

Invitation to Tender (ITT)



Fore Street Public Realm Project Saltash, Cornwall



December 2024

PREPARED BY:
SALTASH TOWN COUNCIL

Project funding for this scheme is from Cornwall Council:
Vitality Accelerator Funding, Town Delivery Funding and S106 funds.

Fore Street Public Realm Project, Saltash, Cornwall

Summary Instructions and ITT Timetable

 <p>Funded by CORNWALL COUNCIL <i>one and all · onen hag oll</i></p> <p>Funded by Cornwall Council: Vitality Accelerator Funding, Town Delivery Funding and S106.</p>	 <p>SALTASH Cornwall's 1st Place TOWN COUNCIL</p> <p>Saltash Town Council are the accountable body for this project.</p>
<p>Project Overview:</p> <p>Saltash Town Team through Saltash Town Council (STC) is inviting tenders for the design, supply and installation of street furniture to include planters and signage together with appropriate plants/trees to improve the visual impact of Fore Street and aid navigation around the town. Saltash Town Team is looking to issue a contract to one company to oversee this project; that company may sub-contract some of the deliverables, if necessary.</p>	
<p><u>Issue Date:</u></p> <p>Monday 23rd December 2024</p> <p><u>Closing Date:</u></p> <p>Friday 17th January 2025 (5pm)</p> <p><u>Notification of Result of Tender evaluation:</u></p> <p>By Monday 27th January 2025</p> <p><u>Contract Duration:</u></p> <p>Monday 3rd February 2025 to Wednesday 30th April 2025 (works committed and first invoice by 31st March 2025 to comply with funding)</p> <p><u>Site Visits if Required:</u> A member of Saltash Town Team can be available if required</p>	<p><u>Project Value:</u></p> <p>Maximum Budget: £60K plus VAT inclusive of all expenses.</p> <p><u>Clarification Questions:</u></p> <p>Questions of clarification – to be emailed to Mel Richardson (mrichardson6alv@gmail.com) by Tuesday 7th January 2025. All clarifications posted by Friday 10th January 2025.</p> <p>Applicants are advised that where such enquiries have been made, and it is appropriate to do so, clarification enquiries will be shared with a copy of the written reply through Contracts Finder, anonymity preserved.</p>
<p>Council Authorised Representative for Tender Enquiries:</p> <p>Mel Richardson – mrichardson6alv@gmail.com</p> <p>Postal Address for Saltash Town Council:</p> <p>Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX</p> <p>Email Address for Final Tender Submission:</p> <p>tenders@saltash.gov.uk using the wording 'Fore Street Public Realm Project' in the subject box</p>	

1 INTRODUCTION TO THE PROJECT

- 1.1 Saltash Town Council is inviting tenders from experienced companies with an excellent track record in designing public realm schemes within town centres who can coordinate all elements of the tender specification.
- 1.2 Bids are encouraged from companies who can design, supply and install a range of street furniture and planting providing creative and innovative solutions which fit with the visuals at **Appendix 1**.
- 1.3 The overall aim of the project is to revitalise Fore Street to increase dwell time, encourage spend in the town's businesses and create a more attractive street environment for the local community. This project has developed following the Saltash Community Open Space Feasibility Report, work undertaken during 2023 that explored the creation of a vibrant green realm in the retail heart of the town – see section 2.
- 1.4 Saltash Town Team, working with Saltash Town Council has been granted funding via Cornwall Council from a variety of sources. There is a maximum of £60K (exc. VAT) available to deliver the works as outlined within the project scope and specification.
- 1.5 Potential bidders are invited to put forward their innovative ideas with reference to the budget and the project visuals (**Appendix 1**) indicating the priorities that have been agreed by Saltash Town Team and Saltash Town Council with the support of landscape architects, The Urbanists.
- 1.6 This work will be overseen by Saltash Town Council who will be the accountable body for this project on behalf of Saltash Town Team who coordinate development activity within Saltash with the remit of improving the economic, social and environmental revitalisation of the town – making Saltash a better place to live, work, visit and enjoy.
- 1.7 A Sub-Group will steer this project with advice and support from The Urbanists and Mel Richardson Consultancy.

