



Department
for Transport

Revising Manual for Streets

Invitation for Expressions of Interest

August 2020

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1 INTRODUCTION

1.1 BACKGROUND TO MANUAL FOR STREETS

Manual for Streets (MfS), produced by the Department in 2007, and Manual for Streets 2 (MfS2), produced by CIHT in 2010, have become the standard reference guidelines for the development of sustainable street design. They have promoted the consideration of all modes of transport, alongside car use in the design of public space and are well respected in the sector. The Manuals now need updating to ensure the advice within them is still relevant and enables those designing streets to do so in a way that contributes to sustainable, healthy and active communities.

1.2 PROJECT OVERVIEW

CIHT has been awarded a grant by the Department for Transport to develop a revised Manual for Streets which is to be published in January 2022. The revised Manual for Streets will be an official Department for Transport guidance document. The indicative amount for the consultancy support will be discussed during the second stage of tendering. The grant includes a realistic amount to fund the development of a revised Manual for Streets.

CIHT are seeking a consultant to help it deliver the project. A consultant will be appointed through a two-stage process. In the first stage CIHT will be inviting Expressions of Interest in the period from 3 August to 1 September. CIHT will select a suitable number of organisations from the Expressions of Interest received and ask them for detailed tender submissions. This document sets out the information for submitting an Expression of Interest.

The second stage, where detailed tenders are accepted from 14 September to 26 October, will result in CIHT appointing a consultant. The consultant will be appointed in November 2020.

The current Manuals are referred to by practitioners and developers across the sector, but their use is not widespread, Manual for Streets was first published 13 years ago and since then there have been relevant developments in many areas, including changes to the planning framework, and a renewed focus on accessibility and active travel. These are some of the reasons why a revised Manual for Streets is now being developed.

DfT commissioned the Cabinet Office Policy Lab in 2019 to carry out a scoping study to develop an approach to the refresh of MfS and MfS2. The purpose of this project is to deliver a consolidated, updated, and revised Manual for Streets as per the recommendations of the Policy Lab study (see Appendix 1).

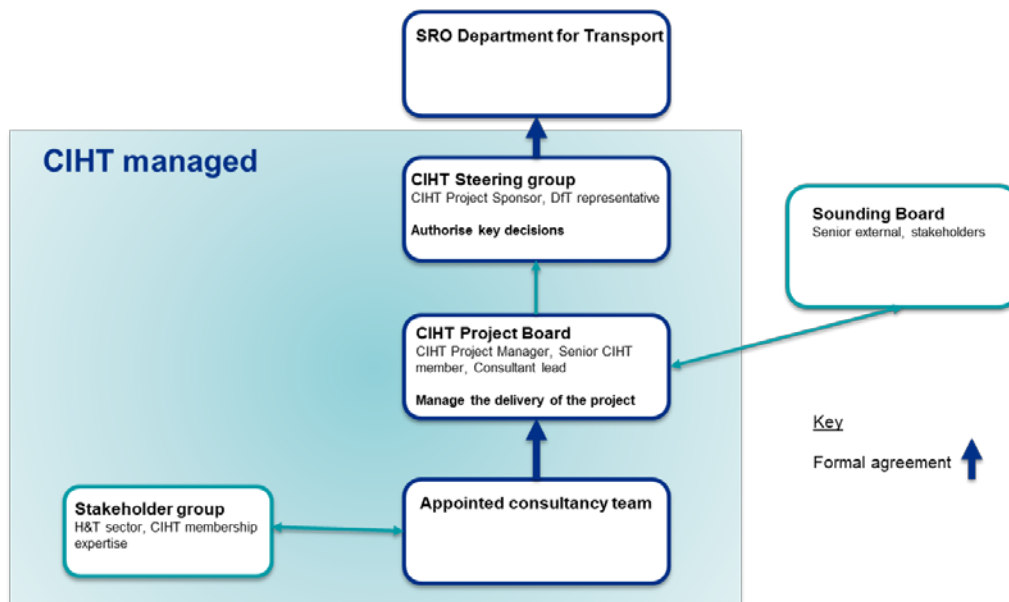
1.3 PROJECT TIMELINE

The following project timeline is intended but may be subject to change.

Expressions of Interest open	3 August 2020
Closing date for Expressions of Interest	31 August 2020
Detailed tender documents released	14 September 2020
Closing date for tenders	26 October 2020
Consultant appointment	November 2020
Completed manual	November 2021
Designing and printing of completed manual	November 2021 to January 2022
Publication	January 2022

The detailed programme will be determined in collaboration with the appointed consultant.

1.4 GOVERNANCE



CIHT and DfT will provide a steering group, including a Project Sponsor from DfT who will have overall responsibility for the project. The Chief Executive of CIHT will sit on the Project Board.

The delivery of the project will be overseen by the Project Board which will be created by CIHT. The group will be chaired by a senior CIHT member. The Project Board comprises the consultant, a DfT representative, MHCLG representative, CIHT Director and representatives from the highways and transportation sector. The Project Board is responsible for agreement of the content of the guidance. The chair of the Project Board reports to the Steering Group at agreed intervals.

CIHT, through its Director of Policy and Technical Affairs, will provide support to the Steering Group and Project Board as appropriate. The appointed consultant will report on progress to

the Project Board at least monthly, and more frequently if deemed necessary at certain stages of the project. The consultant will be responsible for managing the stakeholder group.

