



LISKEARD COUNCIL  
WORKING FOR YOU

## LISKEARD TOWN COUNCIL

### Invitation to Tender – Town Vision

Liskeard Town Council would like to appoint an appropriately experienced consultant to work with the Liskeard Town Council Town Vision Steering Group to prepare a Vision and Implementation Plan for the future of Liskeard. Utilising the collective local knowledge and previous studies and reports, along with the consultant team's expertise, a Liskeard Vision and Implementation Plan document should be prepared; bringing together a holistic vision for the town, which reflects its unique characteristics and ambitions and provides practical recommendations to address issues identified over many years.

#### **1. Background**

Liskeard is an old market town located in South East Cornwall with a population of approx. 10,000, and is also the main commercial and administrative centre for a large hinterland of local villages of a further approx. 30,000 people. The town centre is all located within a conservation area, and a number of the buildings are Grade II and Grade II\* listed and is founded on small scale independent traders and hospitality venues, giving a personalised service. Whilst this foundation is a strength, in a fast-moving digital world the Town needs to ensure it does not get left behind.

The main employment sectors are wholesale, retail & motors and health & social work which provide nearly half the local jobs. There is no single large employer, and small to medium sized employers are accommodated on business estates at Holman Road, Heathlands, Miller Business Park and Moorswater.

The town is positioned on the A38 and is well served by frequent mainline rail and bus links and has a popular branch line between Liskeard and Looe.

#### **2. Tender Requirements**

In 2018 the Liskeard Neighbourhood Development Plan [Layout 1 \(planliskeard.co.uk\)](http://planliskeard.co.uk) was made after it received 91.5% support at referendum. The Delivery Plan included a projects list, which were beyond purely planning policies, and were part of a vision for Liskeard.

In the 6 years since the Plan was made, some projects have been achieved and some are in progress, while aspirations for others have changed due to the passage of time and economic circumstances.

We now need to update our Vision for Liskeard, reviewing the projects list, work completed, and economic impacts to the town, and reprioritise our projects for the future.

The works will involve the following phases for which we seek assistance from external consultants:

### **Phase 1 – Research**

Review of existing plans, relevant data and projects including:

- Liskeard Neighbourhood Development Plan [Liskeard Neighbourhood Plan – Planning Liskeard's Future \(planliskeard.co.uk\)](#)
- Liskeard Town Council Aims [Town Council Full Council | Liskeard Council Committees](#)
- Liskeard Local Cycling and Walking Infrastructure Plan [Active Travel - Liskeard Council](#)
- Liskeard Economic Profile – September 2021 [Economic Data Profile \(cornwall.gov.uk\)](#)
- Liskeard Town Report – December 2023 [liskeard-town-centre-retail-survey-2023.docx \(live.com\)](#)
- Liskeard Cattle Market regeneration [Liskeard Cattle Market - Cornwall Council](#)
- Liskeard Employment Land Study – August 2022
- Sports Pitches Demand and Implementation Assessment 2023
- Guildhall Feasibility Study 2024
- Rapson’s Skatepark Project 2024
- Devolution of Castle Park 2024

Then undertake a SWOT analysis for Liskeard, discuss ambitions for the town, local needs, and identify priorities for improvement and how these can be delivered addressing specific areas.

A workshop with key stakeholders and residents to endorse support for existing projects and identify priorities for improvement and how these can be delivered. *The Town Council can provide a venue, contacts, means of collecting responses, volunteers etc to support this.*

**Phase 2** - Preparation of a Plan for further funding applications. The Final Report detailing findings and recommendations will include:

- A Vision Summary document, which includes an implementation plan with funding options. This is to be a document that expands on but is consistent with the Local Neighbourhood Development Plan. It should be a concise, easy to read document, with a good blend of text and graphics, which is appropriate for residents. The consultant will work with the designer who worked on the Liskeard Neighbourhood Development Plan to ensure the documents have the same look and the Vision has grown and evolved from this.
- A funding strategy
- A technical document – this should set out all the work, previous engagement activity and background research (collated)

### **3. Tender Clarifications**

Any queries or correspondence relating to this document should be directed to Yvette Hayward, RFO & Deputy Town Clerk [office@liskeard.gov.uk](mailto:office@liskeard.gov.uk) or 01579 559 561.

