Plan Steering Group has been divided into 3 focus groups which reflect the different character areas of the town:

- Older
- Riverside/Fitzalan Road
- West

Identify any fees/expenses which would not form part of your quotation.

6.0 Information & Instructions for Tenderers

6.1 The Employer (The Client)

- 6.1.1. The Employer is ARUNDEL TOWN COUNCIL (hereinafter called The Council) and is located at The Town Hall, Maltravers Street, Arundel, West Sussex BN18 9AP. The Council's representative for the project shall be the Town Clerk - Telephone: 01903 881564 Email: townclerk@arundeltowncouncil.gov.uk

6.2 The Work

- 6.2.1 The Council is seeking concept masterplan proposals for the town and key proposals focussing on primary shopping areas and greenspaces.
- 6.2.2 **The budget for the project is # and the Council will only accept bids up to this value.** Given the details set out in the specification tenderers are to offer a scheme that provides good value for money whilst potentially providing the most satisfying experience for users.

6.3 The Basis of the Tenders

- 6.3.1 Fixed price, lump sum tenders are being invited on an open tender basis, meaning a single stage tender exercise will be undertaken.
- 6.3.2 Tenderers are requested to keep tenders valid and open for acceptance until 90 days after the tender closing date.
- 6.3.3 The Council does not bind itself to accept the lowest of any tender that is received not to reimburse any person for costs and expenses relating to the preparation or submission of a Consultant's questionnaire or tender.
- 6.3.4 All works shall be carried out in accordance with the Landscape Consultant Appointment as set out in Section 5 of this tender.

6.4 Tender Queries

- 6.4.1 Tenderers should seek to clarify any points of doubt or difficulty with the Council before submitting a tender and if possible no later than 7 days prior to the date of submission of tender via written questions to the Town Clerk.
- 6.4.2 Responses to tender queries will be communicated to all tenderers.

6.5 Commencement Date and Contract Period

- 6.5.1 The contract will start in May 2018 and must be completed by the **end of June** 2018.

6.6 Tendering Procedure

- 6.6.1 Tenders for the execution of the works must be made on the tender form included with the tender documents, and the tender form must be signed by the tenderer and submitted with the following information, all of which must be properly completed.
- a) **Appendix 2 - Company, Health & Safety and Safeguarding Questionnaires**
 - b) Appendix 3 - Quality questionnaire, Pricing Schedule and Form of Offer

c) Programme of works

6.6.2 Value Added Tax must not be included in the Tender Prices and Rates.

6.6.3 Fees shall be inclusive of all travel and subsistence. Fees shall be deemed to be inclusive of the cost of providing all drawings and documents which the Tenderer is required to produce in connection with the appointment. Fees shall be inclusive of all administrative costs connected with the appointment.

6.6.4 Fees shall remain firm for the whole period of the appointment.

6.7 Tender Deadlines

6.7.1 Tenders must be completed and submitted back onto the portal by 12.00pm Tuesday 1st May 2018. Tenders received after the specified time will not be considered by the Council. All tender clarification questions or requests for extensions of time must be asked by noon on Tuesday 24th April 2018.

6.7.2 Tenderers will be deemed to have fully acquainted themselves with the extent and nature of the Services before submitting a tender. A visit to the project site would be expected prior to the submission of a tender.

6.8 Proposed Tendering Timetable

6.8.1 The Council will endeavour to adhere to the following timetable but will not incur any liability whatsoever for any variations that become necessary:-

12:00 noon Tuesday 1 st May 2018	- Closing time and date for receipt of tenders
w/c 7 th May 2018	- Preferred bidder clarification meeting
10 th May 2018	- Full Council Meeting to approve consultant appointment
11 th May 2018 onwards	- Notify successful and unsuccessful tenderers
14 th May 2018	- Start of Contract.

6.9 Rights And Duties Reserved

6.9.1 Copyright in the Contract and Tender documents provided are reserved to the Council. All plans, sketches, photographs etc. and other materials produced by the Consultant as part of the quotation submission and during the period of the appointment may be used by the Council on payment of the fees for Consultant Services, as it wishes for the purpose of the scheme for marketing and promotion of the town and area.

6.10 Legal Fees

6.10.1 Each party shall bear their own legal and other fees in relation to the preparation and submission of the tender documents and any formal Contract documents arising therefrom.

