



Legal and Democratic Services
Wayne Baxter, Chief Procurement Officer

[Name & Address]

Corporate Procurement Unit
4th Floor West
Civic Hall
Leeds
LS1 1UR

Contact Name: Iain Dunn
Telephone: (0113) 247 6671
Fax: (0113) 247 8862
Email: iain.dunn@leeds.gov.uk

Your ref: [their ref]
Our ref: [our ref]

Date:

Dear [salutation]

**QUOTATION FOR OPEN SPACE, SPORT AND RECREATION NEEDS
ASSESSMENT**

I invite you to submit firm prices for an open space, sport and recreation needs assessment.

To enable you to do so I enclose the following documents :

1. General Information
2. Specification/Project Brief
3. Price Schedules
4. Conditions of Contract
5. Envelope Label

You are reminded that quotation bids can be submitted either:

- i. in soft copy format electronically via the internet using the Councils electronic tendering system by logging onto scms.alito.co.uk (the preferred option);

or

- ii. in hard copy format via the postal system or delivered by hand, etc.



Please refer to item 5 of the General Information on how to submit your tender. **Irrespective of the method of submission, the deadline for the return of your quotation bid is noon on 20th February 2008.**

Please study the documentation carefully and in the event of any enquiries please contact Iain Dunn telephone Leeds (0113) 247 6671(fax. 247 8862).

You are required to acknowledge receipt of the Quotation Documentation and confirm your willingness to submit a quotation to the above named officer.

Yours faithfully

Iain Dunn
Strategic Procurement Manager

Enc.

QUOTATION FOR OPEN SPACE, SPORT AND RECREATION NEEDS ASSESSMENT

GENERAL INFORMATION

1. Companies are required to submit competitive prices strictly in accordance with the attached specification/project brief.
2. Should companies be in any doubt as to any technical aspects of the specification/project brief, enquiries must be made to Chris Bolam, Local Plans on telephone number (0113) 2478087 or Lora Hughes, Local Plans on 3950714, prior to prices being submitted.
3. Companies must fully complete and sign the Price Schedule and return it in the envelope provided to Corporate Procurement Unit, 4th Floor West, Civic Hall, Leeds, LS1 1UR by **12 noon on 20th February 2008**
4. All queries regarding the Quotation Documentation which may have a bearing on the offer to be made should be raised by the Tenderer to Iain Dunn, at least ten (10) working days before the due date for return of Quotations. If relevant, answers to quotation queries will be circulated to all Tenderers.
5. Submission of Quotations or any other documents which are to be sent to the Council must be made in either hard copy format (i.e. paper) or soft copy format (i.e. electronically).
 - 5.1 The Council cautions that no hard copy Quotation will be available for consideration unless it is received no later than 12 noon on 20th February 2008 and delivered to the address below by post or by hand in the enclosed addressed Quotation Envelope or by affixing the Quotation Envelope Label:

Corporate Procurement Unit
4th Floor West
Civic Hall
Leeds
LS1 1UR

Late hard copy Quotations, for whatever reason, will not be accepted.

To avoid the disqualification of the hard copy Quotation, the anonymity of the Quotation Envelope must be preserved. Hence, no indication of the Tenderer must appear on the enclosed Quotation Envelope i.e. it must bear no details of the name, mark, slogan or logo of the Tenderer. Publicity devices and company postal franking also infringe this condition and should not be used. It is recommended that the Tenderer check that their procedure for "stamping-in" documents it receives has not breached this requirement.

Special postal delivery services (e.g. Datapost or private courier) breach this fundamental requirement unless prior arrangements are made to negate the requirement for an acknowledgement of receipt and the defiling of the envelope with identity bearing labels.

Hard copy Quotations must be completed and where necessary signed and dated by the Tenderer.

Any Tenderer that has downloaded the Quotation Documentation via the Council's website but wishes to submit a hard copy Quotation may do so by either:

- (a) Requesting a pre-addressed Quotation Envelope no later than seven (7) days prior to the deadline for tender submissions as stated above; or
- (b) attach the Quotation Envelope label to a plain envelope prior to the quotation submission deadline.

