

Wycombe District Council

Brief to assess feasibility of road alignment alternatives at Princes Risborough and scheme review

May 2016



1. Introduction

- 1.1. Wycombe District Council is seeking highway design and feasibility services to refine and assess sub-options for a relief road associated with the potential expansion of Princes Risborough, and some associated tasks.
- 1.2. In February-March 2016 the Council consulted on a draft Area Action Plan for Princes Risborough. This identified two possible routes for a western relief road, both terminating to the south of Princes Risborough at the junction of Shootacre Lane with the A4010:
 - Option 11b, a 'through-development' route;
 - Option 17, a wider route via Horsenden.
- 1.3. Following feedback from the consultation and the further development of the concept plan for the expansion of Princes Risborough, some further work is indicated.

2. Background

- 2.1. The major options for a relief road at Princes Risborough have been assessed through a Princes Risborough transport study - stage 1 option assessment report (Jacobs 2016). A large number of potential routes were sifted, and nine of these went forward for transport modelling to assess effectiveness and time savings. From the results of the modelling, four options were shortlisted for economic appraisal through TUBA analysis, and of these, options 11b and 17 demonstrated best value for money. The report also demonstrated that a relief road is required at Princes Risborough to enable the expansion of the town.
- 2.2. A number of potential routes were assessed as 'a' or 'b' options – the 'b' options using a widened Picts Lane/Shootacre Lane, while the 'a' option is routed across countryside towards the Woodway junction of the A4010. The performance of the 'a' options was similar to the 'b' options, but the 'b' options were taken further into the assessment process as it was judged that the 'b' options would be more likely to minimise environmental impact.
- 2.3. Following feedback from the consultation, and the further development of the concept plan for the expansion of Princes Risborough, a more refined assessment of the 'a' options is indicated.

Relevant background documents and web links:

Princes Risborough plan-related material is available here:

<https://www.wycombe.gov.uk/pages/Planning-and-building-control/New-local-plan/Princes-Risborough-town-plan.aspx>

Princes Risborough transport study stage 1 option assessment report:

<https://www.wycombe.gov.uk/uploads/public/documents/Princes-Risborough-Option-Assessment-Report.pdf>

Draft Plan for Princes Risborough (Area Action Plan):

<https://www.wycombe.gov.uk/uploads/public/documents/Draft-Princes-Risborough-Town-Plan-consultation-document.pdf>

Concept Plan for Princes Risborough Expansion:

<https://www.wycombe.gov.uk/uploads/public/documents/Planning/Princes-Risborough-Town-Plan/Prince-Risborough-plan-exhibition-concept-plan.pdf>

3. Objectives

- 3.1. The Council requires some refinement of the evidence base being prepared for the Princes Risborough Town Plan. The main objective is to compare reasonable alternatives to the widening of Shootacre Lane/Picts Lane ('b' option) to accommodate the proposed relief route for Princes Risborough. The work should assess the current proposals and a number of reasonable alternatives to advise on the suitability of each alternative. The broad alternatives are (see map):
 - i. To minimise impacts on Shootacre Lane/Picts Lane residents by refining the current option (b);
 - ii. To assess the feasibility of the 'a' option to Woodway (a1);
 - iii. To assess the feasibility of a more northerly option that terminates at the A4010 north of the Woodway junction (a2).
- 3.2. The second objective is to refine the route of the relief road in the northern section (where it joins the B4009) to respond to the published concept plan.
- 3.3. A scheme review is required, to sense-check the published costings for options 11b and 17.

4. Key tasks

- 4.1. The following are required as part of this commission:
 - a) For each of the alternatives set out in 3.1 (i) above:
 - i. A feasibility design including preliminary budget costings, reviewing land take, statutory undertakers' plant and diversionary works, including surface water drainage and street lighting options;
 - ii. To review flood risk;
 - iii. Long sections and cross sections;
 - iv. Preliminary feasibility design of junction onto A4010 (relief route to take major priority);
 - v. Swept path analysis, risk register and design parameters;
 - vi. Commentary on safety issues and opportunities arising from the alternatives.
 - b) A GPS topographical survey to inform the work set out in (a) above

- c) A desk-top scheme review of the existing feasibility study, to include a sense-check on cost estimates.

