



LISKEARD TOWN COUNCIL

CLIENT BRIEF – LISKEARD ACTIVE TRAVEL

Liskeard Town Council wants to commission a comprehensive Local Walking and Cycling Infrastructure Plan for Liskeard. This will include preferred option(s) for a Liskeard multi-use network to encourage local people and visitors to Liskeard to access the town and its surroundings; identifying the preferred option for a town centre cycle hub; and recommendations on enlarging bus stops on Barras Street. The work will include analysis of the current situation, consultation with stakeholders and detailed recommendations and plans which can be used as the basis of funding bids.

1.1 Project Background – Why?

The Liskeard Neighbourhood Plan which was made in 2018 after receiving 91.5% support at referendum contains policies and projects for sustaining and enhancing Liskeard's modern market town centre and the protection and enhancement of connectivity within the town and the nearby countryside for pedestrians and cyclists.

To develop these further Liskeard has had an active travel working group in place for nearly two years, whose membership comprises Cornwall Councillors, town Councillors, Cornwall Council officers, members of local and national cycling groups and local professionals such as a landscape architect and retired transport planner, who have all helped shape the project to date. Notes from the meetings of this group are reported back to the town council via the Communications and Engagement committee and have been published on the town council website.

The Town Council has also been a part of the Looe Valley Trails steering group since early 2016 and has provided it financial support.

Key Stats

- Liskeard population 9,417 (plus approx. 30,000 in the hinterlands it supports)
- Approximately 20% of households have no access to a car.
- Significant number of short distance Travel to work trips - approximately 35% of Travel to Work trips are 5km or under compared to 32% for Cornwall.

Liskeard is a large town located in South East Cornwall, which also services a large hinterland of local villages with a population of approx. 30,000. The town is well positioned on the A38 and well served by frequent mainline rail and bus links, and has a popular branch line between Liskeard and Looe.

However, provision within the town for pedestrians and cyclists is relatively poor and has lacked recent development.

Delivery of a comprehensive network of walking and cycling routes, and improved public transport infrastructure linking key services can not only improve the environment, health and wellbeing of Liskeard's residents but support economic growth.

Liskeard currently has 3 areas in the 20% most deprived LSOAs in England which include measures relating to the economy, health and living environment. However, its importance is much wider as the town is the service and economic centre for its hinterlands and the wider SE Cornwall economy and therefore its regeneration is vitally important to the economic wellbeing of the whole area. Improved public transport infrastructure will help extend the benefits of regeneration in Liskeard into the rural communities and the other towns of SE Cornwall.

Opportunities

Cornwall Council's Local Transport Plan has earmarked £100K capital funding for the delivery of walking and cycling infrastructure within the town. The completion of this study will provide Liskeard with 'shovel ready' proposals for any future major grant funding.

In addition, there are s106 contributions due from a new development on Charter Way which may be used to contribute to the needs identified in that area.

The Covid-19 crisis has radically changed travel behaviour over a very short time. Traffic levels in Cornwall dipped as low as 40% of normal daily levels and there are indications nationally that when lockdown measures are removed there may be as much as a 30% reduction on normal traffic levels as a result of changes to work patterns and travel behaviour. The impacts on the Transport sector are difficult to determine but are likely to be long lasting, the use of public transport for example will face significant challenges in terms of user confidence. Uncertainty remains about how people choose to travel in the future and what a new 'normal' may look like. There is evidence to suggest more people are walking and cycling as road space is freed up by a lack of vehicles. Less vehicles on the road allows an opportunity to imagine a transport network focussed on walking and cycling and build towards this.

In Liskeard during the first lockdown there were fewer cars and lots of people, including families with children, enjoyed coming out on their bikes. We also know that communities are healthier where people can easily shop and get to school and work by bike or on foot. This is about giving people more choices about how to travel and to help locals and visitors enjoy our town and the surrounding countryside.

Strategic Fit

The project builds on the Cornwall Council £3.5m investment in the Liskeard loop of the Looe Valley Trails and the redevelopment of Liskeard Cattle Market. The project also aligns with wider Cornwall Council programmes such as the Making Space for Nature programme which is focussed on Castle Park.

The attached map shows current projects and aspirations in the area, and demonstrates how this project forms part of the wider aspirations for the town, and is being developed in awareness and collaboration with the other programmes to ensure all opportunities and benefits are maximised and prevent unnecessary duplication of work.

The delivery of the network supports national and local policy including the delivery of Cornwall's Local Plan, Cornwall's Local Transport Plan, Cornwall's Physical Activity Strategy and the emerging Green Infrastructure Strategy for the area and Cornwall Council's commitment to addressing Climate Change through the 2019 Climate Change Declaration.

Next Steps

Liskeard has received a grant from Cornwall Council's Town Centre Revitalisation Fund (TCRF), which will come from the Town Vitality Fund strand, to fund an active travel feasibility study to develop and consult on plans for cycle, walking and bus improvements.

