**Invitation to Quote**

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| **Name of Council:**  Gosport Borough Council (The Council) |
| **Invitation to Quote(ITQ) for:**  Consultancy Services: Transport Assessment for  Gosport Borough Local Plan 2040 |
| **Invitation to Quote for Return Date and Time (Deadline)**  12:00pm – 21st June 2024 |

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**Additional documents supplied separately:**

* Quotation response document
* Contract Draft
* Appendix 1 - GBC Equality and Diversity Policy

# 1.0 INTRODUCTION and CONTEXT

## 1.1 **Introduction**

The Council is conducting the Invitation to Quote (ITQ) to consider bids for the production of a National Planning Policy Framework (NPPF) compliant Transport Assessment to form a key part of the Council’s evidence base for its emerging Gosport Borough Local Plan 2040. The Council is therefore seeking responses to demonstrate the technical capacity and professional ability of the Consultant in order to undertake this evidence study.

The Study will need to consider both national and local planning policy as well as the relevant transport strategies produced by Hampshire County Council as the Local Highways Authority.

The key objective of this commission is to produce a proportionate Transport Assessment of the growth scenarios, as set out in the Gosport Borough Local Plan 2040, previous modelling work undertaken, and to consider what mitigation strategies will be required in order to satisfy that any traffic generated can be accommodated both physically and safely on the highway network.

This ITQ contains further information about the procurement process, the services required, and assessment questions for Consultants to complete. Each Consultant’s response (Quote) should be detailed enough to allow the Council to make an informed selection of the most appropriate solution. A detailed list of the scope of the project is detailed in Section 2 of this ITQ.

## 1.2 Gosport Borough key information and Gosport Borough Local Plan 2040

Gosport is a large urban town located within the South Hampshire sub-region serving a population of 82,000 people. Covering over 27.6 square kilometres (10.6 square miles or 2,761 hectares)[[1]](#footnote-1), Gosport Borough is the twelfth smallest district in England and the smallest in Hampshire. The Borough sits on a peninsula adjacent to Fareham Borough and is surrounded on three sides by the Solent and Portsmouth Harbour, with 39 kilometres (24 miles) of coastline.

There are two main settlements, Gosport and Lee-on-the-Solent, which are separated by the Alver Valley strategic open space. The Borough is predominantly urban in character, with over 80% ‘built on’[[2]](#footnote-2). Space is at a premium so must be used effectively. Significant natural assets, a prime waterfront location, plus a large stock of vacant heritage buildings provide a strong platform for ‘economic re-invention and repositioning’, allowing Gosport to ultimately make a much greater contribution towards both the regional and UK economy.

Spatial challenges arising from its peninsula location restrict Gosport’s efforts to diversify its economy or attract significant inward investment, driving a need to develop a bespoke and innovative approach towards future economic development. Social challenges and health issues, affect parts of the Borough.

Despite these challenges, Gosport benefits from a strong local community, a belief that it has an economic asset base capable of increased, sustainable exploitation, plus the support of national, regional and sub-regional partners encouraging and supporting the Borough to make the transition towards becoming a modern, forward-looking local economy.

In relation to transport issues the Borough has a number of characteristics which makes its transport usage profile rather unusual. This includes

* The Borough’s peninsula location has a limited road network in and out of the Borough although the new Stubbington Bypass has recently opened providing an additional route
* The Borough has the lowest job density in the SE England and one of the lowest in England which results in high levels of out-commuting on this restricted network
* Water transport in relation to the Gosport Ferry plays an important role in daily transport movements with links to Portsmouth Harbour Railway Station and Portsmouth City Centre
* The Borough has no train station of its own and is often quoted as being one of the largest towns in England without a railway station;
* Over the past decade a Bus Rapid transit system has been developed on the former railway line with links to Fareham Town Centre and its railway station. This has increased bus patronage in the Borough
* The Borough has one of the highest cycle commuting rates in the UK (2021 Census) and the cycle is popular method of travel for getting to school and leisure trips.