5. Key skills, experience and qualifications

4.2. Individuals proposed to provide the services should have the following key skills, experience and qualifications:

- a) Highway design
- b) Road Safety assessment
- c) Topographical survey, or undertake to commission this
- d) Experience of rail civil engineering projects / interaction of highway projects with railways
- e) Experience of advising on local planning policies
- f) Ability to prepare a concise clear report
- g) Ability to present findings to a range of audiences
- h) Ability to present and defend their findings at public examinations and public inquiries

6. Outputs

6.1. The Council requires the provision of three separate reports:

- a) One report covering scheme review (to be completed first)
- b) One report covering the assessment of southern alternatives
- c) One report covering the new alignment in the north of the scheme.

6.2. Reports should include:

- An executive summary
- Detailed option report, where required
- Financial report
- Appropriate maps and drawings

6.3. The tasks and outputs outlined above are on a fixed fee basis. In addition, as part of this commission there may be a need for follow up work between completion of the tasks outlined above and the public examination on the Risborough Area Action Plan. In addition there may be a need to prepare and give evidence at public inquiries and public examinations in association with this work. The successful consultant should indicate their willingness to undertake such follow up work and public inquiry/examination appearances, and provide their daily rates for such work.

7. Meetings

The following meetings are proposed:

1. Inception meeting

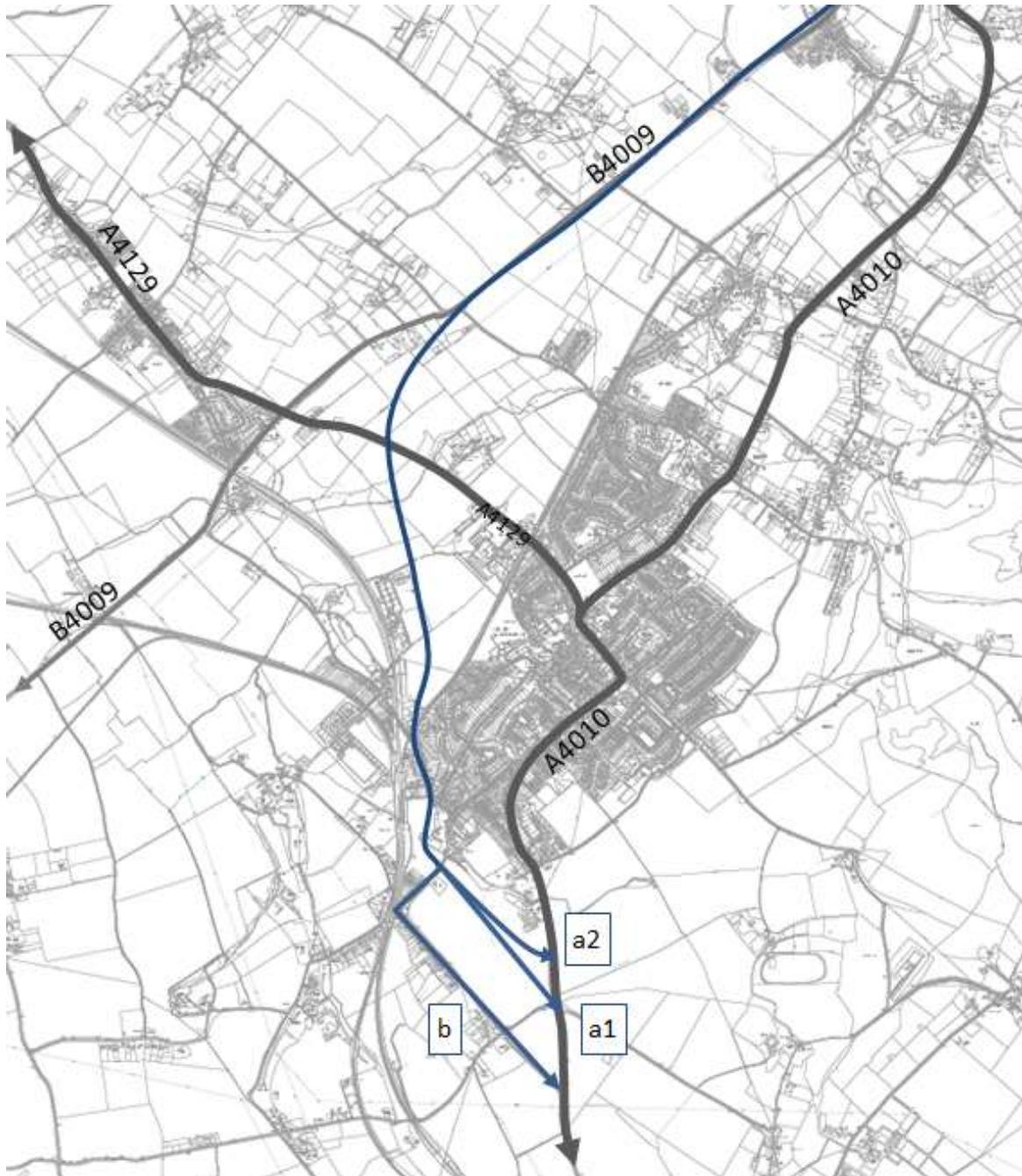
2. Meetings with Buckinghamshire County Council Development management team to seek informal and formal views on proposals
3. Regular client 'highlight' meetings (supported by weekly 'checkpoint' report)
4. An allowance of up to eight hours for meetings/presentation to stakeholders and Members as required.