2 BACKGROUND – THE NEED FOR THIS PROJECT

- 2.1 Saltash is the largest town in South-East Cornwall with a population of circa 16,000. Saltash Town Council is a vital part of the community, representing local interests, making decisions on behalf of stakeholders, delivering services to meet local needs and ensuring the well-being of its residents.
- 2.2 Whilst many residents do support their local shops, the proximity to Plymouth providing employment for many Saltash residents does mean that the town needs to create a 'reason to visit'. An attractive town environment with the capacity to host events is seen as one measure that will support traders and contribute towards economic vitality.
- 2.3 Saltash is located at the 'Gateway to Cornwall', which is the town's strapline and could be incorporated into any public realm scheme. Saltash has a rich heritage and excellent transport links including the iconic Royal Albert Bridge, Brunel's masterpiece completed in 1859 and the town's most famous feature. The Bridge is visible from Fore Street.
- 2.4 The Saltash Neighbourhood Plan has the following vision together with a priority for protecting and improving community spaces:

'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects, with a reinvigorated Town Centre and waterfront, award winning new housing, a diverse economy, with an excellent quality of life and lifestyle for all ages.'

This project fits within the Plan's objective to *'regenerate the town centre especially Fore Street and manage the growth of 'out of town' shopping'* and the objective *'to create and support sustainable neighbourhoods'*

- 2.5 In 2023, Saltash Town Team commissioned consultants to undertake a comprehensive feasibility study to assess the viability of creating a green community open space within the town. That study, which included community and business consultation, prioritised Fore Street as optimal location to create such a space alongside other potential locations within Saltash. Whilst the current available funding streams do not permit the creation of a permanent 'open or event space' in Fore Street or other locations within the town, the overarching themes for that work have informed this project and should be noted as longer term aspirations - <https://sites.google.com/view/saltash-community-space/home>

Greening Fore Street was one of the key elements within the preferred proposal. The two most popular community ideas were increasing planting to emphasise the green realm in the town centre (80% support) and providing new street furniture (70% support).

- 2.6 During 2024, two further pieces of research were commissioned to progress the revitalisation of Fore Street:

- a) Traders were invited to give their feedback on an initial proposal to create 'parklets' within parking bays along Fore Street with the aim of enabling occasional markets to take place within the parklet structure and also for these areas to be used for seating. Whilst businesses were positive about the idea of 'greening' Saltash and the potential for more events to be held, there were some reservations about the withdrawal of free on-street parking spaces. 165 businesses were approached for their views.
- b) Cornwall Council Highways and their arms-length company, CORMAC were consulted on the parklet proposal to be situated within parking bays. Whilst their feedback did not prohibit the scheme proceeding, substantive safety issues were highlighted around the proposal given the width of the highway and pavements. Ultimately, the costs of implementing the scheme to address these concerns was prohibitive. As a result, Saltash Town Council and Saltash Town Team concluded that the safety concerns, coupled with the restrictions that the highway/pavement widths would place on the viability of the project and the associated costs, meant that this idea was not viable to progress.

- 2.7 However, the results of the Open Space Feasibility report, the recent research confirming the traders' appetite for 'greening' and installation of new street furniture including planters and signage/wayfinding is very relevant to this commission. Whilst funded separately to this project, potential bidders should bear in mind that the open area outside Superdrug and The Original Factory Shop, spilling across Belle Vue Road will be used to trial monthly markets on the third Saturday of each month from March to August 2025. This will establish the community's appetite to attend events in Saltash and the benefit of those markets to traders.

3 PROJECT SCOPE OF WORKS (SOW) AND SPECIFICATION

- 3.1 The *Scope of Works (SoW)* is to provide 'greening' and improved signage/wayfinding for a specific area of Fore Street in Saltash. Please refer to the *Priority Area Plan, Saltash Greening Opportunities* at **Appendix 1**. for further details.

