
BEGBROKE, A NEW INNOVATION DISTRICT FOR OXFORD

STAGE 1: QUESTIONS AND ANSWERS

November 2021

1.0 QUESTIONS ABOUT THE COMPETITION PROCESS

- 1.01 Q: Could you confirm whether diagram annotations / captions are included in the 500 word limit for the 'think piece'?
- A: Yes they are.
- 1.02 Q: Illustrated Think Piece: is there a preferred format or limit on the number of images for this or can it be a composite of diagrams, sketches and precedent imagery?
- A: There is no limit, a composite of diagrams, sketches and precedent imagery is fine, if you think that is the best way to explain your approach.
- 1.03 Q: To confirm, the A1 size hard copy of the Think Piece should be the image ONLY and not include the 500 word description. Is that correct?
- A: As it says in the brief, the think piece should comprise: 'an illustrated think-piece, including no more than 500 words on one A1 board.' So, words are included on the board.
- 1.04 Q: We have understood that both the electronic and hard copies of our submission needs to be completed by 3 December, however we would like to double check whether any preliminary applications or entries need to be completed prior to this date?
- A: No other information is required.
- 1.05 Q: Are there any restrictions on a company being a member of more than one team?
- A: As it says in the brief: 'Please note that while an organisation can be involved in any number of competing teams, each organisation may only submit one competition entry as the lead consultant. Also, competitors wishing to be involved in more than one team must be able to demonstrate, on request, that measures to prevent internal information sharing have been put in place.'
- 1.07 Q: We would like clarification on the order of electronic submission materials, as it is written in two orders in the submission request. Can you please verify the order?
- A: The order is not important – just make sure that the four elements are submitted in separate files.
- 1.08 Q: For the Stage 1 Deliverables, regarding the 'illustrated think-piece' including no more than 500 words on one A1 board, please kindly confirm if the text should be included within the board or separately?
- A: See the response to Q1.03
- 1.09 Q: Please can you confirm if individual bios should be included within the 4-page limit on team description, and that individual CVs should not be enclosed in an appendix?
- A: Individual bios should be included in the 4-page limit.

- 1.10 Q: Can you clarify the statement “The team’s commitment to work on a project in Oxfordshire” – is this a simple confirmation or are you looking for further detail – for example ease of access to the site for all members of our team etc
A: The client wants to understand that your team is able to offer the appropriate services and commitment to the project, given that the client and the project are based in Oxford. This is particularly pertinent for teams that have members from outside the UK.
- 1.11 Q: Are we able to be part of multiple teams if we are not the lead bidder? For example, could we be sub-consultant on more than one team?
A: See the response to Q1.05
- 1.12 Q: There is reference to a full day charrette with ALL shortlisted teams week of Jan 24. Does that mean ALL teams will meet with client together or separately?
A: At this stage it is the intention that all teams will meet the client together.

2.0 QUESTIONS ABOUT THE SERVICES REQUIRED

- 2.01 Q: Is it possible to know what level and typology of stakeholder and community engagement is expected as part of the project?
A: Comprehensive, meaningful engagement will be an important part of the masterplanning process. Community engagement specialists have recently been retained and are currently developing the overall strategy.
- 2.02 Q: What is the scope of services for the awarded?
A: **IMPORTANT CLARIFICATION!** It is the client’s intention to appoint the winning team to collaboratively develop a landscape-led masterplan for Begbroke, from RIBA Stage 0 to submission and determination of a ‘hybrid’ planning application. The hybrid application will comprise an outline masterplan (RIBA Stage 2) plus detailed (RIBA Stage 3) strategic infrastructure design.
- 2.03 Q: At one point you mention in the competition brief, that architects for each building plot will be appointed separately and at a later date. Is the masterplanner team who will take part in this masterplan competition allowed to take part in the architectural competition or is it automatically disqualified?
A: The selected masterplanner team will be eligible to enter future plot specific competitions.
- 2.04 Q: Please can you confirm the role of Technical Advisor by King Technical Consultancy and to what capacity they will operate as part of the team?
A: James King provides in-house technical expertise to OUD and will not be part of the consultant design team.
- 2.05 Q: Could you please confirm how individual plots within the masterplan are intended to be procured, following completion of the masterplan? Will the successful team have the opportunity to be directly awarded or tender for individual plots within the resultant masterplan, assuming the project moves forwards to the next stage?
A: See the response to Q2.03

