



**Funded through Cornwall
Council's Town Vitality Funding**

Invitation to Tender



Saltash Community Space

*A vibrant green realm
in the retail heart of the town*

Optimal Location & Feasibility Study




November 2022

PREPARED BY:
THE SALTASH TOWN TEAM
WORKING IN PARTNERSHIP WITH
SALTASH TOWN COUNCIL

SALTASH COMMUNITY SPACE
OPTIMAL LOCATION & FEASIBILITY STUDY

Important Note

Companies intending to tender for this work need to email: tenders@saltash.gov.uk by 17.00 on **Thursday 1st December 2022** to register interest in making a submission and receive a tender envelope.

 <p>Funded through Cornwall Council's Town Vitality Funding</p>	  <p>Saltash Town Council are the accountable body for this project working with the Saltash Town Team</p>
<p><u>Town Team</u></p> <p>Representatives are from the following organisations - Saltash Chamber of Commerce, Cornwall Council, Saltash Town Council, Community Enterprises PL12</p>	
<p><u>Issue Date:</u></p> <p>Wednesday 9th November 2022</p> <p><u>Register Interest:</u></p> <p>By Thursday 1st December 2022 at 17.00 to receive tender envelope</p> <p><u>Closing Date:</u></p> <p>Thursday 15th December 2022 (12.00 noon)</p> <p><u>Interview Date for Shortlisted Consultants:</u></p> <p>Wednesday 25th January 2023 in Saltash</p>	<p><u>Project Value:</u></p> <p>Maximum Budget £75,000 plus VAT</p> <p><u>Clarification Questions:</u></p> <p>Questions of clarification – to be emailed to Mel Richardson (mrichardson6alv@gmail.com) by Friday 2nd December 2022 at 17.00</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><u>Council Authorised Representative for Tender Enquiries:</u></p> <p>Mel Richardson – mrichardson6alv@gmail.com</p> <p><u>Postal Address For Final Tender Submission using the provided envelope:</u></p> <p>Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX</p> <p><u>Email Address for Final Tender Submission:</u></p> <p>tenders@saltash.gov.uk using the wording 'Saltash Community Space Tender' in the subject box</p>	

1 INTRODUCTION TO THE PROJECT AND THE SALTASH TOWN TEAM

- 1.1 The Saltash Town Team is seeking the services of qualified and experienced landscape design/public realm consultancy to determine the optimal location(s) and feasibility of developing a green multi-use community space in the retail heart of the town centre.
- 1.2 Tenders are sought from companies with expertise and an excellent track record in designing public realm schemes in other towns, undertaking meaningful community consultation processes, providing creative and innovative solutions with clear costs and project timetables and where the final scheme has led to positive environmental, social and economic impacts.
- 1.3 This work will be overseen by the Saltash Town Team who provide the coordination of development activity within Saltash with the remit of helping to improve the economic, social and environmental revitalisation of the town – making Saltash a better place to live, work, visit and enjoy.
- 1.4 The accountable body for the project will be Saltash Town Council who are active members of the Town Team through Councillor and officer representation. A sub-group will steer this project led by the Chairman.
- 1.5 Members of the Town Team are also active within other community groups, including Saltash Rotary Club, youth organisations and the Saltash-Plougastel Twinning Association. Several members have been key figures in the organisation of town events including Saltash May Fair, the Saltash Christmas Festival and Saltash Regatta.
- 1.6 Amongst the projects that the Town Team have delivered is new street furniture on Fore Street paying tribute to the town's history and celebrating its links with the iconic Brunel Bridge.
- 1.7 The commissioning of this work presents an exciting and high-profile opportunity for the appointed company to be involved in a game changing project in Saltash which is not only bespoke to the needs of the town's community, providing a much needed amenity but also builds on the town's profile as the gateway to Cornwall. It is also intended that the project echoes the rich heritage of Saltash.
- 1.8 This work has been funded through a successful Vitality Funding award from Cornwall Council's Town Centre Revitalisation Fund enabling Saltash to advance this project with the aim of improving the economic, social and environmental revitalisation of the town.

2 BACKGROUND – ABOUT SALTASH AND THE NEED FOR THIS PROJECT

- 2.1 Saltash has spread exponentially from its origins on the banks of the River Tamar and has a thriving community, retail centre and waterfront. Located at the 'Gateway to Cornwall', 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.

2.2 Many Saltash residents look to their neighbouring City of Plymouth as their retail and entertainment destination, a trend that it is feared will continue to grow as the population of Saltash expands with the proposed development of up to 1,000 houses on the outskirts of the town.

