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Tender

Municipal Building: Design element for the cultural and creative transformation works to the Passmore Edwards Building, Falmouth

Falmouth Town Council

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

Notice identifier: 2025/S 000-046324

Procurement identifier (OCID): ocids-h6vhtk-056880

Published 5 August 2025, 6:28pm

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Scope

Reference

02(07/25)

Description

The Council invites response to this Invitation to Tender (ITT) from suitably qualified suppliers ("Suppliers") for the provision of a professional services design team for design services to overhaul the Passmore Edwards Municipal Building.

It should be noted that work consist of the following:

a) Internal works to redesign the internal gallery space (see brief). Initially this is to undertake RIBA Stages 0-2 which will inform a submission for funding. If approved, there

will be a second phase RIBA 3-4. The final stage RIBA Stages 5-6 will also be dependent on external funding applications.

b) The external works are at RIBA Stage 3 and have both Listed Building Consent and planning permission.

c) With the above exception for the external works, where the appointed professional services design team will be required to undertake RIBA stages 3 onwards, for all other aspects of the work they will be required to provide the professional services to undertake all the relevant tasks through the RIBA stages, including surveys, technical studies, business planning and the design of a practical and economically viable solutions through to contract administration.

Total value (estimated)

- £867,000 excluding VAT
- £1,040,400 including VAT

Above the relevant threshold

Contract dates (estimated)

- 29 September 2025 to 31 December 2025
- Possible extension to 17 September 2029
- 3 years, 11 months, 19 days

Description of possible extension:

Based on performance of contract, achieving of milestones and continuation of funding.

Options

The right to additional purchases while the contract is valid.

Services as scoped out in the Tender documents.

Main procurement category

Services

CPV classifications

- 71200000 - Architectural and related services
- 71300000 - Engineering services
- 71410000 - Urban planning services
- 71510000 - Site-investigation services
- 71520000 - Construction supervision services
- 71530000 - Construction consultancy services
- 71540000 - Construction management services
- 71600000 - Technical testing, analysis and consultancy services

Contract locations

- UKK30 - Cornwall and Isles of Scilly

Participation

Legal and financial capacity conditions of participation

Please refer to tender documents

Technical ability conditions of participation

Please refer to tender documents

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

18 August 2025, 11:59pm

Tender submission deadline

29 August 2025, 12:00pm

Submission address and any special instructions

Tenders to be submitted by email to:

procurement@falmouthtowncouncil.com

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

16 September 2025

Award criteria

Name	Description	Type	Weighting
Quality	Sub Criteria: Understanding the brief 40% Sub Criteria: The Design Team 25% Sub Criteria: Delivery Method and Programme 20% Sub Criteria: Partnering and Collaboration 15% Please refer to tender documentation	Quality	60%
Price	Sub-Criteria - Stage 1 & 2 (Fixed Price) - Internal works only 30% Sub-Criteria - Stage 3 to 7 (Based on estimated construction price) 70% Please refer to tender documentation	Price	30%
Social Value	Social Value Considerations (100%) Please refer to tender documentation	Quality	10%

Other information

Payment terms

Please refer to tender documents

Description of risks to contract performance

Please refer to tender documents

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[Above Threshold-ITT-Part A-Open Instruction_vFinal_29.07.25.pdf](#)

Above Threshold-ITT-Part A-Open Instruction_vFinal_29.07.25

[Above Threshold-ITT-Part B-Open Response_vFinal_29.07.25.docx](#)

Above Threshold-ITT-Part B-Open Response_vFinal_29.07.25

[Appendix 1 - Design brief RIBA 0_7 Municipal 2025_07_29 FINAL.pdf](#)

Appendix 1 - Design brief RIBA 0_7 Municipal 2025_07_29 FINAL

[Appendix 2 - RIBA Stages Summary.pdf](#)

Appendix 2 - RIBA Stages Summary

[Appendix 3 - Key Contract Conditions.docx](#)

Appendix 3 - Key Contract Conditions

[Appendix 4 - Asbestos Report MB FF RTP sept 2016.pdf](#)

Appendix 4 - Asbestos Report MB FF RTP sept 2016

[Appendix 4\(a\) Asbestos survey 2009.pdf](#)

Appendix 4(a) Asbestos survey 2009

[Appendix 5 - Falmouth Municipal Building Heritage Statement.pdf](#)

Appendix 5 - Falmouth Municipal Building Heritage Statement

[Appendix 6 Building Survey - Municipal Building, Falmouth Appendices-1.2.pdf](#)

Appendix 6 Building Survey - Municipal Building, Falmouth Appendices-1.2

[Appendix 7 - Passmore Edwards, Falmouth OCE October 24.pdf](#)

Appendix 7 - Passmore Edwards, Falmouth OCE October 24

[Appendix 8 - Cost Plan June 2025 - MEND Plus 6%.xlsx](#)

Appendix 8 - Cost Plan June 2025 - MEND Plus 6%

[P_0.1 - Dwg Falmouth library site plan.pdf](#)

P_0.1 - Dwg Falmouth library site plan

[P240045 - 200 Location & Site Plans.pdf](#)

P240045 - 200 Location & Site Plans

[P240045 - 201 Municipal Building Existing Ground & Mezzanine Floor Plans.pdf](#)

P240045 - 201 Municipal Building Existing Ground & Mezzanine Floor Plans

[P240045 - 202 Municipal Building Existing First Floor & Roof Plans.pdf](#)

P240045 - 202 Municipal Building Existing First Floor & Roof Plans

[P240045 - 203 Municipal Building Existing Elevations.pdf](#)

P240045 - 203 Municipal Building Existing Elevations

[Price Schedule 1_04.08.25.xlsx](#)

Price Schedule 1 - 04.08.2025

[FTC Clarification Log_v0.2_5.08.2025.xlsx](#)

FTC Clarification Log_v0.2_5.08.2025

Clarifications will be published against the Tender Notice on Find a Tender.

If interested in tendering for this project please ensure you add a "watch this notice" for alerts as from time to time additional information or clarifications may be published related to this tender.

It will be the responsibility of Bidders to ensure they are aware of all published clarifications and ensure that their bid has taken these into account.

In the event of any queries please contact:

procurement@falmouthtowncouncil.com

Contracting authority

Falmouth Town Council

- Public Procurement Organisation Number: PHJR-4374-DDHW

The Old Post Office

Falmouth

TR11 3QA

United Kingdom

Email: procurement@falmouthtowncouncil.com

Website: <https://www.falmouthtowncouncil.co.uk/>

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government