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| **QUOTATIONS TO BE RETURNED TO:**  <https://in-tendhost.co.uk/tamworthbc> | **Invitation Date: 16 July 2025** |
| **IN THE EVENT OF ANY QUERIES, PLEASE USE THE CORRESPONDENCE FACILITY ON THE IN-TEND PORTAL** |

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| **INSTRUCTIONS TO PROVIDERS**  1. Quotations are requested for the provision of a Feasibility Study for Tamworth Town Hall.  2. Quotations **MUST** be made in either pdf format or in a format which is compatible with Office 365 and documents submitted electronically via the in-tend portal at <https://in-tendhost.co.uk/tamworthbc> by:   1. **NOON on Tuesday 19 August 2025.** 2. Any problems uploading submissions **MUST** be reported to the Corporate Procurement Team (Tel: 01827 709371 Email: [procurement@tamworth.gov.uk](mailto:procurement@tamworth.gov.uk) before the submission deadline. Where a provider (the ‘Provider’) of a supply and/or service is unable to upload their submission and the report of the problem is received after the submission deadline, this will result in the disqualification of the submission. 3. Providers must complete the attached price schedule and provide any attached additional information requested. 4. The Provider agrees and accepts that any Quotation submitted by the Provider shall remain open for acceptance for a period of ninety (90) days from the closing date for the receipt of Quotations, and shall not alter, amend, vary or withdraw without the prior written agreement of Tamworth Borough Council (the ‘Council’). 5. Quotations other than on this form will not receive consideration. The Council reserves the right to disqualify Quotations received where the Quotation does not comply with the Specification or any other conditions as stated in the Invitation to Quote (ITQ) document and/or; does not include all documentation or information requested/required by the Council as stated in the ITQ document and/or; requires or implies any variation to the terms and conditions of the contract (the ‘Contract’) as set out in the ITQ document and/or includes Prices and/or Rates which are stated in the Provider’s Quotation as being subject to variation or are uncertain, imprecise or not presented in the form prescribed in the ITQ document. 6. The Council is not obliged or bound to accept the lowest or any Quotation. 7. The Council’s General Conditions of Contract for Provision of Services will apply to any subsequent Contract. Providers may view the Terms & Conditions on the Council’s website at <http://www.tamworth.gov.uk/budgets/spending/tenders-and-contracts>. Providers accept that by responding to this ITQ and in the event their Quotation is accepted, they will enter into and execute a Contract subject to the Terms and Conditions of Contract without amendment, deletion or addition. Providers also accept that by responding to this ITQ they are accepting that the Terms and Conditions of the ITQ and any subsequent Contract are in all circumstances fair and reasonable in all respects and the contractor (the ‘Contractor’) shall be bound by the Terms and Conditions of the Contract forthwith and with effect from the Commencement Date of the Contract. 8. Any correspondence or request for clarification related to this ITQ must be submitted in writing via the Correspondence facility on the In-tend portal. Any such requests must be made at least ninety-six (96) hours prior to the submission return time and date deadline. Queries and/or requests for clarification will NOT be answered after the 4 day deadline. Replies will be sent to all Providers as a Clarification Notice via in-tend, although the anonymity of the person raising the query will be maintained.   10. The Council is responsible for determining the IR35 status of a contractor where they fall under the definition of a personal services company, and will be required to deduct tax at source, including Pay As You Earn (PAYE) and National Insurance (NI), through the Real Time Information (RTI) system where appropriate. |

1. **Introduction**
   1. The Council is seeking to appoint a suitably qualified and experienced architectural firm to undertake a comprehensive feasibility study for the Town Hall in Tamworth town centre. The objective of this study is to evaluate the current and potential future use of the Town Hall, examine its physical capacity and limitations, facilitate stakeholder consultation, and explore options for funding and refurbishment.
   2. Tamworth Town Hall, located on Market Street in Tamworth, Staffordshire, is a Grade II\* listed building renowned for its historical significance and architectural elegance. Constructed in 1701, it stands as one of the town's most iconic landmarks.
   3. Today, the Town Hall is owned by Tamworth Borough Council and serves as a venue for various civic functions and events.
   4. A feasibility study was undertaken by Purcell in 2021 with a fully costed condition survey. The Council is now seeking a more detailed and fully costed options appraisal to inform future decision-making.

