

4 Tender Brief

4.1 Introduction and Purpose

South Hams District Council (SHDC) is seeking to appoint a Lead Consultant to develop and drive forward a comprehensive masterplan for Kingsbridge Quay (K2) which has been identified by SHDC as a site for strategic redevelopment and regeneration.

The purpose of this Section 4 is to outline the Scope of Works and provide further information about SHDC's K2 vision.

4.2 South Ham District Council's K2 Vision

SHDC's vision is for the regeneration of the allocated K2 site (Figure 1) in order to create a vibrant and mixed use quarter which will become a location of choice for the business, living, leisure and commercial sectors.

In line with the development plan, SHDC wishes to promote and facilitate significant mixed-use development in this area, including Residential (both private sector and affordable housing), Commercial, Retail, Community Use and Leisure.

The overarching aim of this project is to ensure that all masterplanning design and construction is carried out in consideration of the following three requirements: Low energy usage, future climate proofing and healthy buildings.

The regeneration of K2 is central to driving forward growth in the town; this is why the Council has ambitious plans. development of this site will also enable the Council to improve its revenue portfolio, whilst providing a mix of affordable and open market dwellings, together with employment space.

Implementation of the masterplan will enhance the vitality and viability of the town for both the local community and as a visitor destination, in light of increasing pressure from nearby centres in the South Devon area.

To realise this vision SHDC is seeking to appoint a Lead Consultant to develop a comprehensive masterplan for K2. The Lead Consultation is to develop and drive the masterplan forward with a strong community and stakeholder input. This is expected to include community meetings, key stakeholder engagement, visioning events, community networking and exhibitions.

4.3 Background Information

South Hams Local Development Framework, Kingsbridge Site Allocations Development Plan Document (Appendix 1), has identified a number of potential sites for development in Kingsbridge, South Devon.

4.4 Site Details

The K2 development is positioned at the southern end of Kingsbridge town centre, at the head of Kingsbridge Estuary, which is located within an Area of Outstanding Natural Beauty (AONB).

Access to the site is via the A379 which is the main South Devon coast road.

The most visible element of K2 is currently used as surface pay and display car parking, which whilst very important to the town's economy, contributes little aesthetically to the Quay area itself. It is hoped that parking provision in the area will be largely unaffected, but might be either relocated or built over to make better and more sustainable use of the site. This will enable the main Quay area to be redeveloped in order to make full use of its excellent location.

It is in this area that demand for commercial marine related development has already been identified and the opportunities to improve the public realm in conjunction with higher value development are greatest.

That said, SHDC would expect any plan to consider the whole of the K2 site and also make reference to any opportunities that might include land adjoining the allocation area. In particular, this may include land currently owned by Devon County Council in the SW corner of the allocation and the Market Square and Bus Station to the north.

SHDC has been approached by a number of commercial marine related businesses interested in pursuing development opportunities within K2, utilising the existing but underexploited slipway infrastructure at the southern end of the site. It is felt that the slipway is excessively large and that some marine related commercial development can be accommodated, without impacting on its effectiveness in use by the public.

Salcombe Harbour Authority has recently installed a new pontoon which is accessed directly from the Quay; this has done much to improve the appeal and aesthetic of the harbour in the locality and they are actively seeking to build on this success. There is currently a waiting list of approximately 60 names for berths on the pontoon, so increasing the size of this facility is something that we would like to be considered as part of this development.

SHDC owns and operates Public Conveniences at the head of the creek on land that would be much better suited to a more commercial enterprise and that might be more in keeping with the market / cafe usage in the area. That said, continued provision of Public Conveniences in the area is an absolute requirement.

As suggested above, the existing bus station (which is just to the north of the K2 boundary), requires modification to improve disabled access to and from the kerbed islands, and other improvements should be considered as part of the masterplan, together with any opportunity for the market square adjacent. This area is well used, but has scope for further utilisation to improve its revenue potential.

4.5 Masterplanning – Key Deliverables

4.5.1 Summary of Services Required

The successful delivery will require a multi-disciplinary team, including but not exclusively or limited to ; site analysis and site planning, town and country planning, strategic property development, local property market analysis, disposals strategy, quantity surveying cost consultancy, urban design, architecture, landscaping, wildlife/ecology, transport strategy,

highways and traffic engineering, utilities, contamination/remediation, flood risk assessment, archaeology, marketing, programming.

The Lead Consultant is to provide the services in a manner that contributes positively to SHDC's vision and primary aims, which are;

- To enhance the lives and communities of the South Hams.

Our success will come from our ambition to:

- Work in partnership and build positive relationships.
- Do more with less.
- Ensure that local communities feel supported.
- Break new ground nationally in the way we engage with local people to deliver services.
- Be innovative.

