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Tender

To conduct robust Grassroots Community Engagement, to develop a Vision and Regeneration Plan for Royal Sutton Coldfield for the next decade and a detailed Investment Plan for the first 4 years

Royal Sutton Coldfield Town Council

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

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Scope

Description

Introduction

The new prospectus for the Plan for Neighbourhoods (previously called the Town Fund) has now been published and Royal Sutton Coldfield has been awarded up to £20m (75% capital & 25% revenue) over 10 years, with the Town Council being the accountable body.

The renewal required is more than just physical infrastructure, it is also about creating stronger communities, bringing people together and ensuring they see a visible improvement in their communities. This is essential to create and maintain a sense of pride in place and ensure people can meet their full potential. The evidence is clear that those places with stronger social capital have higher educational attainment, lower crime, and faster economic growth.

The Plan for Neighborhoods provides the opportunity for a long-term strategy to regenerate, underpinned by plans that address demographic shift and cultural change.

The Plan has 3 objectives: -

- Thriving places i.e. Vibrant neighbourhoods, busy high streets, a good range of local amenities and high-quality physical infrastructure.
- Stronger communities, i.e. bringing people together, providing places to meet, creating a sense of belonging and pride.
- Taking back control i.e. Where people feel empowered and in control of their lives. Where children have the best start in life and adults can live the life they want to. Where there is access to the skills required for emerging job markets or supporting entrepreneurs through their first steps into self-employment.

To deliver these objectives, the government has set out the need for each eligible local authority to establish new Neighbourhood Boards. Each Board, in partnership with the local authority, is required to develop a Vision and Regeneration Plan for the next 10 years, together with a more detailed Investment Plan for the first 4 years of the programme.

The Regeneration Plan should outline the community's overarching vision for change and be developed through grassroots engagement to reflect local people's priorities. Therefore, undertaking meaningful engagement with the local community is a "central pillar" of the Plan.

Requirements/Specification

- This tender is to Develop a Vision, Regeneration Plan and detailed Investment Plan, based on the outcome of a robust community engagement plan, to ensure the resulting 'final draft' has been co-created and tested across the town and its people. Young people's involvement will be crucial in laying the foundations of the Town for future generations.

Context

- Royal Town of Sutton Coldfield is a town and civil parish in the city of Birmingham, West Midlands, England. The town lies around 8 miles northeast of Birmingham city centre, 9 miles south of Lichfield, 7 miles southwest of Tamworth, and 7 miles east of Walsall.
- Sutton Coldfield and its surrounding suburbs are governed under Birmingham City Council for local government purposes, but the town has its own town council which governs the town and its surrounding areas by running local services and electing a mayor to the council.
- The Town has a population of approximately 100,000 people and compared to the wider

population of Birmingham (1.2m), in general, Sutton Coldfield residents are less diverse, older, and more affluent.

- Within the town boundary there are numerous exceptional green spaces including Sutton Park, with an area of 2,224.2 acres (9.001 km²), which is one of the largest urban parks in England. The park is a national nature reserve and a site of special scientific interest.
- New Hall Valley, which separates Walmley and Maney, is the location of New Hall Valley Country Park . It has an area of 160 acres (0.65 km²) and within it is New Hall Mill, one of only two working watermills in the West Midlands. The mill is privately owned but is open to the public several times a year.
- It has a strong cultural offer, with several performance venues, a vibrant arts community with many local amateur dramatic groups, musical theatre companies, orchestras, and dance schools.
- There are also good amenities, including libraries, community centres and Church Halls, and sports and leisure facilities.
- The town is served by a regular bus service and a railway station, which is part of the Birmingham Cross-City Line.

Plan for Neighbourhoods Prostectus Guidance

The successful specialist supplier/s will need to follow best practice community engagement guidance, as set out in the Plan for Neighbourhoods Prostectus. Best practice includes the following i.e., too:

- Focus on those less likely to be heard.
- Use local assets, by working with community groups that have the greatest reach.
- Ensure there is sufficient time to allow engagement with all sections of the community.
- Be comfortable straying from pre-determined questions.
- Use the community to help identify priorities.
- Target areas where engagement might have been underrepresented in the past.
- Hold engagement events where people and communities meet, e.g., the high street, pubs, schools, parks, and community centres.

- Provide and maintain a strong online presence and ensure digital documentation is easily accessible and creates a visual impact.
- Encourage the community to participate in decision-making processes, identifying local solutions and bringing forward innovative ideas.

As part of the Plan of Neighbourhoods requirements, The Town Council has established a Neighbourhoods Board, that is responsible for overseeing the planning and development of the Regeneration Plan and its implementation.

The Prospectus sets out that the Board membership must include the MP, local Cllrs, and a senior representative from the Police. The Chair of the Board should "act as a champion for the place and provide leadership for the board, ensuring it is community-led and embedded within the local area." In addition, the Chair should ensure the Board is inclusive and represents a selection of people from across the local community.

The successful supplier will therefore need to work closely with the Board on the community engagement, and the drafting of the Regeneration Plan and Investment Plan.

Existing documents, and key information, that can support this work and the implementation of the strategy.

Officers from the Town Council will support the development of this Plan, for example, by providing networking contacts and introductions.