2.3 Unlike many other towns, the great majority of retail units in the town are occupied with a large percentage of units run by independent businesses including a cooperative run by local crafters. Even so, the town's retail provision does not reflect the fact that it is the largest town in South East Cornwall.

Whilst empty shops are not an issue to address, the lack of a town square or similar community space has meant that Saltash can't host events such as regular markets which its twin town of Plougastel is able to do.

2.4 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' which in turn would support the traders. By creating a new attractive green community space in the town, more footfall would be generated for existing traders as well as raising the profile of Saltash as a place to invest.

2.5 Building on the Grimsey 1 and Grimsey 2 reviews, the 'Build Back Better' COVID 19 supplement report produced by retail guru, Bill Grimsey, recognises that there is a need to develop a new model for the High Street that is based on quality of life and experiences and allows local communities to develop their high streets as places where people live, work, play and visit. The proposal to develop a green community space captures and delivers the essence of the Grimsey recommendations.

2.6 Saltash is fortunate in that it has thriving music and drama groups, including the renowned Livewire Youth Project but the lack of an events space means there is no outdoor performance venue for these groups to use.

2.7 Providing a venue for residents to gather and perform would boost community cohesion and support mental well-being to support the community following COVID and provide access to affordable leisure opportunities giving them the resilience needed to adapt to current and future cost of living issues over the coming years.

Data generated pre-pandemic for Saltash illustrates the following; in 2018 data shows that 27% of children in South East Cornwall are living in poverty. Indices of deprivation published by Government in 2019 show that parts of Saltash are amongst the 30% most deprived neighbourhoods in the country.

2.8 Saltash has completed its Neighbourhood Plan (March 2022) which has the following vision:

'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'*

The establishment of community space directly addresses 7 of the 11 priorities that were identified by respondents to the Neighbourhood Plan namely:

- Protecting and improving community spaces
- Helping businesses grow
- Building on the good sense of community in Saltash
- Helping provide better entertainment facilities
- Helping create variety and quality shops in Fore Street
- Improving the 'evening economy' of Saltash Town Centre through more restaurants and events
- Tackling climate change

2.9 Recent investment by Cornwall Council in the cycle route network in Saltash has seen the creation of new cycle routes leading into/out of the retail centre. The proposal to create a community space would promote greater use of these cycle routes

3 PROJECT DESCRIPTION

Brief Overview and Parameters

- 3.1 The project is to determine the optimal location(s) and feasibility of developing a green multi-use community space in the retail heart of the town centre taking the project to concept RIBA Stage 2 with conceptual designs and a feasibility study being the final outcome to this project – see scope of project.
- 3.2 It is expected that the consultants will carry out an assessment of possible sites, interrogate data on a range of factors including location, size, land ownership, accessibility, viability and synergy with the town's retail centre. The Saltash Town Team have identified around 6 potential sites up to a maximum of 2,100 square metres.
- 3.3 Whilst it is expected that the best solution is likely to be the identification of one large community space, the Saltash Town Team are receptive to exploring options around a series of smaller spaces across the town linking the various areas of Saltash together and improving connectivity.
- 3.4 The purpose of the project is to create a community space(s) near the main retail area (see map for defined area); therefore the area near the riverside does not need to be considered for this project. Coastal Communities Fund has already been secured to explore the options for improved public realm at the riverside.
- 3.5 It is unlikely that **full** pedestrianisation of Fore Street would be an acceptable proposal associated with any potential scheme; however, it is expected that the consultants will review the access arrangements when considering the optimal location for a community space capable of hosting a series of activities and events throughout the year.
- 3.6 Whilst community consultation has taken place on the Neighbourhood Plan, there has been no recent consultation on creating a multi-use community space in the town hence the consultation taking place in association with this project would be entirely new.

Community consultation is an imperative part of the study to ensure that the community is actively engaged in the development of the scheme and that the designs are flexible to meet the current and future needs of the community allowing for a range of community uses.

The green multi-use community space is expected to do the following:

- Enable regular markets to be held, driving footfall into the town centre
- Enable events to be staged, promoting community cohesion and supporting wellbeing and civic pride
- Offer enhanced facilities for outdoor relaxation
- Help establish a critical mass of activity to ensure the retail heart of the town remains 'bustling'
- Enable 'pop-up' sale of local food and craft items, complementing the current offer and encouraging start-up businesses
- Give businesses in outlying industrial estates a central venue to showcase their offer
- Offer the opportunity for market stall units to be used on 'non-market' days as incubator units for businesses
- Support community cohesion with a central place to bring people together

By creating a green multi community space in the retail heart of Saltash, it is expected that there will be the following outcomes:

- Deliver a green space within the urban realm that will increase the town's tree canopy cover, turning grey to green
- Increase in footfall and increased dwell time
- Income generation boosted
- An event space for residents and visitors to enjoy and in addition a range of shops and cafés to visit
- Improve the viability of the centre as a thriving retail proposition
- Create a unique space to draw the community together assisting in recovery from COVID 19
- Showcase the dramatic vistas of the town to encourage users to extend dwell time in the town centre
- Ensure the town is gaining best value from available land
- Play a role in reducing the number of car trips to Plymouth
- Showcase Saltash as a vibrant town offering leisure, cultural, entertainment and community engagement opportunities reflecting its status as the Gateway to Cornwall

4 PROJECT SCOPE

The work of the consultants is expected to include:

4.1 Liaison

Inception meeting with the Town Team in February 2023 (physical meeting) and regular monitoring meetings to track progress (virtual or physical by mutual agreement). It is expected that the consultants will present their final report to the Town Team in person.

The appointed consultants would need to be in Saltash for the physical community consultation – see point 4.6

4.2 Options Analysis

Investigation into each potential site with a SWOT analysis, risks assessed, landowners contacted, rough estimates of costs etc

4.3 Drawings, Visuals and Conceptual Designs (end of RIBA Stage 2)

Preparation of appropriate drawings and visuals to aid the consultation process and conceptual designs to RIBA Stage 2 for the preferred option – it is expected that a landscape architect will be an integral part of the project team alongside other relevant professionals.

Preparation of documents needed towards submission of outline planning consent (optional under RIBA Stage 2) would be advantageous.

4.4 Environmental

Environmental consultation and consideration of innovative green/energy efficient/energy generation ideas to enable carbon capture and to support a green bounce-back.

4.5 Equality

Consideration of issues around inclusivity and accessibility so that the project is designed to be accessible to all.

4.6 Community Consultation

Organisation of public consultation events and processes to gain meaningful engagement and feedback with all sections of the Saltash community.

Community consultation is expected to take place mid-way through the project's timeframe allowing time for the community feedback to be taken into account before reaching any firm conclusions on the best solution and also enabling changes to be made to potential designs.

It is expected that there will be at least one main public consultation in a venue sourced by the Saltash Town Team lasting for several days and covering a weekend.

Whilst the Saltash Town Team can support the process by sourcing rooms and linking consultants with potential community groups, the consultants would be expected to run this process taking into account the following:

- The need to give ample opportunity for the community of Saltash to engage both physically and virtually on the scheme
- The working patterns of the Saltash community with many of the working population being in Plymouth during the daytime for employment returning to Saltash during the evening and weekends

- The importance of involving the younger population in ways that are engaging to them e.g. via social media as well as consideration to up to three bespoke engagement sessions in educational premises or youth projects or similar settings
- The need to involve the business community through engagement via the Saltash Chamber of Commerce
- The need to work with the Saltash Town Team to ensure that community engagement opportunities publicise the Saltash Town Team as the lead body and recognise the financial support of Cornwall Council through the Town Vitality Fund – a brief but clear communications strategy would need to be agreed

4.7 Funding for Final Scheme

Full assessment of potential funding to deliver any capital works – the expectation is that the consultants will explore in detail the likely funding that can be accessed for the designed scheme and to have that in mind at the outset to ensure there is an opportunity to fund the community space once there is a preferred option.

The final designs and other documentation as an output of this work need to allow a funding bid to be submitted shortly after the final report has been published and expressions of interest submissions for relevant funding to be made during the contract period. Cornwall Council's Shared Prosperity Funding (SPF) is one potential funding scheme.

4.8 Land Ownership and Service Issues

The appointed consultants would be expected to make contact with the relevant professionals and statutory organisations to explore the following:

- Investigation of land ownership with regard to any preferred sites along with valuation advice on land/property to be acquired (leasehold/freehold) – NB. Some of the potential sites are in public sector ownership.
- Seek structural engineering advice on design to include capability to accommodate secure water, electricity connection points and any other service requirements that are deemed to be important to the final project
- Undertake ground level surveys to include mapping of underground services.
- Investigation into transport issues engaging with Cornwall Council's transport team with regard to surveys, traffic consultation, impacts on current public transport arrangements and mapping of current and proposed pedestrian/cycle links to the preferred site.
- Investigate any other key constraints or restrictive covenants.
- Upon determination of the suitable site, provide an assessment of the various options for long term public land ownership in order to create an effective basis for the continued maintenance/management of the site, and the activities taking place, to ensure long-term sustainability.

4.9 Scheme Costs and Timetable

Costing analysis by quantity surveyor with elements broken down with any suggested phases clearly outlined to allow decisions to be made dependent upon available funding.

