

TENDER SPECIFICATION DOCUMENT
Lincolnshire Enterprise

Business Accommodation Study Requirements

**Tender for the supply of
Consultancy Services to collate information from Lincolnshire Local
Authority partners and others relating to private and public sector
business accommodation in Lincolnshire, and produce a Business
Accommodation report.**

Date: 12th March 2009

Lincolnshire Enterprise

Lincolnshire County Council

INTRODUCTION

In 2004/05 Segal Quince Wicksteed Consulting undertook a study on behalf of Lincolnshire County Council and Lincolnshire Enterprise looking at the capacity of business accommodation in Lincolnshire. In particular this study looked at the actual and anticipated accommodation in a number of market areas within Lincolnshire.

The study looked at specific provision associated with developing these sites in relation to incubation, innovation, and specialist accommodation. Following this report over c£22m has now been invested in Enterprise Centres throughout Lincolnshire. The study sought to identify not only the necessary buildings to satisfy identified demand but also the potential land for extending and improving existing employment sites.

However four years down the line it is now evident that much of these opportunities have been taken, and most of the recommendations have been followed.

Lincolnshire now needs a full review of the current and emerging situation in the business accommodation sector.

The current UK economic situation will be a factor in this study, wider issues include recent changes to void rating, credit facilities, and the building sector situation are having a significant impact on speculative build. In addition, the award of Growth Point status to Gainsborough, Grantham and Lincoln will result in the need for increased business accommodation within these areas.

BACKGROUND

- Having assessed the impact of the original study, the next stage is undertake a utilities study to identify both the transport issues and flood risks of developing a number of transformational sites for future employment needs – in line with Lincolnshire’s Inward Investment strategy (supply side study), and to undertake a business accommodation study (demand side study). The utilities study is currently being undertaken as a joint research project between LCC and LE and will be delivered in the next 6/8 weeks.
I attach a copy of that study Terms of Reference.
- The county is already identified as having a deficit in Innovation – with many local companies using outside agencies to develop new products, new services, etc. Innovation Lincolnshire now includes a Hub (Think Tank at Brayford) and spokes at Gainsborough, Boston, Louth, Mablethorpe, and Holbeach.
Concern already exists that the downturn in the economy and reduced demand for offices and buildings and decreasing land values will see a reduced level of private sector investment and ultimately less development gain.

TENDER SPECIFICATION

Description of Requirement

- Lincolnshire Enterprise and the local authority partners wish to commission a piece of work which will build upon the existing SQW report, study the business accommodation market, and provide information on key findings, emerging trends, and an indication of the impacts and outcomes from this study. The study

will also need to reference relevant data from the utilities study and existing secondary data from local authority partners, and the private sector.

- This is NOT a study which requires significant primary research, site visits, engineering assessments or surveys. There is however a requirement to collate secondary data which exists within local authority partners, in the Lincolnshire County Councils Economic Development department, and data in a variety of private sector business accommodation businesses.
- SQW used 10 market areas for their research, and report. Travel to Work areas may be more appropriate – but not essential as consultants are free to structure the study and report as they see fit.

The study should be based on interviews with the leading private sector landlords that are currently involved with business accommodation (Hodgkinson Elkington, Banks Long & Co, etc) and public sector partners, as well as secondary data including:

- Employment Land Reviews (LA Districts and LCC)
- Any Planning applications not yet determined
- Any existing planning applications already approved
- Local Plans and planning policy adopted by local Authorities
- Any evidence based documentation generated to support the emerging LDF and growth point process
- Barriers to entry in filling business accommodation
- Good practice to fill and maintain full occupancy
- Potential interventions to help centres to succeed.

This list is not exhaustive and full consultation should exist with all local authorities, and the private sector throughout the study.

Working Arrangements

- Lincolnshire Enterprise is a partnership between the public, private and third sector which champion and deliver economic regeneration in Lincolnshire. It is the Sub-Regional Strategic Partnership (SSP) for the area. From 1 April 2009 LE will become part of Lincolnshire County Council.

Lincolnshire economic development partners include:

- Lincolnshire County Council
- North Kesteven District Council
- City of Lincoln Council
- Boston Borough Council
- West Lindsey District Council
- East Lindsey District Council
- South Kesteven District Council
- South Holland District Council
- Lincolnshire Enterprise
- emda
- University of Lincoln
- Boston, Grantham, Lincoln, and Bishops Grosseteste University Colleges

The consultants' work will be overseen by a project steering group consisting of representatives from Lincolnshire local authorities.

