

# Long Term Plan for Towns Consultancy Services Brief

## 1. Purpose

- 1.1 Burnley Borough Council is looking to commission consultancy services, on behalf of the Burnley Town Board, to develop a Long Term Plan for the Town (LTPT) including a 10-year vision and 3-year investment plan in accordance with LTPT guidance.

## 2. Background

- 2.1. In October 2023, DLUHC announced that 55 towns would benefit from £20m each of “endowment style” funding over a 10-year period, as part of the Government’s Long Term Plan for Towns strategy. The initiative covers the area defined by the ONS as the Built Up Area of Burnley.
- 2.2. To release the funding local Town Boards must be established to develop a 10-year plan for their town aligned to the themes of:
  - Safety and Security;
  - High streets, Heritage and Place; and
  - Connectivity and Transport.
- 2.3. Burnley Borough Council is responsible for setting up the Burnley Town Board. The LTPT guidance sets out clear recommendations on board composition to ensure that it is reflective of the local area and a wide range of stakeholders. A shadow board and chair has been appointed. The Council has appointed Karen Buchanan, Principal of Burnley College as Chair and a list of other shadow board members is attached.
- 2.4. The board is responsible for developing a Long-Term Plan, building on existing plans and strategies where appropriate. The Long-Term Plan should consist of a 10 year vision and a 3 year investment plan. The Long-Term Plan should clearly identify the priorities of the town, set out the case for change, set outcomes and objectives reflecting community priorities aligned to the three investment themes and interventions. The plan should also evidence that it is genuinely community led and how the board will draw in other funding and investment. The plan should also include high level delivery milestones over the 10 year lifespan of the program with an overview of potential future interventions including the use of powers set out in the policy tool kit.
- 2.5. The three year investment plan should set out the interventions and powers that the board wishes to use in each investment theme, identify any “off menu” interventions, how the town board will use the interventions locally, how much they will cost and how they will address the outcomes set out in the 10 year vision.

## 3. Scope of Work

### ***Stakeholder and Community Engagement***

- 3.1 An Engagement and Consultation Plan is being developed for the whole life of the programme, identifying key stakeholders, channels and techniques for engagement, methods for recording and acting on engagement activity, together with awareness and feedback.
- 3.2 The Council has commissioned consultants to carry out some early consultation feeding into the development of the Vision. The Consultants will need to work together.
- 3.3 Engagement should be open and inclusive with an emphasis on involving those who are least likely to participate in engagement activity. The engagement must be robust, representative and transparent. Findings and data from the engagement activity must feed into the teams drafting the LTPT.
- 3.4 A Town Board website is being developed, to communicate the work of the board and act as an engagement tool. Research and findings must be published on the websites.

### ***10 Year Vision***

- 3.5 Consultants should work with the Town Board and its sub groups, drawing on existing strategies and plans, and community and stakeholder consultation, to develop a 10-year vision and strategy in line with the LTPT Guidance.
- 3.6 The consultants will be expected to facilitate workshops and meetings with the board, sub groups and other stakeholders, to ensure that they are fully engaged in developing the vision. The Council will provide administrative support for this.
- 3.7 The consultants will be able to draw on an evidence pack provided by DLUHC (attached) but will need to augment this with additional data and research.
- 3.8 The consultants will need to communicate, consult and engage with wider stakeholders to develop the plan and gain buy in to the vision and direction.

### ***3 Year Investment Plan***

- 3.9 The three-year investment plan should build on the Long Term Vision. In line with the guidance the three year investment plan should set out:
  - The interventions and powers the Town Board wishes to use over the three years for each investment theme;
  - Whether the interventions are from the list of interventions or are “off menu”\*
  - How the Town Board will use the interventions and how much they cost
  - How the interventions will address the outcomes in the 10 year vision

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- 3.10 Should the Town Board decide that there is a need to deliver interventions that are “off menu”, the consultants will be required to prepare an outline business case for this in accordance with the guidance.
- 3.11 The Local Authority (in Burnley’s case both district and County Council’s) will need to be engaged in identifying other funding streams and to discuss the potential for use of powers and interventions identified in the LTPT Policy Toolkit.
- 3.12 Consultants will also need to advise on other sources of matched funding.

## 4 The Consultant

4.1 The consultancy team will need to be multi-disciplinary bringing together skills in engagement and consultation, data analysis, partnership facilitation, developing place based strategies, developing business cases in line with green book. The team may be from a single multi-disciplinary practice but may equally be a consortium of consultancy teams. The lead consultant (if appropriate) and team will need to demonstrate (in their responses to the method statements):

- A clear understanding of the Government’s Long Term Plan for Towns.
- A demonstrable track record in working with multi stakeholder partnerships to develop ambitious but deliverable place-based strategies and government funding propositions.
- A demonstrable track record of developing and delivering stakeholder and community engagement strategies in a relevant context.
- The ability to understand the Burnley context and translate our vision into practical and deliverable options.
- Excellent project management capabilities and if appropriate the ability to manage a range of sub-contractors within very tight timescales.

