

INVITATION TO QUOTE

HASTINGS BOROUGH COUNCIL

Future housing Requirements in Hastings: updating the Objectively Assessed Housing Need

Deadline for receipt of tenders:

24th July 2017 at 5:00pm

Contact Information	
All correspondence relating to this quote will be sent to this recipient	
Name	[REDACTED]
Position	[REDACTED]
Address	Muriel Matters House, Breeds Place, Hastings, TN34 3UY
Company Registration Number	
Telephone	[REDACTED]
Email	[REDACTED]
Website	www.hastings.gov.uk

Task	Date
Issue invitation to Quote	Wednesday 12 th July 2017
Return of Quote	Monday 24 th July 2017, 5:00pm
Evaluation	Friday 28 th July 2017
Contract award	Friday 28 th July 2017
Contract Start	Friday 4 th August 2017

Hastings Borough Council reserves the right to alter the timings of any of the stages within the procurement process and withdraw from the quotation at any time.



Project Brief

1. Introduction

1.1 Hastings Borough Council is seeking to commission a consultant to provide an update on objectively assessed housing need for the Borough. This is required to inform the emerging Town Centre and White Rock Area Action Plan (TC&WRAAP). The Council anticipates needing to provide up-to-date evidence of housing need in order to justify any additional planned provision of housing proposed to be identified in the AAP. The update will be needed for public consultation and Local Plan examinations purposes.

2. Background

2.1 When adopted, the AAP will form part of the Hastings Local Plan. The Borough's Local Plan currently comprises the Hastings Planning Strategy (2014) and the Hastings Development Management Plan (2015) together with various adopted Supplementary Planning Documents. The Local Plan is available to view online at: <http://www.hastings.gov.uk/planning/policy/>

2.2 The primary role of TC&WRAAP will be to help realise a transformational change in the Borough's cultural, leisure and visitor economy, as well as meeting future retail needs in Hastings Town Centre. Our early evidence gathering makes clear that a degree of housing development, in addition to that already identified in the Development Management Plan (DMP) will be needed to help achieve the broader economic, social and cultural objectives the AAP is looking to promote.

2.3 The role of housing provision in the area is likely to be two-fold:

- Development of new homes may have a role as 'enabling development' when linked to provision of cultural, leisure or visitor attractions that would not be viable to develop without the value created by residential development.
- Given the scale of 'under-provision' in Hastings relative to the OAHN identified in the earlier OAHN Assessment (2013), the identification of additional housing opportunities will assist in helping in meeting the demand for new homes.

2.4 Two major studies have already been commissioned and will form an important part of the AAP's evidence base:

- The Retail and Leisure Assessment and Urban Design Analysis was completed by Bilfinger GVA in March 2016 and following analysis recommends development quantum's as well as opportunity sites for leisure and retail development;
- Hastings White Rock Area Masterplan is currently being undertaken by consultants White Arkitekter. The masterplan is focusing on the White Rock area only and is being developed following selective stakeholder and community consultation. The consultants have been tasked with developing a bold vision and business case to transform the White Rock area focusing on culture / performance, leisure and linkages. Much of White Rock is underutilised land within Hasting Borough Council's ownership.

2.4 The AAP will be the first area-specific document within the Local Plan and will cover Hastings Town Centre and the White Rock area. The AAP will consider future development covering the period to 2028. A map showing the extent of the proposed AAP boundary is provided in Appendix 1.

- 2.5 The most recent assessment of the overall need for housing in Hastings and Rother, which together form a single Housing Market Area, was completed in 2013. The report prepared by Wessex Economics 'Hastings and Rother Strategic Housing Market Assessment Update: Housing Needs Assessment' (hereafter the H&R SHMA 2013) was published in June 2013 and was an update of an earlier 2010 report undertaken by the same team.
- 2.6 The H&R SHMA 2013 identified the OAHN for Hastings and Rother to be 13,041 homes over the 17 year period 2011-28. This total OAHN was split as follows:
- Hastings: total OAHN of 6,863 homes, equivalent of 404 homes pa 2011-28
 - Rother: total OAHN of 6,178 homes, equivalent of 363 homes pa 2011-28
- 2.7 The H&R SHMA 2013 was published before National Planning Practice Guidance was first published in full in March 2014. The H&R SHMA 2013 follows the NPPG fairly closely, but what is generally regarded as good practice in SHMA preparation has come a long way since 2013. The H&R SHMA 2013 is therefore somewhat outdated, and the OAHN for Hastings and Rother, if reassessed now, might well be higher than identified in the H&R SHMA 2013.
- 2.9 The Government has indicated in the White Paper ("Fixing the Broken Housing Market, Feb 2017) that it plans to consult on options for introducing a more standardised approach to assessing housing requirements (paras 1.12 to 1.16 of the White Paper). Subject to the timing of this consultation, it may be prudent to have regard to Government proposals in formulating the approach needed to fulfil the Council's brief.
- 2.10 HBC is planning for delivery of 'at least 3,400 homes over the period 2011-28', an average of at least 200 homes pa, a level significantly below the OAHN identified in the H&R SHMA 2013 of 404 homes pa. RDC is planning to deliver 5,700 homes pa, an average of 335 homes pa, a level somewhat lower than the OAHN identified in the H&R SHMA 2013 of 363 homes pa.