8. Timetable

8.1. The Council seeks delivery of the first report by the end of June 2016; the other two reports by mid-July 2016

Deadline for proposals	Close of business 6 June 2016
Inception Meeting	w/c 13 June 2016
Draft Report (a)	End June 2016
Draft Reports (b and c)	Mid July 2016
Final Reports	End July – end August 2016

9. Alternatives for assessment



10. Submission and Commissioning

10.1. By email

Please send your proposal to Rosie Brake (rosie.brake@wycombe.gov.uk), copying Ian Manktelow (ian.manktelow@wycombe.gov.uk).

Any quotations or information provided after this time will not be considered.

Any tenders or information received after this time will not be considered.

10.2. The closing date for receipt of proposals is:

6 June 2016 (close of business)

10.3. Proposals or information sent after this time will not be considered.

10.4. The Council may, at its own absolute discretion extend the tender period. In this event all Tenderers will be informed electronically, via email.

10.5. Proposals must include the following:

- a) **Price** - A completed Form of Tender at Appendix 1 for the project as outlined in this brief.
- b) **Approach and Understanding** - Details of how the consultant would approach the tasks identified in the brief and a demonstration of their understanding of the key issues.
- c) **Experience** - Details of the staff who will carry out the work together with a profile of their relevant experience, qualifications and skills. Full CVs are not required.
- d) **Timetable** - Confirmation of the Consultant's ability to meet the timetable deadlines and a brief outline of the allocation of tasks and who will have day to day responsibility for the project.
- e) **References** - Details of two references and brief details of other relevant studies.
- f) **A completed Cost Schedule** - as set out in Appendix 2 of this brief,
- g) Identification of any potential conflicts of interest in their submission (matters of detail can be discussed with the consultants at the interview stage).

- h) A completed collusive Tendering Certificate and Conflict of Interest Statement as Appendix 3.

10.6. Evaluation of the tenders will be on the basis of items (a) – (h) set out in paragraph 9.5 above. The scoring mechanism is as follows:

- Approach and understanding 30%
- Experience, skills, qualifications and credibility of timetable 40%
- The Maximum Cost of the Work 30%.