6.11 Canvassing

6.11.1 Any Tenderer who directly or indirectly canvasses any Contractor, officer or employee of the Council concerning the award of the Contract for the provision of services or who directly or indirectly obtains or attempts to obtain information from any such Contractor or officer concerning any other tender or proposed tender for the Services shall be disqualified.

6.12 Confidentiality of Tender Information and Documents

6.12.1 All information supplied by the Council or in connection with these tender documents shall be regarded as confidential to the Council.

6.12.2 The Tender documentation is and shall remain the property of the Council and must be returned on demand.

6.13 Collusive Tendering

6.13.1 Any tenderer who:

- a. Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
- b. Communicates to any person other than the Council the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- c. Enters into any agreement or arrangement with any other person that such other person shall refrain from tendering or as to the amount of any Tender to be submitted; or
- d. Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing to having caused to be done in relation to any other Tender or proposed Tender for the Services any act or omission; shall (without prejudice to any other civil remedies available to the Council) be disqualified.

6.14 Tender Evaluation

6.14.1 The Contract will be awarded on the basis of the most economically advantageous tender. The Council will have regard to the management and other data provided by the Tenderer as well as the financial data in evaluating the bids. The Council reserves the right to award all or part of the contract to the tenderer at its discretion.

6.14.2 The Council has already determined its financial and technical criteria for evaluating Tenders. Tenderers will be required to demonstrate that they are technically competent and able to meet the specifications as well as offering a financially attractive package to the Council. The technical evaluation will be a significant part of the evaluation process.

6.14.3 The criteria to be taken into account and the weighting given in awarding the contract are made clear for each question in the response section.

6.14.4 The outcome of the Tender will be decided on the Most Economically Advantageous Tender (MEAT) using the following weighting per response.

- a) Price of the tender = 30%
- b) Quality, Products & Service = 70%

Financial checks will be undertaken to assess the potential sustainability of the tenderer and each evaluation will be considered on an individual basis. The Health and Safety questionnaire is a Pass/Fail and scoring section though additional items may be requested by the Council before a final decision is made for this section.

6.14.5 It is the responsibility of the Tenderer to check that all unit rates and other information entered in the price template is accurate. If any errors in the unit rates, or in the totals on each page are detected, they will be corrected by extending each unit rate by the quantity to which it applies. Any item for which no unit rate or alternative is entered in the appropriate column will be treated as if it is free of charge. If arithmetical mistakes are found after the contract is awarded, these will not be taken into account. The figure agreed at the time of contract will prevail.

6.14.6 Some sections/questions have a Pass / Fail criteria, while others will be scored using the following criteria:

Rating of Response		Score
Excellent	Response meets and exceeds criteria. A full and comprehensive response to the question that completely satisfies the project requirements with no hesitation or doubt.	9 - 10
Good	Response meets the requirements of the project in a comprehensive manner. Requested details provided in full, but not quite perfect.	7 - 8
Satisfactory	Response meets the criteria in most aspects but fails in some.	5 - 6
Unsatisfactory	Response fails to meet the criteria in most aspects, meets in some. Doubts expressed on several aspects of the detail.	3 - 4
Poor	Response significantly fails to meet the criteria.	1 - 2
Not to be considered	Response completely fails to meet the criteria.	0

6.15 Quality Assurance

6.15.1 It is the Council's policy to control its service delivery by maintaining quality procedures.

6.16 Performance Bond

No performance bond will be required.

6.17 The Equalities Act 2010

6.17.1 The Act imposes particular duties on local authorities to promote respect for every individual and recognition that no employee, potential employee or service user will be unfairly discriminated against irrespective of their race, religion or belief, marriage and civil partnership, gender assignment, sex, sexual orientation, disability and age. All tenderers should be aware of these provisions.

6.18 The Freedom of Information Act 2000

6.18.1 The provisions of this act came into effect on 1st January 2005. The act provides that subject to certain exemptions information is usually made available to an enquirer. That information may include certain details concerning this contract. In the event that the Council receives a request for information concerning this contract, the Council will, normally seek the successful tenderers views on the release of the information before responding.

6.19 The Children's Act 2004 & The Care Act 2014

6.19.1 The Children Act 2004 creates a duty on local authorities to Safeguard and promote the welfare of children. The introduction of the Care Act 2014 now puts Adult Safeguarding on an equal statutory footing with that of Children & Young People and Arun District Council is committed to applying the principles of Safeguarding Children and Young People to Adults at Risk. Tenderers are expected to have in place their own arrangements for Safeguarding Children, Young People and Adults at Risk. This includes a Safeguarding policy and procedure, recruitment, selection and vetting procedures, training and safe working practices.

