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| **Question Reference** | **Question** | **Response** | **Response Published** |
| CQ1 | I've downloaded all the documents but there were only 12 out of 14. Volume A & B are missing.Please could you upload them? | I apologise for the confusion in the labelling of the documents.'Volume A: Conditions of Contract' is the document titled 'Consultancy Contract - Company\_Lea Bridge SIL Masterplan\_FINAL'.'Volume B: Specification' is the document titled 'Rigg Approach SIL Masterplan Brief'. | 17/05/2019 12:38To all |
| CQ2 | You refer to two documents in the ITT called Volume A & B, but there appears to be no attachments on the portal.  Could you please confirm where we can access these documents. | I apologise for the confusion in the labelling of the documents.'Volume A: Conditions of Contract' is the document titled 'Consultancy Contract - Company\_Lea Bridge SIL Masterplan\_FINAL'.'Volume B: Specification' is the document titled 'Rigg Approach SIL Masterplan Brief'. | 21/05/2019 13:53To All |
| CQ3 | Please could you clarify the deadline date? The portal says 2nd July and the ITT states 12th July. | To clarify the deadline date for tender submissions will the **Tuesday 2nd July 2019**.  | 22/05/2019 15:38To All |
| CQ4 | Our organisation is looking to lead a bid team as a recently established, specialist Masterplanning firm.We have a query on Appendix 7: Financial Statements - item A in the table states "Organisations whose annual turnover is £600,000 or above will achieve a Pass. This level must have been achieved in each of the previous 2 years of trading".As a relatively new start-up we only have two full years of accounts -  the period up to November 2018 had turnover significantly in excess of £600,000, and we are on track to exceed this for our current financial year. However, as the company was only properly established in FY2017, the turnover was less than £600,000.Does this automatically exclude us from bidding, or can we submit supplementary information to demonstrate that our current year of accounts is above the minimum. | Thank you for your interest in this project. The annual turnover trading limit will not be an immediate fail, and so please submit any supplementary information including since you started trading to present, and we will review this upon receiving your bid. | 31/05/2019 17:16To All |
| CQ5 | 1. 1) What disciplines are required to be part of the multidisciplinary team? Or is this at the discretion of the Lead Consultant?
2. 2) Does **Appendix 6: Method Statement** need to be submitted as the ITT word document? Or can it be formatted into a graphic document including relevant images and information?
 | 1) The disciplines needed are those which can deliver both stages and meet the competencies outlined in section 8 of the 'Rigg Approach SIL Masterplan Brief'.2) The method statements do not need to be submitted in the ITT word document, as long as they are well structured and clear. However please note, the social value method statement must be submitted through the Social Value Portal. | 05/06/2019 13:00To All |
| CQ6 | 1. Can you please confirm that the deadline is 12pm 12th July 2019 (as page 16 of the ITT document states 02/07/19)?2. On the Bid Checklist (page 31), there is a number 11 which states "Error! Reference source not found" yet our action is to read, complete, sign and submit. Could you please state what should be in number 11?3. Can you please provide a Fee Schedule for us to complete?4. Are the page limits inclusive or exclusive of images? | 1) I can confirm that the deadline for the return is **12pm 2nd July 2019**, this eroor has now been rectified.2) I apologise for this error. Number 11 is Appendix 7: Financial Statements, which can be found on Pg 67 of the ITT. This describes how Part 3, Section 4 of the Selection Questionnaire will be assessed. This simply needs to be read and understood.3) Below is provided a suggested pricing schedule, however this is flexible for bidders to adjust.

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| **Item** | **Total cost** |
| **Masterplan Stage 1:** |   |
| Information Collection & Analysis |   |
| Business Engagement/Consultation |   |
| High-level Appraisal |   |
| Draft Masterplan |   |
| Final Masterplan and Proposed Masterplan Approach for Stage 2 |   |
| **Masterplan Stage 2:** |   |
| Information, Evidence Collection & Analysis |   |
| Partnerships and Engagement Plan |   |
| Industrial Land Audit and Assessment of Business Needs |   |
| Infrastructure Requirements, Access and Servicing Analysis |   |
| Masterplan Option Appraisal |   |
| Delivery Partnership Options |   |
| Estimated Development Costs |   |
| Equalisation Scheme |   |
| DRAFT Masterplan & Delivery Plan |   |
| DRAFT Masterplan Consultation |   |
| FINAL Masterplan & Delivery Plan |   |
| **Total** |   |

Details of any rates for additional works which may be requested should also be provided:

|  |  |
| --- | --- |
| **Resourse** | **Rates (per day)** |
| Project Manager/ Designer |   |
| Senior Consultant/ Manager |   |
| Junior consultant equivalent |   |
| Other (please specify) |  |

4) Page limits are inclusive of images. | 07/06/2019 16:04To All |
| CQ7 | Please may we ask the following questions:* Do we need to provide CVs for each member of the delivery team as part of our response to question A4? If so, would CVs count as part of the 8 A4 sides allowance or in addition to these?
* Are we required to submit our interview presentation as part of the ITT response (Question A7 of the Method Statement) or not?
* We understand that the method statement section can be provided as a graphic document if clearly organised as per the ITT document. Is it correct to submit everything else in the word document format provided in the ITT?
 | 1) Individual CVs are not required, however these would count as part of the 8 A4 pages.2) The interview presentation should not be submitted as part of the ITT response. Further details about the presentation will be released one week before the presentation.3) All responses do not have to be submitted in the Word documents, as long as all responses are organised, and it is clear which responses correspond to which questions. | 07/06/2019 12:30To All |
| CQ8 | * Are public engagement and consultation within the scope?
* Will any engagement take place before stage 2?
* Will the council be directly managing communications with stakeholders?
* Will the consultants be responsible for organising the Steering Group or only attendance is required?
 | * Yes
* Yes
* It is anticipated that both, the Council and the consultants will jointly manage communications with stakeholders
* Only attendance is required
 | 12/06/2019 14:35To All |