

LONDON BOROUGH OF SUTTON

INVITATION TO TENDER

Appointment of architectural led team for the production of a Delivery Plan for the Sutton Town Centre Regeneration (2017-2018)

**Service Specification**

Closing Date for Receipt of Tenders is 21 December 2017 at noon

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## Purpose of the engagement

The Council is seeking to commission an architect led multi-disciplinary master planning team to build upon the conclusions and take forward the Sutton Town Centre Masterplan (June 2016) and prior transport studies, to prepare a Delivery Plan for the comprehensive regeneration of Sutton Town Centre. The Delivery Plan will set a clear strategy for regeneration which will find solution to our regeneration challenges, exploit opportunities and deliver our ambitions.

The Delivery Plan will underpin:

* The Council’s strategy for townscape, public realm and gyratory transformation.
* Guide our land assembly strategy, disposal of assets and developer activity in the town centre.
* Inform the production of Supplementary Planning Documents (SPD) which will promote our desire to comprehensively develop the town centre, avoid piecemeal development and incorporate polycentric city principles.

The successful bidder will be a renowned architectural practice who will lead a multidisciplinary team to provide a clear vision and implementation strategy for regeneration. We anticipate that the team will include urban design, transport and infrastructure planning, cost consultant and specialist retail regeneration advisor.

The team will display significant experience in delivering ambitious and innovative place making regeneration schemes. You will be well versed in engaging public sector stakeholders, have the confidence to challenge ingrained positions to deliver regeneration and with a track record of taking schemes from concept to realisation.

We set out within the document contained within Appendix A our development ambitions and perceived challenges which will be examined within this project.

## Background

*“By 2031 Sutton town centre will be a destination of choice because of its distinctive offer that makes it stand out from its competitors. Combining great shops, services and facilities, Sutton will be known for the human side of its high quality High Street, its strong local heritage that will have been enhanced and celebrated, for the range of small independent retailers and the vibrant and bustling range of cultural activity and entertainment for people of all generations, supported by a diverse and rich dining offer.”*

*Sutton Town Centre Masterplan 2016*

The London Borough of Sutton (LBS) published its Sutton Town Centre Masterplan (the Masterplan) in June 2016. Prepared by a team led by Allies and Morrison and GVA, the Masterplan proposed a high level vision for future town centre regeneration and identified sites for redevelopment. Since this time, LBS has embedded the vision and development principles through the Local Plan and Site Allocations, providing increased certainty for future investments.

The Council has also previously commissioned a review of its gyratory and road network by both Aecom and WSP in support of prior funding bids. These reports reached conclusions to humanise the gyratory and improve access for pedestrians and cyclists. These reports have been uploaded as supporting documents on the portal.

The Borough’s ambition extends beyond delivering 3,400 new homes, 31,000 sqm of retail and food and beverage floorspace and 23,000 sqm of new office floorspace by 2031. We are committed to delivering a substantive town centre regeneration which combines our smart city aspirations to create a step change in the environment for people to work, rest and play. However, we recognise the importance of making the future growth at Sutton distinctive and reflect its heritage. The Borough is working in partnership with Historic England as part of Sutton Heritage Action Zone (HAZ) that will reinforce its special identity.

The Borough’s other key economic objectives include delivering both a tram extension and the world’s leading life science campus - The London Cancer Hub. Both projects will have a significant positive effect on Sutton Town Centre and our regeneration plans must put us in a position to reap the economic benefits

Publication of the Masterplan has acted as a catalyst for development activity and we are witnessing unprecedented interest in the Borough. Cranes are punctuating the skyline, sites are exchanging hands and we are negotiating major planning applications.

As we face this increased interest in the Borough, we recognise that we need to build on the Masterplan and prior highways studies to develop a holistic regeneration plan which delivers wider benefits. This has led to our decision to commission a multi-disciplinary team to propose an ambitious Delivery Plan which will guide the Council’s regeneration and investment plans.

## Scope of brief

As the first step, you will take stock and build upon the foundations of the conclusions made in prior studies. You will challenge the Council where we could be more innovative and ambitious in response to the future opportunities.