6.20 Local Government Ombudsman

6.20.1 The Commission for Local Administration in England (the Local Government Ombudsman) investigates complaints by the public about alleged maladministration by Local Authorities e.g. unreasonable delays, bias or failure to follow proper procedures. In cases where the maladministration has caused injustice, the Commission may recommend the Local Authority to pay compensation to the complainant.

6.20.2 The Commission has reminded Local Authorities that the Commission is entitled to investigate not only the actions of Local Authorities but also those of Contractors performing works or services for the Local Authority.

The Commission suggests that potential Contractors be informed of the following:

- The Contractor could be subject to investigation by the Ombudsman if a complaint was made about their action when undertaking work on behalf of the Employer, being a Local Authority.
- The Ombudsman would expect the Contractor to co-operate in any investigation in exactly the same way as Local Authorities do. If however there were to be any difficulty the Ombudsman has the same powers as the High Court to compel witnesses to attend for interview and to require the production of documents.
- Local Authorities could include in contracts a provision to enable the Authority to recover from the Contractor any payments made by the Authority to a complainant following a finding of maladministration which caused injustice. The provision would also need to cover payments made under the terms of an early settlement of a complaint made to the Ombudsman without a formal investigation and report.

6.21 Our Purchasing Commitments

6.21.1 Working in partnership

We will seek out organisations that share our commitment to sound environmental performance and improvement. Where applicable, we will offer assistance to our suppliers in raising their environmental awareness. We will develop partnerships with our suppliers and Contractors and work together to minimise the environmental and social impacts of our supply chain.

Sustainability requirements will be considered and where appropriate will be specified in initial tender documentation for both suppliers and Contractors, to ensure suppliers and Contractors are aware of our environmental and social criteria at an early stage in the tender process.

Small firms, voluntary and community organisations, social enterprises and ethnic minority businesses are considered members of our supply chain as they play an important role in the local economy and contribute to social cohesion.

6.21.2 Environmental impact

Our sustainability objective is to ensure a continuous improvement in procurement decisions measured against delivering sustainable and ethical trading. More specifically, we seek to avoid adverse social and environmental impact in the supply-chain, the reduction of environmental impact from service operations and the purchase of products that meet recognised environmental standards.

Where practicable, we will purchase goods that have a minimal impact upon the environment, both local and global. Factors taken into consideration will include sustainability of resource production, transportation, full life energy/raw material consumption and waste production and percentage recycled content.

Wherever possible we will consume and purchase less by identifying and eradicating, wasteful practices within our own operation and those operations where we have influence.

We will re-cycle goods at the end of their life where this is possible and where it is not possible we will ensure disposal in the most environmentally sound manner.

We will purchase products and services that meet minimum environmental standards.

6.21.3 Procurement process

We will use our purchasing power, where practicable, to influence and encourage suppliers in order to create a more reliable market for environmental and ethically produced products and services.

Environmental and social factors shall be considered in the purchasing process. Specifically this includes considering what the product is made from, the product durability, where it is made and by whom, the efficiency of the product during use and the processes involved in its production and distribution, what the disposal requirements are and if it can be reused or recycled.

We will add sustainability into the procurement cycle: identifying needs; appraising options; design and specification; supplier selection; tender evaluation; contract management and supplier development.

6.21.4 Ethical Procurement Standard

Our ethical objective is to ensure that people in the supply-chain are treated with respect and have rights with regard to employment including the rights to freely choose employment, freedom of association, payment of a living wage, working hours that comply with national laws, equal opportunities, recognised employment relationship, freedom from intimidation and a safe and healthy working environment.

The Employer expects its Contractors to comply with legal requirements relating to ethical procurement.

6.21.5 Regulatory compliance

Suppliers shall comply with all national and other applicable law and regulations. Where the national law and any Standards are in conflict, the highest standards consistent with national law should be applied.

Where the provisions of law and any Standards are not in conflict but address the same subject, the provision, which affords the greatest protection to people and the environment, should be applied.

6.21.6 Employment

There is no forced, bonded or involuntary prison labour.

All employees without distinction have the right to join or form trade unions of their own choosing and, where a significant proportion of the workforce agree, to bargain collectively.