Existing information that needs building on for this work includes:

- Royal Sutton Coldfield Town Council's Strategic Plan 2024-2028.
- The new prospectus for the Town Fund is renamed the Plan for Neighbourhoods.

<https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-prospectus>

There are also pre-approved interventions which would not require a separate business case.

<https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-pre-approved-interventions>

2. Requirements - Specification/Brief

The Town Council and Neighbourhoods Board is seeking an individual or organisation to lead our thinking on these issues in a visionary and highly visible way. Specific work for

this contract includes the following:

In consultation with the community and the Board, generate a vision for the future and set out a pathway to deliver that over the course of a 10-year programme by developing a Regeneration Plan from April 2026.

To achieve this, certain questions need to be answered e.g.: -

What physical and social infrastructure will drive growth?

What tangible improvements will make a difference to everyday lives of the communities?

What and where will have the biggest impact?

Where are the communities with greatest need?

Budget

The total amount payable for this contract, i.e. for the grassroots engagement and drafting of the Vision Regeneration Plan and Investment Plan will not exceed £50,000 excluding VAT (including expenses and travel).

Total value (estimated)

- £50,000 excluding VAT
- £60,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 20 June 2025 to 31 December 2025
- Possible extension to 31 March 2026
- 9 months, 11 days

Description of possible extension:

Further development

Main procurement category

Services

CPV classifications

- 79300000 - Market and economic research; polling and statistics
- 79952100 - Cultural event organisation services
- 98390000 - Other 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

Tender submission deadline

16 May 2025, 12:00pm

Submission address and any special instructions

<https://suttoncoldfieldtowncouncil.gov.uk/tender-opportunities/>

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type
Stage 1 & 2	General Information / Previous Experience	Quality
Stage 3	80% - Minimum of 60% threshold required to proceed to next stage	Quality

Name	Description	Type
Stage 4	20%	Price

Weighting description

The evaluation of Stage 1 and 2 of this quotation will be based on a pass/fail basis and Stage 3 and 4 being Value Assessment approach that enables the Council to assess a quotation on Quality (80%) and Price (20%). The assessment of Quality will consider written information provided by the quotation provider in relation to the specific requirements as set out in the quotation documents. All relevant evidence submitted will be assessed/merit rated against pre-determined criteria.

Selection Criteria

Stages 1 & 2 = Pass/Fail

Stage 3 = Quality Response

Stage 4 = Price Summary

General Information

Company Information - Not Scored

Statement of Insurance Cover - Pass/Fail

References at least one reference required - Pass/Fail

After initial due diligence and the potential supplier information recorded, the responses to ALL Pass/Fail questions will be assessed centrally by officer(s) prior to being distributed to the full evaluation team for assessment of the 'scored' questions. The Council reserves the right to exclude any potential suppliers where a response is assessed as "Fail."

Previous Experience

Potential Suppliers will be asked to demonstrate their previous experience which will enable them to deliver the requirements of the contract effectively. This will be evaluated on a Pass / Fail basis.

Evaluation Criteria

Quality Response

A) Understanding the challenge, understanding the place, using an effective approach, designing the stakeholder engagement

40%

B) Interpreting the findings, developing the Regeneration Plan, creating effective communication resources, making it a 'living document'

25%

C) Your Organisation; resources, what your expertise and experience bring to this project, your understanding of the risks and mitigation around project delivery

25%

D) Management; CVs for your key team members who will be directly involved, time breakdown between project elements 10%

Quality will account for 80% of the quotation evaluation. The quality assessment will be carried out on the quality questions/method statements. After rejecting bids that in the opinion of the Council are unrealistically low (in terms of Quality), the highest Quality score will be given 100 for Quality. Other Quality scores will then be expressed as a proportion of the highest score. This gives the adjusted Quality score. The % weighting for Quality is then applied to each adjusted Quality score to give the Weighted Quality Scores.

Potential Suppliers who score more than 60% of the quality marks (i.e. 60 marks out of 100) may be invited to attend a clarification interview to discuss points included in the written proposals. The points discussed may result in scores being adjusted either up or down.

The Council reserves the right to disqualify any potential supplier which:

- Fails to achieve a 'Pass' in respect of a 'Pass/Fail' criteria question.
- Achieves a score below a 60% threshold in terms of quality (60 marks out of 100)
- Zero in any one section
- Zero / no response in any one scored question
- Is submitted in whole or in part after the deadline.

Price Summary

Price/Value for Money 20%

The lowest price score will be 100 for Price. Other Price scores will then be expressed as a proportion of the lowest score. This gives an adjusted Price score. The % weighting for Price is then applied to each adjusted Price score to give the Weighted Price Scores.

Overall Assessment

The Weighted Quality Score and Price Score for each quotation will be added to produce a total score. The scores for each quotation will be compared and (Subject to a final risk assessment) the quotation providers with the highest score offering the most economically advantageous bid will be recommended for acceptance.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Engagement Tender.pdf](#)

Contracting authority

Royal Sutton Coldfield Town Council

- Public Procurement Organisation Number: PRMY-2752-JJZV

62 Anchorage Road

Sutton Coldfield

B74 2PG

United Kingdom

Email: enquiries@suttoncoldfieldtowncouncil.gov.uk

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government