**Taking stock**

* You will review the findings of the Masterplan and transport studies. This commission should not duplicate prior studies but build on their foundations and incorporate conclusions.
* You will undertake an inception workshop with the Council’s major stakeholders. You will be experienced in translating the requirements of a variety of objectives into a delivery strategy. Importantly you will challenge ingrained positions and help to build consensus on the main priorities to deliver regeneration.
* You will familiarise yourself with initiatives - Smart Place, Heritage Action Zone, London Cancer Hub which drive our town life science aspirations, the proposed tram extension and our bids to the GLA for Air Quality, Liveable Neighbourhoods and Quietways funding. Your work will integrate these initiatives into a set of design guides and principles for development activity in the town centre.

The Delivery Plan will focus on four key objectives which we see as crucial to deliver our regeneration ambitions.

**Objective 1 Movement** - We aim to improve the performance and environment imposed our gyratory and town centre access roads which we view as crucial to achieve our regeneration ambitions. The changes will facilitate improvements for pedestrians and cyclists travelling east to west and make viable the activation of ground floor commercial space within both new and existing developments fronting the gyratory.

Linked intrinsically with the Public Realm in Objective 2, you will detail both a vision for change to our gyratory which will incorporate tram link and demonstrate feasibility, viability and budget costing with the support of a Highways specialist.

You will:

* Review the gyratory system, the access roads which intersect the High Street, the on street parking bays and the back of house access roads to the High Street properties.
* Provide a vision and design for a change to the gyratory and side roads which terminate at the High Street. The design should slow vehicle speed on the gyratory, promote pedestrian/cycling crossing and be inclusive to people with disabilities.
* The vision and design will take into account the work undertaken in other objectives and the new development / potential land assembly sites.
* You will incorporate the role of landscaping and open spaces.
* Review how Borough roads interact with TfL bus services and the proposed route of the tram extension. As part of this brief you should allow to attend two meetings with TfL.
* The vision and design will assist LBS in negotiations with TfL to agree a tram interaction which benefits the town centre. The vision will also propose potential bus stop changes required to facilitate the regeneration Delivery Plan.
* You will work with LBS to propose a delivery strategy that will enable more efficient use of sites without prejudice to traffic conditions, pedestrian safety, the viability of businesses and air quality. This includes the high street back of house areas which are a block to regeneration and the major retailer service yards which are a blight on the town centre.
* The Delivery Plan is intended to act as a catalyst for change and you will need to demonstrate feasibility and a strategy for implementation. We would expect you to engage with a Highways Specialist to confirm feasibility if this specialism is not available in house. The feasibility should include a budget for the project and be supported by traffic modelling evidence.
* The Delivery Plan will propose a strategy for delivering the changes. You will propose a phasing linked to all other objectives.
* The appointed team will propose sources of funding potentially available to help deliver the infrastructure, highways and public realm vision.

**Objective 2 Public Realm** - Working with the LBS Highways, Planning and Regeneration teams, you will create an ambitious and engaging public realm vision and design which promotes significant change for the development of our public realm focused on the placemaking ability of our High Street.

You will provide a vision and design:

* Incorporating the findings within other Objectives to include new development and activate the spaces between buildings to create a compelling and engaging narrative for Sutton Town Centre.
* That will act as a guide to developers in their treatment of public realm and meanwhile uses. It will knit developments together and provide a backdrop for people to engage and spend time in the town centre.
* To be intrinsically linked to the townscape plan proposed within Objective 4.
* Further developing the Sutton HAZ research findings in reinforcing its local distinctiveness and community aspirations
* Incorporating our life science aspirations which we are defining as ‘Sutton for Science’. The economic and educational links to the London Cancer Hub are Sutton Town Centre’s unique selling point and should be incorporated within the public realm.
* Form the foundation and be incorporated into the Public Realm Design Guide to be prepared by the LB Sutton Planning department.

The Council has ambitious Smart City aspirations which we see as integral to our regeneration aims. You will draw on the team’s experiences or examples of other places that have incorporated Smart solutions. The vision and design should propose innovative solutions which will create economic, social and point of difference benefits. This is linked to objective 4 and the creation of a smart high street.

**Objective 3 Land Assembly/ Development** - LBS is a key land owner in the town centre and we are committed to bringing assets forward for redevelopment. We wish to maximise the scope for use of our assets as leverage for wider site assembly, which may involve use of our statutory powers. This delivery plan will inform our disposal strategy.