Employees' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

6.21.7 Right to a living wage

Wages paid for a standard working week meet or exceed national (or, where applicable, local) legal standards.

In any event, wages should not be paid in kind and should be enough to meet basic needs.

All workers should be provided with written and comprehensible information about their employment conditions in respect to wages before they enter employment and the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure should not be permitted. Deductions from wages not provided for by national law should only be permitted with the expressed permission (without duress) of the worker concerned. All disciplinary measures should be recorded.

6.21.8 Avoidance of excessive working hours

Standard working hours must comply with national laws and national benchmark industry standards; whichever affords greater protection to the employee.

All employees should not on a regular basis be required to work in excess of 48 hours per week and should be provided with at least one day off for every 7-day period on average. Overtime requested by the employer must be voluntary and must not be requested on a regular basis.

6.21.9 No discrimination

A policy of equality for all should be in place and there should be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, religious beliefs, union membership or political affiliation.

6.21.10 Provision of regular employment

To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship should not be avoided. Examples include the abuse of labour-only contracting, sub-contracting, or home-working arrangements, through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, or the excessive use of fixed-term contracts of employment.

6.21.11 No harsh or inhumane treatment

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse of other forms of intimidation shall be prohibited.

6.21.12 Safe and Healthy Working Conditions

We expect our Contractors:

To provide a safe and healthy working environment bearing in mind international standards, the prevailing knowledge of the industry and of any specific hazards.

To take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working practice and environment.

Provide workers with suitable and sufficient health and safety training, in order that they fully understand the hazards associated with the work activity and environment and the correct practices required to minimise the risks.

Provide suitable and adequate welfare facilities including toilet facilities, drinking water and food storage where required. Accommodation, where provided, shall be clean, safe and meet the needs of the workers.

To assign responsibility for health and safety to a senior management representative.

6.21.13 Safeguarding of Children, Young People and Adults at Risk

The Employer expects suppliers to comply with all relevant legislation in relation to Safeguarding Children, Young People and Adults at Risk.

The role of procurement is to ensure that suppliers have the relevant policies and procedures in place prior to awarding a contract to them and to monitor the third parties' compliance with the legal requirements throughout the course of the contract.

6.22 Adjudication

All disputes arising out of the contract shall be submitted to an arbitrator to be mutually agreed upon by the consultant and the council, the decision of such arbitrator to be final and binding on all parties. Should the parties fail to agree the appointment of an arbitrator within 14 days, at the request of either party, the president or vice-president of the chartered institute of arbitrators will appoint a person to arbitrate, in accordance with the arbitration act 1996 or any statutory modification or re-enactment of it for the time being in force.

