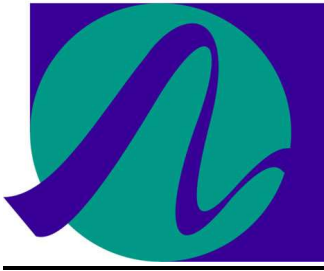


ADUR
DISTRICT COUNCIL



Adur District Council

Invitation to Tender

for the provision of a retail capacity update for the Adur district

**To be returned by
5pm Friday 22 February 2013**

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Civic Centre
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23/1/13

ADUR DISTRICT COUNCIL
TENDER FOR
THE PROVISION OF A RETAIL CAPACITY UPDATE FOR THE ADUR DISTRICT

Adur Retail Capacity Update Brief

1. *Introduction / Background*

- 1.1 Adur District Council are in the process of producing a new Local Plan for the District. It is necessary, as part of this process, to understand the current retail capacity of centres within the district to inform decisions regarding allocations and policies within the Plan. Additionally, there has recently been a significant amount of interest in retail development in the district and this study will also be essential in informing decisions on any planning applications that are submitted in advance of the Local Plan being adopted.
- 1.2 A retail capacity assessment was undertaken as part of a retail study for Adur District in 2009 but this now needs updating. This brief sets out the requirements for this new retail capacity assessment.

2. *Retail Characteristics of the District*

- 2.1 There are three town centres in the district – Shoreham-By-Sea, Lancing and Southwick. Shoreham is the largest and Southwick is the smallest. All three centres are generally performing well with relatively low vacancy levels. Additionally, there is an out of town shopping area called the Holmbush Centre (also in Adur district) which is extremely popular and has a far wider catchment than the three town centres. There are also a number of small neighbourhood shopping centre serving local communities.

Shoreham-By-Sea town centre

- 2.2 Shoreham has a strong heritage and attractive town centre environment focussed on its Maritime setting. It is a relatively niche shopping area that doesn't have the critical mass or quality of a major comparison goods destination to compete directly with the higher order centres in the region i.e. Brighton & Worthing. The Co-Op food store located at the north-eastern side of the shopping area provides an important anchor role to the overall retail offer, attracting shoppers and generating footfall and spend across the centre.
- 2.3 The retail study produced in 2009 stated that Shoreham town centre would benefit from a new national food store operator trading either in or on the edge of the primary shopping area. Retail capacity forecasts carried out as part of the study indicated that a food store of approximately 2600sqm could be provided in Shoreham, drawing particularly on the capacity identified at the Holmbush Centre. A further retail study

(produced as part of evidence for the Shoreham Harbour regeneration area) considered that a store larger than 2600sqm could be supported should a significant amount of new development come forward at Shoreham Harbour – 2500 jobs and 2000 new homes throughout the harbour area within Adur and Brighton and Hove.

Lancing town centre

- 2.4 Lancing performs an important role as a functional town centre catering principally for the everyday retail and service needs of its local resident catchment population. Lancing's retail offer is focussed on a long linear high street comprising a north south axis which is segmented into two halves by a busy railway line that acts as a physical barrier. Its food stores (Asda and Co-Op) are important anchors as they generate frequent shopping trips, footfall and spend.

Southwick town centre

- 2.5 Southwick Square is owned by the Council and is a small purpose-built retailing centre. In terms of PPS4, it functions more as a District Centre than a town centre given its size, role and physical characteristics.

The Holmbush Centre

- 2.6 This is a busy out of town shopping centre which opened in 1992 and is anchored by Tesco and Marks & Spencer, offering convenience and comparison shopping. There is also a standalone retail warehouse unit occupied by Next 'Home'. The centre has dedicated free parking, is accessible by both private and public transport modes, being served by local bus routes, and is located adjacent to the A27.

3. *The Emerging Adur Local Plan*

- 3.1 Adur District Council is currently preparing a new Local Plan as part of its Local Development Framework (LDF) to replace the adopted Adur District Local Plan (1996). Consultation took place on the Draft Local Plan in September/October 2012 and a further consultation will take place in June/July 2013. It is intended that the retail capacity update will inform this next consultation. The Local Plan is to be formally submitted in 2014 and adopted at the end of that year.

