

Brief for the Provision of Services to Shropshire Council

Commercial Services / Strategic Asset Management / Property Commissioning Team

Project Title:	20190205 JK Accessibility Guides and Action Plan
Location:	Various, Shropshire
Date of Issue:	08.02.19
Shropshire Council Contacts:	Jane Kenyon (01743 281037 jane.kenyon@shropshire.gov.uk) or Anthea Richards (01743 254334 anthea.richards@shropshire.gov.uk)

1.0 Project Details

A number of customer-facing assets has been identified by Shropshire Council that require accessibility guides and associated action plans, to enable the Council to monitor and improve accessibility.

2.0 Services Required

We are seeking a consultant to produce accessibility guides for 42 Shropshire Council sites. Also required are action plans for each site, that detail the works required/recommended to increase/achieve DDA compliance.

Please find attached sheet for exact locations and GIAs of each site.

The successful company will be provided with site plans for each site, and site contacts. The successful company will need to contact each site to arrange access.

The guides and action plans should be submitted as electronic reports.

3.0 Programme

Issue of invitation to quote:	08.02.19
Deadline for providing quotation:	12:00 20.02.19
Interview of tenderers:	n/a
Appointment of successful tenderer:	w/c 04.03.19
Deadline for completion of project:	30.09.19

4.0 Associated Documents

List of venues that require accessibility guides and action plans
Shropshire Council General Terms and Conditions

5.0 Information Required

Interested parties are required to provide/confirm the following information:

01	Name those that will be directly involved in the project detailing their role/level of responsibility and provide relevant CVs.
02	Give details of your accessibility guide and action plan experience by referencing two projects. Both projects should have been completed in the last three years. Only reference projects that include one or more of the

	personnel listed in question 1. For each project please indicate the value and whether the project was completed on time and on programme, and if the work was for a local authority.
03	Please provide a sample accessibility guide and action plan.
04	Please detail any relevant accreditation/professional memberships that your organisation holds.

6.0 Submission and Evaluation of Tenders

Submissions will be evaluated on a price/quality basis with a 70/30 split.

Interested bidders need to demonstrate their suitability and capacity to undertake the works in the required timescale by providing information as requested in section 5.0.

A lump sum fee quotation with priced activity schedule is required that includes all travel, expenses, fees and disbursements. The lump sum fee quotation must also include for compliance with Shropshire Council terms and conditions.

Submissions should be emailed to anthea.richards@shropshire.gov.uk. The submission must comprise of one document in PDF format, of no more than 10 pages. Hard copy submissions will not be accepted for evaluation purposes, (but successful bidders will be required to provide a hard copy of their submission at appointment).

7.0 Appointment

Shropshire Council does not bind itself to accepting the lowest, or any, quotation received.

Notwithstanding the submitted quotation Shropshire Council will not award any contract unless insurances are valid and current. For the avoidance of doubt required insurances are:

Public Liability Insurance	£5,000,000
Employer's Liability Insurance	£5,000,000
Professional Indemnity Insurance	£1,000,000

[figures could be lowered if deemed acceptable by procurement]