6.23 Insurance particulars

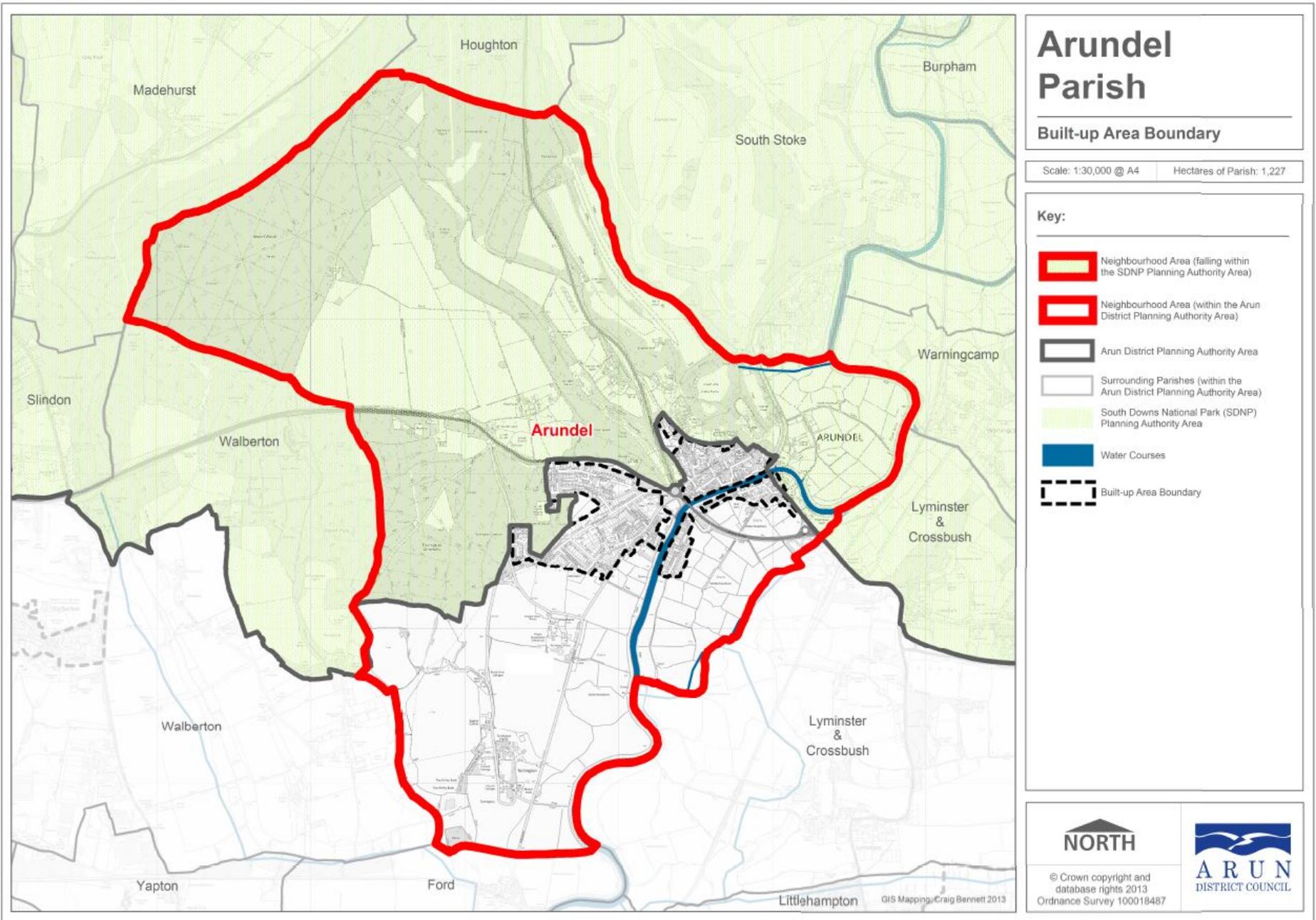
Employers Liability Insurance cover required. For each and every claim a sum not less than:
£10,000,000 (ten million pounds)

Public Liability Insurance cover required. For each and every claim a sum not less than:
£5,000,000 (five million pounds)