3. Purpose and Scope

- 3.1 Although the Hastings Planning Strategy states that the Borough's housing requirement is for 'at least 3,400 net new homes', the Council anticipates needing to provide up-to-date evidence of housing need in order to justify any additional planned provision of housing proposed to be identified in the AAP for public consultation and Local Plan examinations purposes. An update of some of the key elements of the SHMA is therefore required in order to demonstrate that up-to-date evidence supports a planned increase in housing allocations linked to the Area Action Plan for the Town Centre and White Rock Area AAP area.

Specification:

- 3.2 The Council therefore requires
- A review of the most recently published ONS Population and Household Projections and comparison with earlier projections.
 - A review of patterns of employment growth over recent years and comparison with the employment forecasts used in the preparation of the H&R SHMA 2013.
 - Examination of more up-to-date employment forecasts.
 - In line with National Planning Policy Guidance (PPG) an examination of market signals, particularly focusing on house prices and rents, affordability measures, past rates of development and potentially over-crowding (subject to the availability of up-to-date data on this particular indicator of housing need).

- An examination of the type, size and tenure of new homes it might be appropriate to plan for in the White Rock Area, based on past trends, identified sites or buildings, and consultations with developers and agents.

4. Deliverables

- 4.1 The Council will expect a written report of the outcome of the study to be supplied in an electronic format. The contractor should clearly explain their approach to undertaking this work in the report, as well as demonstrating succinctly how the requirements of the NPPF have been met

5. Submission of Quote

- 5.1. Bidders are invited to submit written proposals for this work to Kerry Culbert, Planning Policy Manager, Hastings Borough Council, Muriel Matters House, Breeds Place, Hastings, TN34 3UY by no later than **Monday 24th July 2017, 5:00pm.**
- 5.2. All queries regarding the documentation which may have a bearing on the offer to be made should be raised via email to kculbert@hastings.gov.uk. The deadline for requesting additional information or clarification is Friday 21st July 2017.
- 5.3. Submissions should demonstrate:
- The bidder's understanding of the specification and proposed response having regard to paragraph 2.9 above
 - The bidder's proposed timescale which should be based on the Council's expectation that this work should be completed within 8 weeks of the start of the commission
 - The fee required
 - The bidder's suitability for undertaking the work in terms of expertise, qualifications and relevant experience;
 - That the bidder has sufficient resources available to undertake the work.
 - The pricing schedule should be completed in full and be exclusive of VAT (separately identified)

6. Project management and key contacts

- 6.1. The project will be managed by [REDACTED] at Hastings Borough Council, Muriel Matters House, Breeds Place, Hastings TN34 3UY. Email: [REDACTED] and direct telephone number: [REDACTED]

7. Evaluation Criteria

7.1. Team and Capacity

- .i. Please provide full details (including CVs) of all of the individuals that will project manage this commission including details of their relevant experience on similar projects, qualifications, any local knowledge and roles within the organisation and team. Please also detail what elements of the commission they will be responsible for and the estimated % of time they will be involved.

- .ii. Please provide a draft GANNT chart (or equivalent) which shows your proposed programme for this commission based on your experience of similar projects.
- .iii. Do you intend to sub-contract any part of the delivery of this commission? If so please provide full details of who will be delivering what elements on a sub contract basis, reasoning and the relationship between your organisation and the sub-contractor.
- .iv. Please detail what arrangements you will have in place to deal with any absences, planned or otherwise, throughout the period of this contract.

7.2. **Methodology**

- .i. Please give details of your technical proposals for undertaking the work, including the methodology for undertaking the assessments in line with best practice at the required scales and level of detail to deliver the key outputs of this commission.
- .ii. Please provide information as to how you would project manage the contract and how you will maintain the necessary co-ordination and co-operation with officers working on the study and flexibility required to take into account any changes that may be required due to information received.

