

MORECAMBE BAY PARTNERSHIP

Contractor Brief

A Feasibility Study for the Arnside Viaduct Walking and Cycling Trail

1. Project Overview

- 1.1. Morecambe Bay Partnership is supporting the ambition of Arnside to Grange (AtoG) to create a multi-use trail from Arnside to Grange-over-Sands via Arnside Viaduct.
- 1.2. Working in partnership with South Lakeland District Council (SLDC) we have received a grant from the Department for Levelling Up, Housing & Communities (DfLUHC) to develop this concept and the work achieved so far through to feasibility and business case for the multi-use trail.

To deliver this work we are looking for suitably qualified and experienced contractor/s who can demonstrate how they can deliver the programme by bidding for all or some of the following Lots within this tender:

Lot No.	Description
1	Route Feasibility Study
	Visualisations
2	Socio-Economic Study
	Financial Appraisal
	Final Business Case report
3	Community Consultation

- 1.3. We are seeking consultants who can demonstrate the following:
 - a passion to improve access for everyone wishing to benefit from walking and cycling;
 - an understanding of the walking and cycling needs of families and people who are less mobile (e.g. users of pushchairs, wheelchairs, mobility scooters and non-standard cycles) and the measures that can be taken to maximise usage of this trail;
 - knowledge of the wider network of walking and cycling routes and the ability to identify new opportunities to link into these;
 - the skills to engage with stakeholders, consult and listen to their views, using them to inform realistic plans and securing initial permissions where possible;
 - a good understanding of the development challenges when creating new walking and cycling infrastructure, particularly relating to rights of way legislation, statutory designations, land ownership and permissions, public highways, signage and walker and cyclist safety;
 - consideration of landscape implications when route planning, with an understanding of the natural beauty and wildlife and habitat value of the area.

- experience of working with rail organisations, especially Network Rail, to deliver walking and cycling projects;
 - an understanding of the importance of leisure and tourist users contributing to the local economy and the ability to identify new opportunities to increase this;
 - excellent knowledge of partnership working and good local networks;
 - a strong understanding of financial planning and developing economic cases.
- 1.4. Consortium bids are welcomed from a range of providers with the specialist skills for the different elements of this project. If multiple independent providers are contracted, Morecambe Bay Partnership's Project Manager will coordinate essential joint-working arrangements.

2. Aim

- 2.1. The aim of this work is to deliver a feasibility study and business case exploring the socio-economic benefits, a technical assessment of route options and stakeholder and community engagement, for the Arnside Viaduct Walking and Cycling Trail from Arnside to Grange-over-Sands. The work will:
- Build upon existing studies, including the 'Sustrans Arnside to Grange-over-Sands cycle feasibility survey 2016' and 'Network Rail's preliminary feasibility investigation and cost estimates report for a cycle route over Arnside Viaduct 2017' (all supporting documents will be made available to successful contractors);
 - Engage the local community and stakeholders to understand the support for a multi-use trail;
 - Create a single report that can be used as a business case and strategic driver for change. Moving the goal for an accessible trail forward, bringing stakeholders and the wider community on board whilst providing a catalyst for funding growth and plans that can be actioned on the ground.

3. Outputs – LOT 1

- 3.1. An assessment of the practical and technical feasibility, including road safety and signage requirements, taking into account biodiversity and landscape considerations, particular those covered by all statutory designations in the locality:
- 3.1.1. Best route from Arnside promenade onto/off a new viaduct cantilever walk/cycleway.
 - 3.1.2. Best route from both platforms at Arnside railway station to the viaduct and Arnside promenade – taking into account Grange-over-Sands Neighbourhood Development Plan and the South Lakeland Local Plan.
 - 3.1.3. Best route from the viaduct to Grange-over-Sands.
 - 3.1.4. Visitor management improvements required in Arnside to car parks, the station and along the existing promenade – taking into account the Arnside & Silverdale AONB Development Plan Document.
 - 3.1.5. Current ability and future opportunities to link into the wider network of walking and cycling routes in Arnside, Grange-over-Sands and the surrounding locality.