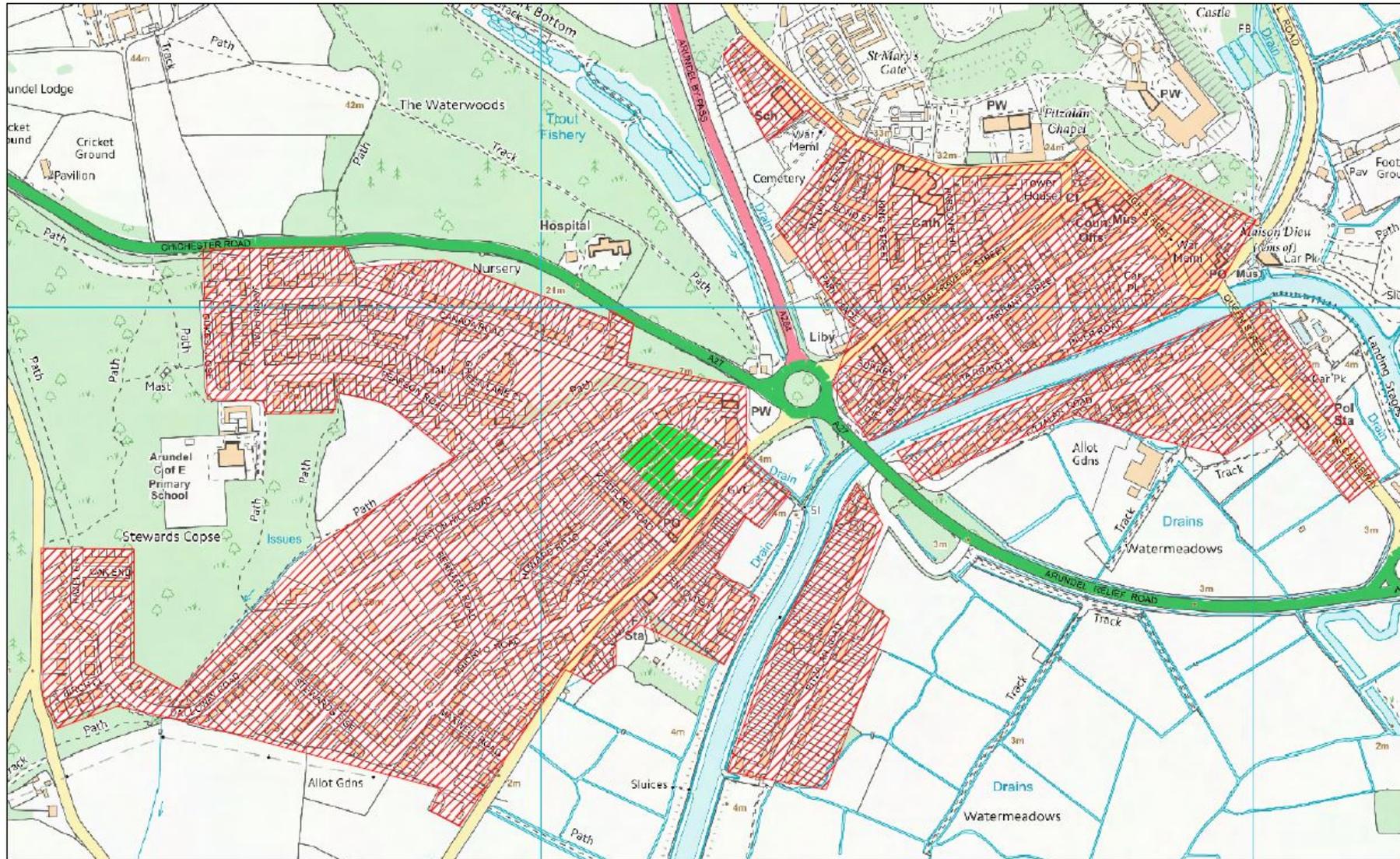
Professional Indemnity Insurance cover required. For each and every claim a sum not less than:
£1,000,000 (one million pounds)

The Consultant will be required to provide copies of current insurance certificates on appointment. The Consultant shall ensure that all Sub-Consultants are covered to the above levels and provide copies of certificates to the Council on appointment.

Appendix 1 Project Site Plans



Plan 2 – Extent of Project Area (Built-up Area Boundary)



