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Tender

Architectural Services

Little Chalfont Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-003444

Procurement identifier (OCID): ocds-h6vhtk-060079

Published 15 January 2026, 12:09pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Scope

Description

Stage 1 (Initiation to Pre-App)

Provision of Architectural Services, Landscaping and Principal Designer services broadly covering RIBA Stages 0 to 2. The Council will separately employ a Planning Consultant. In 2025 we procured a typographical survey of the whole area and an ecology survey

which are available to tenderers upon request. Assume that half of the monthly meetings will be held in your offices and the other half at the Village Hall.

The outputs for the Pre-App should include the Pavilion, playground space (space and location only), paths, resurfaced car park, extended car parking area and adult exercise area (space and location only). As the Pavilion will exceed the current floorplate, you should allow for the production of 3 different schemes potentially covering single and two storey options. Include for presentation materials, attending the meeting with the Bucks Council planners and a feedback meeting with the council afterwards.

Stage 2 (to Planning)

Provision of Architectural Services, Landscaping and Principal Designer services broadly covering RIBA Stages 2 to 3 (or often referred to as 2+). The council will separately employ a Planning Consultant, MEPH Engineer, QS and Project Manager. Assume that half of the monthly meetings will be held in your offices and the other half at the Village Hall.

After Stage 1, the Council will review the scope of the works in light of the pre-app and some early cost advice. This may necessitate a remodelling of one of the 3 schemes put to the planners. For the tender costing purposes, the council will build up a provisional sum based on assumed hours and the tenderers hourly rates.

This stage includes a public consultation for residents, incorporating the public's comments into a design to submit for full planning. Include for presentation materials, attendance at the public consultation and planning meeting and a feedback meeting with the council afterwards.

Total value (estimated)

- £40,000 excluding VAT
- £48,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 16 March 2026 to 31 December 2026

- Possible extension to 1 July 2027
- 1 year, 3 months, 17 days

Description of possible extension:

Full design stage

Main procurement category

Services

CPV classifications

- 71000000 - Architectural, construction, engineering and inspection services

Contract locations

- UKC - North East (England)
 - UKD - North West (England)
 - UKE - Yorkshire and the Humber
 - UKF - East Midlands (England)
 - UKG - West Midlands (England)
 - UKH - East of England
 - UKI - London
 - UKJ - South East (England)
 - UKK - South West (England)
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Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

23 January 2026, 11:59pm

Tender submission deadline

5 February 2026, 11:59pm

Submission address and any special instructions

clerk@littlechalfont-pc.gov.uk

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

12 March 2026

Award criteria

Name	Type	Order of importance
Price	Cost	1

Other information**Payment terms**

Payment is made upon approval from full council online via invoice received

Conflicts assessment prepared/revised

Yes

Procedure**Procedure type**

Open procedure

Special regime

Concession

Documents

Associated tender documents

[Architectural Design Services tender final v2.docx](#)

[Clarifications v1.docx](#)

Contracting authority

Little Chalfont Parish Council

- Public Procurement Organisation Number: PGPQ-7983-WNJJ

Little Chalfont Village Hall, Cokes Lane, Little Chalfont, Bucks, HP8 4UD

Little Chalfont

HP8 4UD

United Kingdom

Email: clerk@littlechalfont-pc.gov.uk

Region: UKJ13 - Buckinghamshire CC

Organisation type: Public authority - sub-central government