The consultants will be expected to provide interim reports to this group, clarify the scope of the consultancy work, and make a presentation of their final report to Lincolnshire Economic Development Officers.

Resources available to Successful Tenderer

- Each Local Authority will make available a point of contact that will assist with the provision of information to the successful tenderer.

Expected outputs and outcomes

- 10 bound copies of the report, once it has been approved by the steering group, and an electronic copy of the report will be required.
- The report will cover those items identified earlier in the tender, with approximate costs.
- The report should include a summary table of all premises assessed and the costs attached.
- A detailed analysis of each area should be included in the main body of the report.
- Copies of all the data collected relating to the business accommodation assessments should be included in the report appendices.
- The selected consultant should comment if there is a requirement for a Sub-Regional Investment Fund to support Public sector investment.
- A transcript of any interviews carried out should be provided as an ancillary document.

Period of Contract

Timescale

Completion is required by end of June 2009.
Final Timescales can be agreed at the inception meeting.

Payment Terms

Payment will be on production of invoices, in two phases as follows:

- 50% upon appointment
- 50% upon satisfactory completion of work

Budget

The budget for this study is £50,000 inclusive of VAT

INSTRUCTIONS TO TENDERERS

Evaluation of Tenders

Tenders will be evaluated by 3 members of the Economic Development Teams (1 LE, 1 LCC, 1LA).

Tenderers are asked to submit within their tenders information that will correspond to the key areas of evaluation criteria as follows:-

- Detailed breakdown of Price showing all elements of expenditure relating to the Contract.
- Methodologies for proposed for contract delivery.
- A demonstrable understanding of the potential scope of the project and those issues that will be critical to the implementation, development and long term success and sustainability of the project.
- The tenderer's history in the field tendered for together with Case Studies supporting this. In the case where consortia are tendering then details of all parties should be supplied.
- The qualifications, experience, expertise and skills of the individuals assigned to manage and the deliver the services to LE.
- Information on the Tenderers Public and Employers Liability Insurance.
- General quality assurance, monitoring and evaluation measures and standards.

Tenderers should note that in the event that a bid is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected.

- Selection will be on the basis of written tenders, but the steering group may wish to interview prospective consultants before final selection, and the date for these interviews is anticipated as being .
- Written tenders must be received by **5pm on Wednesday 25th March 2009**.
- Successful consultants will be notified if they are required to attend an interview by the end of play **Thursday 26th March 2009**.
- An inception meeting may be held on **Monday 30th March 2009 2pm**.

Tender Timescales

Please submit **3 unbound copies** of your Tender to:

Will Bedford – Programme Manager

Lincolnshire Enterprise
Acorn House
Lindum Business Park
North Hykeham
Lincoln
LN6 3QX

Tenders submitted after the time and date shown will be rejected and returned to the tenderer.

No questions will be answered that provide competitive advantage to any party tendering.

Should questions arise during the tendering period which in our judgement is of material significance, we will inform all tenderers to explain the nature of the question, and our formal reply. All tenderers should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

Please also submit an electronic copy of your tender to will.bedford@lincolnshire.gov.uk

CONDITIONS OF TENDER

Representations

A tenderer may the project manager to obtain any further information about the requirements of the contract or the tendering procedures if these are not evident or clear from the documents supplied to tenderers.

Specification

For the avoidance of doubt, the contract specification shall include all requirements explicit or implied within the invitation to tender.

It must be recognised that Lincolnshire Enterprise reserves the right to withdraw this tender document and all funding contained within it without notice.

Tenders Excluded

No tender will be considered for acceptance if the tenderer has indulged or attempted to indulge in any corrupt practice or canvassed the tender with officer of Lincolnshire Enterprise or partners. If a tenderer has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful tenderers.

It is unlikely that any tender will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in the specification.

Collusive Tendering

In submitting a tender against this contract, the tenderer confirms that he has not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

The tenderer also certifies that at no time, before or following the submission of the tender, has the Tenderer carried out any of the following acts:

- i) communicating to a person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where such disclosure is required for the purpose of obtaining insurance;

ii) entering into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted;

iii) offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. The context of this clause the word 'person' includes any persons and any body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Freedom of Information

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Tenderers should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

It is important to note that information may be commercially sensitive for a time (e.g. during a tender process) but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Tenderers should note that no information is likely to be regarded as exempt forever.