Sport and Recreation Facilities and Provision

Project Brief and Invitation to Tender

September 2014
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Contact Details

Questions regarding this Tender process or Tender Brief should be directed to:

Regarding Sport Technical matters
Lesley Davies
Assistant Planner - Planning Policy
Cotswold District Council
Trinity Road, Cirencester
GL7 1PX
lesley.davies@cotswold.gov.uk
Tel: 01285 623000

Regarding the Tender process,
Richard Hallows
Hallwood Projects Ltd
hallwoodprojects@btinternet.com
Tel: 07788635090

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Cotswold District Council 19.09.14
1. **INTRODUCTION.**

1.1 The study area is Cotswold District Council located in the eastern half of Gloucestershire abutting Oxfordshire to the east, Wiltshire to the south, and Worcestershire and Warwickshire to the north. It is a largely rural area covering around 450 square miles (1,165 sq. km) making it the largest non-unitary authority in southern England, and has a population of around 83,000. The Cotswolds Area of Outstanding Natural Beauty (AONB) covers nearly three quarters of the District. The main settlement is Cirencester.

1.2 As part of the formulation of a new Local Plan for Cotswold District the Council wishes to ensure it has in place a robust and up-to-date assessment of the need for sports and recreational facilities and opportunities for new provision in line with the National Planning Policy Framework (NPPF). This project brief outlines what the Council expects of its Sport and Recreation Study and details the requirements for Tender proposals.

1.3 Cotswold District Council is therefore seeking to appoint a consultant to produce a technical study and recommend a strategy to support the new Local Plan.

1.4 Such a study must use appropriate information sources, emulate best practice, and conform to the latest guidance in:

   a) auditing current local provision (both in terms of quality and quantity);

   b) identifying current and future likely local needs; and

   c) setting standards for future provision and ensuring (as appropriate) the optimum use of developer contributions.

1.5 The consultants will be required to review and build on work previously produced including the Council’s previous Sport and Recreation Study (published in September 2011) and the Local Plan Consultation Paper: Preferred Development Strategy, which was published in 2013 and which sets out the key settlements that will accommodate growth in the Plan Period 2011 – 2031.

1.6 Phase 1 of the work needs to be complete by 7 November 2014 in readiness for the Draft Local Plan, which will be published in early 2015.

1.7 Phase 2 needs to be completed by end of April 2015.

1.8 The study and work needs to be compliant with the NPPF and Sport England’s Guidance.
2. **BACKGROUND**

2.1 This work is being commissioned as part of the evidence for the Cotswold Local Plan 2011-2031 to ensure it meets the need of the associated proposed growth within that timescale.

2.2 An Open Space, Sport and Recreation Study was commissioned and published by Cotswold District Council in September 2011 and was produced in line with PPG17. As the existing Cotswold District Council document is more than three years old, it does not represent a comprehensive assessment of outdoor / indoor sports facilities and does not meet with new guidance.

The new strategy will need to be consistent with the NPPF, in particular paragraphs 73 and 74 of the NPPF and the need for ‘robust’ and ‘up-to-date evidence’.

2.3 It is believed that it is unlikely that Sport England will consider the existing evidence base to be sufficiently robust to underpin policy. This was indicated by Sport England in their recent representations to the Local Plan Consultation Paper: Preferred Development Strategy (May 2013).

2.4 The Local Plan Consultation Paper: Preferred Development Strategy (May 2013) identified 18 sustainable settlements with the potential for growth; These settlements include: Cirencester (excluding Stratton), Andoversford, Blockley, Bourton on the Water, Chipping Campden, Fairford, Horcott, Kemble, Lechlade, Mickleton, Moreton in the Marsh, Northleach, Siddington, South Cerney, Stow on the Wold, Tetbury, Upper Rissington, Willersey. Upper Rissington has been included due to a large mixed development allowed at Appeal in 2010. Further areas and sites may be included or removed as the Local Plan is developed with community engagement. Consultants are also asked to take into consideration catchment overlaps and cross boundary issues.

3. **PROJECT SPECIFICATION**

3.1 The primary purpose of the study is to evaluate the current quantity, quality and accessibility of sports and recreational provision in the main settlements, as indicated above, in Cotswold District and establish a baseline of provision.