- 3.2 A wider vision exercise provided a public realm 'toolkit' and a selection of these 'toolkits' have been shortlisted to be taken forward as part of this public realm Phase 1 pilot scheme and as shown in **Appendix 1**. The aim being that the toolkit items can be further extended across the town in the future and subject to a separate project and funding at a later stage.
- 3.3 Saltash Town Council and Saltash Town Team are looking for a company who can suggest appropriate products that fit with **Appendix 1**, supply the appropriate furniture, soil and plants and carry out the installation liaising with Cornwall Council's Highways team on any road closures required.
- 3.4 The Phase 1 / Pilot scheme SOW shall include but not be limited to the following items which will be subject to the Tenderers proposals:
- a) An allowance for a site meeting in Saltash, kick-off meeting on site and the opportunity to measure the key areas identified
 - b) Production of a project management plan / methodology and programme
 - c) Allowance for a mood board / palette of materials and products to assist the client / end user in making a decision on branding / colour and signage styles
 - d) Allowance for an outline design (RIBA 3 equivalent) showing the location of all items proposed, their size, specification, colour of each product
 - e) Special items: Allowance for exploration of 'Living pillars' – which will be subject to cost and practicality or alternative options to achieve a similar outcome
 - f) Allowance for a stakeholder presentation with at least three (3) meetings (virtual is acceptable) to present product ideas and seek agreement on a palette / suite of street furniture to be taken forward
 - g) Coordination of the various 'toolkit' items, including liaising with manufacturers / suppliers or otherwise
 - h) Signage/wayfinding – to complement existing black and gold finger post signs within Saltash. Signs should incorporate some Cornish language which was part of the funding application. The Tenderer / Contractor to put forward suitable options including options to incorporate signage and wayfinding with furniture or existing infrastructure
 - i) Incorporate Saltash's heritage into the proposals noting the strapline, 'Gateway to Cornwall'
 - j) Project management: Allowance for managing all required procurement aspects of the work including highway interface, applications for road traffic orders
 - k) Allowance for raising queries / identifying scope gaps / utility information to enable the works to happen
 - l) Confirmation of defects rectification periods, warranty, maintenance and management regimes for all aspects of the works
 - m) Innovative solutions are welcomed that meet the key priorities and provide maximum visual impact in return for the level of investment; maximum budget including all expenses for this first phase is £60K (exc. VAT)
 - n) Design and coordination of both hard landscape and soft landscape works including but not limited to soils, drainage, planting, street furniture, fixings
 - o) Acceptance of all relevant BS standards including but not limited to the following: BS 8545, 1377-2, 8300, 76005, EN 581
 - p) The contractor will be responsible for accurately measuring the site area, ensuring that all design proposals correctly fit the area available and carrying out any necessary ground investigations
 - q) The expectation is that installation works will take place during normal working hours, Monday to Friday, 08.30 to 17.00
 - r) Post installation, contractors will be expected to make good any damage incurred as a result of their works including the area around the equipment installation and location of any site equipment.

- s) Maintenance and Management – Beyond the defects period, the expectation is that the Town Council will be responsible for the long-term maintenance of the new assets. The Contractor will need to allow for a hand-over to the Town Team including warranties, design drawings, product brochures etc.
- t) Recommended products, systems, planters to be easily maintained by Saltash Town Council at minimal cost
- u) Products to be robust, vandal proof, durable and with substantive warranties – typically 10-20+ years depending on the material
- v) Scheme to create an attractive townscape with visual impact whilst maintaining good visibility from a safety aspect and access to all users including those with disabilities. Note: Saltash Town Council has an Equality and Diversity Policy and is committed towards enabling all visitors, regardless of ability, to enjoy the new environment
- w) The need to be environmentally friendly – bidders should highlight those products that are sustainable sourced or that provide other benefits e.g. lower levels of maintenance/watering etc Note: Saltash Town Council is committed to working towards net zero and has a Climate Change & Environmental Working Group
- x) Insurance – Contractors should hold appropriate insurance including Contractors’ All risks, Public and Product Liability of no less than £5 million, Employers Liability Insurance of no less than £5 million and professional indemnity insurance of circa £2m; cover will need to be evidenced by the successful contractor.
- y) Health and Safety – Contractors need to comply with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.
- z) Saltash Town Council is a Living Wage employer and encourages all their contractors to pay their staff fairly.

Outcomes:

This project is intended to start the process towards delivering the following:

- A ‘greener’ space within the public realm that will increase the town’s tree canopy cover, turning grey to green, proving seasonal interest, colour, vibrancy and attractiveness to help boost the local economy.
- Increased footfall and increased dwell time potentially boosting trader income
- Attractive townscape with enhanced signage improving the accessibility and viability of the town
- Showcasing Saltash as a vibrant town with dramatic vistas toward the waterside and highlighting the town’s strapline as ‘the gateway to Cornwall’

4 PROJECT TIMETABLE

- 4.1 Tenderers are invited to submit their own staged timetable as part of their submission, drawing on the indicative timetable set out below.
- 4.2 Whilst not mandatory, interested tenderers are welcome to visit Fore Street ahead of making their tender submission; arrangements can be made for a member of Saltash Town Team to be available for those interested.