Further information is included in the Transport section of the adopted Local Plan and the Gosport Profile:-

* <https://www.gosport.gov.uk/localplan2029>
* <https://www.gosport.gov.uk/gosportprofile>

Local Plan Progress to Date

The first consultation stage of the new Local Plan (Regulation 18) was published in September 2021. The consultation document sets out a full draft plan (rather than a less formal ‘Issues and Options’) with the following elements:

* Key planning issues in Gosport
* Vision and Objectives for Gosport up to 2038   
  (Regulation 19 now up to 2040)
* Strategic options for growth in the plan period including three Urban Regeneration Areas and eleven Strategic Development Sites
* Other allocation sites located outside of the Urban Regeneration Areas
* Strategic and General Development policies

Further details regarding the Regulation 18 Local Plan are available online: <https://www.gosport.gov.uk/gblp2038>

To inform the new Local Plan the Council has undertaken a number of evidence studies to date. This is set out on the Council’s website:

([www.gosport.gov.uk/gblp2038evidence](file:///\\knuckles\department\Development%20Services\Traffic\Planning%20Policy%20-%20Development%20Plan\%23%23%20LOCAL%20PLAN%202036%20%23%23\GBLP%202040%20TA\www.gosport.gov.uk\gblp2038evidence)) and includes the following key documents:

* Sustainability Appraisal
* Habitats Regulations Assessment Screening Assessment (full HRA currently being prepared for Regulation 19)
* Economic Development Needs Assessment and Economic Land Availability Assessment
* Strategic Housing Land Availability Assessment
* Demographic Projections
* Infrastructure Assessment Report
* Interim Strategic Flood Risk Assessment
* River Hamble to Portchester Coastal Flood and Erosion Risk Management Strategy
* Retail, Leisure and Tourism Study

Of particular relevance to the Transport Assessment are the following documents which will need to be used by the successful consultant to inform their report:

* Gosport Borough Local Plan SRTM Modelling Report (SYSTRA)[[3]](#footnote-3)
* Infrastructure Assessment Report (GBC)
* Infrastructure Delivery Plan
* Local Cycling and Waling Infrastructure Plan (LCWIP) (HCC)
* GBC’s Living List
* Gosport Car Parking Study covering Gosport Waterfront, Gosport Town Centre, Stoke Road and Blockhouse.

In addition to the above, the successful consultant will need to consider findings of the emerging Modal Shift study for the Blockhouse Site, as it relates specifically to a major allocation in the emerging Local Plan which is due to be released by the Defence Infrastructure Organisation in 2025 and the bridge serving this site has been identified in the SYSTRA Modelling Report as a key issue to be resolved.

Since the production of the SYSTRA Modelling Report in 2020 (which used an end date of 2036) and the Regulation 18 consultation on the Gosport Borough Local Plan 2038 in 2021, It has been necessary to extend the end date of the emerging Local Plan from 2038 to 2040 to ensure that there is at least a 15-year span from the data of anticipated adoption, in accordance with Government guidance.

## 1.3 National Planning Policy Context

The study will need to take into account relevant national planning policies as set out below.

The National Planning Policy Framework (NPPF, December 2023) sets out (Paragraph 108) that transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

1. the potential impacts of development on transport networks can be addressed;
2. opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
3. opportunities to promote walking, cycling and public transport use are identified and pursued;
4. the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
5. patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

NPPF Paragraph 109 sets out that:

The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations, which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan making and decision-making.

The NPPF also sets out in Paragraphs 114-116 “Considering development proposals” that: In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

1. appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
2. safe and suitable access to the site can be achieved for all users;
3. the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and
4. Any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.

Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

Within this context, applications for development should:

1. give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
2. address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
3. create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
4. allow for the efficient delivery of goods, and access by service and emergency vehicles; and
5. be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

Paragraph 123 sets out that (note: emphasis added):

Planning policies and decisions should, inter alia, promote and support the development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively (for example converting space above shops, and building on or above service yards, car parks, lock-ups and railway infrastructure).

