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Tender

Place Making Consultancy Services Framework

Scottish Borders Council

F02: Contract notice

Notice identifier: 2022/S 000-030259

Procurement identifier (OCID): ocds-h6vhtk-037c7d

Published 26 October 2022, 4:58pm

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

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.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

Reference number

1000962

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

The 'Place Principle' was adopted by the Scottish Government and COSLA in February 2018 as part of a long-term plan in Scotland for the development and infrastructure needed to support sustainable and inclusive local growth.

'Place Plans' and 'Town Investment Plans' are community-led development projects that are being undertaken as part of the Planning (Scotland) Act 2019, and the National Planning Framework 4 (NPF4).

Scottish Borders Council intends to create a Framework Agreement for the provision of 'Place Making Consultancy Services'.

Within the 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.

The proposed services make up two lots:

Lot 1: Local Place Plan Consultant

Lot 2: Town Investment Plan Consultant

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

Local Place Plan Consultant

Lot No

1

II.2.2) Additional CPV code(s)

- 79419000 - Evaluation consultancy services
- 98200000 - Equal opportunities consultancy services
- 66170000 - Financial consultancy, financial transaction processing and clearing-house services
- 71311300 - Infrastructure works consultancy services
- 71315210 - Building services consultancy services
- 71530000 - Construction consultancy services
- 72220000 - Systems and technical consultancy services
- 72221000 - Business analysis consultancy services
- 72224000 - Project management consultancy services
- 73200000 - Research and development consultancy services

- 73210000 - Research consultancy services
- 73220000 - Development consultancy services
- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 79412000 - Financial management consultancy services
- 79413000 - Marketing management consultancy services
- 79414000 - Human resources management consultancy services
- 79415200 - Design consultancy services
- 79416200 - Public relations consultancy services
- 90713000 - Environmental issues 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

Lot 1 is for the provision of community facilitation for collaboration between community groups to form a steering group to develop a Local Place Plan. This will encompass the ideas and aspirations of the contributors and will be a foundational document for change within the commissioning community. This will include provision for engagement with the Local Authority planning department on proposals being adopted in to planning legislation.

The development of the Local Place Plan itself seeks to create a scaffold around which the

ambitions of a community can be formed into a holistic plan that takes into account past and present work streams, and builds on the local skills, aspirations and lived experience of residents to enact change.

The role of the Consultant is to encourage the community to take ownership, and develop their own plan, bringing in voices from all demographics, and use the lived experience of residents as the foundations for all engagement and presentation of information.

The development of a Local Place Plan will require support from a multi skilled Consultant to provide structure and expertise at various stages of a plan's development. Consultants may be commissioned to support the coproduction of a community plan for all, or some of the stages.

II.2.5) Award criteria

Quality criterion - Name: Methodology & Approach / Weighting: 25

Quality criterion - Name: Risk Assessment Process / Weighting: 5

Quality criterion - Name: Delivery of Contract / Weighting: 30

Quality criterion - Name: Promotional Capabilities & Communication / Weighting: 20

Quality criterion - Name: Community Wealth Building / Weighting: 10

Quality criterion - Name: Fair Work Practice / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 5

Price - Weighting: 20

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.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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
- 66171000 - Financial consultancy services

- 71311000 - Civil engineering consultancy services
- 71311300 - Infrastructure works consultancy services
- 71313000 - Environmental engineering consultancy services
- 71314300 - Energy-efficiency consultancy services
- 71315100 - Building-fabric consultancy services
- 71315200 - Building consultancy services
- 71315210 - Building services consultancy services
- 71317210 - Health and safety consultancy services
- 71530000 - Construction consultancy services
- 72220000 - Systems and technical consultancy services
- 72221000 - Business analysis consultancy services
- 72224000 - Project management consultancy services
- 73000000 - Research and development services and related consultancy services
- 73210000 - Research consultancy services
- 73220000 - Development consultancy services
- 79221000 - Tax consultancy services
- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 79411000 - General management consultancy services
- 79411100 - Business development consultancy services
- 79412000 - Financial management consultancy services
- 79413000 - Marketing management consultancy services

- 79414000 - Human resources management consultancy services
- 79415000 - Production management consultancy services
- 79415200 - Design consultancy services
- 79416200 - Public relations consultancy services
- 79417000 - Safety consultancy services
- 90713000 - Environmental issues 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

Lot 2 is for the formation of Town or Community Investment Plan to support the delivery of the objectives outlined within the Local Place Plans. This will include economic strategy and business planning to drive investment into community proposed projects and initiatives.

Town Investment Plan (TIP) is a term that has appeared against a number of recent funds as the blanket term for the socio-economic strategy for investment within the community it references. Like much of Place Making terminology, it considers a community as a town, and given the rural nature of Scottish Borders, we are reframing this as a Town or Community Investment Plan to recognise the diversity of our community groups and the opportunity for plans to be developed by clusters of smaller settlements when this makes economic sense, or is the will of the community.

The intention for the purposes of this framework is that TIP or Community Investment Plans (CIP) follow the development of a Local Place Plan (through means of Lot 1, or by other arrangements).