CIHT will provide secretariat functions for the Steering Group and Project Board.

2 EXPRESSIONS OF INTEREST INVITATION

2.1 CONSULTANT ORGANISATION

CIHT is inviting expressions of interest from suitably qualified organisations which will be used to draw up a select list of tenderers. Consortia of organisations are welcome to make submissions.

Applicants will need to demonstrate capabilities in urban design, place making, accessibility, transport planning, sustainable transport, active travel, development planning, highway engineering, road safety, public engagement, research capability and working with a range of stakeholders to produce guidance and technical publications.

2.2 CONSULTANT ROLE

CIHT are seeking a consultant to support the development of the revised Manual for Streets. The consultant will develop the content for the new document and manage all aspects of developing that content from available sources and their own professional experience in the subject area. The consultant will provide consistent management of the project and will act as content developer for the document. The consultant will be responsible for managing the stakeholder group.

Content will be developed by the consultant taking direction from the Project Board, the existing guidance and input from a range of sources and stakeholders, including (but not limited to) other Government departments and agencies, practitioners, and user groups.

The consultant will:

- Identify required content from relevant sources
- Identify resource constraints and propose solutions to those constraints
- Identify supporting photographs, videos and images
- Coordinate with stakeholders to ensure appropriate guidance is produced
- Develop, source, manage and edit contributions into a consistent form
- Incorporate the results of research being undertaken by CIHT into visibility requirements at junctions, and being funded through a separate DfT Road Safety Grant.
- DfT are co-funding Transport Scotland-led research into Inclusive Engagement and Street Design Research. This research is due to complete in August 2020, and will provide recommendations on accessible street design that MfS will need to consider and incorporate where appropriate.
- Develop an agreed format for the content
- Develop a Content Style that meets all accessibility requirements of government
- Provide a Quality Assurance function to ensure consistency, both internally within the document and across other guidance.

2.3 APPLICATION PROCESS

Organisations are invited to submit expressions of interest which should contain the following information.

- Details of the organisation(s) proposed for the delivery of the project
 - Where the expression of interest is from a consortium the lead organisation should be identified.
- CVs of the key team members
- Statement of experience relevant to the project as outlined in section 2.1.
- Evidence of experience relevant to the project including but not limited to:
 - Development and understanding of the principles of street design
 - Working with a range of organisations including government to develop guidance
- Proposed outline methodology, including key milestones
- Preferred contractual agreement between consultant and CIHT

No pricing information will be required at this stage.

2.4 EVALUATION CRITERIA

Expressions of interest will be assessed by the Project Board and confirmed by the Steering Group against the following criteria:

1. Understanding the brief (15%)
2. Relevant experience (30%)
3. Quality, rigour and depth of the proposed outline methodology (30%)
4. Resource availability – evidence of providing the resource required to support the project (25%)

2.5 INTELLECTUAL PROPERTY

CIHT and the consultant must comply with any guidance on publicity provided by DfT, and must, in particular, acknowledge that the Project has received a grant from the DfT. All publicity material must include the logo of DfT.

Any information, know-how, system or process learned from or created in operating the Project may be disseminated by DfT among all persons or bodies who have responsibility for similar projects. CIHT and the consultant agrees that such persons may share and use freely all such information, know-how, system or process for their own purposes.

The consultant must acknowledge the support of CIHT and the Department for Transport in any publicity related to the project.

2.6 SUBMITTING EXPRESSION OF INTEREST

All submissions must be made to CIHT via e-mail to: technical@ciht.org.uk

Deadline for submissions is 12 noon 1st September 2020.

Submission documents should be no longer than 25 pages, including CVs and statement and evidence of relevant experience.

Submission should be in a single file in PDF format.

Specific enquiries relating to this document and the Expressions of Interest invitation must be submitted by 12 noon Wednesday 19th August 2020.

2.7 FURTHER INFORMATION AND ENQUIRIES

Website with information about the project: <https://www.ciht.org.uk/knowledge-resource-centre/resources/revising-manual-for-streets/>

We welcome enquiries about this project, but please note that responses to enquiries may be published as (anonymised) Q&As via the project website.

For general enquiries, please contact technical@ciht.org.uk

3. APPENDIX 1 – RECOMMENDATIONS FROM POLICY LAB STUDY

1. The document will be a government guidance document. Its development will be led at a government level by the Department for Transport with input from MHCLG and government companies such as Highways England. CIHT will be the government's partner in developing Manual for Streets and will undertake key parts of the development, engagement and dissemination of the document.
2. MfS will be available as online guidance in two separate parts via GOV.UK. The first part will also be made available in hard copy form and should be distributed widely as part of a dissemination campaign. A premium printed copy service for both parts (chargeable) is included separately in the proposal.
3. Branding will be clear as a government document with appropriate acknowledgement to the role of CIHT.
4. The redesign will incorporate engagement with key groups including the Planning Inspectorate.
5. A separate document should be developed to be incorporated into Local plans – this shall involve Local plan owners during the design stage and in the dissemination stage.
6. In terms of geographical coverage of the department it is proposed that the other transport administrations in the United Kingdom will be involved in the development of the document. The status of the document outside of England is to be confirmed.