This should be compared with an assessment of current and likely future needs in order to identify any deficits or surplus in terms of quality and/or quantity. From this, the consultant will be required to recommend standards and effective mechanisms in order to ensure that appropriate provision is made to meet current and future needs.
3.2 The study should include a survey and analysis of current provision including playing pitches and other sports and recreational facilities.

3.3 The survey and analysis should include both a quantitative and qualitative assessment. From this, an assessment of whether current provision adequately meets current needs should be made.

3.4 An assessment should also be made of likely future needs with recommendations as to how these may be most appropriately met. This should cover the proposed local plan period up to 2031.

3.5 In terms of approach, consultants are invited to submit their own method statement, however in general terms, any proposed approach must meet the requirements of the NPPF and Sport England’s Guidance and any current best practice of relevance. Consultants will be required to establish a cross sector focus group to comment on the facts and make recommendations for policy. The group should include NGBs, key clubs, Parishes, local schools, colleges and the local University. Ideally, representatives from the tourist industry, private suppliers of fitness facilities and a representative from the health service would also be included.

In broad terms, this is likely to include the following key stages:

3.5.1 Auditing Local Provision

This should encompass the following:

   a) Reviewing and assessing the robustness of existing studies

   b) An assessment of all existing sport and recreation facilities within the settlements, irrespective of ownership and the extent of public access. This should be undertaken from both a quantitative and qualitative perspective.

   c) Use of a standard audit form and an explicit survey methodology that will be suitable to use in subsequent monitoring.

The audit should:

   a) take account of qualitative issues such as condition, shape, accessibility, availability of car parking etc.; and

   b) identify the ‘effective catchments’

   c) Include an assessment of any other relevant characteristics or features
3.5.2 Identifying Current and Likely Future Local Needs.

This is likely to include:

a) reviewing the implications of existing strategies;

b) reviewing existing policies and provision standards;

c) for the District’s main town of Cirencester engaging with local stakeholders (through interviews and/or other appropriate methods) to establish local attitudes to the quantity and quality of existing provision and local expectations and needs which are currently 'invisible' because there is no current provision; and establish a qualitative 'vision' for the type of sport and recreation facilities which communities want to see in their areas;

d) forecasting future needs based on anticipated development levels and demographic changes.

e) Provide a brief summary of the results for checking and consultation with the Town and Parish Councils as appropriate

3.5.3 Setting of provision standards

The consultant will be expected to advise on the establishment of local provision standards including:

a) quantity standards (including consideration of type of facility)

b) quality standards

c) location and accessibility standards

d) minimum acceptable size standards

e) the cost

f) design standards

3.5.4 Applying the provision standards
Building on the findings of the previous stages, the consultant will be required to make recommendations regarding future provision for sports and recreational facilities over the local plan period. The consultant will be expected to identify:

a) deficiencies in accessibility, quantity and / or quality

b) surplus provision

c) opportunities to utilise resources in a more efficient or effective way.

3.5.5 Identifying strategic options

The consultant will be expected to:

a) identify and evaluate strategic options for current and future provision.

b) Identify mechanisms for securing additional and/or enhanced provision including an exploration of options for developer contributions.

c) Advise on the planning policy approach, including any policy rewording (in consultation with the Forward Planning section).

d) Consult relevant stakeholders.

3.5.6 Implementation

Provide guidance as to the most effective means of implementation.

3.5.7 Priority

The Local Plan Consultation Paper: Preferred Development Strategy (May 2013) identified 18 sustainable settlements with the potential for growth, and this study must include reference all these settlements.

However, the Council’s priority area at this time is Cirencester. This is due to the potential for the development of the Strategic site south of Chesterton, Cirencester. The Consultant is advised of the need to prioritise this area to provide the required evidence / conclusions as early as possible to inform and the Council’s decision-making process around this Strategic site. (Phase 1)

The second phase of the work (Phase 2) will concentrate on the remaining settlements.
4. **KEY DELIVERABLES**

4.1 The anticipated timescale for this project is set out below.

- **Invitation to quote**: w/c 22 September 2014
- **Deadline for submissions**: 6 October 2014 - noon
- **Evaluation / Interviews / Appointment**: 13 October 2014
- **Completion / Submission of report/s – Phase 1 for Cirencester**: 7 November 2014
- **Completion/ Submission of report/s – Phase 2 for other settlements**: April 2015

4.2 For each Phase a draft report should be presented to a meeting of officers and members of the District Council at a date to be confirmed and any amendments recommended should be incorporated into the final report.

