Request for quote for: HDC202504

Feasibility Study – LCWIP Cycle Routes 110, 120-130 & 230

|  |  |
| --- | --- |
| Date opportunity posted | 4 June 2025 |
| Last date for clarifications | 19 June 2025 (12pm) |
| Quotation return date | 1 July 2025 (12pm) |
| Quotation shall be returned to | [procurement@hart.gov.uk](mailto:procurement@hart.gov.uk) |
| With the subject line | Quotation for feasibility studies for new cycle routes in Hart – Routes 110, 120-130 and 230 |
| Contact in case of queries | procurement@hart.gov.uk |

# **Introduction**

* 1. The Council invites quotations for this opportunity in accordance with the terms and requirements of this document and any Schedules attached.
  2. Document contents:

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# **Specification**

* 1. **Key contract dates (for all lots)**:

|  |  |
| --- | --- |
| Intended Start Date | 14 July 2024 |
| Duration | 21 weeks |
| Intended End Date | 5 December 2024 |

* 1. **Aims and objectives**
     1. The Council is seeking quotations from qualified consultants to conduct feasibility studies for Route 110, 120-130 and 230 identified in [Hart's Local Cycling and Walking Infrastructure Plan (LCWIP).](https://www.hart.gov.uk/sites/default/files/2024-08/Hart-District-LCWIP-v17ac.pdf)

**Background**

* + 1. The LCWIP outlines the strategic approach to improving cycling and walking infrastructure across Hart District and was adopted by both [Hart District Council](https://www.hart.gov.uk/planning-and-building-control/planning-policy/local-cycling-and-walking-infrastructure-plan) (HDC) and [Hampshire County Council](https://democracy.hants.gov.uk/ieListDocuments.aspx?CId=863&MId=12043) (HCC) earlier this year.
    2. The identified cycle routes aim to enhance connectivity, promote sustainable transport, and improve safety for cyclists.
    3. HCC have started to progress feasibility studies for a number of the cycle routes in Fleet. The development of Routes 110, 120-130 and 230 would build on this.

Feasibility Study – LCWIP Cycle Route 110

* + 1. Route 110 starts in Hartley Wintney on its northern end, at the High Street (A30) and Fleet Road (A323) roundabout. It runs south along the A323, crosses under the M3 and the railway bridge and ends at the Elvetham Road/Hitches Lane roundabout where it meets LCWIP Route 210.

Feasibility Study – LCWIP Cycle Route 120-130

* + 1. Route 120 starts in Hartley Wintney at its north-eastern end, at the High Street (A30)/Fleet Road (A323) junction. It runs west along the A30 and into Hook. The route goes through Hook town centre and ends at the Station Road/Elms Road roundabout where it meets Route 130.
    2. Route 130 is a very small extension to Route 120 which runs along the A30. The route starts in Hook and runs west, ending at the district boundary adjacent to Basingstoke and Dean Borough Council’s boundary and the end of their planned LCWIP route.

Feasibility Study – LCWIP Cycle Route 230

* + 1. Route 230 starts at the junction of the B2372/Reading Road and Cricket Hill Lane in Yateley. It runs southward across the A30 and A327 roundabouts, continuing on the B3013/Minley Road. After crossing the M3, the route has two potential options. It may continue on the B3013/A3013 directly to Fleet railway station, or it may travel through the Ancells Farm development on parallel, but less direct alignment, to Fleet railway station.
    2. While many current or potential users of this route are leisure cyclists, the route is also important for utility cycling, serving those who commute or use the route to access key services.