Indicative timetable to take the project forward to include timings for securing planning consent and funding and a draft timeline to construct the community space.

5 PROJECT OUTPUTS

The output from this project will be a **final report with concept drawings** which takes into account the areas outlined in the scope of work and clearly outlines the following:

- Feasibility of all likely options – clear analysis on each option explored with a SWOT – recommended option outlined with rationale for this selection
- Analysis of community consultation and how the views of local people have been taken into account when working up the recommended option
- Concept drawings and visuals of the preferred scheme(s) and other documents expected at the end of RIBA Stage 2 including work towards submission of outline planning
- Full costings associated with taking the scheme forward to planning consent and final construction – any suggested phases clearly indicated
- Full analysis of likely funding to progress the project from the feasibility study to the final construction – considering the project’s fit against appropriate funding opportunities
- Prospective timetable outlined with milestones and key performance indicators

6 PROJECT TIMETABLE

A sub-group of the Saltash Town Team will oversee the appointment of the successful consultant and steer the project led by the Chairman with oversight from the accountable body, Saltash Town Council.

The timetable that relates to this tender and completion of work is outlined below.

Ref	Task/Milestone	Date (by 17.00 unless otherwise stated)
1	Tender advertised via Contracts Finder and Saltash Town Council website	Wednesday 9 th November 2022
2	Final date for consultants to make notification of their intention to bid (to allow tender envelope to be sent)	Thursday 1st December 2022
3	Final date for submission of clarifications on Contracts Finder	Friday 2 nd December 2022

4	Final date for response to clarifications published on Contracts Finder	Wednesday 7 th December 2022
5	Deadline to return the tender to Saltash Town Council (two hard copies) and an email sent to the specified email address	Thursday 15 th December 2022 (12.00 noon)
6	Evaluation of tenders by the Saltash Town Team	w/c 9 th January 2023
7	Companies notified of shortlisting/unsuccessful companies notified	w/c 16 th January 2023
8	Shortlisted companies invited to interview in Saltash	Wednesday 25 th January 2023
9	Appointment made and contracts agreed and signed	By Monday 6 th February 2023
10	Project Inception Meeting in Saltash	w/c 13 th February 2023
11	Monitoring Meetings/Interim Reports	At agreed stages within the contract
12	Consultation with Saltash community	At agreed point within the contract
13	Final report and presentation to the Saltash Town Team for consideration	End July 2023
14	End of contract with final report agreed and published	w/c 4 th September 2023

7 ADDITIONAL INFORMATION/RESOURCES

The appointed agency would be provided with:

- Access to relevant information relating to Saltash necessary to carry out the study
- Access to a key point of contact within the Saltash Town Team for information queries once the project starts
- Assistance in securing venues to hold consultation events including free use of Saltash Town Council public rooms
- Where known, introductions to appropriate officers within Cornwall Council or Saltash Town Council
- Information required to comply with the publicity terms of Cornwall Council's Vitality Funding

Appendices/links provided alongside this brief:

- Map
- Neighbourhood Plan - <https://plan4saltash.co.uk/submission-draft-saltash-neighbourhood-development-plan-documents/>
- Saltash Town Council website - <https://www.saltash.gov.uk/index.php>
- The Saltash Town Team Terms of Reference and representative bodies

8 WHAT TO INCLUDE IN YOUR TENDER SUBMISSION

Please ensure that your submission is no more than 40 sides of A4 in total plus the quotation form and a file size of no larger than 20mb.

Please provide the following with your tender, making sure the tender submission rules are followed by the deadlines outlined:

Governance Checks

- Contact name and contact details for further correspondence;
- Confirmation that your company is in good financial health and a link to your companies house site where the last year's accounts can be downloaded;
- Confirmation that your company has appropriate insurances of minimum £10M cover for employers liability and public liability and a minimum of £1M for professional indemnity;
- Confirmation that your company has health and safety, equality and diversity and environmental policies in place and complies with all relevant UK legislation. For a full list see 10.7;
- Confirmation that your company complies with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation and has a privacy policy;
- Confirmation that your company has a safeguarding policy which reflects and complements the relevant statutory provisions relating to safeguarding children and/or vulnerable adults (relevant during the consultation period);
- Confirmation that your company has the resources available to meet the requirements outlined in this brief;
- Confirmation of your company's ability to deliver the final report by end of July 2023 and complete the project by the first week in September 2023

Specification:

- Explanation of how your company will approach this project to meet the project requirements in this brief together with timescales for each stage of the process. Outline your relevant experience and expertise with appropriate evidence;
- Summary of the skills and experience of the people that would be working on the contract, including a breakdown of job roles and an indication of how much time each team member will contribute;
- Submission of an organisational chart showing your in-house team compared with the people you intend to use as sub-contractors on this project;
- Clarification on who in your company's project team will be the lead on this work;

- Confirmation that your company will facilitate and be in attendance at the community consultation sessions together with an outline of how you would carry out the community consultation element of the project;
- Identification of any performance risks associated with this project and how you would approach their mitigation;
- Up to **three** examples of other relevant commissions delivered by your organisation with contact details of referees, testimonials, approximate costs, outputs and outcomes. Provide details of how you approached the project together with what benefits the project has delivered since, if known, in terms of economic, environmental and social impacts. Provide details of the similarities between the examples given and the work being tendered for;
- Outline of the timescales and milestones that you would apply in order to meet the project timetable;
- 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 public realm work your company has carried out to date and what you might cover in terms of this commission;
- 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 public realm work your company has carried out to date;

Price:

Please note there is a maximum budget of £75K for this work including all expenses but exclusive of VAT. Payment will be made against an invoice linked to a purchase order at intervals to be agreed.

- A breakdown of costs in pounds sterling and exclusive of VAT;
- Please provide the breakdown of costs against suggested activities and apportion the time (hours or days) and costs given to each area of work for your project team including any sub-consultants on the project;
- Separate columns should be included to cover any incidental or additional expenses;
- Pricing must include and allow for everything associated with the delivery of this work;
- An indication of any preference with regard to payment intervals

9 HOW TO SUBMIT

The **tender documents** including the **quotation form** should be submitted by **hard copy (two copies) and email** no later than **12.00 noon on Thursday 15th December 2022** to:

Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX

- **Use the pre-provided envelope provided for the two hard copies (available in advance by emailing tenders@saltash.gov.uk by Thursday 1st December 2022 at 17.00):**
- **Email one copy of the tender documents including the quotation form, putting 'Saltash Community Space Tender' in the email subject box to tenders@saltash.gov.uk**

The contents of the hard copy and email version should be identical; in the case of discrepancies, the email version will prevail.

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

Saltash Town Council cannot consider any tenders that do not comply with the above. It is the tenderers' responsibility to ensure that the hard copies reach Saltash Town Council offices by the deadline. Please be aware of recent and proposed Royal Mail strike action.

10 FURTHER INFORMATION ABOUT THE PROCUREMENT PROCESS & DISCLAIMER

- 10.1 Saltash Town Council as the accountable body for this project are 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.
- 10.2 Saltash Town Council will not pay for any work or costs incurred as a result of the tender preparation or costs involved in attending the shortlisting interview (if applicable)
- 10.3 Saltash Town Council, as the accountable body working with the Saltash Town Team are not obliged to accept the lowest tender or indeed any tender. The issue of this documentation does not commit Saltash Town Council to award any contract following this tender process.
- 10.4 Information supplied to the tenderers in this document or associated appendices, is supplied for general guidance to assist consultants 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.
- 10.5 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.

10.6 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>.

10.7 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>

10.8 By submitting a tender, the appointed company acknowledges that the copyright produced during the project will be the property of the Saltash Town Team and can be widely disseminated to external audiences.

10.9 Tenderers must provide a clear statement with regard to any potential conflicts of interest for this procurement between their company and the Saltash Town Team whether directly or indirectly through financial, economic or other personal interests which might be perceived to compromise the impartiality of the procurement procedure.

11. SELECTION CRITERIA

- 11.1 All tenders will be checked initially to ensure that they comply with the rules of the tender process.
- 11.2 Saltash Town Council, on behalf of the Saltash Town Team reserve the right to seek clarification from any of the tenderers during the evaluation period.
- 11.3 Saltash Town Council, on behalf of the Saltash Town Team 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.
- 11.4 The tenders will be judged by the Town Team sub-group on the basis of their quality relative to the guidance given in the brief using the following scoring criteria:

EVALUATION CRITERIA		
Ref	Requirement	Score
1	Confirmation that governance checks can be met	Pass/Fail
2	Methodology and approach to meet the requirements of the brief including understanding of the specification, clarity of tasks or stages proposed, identified milestones and timescales, deliverability and creativity.	20%
3	Approach to engaging the Saltash community through consultation to ensure the project is designed to meet the needs of local users	20%
4	Proposed team who will undertake/contribute towards the work assessing their relevant experience and expertise. Track record of undertaking similar work based on examples given	30%
5	Commitment to environmental sustainability	10%
6	Price including assessment of value for money, management and monitoring of the budget over the project timeframe	20%
		100%

11.5 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.

Thank you for your interest in tendering for this work