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Tender

## Listed Building Strategic Definition Consultancy services

Lostwithiel Town Council

F02: Contract notice

Notice identifier: 2024/S 000-025125

Procurement identifier (OCID): ocds-h6vhtk-04892a

Published 8 August 2024, 6:22pm

### Section I: Contracting authority

#### I.1) Name and addresses

Lostwithiel Town Council

Edgcumbe House Fore Street

LOSTWITHIEL

PL220BL

#### Contact

Sandra Harris

#### Email

[clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk)

#### Telephone

+44 1208872323

#### Country

United Kingdom

**Region code**

UKK30 - Cornwall and Isles of Scilly

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.lostwithieltowncouncil.gov.uk>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.lostwithieltowncouncil.gov.uk>

Additional information can be obtained from another address:

Sandra Harris Town Clerk

Edgcumbe House

Lostwithiel

PL22 0BL

**Contact**

Sandra Harris

**Email**

[clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk)

**Telephone**

+44 01208872323

**Country**

United Kingdom

**Region code**

UKK - South West (England)

**Internet address(es)**

Main address

<https://www.lostwithieltowncouncil.gov.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Listed Building Strategic Definition Consultancy services

#### **II.1.2) Main CPV code**

- 71000000 - Architectural, construction, engineering and inspection services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Strategic Definition Consultancy services to build on existing briefing documents most specifically the Demand & Viability Study undertaken by Hayhurst (May 2023) to establish potential financially viable future uses for the Grade II\* Listed Edgcumbe House attached Grade II\* Listed Taprell House & Grade II Guildhall Lostwithiel

#### **II.1.5) Estimated total value**

Value excluding VAT: £22,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 71000000 - Architectural, construction, engineering and inspection services

#### **II.2.3) Place of performance**

NUTS codes

- UKK - South West (England)

#### **II.2.4) Description of the procurement**

For the purposes of this project consultant services will be defined as follows: -

A person or persons engaged for a specific length of time to work to a defined project brief with clear objectives to be delivered, which brings specialist skills and knowledge to the role and where the Town Council has no ready access to skills, experience or capacity to undertake the work.

The objective of this study is to provide a fully costed financially viable project that the Town Council can progress through the various stages of the RIBA plan of work stages. The final report as a minimum should include:-

- a review of the existing briefing documents,
- developed business case/plan for the options including projects risks
- high level financial operating plan,
- developed consultation with key stakeholders and intensive community engagement,
- evidence of discussions with Cornwall Council's Planning Team to ensure the final proposals are suitable for pre-application submission.
- early discussions with statutory consultees including Cornwall Council (Local Planning Authority) and Historic England,
- Quantity Surveyor's cost plan,
- an appraisal of the capital building investment identifying the key challenges, risks, recommendations and recommended next steps
- it must not displace existing offers within the community and must make provision for the Museum, Library and Town Council offices.
- commission of Heritage Impact Assessment to appraise the Listed and Heritage status of the buildings in relation to the future proposals
- an appraisal of the buildings with recommendations in the context of the brief and the Heritage Impact Assessment

The overall ambition is to see how the uses could form a viable model to run and maintain the buildings into the future. The Town Council is aware that the anatomy of the buildings will limit options and that there will need to be a blend of uses to offer a degree of cross-subsidy, flexibility of use over the longer term and adaptation for the future.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £22,000

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

2 October 2024

End date

20 November 2024

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

18 September 2024

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

19 September 2024

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Lostwithiel Town Council

Lostwithiel

PL22 0BL

Country

United Kingdom