## 1.4 County and Local Planning Policy Context

Hampshire County Council – Adopted Local Transport Plan 4

Hampshire County Council (HCC) has a statutory requirement to have a Local Transport Plan (LTP) which sets out its vision for future transport and travel infrastructure. Over the last two years HCC has been developing a new draft Local Transport Plan (LTP4) which was published in February 2024 and:

* **describes the transport vision for 2050, the key transport outcomes HCC are seeking to achieve, and the principles that would guide future investment and decision making in relation to transport and travel;**
* **sets out transport policies covering all aspects of transport planning, delivery, and operation;**
* **presents our approach to delivering the Plan – 'making it happen', setting out a roadmap to 2050 and how we would prioritise, fund and deliver interventions, and monitor our progress; and**
* **supports the County Council’s wider strategies, plans and priorities**

The LTP4 proposes transformational changes which:

* shift away from planning for vehicles, towards planning for people and places;
* meet national priorities to decarbonise the transport system;
* reduce reliance on private car travel;
* support sustainable economic development and regeneration, and promote active lifestyles.

Further detail on the LTP4 can be found on the HCC website:

<https://www.hants.gov.uk/transport/localtransportplan>

# 2.0 PROJECT SCOPE, OBJECTIVES AND SERVICES

## 2.1 Scope of the Project

Gosport Borough Council (‘the Council’) is inviting bids from consultants with the necessary skills and experience to provide evidence and support to its emerging new Local Plan which covers the period to 2040.

As such, the Council is seeking the production of a proportionate yet suitably robust transport assessment in line with national planning guidance to support the emerging Local Plan through its future public examination.

The Council therefore wishes to procure the services of a Transport Planning Consultant to produce a National Planning Policy Framework (2023) (NPPF) -compliant transport assessment including the guidance site out in the national Planning Practice Guidance including the section ‘*Transport evidence bases in plan making and decision making section*.’[[4]](#footnote-4)

The transport assessment supported by existing available modelling should address the following:

* Assess the existing situation and likely generation of trips over time by all modes and the impact on the locality in economic, social and environmental terms.
* assess the opportunities to support a pattern of development that, where reasonable to do so, facilitates the use of sustainable modes of transport
* highlight and promote opportunities to reduce the need for travel where appropriate
* identify opportunities to prioritise the use of alternative modes in both existing and new development locations where appropriate
* consider the cumulative impacts of existing and proposed development on transport network.
* assess the quality and capacity of transport infrastructure and its ability to meet forecast demands
* identify the short, medium and long-term transport proposals across all modes.

The following list indicates the key aspects that should be addressed in the transport assessment. This list is not exhaustive, and there may be additional issues that arise:-

* all current transport issues as they affect all modes and freight covering, for example, accessibility, congestion, mobility, safety, pollution, affordability, carbon reduction across the whole Plan area and, within relevant areas of the Plan, including existing settlements and proposed land allocations.
* the potential options to address the issues identified and any gaps in the networks in the short, medium and longer term covering, for example, accessibility, congestion, mobility, safety, pollution, carbon reduction.
* the locations of proposed land allocations and areas/corridors of development and potential options for the provision of sustainable transport and transport networks to serve them.
* solutions to support a pattern of development that, where reasonable to do so, facilitates the use of sustainable modes of transport.
* the scope and options for maximising travel planning and behavioral change.
* accessibility of transport nodes such as rail/bus stations to facilitate integrated solutions

For the Local Plan evidence the Transport Assessment should set out the transport issues relating to major allocations both alone in combination with other developments included in the emerging Local Plan. This should include particular issues arising from the previous transport modelling undertaken for the Council using the South Hampshire SYSTRA Model.

Modelling of both higher and lower growth scenarios to 2036 (the end of the plan period at the time of production) was undertaken in 2020 to support the Regulation 18 version of the emerging Local Plan. Since this modelling was undertaken, there have been numerous changes in the specific location of development sites, however, it is considered that the global figures for the Borough and the key implications for highway and junction capacity remain largely representative.