4.3 If consultants are unable to achieve these deadlines, the reasons for this should be clearly explained, together with an explanation of what outputs might reasonably be expected within the timeframe outlined above.

4.4 The following key deliverables are required:

- **a)** Plans showing location and extent of existing provision for sports and recreational facilities in the 18 settlement areas. The information relating to individual sites should be presented on 1:1250 scale plans or 1:2500 as appropriate.

- **b)** A report for each of the settlement areas, following the methodology outlined above, analysing provision and identifying any quantitative and qualitative deficits. Where appropriate, recommendations should be made on potential new sites or site areas or improvements to existing areas to address any deficiencies that have been identified.

- **c)** With regard to Cirencester the Council intends to allocate a site for a strategically important mixed-use development (including up to 2,500 new homes) at Chesterton Farm. The Council requires this study to set out precise recommendations on the following matters: (i) the capacity of existing publicly accessible sports and recreation facilities in Cirencester to meet some of the likely needs arising from the proposed new development; (ii) taking any existing capacity into account, the amount of land that ought to be allocated for on-site sport and recreation provision (broken down into nationally recognized categories) at Chesterton, in order to meet the likely needs arising from the development; and (iii) the range and types of facilities (e.g. pitches, MUGAs, LEAPs, NEAPs, courts etc.) that ought to
be provided on that land again to meet the likely needs arising from the development.

d) The application of these provisional standards. This should take account of the present situation and the effects of the forecast development and demographic changes.

e) Identification of strategic options for addressing needs/securing provision.

f) A realistic assessment of any potential use of developer contributions in monetary / land terms (sites, equipment, improvement, maintenance etc.) in addressing any shortfall in need. This should be linked to potential future development.

g) A hierarchy of the location for sports and recreation facilities in relation to the identified catchments.

4.5 The study will inform the preparation of the Local Plan. It is therefore imperative that the work is transparent, robust and defensible at examination and public inquiry.

4.6 Two bound and one unbound hard copies of the final report should be supplied and one electronic copy on CD-ROM or USB ‘flash’ drive. All data, documentation and maps should also be made available in digitised format (compatible with systems operated by the Council).

4.7 The Council shall be entitled to the copyright of all documentation and other material produced for the purpose of the Project by the Consultant or its staff under their direction or supervision. All intellectual property rights in all data, forms, reports or other material prepared by the contractor in undertaking this study, together with ownership thereof, shall be vested in the District Council.

4.8 The Contractor will be responsible for ensuring that in the undertaking of any work for the Council that it fulfils all the requirements of UK and EU law together with all health and safety and equality and diversity legislation. The Contractor must inform the Council immediately if it suspects that it has in anyway breached any UK and EU legislation in the performance of the Contract.

5. REQUIREMENTS, TIMESCALE AND SUBMISSION OF TENDERS.

5.1 Applications are invited from suitably qualified and experienced organisations that wish to be considered for this tender for work on behalf of Cotswold District
The Council requests that all Tenderers ensure that they meet the requirements to undertake this work.

5.2 Applicants should note that this application is solely for the provision of the work outlined in this Tender Brief / specification. If there is any aspect of the specification or contract conditions with which you will not comply this must be raised, in writing, with the Lead Officer before submitting the Tender.

5.3 The Authority will not be liable for any costs incurred by any respondent in the preparation and /or submission of their tender, nor for any costs that may arise from any subsequent meetings, presentations or demonstrations that respondents may be required to attend. It is the responsibility of each respondent to obtain for themselves at their own expense any additional information necessary for the preparation of their tender.

5.4 Any personal information supplied as part of your submission will be held in accordance with the Data Protection Act 1998. Information that was collected for one purpose may be used for other Council purposes and we may share information where appropriate with other organisations unless there are any legal restrictions preventing this.

