

Bingo Club/ Vicarage Lane, Ashford

Masterplanning Brief

Aim:

To establish deliverable sketch layout and design options for the land in the Council's ownership comprising the Bingo Club and Vicarage Lane car park. This preliminary work will enable the client to make a clear choice of a preferred outline development solution to be taken forward in discussions with a potential development partner and worked into a design/ development brief. It will also let the Council share a clear aspiration for the area with local people.

Land uses:

The client envisages a predominantly residential development with high quality public realm running through the site, including a public square. Associated with this, café/ bars or restaurants or similar uses which help animate the space are also appropriate.

Specific objectives to be explored:

- a high quality pedestrian route linking the Lower High Street into the wider site (and beyond that to the Commercial Quarter and stations) – with proposals for suitable development 'lining' that route;
- a suitable solution on the Lower High Street frontage to show how the character of the Conservation Area and Lower High Street can be enhanced;
- the potential for a public square as part of the scheme – a space capable of catering for a range of informal and organised leisure – and located where it has best prospects of being sufficiently animated to succeed;
- pedestrian link (or links) to the Churchyard to celebrate and broaden the heritage value of this part of the town;
- maximising the splendid visual presence of the church and its tower (opened up by the bingo club demolition) and considering short and longer views and the implications for massing of the built form on the site;
- the topography of the Vicarage Lane site as it falls away from the church towards Station Road and the opportunities/ issues this presents;
- retaining access to the rear of properties on Lower High Street and ways to reduce the current poor visual impact;
- the scale of public parking provision that should realistically be retained as part of a concept plan for the whole site (in the medium term there is scope to relocate some of the parking here to a multi-storey car park behind the bowling alley);
- the residential capacity of the site and indicative layout(s) taking account of all the above.

Character:

Whilst this is not a detailed or full architectural study, it is important to capture the essence of the Council's ambition. The part of the site nearest the church and Lower High Street presents an opportunity to increase the area of the traditional, irregular, fine grain heart of the town centre – it can help to create a stronger synergy between the strong historic character of the main streets and churchyard by linking elements together. Attractive pedestrian routes are key – these should help lead people into the town centre with a sense of anticipation, taking advantage of key views (especially of the church) and public spaces en route.

The lower part of the Vicarage Lane site has a very different character and is dominated by Station Road. The opportunity here is to strengthen the street by filling in the gap on the Station Road frontage and also fronting and enhancing the isolated green space at Vicarage Field as an important public amenity.

Services required:

- Architectural services (RIBA standard form of employment – the project will include elements – but not all – of the work included in Stages 1-3)
- Town planning services/input from a qualified planner

Process:

The client has considerable experience of using workshops and critical friends to help shape ideas in a collaborative design process. This has been very successful and we seek to work in this hands-on way with the appointed contractor. The stages we envisage will include:

- initial briefing with client team to share all relevant information, planning policy and background;
- design workshop early in the contract to explore issues and capture potential ideas;
- a first phase report back on potential options to the Council's Town Centre Place Making Board, which comprises councillors and officers, to share emerging ideas and get feedback;
- working up and testing a preferred option and take on board practical considerations;
- involvement in a public engagement event to explain emerging ideas and collect feedback;
- regular client meeting to update and share ideas and issues throughout;
- a draft final report for feedback from the client;
- a final report and presentation to councillors

In terms of specific outputs we envisage the final report focusing heavily on visual presentation which captures the site assessment and the evolution of the design proposals and final preferred option. In addition to block layout plans access and servicing issues need testing at this level. Indicative sketch illustrations of key aspects of the preferred option are needed of a standard that can be used in public engagement. **Only concise text content is required.**

In addition, a short leaflet explaining the background and illustrating the preferred option will be required along with suitably sized mounted copies of the key illustrations in a form that can be used for public exhibition.

All work produced will be available in hard copy and electronic form and become the intellectual property of the client on completion of the project.