Receipt of a hard copy Quotations will only be issued by the Council upon request. The only acceptable proof of delivery of a hard copy Quotation is the Council's official receipt signed by an officer from the Councils Procurement Unit. Such officers will not sign private courier delivery notes or anything of a similar nature and such items will not be accepted as evidence of delivery.

- 5.2 Soft copy Quotations must only be made via the Council's electronic tender system (alito) specifically set up for the purpose of receipt of Quotations, no later than 12 noon on 20th February 2008. Late soft copy Quotations, for whatever reason, will not be accepted.

Soft copy Quotations will not be permitted via the Council's alito tender system after the stated deadline has passed.

A limit of 8Mb per Quotation applies when lodging a soft copy Quotation via the Council's alito electronic tender system. Tenderers will be unable to lodge an electronic Quotation where the combined file size exceeds 8Mb. Please note, however, that Tenderers may repeat the lodgement process as many times as is necessary to submit all the appropriate documents so long as the combined file size per lodgement does not exceed the stated 8Mb limit.

Electronic signatures are not required when making a soft copy Quotation.

Soft copy Quotations will automatically be receipted upon a successful lodgement via the Council's alito electronic tender system.

While submitted Quotations, whether made in hard or soft copy format, will be treated in the strictest confidence, the Tenderer should be aware that they will be made available to Trading Standards Departments, the

Office of Fair Trading and other appropriate regulators (as the case may be), if required.

6. The Tenderer should provide any potential third parties it appoints to assist with the Contract with all necessary technical and commercial information to enable such third parties to accurately quote to the Tenderer.

It is the policy of the Council not to respond to any direct approach from such potential third parties seeking details about a particular Invitation to Tender.

Tenderers must declare the share of any contract they intend to sub-contract and list any proposed third parties in their Quotation submission.

7. In accordance with Freedom of Information Act 2000, from January 2005, public organisations must respond within 20 working days to written requests for information from anyone. The information requested must be supplied unless it falls into specified categories of information which include: confidential, personal, trade secret, or information which would or would be likely to prejudice the tenderer's or the Council's commercial interests. These categories are exemptions under which information need not be disclosed.

It will be the tenderer's responsibility to state in their Quotation submission any information which they regard as confidential, personal information, trade secret or may prejudice their commercial interests and to discuss this with the Council prior to submission.

Tenderers are advised that information which falls into our agreed interpretation of the legal definition of confidentiality, personal information, trade secret or prejudice to their commercial interests may still have to be disclosed in some circumstances. For example, if there were very strong public interest reasons for disclosure, we may have to disclose trade secrets, or information that would, or would be likely to prejudice their commercial interests. The Council may be forced to make information public as a result of an appeal by a member of the public against our initial decision not to reveal information. The public can appeal through our internal complaints procedure and ultimately to The Information Commissioner's Office, the government organisation responsible for enforcing the Act.

You will also need to provide with your quotation submission a contact within your organisation to ensure that should we need to consult on an information request we can do this promptly. If we are unable to contact anyone to consult we may have to release the information to ensure that we remain within the 20 working days deadline.

Further detailed guidance on contracts with third parties, in particular confidentiality clauses, and the implications of The Freedom Of Information Act 2000 are available on the Council Web www.leeds.gov.uk site under Information Governance. Please also see The Information Commissioners Office web site using the link from our web site or www.informationcommissioner.gov.uk

QUOTATION FOR OPEN SPACE, SPORT AND RECREATION NEEDS ASSESSMENT

TENDER SPECIFICATION / PROJECT BRIEF

1.0 INTRODUCTION

- 1.1 Leeds City Council is embarking upon a PPG17 study early in 2008. The primary purpose of carrying out this study is to inform the Council's emerging Leeds' Core Strategy and other Local Development Documents. It will also assist in the assessment of future planning applications which affect greenspace, playing fields, and indoor sports provision.
- 1.2 The 'needs assessment' forms an essential component of a PPG17 compliant open space, sport and recreation study. The Council is to commence preparation of this study by initiating the audit stage in January 2008. To assist completion of the whole study in a reasonable timescale, the Council is seeking to appoint consultants to undertake an open space, sport and recreation needs assessment (the needs assessment) across the Leeds District in accordance with the advice contained in PPG17.