7.3. **Price**

- .i. The pricing schedule should be completed in full or may be considered a non-compliant quote. All prices quoted should be exclusive of Value Added Tax (VAT).
- .ii. VAT will be paid, if applicable, at the prevailing rate of the day.
- .iii. This contract is to be carried out on a fixed fee basis which must include all overheads, disbursements and out of office expenses.
- .iv. Any additional costs not stated in the Pricing Schedule will not be accepted unless prior written approval is received from the Supervising Officer.
- .v. The method of work specified in the brief and the schedule represent the standard of service that the Council currently requires. The price inserted by the bidder must reflect this current standard and no attempt should be made by the bidder to anticipate future change. However the Council does reserve the right to make changes to the services described in the specification through consultation with the bidder.
- .vi. The Council's standard payment terms are thirty (30) days from invoice receipt.
- .vii. Payments will be made to the successful bidder at the agreed rates, in £ sterling, which are fixed prices as per the accepted pricing schedule and will not vary according to the situation and circumstances, unless agreed by the Council or its nominated officer.
- .viii. Invoices should be submitted by email to [REDACTED]

8. Questionnaire

Please complete the following questionnaire in full

Name of Contractor

Please complete the contact details below. All correspondence by the Lead Authority relating to this quotation will be sent to this recipient.	
Name	
Position	
Address	
Telephone	
Email	
Website	

General Organisation Details

1.1. Business name (or Consortium Name):

1.2. Registered or trading name if different:

1.3. Type of organisation (e.g. private limited company, partner, sole trader):

1.4. Registered address:

1.5. Address from which the Contract will be provided if different from the above:

1.6. Name of ultimate holding/parent company or subsidiary companies including addresses and an explanation of group structure and internal relationships:

1.7. Company Registration Number (and of ultimate holding/parent company or subsidiary companies, if applicable):

1.8. If you are acting as a consortium please detail below the organisations within your consortium and what elements of the service each member will deliver. This invitation to quote should be completed by the lead member of the consortium unless stated otherwise.

9. Due Diligence

9.1. It is the intention of the Council to carry out a due diligence process with the bidder prior to any formal award. This will include an assessment of the following areas;

- Professional and Business Standing
- Economic and Financial Standing
- Insurances
- Technical and Professional ability
- Compliance with statutory obligations, Health & Safety and Equal Opportunities legislation.

10. Contract conditions

10.1. The Contract Terms and Conditions for this opportunity will be based on the standard Hastings Borough Council Conditions of Contract. These are included as a separate appendix to this document (Appendix A).

10.2. Any concerns or amendments regarding the Terms must be detailed in your submission. Proposed changes will be discussed with the bidder prior to any formal award.

Pricing Schedule

Stage	# of days	Amount £
Other Costs (please detail any additional costs not identified in the specification or any additional stages required)		
	FIXED FEE TOTAL	
	Day Rate for additional work (please include individual costs where this differs for members of the team)	

Form of Tender

To: **Hastings Borough Council**

Quotation for [title]

Contract No. [as applicable]

Dear Sir/Madam,

1. I/We* the undersigned having examined the Conditions of Contract, Specification and all other tender documents, hereby offer to supply the goods/undertake the services required, in accordance with the tender documents for the prices detailed in the pricing schedule.
2. I/We* understand that the Council does not bind itself to accept the lowest or any tender that it receives, and that where the Schedule to a Tender contains more than one item, the Council reserves the right to accept the Tender as to certain items only and to make other provision for the remaining items.
3. Any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and we confirm that the terms of the tender will remain binding upon us and may be accepted by you at any time before the expiry of that period.
4. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding agreement between us.

Signed	
Name	
Position in Organisation	
Duly authorised to sign for and on behalf of	
Registered Address	
Date	
Witness (sign)	
Witness (name)	
Position in Organisation	

*delete as appropriate

Bona Fide Certificate

To: Hastings Borough Council

Quotation for [title]

Contract No. [as applicable]

The essence of the public procurement process is that the Council shall receive bona fide competitive tenders from all Bidders. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither have any of our officers, employees, servants or agents:

- i. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or
- ii. Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain tenders necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or
- iii. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) above or to inform us of the amount or the approximate amount of any rival bid for the agreement; or
- iv. Committed any offence under the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010; or
- v. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the works any act or omission; or
- vi. Canvassed any other persons referred to in paragraph 1 above in connection with the agreement; or
- vii. Contacted any officer of Hastings Borough Council or their agents about any aspect of the agreement including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Participant of such officer or agent for the purpose of the agreement or for soliciting information in connection with the agreement.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and Hastings Borough Council

In this certificate, the word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

Signed	
Name	
Position in Organisation	
For and on behalf of	
Date	

Anti-Collusion Certificate

To: **Hastings Borough Council**

**Quotation for [title]
Contract No. [as applicable]**

I/We hereby CERTIFY that we have not canvassed or solicited any Member, Officer, Agent or Employee of any of the Councils in connection with the award of this tender or proposed tender for the Services and that no person employed by us or acting on our behalf has done any such act.

I/We further hereby UNDERTAKE that we shall not in future canvass or solicit any Member, Officer or Employee of any of the Councils in connection with the award of this tender or any other tender or proposed tender for the Services and that no person employed by us or acting on our behalf shall do any such act.

Signed	
Name	
Position in Organisation	
For and on behalf of	
Date	