- 2.06 Q: We would like to seek some clarification regarding if OUD is looking for Architects to enter the competition at this stage or is this competition purely focusing on finding masterplanner and landscape designer?
- A: Please see the response to Q2.02. In addition, in the brief it says that the core team should include:
- Masterplanning, including Principal Designer role
 - Landscape Design
 - Sustainability
 - Civils and Structural Engineer
 - MEP
 - Transport Design
 - Drainage
 - Flood Risk
 - Utilities
 - Bridge Engineer
 - Acoustics, Air Quality and Noise

And that the team should offer, amongst other things: 'Illustrative architectural skills to enable a sense of place to be imagined. Please note that architects for each building plot will be appointed separately and at a later date.'

- 2.07 Q: What is the role of King Technical Consultancy?
- A: See the response to Q2.04
- 2.08 Q: What is the role difference for the Strategic Transport Consultant (already appointed) vs the Transport Design consultant required for the project team.
- A: This information is not available at this stage. A detailed scope of work will be provided as part of the Stage 2 briefing.

3.0 QUESTIONS ABOUT THE PROJECT

- 3.01 Q: Is there any aspirational phasing of the works?
- A: Not at this stage.
- 3.02 Q: The brief describes a 'railway halt', does this mean a new station?
- A: Yes
- 3.03 Q: Is the draft Development Brief for PR8 available for review?
- A: Not at this stage. The draft Development Brief will be provided to the shortlisted parties as part of Stage 2.
- 3.04 Q: Is a more detailed OS plan available for the site?
- A: Not at this stage of the competition – please remember that you are not being asked to do designs for the site.
- 3.05 Q: Is it possible to get clarity on which aspects of strategic infrastructure will be subject of the detailed planning application?
- A: Currently it is not confirmed which aspects of strategic infrastructure will be included.

- 3.06 Q: Can the strategic requirements of the University, be clarified?
A: The information provided in the competition brief is the level of detail that is available at this stage. A Strategic Brief will be provided to the shortlisted parties as part of Stage 2.
- 3.07 Q: Will there be a more detailed housing brief available, to determine the mix of housing types?
A: This will be included in the Strategic Brief at Stage 2.
- 3.08 Q: We are wondering if there are any pdf/dwg drawings are available showing the site.
A: See the response to Q3.04

4.0 QUESTIONS ABOUT APPENDIX A – COMPANY INFORMATION

- 4.1 Q: Bribery Act 2010: Conflicts of interest/ existing business connections: We assume this relates to any pension fund or life insurance policies taken out with Legal and General? Details of conflicts of interest are already asked for in the checklist.
A: Yes, this relates to any business or personal conflicts of interest with Legal & General, as opposed to any project conflicts of interest.
- 4.2 Q: Insurance Levels: Are the insurance levels of £10m for PI, EL and PL only applicable to lead consultant? Or will all team members be expected to hold the same level of cover? If this is an expectation for all team members, we note the encouragement to include smaller practices in the team - practices who are unlikely to carry this level of PI. Would the client reconsider the PI threshold in light of its other ambitions for the team composition?
A: The lead consultant will be expected to meet the insurance requirements set out in the brief. OUD's preference would be for team members to hold similar levels of insurance. However, OUD are prepared to review insurance levels on a case-by-case basis, taking into account team composition, scale, size and design responsibilities.
- 4.3 Q: List of appointment types: What sort of information are you seeking in response to the request for "Evidence of Competency".
A: The below information would constitute suitable evidence of competency:
- Memberships of professional bodies
 - Quality Assurance processes
 - Internal / external training programmes
 - Case Studies of similar projects
- 4.4 Q: List of appointment types: Do we understand correctly that "Range of Value of Instructions" refers to the span of our fees - min and max?
A: Yes, the total range by commission.
- 4.5 Q: In order for us to be prepared and timely obtain any necessary documents, could you please clarify whether "SELECTED", as mentioned in Appendix A, refers to being selected for the interviews, for participation in Stage 2, or selected as the winner to deliver the project?
A: At Stage 1, the lead consultant simply needs to certify that, if selected, the information in Appendix A can be provided. Teams that are shortlisted to take part in Stage 2 will need to provide the information in Appendix A as part of their tender submission.