Additional information

* + 1. The proposed routes reflect the key desire lines identified in the LCWIP, however it is recognised that there may be valid reasons for deviating from the alignments shown. The roads forming these routes have varying speed limits, typically between 30mph and 50mph, adding complexity to the evaluation process. The feasibility studies should assess both on-road options and potential alternatives on quieter roads or off-road alignments (for example in Route 230, through nearby MOD land), and provide a recommendation on the most appropriate option to progress, based on likelihood of successful delivery and a cost-benefit analysis.
    2. The overarching aim of the scheme is to enhance active travel connectivity to a high standard consistent with LTN 1/20. Given the semi-rural context and potential environmental constraints, the studies may explore and, if appropriate, recommend (with justification) alternative alignments, surface treatments, and design specifications which are below the ideal approaches set out in LTN 1/20 but still in line with the principles of the guidance. Any proposed solution should consider the need to minimise impacts on trees, hedgerows, and the wider landscape.
    3. A thorough assessment is needed to determine the most feasible and desirable solution, which can then be prioritised for funding and delivery, either in full or in phased sections.
  1. **Timetable**
     1. The preferred timetable is set out below:

|  |  |
| --- | --- |
| Quotation Return Date deadline | 1 July 2025 |
| Appoint consultant | 14 July 2025 |
| Consultant starts background work | 14 July 2025 |
| Interim report to be submitted to the Council | 18 August 2025 |
| Feedback from the Council | 1 September 2025 |
| Consultation with key stakeholders | TBC |
| First draft of the report to be submitted to the Council | 13 October 2025 |
| Feedback from the Council | 27 October 2025 |
| Second draft of the report submitted to the Council | 10 November 2025 |
| Feedback from the Council | 24 November 2025 |
| Completion of the report | 5 December 2025 |

* + 1. However, if you consider this timetable to be undeliverable, we would be happy to consider reasonable alternative suggestions.
  1. **Scope**
     1. The objective of these feasibility studies is to review the options for the provision of cycling infrastructure along Route 110, 120-130 and 230 as identified in Hart's Local Cycling and Walking Infrastructure Plan (LCWIP). The studies will need to identify appropriate interventions, consider all relevant constraints and risks, then recommend preferred options with concept designs and realistic costings.
     2. The studies aim to provide a comprehensive but succinct analysis and clear recommendations to inform decision-making processes for the potential development of the cycle routes.
     3. Specifically, the studies will need to:
* Assess the alignment and connectivity of the proposed cycle route.
* Evaluate the technical feasibility, including engineering and safety aspects.
* Estimate the financial implications of the project.
* Engage with stakeholders to gather insights and feedback.
* Consider environmental and social impacts.
* Provide actionable recommendations and an implementation plan.
* Ensure all recommendations and designs are in line with current guidance, including LTN 1/20 and Hampshire County Council’s technical guidance notes available from [Technical guidance notes | Hampshire County Council (hants.gov.uk)](https://www.hants.gov.uk/transport/developers/technical-guidance)
  + 1. The feasibility studies will include, but is not limited to, the following tasks:

1: Route Assessment

* Alignment and Connectivity:
  + Evaluate the proposed cycle route in terms of its alignment with existing roads, pathways, and other cycling infrastructure
  + Assess connectivity with key destinations such as schools, workplaces, public transport hubs, and recreational areas.
  + Identify alternative alignments or extensions to improve connectivity and/or deliverability. Some sections of the alignment proposed in the LCWIP may have limited highway width and so an early assessment should be made of whether these are likely to be deliverable or alternative alignments considered.
* Physical Constraints:
  + Conduct site visits to identify physical barriers such as canals, railway lines, existing buildings and assess existing highway infrastructure.
  + Map out land ownership and any legal or right-of-way issues that might affect the route.

2: Technical Analysis

* Assessment of current conditions:
  + Evaluate the existing road conditions, traffic volumes, and accident history along the proposed route.
  + Identify key safety concerns along the proposed route
* Engineering Requirements:
  + Identify interventions required to bring the route up to standards in line with LTN 1/20, aiming for a route that is suitable for most people.
  + Develop concept designs and technical specifications for the proposed infrastructure improvements.
* Traffic Impact Analysis:
  + Identify any key expected impacts of the changes on traffic flow, parking and access to properties.