The SYSTRA modelling was used to evaluate potential development scenarios in Gosport in relation to their impacts on highway capacity and flow in relation to a Baseline scenario (of zero growth). Overall, the findings indicate that there would not be an impact on the strategic road network. Consequently, given the global figures for development in Gosport the findings of the earlier modelling work remain valid as there has been no increase in proposed development, instead overall certain sites are no longer available following decisions made by various public sector bodies.

This Transport Assessment will need to look to 2040 and understand and mitigate localised transports issues arising from large allocations within the Borough.

A copy of the results of the SYSTRA modelling together with a non-technical commentary can be viewed here:

* <https://www.gosport.gov.uk/media/3177/Gosport-Local-Plan-SRTM-Modelling-Report/pdf/Gosport_Local_Plan_SRTM_Modelling_Report.pdf?m=637674685375870000>
* <https://www.gosport.gov.uk/media/3540/Interim-Transport-Background-Paper-Consideration-of-Initial-Transport-Modelling/pdf/Interim_Transport_Background_Paper_Consideration_of_Initial_Transport_Modelling.pdf?m=637683350815470000>

The Council is anticipating a level of development no higher than 190 dwellings per year as set out in Scenario 1. Therefore, the successful consultant should only consider the results of this modelling exercise as indicative of housing growth during the plan period rather than Scenario 2

The Transport Assessment should identify measures to mitigate any issues that arise from the proposed levels of development including identifying measures required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and measures that will be needed to deal with the anticipated transport impacts of the development.

As part of the study it will be necessary to work with other organisations beyond the Council. Importantly this will need to include:

* Hampshire County Council as the local transport authority for the area
* National Highways
* Transport for South Hampshire who manage the SYSTRA Model and can provide advice on sub-regional transport issues
* Neighbouring authorities including Fareham Borough Council and Portsmouth City Council
* Other organisations that the successful consultants consider appropriate

The methodology should clearly set out how these organisations will be involved through the process. The successful consultant should comply with the information requirements outlined in the relevant Planning Practice Guidance (PPG)[[5]](#footnote-5) and that the methodology and approach should be clearly set out in the quote submission document.

## 2.2 Key Project Objectives

The key objectives of this commission are:

* To provide a robust transport assessment to inform and support the Councils’ emerging Local Plan
* To undertake a transport assessment which fully addresses the expectations in the NPPF and national Planning Practice Guidance.
* Identify mitigation measures for particular Local Plan allocations that need to be included in the relevant policies. Test and support the identification of sites and policy options in the emerging Local Plan for the Regulation 19 stage. This should be a full and comprehensive transport assessment based on the full policy options, costs of infrastructure, phasing and delivery of development. This should address all the strategic sites and other allocation sites identified by the Council – full details of all site allocations (including mapping) will be provided to the successful Consultant. Such details will be based on the sites included in the emerging Regulation 19 draft consultation.
* To inform the evidence base on infrastructure which can help inform future Section 106 agreements and/or priorities for using Community Infrastructure Levy funds.

## 2.3 Scope of Services

Following an inception meeting with the Council’s Planning Policy Manager and Traffic and Transport Manager the project should include the following key stages:

* Considering national and local transport and planning policy. The assessment should include a brief overview of the relevant national and local transport and planning policy as it relates to the emerging Gosport Borough Local Plan 2040 and the transport assessment itself.
* Review of existing transport modelling for the emerging Local Plan
* Identify issues arising from the transport modelling and consider potential mitigation options. Where appropriate identify the short, medium and long-term proposals
* Liaise with appropriate organisations such as highways and neighbouring authorities as mentioned in 2.1 above
* Make recommendations for appropriate mitigation measures with a broad identification of costs

## 2.4 Outputs

Following the considerations outlined in Section 2.1 above, the consultant’s report should address all matters included in the ‘Scope of Services’ in Section 2.3 above.