4.2 Deliverables should include;

A 10 year vision and 3-year investment plan in a format required by DLUHC (to be confirmed).

A summary document in full colour high quality format, provided electronically for the Council to re produce, for promotional purposes.

## 5 Methodology and Timetable

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5.1 We would expect consultants to outline as part of their tender and during the selection procedure their own detailed methodology for delivering and developing the Long Term Plan. The methodology will need to accommodate reports to the Town Board (meeting dates are set out in Table 1 below) and consultation with wider stakeholders. The milestones below are indicative and consultants should consider how they could compress the programme to enable an earlier submission.

5.2 We would expect the commission to be completed no later than 29<sup>th</sup> July at the very latest, although it is the Town Boards intention to submit as early as possible. A detailed programme with key milestones should be provided in the tender submission for agreement with Burnley Borough Council following appointment;

**Table 1.**

Item	Dates
Issue Tender Brief and ITT documents	23 <sup>rd</sup> Feb
ITT clarification questions cut-off date	8 <sup>th</sup> March
Deadline for return of completed ITT	4PM 13 <sup>th</sup> March
Evaluation of tenders	15 <sup>th</sup> March
Clarification Interviews	21 <sup>st</sup> March
Notification of result and appointment of successful firm	22 <sup>nd</sup> March
Inception Meeting (with Steering Group)	2pm 3 <sup>rd</sup> April
Interim Milestone 1: Town Board Meeting/Visioning Workshop	12 <sup>th</sup> April
Interim Milestone 2: Draft Vision and 3 year plan for consultation to board meeting	14 <sup>th</sup> June
Interim Milestone 3: Final Draft for approval and Submission	19 <sup>th</sup> July
Final Draft and Completed Materials	29 <sup>th</sup> July

## 6 Project Team

6.1 The Consultants will work closely with the Project Steering Group including:

Karen Buchanan, Chair of Burnley Town Board

TBC, Vice Chair of Burnley Town Board

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TBC, Board Member

Kate Ingram, Director of Economy and Development, Burnley Council

## 7 Budget & Payment schedule

7.1 The commission will be funded from the capacity funding awarded to the Council to support the board to develop its plan. A budget of £60,000 excluding VAT and disbursements is available for this commission.

7.2 Consultant invoices will be paid on completion of the work. If consultants require pre-stage payments these must be set out in the tender response and agreed with the Council.

## 8 Tender Response

8.1 Consultants will need to demonstrate a proven track record in delivering high quality outputs on time, to budget and in accordance with client expectations. Please present all information in a clear and concise manner. The Council requires the following elements, as a minimum, to comprise the tender response:

### ***Insurance information***

8.2 Self certification as to whether you already have or can commit to obtain the levels of insurance cover indicated below (please provide copies of certificates where possible):

- Public Liability Insurance - £5m
- Professional Indemnity Insurance - £5m.

### ***Conflict of Interest Statement***

8.3 Clear statement showing that your practice does not have any conflicts of interest with the Council or any organisations represented on the Town Board.

### ***Method Statements***

8.4 An interpretation of the brief, including understanding of the Government's Long Term Plan for Towns, LTPT guidance and the Burnley Context (10%).

8.5 A description of the methodology proposed to complete the work (20%).

8.6 The name, qualifications, relevant experience and contact details of the individual(s) who will primarily undertake this work (20%).

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8.7 A clear timetable and work programme with confirmation of the ability to work to the milestones included in the brief. This should include the total number of days to be spent on the project, by each individual. The timetable should include a schedule of meetings for consultation and progress reviews throughout the process (10%).

8.8 Examples of previous relevant work completed within the last 5 years (up to 3 examples). Examples should include for example, Town Deal projects, High Street Fund, LUF, which demonstrate experience / expertise in delivering a range of specialist services of a similar nature (10%).

### ***Fee Schedule***

8.9 A fully inclusive fee breakdown. A total all-inclusive fee for the work should be provided along with a breakdown of the costs for undertaking various elements of the work. Day rates for each individual identified to complete the works as described should also be supplied. All rates to be exclusive of VAT.

8.10 The total fee payable must be submitted in the signed Form of Tender.

### ***References***

8.11 The names and contact details of two referees (preferably related to the examples provided). References will only be taken up for the preferred Tenderer.

8.12 In addition, the Council requires the following documents to be signed and submitted (please refer to the ITT document):

Form of Tender.

Certificate of Non-Collusion and Non-Canvassing.

Certificate that the Tender is Bona Fida.

## **9 Evaluation Criteria**

9.1 Tenders will be evaluated against quality (70%) and price (30%) criteria to establish the most advantageous tender. Please refer to Part 5, 6 & 7 of the ITT document for full details concerning the tender evaluation.