3: Cost Estimation

* Capital Costs:
  + - * Provide cost estimates, including an appropriate optimism bias, for the design, construction, and installation of the cycle route infrastructure.
* Feedback Integration:
  + Summarise stakeholder feedback and incorporate it into the feasibility study.
  + Address concerns and suggestions from stakeholders in the final recommendations.

4. Stakeholder Engagement

* Consultation Strategy:
  + Review and evaluate consultation responses relevant to the route received during the consultation on the LCWIP
  + Develop and implement appropriate consultation with key stakeholders

5: Environmental and Social Impact Analysis

* Conduct an initial assessment of potential environmental and social impacts.

6: Recommendations and Implementation Plan

* Feasibility Recommendations:
  + Provide a clear assessment of the feasibility of the cycle route, including a summary of findings from the technical, financial and impact analyses.
  + Make specific recommendations regarding route alignment, infrastructure improvements and safety enhancements.
  + Produce plans showing the interventions suggested for the whole route. Plans should be on an OS Mastermap base.
* Risk Management:
  + Identify potential risks and challenges associated with the project.
  + Propose strategies for risk mitigation and management.
  1. **Deliverables**
     1. The successful bidder(s) must provide (per route):

Interim Study:

* Prepare an interim report and plans with preliminary findings for review by HDC and HCC.
* Present interim findings and receive feedback.

Final Report:

* Produce a comprehensive final report detailing all aspects of the feasibility study, including methodology, analysis, findings, and recommendations.
* Include detailed plans, maps, diagrams, cost estimates, and technical specifications.
  + 1. The final report should be written in plain English and must comply with [WCAG 2.2 accessibility standards](https://www.w3.org/TR/WCAG22/) (or subsequent standards).
  1. **Monitoring arrangements:**
     1. The Council will monitor the performance of the Services by the Supplier through a minimum of 2 project/progress meeting(s) to be arranged during the 21-weekprogramme and following the inception meeting.

# **Information for Bidders**

* 1. All quotation response documents must be returned to the email address stated on page 1 by no later than the quotation return date also stated on page 1. Quotations received after this time will only be accepted in exceptional circumstances and at the council’s discretion.
  2. If there appears to be an error or omission in a quotation the Council may invite the Bidder to confirm the submitted price, including errors/omissions, or amend the submitted price to correct these errors/omissions. All amendments or confirmation of quotation must be confirmed in writing by the Bidder.
  3. If the Council considers a query may have a material effect on quotation responses, all suppliers will be notified without delay via email.
  4. The Council reserves the right to disregard any quotation where:
  5. in the opinion of the council, there is sufficient doubt as to the Bidder’s ability to perform the contract for the submitted price; or
  6. it does not fulfil a mandatory or pass / fail requirement; or
  7. it contains qualifications that conflict with the Request for Quotation instructions.
  8. Quotations and supporting documents shall be in English and any contract subsequently entered into, and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.
  9. All prices quoted shall, unless otherwise stated, include profit, transport, labour, materials, fuel and plant charges, insurance and all other expenses of every kind which under the conditions of Contract are borne by the Bidder. Prices quoted shall be in UK Sterling and exclusive of Value Added Tax. Value Added Tax shall be applied at the appropriate rate ruling at the date of any invoice.
  10. Bidders must not take part in any publicity activities with any part of the media about the Contract or this opportunity without getting the Council’s written agreement first. This includes the Council’s agreement on the format and content of any publicity.
  11. This opportunity is made available in good faith. The Council give no warranty as to the accuracy or completeness of the information contained in it. The Council also disclaim any liability for any inaccuracy or incompleteness. The Council reserve the right to cancel the Quotation process at any point.
  12. The Council are not liable for any costs resulting from any cancellation of this Quotation process or for any other costs that Bidders may incur by Tendering for this Contract. Bidders must obtain at their own expense all the information that they need for the preparation of their Quotation.
  13. Bidders will be deemed to fully understand the processes that the Council must follow under relevant legislation, and where the value of the opportunity is deemed to be above relevant thresholds, will adhere to the requirements set out in such legislation.