You will:

* Prepare feasibility scheme designs to RIBA Stage 2 and provide a schedule of accommodation for each scheme. You should reference the capacity studies detailed within the Draft Local Plan but advise where you feel capacity could alter subject to studies carried out in the other objectives.
* The Council assets identified within the Masterplan are as follows:
  + STC7- Kwikfit site, Throwley Way
  + STC9 - Civic Centre
  + STC10 - Secombe Theatre
  + STC11 - Beech Tree Place
  + STC31- Gibson Road Car Park
  + STC38 - Houses Adj to Manor Park
  + STC41 - Times Square Car Park
* Site plans for the above are included within Appendix B.
* Please note that some of these sites will form part of a wider site assembly.
* Our key site is the Civic Centre (STC9). There is the potential to increase the extent of this site through site assembly, development capacity and in turn creating wider benefits. You should allow for 4no viable scheme design options for this asset.
* We have identified 4 further areas for potential site assembly which you will evaluate and provide feasibility studies with a scheme design to RIBA Stage 2. All land assembly carries commercial sensitivity and we will advise the successful bidder of the areas for consideration when appointed. You will work with the regeneration team to propose further opportunities to boost comprehensive development.
* For all site assembly studies, the challenges and benefits should be clearly stated.
* You will engage with retail regeneration specialists to deliver place making schemes which will improve the retail, F&B and night time economy offer.
* You will work with a Construction Infrastructure specialist to propose town-wide and site specific infrastructure upgrades required to deliver the regeneration. This will link to the road changes proposed in Objective 1.
* Working with the Regeneration and Assets team, the Delivery Plan will propose a phased approach to the release of Council assets.

**Objective 4 Townscape Planning** - Utilising the findings within Objectives 1-3, propose a townscape design vision and strategy

* You will carry out a digital modelling including topographic features of taller building distribution, viewpoints and linkages between sites.
* You will propose criteria for increasing the Masterplan capacity studies, in particular exceeding currently identified storey heights in site allocations, which will act as a guide for the planning of unallocated or windfall sites that may come forward.
* This Delivery Plan will explore Sutton’s future retail, leisure and commercial point of difference. We envisage this including but not limited to our Life Science, Smart City, smart high street and independent retail aspirations.
* We are open minded to learn from your team’s experience or examples of where places (both domestically and internationally) have created an engaging town centre which goes beyond the traditional retail high street.
* The townscape plan which will be linked to the Public Realm vision and design within Objective 2, will propose areas of the town to provide different uses and character, taking into account their “look and feel”. This will guide developers and will assist the planners in identifying which specific uses within the ‘Town Centre’ definition may be appropriate in certain areas of the town centre. For example, we would like to see an area focused on food & beverage whilst another focused on independent retailers.
* The Delivery Plan will look to create areas suitable for pop up activity, street entertainment and potential area for a permanent market. The on street activity will intrinsically linked to Objective 2.

## Contract Monitoring

The Council will communicate regularly with the successful provider to ensure the contract requirements are achieved. A schedule of required meetings will be agreed with the provider upon the appointment issued.

## Tender Assessment

All providers should submit their bids via the London Tenders portal. No bids submitted in any other way will be accepted. All questions/queries regarding the bid also need to be submitted via the London Tenders portal. Questions/queries received in any other way will not be responded to.

Further information on scoring can be found in the guidance document.

## Procurement Timetable

An indicative procurement and contract timetable is provided below. However, the Council reserves the right to amend the proposed timetable.

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| **Procurement Stages** | **Date** |
| Invitation to tender issued | 21 November 2017 |
| Tender return deadline | 21 December 2017 at 12 noon |
| Clarification Interviews (if required)\*\* | 10 January 2018 |
| Intent to Award | 12 January 2017 |
| Standstill period | 13 -23 January 2018 |
| Contract Award | 24 January 2018 |

\*\*The Council reserves the right to shortlist the top 5 providers to attend a clarification interview.

## Project Milestones

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| **Milestone** | **Date** |
| Inception Meeting | TBC after 24 January 2018 |
| Draft delivery report | 4 May 2018 |
| Delivery | 25 May 2018 |

Please note that the closing time/date for the tender is 12 noon on 21 December 2017.

**END OF SPECIFICATION OF REQUIREMENTS**