Request for quote for: HDC202506

Countryside Development Plan

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| --- | --- |
| Date opportunity posted | 16 June 2025 |
| Last date for clarifications | 12 noon, 16 July 2025 |
| Quotation return date | **12 noon, 30 July 2025** |
| Estimated Contract Value | £40,000 |
| Quotation shall be returned to | [procurement@hart.gov.uk](mailto:procurement@hart.gov.uk) |
| With the subject line | Quotation for Hart Countryside Services Development Plan - 2025 |
| Contact in case of queries | Leigh.wallace@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.

Hart’s countryside service manages 17 sites across Hart District in North Hampshire. Most of these sites hold international, national, or regional designations on account of their wildlife interest. We are committed to creating an environment for everyone to improve health and wellbeing. Hart District Council owned greenspaces are worth approximately £9.2 million gross per year, reflecting the significant benefits they deliver to Hart communities.

Total health benefits approximate to £7.6million per year this includes improvement to mental health & wellbeing & increases in quality of life from physical activity. We want to learn more about how residents are using these spaces now, who isn’t using them and what the blockers are and what we can do to improve these sites for our communities, so they provide maximum benefit.

# Specification

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

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| --- | --- |
| Intended Start Date | 01 August 2025 |
| Duration | 4 Months |
| Intended End Date | 30 November 2025 |
| Extension Details | Option to extend for a further 2 months (ending 31 January 2026), by mutual agreement |

* 1. Aim:
     1. Development Plan to cover five of Hart District Councils Countryside Sites
     2. Public engagement across five of Hart District Councils Countryside Sites.
     3. The Council is seeking a skilled consultant to independently evaluate five of its key countryside sites from a visitor and staff perspective:

1. Fleet Pond Nature Reserve
2. Edenbrook Country Park
3. Bramshot Farm Country Park
4. Hawley Park Farm
5. Whitewater Meadows

The Development Plan will be led by the community through visitor surveys and engagement with the aim of improving the visitor experience. It will quantify, segment, and engage current and potential site users. It will evaluate user satisfaction providing clear guidance and advice on how the countryside service can work to enhance these sites in a meaningful way for residents, including ways to improve operational performance.

The report will suggest steps to show how these goals can be achieved and how these changes can be measured to show success. The report should aim to help inform decision making into the future, helping to embed Equality, Diversity and Inclusion (EDI) into the management of Hart’s countryside sites, building an EDI legacy into site development. It should also consider commercialisation and funding opportunities.

In addition, the council has committed to reducing its carbon footprint by becoming a net zero district by 2040. Any proposals should help the council achieve its objectives by contributing to our carbon resilience, following the principles of sustainable development and mitigating potential impacts on the environmental setting.

* 1. Objectives:
     1. The Council’s main objectives are:

1. To quantify, segment and understand current site use, activities, and understand current user satisfaction. Identifying what residents want.
2. Outline key areas of development for the future, suggesting steps and actions that can be taken to reach these goals, including increasing visitor numbers where appropriate and commercial opportunities.
3. Identify underrepresented groups in our Green Spaces and make our sites more accessible for them.
4. Identify all cost and resource implication's for delivering the Development Plan, this will include reviewing the current Hart Capital Programme for inclusion into a 10-year programme of works.
5. Identify all current and future funding opportunities with a summary of purpose and likelihood of attaining each funding stream.
6. To promote Hart Countryside Service, maximising our visibility and positive impact on the local community.
7. To improve our operational performance, working as efficiently and effectively as possible.
8. To consider the impact on our agreement to be a net-zero district by 2040 in any projects or proposals put forward.
   1. Timetable:

01 August – Contract Start Date. Contractor to pitch full methodology with timelines and start to undertake programme or engagement.

September – Public, staff and stakeholder engagement.

October – Initial draft of report to be shared with HDC for comment

November/December – Project sign off

* 1. Deliverables:
     1. The successful bidder must:

1. Consult with residents and all user groups. Including local parish councils and community groups.
2. Provide full costs for outreach and engagement work as well as production of the final report.
3. Consider the council brand guidelines and embed accessibility into the engagement elements.
4. Refer to site management plans where applicable.
5. Ensure that the final documents meet Hart District Councils required accessibility standards and are formatted to comply with Hart District Council brand guidelines.
   1. Monitoring arrangements:
      1. The Council may monitor the performance of the Services by the Supplier.
      2. Full payment will be processed once the final documents are sent over at the end of the contract period, unless a phased payment is agreed in writing prior to the commencement of any work.

# 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 shall 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:

1. 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
2. it does not fulfil a mandatory or pass / fail requirement; or
3. it contains qualifications that conflict with the Request for Quotation instructions.
   1. 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.
   2. 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.
   3. 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.
   4. 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.
   5. 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.
   6. 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):* | | | **40%** |
| **Quality**  *(which is scored on against the sub-criteria below):* | | | **60%** |
|  | Experience | *25%* |  |
| Method Statement and approach | *25%* |
| References / Case studies | *10%* |

* 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. The Price element of the evaluation will only be scored once the Quality criteria have been assessed.
  2. The 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: |  |
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|  |
|  |
|  |
| Telephone: |  |
| E-mail: |  |
|  | |
| Signed: |  |
| Print Name: |  |
| Position in Company: |  |
| Date: |  |

# Quotation response: Bidder submission

* 1. Please complete the following pricing schedule in full (values must be exclusive of VAT).

|  |  |  |
| --- | --- | --- |
| Engagement elements | **£** |  |
| Final report/Development Plan | **£** |  |
| **Total cost for contract term** | **£** |  |

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

|  |
| --- |
| Experience – 25% |
| 1. Give one example of a similar project you have completed and outline any lessons learnt from that project that you might use to improve this project. 2. Let us know about any reports that you have produced that have gone on to provide supporting evidence to underpin, inform or secure funding for tangible projects or commercialisation plans. |
| Method Statement and approach – 25% |
| 1. Please break down into stages how you will take this project from inception to completion. Include timelines and project management principles you will use to keep the project on track. |
| References / Case studies – 10% |
| 1. Please provide at least 2 case studies. Scoring will be based on the details provided and how relevant these are to the requirements of this Request for Tender. |

# Terms and Conditions of Contract for Services

Please see separate attachment:

HDC202506 - Draft Short Form Contract for Countryside Development Plan