5.5 The Council is required to comply with the Freedom of Information Act 2000 that imposes a duty to respond to a request for information and, subject to the provisions of the Act, to disclose that information. If you consider that any of the information to be submitted in your proposal/ tender should not be disclosed because of commercial sensitivity then this should be so stated together with your reasons for considering this information sensitive. However, this does not oblige the Councils to withhold it if it believes it has an obligation to publish it under the Act. Queries relating to data protection or freedom of information should be made to the Freedom of Information Officer at the Council.

5.6 All Tenderers must provide details of their Company, structure and financial stability including all the information indicated in the form in Appendix 2.

5.7 Following receipt of Tenders / Quotations, they will be arithmetically checked. Any arithmetical errors will be corrected, and a revised Tender price calculated. The Bidder(s) concerned will be notified of any errors and amendments and asked to either confirm the revised Tender price or withdraw the Tender.

5.8 The Council reserves the right to investigate further any Tender where it believes that the rates and price(s) submitted may be unrealistic, and this will be grounds for rejecting such a Tender and for referring the same to the Office of Fair Trading for further investigation.
5.9 The Council does not bind itself to accept the lowest or any Tender that is received.

5.10 Tenderers must include a fixed price quotations for the work detailed in this Tender brief. All charges and rates should be all inclusive with VAT charges shown separately.

5.11 To allow for any future work needed for changes and review - not specified in the tender brief (for example at Examination or sooner), - Tenderers must also include an hourly rate for key personnel; including Project Director, Project Manager and Professional / Technical Officers against which further work as part of the contract can be commissioned. In such event, a written fee estimate will need to be agreed prior to any additional work. The estimate is to be based on the hourly rates given. All charges and rates should be all inclusive with VAT charges shown separately.

5.12 Where it is proposed to sub-contract any elements of the work, the company concerned should be identified, together with the individuals involved. Information in respect of experience, hourly rates and the role of any sub-contractors in producing the study should also be identified.

5.13 In the event of a tie, or very close result, the Tenderers involved may be invited to a meeting with the Lead Officer(s) to clarify aspects of their submission. This will form part of the selection process in as much as the submitted information may be re-scored after clarification at interview.

5.14 All Tenders shall be addressed to:

The Forward Planning Manager, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX

in a plain sealed envelope endorsed with the words

“Tender – Sport and Recreation Study - Do Not Open”

(but no other name or mark indicating the sender) to be received by the District Council by 12.00 noon on Monday 6 October 2014.

5.15 No tender will be opened if it is received after the specified closing date and time.

6 EVALUATION CRITERIA AND CONTRACT

6.1 Whilst cost is an important consideration for the District Council the contract will not necessarily be awarded to the lowest price. The tender(s) will be scored with a weighting of 60% towards quality and 40% towards cost. The overall objective of the evaluation process is to assess best value for money.
6.2 Tenders will be assessed in accordance with the evaluation criteria indicated so must include completed Method Statements and all requested information as indicated in Appendix 2, and provide a complete and clear set of Costs with all the required items priced.

6.3 The Evaluation criteria are outlined in Appendix 3. The contract will be awarded based on the evaluation criteria/scores. However, in the event of a tie (or very close result) the appropriate consultants will be invited to interview for clarification and moderation.

6.4 The Council will contact the technical Referees given and may carry out a credit check on a Tenderers organisation.

6.5 The contract will be let on a fixed price contract including all appropriate expenses and costs.

6.6 The contract will be let subject to the Council’s Conditions of Contract – Copy available on request.

6.7 Payments may be phased with 50% of the fee payable on satisfactory completion of a draft report/s and the final 50% on approval of the final report/s. This shall apply to both Phase 1 and Phase 2.
APPENDIX 1

Suggested Sources of Information

Open Space Sport and Recreation Study September 2011
http://consult.cotswold.gov.uk/portal/fp/open_spaces/open_spaces_sport_and_recreation_study?tab=files

2013 Local Plan Consultation Paper: Preferred Development Strategy
Cotswold District Council

Supplier Evaluation Questionnaire

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Sport and Recreation Facilities and Provision Study</th>
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</table>

1. **Instructions for Completion of the Supplier Evaluation Questionnaire**

1.1 Prospective service providers should answer all questions as accurately and concisely as possible. Where a question is not relevant to the responder’s organisation, this should be indicated, with an explanation.