- 3.2. Produce fully costed budgets for works required to implement 3.1.1 to 3.1.5 above.
- 3.3. Present an interim report on progress against the above outputs in 3.1 and 3.2 by the deadline in Section 8 below.
- 3.4. Work closely with MBP's contract manager to engage with landowners, presenting the vision for an accessible trail, seeking their views on improvement works and securing permissions where possible.
- 3.5. Engage with Network Rail and understand how any developments could fit with Network Rails Governance for Railway Investment Process (GRIP).
- 3.6. Creation of visualisations to demonstrate the iconic and transformational nature of the foot/cycle bridge, promenade integration and the connectivity between the two conurbations. To be in a large format for display during public consultation events and for use in reports, a business case and promotional documents.
- 3.7. Present all the required material for the final report in an electronic format that can be professionally printed by the deadline in Section 8 below. This requires collaboration between contractors (if more than one is appointed) to bring together the different elements of this study in a single coherent business case document.

(PLEASE NOTE: this tender is not asking for any engineering proposals or designs for a cantilever bridge on the viaduct. Any such work is subject to Network Rails GRIP process and the availability of funding. This feasibility study will contribute to the strategic business case required to reach GRIP Stage 3 work in the future.)

4. Outputs – LOT 2

- 4.1. Determining the socio economic value of the proposal
 - 4.1.1. Economic case and return on investment for the foot/cycle bridge and the wider coastal walking/cycling route.
 - 4.1.2. Social and Health and wellbeing benefits from the foot/cycle bridge, integration with Arnside Promenade, Arnside station and wider routes.
 - 4.1.3. Environmental benefits from a new active travel route and it's contribution to reducing carbon emissions.
- 4.2. Include an assessment of the return on investment and the potential benefits to the local economy through an uptake of local and visitor users of the trail – using statistical comparisons to other similar trails if known.
- 4.3. Phasing and funding appraisal to identify sources that could fund the implementation of the works.
- 4.4. Present an interim report on progress against the above outputs by the deadline in Section 8 below.
- 4.5. Produce a final report in an electronic format that can be professionally printed by the deadline in Section 8 below. This requires collaboration between contractors (if

more than one is appointed) to bring together the different elements of this study in a single coherent business case document.

The contractor for LOT 2 will be responsible for producing the report.

5. Outputs – LOT 3

- 5.1. Engage with the local community and stakeholder to understand the appetite for an Arnside to Grange-over-Sands walking and cycling trail. This should be through surveys, consultation events and meetings with residents, community groups, businesses, local landowners and other relevant organisations.
- 5.2. A range of creative and innovative methods are employed to maximise engagement and to be accessible for all.
- 5.3. Present an interim report on progress against the above outputs by the deadline in Section 8 below.
- 5.4. Present all the required material for the final report in an electronic format that can be professionally printed by the deadline in Section 8 below. This requires collaboration between contractors (if more than one is appointed) to bring together the different elements of this study in a single coherent business case document.

(PLEASE NOTE: Whilst some exploratory consultation is expected to happen early in the project schedule the bulk of this work is envisaged during the later phase of the timeline, when study work is nearer completion and initial outcome material can be shared widely.)

6. Work Proposals and Submission

- 6.1. Interested contractors are invited to submit a work proposal, as outlined below, by 5.00pm on Friday 3rd December 2021.
- 6.2. Morecambe Bay Partnership requires contractors to provide the following:
 - 6.2.1. A work plan that demonstrates your understanding of the task, including your methodology to achieve the requirements of the brief, a schedule of tasks and milestones within the timescale detailed in Section 8 below.
 - 6.2.2. Costs including a breakdown of each consultant's role, day rate, number of days working on the project, purchases, travel costs and other expenses.
 - 6.2.3. Examples of at least 3 relevant/similar pieces of work you have completed within the last 3 years. The information should include:
 - Description of services
 - Contract period (i.e. 2 months, 3 years etc.)
 - Value
 - Company / individual services provided to
 - Contact details and agreement that we may seek references

6.2.4. Please provide CVs/bios for the personnel who would be involved in this contract. These should include qualifications and relevant experience.

6.2.5. The client requires the contractor to include proof of:

- employer's liability insurance - at least £1 million
- Professional Indemnity Insurance - at least £1 million
- Public Liability Insurance – at least £2 million.

6.2.6. Please provide a risk management document for the delivery of this contract including the provision and systems you have in place to ensure that you can meet the deadlines – e.g. who you will collaborate with in case of illness or other delays.

