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Tender

Collett Park Gateway

Shepton Mallet Town Council

UK4: Tender notice - Procurement Act 2023 - view information about notice types
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Scope

Description

Project Aims

• To improve the facilities at the park, providing better experience for park users and residents.

• To support economic regeneration encouraging greater footfall to the town through the year.

• To make the park gateway more attractive, accessible and sustainable.

• To support people's health and well-being, bringing people in contact with one another and nature.

• To mark the beginning of the Strawberry Line enabling active travel and recreation.

3.2 Project Outcomes

The proposed indoor and outdoor spaces should maximise the potential of the site, creating a renewed sense of place whilst contributing to character, natural beauty and heritage of the park in an inclusive, fresh and innovative way. Proposals should

include:

• A safer, more welcoming, accessible and well-connected park entrance that reflects the significance of the park in the town and is attractive to passers-by.

• Modern and accessible toilets that meet the needs of the volume and diversity of park users, that may if feasible, include a Changing Places standard room. The toilets should operate separately from the café and be able to be locked remotely

to extend opening hours.

• Improved café appearance and function with the capacity to also serve outdoor/ takeaway refreshments at busy times of the year. Options to include as feasible:

> An updated, expanded kiosk with a covered outdoor area.

> An indoor space for around ten to fifteen covers.

> An area to be used as a community space e.g. for small meetings, workshops or events at quieter times.

• Tool storage and a small vehicle garage for the maintenance team. Store for four commercial refuse and three wheely bins.

• Collett Park and Strawberry Line signage.

• The re-siting of existing amenities as needed such as; the water fountain, existing park signs and defibrillator.

• The potential to develop areas of soft landscape elements with the park community over time.

• A welcoming space for cyclists at the beginning of the Strawberry Line with improved cycle connections from the Strawberry Line to Park Road and the town centre.

The building and outdoor spaces should be robust and sensitively lit and become part of the regular maintenance of the park. It is likely that the cafe will continue to be leased by an operator and not run by the Town Council.

Sustainability Outcomes

The design team should carry out energy modelling and Whole Life Carbon Assessments as necessary and set out to achieve the RIBA 2030 performance targets and 10% net gains in biodiversity as a minimum. An allowance has been made for the QS to coordinate the Whole Life Assessment at RIBA Stage 2. The design team should assess existing structures and their suitability for re-use as

elements or materials, use biobased and recycled materials where possible and design for disassembly and reuse.

Engagement Outcomes

The team will need to develop a communication and engagement strategy alongside the project programme. This should include periodically meeting the working party of Town Councillors to gain timely feedback and a workshop with the wider stakeholder group including disabled park users. Public engagement should

take place in the lead up to a Planning Application, to include hosting two public events and at a workshop with a local school. The design team should provide content and facilitate meetings and events, to be organised by SMTC. Sketch models and compelling 3D views are required to explain the project, support consultation and fundraising.

SMTC will run an online public survey to gather data and build evidence to support the case for the project. The team will need to contribute to the definition of questions for the survey and provide selected illustrations.

Outline Programme

Jan Feb 2026 Design Team Appointed

Feb / April 2026 RIBA Stage 2, Develop Concept Design & Make

Pre-Application Enquires

May / June 2026 Visualise possibilities and engage the public.

July / Oct 2026 RIBA Stage 3 & Planning Application

2027 RIBA Stage 4 and Tender & Start on Site.

Total value (estimated)

- £800,000 excluding VAT
- £1,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 March 2026 to 31 December 2026
- 9 months, 30 days

Main procurement category

Services

CPV classifications

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

12 December 2025, 12:00pm

Submission type

Tenders

Tender submission deadline

9 January 2026, 12:00pm

Submission address and any special instructions

projects@sheptonmallet-tc.gov.uk

www.sheptonmallet-tc.org.uk

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

25 February 2026

Award criteria

Name	Type	Weighting
Range of appropriate team experience and expertise	Quality	40%
Track record, design skill and technical capability, demonstrated by exemplar projects	Quality	40%
Suitability for the project	Quality	20%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Competition Outline

The Collett Park Gateway project is an opportunity to reconfigure the park's western gateway making a fresh and exciting contribution to the town. Shepton Mallet Town Council (SMTC) wish to appoint a design team to work collaboratively to

bring imaginative, sustainable design to this pivotal site.

Improving the arrival to this important public park will enhance users experience and attract greater footfall to the park year round, serving a growing local population. It will provide an attractive café and amenities with good indoor,

outdoor connectivity between spaces. It will improve accessibly and active travel connections marking the beginning of the extended Strawberry Line the cycle route and multi user path to Wells and Clevedon.

The project is led by a working party of Town Councillors and should continue to be informed by active stakeholder and public engagement.

Two Stage Competitive Selection Process

Design team selection will take place over two stages.

Stage One is a call for expressions of interest and Stage Two is an outline approach to the project and a fee bid to be presented in advance and at interview.

Shepton Mallet Town Council wish to see a compelling concept for the site develop, whilst inspiring and engaging the public. Gaining planning approval and communicating the benefit of improvements to the park gateway in a visual way will

be important to secure additional funding for the project. Once all funding is in place its anticipated that the project will start on site early in 2027.

The Selection Programme

Advertise the opportunity Friday 21st November 2025

Stage One - submission deadline Friday 9th January - 12 noon

Short-listed teams notified Wednesday 14th January 2026

Stage Two - submission deadline Friday 13th February 2026

Interviews 16th to 20th February 2026

Design team selected Wednesday 25th February 2026

Documents

Associated tender documents

https://sheptonmallet-tc.gov.uk/wp-content/uploads/2025/11/Collett-Park-Gateway.pdf

Technical specifications to be met

https://sheptonmallet-tc.gov.uk/wp-content/uploads/2025/11/Collett-Park-Gateway.pdf

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Contracting authority

Shepton Mallet Town Council

- Public Procurement Organisation Number: PZXQ-3893-LYQQ

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Shepton Mallet

BA4 5BS

United Kingdom

Contact name: Lorna Muffett

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Region: UKK23 - Somerset

Organisation type: Public authority - sub-central government