# **Evaluation and award process**

* 1. The contract, if awarded, will be awarded, based on the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | | | **Score** |
| **Price** *(calculated as per 4.2):* | | | **50%** |
| **Quality**  *(which is scored on against the sub-criteria below):* | | | **50%** |
|  | Methodology and Approach | *30%* |  |
| Experience, Case Studies and References | *20%* |
|  |  |  |  |

* 1. The percent share will be given the maximum score available. Other scores will then be calculated as a proportion of this based on the formula below:

|  |
| --- |
| Lowest price |
| Price of next quote to be considered |

* 1. Each section in the Quality criteria will be scored using the following template:

|  |  |
| --- | --- |
| Exceptional demonstration by the supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 5 |
| Good demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 4 |
| Satisfactory demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 3 |
| Contains minor shortcomings in the demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 |
| Satisfies the requirement but with considerable reservations of the supplier’s relevant ability, understanding, skills, facilities and quality measures required to provide the services, with little or no evidence to support the response. | 1 |
| No response or irrelevant response provided. | 0 |

* 1. Any responses scoring less than 2 for any Quality criteria, may be considered to not meet the requirements, and therefore fail the evaluation and the quotation may be rejected. As per 4.3, the Price element will not be assessed in those circumstances.
  2. Bidders will be notified via email as soon as possible of any decision made by the council during the quotation process, including notifying Bidders of the intended award.
  3. As part of the notification of award process, Bidders will be provided with details of the points awarded for their submitted responses in line with the evaluation criteria above.
  4. Bidders must not undertake work without first having received an Official Purchase Order as written notification that they have been awarded the contract and are required to start work.

# **Quotation response: Bidder details and declaration**

* 1. Please complete the following and sign to confirm that your quotation is fully compliant with the Specification, and all Terms and Conditions as stated within this documentation.

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
|  |
|  |
|  |
|  |
| Telephone: |  |
| E-mail: |  |
|  | |
| Signed: |  |
| Print Name: |  |
| Position in Company: |  |
| Date: |  |

# **Quotation response: Bidder submission**

* 1. Please complete the pricing table in 6.4. Values must be exclusive of VAT.
  2. Bidders may choose to bid for one, two or three Routes as Lots. The Council reserves the right to award to the highest scoring tender for each Lot, provided that the total price remains within the maximum budget of £54,000. The Council may therefore award to one, two or three suppliers.
  3. No multi-Lot discounts are provided for in this tender. Bidders should price each Lot they bid for competitively and only bid for a multiple Lots if they can deliver the requirements within the Council’s timescales set out in 2.3.1
  4. Pricing Table:

|  |  |  |
| --- | --- | --- |
|  |  | Price (Exc VAT) |
| Lot 1 (Route 110) |  |  |
| Lot 2 (Route 120 – 130) |  |  |
| Lot 3 (Route 230) |  |  |
| **Total** | **£** |  |

* 1. Please complete the following section which will be used to score the Quality criteria.

|  |
| --- |
| Methodology and Approach 30% |
| 1. With reference to the proposed methodology, please provide details of how the task will meet best practice/national standards as well as the highway technical design guidelines and transport policies of Hampshire County Council. |
| Experience, Case Studies and References 20% |
| 1. With reference to the proposed methodology, please provide evidence of relevant and successful experience, ideally through case studies, demonstrating the ability to undertake the tasks outlined above.   In order to score a two or higher, examples provided must show involvement the development, design, and delivery of active travel infrastructure on roads within rural or environmentally sensitive settings.   1. Please provide details of at least three relevant references or referees |

1. **Terms and Conditions of Contract for Services**

Please see separate attachment:

HDC202504 - Draft Short Form Contract for LCWIP Cycle Routes