



High Peak Borough Council and Staffordshire Moorlands District Council (*working as a Strategic Alliance*)

Contracting Authority:
High Peak Borough Council
Regeneration Service

P3683

Consultancy services to prepare:

**Design guidance for improvements to
properties along Fairfield Road, Buxton**

**Project Brief and
Specification of Requirements**

Issued date: 01 June 2018

Closing date: 22 June 2018 (12:00 noon)

1. Background

- 1.1 Buxton's town centre has been the subject of a heritage-led regeneration programme for the last two decades and is shortly to reach a key milestone with the completion of the Crescent and Thermal Spa project in 2019. Whilst this regeneration programme has already transformed Buxton's overall prosperity and vibrancy, the completion of the Crescent project is anticipated to make a step change towards realising the strategic planning vision for Buxton to become *England's Leading Spa Town*. In parallel with this, the Council is making every effort to deliver a number of key housing and employment sites on the northern edge of Buxton at Fairfield. If the development of these sites can be realised, it is hoped that a significant investment can be made in the infrastructure and facilities on offer in the Fairfield community.
- 1.2 The Council is now introducing a Gateway Improvements Programme which will, over time, bring together a whole range of regeneration initiatives aimed at improving facilities for the immediate local communities affected whilst also improving the appearance of the key strategic routes into Buxton and Glossop. The programme will recognise two Gateway Zones – the A6 entrance to Buxton including Fairfield Road, Station Road and Bakewell Road and the A57 western entrance to Glossop at Dinting Vale. This brief concerns an initiative relating the Gateway Zone into Buxton.
- 1.3 Notwithstanding the improvements to Buxton's town centre, one of the key routes into it along the A6 from Stockport via Fairfield Road presents a poor image largely due to the condition of a number of the properties along its west side. These properties, which are a mix of houses in multiple occupation, flats and single family homes suffer from a lack of external repairs, inappropriate alterations and untidy forecourt gardens. Whereas Council grants have been made to a number of properties (Landlord Accreditation Grants) these have been focused on improving the standard of accommodation available rather than the overall appearance of the property and are restricted to rented rather than owner occupied, properties.

2 The project - aim and scope of works

- 2.1 The project aims to promote a small number of exemplary schemes to improve the visual appearance of the front elevations of the properties. To do this, consultants are being asked to prepare some detailed, but generic, design advice that can be used to both inspire property owners to come forward with a view to possible grant aid and to advise architects, surveyors and building contractors in designing and undertaking the works.
- 2.2 All of the properties within the study area (see 3 below) date from the mid- to late-nineteenth century. They were constructed as a mixture of lodging houses and family homes. Fairfield Road presented a pleasant and relatively uniform appearance on a key entrance route to Buxton which can be seen from the archive photos available online. Unfortunately, the buildings have been subsequently poorly repaired and altered so that the sense of uniformity has been lost.
- 2.3 Consultants are required to:
 - (a) Prepare design guidance consisting of text and drawings to an appropriate scale that can be used by the Council to promote suitable improvement schemes either self-funded by the property owner or via some of the costs being offset through grant aid.
 - (b) Prepare some budget costings for the works so as to inform the Council in establishing the potential levels of grant aid.
- 2.4 In preparing the guidance, the following considerations would apply:
 - (a) The design guidance will only need to apply to the properties included in the study area. The guidance should as generic as possible rather than being applicable to each individual property.

- (b) The drawings and accompanying text should provide sufficient detail to be given to contractors to work from and, where necessary, to be used to accompany an application for planning permission or grant aid
- (c) The proposed designs should be based on historic precedent. However, the properties are neither listed nor located within a conservation area. As such, the improvement scheme should include traditional repairs (eg painted timber windows and doors with cast iron rain water goods) should the owner be prepared to undertake these whilst also providing repairs using suitable alternative materials which may require less maintenance.
- (d) The guidance need only apply to the front elevation facing Fairfield Road
- (e) The guidance should address the front forecourt gardens and, in particular, include generic construction drawings for front boundary walls, again based on historic precedent, using coursed natural stone. Subject to agreement with the client, the design of the wall should, preferably, be generic across all of the properties. In practice, there may have to be variations from one property to the next.
- (f) The guidance should include ways of minimising the visual impact of refuse bins
- (g) The guidance should include a limited palette of recommended colours for the finished joinery

2.5 In preparing the budget costings:

- (a) The costings need only be simple estimates broken down by the type of repair eg cost of a new window, a new bay window, new rain water goods, etc
- (b) Following on from 2.4(c) above, the costings should allow for the materials used eg a figure for a new window traditionally designed and finished in paint and a second cost for the window using alternative materials
- (c) Insofar as it is possible to be generic, a cost per linear metre of the new front boundary wall.

3 The project – properties to be included

3.1 The project guidance should be prepared to apply to the following properties which are located on the west side of Fairfield Road:

12 Fairfield Road	28 Fairfield Road	52 Fairfield Road
14 “ “	30 “ “	54 “ “
16 “ “	42 “ “	56 “ “
18 “ “	44 “ “	58 “ “
20 “ “	46 “ “	60 “ “
22 “ “	48 “ “	62 “ “
24 “ “	50 “ “	64 “ “

3.2 On completion of the work, the aim is to set some funds aside in order to promote some exemplary schemes which will apply the design guidance on a small number of properties selected from the above list. This, in turn, may be extended to other properties from the list depending on the demand and the availability of funds.

3.3 A plan showing the extent of the study is attached as Appendix 1. A street-view survey of the properties is attached as Appendix 2.