9.2 Quality is worth 70% of the overall evaluation score and will be evaluated through an analysis of the Consultants responses to the Method Statements outlined in paragraphs 8.4 to 8.8 above. Scores will be attributed to these responses by the stakeholder evaluation panel based on the methodology given in the table 2 below.

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**Table 2.**

Score	Criteria
10	<b>Outstanding</b> - response exceeds requirements, is fully evidenced, adds value and benefits and demonstrates practical innovation and tangible creativity to business solutions, with full confidence in capability to deliver
9	<b>Excellent</b> - response meets all requirements while providing fully evidenced additional value and benefits and a high level of confidence.
8	<b>Good.</b> Response meets all requirements with a good evidence base and some added benefits together with a higher level of confidence.
7	<b>Good.</b> Response meets all requirements with a good evidence base and some added benefits
6	<b>Satisfactory.</b> Response is complete and meets all minimum requirements while providing appropriate evidence to support these together with a higher level of confidence.
5	<b>Satisfactory.</b> Response is complete and meets all minimum requirements, and provides appropriate evidence
4	<b>Less than satisfactory.</b> Response is complete but fails to provide adequate evidence that all minimum requirements can be satisfied
3	<b>Less than satisfactory.</b> Response is complete but fails to satisfy all minimum requirements or fails to provide adequate evidence that these requirements can be satisfied
2	<b>Poor.</b> Response is in part incomplete, non-compliant, fails to meet any minimum requirements or lacks an evidence base
1	<b>Poor.</b> Response is incomplete, non-compliant, fails to meet any minimum requirements, lacks and evidence base or is unlawful
0	No response or submission was made.

9.3 Price is worth 30% of the overall evaluation score and will be assessed through your response to the Fee Schedule requested in paragraphs 8.9 to 8.10 above.

9.4 The Quality and Price Formulas outlined below will be applied to determine the weighted scores for all criteria, with weighted percentages for each criterion shown in Table 3.

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10.3 The tender with the highest overall score will be determined as the most advantageous tender and will be awarded the contract. This evaluation approach will be applied to the tender response.

**Weighted Tender Quality Score = Score Awarded by Evaluation Panel / Max Score Available x Weighted Percentage**

**Weighted Tender Price Score = (Lowest Tendered Price / Your Tender Price) x Weighted Percentage**

**Table 3. Evaluation Criteria and Weightings**

<b>Criteria</b>	<b>Sub-criteria</b>	<b>Demonstrated by</b>	<b>Weighting</b>
<b>Adequate insurance cover</b>		Self certification as to whether you already have or can commit to obtain the required insurance	<b>Pass / Fail</b>
<b>No conflict of interest declared</b>		Self certification as to whether your practice has any conflicts of interest	<b>Pass / Fail</b>
<b>Quality</b>	Interpretation of the brief	Understanding of the brief, the scope and process behind LTPT, meaningful engagement and ambitious but deliverable plans, and the Burnley Context.	<b>10</b>
	Methodology proposed	A clear overall approach to the work and an appropriate methodology encompassing community and stakeholder engagement to deliver the proposed outcome	<b>20</b>
	Identified team / staff	Suitably qualified and experienced staff identified with relevant experience of undertaking this type of work	<b>20</b>
	Timetable and work programme	Ability to work to the milestones outlined in the brief, with a realistic number of days allocated to the project	<b>10</b>
	Past experience	Relevant experience of undertaking this type of work	<b>10</b>
<b>Price</b>	Fees and rates	A fully inclusive fee breakdown	<b>30</b>
<b>References<sup>1</sup></b>			<b>Pass / Fail</b>
<b>Total Score Available</b>			<b>100</b>

<sup>1</sup>References will be subject to a Pass/Fail assessment and in the case of inadequate references being supplied, the Council will take up references for the next highest scoring Tenderer.



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## 10 Instructions for Tendering

10.1 This tender is being run using the open procedure in compliance with the Public Contract Regulations 2015. Suppliers will need to be registered on The Chest in order to submit their tender response (registration is free). It will be advertised through the Contracts Finder e-notification services used to post and view public sector procurement notices. This tender exercise including any points of clarification or further information, will be carried out using The Chest (Proactis) e-procurement portal <https://www.the-chest.org.uk>

10.2 Your submission must be received prior to: **4PM GMT on 13<sup>th</sup> March 2024** ('the deadline')

10.3 It is the Tenderers responsibility to ensure submission prior to the deadline. The Council accepts no responsibility for any tender response received in any way other than that specified above and reserves the right to reject any tender received after the deadline.

10.4 Please note that this Tender Brief contains a summary version of the tender process; please refer to the ITT document for comprehensive instructions.

## Further information

Any questions concerning any aspect of this Tender Brief, ITT Document or the tender process should be submitted as a clarification request via The Chest.