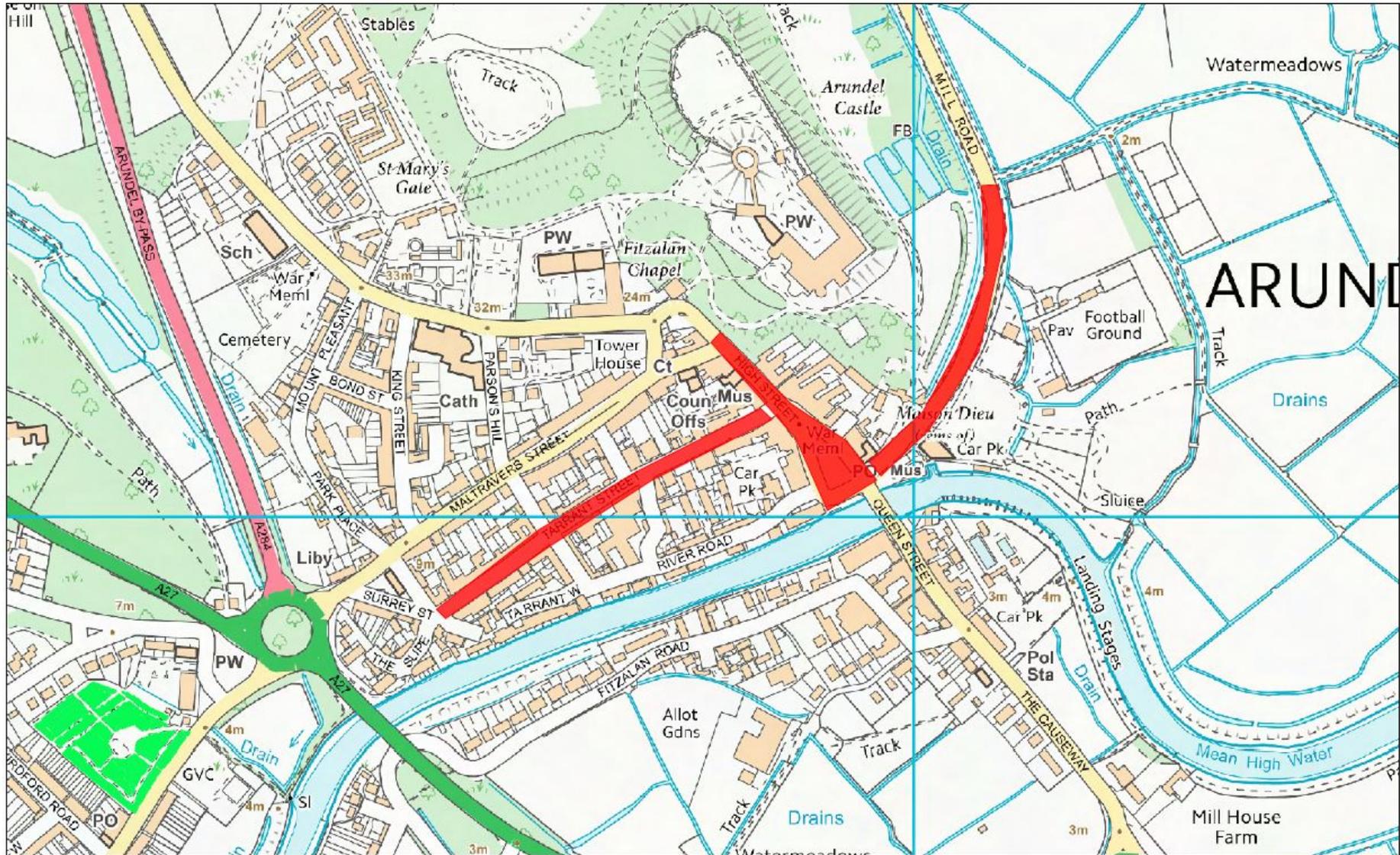
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SECTION A Financial

Consultants <u>must</u> satisfy the Council's Financial criteria			
1.1	What was your turnover in the last two years (if this applies)		
	<table border="1"> <tr> <td>£: _____ for year ended _____</td> <td>£: _____ for year ended _____</td> </tr> </table>	£: _____ for year ended _____	£: _____ for year ended _____
£: _____ for year ended _____	£: _____ for year ended _____		
If this does not apply, what year did you commence business? _____			
1.2	<table border="1"> <tr> <td>Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? Yes = Pass No = Fail</td> <td>Yes / No</td> </tr> </table>	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? Yes = Pass No = Fail	Yes / No
Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? Yes = Pass No = Fail	Yes / No		
1.3	If "No" what were the reasons, and what has been done to put things right?		
	Pass/Fail based on narrative		
1.4	<table border="1"> <tr> <td>Has your organisation met all its obligations to pay its creditors and staff during the past year? Yes = Pass No = Fail</td> <td>Yes / No</td> </tr> </table>	Has your organisation met all its obligations to pay its creditors and staff during the past year? Yes = Pass No = Fail	Yes / No
Has your organisation met all its obligations to pay its creditors and staff during the past year? Yes = Pass No = Fail	Yes / No		
1.5	If "No" please explain why not:		
	Pass/Fail based on narrative		
1.6	Please provide a copy of your most recent audited accounts (for the last two years if this applies).		
	Provided = Pass Not Provided = Fail		

SECTION B Insurance

The Contract will only be awarded if the following minimum insurance levels are provided: Employers Liability Insurance cover £10,000,000 (ten million pounds) Public Liability Insurance cover £5,000,000 (five million pounds) Professional Indemnity Insurance cover £1,000,000 (one million pounds) Pass = has or is willing to provide the required insurance cover. Fail = does not have and is not willing to provide the required insurance cover.		
1.1	Confirmation that organisation currently has or is willing to provide minimum level of insurance cover.	Yes / No

SECTION C Health and Safety

Consultants <u>must</u> satisfy the Council's Health and Safety criteria		
1.1	Please provide a copy of your organisation's Health and Safety policy document, including risk assessment procedures. Provided = Pass Not Provided = Fail	