Client involvement:

The contractor can assume for the purposes of tendering that the client will:

- supply all key information, including services;
- liaise with neighbouring owners and occupiers to establish their concerns and ideas and pass this on and help organise/ publicise the public engagement event;
- bring together key public sector stakeholders as needed to make contacts as easy as possible – e.g. highways; waste collection; conservation; leisure; planning; etc;
- organise, host and, if requested, facilitate the design workshop and provide refreshments etc;
- provide a nominated client project lead officer for all day to day contact and a client project director to help advise on any concerns/ issues that arise; handling issues etc;

Contractor selection:

Tenders will be evaluated 10% Price and 90% Quality

Selection will be by interview from a maximum of three short-listed parties who attain the highest scores. Tender submissions should set out:

Price

- an all-in total cost for the project including all expenses

We would encourage interested contractors to price this work taking account of the relatively simple nature of the outputs (we do not want a 'door stop' report); the collaborative way of working which will help to arrive at ideas quicker; and the other support the Council will provide.

Quality

The following criteria carry a maximum score of 100% and are weighted accordingly.

Total score will be converted to 90% and added to Price score.

| | Criteria | Weighting |
|---|--|-----------|
| 1 | A short statement (maximum 8 sides A4) setting out initial perceptions of the site; ideas to explore and a suggested approach to the commission; | 45% |

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| 2 | A separate supporting information pack showing examples of relevant work completed elsewhere with contact points for references and the c.v.'s of the key players on the contractor team | 35% |
| 3 | A project programme indicating the work stages envisaged and the duration of each and target completion date | 20% |

Scoring System

| Score | Term | Definition |
|-----------|--------------|--|
| 0 | Unacceptable | No response provided or a response that is substantially irrelevant. |
| 2 | Limited | The response does not address some or all of the key requirements and fails to evidence the Applicant's technical capability in terms of the project. |
| 4 | Satisfactory | A response that addresses the key requirements of the project and evidences sufficient capability. Positive outcomes are present; however there may be some omissions or areas of weakness that are of concern to the Authority. |
| 6 | Good | A good response submitted in terms of level of detail and relevance. Positive and measurable outcomes have been evidenced along with lessons learned. Capability is clearly evidenced with only minor concerns raised. |
| 8 | Very Good | A comprehensive response submitted in terms of level of detail and relevance. The response is clear and all key areas have been evidenced along with positive and measurable outcomes. The Applicant has fully demonstrated its capability to deliver the requirements of the project. |
| 10 | Excellent | Response exceeds requirements and adds significant value. |

Interviews

At the interview the client will wish to meet the lead member of staff who will be carrying out the bulk of the work on the project. Ashford Borough Council's panel will consist of officers and elected Members.

Timetable

Invitations to tender will be issued by week ending 18th May 2018.

Shortlisting followed by the interview on/or around 22nd June 2018 (tbc)

Project inception Late June 2018

Project Completion 8 weeks

Tender Submission

Your tender should be submitted to Ashford Borough Council via the Kent Business Portal no later than 14:30hrs on 14th June 2018

Questions

Any questions can be directed to the project manager Archie Cowan via the messaging service through the Kent Business Portal, and a private or public reply (dependent on the question) will be provided.

No further clarification will be issued later than 12 Noon 1st June 2018.

Notes:

- 1) Please register your interest through the Kent Business Portal - we will use these registration details to inform you of any amendments, or items of clarification during the tender period.
- 2) If you have any items of clarification during the tender period, these should be uploaded to the Kent Business Portal and a response will be provided.
- 3) Please be aware your registration of interest will NOT be used to issue you with tender documentation.
- 4) When submitting your tender, please keep additional marketing material to a minimum.
- 5) Please adhere to any page limit specified, and restrict the size of any uploaded document to less than 20Mb
- 6) The "Last date for Expressing Interest" detailed at the beginning of this notice, is the last date for submitting your Tender.