Further more to:

- Provide development that is future proofed, low energy useage and that creates a healthy building enevelope.

4.5.2 General Requirements

The Lead Consultant will be expected to:

- Attend monthly meetings with the SHDC project team. Allowance is to be made as follows:
 - It is to be assumed that all progress meetings will be held at SHDC's Follaton House Office in Totnes
 - Monthly meetings to be attended by Lead Consultant Project Manager and one (1) other (will vary depending upon key topic areas for discussion). Additional attendance requirements will be dealt with through Compensation Events.
- Produce and issue a monthly progress report and revised programme to the SHDC Project Manager.
- Produce and keep up to date Project Quality Plan.
- Produce and keep up to date a Project Risk Register.

4.5.3 Masterplan Stages

The ITT is to include provisions for providing the key requirements set out within the following stages:

Stage 1: Desktop Study

- Preliminary site visit – to be undertaken with the SHDC Project team to discuss and agree the project brief in further detail
- Data gathering – including liason with SHDC Project Team
- Preliminary assessment of the key site constraints and the impact these could have on the K2 regeneration (including environment, transport, utilities, contamination, flood risk, car

parking retention, adjacent developments, viability)

- Identification of any other particular issues which need to be considered and resolved at an early stage
- Recommendations on how any constraints / issues can be resolved, based upon previous masterplan experience, to enable the vision to be realised and proposals linked with the further development of the whole of the K2 allocation
- Identification of all key stakeholders
- Develop and advise on standardised documentation to support the delivery of the project(s) and programme(s), including guidance notes, financial models and appraisals, procurement and legal documentation
- Production and issuing of a **Baseline Scoping Document** outlining the information reviewed and sets out how the masterplan is going to be moved forward. Electronic copy to be submitted within twelve (12) weeks of starting date
- Presentation of findings at **Client Workshop (No.1)**. Assumed to be 0.5 day and held at SHDC's Follaton House office in Totnes

Stage 2: Preliminary Key Stakeholder Engagement

- Coordination and management of all activities associated with the preliminary engagements of key stakeholders. This stage is to culminate in the delivery of a **Preliminary Key Stakeholder Engagement Workshop (No.2)**. Assumed to be 0.5 days and held at SHDC's Follaton House office in Totnes. The attendance list is to be agreed with SHDC following review of the baseline scoping document.
- Update the **Baseline Scoping Document** to reflect any key outputs from the workshop.

Stage 3: Concept Design and Financial Strategy

- Preparation of illustrative proposal plans and concept layouts (including masterplan phasing recommendations)
- Undertake market research and market advice on area
- Forecast on commercial property yields, and investment return substantiation
- Post development investment and management strategy, i.e. retention, disposal or grant of leasehold interests
- Residential mix - affordable / open market
- Estimated masterplan costs moving forward (planning and construction)
- Production and issuing of a **Baseline Financial Strategy Document** outlining the financial assumption that have been made and how these have directly linked to how the concept design has been developed
- Presentation of findings at **Client and Key Stakeholders Workshop (No.3)**. Assumed to be 0.5 day and held at SHDC's Follaton House office in Totnes.

Stage 4: Stakeholder and Community Engagement

- Coordination and management activities associated with the engagements of wider stakeholders.

- Delivery of a 0.5 day **Stakeholder and Community Engagement Workshop (No.4)** to be held at SHDC's Follaton House office in Totnes. The attendance list is to be agreed with SHDC.
- Coordination and management activities associated with the engagements of the local community through a Public exhibition. Location to be confirmed but assumed to be local to site and spread over two (2) days.

Stage 5: Masterplan Document

- Preparation of **Masterplan Document (Draft)**, taking into account key items from all workshops and exhibitions. The finished format of the masterplan report is left to the discretion of the Contractor but is to be agreed prior to commencement. The final report is also to include recommendation and scoping on future project procurement from planning through to construction.
- Submission of draft masterplan to SHDC review and comment.
- Attendance at **Client Workshop (No.5)** with SHDC project team to discuss draft report (to be held at Follaton House). Assumed to be 0.5 days and held at SHDC's Follaton House office
- Amend Masterplan Document (Draft) taking into account actions from **Client Workshop (No.5)**.
- Submission of **Masterplan Document (Final)** SHDC.

Stage 6: Business Plan

- Assistance with the preparation of a business plan for SHDC to present to relevant committees and executive board. The exact scope and format of this document is to be determined following submission of the **Masterplan Document (Final)**. A provisional cost of four thousand pounds (£4,000) is to be assumed for this item.