The aim of this brief is to commission a comprehensive Local Walking and Cycling Infrastructure Plan for Liskeard.

1.2 Expected Deliverables – What?

The project will commission a comprehensive Local Walking and Cycling Infrastructure Plan for Liskeard covering the following:

Output 1 – Analysis of current Walking and Cycling network;

- Context, evidence base and key issues and opportunities
- Map of current routes/infrastructure within the town
- Accessibility mapping to inform walkable and cyclable distances and boundaries
- Audit of current provision
- Identification of key desire lines and gaps in current provision
- Links to public transport interchanges
- Strategic fit – link to existing policies and plans i.e. NDP
- Development of a community consultation engagement plan– pre or post scheme

Output 2 – Development of Routes and Infrastructure

- Stakeholder workshop to identify key routes and desire lines.
- Development of key walking and cycling routes and public transport infrastructure improvements including outline costs
- Preferred option(s) for a Liskeard multi-use network to encourage local people and visitors to Liskeard to access the trail and town – linking the town centre with key residential areas with employment land

- Recommendations to improve multi use safety on key routes (Station Road, New Road/Dean Street, Plymouth Road and Charter Way), linking key locations and green space in Liskeard;
- Identifying the preferred option for a town centre cycle hub (and model for commercial operation) in Liskeard and what form this may take (conceptual drawings/design);
- Cycle/pedestrian links that seek to link in with existing and emerging key infrastructure (such as the Liskeard Cattle Market) i.e. the Liskeard to Looe trail, the Liskeard loop and the Liskeard to Looe trail, proposed cycle hub and railway station;
- Improve public transport infrastructure within the town – make recommendations to include any detailed design and associated drawings to redesign/redevelop bus stops on Barras Street to accommodate current buses operating on the network and any future uplift in line with predicted growth/demand;
- Bus stop recommendations should take into consideration emerging cycle/pedestrian multi-use trail routes to promote the sustainable transport options i.e. connecting bus stops, cycle trails and the railway station, and the necessary wider infrastructure of street furniture including cycle parking to facilitate it.
- All routes should seek to facilitate sustainable access to key residential, retail, employment and educational services, improve air quality in the town and tackle climate change;
- Routes should look to showcase the history, culture and heritage of Liskeard;
- identify and make recommendations on key improvements to signage and supporting infrastructure such as cycle parking/storage options.
- Cycle and pedestrian links should seek to link in with any existing or emerging out of town routes for wider connectivity to Liskeard
- to identify and make recommendations on the preferred link(s) with the emerging Liskeard to Looe multi use trail;
- Recommendations should seek to improve connectivity in and around Liskeard to offer modal shift opportunities for short in town commuter trips/journeys to provide better travel to work opportunities for the people of Liskeard;
- trails/routes should be designed for all in terms of inclusivity and accessibility (parents with young children, disabled/mobility scooters etc) - developed with the latest best practice and Government guidance;

Output 3 – Prioritisation and Stakeholder Engagement

- Stakeholder workshop to prioritise key routes
- to engage with the Looe Town Team at the appropriate point to ensure that any Liskeard to Looe trail connection proposed reflects their emerging aspiration for a preferred route to Liskeard and that any design detailing has a synergy;
- The project will comply with guidance and requirements set out for a comprehensive Local Cycling, Walking and Infrastructure Plan as per the Department for Transport guidance (specifically ‘Cycle Infrastructure Design LTN 1/20’)

Output 4 - Detailed Design Development of Priority Routes

- Further scheme development of routes identified as a priority to deliver
- capital costs for each element of the project to include a total budget envelope (including contingency)

Any design detailing must consider accessibility and inclusivity for all, and the RTPI Dementia and Town Planning (Practical Advice Paper - Sept 2020) is provided for reference.

1.3 Project Scope

Including Exclusions, Constraints and assumptions

- Attend inception meeting with project officer and members of the active travel working group. Return Project Plan, including fee breakdown and programme of works.
- Liaison with key stakeholders (e.g. residents, asset holders, mobility/cycle groups, etc) throughout the project.
- Undertake site visits as required.
- Inform of any prohibitive risks/costs as early in the process as possible.
- Review potential synergies with other proposed schemes/maintenance programme in area to determine opportunities for reducing costs.
- Design improvement works in line with core design principles: convenience, accessibility, safety, comfort and attractiveness.
- Refer to and follow best practice.
- Asset management team and Highway Network Manager to be liaised with at an early stage of scheme development.
- Undertake consultation and produce/submit post consultation report.
- Where it is not practical due to topography or other constraints to design trails/routes in terms of inclusivity and accessibility for all and developed with the latest best practice and Government guidance, a suitably justified best endeavour or value for money approach can be considered.
- Final feasibility studies, design drawings and any other reports/papers produced through the commission and funded by the Town Vitality Fund to be provided in an acceptable form to both Liskeard Town Council and Cornwall Council

1.4 Links, Dependencies Interfaces

Planning and Highways Development control and Adoption officers should be asked for comment at the appropriate stage in the design process and in advance of design being finalised. Consultant to account for this in their response.

