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Planning

Place Making Consultancy Services Framework

Scottish Borders Council

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2022/S 000-020406

Procurement identifier (OCID): ocids-h6vhtk-03565b

Published 27 July 2022, 8:55am

Section I: Contracting authority

I.1) Name and addresses

Scottish Borders Council

Council Headquarters

Newtown St Boswells

TD6 0SA

Contact

Leesa Rintoul

Email

Leesa.Rintoul@scotland-excel.org.uk

Country

United Kingdom

NUTS code

UKM91 - Scottish Borders

Internet address(es)

Main address

<http://www.scotborders.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00394

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Place Making Consultancy Services Framework

II.1.2) Main CPV code

- 79400000 - Business and management consultancy and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Scottish Borders Council would like to engage with consultancy services suppliers to gather feedback on a proposed Framework Agreement for the provision of Place Making Consultancy Services.

Currently we anticipate that the Framework will be split into two lots, as described below. However, we would welcome all market engagement to help develop the terms of the Framework prior to a tender being released.

Lot 1 – Local Place Plan Consultant

for community consultation services to enable the facilitation and creation of Local Place Plans.

Lot 2 – Town Investment Plan Consultant

for the facilitation and creation of Town Investment Plans to support the Place Plans. The Town Investment Plans will inform economic strategy to drive investment into community proposed projects and initiatives.

Consultants will be invited to submit tenders for either or both Lots. A consortium approach would be acceptable to ensure the full range of required skills and expertise is available. A selection of suppliers will be awarded to each lot within the framework based on the results of the tender.

Scottish Borders Council is conducting this future tendering opportunity on behalf of several local authorities in Scotland.

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Town Investment Plan Consultant

Lot No

2

II.2.2) Additional CPV code(s)

- 79419000 - Evaluation consultancy services
- 98200000 - Equal opportunities consultancy services

II.2.3) Place of performance

NUTS codes

- UKM91 - Scottish Borders

Main site or place of performance

Various locations within Scottish Borders Council and throughout the geographical boundaries of any additional participating councils.

II.2.4) Description of the procurement

Scottish Borders Council is exploring options for the creation of a Framework Agreement for the provision of Place Making Consultancy Services.

Within the proposed contract the successful consultants would be required to resource, facilitate and support the place making initiatives of the Council, and deliver documentation to support and evidence the consultative work.

A Town Investment Plan is a working document which moves the town's aspirations, ideas and objectives from the Local Place Plan into fundable business case standard proposals.

Suppliers should be able to demonstrate the depth of knowledge and experience required to support communities in the creation of a Town Investment Plan.

For example:

- analysis and review of the information contained within the Local Place Plan;
- communication plan for any further community engagement;
- development of the Town Investment Plan, ensuring it represents each community's aspirations;
- evidence to support the business case for community development.

This list is not exhaustive, and other examples of effective Place Making are welcomed.

Please note that at this stage the scope of the framework and its lots have yet to be determined and therefore may change from those stated in this notice.

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Proposed contract period is for an initial two years with the option to extend for a further two years.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

Other local authorities may access the services on this framework and will have similar requirements. These will be known in more detail when the final tender is released. If this is the case, they will bring their own funds for Place Making Consultancy Services in addition to the value quoted in this notice.

II.2) Description

II.2.1) Title

Local Place Plan Consultant

Lot No

1

II.2.2) Additional CPV code(s)

- 79419000 - Evaluation consultancy services
- 98200000 - Equal opportunities consultancy services

II.2.3) Place of performance

NUTS codes

- UKM91 - Scottish Borders

Main site or place of performance

Various locations within Scottish Borders Council and throughout the geographical boundaries of any additional participating councils.

II.2.4) Description of the procurement

Scottish Borders Council is exploring options for the creation of a Framework Agreement for the provision of Place Making Consultancy Services.

Within the proposed contract the successful consultants would be required to resource, facilitate and support the place making initiatives of the Council, and deliver documentation to support and evidence the consultative work.

Suppliers should be able to demonstrate the depth of knowledge and experience required to support communities in the creation of Local Place Plans.

For example:

- working with multiple stakeholders within a community to achieve a common goal
- uniting disparate groups to deliver project
- engagement with lesser heard voices to further inclusivity
- use of the Place Standard Tool to build an action plan for an area

This list is not exhaustive, and other examples of effective Place Making are welcomed.

Please note that at this stage the scope of the framework and its lots have yet to be determined and therefore may change from those stated in this notice.

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II.3) Estimated date of publication of contract notice

6 September 2022

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Scottish Borders Council would be interested in receiving feedback and recommendations from suppliers about any relevant professional or trade registers considered appropriate for this tender opportunity.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Scottish Borders Council aims to make this framework accessible for all consultants, including Micro and Small SME's. We would be interested in hearing back from suppliers about the standard insurance coverages for this type of business activity.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Scottish Borders Council would be interested in receiving feedback and recommendations from suppliers about any relevant technical and professional abilities considered appropriate for this tender opportunity.

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.5) Scheduled date for start of award procedures

30 September 2022

Section VI. Complementary information

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Scotland Excel is acting on behalf of Scottish Borders Council in the execution of this tender but will not be party to the contract or the management of the contract throughout its lifetime.

At this stage, there is an opportunity for interested parties to consult with Scottish Borders Council in relation to the potential framework. Scottish Borders Council endeavours to implement the most effective framework and therefore, invites consultancies to provide input in relation to the potential scope and structure of the framework. Interested parties are asked to contact Scotland Excel by emailing Leesa.Rintoul@scotland-excel.org.uk by 12th August 2022. Scotland Excel may invite a representative group from those interested parties to conduct telephone or Teams meetings during August 2022

The framework will be for the use of Scottish Borders Council, and recognised Community Groups within the Scottish Borders who are being supported by Scottish Borders Council and their partners, such as South of Scotland Enterprise (SoSE), Live Borders and other members of the Community Planning Partnership (CPP), with scope for additional partners to use if required.

The appointed Consultant must be able to provide the service within the boundaries of Scottish Borders Council geographical remit. The Council does not operate out with the county boundary, but may, on occasion, require assistance with collaborative projects with neighbouring Local Authorities.

Admission to the Framework Agreement will not guarantee some or any work and the Framework Agreement will be used at the Council's sole discretion.

Other local authorities, and other potential users, may access the services on this framework and will have similar requirements. These will be known in more detail when the final tender is released.

The estimated value is expected to exceed VAT: 1 000 000 GBP.

Scottish Borders Council anticipates approximately 60 plus projects at 20 000 GBP each.

Other local authorities may access the services on this framework. If this is the case, they will bring their own funds for Place Making Consultancy Services in addition to the value quoted above.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=701478.

(SC Ref:701478)

VI.4) Procedures for review

VI.4.1) Review body

Jedburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, Castlegate

Jedburgh

TD8 6AR

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/jedburgh-sheriff-court-and-justice-of-the-peace-court>