1.2 Questions should be answered in English.

1.3 Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that service providers/suppliers will not be invited to participate further.

1.4 Contractors who have worked for the Council in the past or have previously completed a questionnaire must complete a new questionnaire for this tender submission as questionnaires may be tailored and are not transferable between schemes.

1.5 Written technical references and financial credit rating may be requested for all respondents.

1.6 In the event that none of the offers are deemed satisfactory, the Council reserves the right to consider alternative procurement options, suspend or call-off the process, terminate any proceedings and is not bound to accept any offer submitted.

1.7 The award of the Tender will be guided by an Evaluation process and the information you provide in regard to each relevant question (Section 3 a - e) will be scored – the rationale applied to the process will be based on the most economically advantageous tender based on the following:

- Capability and Experience (Quality) 60%
- Price 40%
## 2. Questionnaire

### 1. Organisation Identify

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<tbody>
<tr>
<td>1.1</td>
<td>Name of Company / organisation in whose name the tender would be submitted</td>
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<tr>
<td>1.2</td>
<td>Address</td>
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<td>Post Code</td>
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<td>1.3</td>
<td>Primary contact name</td>
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<td>1.4</td>
<td>Contact Position (Job Title)</td>
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<td>1.5</td>
<td>Contact Telephone Numbers</td>
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<td>1.6</td>
<td>Email</td>
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<td>1.7</td>
<td>Website address (if applicable)</td>
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<td>1.8</td>
<td>Company Registration Number (if Applicable)</td>
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<td>1.9</td>
<td>Date of Registration</td>
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<td>1.10</td>
<td>Registered address (if different from above)</td>
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<td>1.11</td>
<td>VAT registration number</td>
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## 2. Organisation Information

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<tr>
<td><strong>2.1</strong> Is your organisation</td>
<td>i) Public Limited Company</td>
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<td>ii) Limited Company</td>
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<td>iii) Sole Trader</td>
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<td></td>
<td>iv) Partnership</td>
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<td>v) Other (please specify)</td>
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**2.2** Please attach details of your Executive Directors / Proprietors / Partners

*Please indicate if any director/proprietors/partners ever been bankrupt or involved in a business that has gone into liquidation or receivership*

*Please indicate if any director/proprietor/partner or key member of staff previously, or currently, been employed by the Council or is related to any council employee or elected member.*

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<td><strong>2.3</strong> Please attach organisational chart</td>
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<tr>
<td><strong>2.4</strong> Please attach a brief Description / History of your organisation</td>
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<tr>
<td><strong>2.5</strong> Please indicate of any professional or trade association to which your organisation belongs</td>
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<tr>
<td><strong>2.6</strong> Please indicate if you are you intending to use third parties to provide some services <em>If so please attach full details of intended sub-contractors</em></td>
<td></td>
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</table>
3. **Tender Proposals – Quality / Evaluation**

Consultants tendering for this contract must attach to this form Details / Method Statements as follows:

a) An outline to their approach to the work which should meet the requirements of the relevant guidance, NPPF and Local Plan.

b) a programme and timetable for undertaking the work reflecting the target dates as listed above; detailed timetable should include the targets dates for submission of both Draft and Final reports.

c) details of the proposed methodology which should reflect the requirements specified in this brief, together with indication of the sources of information to be employed and what information will be required from the District Council;

d) details of the consultancy’s experience in this sphere of research, together with two contacts for references relevant to the study;

e) details of the qualifications and experience of the team who would be undertaking the project;

4. **Other information**

Consultants tendering for this contract should also attach to this form

a) Full particulars of the pricing structure to be applied to the contract. The pricing structure should show costs for each of the major elements of the study including expected time spent on the work, personnel involved, rates charged and any limits to be applied to expenses;

b) Particulars of professional indemnity, public liability and employer insurances.
5. Financial Information - financial check / credit rating may be requested for all respondents.