4. Client for the work

4.1 The client for this work will be High Peak Borough Council, the client officers details will be provided to the successful bidder.

5. Information required

- 5.1 In addition to any basic information required under the Council's procurement requirements, and the quote (as required under Section 6 below and in the attached **Guidance Note and Instructions**, bidders are asked to submit the following:
- (a) A detailed submission setting out how it is intended to deliver the work set out under Section 2 of this brief including resource allocation, number of meetings, consultation, expenses and relevant exclusions. (20%)
 - (b) Details of any previous work which would be relevant to this commission including contact details of previous clients whom we may contact to seek any points of clarification (20%)
 - (c) Details (including summary CVs) of the personnel proposed to undertake this work making it clear what their particular role will be. Contractors will be expected to undertake that the personnel so identified will remain as part of the delivery team for the duration of the contract. (15%)
 - (d) An outline programme for undertaking the work identifying all tasks involved. This will be reviewed upon appointment. (5%)
 - (e) A full price submission for the required services (40%)

6. Terms and conditions of the appointment

General

- 6.1 The successful consultant will be appointed in accordance with the terms and conditions in the Consultant's Agreement attached a draft copy has been provided for your reference.
- 6.2 A fixed price quotation is invited to include an allowance for expenses. The agreed price will remain fixed for the period of the entire contract duration including extension periods. Once appointed, no increase in the fee will be agreed to unless the scope of the work is extended beyond that set out in this brief.
- 6.3 Consultants are reminded that if they choose to sub-contract any part of the work to a third party, they must ensure that the sub-contractors abide by the same conditions, and meet the minimum requirements. If you propose to sub contract any element of the work this must be detailed in the tender response. Responsibility for managing the sub-contracts and for the quality of all work carried out by the sub-contractor, rests with the consultant

Contact details and timescales

- 6.4 Any enquiries or clarifications about this quotation must be submitted via procurement at procurement@highpeak.gov.uk to ensure that there is an audit trail of all discussions/clarifications.
- 6.5 The aim is to start the contract as soon as possible after appointment.

Award of Contract

- 6.6 High Peak Borough Council will award the contract having assessed the quotation against the criteria set out in Section 7 below. It does not bind itself to accept the lowest or any bid given the importance that will be placed on the quality, relevant experience and credentials demonstrated by the bidder. Unless a bidder expressly states that a partial award will not be acceptable, then the right is reserved to accept a bid in part. Upon conclusion of the evaluation of responses, the

successful bidder will be issued with an 'Acceptance / Intention to Award' notification. Unsuccessful bidders will be advised of the outcome via the Procontract e-tender portal.

- 6.7 If additional services are required, the consultant will be required to commission and appoint any such services and include the costs within his/her own fee bid. Any commissions outside those priced as part of this tender will be subject to demonstration of best value.

Qualifications of Offer

- 6.8 Bidders who wish to propose any minor changes to the terms and conditions should submit their proposals in writing with their tender. The acceptability or otherwise of these will be at the discretion of High Peak Borough Council.
- 6.9 Whilst High Peak Borough Council is prepared to give consideration to any changes of a minor nature, it is not prepared to accept any material changes to the terms and conditions. For the avoidance of doubt, bidders should note that if any submissions are subject to a qualification which High Peak Borough Council, at its sole discretion, deems 'material' and unacceptable, their bid will be disqualified and deemed to be non-compliant. As a consequence no further consideration of their bid will be carried out.

Timescale for bid

- 6.10 The timescales for this exercise are detailed as follows, Please note that the schedule is for guidance and dates should be regarded as indicative at this stage.

Invitation to quote advertised	01 June 2018
Closing date	22 June 2018
Evaluation / Assessment including interviews	By 06 July 2018
Award Notifications	By 13 July 2018
Commencement	By 13 July 2018

7. Evaluating quotations

- 7.1 Quotations will be considered against the criteria below:

- Litigation (pass or fail)
- Contract termination (pass or fail)
- Insurance (pass or fail)
- Financial information (pass or fail)
- Price: (A clear breakdown of costs, including expenses and the hourly rates and time allocated for all personnel) (40% weighting)
- Technical / Quality / Experience: (A detailed proposal addressing the tasks listed in section 5 above)

8. Fees and Payment Arrangements

- 8.1 The Client will issue a purchase order for the services.
- 8.2 Payment of the fees will be made at pre-agreed stages upon completion to the satisfaction of the Council. All invoices submitted must include the relevant purchase order number. Compliant Invoices will be paid within 30 days of receipt in line with Government Regulations.
- 8.3 Payment will be made on satisfactory completion of each stage or a different period to be decided at appointment.

9. Experience and expertise

- 9.1 Relevant experience and expertise is established by the purpose and scope of works set out under Section 2. If requested, potential consultants must be able to supply an appropriate reference that can endorse the above abilities. The Council and partnership recognise that the works described require a range of specialist skills and expertise; collaborative bids are therefore encouraged.

10. Copyright and ownership

- 10.1 Copyright, and all rights in the nature of copyrights, in the material produced in the performance and during the currency of the contract, shall vest in High Peak Borough Council. Such material shall not be reproduced or disseminated by the consultants for any purpose without the written permission of the Council.
- 10.2 The project work, when completed, will be the property of High Peak Borough Council, which shall be under no contractual obligation to the company which has carried out the work and the Council will be free to pursue the recommendations in whole or in part as they think fit.

11. Appended information

- 11.1 The following information is appended to this brief:
- Appendix 1 – Location of properties
 - Appendix 2 – Street-view survey of the properties
 - Appendix 3 – Proposed Consultants Agreement