**Objective**

1. To assess the current and potential future use of Tamworth Town Hall in a way that respects its heritage status while exploring opportunities for improved utilisation, community engagement, and sustainable operation.
2. **Scope**
   1. **Review of Existing Building Use and Condition**
   2. The Provider must undertake a desktop and site-based assessment of the current Town Hall building, including layout, usage patterns, capacity, compliance, and any notable limitations or challenges.
   3. The Council requires the Provider to review the available documentation such as floorplans, previous reports, compliance certificates, and building history.
   4. The Provider must provide an initial summary of the building’s functional performance, opportunities for enhancement, and constraints.
3. **Identification and Assessment of Future Use Scenarios**
   * The Provider will be expected to develop and assess a range of potential future uses for the Town Hall for example but not limited to a community hub, cultural space, council functions, commercial tenancy, hybrid uses.
   * The Provider must Evaluate each scenario in terms of:
   * Functional and spatial feasibility
   * Heritage and planning implications
   * Operational sustainability and community benefit
4. As part of your submission, the Council requests that you must provide details of the development of:
   1. A Long List of potential future use scenarios for Tamworth Town Hall, based on your analysis of the building’s current condition, heritage context, and stakeholder engagement. Each option should include a brief description, feasibility assessment, indicative costs, and strategic implications.

5.2 A Short List derived from the long list, consisting of 3–5 preferred scenarios. These should be selected according to clear criteria such as community benefit, heritage compatibility, operational viability, and alignment with Council priorities.

1. **Stakeholder and Community Consultation**

The Provider must design and deliver a targeted engagement process involving:

* + Community members and user groups
  + Council officers and elected member
  + Key stakeholders (e.g., heritage advisors, accessibility advocates, service providers)
  + The Provider will facilitate workshops, surveys or interviews (as appropriate) to gather feedback on current issues and future opportunities.

1. **Physical, Heritage, and Regulatory Constraints Analysis**

The provider will identify and assess key physical and regulatory limitations including:

* Structural issues
* Accessibility and compliance (e.g., DDA, fire safety)
* Heritage restrictions (Grade II\* Listed building or planning overlays)

And summarise the implications of these constraints for future redevelopment or reuse options.

**8. High-Level Financial and Funding Analysis**

The Provider must

* Provide indicative (order-of-magnitude) capital cost estimates for preferred options.
* Outline operational cost considerations where relevant.
* Identify potential funding sources (e.g., government grants, philanthropic opportunities, partnership models).
* Suggest pathways for future funding and implementation.

**9. Recommendations and Next Steps**

Clear, practical recommendations based on the analysis and engagement findings must be presented. These will outline suggested next steps including potential design phases, further investigations, or funding applications. The Provider must ensure all findings are consolidated in a professional report format, supported by visual material where relevant.

* 1. Deliverables

The Provider must complete a comprehensive Feasibility Report with Clear Recommendations and provide a detailed written report covering:

* An Assessment of the current condition, use, and performance of the existing building.
* Identification of potential future uses (e.g., community hub, cultural venue, civic administration, commercial hire, hybrid models).

The Feasibility Report must contain:

* A comprehensive long list of future use options
* A concise short list of preferred scenarios
* Rationale, visuals, and costing for each option

Analysis of each option in terms of:

* Functional suitability
* Community benefit
* Operational viability
* Compatibility with planning and heritage frameworks
* Corporate Priorities
* A comparative summary of scenarios with clear recommendations based on evidence, engagement findings, and feasibility assessments.
* Risk analysis and identification of potential project delivery challenges.

2. Visual or Spatial Concepts for Potential Layouts or Uses (Where Appropriate)

To support understanding and exploration of future options, provide:

* Conceptual space planning diagrams or annotated floorplans showing potential spatial arrangements.
* 2D visualisations or sketches illustrating how key areas could be reconfigured or adapted.
* A high-level explanation of how these concepts respond to access, compliance (e.g., DDA), safety, and building services considerations.
* Concepts should reflect flexible and adaptable use where possible and not imply detailed design.

Note: These are conceptual only and are not required to be full architectural drawings or construction-ready documents.

3. Engagement Summary

A summary report capturing the outcomes of community and stakeholder engagement:

* Overview of engagement methods used (e.g., surveys, workshops, interviews).
* List of stakeholder groups consulted, including community members, user groups, council staff, and elected members.
* Summary of key themes, needs, aspirations, and concerns expressed during consultation.
* Explanation of how feedback informed the development of options and recommendations.

Include anonymised quotes or illustrative feedback where relevant.

4. High-Level Costings for Recommended Works and Options

Indicative financial breakdowns to guide council planning and funding applications, including:

* Preliminary capital cost estimates for each proposed option or scenario (based on current industry benchmarks).
* Commentary on assumptions used in preparing costings (e.g., extent of works, inflation, contingencies).
* Operational cost implications (e.g., staffing, maintenance, utilities) where known or applicable.
* Identification of potential funding sources such as government grants, public-private partnerships, philanthropic opportunities, and staged funding options.