The TIP / CIP is a working document which moves the community's aspirations, ideas and objectives into a light touch business case, aligned to the Treasury Green Book five case model.

II.2.5) Award criteria

Quality criterion - Name: Methodology & Approach / Weighting: 25

Quality criterion - Name: Risk Assessment Process / Weighting: 5

Quality criterion - Name: Delivery of the Contract / Weighting: 30

Quality criterion - Name: Stakeholder Engagement Strategy / Weighting: 20

Quality criterion - Name: Community Wealth Building / Weighting: 10

Quality criterion - Name: Fair Work Practice / Weighting: 5

Quality criterion - Name: Community Benefits / Weighting: 5

Price - Weighting: 20

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.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

SPD Part 4B.5 - Insurance Requirements

SPD Part 4B.6 – Other economic or financial requirements

Minimum level(s) of standards possibly required

SPD Part 4B.5 - Insurance Requirements (Pass/Fail)

The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Professional Risk Indemnity: 100,000 GBP

Employer's (Compulsory) Liability: 5,000,000 GBP

Public Liability: 2,000,000 GBP

SPD Part 4B.6 – Other economic or financial requirements (Pass/Fail)

Providers will be subject to a Credit Safe check to assess the economic financial standing. The providers will be required to co-operate with the Council and be asked to provide copies

of their last 2 years financial audited accounts and up to date management accounts to assist with this process.

III.1.3) Technical and professional ability

List and brief description of selection criteria

SPD Part 4C.1 – Previous relevant experience

SPD Part 4C.4 – Supply Chain Management

SPD Part 4C.6 – Qualifications

SPD Part 4C.8 – Manpower

SPD Part 4C.10 – Subcontracting

SPD Part 4C.12 – Quality Control

SPD Part 4D.1 – Quality Assurance

SPD Part 4D.2 – Environmental Management Standards

Minimum level(s) of standards possibly required

SPD Part 4C.1 – Previous relevant experience (Pass/Fail)

Lot 1 – We understand that Local Place Plans as defined in this tender process are a relatively new type of document, and do not expect consultants to have necessarily have supported the development of one before.

Please provide three examples of previous projects you have under taken that reflect the process and values that under pin the development of a Local Place Plan.

This could include (but is not limited to):

- examples of working with communities to coproduce an action plan
- facilitating community forums to develop and deliver a project
- supporting communities to develop skills and capacity
- working collaboratively with multiple community stakeholders (including lesser heard voices) to develop feasibility studies and proposals

- helping communities to implement innovative solutions in their places, such as digital interventions/ infrastructure , community energy networks, smart villages, etc

- facilitation within communities to establish assemblies / forums / networks to support resilience and encourage organisations to work together

Please ensure that at least one example demonstrates your knowledge and experience of delivering community projects with key national policies around Climate Change and a Just Transition to Net Zero in mind. This might be a project which focus on climate action, or a project that demonstrates why climate resilience should be a consideration in all community led projects.

Lot 2 – Please provide three examples of previous projects where you have helped a community to develop an investment plan.

Your examples should demonstrate your experience of working with multiple community stakeholders, statutory bodies and funding authorities to develop a programme of investment for a geographical area. This should include evidence of facilitation, and coproduction with community members and organisations.

SPD Part 4C.4 – Supply Chain Management (Pass/Fail)

Bidders are asked to provide a statement confirming your agreement to pay all subcontractors within a maximum 30-day payment term as per the Scottish Borders Council General Conditions of Contract for Services for Consultancy Framework V2.

SPD Part 4C.6 – Qualifications (For information only)

SPD Part 4C.8 – Manpower (For information only)

SPD Part 4C.10 – Subcontracting (For information only)

SPD Part 4C.12 – Quality Control (For information only - Please supply information if bidding for Lot 2 only.)

SPD Part 4D.1 – Quality Assurance (For information only)

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR,

The bidder must have the following: A documented policy regarding quality management.

Health and Safety Procedures

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

4a The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent.

Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

Please see the ITT for additional information.

SPD Part 4D.2 – Environmental Management Standards (For information only)

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR,

The bidder must have the following: A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent.

Please see the ITT for additional information.

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.1.1) Type of procedure

Open procedure

Accelerated procedure

Justification:

Prior Information Notice has been published for over 31 days.

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.2.1) Previous publication concerning this procedure

Notice number: [2022/S 022-191634](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

14 November 2022

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

14 November 2022

Local time

12:00pm

Place

Online via PCS-T Procurement Portal

Information about authorised persons and opening procedure

Senior Procurement Specialist

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: October 2024 if extension not used.
October 2026 if extension used.

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.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 46250. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Scottish Borders Council is committed to securing Community Benefits from procured contracts and, as part of the framework structure as a supporting mechanism for community led planning, will require the successful bidders to work collaboratively, as part of the delivery of the contract, in transforming the community in a real and sustainable manner.

In the tender submission, Consultants will be asked to indicate their acceptance or refusal to provide Community Benefits if awarded a place on the framework. A refusal to accept the proposed Community Benefits will affect your score for this element.

(SC Ref:708692)

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>