2.0 AIMS AND OBJECTIVES

- 2.1 This commission is to provide the Council with an open space, sports and recreation needs assessment, completed in accordance with the requirements of "Planning Policy Guidance 17: Planning for Open Space Sport and Recreation", and following the methodology set out in "Assessing Needs and Opportunities: A Companion Guide to PPG17".
- 2.2 The results of the assessment should be useful and effective working documents to help the Council complete the PPG17 study. To achieve this, the needs assessment should involve consultation with local communities and the preparation of a vision by providing clear conclusions on the open space, sport and recreation needs of the different communities in Leeds. This should take into account facilities across the public, private, voluntary, and education sectors.
- 2.3 The Council has already developed the typology and will undertake the greenspace audit of the quantity, quality, and accessibility of sites. **This commission is specifically concerned with providing information on communities' needs for open space, sport and recreation (including indoor facilities) by consulting with local people and user groups and preparing a vision as per paragraphs 4.12 to 4.27 of the PPG17 Companion Guide.**
- 2.4 The Council will advise on the various locations which require a more innovative consultation programme than postal questionnaires. These locations will be based on aspects related to IMD data, such as levels of educational attainment, ethnicity, unemployment, disability, and age. The Council's objective is to put accessible, quality greenspace and active

recreation at the heart of its work to regenerate those disadvantaged communities suffering from deprivation, including poor environments.

3.0 CONTEXT

Leeds – The Study Area

- 3.1 Leeds is the regional capital of Yorkshire and the Humber and has been identified as the Core City within the 'Leeds City Region'. The Metropolitan District extends over 562 square kilometres (217 square miles) and is extremely diverse, consisting of a main urban area, surrounded by small towns, villages and countryside.
- 3.2 The population of Leeds is approximately 750,200 (mid 2006 estimate). The age demographic exhibits a higher than usual proportion of young people, as a result of the city's role as a major provider of Higher and Further Education. The 2001 census shows that in the order of 24% of the population are aged 15 – 29, compared to 19% in this age group in England. Households are slightly smaller than the England average (at around 2.27 persons per household) and the black and ethnic minority population is also just below the national average (10.8%). However, much higher concentrations are found in some local communities, particularly in some of the Council's regeneration areas. The latest Government projections suggest that the Leeds population could increase by 75,000 over the next 20 years, which is significantly higher than trends over the last 40-50 years.
- 3.3 Through the Council's corporate plan, the Community Strategy (Vision for Leeds) and a range of major regeneration and renaissance activities, the Council and its many partners are committed to reducing the gap between the most disadvantaged people and communities and the rest of the city.
- 3.4 Leeds has a diverse and attractive environment, with substantial tracts of countryside, parks and greenspace, together with a large number of conservation areas of significant landscape, biodiversity and heritage quality. Within the context of the longer term development and regeneration of the city, the protection and enhancement of the built and natural environment is fundamental to the city's future competitiveness and quality of life, and a healthy and liveable city for all should be promoted. Such spaces and 'green corridors' would help to improve health, fitness, mental health and wellbeing, and access to nature as well as provide a quality context for the built environment.
- 3.5 The Leeds Green Belt has a key role in helping the regeneration of the urban area and in maintaining the openness around the main urban area and smaller settlements. In complementing this, the Leeds Forest Strategy aims to make Leeds Europe's cleanest and greenest city by 2020.
- 3.6 Areas where environmental conditions are poor need to be tackled and the city must address and adapt to the long term consequences of climate change. The Council wants everybody in Leeds to live near to quality open spaces. However, not all the open spaces are well used and consideration has to be given to how these can be upgraded.