4. Methodology

- 4.1 The Council will discuss the appropriate methodology for assessing retail capacity in more detail with the consultant at the inception meeting but a new Household Interview Survey of shopping usage patterns in the area should be undertaken to inform the capacity assessment. Forecasts should also take account of growth in population and expenditure, and other key retail parameters. The consultants' tender should include a section on methodology. The retail capacity assessment should also accord with the guidance set out in the Planning for Town Centres: Practice Guidance on Need, Impact and the Sequential Approach (CLG 2009).

5. *Outputs of the Study*

5.1 The outputs of the study should be as follows:

1. An introduction to the study setting out its general aims, how it should be used and how it relates to other retail studies already produced including the Specification for Retail Assessments in Adur (2012) and the Retail Report for Adur's Town Centres (2012).
2. A review of the current national trends in retailing and retail development and the implications this has for the Adur District.
3. A section on the current retail planning policy context.
4. Health Check Audits of Shoreham, Lancing and Southwick
5. A retail capacity forecast section which clearly sets out the methodology used and the results of the retail capacity forecasts, with a specific focus on the main shopping centres in the district. These forecasts should then inform an overall assessment of the quantitative need for new retail development in the Adur district. The quantitative forecasting of future shop floorspace need should be carried out at five yearly intervals to 2029. Qualitative need for new retail development should also be considered.
6. An assessment of the most appropriate locations for identified retail needs with justification.
7. A section drawing together the main findings of the study and a retail strategy for the main centres.

6. *Tenders*

6.1 Responses to tender should be concise and comprise of the following sections, in the following order with each section clearly titled as specified:

- Cover Letter
- Proposed Methodology – How the tasks set out in section 5 (above) will be undertaken
- Company Profile – Structured Chart identifying roles of Company Employees assigned to this contract with CV's held in an appendix together with details of professional membership details.
 - Where it is proposed to sub-contract any elements of the works, the company concerned should be identified, together with any individuals involved. Information in respect of experience, daily/hourly rates and the role of any sub-contractors in producing the study or designs should also be identified.
- Timeframe – Agreement of Proposed Timetable (Section 8) and how the Consultant will ensure to meet these dates.
- Budget – Fixed fee budget broken down by task and stage:
 - Optional extra areas of work can be indicated but must be separately identified and costed.
 - Approximate costs and maximum upper limit for expenses to be specified e.g. travel to meetings, printing etc.
 - Hourly and daily rates for key staff for attendance at additional meetings or to undertake additional work outside of the brief to be specified.
 - Hourly/Daily rates should be supplied for all staff as well as the hours of each staff member to be allocated to the Contract.

- Conflicts of Interest – Please state whether there are any potential conflicts of interest and if so specify details.
- Added Value – Any additional added value services or enhancements that can be offered to the Council.
- Appendices – Tenderers should also supply in an Appendix the following corporate information below.

ADUR COUNCIL

TENDER FOR THE PROVISION OF A RETAIL CAPACITY UPDATE FOR THE ADUR DISTRICT

Stage 1 – Pass / Fail Responses

Tenderers should fully complete stage 1. Your tender application will not be progressed unless you can answer ‘yes’ to questions 1, 2, 3e, 4a, 4c, & 5 and No to the rest.

1. HEALTH & SAFETY

- a) Do you operate or intend to operate under all Health & Safety legislation enforced in the UK (You will be expected to provide evidence if you are a shortlisted candidate)

Yes ☐ No ☐

2. INSURANCE

- a) Can you provide a certificate of public liability insurance or a letter of intent to purchase from an insurance company or recognised broker with a minimum cover of claim of £5,000,000?

Yes ☐ No ☐

- b) Can you provide a certificate of employer’s liability insurance or a letter of intent to purchase from an insurance company or recognised broker with a minimum cover of claim of £5,000,000?

Yes ☐ No ☐

3. FINANCIAL VIABILITY

- a) Have you or your organisation ever suffered from a deduction for liquidated damages for any contract within the last 5 years?

Yes ☐ No ☐

- b) Are there any outstanding claims or litigation against you or your organisation?

Yes ☐ No ☐

- c) Have you or your organisation had a contract prematurely withdrawn or terminated by the client organisation within the last three years?

Yes ☐ No ☐

- d) Are you or your organisation likely to be undertaking work which could give rise to a conflict of interests with this contract

Yes ☐ No ☐

- e) Please supply 2 years Audited Accounts with your submission
Have your 2 years accounts been included:

Yes ☐ No ☐

4. LEGAL REQUIREMENTS

- a) Have you complied with all the tender requirements e.g. all documents submitted, signed, all questions answered?

