

	Subject	Question	Answer
1.	Site Visits	Are accompanied site visits available with someone from the procurement or client team as part of the tendering process? If not, are the sites discussed within the brief publicly accessible?	There will not be accompanied site visits as part of the tendering process. Whilst Hanging Hill Farm is not publicly accessible, you are welcome to visit the site unaccompanied. Please let us know when you plan to visit and we can advise our Estates team that you will be on site. Please provide 48 hours' notice if possible.
2.	Documents	Could you advise if there are any further bid documents available beyond invitation to tender document and the visions and principals document that are hyperlinked in the ITT document.	There are no further bid documents beyond the ITT.
3.	Submission documents	Is there a submission document that you can provide to submit our proposal? If there isn't, could we know if you have any page/word counts please?	See response to question 7 below.
4.	Documents	Could you please share the full tender pack or provide access details?	The relevant tender document can be downloaded from the following page on Find a Tender: https://www.find-tender.service.gov.uk/Notice/059644-2025
5.	Budget	Can you please confirm that the stated figure (£65,000 excl. VAT) represents the total maximum consultancy fee allocation across both phases?	That is correct.
6.	Team Composition	Would you expect the core team to primarily comprise landscape architects and landscape planners, with potential support from a planning consultant, cost consultant, and perhaps a building architect to provide light conceptual input regarding built form and site fit?	Having the right expertise to develop the strategic rationale with ourselves and in consultation with stakeholders is essential as this will inform the scope for Phase 2 (if there is a strong rationale). For Phase 2 we value the views of consultants on the expertise required for the core team to meet the deliverables in the ITT.
7.	Submission requirements	Is there a more detailed specification of what is required e.g. a page or word limit for specific questions, a common format (e.g. A4 landscape) and similarly a pricing schedule to be filled out. The questions would also typically have a percentage assigned e.g. the cvs might be X% and the methodology Y%. Whilst this is partially done in the following evaluation section it's not clear exactly how the "Information included" section maps to this.	We have chosen to allow consultants to consider the most appropriate response to the ITT. This should be in Microsoft Word or PDF format and we will accept landscape or portrait. We have now mapped the details requested in the information to be included section against the evaluation criteria (see attached). In terms of pricing schedule we would request that this is separated by Phase 1 and Phase 2, to include itemised costs clearly stating if VAT is not applicable. We did not include a pricing schedule because we would like the consultants to identify which costs need to be itemised based on the methodology. The pricing should also clearly identify number of days of each project team member and day rates. In terms of word count we are looking for concise proposals, as a guide only - for the methodology section we would not expect this to be any longer than 3-sides of A4 text i.e. 1200 - 1500 words, but this is not a fixed word count.
8.	Contract t's and c's	Can you provide a draft form of contract? Including things like Professional Indemnity, Public Liability and Employers insurance, requirements. If not can you advise of any key contract requirements e.g. insurances.	See attached our standard Services Contract terms and conditions.