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Tender

## **Town Centre Masterplanning and Office Market Review**

Tunbridge Wells Borough Council

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

Notice identifier: 2025/S 000-026364

Procurement identifier (OCID): ocds-h6vhtk-0522a6 ([view related notices](#))

Published 23 May 2025, 1:45pm

### **Scope**

#### **Description**

Tunbridge Wells Borough Council is undertaking an open tender process with a view to awarding contracts for 2 separate Lots:

Lot 1 - Town Centre Masterplanning

Lot 2 - Town Centre Office Market Review

Tenderers may bid on either or both of the available Lots.

Lot 1:

Tunbridge Wells Borough Council is looking to appoint appropriately qualified consultants to carry out Masterplanning work for the Royal Tunbridge Wells Town Centre Plan. The Plan is currently being prepared by officers of the Council's Planning Policy Team.

The Royal Tunbridge Wells Town Centre Plan will be a land use planning document - a Local Plan specific for the defined Royal Tunbridge Wells Town Centre Boundary area (as defined within Policy STR/RTW2 of the borough wide Submission Local Plan). The Plan will comprise a Vision, strategy, masterplan and planning policies (including allocations) for the town centre to ensure its long-term prosperity and success. The production of the

Royal Tunbridge Wells Town Centre Plan is both a priority of the planning service, and a corporate priority of Tunbridge Wells Borough Council.

Lot 2:

Tunbridge Wells Borough Council (TWBC) is looking to commission consultants to carry out an Office Market Review for the town centre of Royal Tunbridge Wells (RTW) to assist in the preparation of the Royal Tunbridge Wells Town Centre Plan (RTW Town Centre Plan). The Plan is currently being prepared by officers of the Council's Planning Policy Team.

The Royal Tunbridge Wells Town Centre Plan will be a land use planning document - a Local Plan specific for the defined Royal Tunbridge Wells Town Centre and will comprise a Vision, strategy, masterplan and planning policies (including allocations) for the town centre to ensure its long-term prosperity and success. The production of a new RTW Town Centre Plan is both a priority of the planning service, and a corporate priority of TWBC to ensure the long-term future of the town centre.

It is envisaged that the findings of this study, together with other evidence, will assist the Council in drawing up masterplanning work, detailed site allocations and development management policies for the Town Centre Plan.

The methodology for the review must be robust and able to withstand scrutiny at the future RTW Town Centre Plan examination.

Key Dates & Timeline for Procurement

Tender release: Friday 23rd May 2025

Expression of Interest Deadline: 12:00pm Friday 13th June 2025

Deadline for submission of completed tenders: 12:00pm Friday 20th June 2025

Evaluation: w/c 23rd June 2025

Interviews: w/c 23rd June 2025

Appointment of contractor: w/c 30th June 2025

All expressions of interest, and subsequent correspondence or submissions, must be made via the Kent Business Portal:

[www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)

### **Total value (estimated)**

- £50,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 July 2025 to 31 December 2025
- Possible extension to 31 December 2027
- 2 years, 6 months

Description of possible extension:

Extension may be required in order to incorporate increased scope, committee meetings or providing evidence to any subsequent inquiry relating to the Local Plan.

### **Main procurement category**

Services

### **CPV classifications**

- 79411000 - General management consultancy services

### **Contract locations**

- UKJ46 - West Kent
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## **Lot 1. Town Centre Masterplanning**

### **Description**

Tunbridge Wells Borough Council is looking to appoint appropriately qualified consultants to carry out Masterplanning work for the Royal Tunbridge Wells Town Centre Plan. The Plan is currently being prepared by officers of the Council's Planning Policy Team.

The Royal Tunbridge Wells Town Centre Plan will be a land use planning document - a Local Plan specific for the defined Royal Tunbridge Wells Town Centre Boundary area (as defined within Policy STR/RTW2 of the borough wide Submission Local Plan). The Plan will comprise a Vision, strategy, masterplan and planning policies (including allocations) for the town centre to ensure its long-term prosperity and success. The production of the Royal Tunbridge Wells Town Centre Plan is both a priority of the planning service, and a corporate priority of Tunbridge Wells Borough Council.

### **Lot value (estimated)**

- £30,000 including VAT

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Town Centre Office Market Review**

### **Description**

Tunbridge Wells Borough Council (TWBC) is looking to commission consultants to carry

out an Office Market Review for the town centre of Royal Tunbridge Wells (RTW) to assist in the preparation of the Royal Tunbridge Wells Town Centre Plan (RTW Town Centre Plan). The Plan is currently being prepared by officers of the Council's Planning Policy Team.

The Royal Tunbridge Wells Town Centre Plan will be a land use planning document - a Local Plan specific for the defined Royal Tunbridge Wells Town Centre and will comprise a Vision, strategy, masterplan and planning policies (including allocations) for the town centre to ensure its long-term prosperity and success. The production of a new RTW Town Centre Plan is both a priority of the planning service, and a corporate priority of TWBC to ensure the long-term future of the town centre.

It is envisaged that the findings of this study, together with other evidence, will assist the Council in drawing up masterplanning work, detailed site allocations and development management policies for the Town Centre Plan.

The methodology for the review must be robust and able to withstand scrutiny at the future RTW Town Centre Plan examination.

### **Lot value (estimated)**

- £20,000 including VAT

### **Same for all lots**

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Participation**

### **Particular suitability**

**Lot 1. Town Centre Masterplanning**

**Lot 2. Town Centre Office Market Review**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

13 June 2025, 11:59pm

### **Tender submission deadline**

20 June 2025, 12:00pm

### **Submission address and any special instructions**

Tenders must be submitted via the Kent Business Portal:

[www.kentbusinessportal.gov.uk](http://www.kentbusinessportal.gov.uk)

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Award criteria will be:

Cost - 20%

Quality - 60%

Interview - 20%

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## Procedure

### Procedure type

Below threshold - open competition

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## Contracting authority

### Tunbridge Wells Borough Council

- Public Procurement Organisation Number: PLDX-6964-RZQX

Town Hall, Monson Way

Royal Tunbridge Wells

TN1 1RS

United Kingdom

Email: [procurement@tunbridgewells.gov.uk](mailto:procurement@tunbridgewells.gov.uk)

Website: <http://www.tunbridgewells.gov.uk>

Region: UKJ46 - West Kent

Organisation type: Public authority - sub-central government