Yes ☐ No ☐

- b) Have you or any of your company directors, partners or anyone in an equivalent position got any non-spent convictions relating to any of the offences listed under regulation 23(1) of the Public Contracts Regulations 2006?

Yes ☐ No ☐

- c) Please can you confirm that your organisation and person completing the form understand and agree that by submitting the Tender Document confidential references can be taken from those parties listed

Yes ☐ No ☐

5. EQUAL OPPORTUNITIES

- a) Do you have or could you provide an Equal Opportunities Policy, which indicates that you comply with all current relevant employment legislation, anti-discrimination legislation and good practice guides?

Yes ☐ No ☐

7. *Submission of Deliverables during the Contract Period*

- 7.1 All outputs should be provided to the Council in electronic format, in A4/A3, Word, PDF and should include all appendices, plans and diagrams. All GIS based data should be compatible with MapInfo. The Consultant should also supply two printed and bound copies of the final report.

8. *Proposed Timetable*

- 8.1 Friday 22 February (5pm) – Submission of tenders
w/c 18 February – Appointment of consultant
w/c 4 March - Inception meeting/consultant to commence work
w/c 22 April – Draft report to be received by the Council.
w/c 13 May - Submission of final report

9. *Price*

- 9.1 Note that an indicative maximum budget range of £15,000 has been made available for this study.
- 9.2 All costs quoted should be in £ Sterling and should be fixed for the period of the Contract.
- 9.3 All costs quoted should be excluding VAT (Value Added Tax) and where possible showed separately.

10. *Payment*

- 10.1 The payment schedule will be as follows:
- 50% following the receipt of the draft report;
 - 50% upon the completion of the Study to the satisfaction of the Council.

11. *Responsibility to be fully informed*

- 11.1 The consultant shall be deemed to have informed themselves fully as to the Authority's specified requirements. No claims for additional payment will be allowed on the grounds of misinterpretation of any matters relating to the contract, the specified requirements or those conditions on which the selected consultant could have reasonably satisfied themselves by reference to the Authority or by such other means as may be appropriate.

12. Councils not Bound

- 12.1 The Council does not bind itself to accept any Tender and will not accept responsibility for any expense or loss which may be incurred by any Tenderer in the preparation of Tenders.
- 12.2 Furthermore the Council will not accept any responsibility for any expense or loss which may be incurred by any Tenderer as a result of this Procurement Exercise having to be abandoned by the Council. The Council reserve the right to call for Fresh Tenders.

13. Confidentiality

- 13.1 Tenderers shall confirm that information on the Council's business shall remain confidential and that it is willing to include any confidentiality statements in the main agreement.
- 13.2 A blank confidentiality statement will **NOT** be accepted.

14. Freedom of Information

- 14.1 The Council is subject to the provisions of the Freedom of Information (FOI) Act.
- 14.2 If the Tenderer considers that any information supplied by him is either commercially sensitive or confidential in nature this should be highlighted and the reasons for and duration of its sensitivity given.
- 14.3 In response to FOI requests, the relevant material will be examined in the light of the exemptions provided under the FOI Act. The Council will endeavour to consult with the appropriate Tenderer about sensitive information before making any decision on any FOI request received, but the decision on whether to release information will remain with the Council.

15. Terms and Conditions

- 15.1 The conditions attached to this project are as follows:
 - 1. The Council may withdraw from using the services of the consultant at any time during the project if it is dissatisfied with the standard or quality of work.
 - 2. The Council will retain the right to publish the findings of the study and will remain the owner of data/information being produced on its behalf throughout and after the project. Permission will have to be obtained from the Council prior to any reproduction of the report or research data.
 - 3. The Council reserves the right to request and view the research at any time during its progression.
 - 4. This is a fixed fee project and any work outside the specification of this brief which is regarded as "additional" or "further" work must first be agreed (in terms of content and cost) by the Council before it is undertaken. Payment terms and schedule will be agreed in negotiation with the successful consultant prior to contract issue.

5. The consultant may be asked to appear as a professional witness at future public examinations or inquiries relating to the study conclusions. If required this will be subject to a separate contract negotiation.

16. Contact details for further information

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