**A first draft must be produced by November 2025**

These deliverables will form the foundation for the Council’s next steps, including community consultation, business case development, and potential funding applications. The final submission should be provided in both editable (e.g., Word/Excel) and presentation-ready (e.g., PDF) formats.

1. **Site Visit Invitation**

As part of the tender process, we invite all interested Providers to attend a site visit at Tamworth Town Hall to better understand the scope of the project. A site visit can be booked using the correspondence facility in Intend.

Site Visit Details: Tamworth Town Hall, Market Street, Tamworth, B79 7LU

Date: Wednesday 06th August 2025

Time: Time to be arranged with tenderer.

Purpose of the Visit:

The site visit will provide an opportunity for tenderers to Inspect the Town Hall and assess its condition. To ask questions and clarify any details regarding the project and review specific requirements or constraints related to the site.

Any clarifications provided or questions raised during the site visit will be recorded and subsequently shared with all participating suppliers to ensure transparency and equal access to information.

**EVALUATION GUIDANCE**

**What MUST be submitted by the Provider with their Quotation?**

Providers must include the following when submitting their Quotation:

1. A completed Price Schedule.
2. A completed Additional Information Required form.
3. Sufficient information and detail to address the requirements described below under Section 2 – Quality for each listed criterion. Failure to provide the required information with your Quotation will result in your submission losing marks.
4. Sufficient information and detail to address the requirements described below under Section 3 – Social Value. Failure to provide the required information with your Quotation will result in your submission losing marks.

**Evaluation Procedure & Guidance**

The evaluation process will identify the most advantageous Quotation and the Contractor will be selected on this basis and the Contract awarded. As stated in paragraph 7 of the Instructions to Providers, the Council is not obliged or bound to accept the lowest or any Quotation.

The criteria to be used by the Council in the evaluation process will be those set out below which include:

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| **ITEM** | **CRITERIA** | **WEIGHTING** |
| **1** | **Price** | **30%** |
| **2.** | **Quality** | **65%** |
| **3.** | **Social Value** | **5%** |

1. **PRICE**

The overall weighting for Price is 30%. This will be evaluated using the following methodology:

Lowest Quoted Price x Weighting = Score

Quoted Price

1. **QUALITY**

The overall weighting for Quality is 65%. This has been further broken down into the questions and weightings below.

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| **Q1. Project, Delivery & Implementation** | **Weighting 20 %** |
| Please explain your approach to delivering the project. Your response should include, but not be limited to:   * Clarity and logic of the proposed approach to delivering the feasibility study. * Understanding of the project brief, key deliverables, and constraints. * Project management approach, including timelines and risk management.   **Assessment Criteria**  Tenderers must clearly demonstrate and evidence the following within their response:   * Clear, detailed, realistic proposals providing reassurance that all aspects of the project will be met. * Response demonstrates an understanding of the requirements set out in the specification. * Knowledge and understanding of key risks with effective proposals to mitigate. | |
| **Please respond below in no more than 1000 words** | |

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| Q2. Experience and Capability | **Weighting 20%** |
| Please explain your approach to delivering the project. Your response should include, but not be limited to:   * Demonstrated experience delivering feasibility studies for civic, heritage or public-use buildings. * Experience working with local government or similar public-sector clients. * Capability of proposed team, including qualifications and relevant project experience.   Assessment Criteria  Tenderers must clearly demonstrate and evidence the following within their response:   * A clear, structured and appropriate approach to delivering feasibility studies in similar civic or heritage contexts * Understanding of the public-sector client environment, including governance, decision-making, and stakeholder expectations * Robust team structure with relevant professional qualifications and proven experience in comparable projects * Realistic and credible methodology that responds to the project brief and anticipated challenges | |
| **Please respond below in no more than 1000 words** | |

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| **Q3 Community and Stakeholder Engagement** | **Weighting 15%** |
| * Proposed strategy for engaging a wide range of stakeholders, including local residents, community groups, council staff, and elected members. * Demonstrated understanding of inclusive and meaningful consultation methods. * Integration of feedback into the feasibility outcomes.   Assessment Criteria  Tenderers must clearly demonstrate and evidence the following within their response:   * A clear and robust stakeholder engagement strategy that is inclusive, well-considered, and appropriate to the community and project context * Understanding of best-practice consultation methods, including how underrepresented voices will be reached and included * Effective systems or approaches to incorporate stakeholder feedback into decision-making and final feasibility recommendations * Confidence that the proposed engagement will build trust, foster collaboration, and positively inform the project outcomes | |
| **Please respond below in no more than 500 words** | |

