

For the provision of specialist urban design advice.

Tendring District Council is seeking an external organisation to provide a specialist urban design advice service.

Whilst no set hours and days of work will be set, it is expected that successful consultant will be available to provide services as and when requested by Tendring District Council's Head of Planning or the Head of Development Management.

Detailed service standards will be agreed in detail at a later stage but will include the following:

- A commitment to provide 100% of comment within agreed timescales;
- Attendance at meetings of the Development Steering Group when required;
- A commitment to attend all meetings with developers and stakeholders if necessary and Development Management Committee (notice period to be agreed).

Main areas of service to be provided:

- Urban design advice/comment to development management, both pre-application advice and formal comment on applications.
- Urban design advice/comment on development briefs and design codes;
- Provide evidence and attendance at appeals;
- Production of design briefs and associated parameter/constraint and opportunities plans;
- Public consultation support on development briefs or major planning applications;
- Building for Life assessments; and
- Urban design training for officers and members.

Rates and expertise

Consultants are required to provide details of their professional expertise and how it meets the services required, hourly rates and expenses by deadline midday Friday 6 December 2013.

Responses must be sent to email address tenderbox5@tendringdc.gov.uk and will only be accepted by this method. As this email address will remain locked until after the deadline, if you have any questions please do not hesitate to contact Richard Matthams (Planning Policy Team Leader) on 01255 686115 or rmatthams@tendringdc.gov.uk

In addition to price, suitability/quality of service will also be key consideration as part of the selection process. The Council does not bind itself to accept the lowest or any submission, nor guarantee any volume or value of work.