Any question or request for clarification considered to be of material significance, will be published with the response, in an anonymous format, on the Council website ‘Tenders’ page <https://www.liskeard.gov.uk/tenders-3/>

#### 4. Contract Price

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to two decimal places.

Tenders should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to the award of contract.

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at clarification meetings.

All pricings should be exclusive of VAT.

Quotations should remain open for an initial acceptance for a minimum of 60 calendar days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

**A maximum of £10,000 is assigned to this tender.**

#### 5. Timetable

<b>Stage of Procurement</b>	<b>Deadline</b>
Issue of Invitation to Tender	Tuesday 8 October 2024
Deadline for queries	Friday 18 October 2024
<b>Deadline for return of Tender</b>	<b>Monday 28 October 2024 at 9am</b>
Evaluation of Tender responses	w/c 28 October 2024
Clarifications	w/c 28 October 2024
Report to Council	Friday 8 November 202
Council Meeting/Award of Contract	Thursday 14 November 2024
<b>Stage of Works</b>	<b>Date by</b>
Contract Start date	w/c Monday 18 November 2024
Workshop	tbc
Draft text to designer	Beginning of February 2025
Final Completion	31 March 2025

All tenders will receive a response by Friday 22 November 2024.

#### 6. Submissions

Please submit all the Tender documents by email **by 09:00 on Monday 28 October 2024** and send to [office@liskeard.gov.uk](mailto:office@liskeard.gov.uk) with the following wording ONLY in the subject box:

**“Liskeard Town Vision Tender Strictly Confidential”**

Tenderers should request confirmation of receipt.

Late submissions will not be considered.

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

Tenderers shall not discuss the tender they intend to make or release any information about the tender they intend to make, other than with professional advisers who need to be consulted for preparation of the tender.

## **7. Tender Submission Requirements**

The following information should be included:

1. Organisation and Contact Details  
Full name and address of organisation  
Name/job title of the project lead for contact purposes  
Email address and telephone number  
Organisational status of the supplier (Company Registration Number, VAT number as appropriate)
2. Completed Certificate – Appendix A
3. Specification and Schedule of Works Pricing Sheets – A detailed cost breakdown is to be provided of each element of the work.
4. Project Management - Set out how you would carry out the work, including a project timeline with a breakdown of key milestones in a high-level Project Plan, and an indicative programme of works, including the resources you will employ and the use of any sub-contractors.
5. Options and Alternative Offers – Please clearly state if any options or alternative offer(s) have been made.
6. Relevant Experience – Please provide at least one reference from a similar sized town with examples of work, on a contract undertaken by your company in the last three years that you consider demonstrates a track record of relevant experience, highlighting key similarities to this contract.
7. Insurance – Please provide copies of your certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance, and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none state none). Please contact us if you believe these levels are a problem for your organisation.

### Other requirements

Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Council's standard payment method is by BACS. The Council's standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Your organisation shall at all times comply with the requirements of all relevant Health and Safety legislation.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Tenderers are hereby notified that Liskeard Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this project.

### **8. Tender Evaluation**

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

#### Evaluation Criteria

The overall award criteria that will be used in evaluating submissions will be 60% on quality, 35% on cost, and 5% on environmental sustainability. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

<b>Criteria</b>	<b>Weighting</b>	<b>Element</b>
Quality	60%	Demonstration of understanding of the brief Project Plan showing planning, management and delivery within required timescales Appropriateness of the project team and how they will communicate with the Council and stakeholders Demonstration of relevant experience, including track record

Cost	35%	Cost / competitiveness Value for money
Environmental sustainability	5%	Distance from site to company for travel Ideas which contribute positively to environmental sustainability

<b>Scoring Matrix for Award Criteria</b>		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Liskeard Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion weightings in the table above.

Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or

withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

Liskeard Town Council is not bound to accept the lowest price or any tender. Liskeard Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Liskeard Town Council's internal procedures and Liskeard Town Council being able to proceed.

#### **9. Disclaimer**

The issue of this documentation does not commit Liskeard Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Liskeard Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Liskeard Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Liskeard Town Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Liskeard Town Council or any information contained in Liskeard Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Liskeard Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Liskeard Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Liskeard Town Council liable for any costs or expenses incurred by tenderers during the procurement process.