Stakeholders appropriate to the project include:

- Liskeard Active Travel Working Group
- Liskeard Town Council
- Cornwall Council Environmental Growth Strategy
- Looe Valley Trails project
- Asset Management Team
- Public transport operators
- Public Health
- Planning
- Highway Network Manager
- Local Members

1.5 Project Timescales – When?

- Tender published: Tuesday 4 May 2021
- Closing date for tender submissions: Tuesday 1 June 2021 at 5pm
- Appointment of consultant: Thursday 1 July 2021
- Interim report: Monday 18 October 2021
- Final report: Friday 17 December 2021

1.6 Submissions

All consultants must return their submissions in writing by the closing date in a sealed envelope addressed to the Town Clerk, 3-5 West Street, Liskeard, Cornwall PL14 6BW and clearly marked 'Active Travel Feasibility'.

Further information can be obtained from Yvette Hayward on office1@liskeard.gov.uk

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at clarification meetings.

All pricings should be exclusive of VAT. Quotations should remain open for an initial acceptance for a minimum of 90 calendar days, although the Council may ask you to extend the period of validity. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

We are working to a maximum budget of £50,000 and tenders in excess of £50,000 will not be considered.

The Council reserves the right not to accept any of the tenders received and retender the brief.

The following information should be included:

1. Organisation and Contact Details

Full name and address of organisation or consultant

Name/job title of the project lead for contact purposes

Email address and telephone number

Organisational status of the supplier (Company Registration Number, VAT number as appropriate)

2. Insurance – Please provide copies of your certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance, and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none state none). Please contact us if you believe these levels are a problem for your organisation.

3. Relevant Experience – Please provide up to **three** testimonials from town or parish councils, on work undertaken by you or your company in the past three years that you consider demonstrate a track record of relevant experience, highlighting key similarities to this contract, and the role that the named individual played. Please include contact details of clients for reference purposes, date of contract, and a description of the work carried out.

4. Project Management - Set out how you would carry out the work, including lead in times, overall project timelines with a breakdown of key milestones in a high-level Project Plan, and an indicative programme of works. Give details of the communication processes and project team you propose to use to ensure efficient and timely deliverance within the contract completion date.

5. Options and Alternative Offers – Please clearly state if any options or alternative offer(s) have been made.

6. Customer Service and Complaint Procedure – Should there be insufficient resources, how will your organisation prioritise customers? Please provide an overview of your complaint procedure and how problems are escalated through the organisation to ensure fast resolution.

Evaluation Criteria

The overall award criteria that will be used in evaluating submissions will be 70% on quality (see below) and 30% on cost. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

Quality Measurements

- Demonstration of relevant experience, including track record on active travel, and experience of analysis, consultation and production of detailed plans.
- Demonstration of understanding of the brief
- Extent to which proposed plans credibly set out:

- Analysis of the current situation
- Consultation with key stakeholders
- Production of detailed plans which can be used as the basis for funding bids.

Other requirements

Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Council's standard payment method is by BACS. The Council standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Your organisation must take all necessary steps to secure the health, safety and welfare of all persons involved in the Project.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Staff should be paid no less than the Living Wage.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this project.

1.7 Form of Quotation

Organisation Name:

Date:

I/We, the undersigned, having examined the Conditions of Contract, Specification and all other Request for Quotation documents, hereby offer to supply the goods/undertake the services required, in accordance with the quotation documents for prices detailed in the Pricing Schedule.

I/We understand that the Council is not bound to accept the lowest or any quotation received.

This quotation remains open for acceptance for 90 days from the date fixed for the submission of quotations in the Request for quotation.

I/We agree that the essence of selective tendering is that the Council shall receive bona fide competitive quotations from all suppliers submitting quotations. In recognition of this principle, I/we warrant that this is a bona fide quotation, intended to be competitive, and that I/we have not fixed or adjusted the price submitted by, or under or in accordance with any agreement or arrangement with any other supplier. I/We furthermore warrant that no approaches have been made to any other suppliers for the purpose of obtaining or influencing their quotation prices or any other details of their bid. I/We also warrant that I/we have not and will not before the award of any contract for the work:

(i) (a) communicate to any person other than the Council the amount or approximate amount of the quotation or proposed quotation, except where the disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain insurance premium quotations required for the preparation of the quotation;

(b) enter into any agreement or arrangement with any person that they shall refrain from submitting a quotation, or that they shall withdraw any quotation once offered or vary the amount of any quotation to be submitted;

(ii) pay, give or offer to pay or give any sum of money or other 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 quotation or proposed quotation for the work, any act or thing of the sort described at (i)(a) or (b) above.

Signature:

Name:

Job Title:

Organisation:

Address:

Telephone number(s):

Email:

Date: