**ARCHITECTURAL, QS and PLANNING SERVICES TENDER**

**WILLEN ROAD SPORTS GROUND SITE – PHASE TWO DEVELOPMENT IN TWO STAGES**

**NEWPORT PAGNELL TOWN COUNCIL**

You are invited to tender for Newport Pagnell Town Council’s Architectural and QS services at Willen Road Sports Ground. Details of the tender are as follows:

1. **The current situation.** 
   1. Newport Pagnell Town Council will be receiving a sum of £2,000,000 plus index linking over four years for the refurbishment of Willen Road Sports Ground (WRSG) in Newport Pagnell.\* This will constitute Phase two of the refurbishment of the site, with Phase one (already completed) having provided a new Artificial Grass Pitch, and refurbished changing facility. We are therefore seeking a quotation for RIBA stages 0 to 4, site surveys, quantity surveying and successful submission of plans to the Planning Authority including obtaining planning approval. It is likely, but not guaranteed, that the approved architect will also be used for RIBA stages 5-7 to project manage the development.

\*See the attached index linking document to calculate the total amount available for this project. The period that index linking will be calculated is between 2021 quarter four and 2026 quarter one.

**OUR REQUIREMENTS FOR RIBA STAGES 0-4 REQUIRED FOR THIS TENDER**

* **Stage 0: Strategic Definition:**

This stage focuses on assessing project feasibility, understanding client requirements, and determining the best means of achieving those requirements without formal design work. Much of this work has already been completed by the Town Council and local clubs on site.

* **Stage 1: Preparation and Briefing:**

This stage involves developing a detailed project brief, budget, and feasibility studies, ensuring clarity before design begins.

* **Stage 2: Concept Design:**

Initial design concepts are developed, and the preferred design solution is chosen, including QS cost estimates with future values included and risk assessments.

* **Stage 3: Spatial Coordination:**

The chosen design concept is developed into a coordinated architectural, structural, and services design.

* **Stage 4: Technical Design:**

Technical details are finalized, including specifications, schedules, and drawings, with coordination with other disciplines. The necessary site surveys are undertaken to meet local planning authority requirements. Estimates are required for the costs of these surveys, which will be commissioned by the architectural company on behalf of the Town Council. Plans are submitted to the Planning Authority by the architectural company and receive planning approval.

* 1. Further funding may be available in the form of s106 contributions towards a pavilion and 30 parking spaces from the land currently belonging to Bloor Homes, earmarked for pitch development for the MK East Site. However, this funding will not be available in 2027. It is assumed it will only be available in 2029/30. Plans should therefore show the development that will take place, within the second stage of this Phase Two refurbishment, as well as within the first stage of this Phase Two refurbishment of WRSG.
  2. The site of WRSG is owned by Newport Pagnell Town Council, and much of it is leased to various stakeholders who operate from the site. These include the Newport Pagnell Tennis Club, the Newport Pagnell Town Football Club CASK, the Newport Pagnell Cricket Club, and the Newport Pagnell Sports and Social Club.
  3. The Council does not, for the purposes of this tender, bind itself to accept the lowest or any tender received and will also review past experience of the architect, experience in working with local councils, experience in getting plans passed through planning authorities, local knowledge and other matters such as health and safety record of the architects in making a final appointment decision.
  4. **Timing**

It is anticipated that consultation, plan design and land surveys should be completed by November 2025, although it is recognised that obtaining planning permission may take longer as it is subject to the availability of the Planning Authority.