At the completion of the project, the consultant shall provide the Council with an electronic copy of the report in both Microsoft Word document format (DOCX/DOC), and PDF format, and Copyright for all documentation shall be given to the Council.

## 2.5 Project Team Skills

This invitation is directed at consultancies who can demonstrate they have, or are able to call upon the relevant skills to carry out this commission.

Your response will need to demonstrate your firm has the following knowledge and understanding of:

* Technical ability and knowledge of requirements to consider and advise on multi-modal transport options.
* General south coast and Solent specific knowledge of opportunities and challenges associated with traffic and transport.

The names and qualifications of the team who would be carrying out the work, along with their committed hours and their hourly rate, and of any sub-consultants that you would engage to provide specialist input, together with a brief résumé of their relevant experience; their fee etc. is also required.

## 2.6 Contract Term

The Council proposes to enter into a Contract for a period of 11 weeks with the successful consultant.

The anticipated service commencement date is week commencing 15th July 2024

## 2.7 Insurance Requirements

The Consultant will maintain the following insurance cover for the duration of the commission and provide evidence of cover to the Council at any time when requested.

|  |  |
| --- | --- |
| Insurance Requirements | |
| Professional Indemnity: | £1 million |
| Public Liability | £10 million |
| Employers Liability | £5 million |

## 2.8 Purpose and Scope of this Invitation to Quote

This Invitation to Quote (ITQ):

* Asks consultants to submit their bids in accordance with the instructions set out in this ITQ. The budget for this study is limited to an absolute maximum of £50,000 when considering the limited issues raised in the earlier modelling work.
* Sets out the overall timetable and process for the procurement to consultants
* Provides consultants with sufficient information to enable them to submit a compliant bid (including providing templates where relevant)
* Sets out the Award Criteria and the Quotation Evaluation Model that will be used to evaluate the bids
* Explains the administrative arrangements for the receipt of bids

## 2.9 Clarifications about the Services or ITQ

All requests for clarification should be submitted no later than the date specified in the Procurement timetable, using the messaging facility on the Proactis procurement portal.

Questions received after the deadline date may not be answered. If the potential consultant expresses that the question is confidential and the Council agrees that it is, then the response will be sent only to the potential provider raising the question. If the Council disagrees, they will inform the potential consultant and allow them to withdraw their question.

Consultants may be required to clarify their submission. Requests for clarification will be issued via the messaging function on the Proactis portal. Consultants are required to respond to requests for clarification as requested and, no later than within 3 working days.

Vague or ambiguous answers are likely to score poorly or render the bid non-compliant.

# 3.0 TIMETABLE

## 3.1 Key Dates

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all consultants are treated equally.

The key dates for this procurement (Timetable) are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **Event** | **Indicative Date** |
| Issue Invitation to Quote | 31.05.2024 |
| Deadline for receipt of clarifications | 10.06.2024 |
| Deadline for receipt of Quotes | 12:00pm, 21.06.2024 |
| Evaluation of Quotes completed by | 28.06.2024 |
| Notification of contract award | 03.07.2024 |
| Target commencement date | 15.07.2024 |
| Completion date | 30.09.2024 |

Any changes to the procurement Timetable shall be notified to all consultants as soon as practicable.

## 3.2 Contract Award

The award decision will be notified via the Proactis portal after the deadline for quotes has passed and the quotes have been evaluated.

The Council reserve the right to decline to make an award, or to abandon or cancel the procurement process. The Council will not be responsible for any costs or expenses incurred as a result of following this course of action.

Any costs incurred by the consultant in responding to this ITQ or in support of activities associated with the response to this ITQ are to be borne by the consultant and are not reimbursable by the Council.

Following award and contract completion, the Council shall issue a purchase order to the consultant, which is sent electronically via email. This document will include a unique reference number, which must be stated on associated documentation, such as invoices.