Regional Spatial Strategy – The Yorkshire and Humber Plan

- 3.7 The emerging Regional Spatial Strategy promotes significant development requirements upon the city. Of most significance is the requirement to plan for higher levels of housing provision (after 2008 and to the end of the RSS plan period in 2026). This is based upon changes to the population and the economy of Leeds, leading to an estimated figure of 4,300 dwellings per annum (net).
- 3.8 The maintenance and improvement of green infrastructure is a key component of RSS policy, which includes the opportunity for sports and active recreation. An important issue relates to areas of greenspace deficiency and the identification of opportunities for new greenspace provision to meet the city's growing population. How this is to be interpreted locally in Leeds will be assisted by the outcome of this needs assessment.

Leeds Unitary Development Plan Review

- 3.9 The current Unitary Development Plan (UDP) was adopted in 2001 and a limited review of that plan (the UDP Review) was adopted in July 2006. The Revised UDP can be viewed on the Council's website:
[http://www.leeds.gov.uk/Environment and planning/Planning/Planning policy/page.aspx?pageidentifier=6EA39B72D3EE295980256E0F003A3EDC](http://www.leeds.gov.uk/Environment%20and%20planning/Planning/Planning%20policy/page.aspx?pageidentifier=6EA39B72D3EE295980256E0F003A3EDC).

- 3.8 UDP open space policies are contained in policies N1 through to N10 and nature conservation policies are contained in policies N49 through to N53.
- 3.9 The UDP identifies several large areas where the Council will focus efforts and resources to deliver regeneration. These identified areas form the basis of the Leeds Local Development Scheme (LDS).

Leeds Local Development Scheme

- 3.10 The LDS establishes the production of a Local Development Framework (LDF) to replace the UDP. The LDS can be viewed at:
<http://www.leeds.gov.uk/page.aspx?pageID=34df7826-ca9e-4263-a04e-c3b8aa6e1964>
- 3.11 Development documents currently in preparation include:
- Core Strategy – Issues and Alternative Options – October 2007
 - Aire Valley Leeds AAP – Preferred Options - October 2007
 - East and South East Leeds AAP – Preferred Options – June 2007
 - West Leeds Gateway AAP – Preferred Options – January 2008
 - City Centre AAP – Preferred Options – April 2007
- 3.12 As part of this process, a PPG17 compliant study must be undertaken to provide the necessary evidence base to inform these and future Local Development Documents.

Additional Studies

- 3.13 A comprehensive Playing Pitch Assessment was carried out in 2003 in accordance with Sport England guidance. A number of other recent studies and strategies concerning greenspace and built sports facilities have also been

undertaken (see list below). These studies should not be duplicated in this needs assessment, although they will be provided to the consultant for incorporation within the assessment where appropriate.

- KPMG 'Future Options for the Council's Sports Centres' (2000)
- ADS/GLR Concept Studies - Armley, Rothwell, Scott Hall, Kirkstall, Morley, Fearnville, Aireborough (2004)
- ADS/GLR Feasibility studies - Rothwell LC, Middleton LC (2005/2006)
- Sport England 'Swimming Pools Assessment - Active Places Power Plus' (2006)
- Strategic Leisure 'Sports Capital Investment Strategy - Options Appraisal' (2006)
- Draft Sports Capital Investment Plan 2008 – 2013
- Prioritisation of leisure centres for investment exercise (2007)
- GIS data (ongoing)
- Active Places Power (Sport England database) (ongoing)
- Management data for LCC leisure centres including throughput/facility mix/catchment areas (ongoing)
- Condition surveys - all LCC leisure centres (ongoing)

4.0 METHODOLOGY

- 4.1 A major challenge for consultation in Leeds is ensuring a representative sample from across all the communities of Leeds based on IMD factors such as educational attainment, ethnicity, unemployment, disability, and age. The needs assessment methodology should consider the complexities that a large city comprising both urban and rural populations with such a diverse demographic represent. The Council's Statement of Community Involvement (SCI) identifies a range of groups considered as hard to reach. The SCI can be viewed at: <http://www.leeds.gov.uk/page.aspx?pageID=2806af09-9c0f-4b12-8464-ec10f1e938d9>.
- 4.2 For example, it is felt that use of postal surveys in the UDP regeneration areas and other deprived areas will yield limited information. It is anticipated that more direct community contact will be required. The Council has databases of community and volunteer groups (including local sports groups) which it is anticipated the consultant will use as a baseline to assist consultation.
- 4.3 A representative sample of local communities, including both current users and non-users, is required to ascertain the potentially different needs of different communities. It is envisaged that the consultation will employ questionnaires, interviews, focus groups and other techniques (preferred methods of effective community consultation are to be suggested by the consultant as part of the tender process). It is envisaged that techniques will vary across different communities to produce usable results. It is also generally considered that schools have a greater potential than is currently achieved, to address local recreational needs outside of school hours. Education Leeds should therefore be contacted as part of this exercise.