Ref	Task/Milestone	Date (by 17.00 unless otherwise stated)
1	Tender advertised via Contracts Finder and Saltash Town Council website	Monday 23 rd December 2024

2	Final date for submission of clarifications to mrichardson6alv@gmail.com	Tuesday 7 th January 2025
3	Final date for response to clarifications published on Contracts Finder	Friday 10 th January 2025
4	Deadline to return the tender to Saltash Town Council by email to the specified address.	Friday 17 th January 2025 at 5pm
5	Evaluation of tenders by representatives from Saltash Town Council/Saltash Town Team	Scoring by Friday 24 th January 2025
6	Tenderers notified of the outcome	By Monday 27 th January 2025
7	Appointment made and contracts agreed and signed	By Friday 31 st January 2025
8	On Site Meeting in Saltash with successful contractor	TBA
9	Contract Commences	Monday 3 rd February 2025
10	Interim orders/activity/commitments made and first invoice to be paid to successful tenderer (due to funding deadlines)	By Monday 31 st March 2025
11	Works Completed – anticipated end date	Wednesday 30 th April 2025

It is envisaged that there will be regular progress meetings either on site or via teams to ensure that the project is on track and to iron out any issues.

5 WHAT TO INCLUDE IN YOUR TENDER SUBMISSION

a) Tender submissions should include the following:

- Response to the scope and specifications outlined in this ITT, i.e a Methodology of how the work will be completed including seeking client and statutory approvals. Max ten (10) pages of A4 – Word or PDF format for the response to tender. Case study information can be in an additional document.
- Risk Assessment outlining detailed arrangements for carrying out the works identifying any performance risks associated with this project and how you would approach their mitigation.
- Full timetable outlining key milestones from contract agreed to completion noting the indicative timetable in this ITT.
- Summary of the skills and experience of the people who will be working on the contract, including any sub-contractors. Clarification on who in your company will be the lead contact on this project.
- Up to three (3) examples of similar contracts or projects, their completion dates, any testimonials and reference contact details.
- Estimated annual maintenance costs of the equipment supplied to be incurred after the expiry of the warranty period.
- Outline of your company's approach to environmentally friendly practices and methods and use of supplies containing material from sustainable sources. Outline briefly how you have incorporated good environmental or 'green' practices in the work your company has carried out to date and what you might cover in terms of this project.
- Details of positive action your company has taken to demonstrate commitment to equality and diversity such as training and commitment in your workforce or

suppliers. Outline briefly how you have incorporated inclusivity and accessibility in the work your company has carried out to date.

b) **Quotation and Governance Form** - The completed quotation form and governance document signed – **Appendix 2**.

c) **Conflict of Interest** - a conflict of interest statement if applicable as per 9.8.

Please ensure that you email any sizeable documents using software such as Wetransfer. Saltash Town Council will be unable to open files larger than 20mb.

6 NOTES ON PRICE

6.1 Please note there is a maximum budget of £60K plus VAT for this work including all expenses – no further funds can be allocated. It will be up to tenderers to determine the allocation of funding to be applied to each element.

6.2 Payment will be made against an invoice linked to a purchase order at intervals to be agreed noting that the first invoice will need to be paid by 31st March 2025 to comply with funding terms and conditions and hence activity/commitment to expenditure on the project will need to be evidenced by the successful company. Please indicate if there is any preference with regard to further payment intervals. Payment will be made by BACs. Saltash Town Council reserve the right to retain 5% of funds until there has been a successful post installation inspection.

6.3 Costs should be entered into the Quotation and Governance Document (**Appendix 2**) and be valid for 60 days.

7 HOW TO SUBMIT

The **tender documentation** including the **quotation form** should be submitted by **email** no later than **Friday 17th January 2025 at 17.00** to tenders@saltash.gov.uk

Email to tenders@saltash.gov.uk putting 'Fore Street Public Realm Project' in the email subject box.

Tenderers are advised to request an acknowledgement of receipt to their email.

Saltash Town Council cannot consider any tenders that arrive after the tender deadline or do not meet the minimum supplier status.

8 FURTHER INFORMATION ABOUT THE PROCUREMENT PROCESS & DISCLAIMER

8.1 Saltash Town Council, as the accountable body for this project, is issuing the invitation to tender through Contracts Finder following an open procurement process for contracts of over £25,000 in line with Saltash Town Council's financial arrangements and to comply with the Public Contract Regulations 2015.