Each tender will be awarded points based on its relationship with the lowest (cost) tender for the Maximum Cost of the Work. The lowest tender will be awarded 30%; each of the remaining tenders will be awarded points in accordance with the following calculation.

$$\frac{\text{Lowest Tender} \times 30}{\text{Tender}}$$

The Council reserves the right not to proceed to contract with a tender if the references it receives are unsatisfactory or if we are unable to obtain references from the contact nominated by the Tenderer.

10.7. The Council is subject to compliance with its own procedures and does not undertake to award the contract on the basis of the lowest of any quote.

10.8. The contract shall be agreed using the Council's Terms and Conditions as set out at Appendix 4 to this brief.

10.9. Please note that the Council may require the Tenderer to make presentations and attend meetings during the evaluation process.

10.10. The Council shall not be responsible for any cost incurred by the Tenderer prior to contract.

10.11. The contents of the attached documents are provided on the strict understanding that this invitation to tender is not communicated or revealed to any other party without the Council's prior written consent.

10.12. Under no circumstances prior to the award of the Contract shall any Tenderer approach any member or employee of the Council in relation to any aspect of the Contract other than as officially permitted.

10.13 Conflict of interest

In order to ensure a fair and competitive procurement, the Council requires that all actual or potential conflicts of interest that exist are identified and resolved to its full satisfaction. Such a conflict could occur where, for example, an individual employed by or contracted to work for the Council has a connection with the potential supplier.

If you are aware of any actual or potential conflicts of interest you should notify the Council. If you become aware of an actual or potential conflict of interest following submission of your response to the ITT you should notify the Council of this immediately via email to the Council's Contact. You should include sufficient details of the actual or potential conflict of interest in any such notification.

The Council reserves the right to exclude you from the procurement process if any actual or potential conflict of interest is found by the Council to:

- Confer an unfair advantage on any participant(s) in the procurement; or
- Undermine a fair and competitive procurement process

and following consultation with you the actual or potential conflicts are not resolved to the satisfaction of the Council.

10.14 Non-collusion, canvassing and confidentiality

You must not disclose to, nor discuss with any other organisation participating in this procurement exercise (whether directly or indirectly), any aspect of any response to this ITT and any associated documents.

This ITT is intended for the exclusive use of the party submitting the quotation and may not be reproduced in whole or in part nor furnished to any persons other than that party, save for the purposes of taking legal advice in connection with completing its ITT, without the prior written consent of the Council.

You must not, in connection with the selection of bidders or providers for this procurement: canvass, solicit; or offer any gift or consideration whatsoever as an inducement or reward to any officer, employee of, or person acting as an adviser to the Council.

10.15 Transparency

The Council reserves the right to publish any detail or information contained in the quotes including the name of the successful bidder and to publish such other information regarding Bids as may be required to be published in accordance with the EU or other procurement rules and the UK Government Transparency Agenda.

10.16 Freedom of Information

The Tenderer acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 "FOIA" and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its information disclosure obligations. The Council shall be responsible for determining at its absolute discretion whether commercially sensitive information and/or any other information is exempt from disclosure in accordance with the FOIA irrespective of any confidentiality statements provided by the Tenderer.

11. Invoicing and Payment

11.1. Fixed Price

11.2. Upon receipt from the Council of written acknowledgement of the satisfactory achievement of any deliverable as stated in Appendix 2, the successful tenderer may submit and invoice for the value of that deliverable as stated in Appendix 2. The invoice should detail:

- a) the purchase order number (Please ensure your WDC contact has provided a purchase order number before you submit an invoice)
- b) Invoice number
- c) Invoice date
- d) Deliverable achieved
- e) Price for that deliverable

11.3. Invoices must be submitted by post to: Payments Section, PO Box 1029, High Wycombe HP11 1ZH, or emailed to: payments@wycombe.gov.uk

11.4. Payment shall take place within 30 days of the Council receiving a correctly submitted invoice.

Key Contacts

The Project Manager is:

Rosie Brake

Planning Policy Officer

Wycombe District Council

01494 421581

rosie.brake@wycombe.gov.uk