4.4 Consultation should identify:

- Local people's attitudes to existing provision, and why local greenspace and indoor sports facilities are valued or not used or underused. It should focus on accessibility, quality, quantity, and value of provision.
- The needs of special interest groups, such as community groups with a special interest in greenspaces generally or in individual sites, and groups who make use of specific sites.
- Expectations and 'invisible' needs (i.e. needs where there is no current provision and what provision communities would like).
- How a sense of ownership of new and existing open spaces can be improved, including how young people can be best engaged when designing and identifying new recreational provision.

4.5 The Council, through the Parks and Countryside Service's Greenspace Strategy already takes part in a nationally organised resident survey regarding the use of and perceptions of greenspaces in the city. The results of these surveys, carried out over the last 3 years, will be provided to avoid duplication in data collection.

4.6 The appointment process, and the work programme will be managed by a cross departmental Project Steering Group. The appointed consultant will also need to liaise with other Council officers and partner organisations, to ensure an inclusive approach.

5.0 SCOPE

5.1 The study area will relate to the administrative boundary of Leeds City Council, but should also take into account the city's local and regional context, in particular:

- The value and potential of spaces and facilities outside Leeds to the city's residents and how those assets can be assessed or could be assessed, i.e. linkages.
- The value of open space and facilities within Leeds to visitors.
- As well as open spaces, the study will be expected to cover built facilities, and the inter-relationships between open space and built facilities should also be considered. While a number of other Leeds studies have taken place, this is an excellent opportunity to draw together a comprehensive assessment to gain a good understanding of overall synergies, gaps, duplication and opportunities for future investment.
- As part of the EASEL assessment, consultation should take into account residents and groups on a slightly wider geographical basis than the AAP boundary, in order to more accurately reflect cross-boundary issues. In particular this should include the residential areas south of the EASEL AAP boundary (i.e. Copperfields in Cross Green, East End Park, and the Wyke Beck), in order to also influence the Aire Valley Leeds AAP and the relationship between the two AAP areas.

6.0 TIMETABLE AND BUDGET

6.1 Due to the Council's Local Development Scheme programme, the EASEL AAP regeneration area should be prioritised in advance of the city-wide assessment. This will also allow the testing of consultation techniques in an

area where it has traditionally been hard to reach local communities. This creates the need for a two stage production programme that reports on the results of the EASEL area assessment in advance of the city wide assessment.

- Tender sent out on 6th February 2008.
- Tender submissions received by noon on 12 noon on 20th February 2008.
- Successful consultant notified by Friday 29th February 2008.
- Consultant contract to commence Monday 3rd March 2008.

- EASEL report completed by 4th July 2008.
- City-wide report completed by 30th July 2008.

6.2 It is anticipated that the Needs Assessment will cost in the range of £30,000 to £40,000 in total (excluding VAT). Whilst the value of the commission is an important factor, the tender evaluation criteria place a greater emphasis on the quality of the submission and its demonstration to deliver what is required. Payment will be in stages, to be agreed with the appointed consultant, but anticipated to be in line with the two stages of work as outlined in the above bullet points.

7.0 OUTPUTS

7.1 The outputs should comprise:

- Production of a draft and final city-wide report. This should be a comprehensive technical report containing details of the methodology used, the results obtained (including tables of technical data), recommendations and the potential implications of these findings for the comprehensive PPG17 study.
- The results of the prioritised EASEL AAP regeneration area will be delivered in an additional draft and final report in advance of the city-wide assessment.
- Five bound copies and one unbound copy of each report will be required together with a copy on CD-ROM in Word.
- Presentation of findings to officers and members – to be agreed with the Project Team.