Appendix 3 Quality Questionnaire, Pricing Schedule and Form of Offer

Quality Questions

1	Key Project Personnel and Resources (10% of 70%)
a	What are the qualifications and experience of the proposed team members?
	Answer/Attachment:
b	Identify your proposed commitment to the project in terms of staff resources and number of days/hours, together with a programme for delivery showing key milestones.
	Answer/Attachment:
2	Project Execution (40% of 70%)
a	Outline your understanding of the project brief.
	Answer/Attachment:
b	Describe your methodology and approach to the project which will make the most of Arundel's quality while addressing the challenges identified. Your response shall include particular reference to working on urban masterplan and public realm projects.
	Answer/Attachment:

c	How do you ensure delivery of the project is to time, cost and quality and that risks are identified and managed?
	Answer/Attachment:
d	How will you engage with local people and stakeholders to generate local ideas for inclusion within the scheme?
	Answer/Attachment:
3	Previous Experience and Case Studies (20% of 70%)
a	Give examples of how your firm has applied creative and sensitive design principles in a historical urban context which overcome infrastructure challenges and respond to modern social trends, through the provision of distinctive public spaces.
	Answer/Attachment:
b	Provide <u>up to three</u> project profile sheets illustrating examples of high quality design by your company which demonstrate skills in masterplanning and outline design for public realm schemes and your ability to prepare material for stakeholder consultation. Include <u>before and after</u> photographs.
	Answer/Attachment:
c	What aspects of your firm and service differentiate you from other consultants in this field?
	Answer/Attachment:

Pricing Schedule

Fee Proposal

1.0 Design Proposals - Outputs		FEE (Inclusive of expenses & disbursements, exclusive of VAT)	
1.1	Site appraisal and report / including stakeholder meeting(s)	£	Total for Design Proposals £
1.2	Concept masterplan	£	
1.3	Outline plans for primary shopping areas and greenspaces	£	
1.4	Presentation materials for stakeholder consultation	£	
1.5	Amendments following stakeholder consultation	£	
1.6	Cost plan estimates		
2.0 Meetings During Appointment			
2.1	Attend Inception meeting	£	Total for 'Meetings' £
2.2	Attend meeting to discuss initial thoughts following site research	£	
2.3	To present and discuss concept masterplan proposals	£	
2.4	Attend meeting to present and discuss outline key proposals	£	
2.5	Attend meeting to review consultation results	£	
TOTAL FEES Fee total must be inserted here:		£	£

All quotation submissions will be evaluated in accordance with the following criteria:

Price Submission (30% Weighting)

The Fee Proposal in Section D will provide the total figure for price. Time Charge Rates will be evaluated separately. Scores will be calculated by awarding 100% marks to the lowest price and then for every percent above the lowest price, a percentage point will be deducted e.g.

If the lowest price is £300 the consultant will be awarded 100% points.

If the next price is £330 (10% more expensive), the consultant will be awarded 90% points.

If £360 (20% more expensive) the consultant will be awarded 80% points and so on.

Quality Proposal (70% Weighting)

Time Charge Rates

Rates given are assumed to be a professional from the practice.

	TIME CHARGE		
	£ Per Hour	£ Per Day	£ Per Week
Director			
Landscape Architect			
Architect			
Engineer			
Other (Please list):			
Other (Please list):			

Form of Quotation Offer

Consultant Appointment: Streetscape Improvements, Arundel

To: Arundel Town Council

1. We refer to the Council's letter inviting us to submit an offer to provide the Services identified in the Quotation Documents.
2. We confirm that we are prepared to provide the Services in accordance with the said documents herein referred to and for the fees detailed on the Price Submission Tables.
3. We undertake to complete and deliver the Services comprised in the Contract within the time(s) stated.
4. Unless and until the formal Agreement is prepared and executed, this Quote, together with your written acceptance thereof, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quote you may receive.
5. We agree that we will not disclose to any person other than the person to whom this Offer is addressed the amount or approximate amount of our Offer except where such disclosure is necessary to obtain insurance premium quotations required for the preparation of the Offer.

Signed:.....

Name (in capital letters).....

On behalf of:.....

Position:.....

Address:
.....
.....

Date:

Non-Collusive Tendering Declaration

We certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

1. Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
2. Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
3. Offering or paying or giving or agreeing to pay or give any sum of money 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 tender or proposed tender for the said work any act or thing of the sort described below.

In this Certificate, the word "person" includes any person and anybody or Association, corporate or non-corporate; and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Signed:.....

Name (in capital letters):

On behalf of:.....