1. **Specifics of the tender**
   1. The attached plan of the site shows the buildings that already exist on site and the buildings which are forthcoming. It is these building marked as forthcoming that will need to be planned, plus an expanded car park (tarmac and associated necessary drainage solution) plus new fencing for the exterior of the site and partial interior of the site, plus a cycle/pedestrian track to the new land that will in due course be acquired for playing pitches and a MUGA (not part of this project) plus drainage to address site areas that flood significantly. Agreement needs to be reached between all stakeholders as to the specifics of their requirements, so time needs to be allowed for consultation with each of them and with the Town Council. Thereafter plans needs to be drawn up, agreed between all stakeholders and the Town Council, and submitted to the Planning Authority in order to gain approval for the necessary works after the necessary site surveys have been completed. Your tender needs to include sufficient hours to hold meetings with each of the onsite clubs, and with the Town Council in order to come to an agreed design. Please specify the number of hours you are allocating to this purpose and the total number of hours you are allocating to the entire project. Providing low estimates of hours will not be beneficial, as these will adjust our overall assessment of price. You will also need to understand the cash flow limits of the project, which is likely to require delivery of the plans in two separate phases.
   2. The table below gives the basic items required for the site. Many of the specifications are to be agreed. The last two columns relating to price are to be completed after award of tender by the appointed Quantity Surveyor.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **DIMENSIONS/ SPECIFICATIONS** | **APPROXIMATE CURRENT PRICE** | **APPROXIMATE 2027 PRICE** |
| Pavilion for cricket including oval facing lounge, veranda, kitchen facilities, storage, toilets and changing rooms. \*\* | To be agreed. Fitted kitchen excluding white goods |  |  |
| Part of the above pavilion, but facing the opposite direction from the cricket lounge towards the tennis courts: toilets and storage facilities for the tennis club | To be agreed. One disabled toilet. One other toilet. |  |  |
| Adjacent to the tennis clubhouse, which is a temporary structure, a further structure to serve as the tennis lounge. | To be agreed |  |  |
| Two additional tennis courts | To standards of existing courts. |  |  |
| Fencing and lighting for two additional tennis courts. | To be agreed |  |  |
| Wire fencing between the tennis courts and the tennis toilets, to restrict entry to anyone who is not a playing member. | To be agreed |  |  |
| New changing facilities and toilets for football below the AGP on site | To be agreed |  |  |
| Additional changing and toilet facilities in an add on build. (separate entrance). This is likely to be built during the second phase of this development but plans should include this. | To be agreed. |  |  |
| Repurposing of the existing football changing room into storage and other facilities. This is likely to be done during the second phase of this development | To be agreed |  |  |
| Academy/meeting room/lounge/bar for football below the AGP on site | To be agreed |  |  |
| Lounge/bar for football below the AGP on site. This is likely to be done during second phase of the development. | To be agreed. |  |  |
| Kitchen provision for football below the AGP site. Part of Phase one. | To be agreed. Fitted kitchen excluding white goods |  |  |
| Addition car parking spaces adjacent to existing permeable parking and drainage solution. | 60 if possible with durable tarmac base and road to secondary exit. 30 delivered in first build, a further 30 in the second build. |  |  |
| Resurfacing of existing permeable parking area with tarmac, and drainage solution to meeting planning requirements for removal of permeable parking | To be agreed |  |  |
| Drainage solutions for three areas of the WRSG site that suffer from flooding during winter months | To be agreed |  |  |
| Fencing for WRSG site exterior | Palisade fencing to replace existing wire fencing for all boundaries or for agreed areas only. |  |  |
| Cycle track, pedestrian walkway between existing tarmac car park area and new site to southeast. | 3 m width, lit constructed to cycle track specifications. |  |  |
| Additional costs: planning fees, site surveys, landscaping, BREEAM |  |  |  |
| Your tender bid for RIBA stages 1-4 plus QS plus planning application/s |  |  |  |
| Contingency costs |  |  |  |
| **TOTAL PHASE TWO REFURBISHMENT COSTS** |  |  |  |

\*\* Below are two links which offer guidance on the design of pavilions, particularly for football, but these also relate to other sports.

[Clubhouses | Sport England](https://www.sportengland.org/guidance-and-support/facilities-and-planning/design-and-cost-guidance/clubhouses?referrerDomain=www.bing.com&initial_touch_point=/grant/Catering-Unit&leaving_point=/changing-pavilion-design-key-considerations)

[Changing Pavilion Design Key Considerations | Football Foundation](https://footballfoundation.org.uk/changing-pavilion-design-key-considerations?referrerDomain=www.bing.com&initial_touch_point=/grant/Catering-Unit&leaving_point=/grant/changing-pavilions-and-clubhouses)

**3. Council Members, Employees and volunteers**

**3.1 Members**

The Council has 16 members. Anyone who is associated by relationship or business arrangement with a council member or employee must declare this at the point of bidding for this tender.

**3.2** **Employees**

The Council has 10 employees.

**4. Tender Evaluation**

See the attached Tender Evaluation Sheet for information on how the tender bid will be scored.The Town Council will establish a tender evaluation panel to decide on the most suitable bidder.

**5. Inclusion of all documents in tender bid**

All documents included in the tender including:

* + The letter inviting you to tender which includes the tender document (this document)
  + The index linking sheet to determine total income for the build project
  + Your bill of quantities, to be made up covering each of the RIBA stages as outlined above, with specifics about costs for quantity surveying to RIBA stage 4, site surveys (estimated cost), pre-planning and obtaining and building regulations planning approval, your tendered hours for the whole project and your tender hours just for the consultation phase. Note that a pre-formatted bill of quantities is not supplied, but that your tender should include a bill of quantities. Your bill of quantities should culminate in a total price for all services outlined above, include estimates for all aspects of this tender that will be undertaken by others, such as site surveys.
  + The preliminary site plan
  + The tender evaluation matrix
  + Your body of evidence related to recommendations from other organisations you have worked with

shall be deemed to form part of the tender documents and shall be legally binding to your tender.

**6. Tender submissions.**

Please submit tenders by noon on 7th July 2025, by email to the [TownClerk@newport-pagnell.org.uk](mailto:TownClerk@newport-pagnell.org.uk) Should you have any queries regarding the terms of the tender contact the Town Clerk, Shar Roselman, on 01908 618756 or by emailing her at [TownClerk@newport-pagnell.org.uk](mailto:TownClerk@newport-pagnell.org.uk)