The Council pay all invoices in arrears following completion of the service. The consultant shall provide the Council with an invoice within 30 days of service completion. Invoices must detail:

* The name and address of the Council (as displayed on the purchase order)
* The Consultants name and address
* The Consultants bank details
* The relevant Council Purchase Order number
* A unique invoice number
* Full breakdown of the service provided
* All costs, VAT charged and VAT number (if applicable)

Invoice can be submitted via post or electronically via email, the email address will be displayed on the purchase order.

## 3.3 Programme Dates and Proposed Meetings

**The Council will expect a draft transport assessment study report by no later than 30th August 2024 and a completed report no later than 30th September 2024.** The Council requires the study at this time in order to shape the options for a draft Regulation 19 Plan to be prepared for consultation later in Autumn 2024, therefore, please consider this deadline when preparing/submitting your bid.

The consultants will need to provide a detailed work programme to demonstrate how this target date will be met which outlines when the key tasks will be undertaken. It will also need to allow for appropriate liaison meetings with Council officers on the draft findings of the study. The consultant and Council officers will hold meetings as and when necessary but as a minimum will include the following:

* Introductory project meeting to confirm the project process, timetable and to establish information needs and sources – w/c 15th July 2024;
* Progress meeting to discuss any emerging issues or clarify requirements – w/c 29th July 2024; and
* Meeting to discuss the findings of draft report – w/c 2nd September 2024

Consequently, your response should include an allowance for a minimum of three meetings. If you consider that additional meetings will be required, please include details of this within your response.

# 4.0 QUOTE COMPLETION INFORMATION

All submissions must be uploaded via the South East Business Portal, also known as Proactis before the deadline stated in the timetable in this ITQ.

Link to the portal: <https://sebp.due-north.com/>

Your response must include:

* Completed Quotation Response Document including but not limited to;
  + Completed Schedule 1 - Commercially Sensitive Information (if applicable)
  + Completed Schedule 2 – Form of Quote
* Supporting documentation (to support the answers to quality questions)

## 4.1 Terms and Conditions

In submitting a response to this Invitation to Quote, potential Consultants do so on the conditions set out in the Council’s Consultancy Contract, which is attached to this invitation. In the event of any breach of the conditions, the Council shall be entitled to terminate any arrangement made as a result of such procurement.

## 4.2 Conduct and Conflicts of interest

The consultant shall not, before the date and time specified for return of the quote, communicate to any person the amount or approximate amount of the quote or proposed quote, except where the disclosure in confidence of the approximate amount of quote is necessary to obtain insurance cover.

The quote shall be a bona-fide quote and shall not be fixed or adjusted by, under, or in accordance with any agreement or arrangement with any other person.

Consultants shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from submitting a quote.

Consultants must not, in connection with the proposed quote:

* offer any inducement, fee or reward to any member or officer of the Council
* do anything which would constitute a breach of the Bribery Act 2010 or the Section 117 (2) Local Government Act 1972, or
* canvass any of the persons referred to above in connection with the provision;
  + or contact, any member or officer of the Council or any person acting as an advisor to the Council (except as authorised by this Invitation to Quote for the purpose of asking genuine questions about the process or the provision) about any aspect of the proposed provision or for soliciting information in connection therewith.

Consultants are responsible for ensuring that no conflicts of interest exist between the Consultant and its advisors and the Council and its advisors. Any Consultant who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the Council. Any conflicts of interests must be declared to the Council at the earliest opportunity.

## 4.3 Formalities

All documents comprising the Quote must be submitted through the portal and will remain sealed until the deadline has passed.