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<thead>
<tr>
<th>5.1</th>
<th>Please indicate the name and address of your organisations banker</th>
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6. Questionnaire completed as a true record and terms & conditions

<table>
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<tr>
<th>6.1</th>
<th>Please confirm that you have read and agree to the Council’s contract terms and conditions.</th>
<th>YES / NO</th>
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<tr>
<th>6.2</th>
<th>Non Canvassing</th>
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We hereby certify that we have not canvassed nor solicited any Member, Officer, Employee, Servant or Agent of the council in connection with the award of this Contract for the services and that no person employed by us or acting on our behalf has done any such act.

We further undertake that we will not hereafter canvass or solicit any Member, Officer or Employee of the Council in connection with the award of this Contract for the Services and that no person employed by us or acting on our behalf will do any such act.

<table>
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<tr>
<th>6.3</th>
<th>Non Collusion</th>
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We hereby certify that in recognition of the principle that the Council shall receive bona fide competitive offers from all those companies submitting tenders

1. this is a bona fide offer, intended to be competitive

2. we have not fixed or adjusted the amount of the offer or the rates and prices quoted in it by or under or in accordance with any agreement or arrangement with any other person; further we have not and will not communicate to a person other than the Council the amount or approximate amount of the proposed offer or any information which would allow the amount or approximate amount to be calculated (other than disclosure, in confidence, which was or is essential to obtain insurance premium quotations required for the preparation of the offer) or enter into any agreement or arrangement with any other person as to the amount of any Tender to be submitted

<table>
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<th>Signature</th>
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<tbody>
<tr>
<td>Name (in capitals)</td>
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<tr>
<td>Position in Company</td>
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<tr>
<td>Date</td>
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</tbody>
</table>
APPENDIX 3

TENDER EVALUATION

1. QUALITY (60%)

A score out of 60% will be awarded for the 'quality' element of the evaluation.

As indicated Appendix 2 and at Q 1-5 below Tenderers are asked to provide a number of method statements in the Tender Submission Form, which are intended to explain how they will meet the Council’s requirements. There are five method statements in total.

Each method statement will be scored on a scale of 0 to 5 points, in accordance with the following scheme:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable Response - No response, response not relevant or question not answered.</td>
</tr>
<tr>
<td>1</td>
<td>Poor Response - The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal).</td>
</tr>
<tr>
<td>2</td>
<td>Fair Response - The response is partially compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements.</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory Response - The response is compliant with service requirements likely to be met, any concerns are of a minor nature.</td>
</tr>
<tr>
<td>4</td>
<td>Good Response - The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met.</td>
</tr>
<tr>
<td>5</td>
<td>Excellent Response - The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements.</td>
</tr>
</tbody>
</table>

It should be noted that each method statement has also been assigned a relative importance weighting, on a scale of 1 (the lowest) to 3 (the highest), to reflect its significance in the evaluation. Tenderers’ scores for each method statement will be multiplied by the relevant weighting to result in a ‘weighted’ score for that method statement. The weighted scores will then be totalled, with the total expressed as an overall score.
An example as to how this will work in principle can be found below:

<table>
<thead>
<tr>
<th>Method Statement</th>
<th>Weighting</th>
<th>Max Points Available</th>
<th>Example Tenderer Score</th>
<th>Example Tenderer Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 An outline to their approach to the work which should meet the requirements of the relevant guidance, NPPF and Local Plan.</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Q2 A programme and timetable for undertaking the work reflecting the target dates as listed above; detailed timetable should include the targets dates for submission of both Draft and Final reports.</td>
<td>3</td>
<td>15</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Q3 Details of the proposed methodology which should reflect the requirements specified in this brief, together with indication of the sources of information to be employed and what information will be required from the District Council;</td>
<td>3</td>
<td>15</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Q4 Details of the consultancy’s experience in this sphere of research, together with two contacts for references relevant to the study;</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Q5 Details of the qualifications and experience of the team who would be undertaking the project;</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Weighted Score: 50  

Total Weighted Score is then expressed out of 60%

2 PRICE (40%)

A score out of 40% will be awarded for the ‘price’ element of the evaluation.

Full particulars of the pricing structure to be applied to the contract. The pricing structure should show full costs for each of the major elements of the study with Phase 1 and Phase 2 itemised separately and must include expected time spent on the work, personnel involved, rates charged and any limits to be applied to expenses.