6.2.7. Any other information that you consider appropriate to inform us of your suitability for this project.

6.3. Submissions should be sent by email to:

Richard Frank, Access & Infrastructure Team Leader, richard@morecambebay.org.uk

Sarah Mason, Chief Executive, sarah.mason@morecambebay.org.uk.

Any questions prior to submission should be sent to Richard Frank please.

7. Price and Payment Schedule

7.1. The total cost for delivery of this work should should cover consultant time to deliver the above outputs, all travel and other business expenses and overheads.

7.2. Your tender price must **include VAT**.

7.3. The maximum value of each tender lot (including VAT) is shown below. We have given an example of the expected spend on different elements of the study, but this is a guide only. Maximum value for each lot is non-negotiable.

Lot No.	Description	Guide Value	Maximum (inc VAT)
1	Route Feasibility Study	£18,000	£20,000
	Visualisations	£2,000	
2	Socio-Economic Study	£17,000	£26,000
	Financial Appraisal	£5,000	
	Final Business Case report	£4,000	
3	Community Consultation	£4,000	£4,000
			£50,000

8. Deadlines and Timetables

8.1. The timetable for delivery of work is as follows:

Deadline for submission of project proposal with all items listed in Section 4.	5.00pm, Friday 3 rd December 2021
Interviews (if needed) and award of contract	Wednesday 8 th December 2021
Inception meeting to finalise plans	Week beg. 13 th December 2021
Morecambe Bay Partnership PR campaign begins	Week beg. 13 th December 2021
Work commences	Week beg. 3 rd January 2022
Interim report on progress provided to client	Thursday 14 th April 2022
Final report provided to client	Friday 22 nd July 2022

8.2. The client and contractor will agree a detailed timetable for the work at the inception meeting.

9. Project Management

- 9.1. The project will be managed by Richard Frank, Morecambe Bay Partnership's designated contract manager (the client).
- 9.2. Morecambe Bay Partnership will deliver and/or oversee the publicity and marketing required for this study. Where contractors produce materials for the public domain they will seek Morecambe Bay Partnership's approval prior to circulation.
- 9.3. The contractor will report to the client immediately if there are any unforeseen delays or problems that may limit the ability to complete the work to schedule.
- 9.4. As part of the contract, the contractor is required to meet via video link with the client to provide regular progress updates. Schedule to be agreed at inception.
- 9.5. The client requires 1 hard copy and a digital copy (in MS Word and PDF format) of all reports/materials that may be produced, which should be fully proof-read.
- 9.6. All materials produced to deliver this project must include the Morecambe Bay Partnership branding alongside the contractors – brand guidelines and materials will be provided.
- 9.7. The client will hold the copyright on materials developed through this contract. Any reports and materials produced by the contractor to achieve the aims set out in the contract cannot be quoted from or used in any other way without the permission of the client. All materials produced by the contractor, or supplied to the contractor by the client, must be returned to the client within one month of the end of contract.

10. Contract Manager:

10.1. Richard Frank
Morecambe Bay Partnership
The Factory
Castle Mills
Aynam Road
Kendal
LA9 7DE

Email: richard@morecambebay.org.uk
Tel: 01539 724888
Mob: 07760 883408

11. Award Criteria:

- 11.1. All submission must meet criteria listed at Section 6.2.1. to 6.2.7. above. These are pass/fail criteria that will determine whether we score your proposals.
- 11.2. Tenders will be scored according to the following:

Criteria	Weighting %
Clearly demonstrates an understanding of the task	10
The work plan includes appropriate methods to achieve the requirements of the brief and presents a realistic schedule of tasks and milestones	30
Has a good understanding and experience of developing walking and cycling infrastructure, and/or securing landowner permissions for trail or cycle way development, and/or strong understanding of financial planning and developing economic cases, and/or a track record in stakeholder engagement. (Assessed accordingly to the Lot you are tendering for)	30
Risk management and contingency measures are in place	10
Demonstrates value for money	20
TOTAL	100%

Morecambe Bay Partnership is a registered charity, governed by a board of trustees. Our registered charity number is 1173489. You can find us on the Register of Charities [here](#) and a copy of our latest Trustees Report and Annual Statement of Accounts can be found [here](#).

www.morecambebay.org.uk