The following requirements must be adhered to when submitting Quotes:

* A detailed timeline and milestones for the completion of the work must be included
* Confirmation of the availability of the proposed study team
* CV’s of the members of the proposed study team, including experience of relevant / similar work undertaken etc.
* References from previous work
* A table of Consultants individual time to be spent on the project, day rate and overall cost must be provided.
* Details of any sub-consultants that you would seek to engage with to provide specialist input. This should include a brief resume of their relevant experience, fee etc.
* Any additional pre-existing material which is necessary to support the Quote should be included as schedules with cross-references to this material in the main body of the Quote. Cross-references to this ITQ should also be included in the Quote whenever this is relevant.
* Where documents are embedded within other documents, Consultants must upload separate copies of the embedded documents.
* The Quote must be in English and drafted in accordance with the guidance set out in this ITQ.
* The Quote must be fully cross-referenced.

The Quote must be clear, concise and complete. The Council reserves the right to mark a consultant down or exclude them from the procurement if its Quote contains any ambiguities, caveats or lacks clarity. Consultants should submit only such information as is necessary to respond effectively to this ITQ. Quotes will be evaluated on the basis of information submitted by the Deadline.

The consultant must complete and include a duly executed Form of Quote (Schedule 2), which is located within the response document template.

Where the Consultant is a company, the Quote must be signed by a duly authorised representative of that company. Where the Consultant is a consortium, the Quote must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of producing the work set out in the successful quote proposal. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has Council to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of a sole trader, s/he should sign and give his/her name in full together with the name under which s/he is trading.

## 4.4 Executive Summary

Each Consultant must also provide an executive summary of its Quote and include within it:-

* An outline of the way in which the Council’s requirements are to be met by its proposal.
* A summary of all the services offered by the Consultant in response to the ITQ.
* Proposed timeline, clearly indicating the Consultant’s approach towards minimising the effect of their work on any electoral period that may occur during the lifetime of this project.
* An overview of the Consultant’s overall costs and proposals in relation to pricing.
* A clear statement of whether it is a consortium or a group of companies with one supplier.
* Confirmation that the Quote(s) will remain open for a period of 30 days.
* A clear statement confirming that your firm does not have any conflicts of interest in relation to this work.

If changes subsequently occur in relation to the statements set out in the executive summary, the applicable Consultant must promptly notify the Council of them. The Council reserves the right to disqualify any Consultant that fails to duly notify the Council.

## 4.5 Submission of Quotes

Each Consultant must submit a quote meeting the Council’s minimum requirements, operating as a standalone bid and not be dependent on any other bid or any other factors external to the Quote itself. That is, the Quote must be capable of being accepted by the Council in its own right. Please see mandatory requirements included in the response document.

## 4.6 Warnings and disclaimers

While the information contained in this ITQ is believed to be correct at the time of issue, the Council, its advisors and any other awarding authorities will not accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITQ (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Consultant. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

Neither the issue of this ITQ, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement.

## 4.7 Confidentiality and Freedom of Information

This ITQ is made available on condition that its contents (including the fact that the Consultant has received this ITQ) is kept confidential by the Consultant and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Consultant to submit a Quote.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Consultants should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the values and the identities of its suppliers on its website without consulting the provider of that information.

The Council shall treat all Consultants’ responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party’s commercial interests, and in accordance with the Council’s transparency obligations.

Therefore, Consultants are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Consultants competitive edge, has been clearly identified to the Council in the template provided at Schedule 1.

## 4.8 Publicity

No publicity regarding the Services or the award of any quote will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Quote, its contents or any proposals relating to it without the prior written consent of the Council.

## 4.9 Council’s rights

The Council reserves the right to:

* Waive or change the requirements of this ITQ from time to time without prior (or any) notice being given by the Council.
* Seek clarification or documents in respect of a Respondent’s submission.
* Disqualify any Respondent that does not submit a compliant Quote in accordance with the instructions in this ITQ.
* Disqualify any Respondent that is guilty of serious misrepresentation in relation to its Quote, expression of interest, or the ITQ process.
* Withdraw this ITQ at any time, or to re-invite quotations on the same or any alternative basis.
* Choose not to award any quote as a result of the current procurement process.

Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

## 4.10 Bid costs

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Respondent in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

# 5.0 QUOTE EVALUATION MODEL

## 5.1 Award Criteria and Evaluation Criteria

Any quote(s) awarded as a result of this procurement will be awarded on the basis of the offer is the most economically advantageous to the Council. The Award Criteria are based on 75% quality and 25% cost. Scores are arrived at following the application of the Evaluation Criteria set out below to the Consultant’s Quote.

Consultant’s are required to submit a Quote strictly in accordance with the requirements set out in this ITQ, to ensure the Council has the correct information to make the evaluation. Evasive or unclear Quotes may be rejected at the Council’s discretion.

The Quote Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

|  |  |  |
| --- | --- | --- |
|  | **Overall criteria** | **Weighting** |
| Quality | Technical Quality | 45% |
| Experience and Management | 20% |
| Resources | 10% |
| Cost | Cost | 25% |
| **Total** | | **100%** |
| **Mandatory Requirements** | | |
| Requirements | The Consultant confirms their quote meets the scope and requirements specified in Section 2 of the ITQ document | Pass/fail |
| Insurance | The Consultant accepts the insurance requirements stated in the ITQ and is able to provide evidence of the insurance in place | Pass/fail |
| Equality and Diversity | The Consultant confirms they have an Equality and Diversity and Inclusion (EDI) Policy which complies with the relevant standards, and:-  The Consultant confirms they are happy to work to the Council’s “Statement of Commitment to Equality and Diversity” | Pass/fail |
| Budget | The Consultant accepts that the Quote cannot exceed £50,000 | Pass/fail |
| Deadline | The Consultant confirms they are able to complete the study by the 30 September 2024 as detailed in the ITQ | Pass/fail |
| Terms | The Consultant confirms they accept the terms and conditions of the Contract | Pass/fail |

**Failure to demonstrate the above requirements will result in the quote being rejected.**

# 6.0 EVALUATION PROCESS

## 6.1 Quality Evaluation

The technical evaluation will be scored in accordance with the table below.

## 6.2 Scoring Models

For assessing the quality elements each sub criteria will be scored out of 4 (see table below) and weighted accordingly.

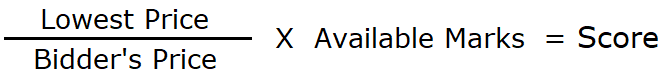
|  |  |
| --- | --- |
| Assessment | Allocated Score |
|  |  |
| **Very poor** – [completely fails to demonstrate that it will meet the criteria | 0 |
| **Poor** – [some, but very limited evidence of that it will meet the criteria] | 1 |
| **Satisfactory** – [provides evidence that it will meet the criteria sufficiently] | 2 |
| **Good** – [shows attributes in a number of areas that area in excess of the criteria] | 3 |
| **Very good** – [in excess of the criteria in all areas] | 4 |

*Please note that scoring ‘1’ or less for any one or more quality questions will give grounds for excluding the response from further consideration. For any quotes so excluded, that consultants price shall be excluded from the ‘price’ evaluation.*

All Prices shall be stated in pounds sterling and exclusive of VAT.

For assessing the cost element the following formula will be applied:

The response with the lowest price will be awarded the full score of 25. Higher-priced offers will receive a score proportionate to the lowest offer, calculated as follows:

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1. Source: ONS Standard Area Measurements (SAM) 2019. Total extent includes land area to mean high water. [↑](#footnote-ref-1)
2. Made up of 61% discontinuous urban fabric and 20% industrial or commercial units. Source and land cover breakdown available from: A Land Cover Atlas of the UK: <https://doi.org/10.15131/shef.data.5219956> [↑](#footnote-ref-2)
3. <https://www.gosport.gov.uk/media/3177/Gosport-Local-Plan-SRTM-Modelling-Report/pdf/Gosport_Local_Plan_SRTM_Modelling_Report.pdf?m=637674685375870000> [↑](#footnote-ref-3)
4. <https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking> [↑](#footnote-ref-4)
5. <https://www.gov.uk/government/collections/planning-practice-guidance> [↑](#footnote-ref-5)