8.2 Saltash Town Council will not pay for any work or costs incurred as a result of the tender preparation.

- 8.3 Saltash Town Council, as the accountable body is not obliged to accept the lowest tender or indeed any tender. The issuing of this documentation does not commit Saltash Town Council to award any contract following this tender process.
- 8.4 Information supplied to the tenderers in this document or associated appendices, is supplied for general guidance to assist in preparing their tender response. It is incumbent on tenderers to satisfy themselves through their own research of the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use of information by tenderers.
- 8.5 Saltash Town Council reserve the right to vary or change all or any part of the procedures for the procurement process at any time or not to proceed with the proposed procurement. Cancellation of the procurement process will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process. No tenders will be considered if they arrive after the tender deadline.
- 8.6 The Bribery Act 2010 requires Public Bodies to ensure that they have procedures in place to prevent bribery by persons associated with them. As part of this responsibility all applicants should make themselves aware of the obligations set out at <http://www.justice.gov.uk/legislation/bribery>.
- 8.7 This is a Tender being conducted under the Public Contract Regulations 2015 following public sector procurement rules and Regulations. The applicant shall ensure that they are aware of their obligations and comply with all relevant legislation and regulatory matters, where applicable, plus the obligations placed on the Town Council. Particular reference should be taken to the following legislation:

Public Contracts Regulations

(2015); <https://www.legislation.gov.uk/uksi/2015/102/contents>

The Bribery Act (2010); <https://www.legislation.gov.uk/ukpga/2010/23/contents>

Public Services (Social Value) Act

2012; <https://www.legislation.gov.uk/ukpga/2012/3/contents>

Freedom of Information Act

2000; <https://www.legislation.gov.uk/ukpga/2000/36/contents>

Environmental Information Regulations

2004; <https://www.legislation.gov.uk/uksi/2004/3391/contents>

Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents>

Transparency Code 2015

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Counter Terrorism and Security Act 2015

<https://www.legislation.gov.uk/ukpga/2015/6/contents>

Modern Slavery Act 2015

<https://www.legislation.gov.uk/ukpga/2015/30/contents>

Late Payment Directive 2015

<https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive>

- 8.8 Tenderers must provide a clear statement with regard to any potential conflicts of interest for this procurement between their company and Saltash Town Council whether directly or indirectly through financial, economic or other personal interests which might

be perceived to compromise the impartiality of any party in the context of this procurement procedure. **Please confirm within your tender submission if there is a conflict.**

- 8.9 Receipt of this statement will permit Saltash Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.
- 8.10 Please note that Saltash Town Council will not share tender submissions received with other suppliers/contractors.

9. SELECTION CRITERIA AND AWARD OF CONTRACT

- 9.1 All tenders will be checked initially to ensure that they comply with the rules of the tender process.
- 9.2 Saltash Town Council, reserve the right to seek clarification from any of the tenderers during the evaluation period.
- 9.3 Saltash Town Council will award a contract based on the most economically advantageous tender (MEAT) and is not bound to accept the lowest price of any tender submitted.
- 9.4 The tenders will be judged by representatives from Saltash Town Team on the basis of their quality relative to the guidance given in the brief using the following scoring criteria:

EVALUATION CRITERIA		
Criteria	Requirement	Score/Weighting
Supplier Status	Confirmation that governance checks are met. *only organisations passing this stage will be considered for this project.	Pass/Fail*
Price	The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $20 \times \text{lowest bid} / \text{bid}$	20
Quality	Design, innovation and functionality/durability of the proposed infrastructure and suitability of the planting. Guarantees and warranties on equipment	45
Experience and Project Management	Experience of carrying out similar contracts assessed through information supplied on up three similar contracts. Risk Mitigation, project management, timescales. Skills and experience of the project team.	30

Policies	Environmental and Equality Policies in place and how these will be applied to this project.	5
		100

9.5 Each of the above areas will be awarded using a marking system shown below:

SCORING MATRIX FOR EVALUATION CRITERIA		
SCORE	JUDGEMENT	INTERPRETATION
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Appendices/links provided alongside this brief:

Appendix 1: Saltash Greening Opportunities Priority Area Plan

Appendix 2: Quotation and Governance Form

Thank you for your interest in tendering for this work