7.2 Ownership of all survey information and reports will rest with Leeds City Council.

7.3 The Council is able to supply plans of existing greenspace from GIS in SHP file format.

8.0 TENDER SUBMISSION

- 8.1 Selection will be made through a competitive tendering process. Sufficient information should be provided to assist with a comprehensive tender evaluation.
- 8.2 Leeds City Council does not undertake to accept the lowest bid, but will make a comprehensive evaluation of each tender against a list of essential and desirable criteria. These will be marked out of 1000 as detailed below. Up to 350 points will be awarded based on price, and up to 650 points based on quality of submission (with a cut-off of 360 points).
- 8.3 Prospective consultants should provide sufficient information within their tender documentation to assist with the evaluation, including the following:

Potential marks	Criteria
50	Experience and capability of the consultants, including names, roles, tasks and relevant experience of all members of the proposed project team.
50	Evidence of involvement in similar studies in areas comprising a diverse and challenging range of hard to reach groups.
100	Capacity of the team to deliver the study within the proposed timescales
250 (75) (75) (25) (75)	Detailed Consultation Strategy Methodology, to include: <ul style="list-style-type: none">- Methods of ensuring a representative sample across Leeds.- Methods and techniques of targeting 'hard to reach' groups, including their geographic spread.- Example questions on questionnaire and in focus groups.- Method of coming to clear conclusions and visions on the open space, sport, and recreation needs and values of different communities across Leeds.
150	Proposed work programme. This will identify the expected start and finish of all tasks, the inter-relationship between tasks, the staff assigned to each task, and the number of person-days required to carry out each task.
50	The information, data and liaison that will be required of the Council and its officers in delivering this commission.
350	Financial submission This will include the total fixed cost for the contract by phase, and a breakdown of all staff and other costs for the contract, by staff days and hours.

- 8.4 Your Method statement should be formatted in such a way to allow the evaluation panel to evaluate your bid against the criteria listed above.

9.0 APPOINTMENT TERMS

- 9.1 Attached at Appendix 1 is the Council's standard terms and conditions for consultancy services. The appointed consultant will be required to abide by these terms and conditions in carrying out this commission.

10.0 CONTACT DETAILS

For further information please contact:

Chris Bolam, Local Plans

Tel: 0113 247 8087

Email: christopher.bolam@leeds.gov.uk

or

Lora Hughes, Local Plans

Tel: 0113 39 50714

Email: lora.hughes@leeds.gov.uk

Appendix 1 – LCC Standard Terms and Conditions

QUOTATION FOR OPEN SPACE, SPORT AND RECREATION NEEDS ASSESSMENT

PRICE SCHEDULE

SERVICE REQUIREMENTS

Financial submission This will include the total fixed cost for the contract by phase, and a breakdown of all staff and other costs for the contract, by staff days and hours.

You should submit within your bid a detailed resource prediction chart showing this information.

ITEM	DESCRIPTION OF SERVICE	UNIT PRICE EXCL. V.A.T
1.	OPEN SPACE, SPORT AND RECREATION NEEDS ASSESSMENT	£ :

2 Insurance - the Council's minimum insurance requirements in relation to this contract are:

Employers Liability - Ten Million Pounds (£10,000,000)
 Public Liability - Five Million Pounds (£5,000,000)
 Professional Indemnity (where required) - Two Million Pounds (£2,000,000)

Please complete the table, indicating the insurance provisions for your company:

Insurance	Insurance company	Policy number	Date cover ends	Amount of cover
Employers' liability				
Public liability				
Professional indemnity				

The above costs must include all travelling/subsistence expenses applicable to this contract.

I/We hereby offer to provide the services as specified in the Price Schedule in accordance with the Council's Conditions of Contract contained in this enquiry.

Signed

Name (Block Capitals)

Designation

For and on behalf of

.....

Tel. Fax.....

E-mail address