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| **Q4 Understanding of Building Constraints** | **Weighting 10%** |
| * Awareness of physical, regulatory, and heritage limitations of the existing Town Hall building. * Ability to assess structural and spatial capacity for potential new uses. * Proposed strategy for identifying key constraints and addressing them in recommendations.   Tenderers must clearly demonstrate and evidence the following within their response:   * Clear understanding of the site’s physical fabric, statutory heritage constraints, and regulatory context (e.g. planning, building control, accessibility) * Proven methodology for assessing structural and spatial conditions, including capacity for adaptation or reuse * A robust and realistic strategy for identifying, prioritizing, and responding to key constraints in the development of feasibility options * Confidence that the approach will safeguard heritage value while supporting viable, practical outcomes | |
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Each criterion will be marked on a scale of 0 to 5. The table below sets out how these marks are allocated:

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| **0** | **Unacceptable** | Unable to assess due to the lack of evidence/unsatisfactory level of detail provided. The proposal does not demonstrate an understanding of the Council’s requirements and issues with the proposal either being non-compliant or with a major risk that the intended outcomes/ performance standards will not be achieved and delivered |
| **1** | **Poor** | The proposal demonstrates extremely limited understanding of the Council’s essential requirements, with a significant risk that the majority of the intended outcomes/ performance standards will **not** be achieved and delivered with the level of evidence in support of the proposal deficient in the majority of areas. Proposal shows significantly more weaknesses than strengths. |
| **2** | **Concern** | The proposal demonstrates some understanding and addresses some of the Council requirements. There is a risk that some of the intended outcomes/ performance standards will **not** be achieved and delivered with the level of evidence in support of the proposal deficient in certain areas and requires the reviewer to make assumptions. Proposal shows a balance of weaknesses and strengths. |
| **3** | **Acceptable** | The proposal demonstrates reasonable understanding of all or most of the Council requirements and issues and provides an acceptable degree of confidence that all or most of the intended outcomes/ performance standards will be achieved and delivered with an acceptable level of evidence in support of the proposal, but with some minor reservations. Proposal shows more strengths than weaknesses. |
| **4** | **Good** | The proposal demonstrates a good understanding of all of the Council’s essential requirements and issues and provides a high degree of confidence that all or most of the intended outcomes/ performance standards will be achieved and delivered with the level of evidence in support of the proposal fully meeting expectations. |
| **5** | **Excellent** | An excellent response which demonstrates a comprehensive understanding of all of the Council’s essential requirements and issues and providing an exceptional degree of confidence that all or most of the intended outcomes/ performance standards will be achieved and exceeded in most respects with the level of evidence in support of the proposal exceeding expectations and demonstrating clear and strong evidence of delivery. |

Once marked, each response to the criterion shall have its score calculated as follows:

Mark Awarded x Weighting (%) = Score

Maximum Mark Available

1. **Social Value**

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| **Q1 Social Value** | **Weighting 5%** |
| The Council is actively seeking providers who share their commitment to proactively deliver social value to the Borough. Bidders are free to choose those measures that are proportional and relevant to their business and this contract from the attached Social Value Priorities and Pledges document.  **Assessment Criteria**   * Proposals are clear, realistic and provide reassurance that the provider has a credible process in place to deliver the pledges being offered. * Any pledges promised will need to be evidenced throughout the term of the contract. The Provider must detail how they will measure the pledges and report back to the Council. | |
| **Please respond below in no more than 500 words** | |

Responses for Social Value will be marked on a scale of 0 to 5. The table below sets out how these marks are allocated:

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| **Score** | **Rating** | **Rationale** |
| **0** | **Unacceptable** | **Does not meet the requirement. Does not comply and/or provides insufficient information to demonstrate that the bidder has the understanding or ability to deliver social value commitments.** |
| **1** | **Very Poor** | **Significant reservations regarding the bidder's understanding and ability required to provide social value, with little or no ' evidence to support the response** |
| **2** | **Concern** | **Some reservations regarding the bidder's understanding and ability required to provide social value with minimal evidence to support the response** |
| **3** | **Acceptable** | **Satisfies most aspects of the requirement. The response demonstrates the commitment, understanding and ability required to deliver social value, with evidence to support it and where the evaluator has reservations, these are minor in nature** |
| **4** | **Good** | **Satisfies all or almost all aspects of the requirement with good clarity. The response demonstrates the understanding, relationships and ability required to deliver social value. The response clearly identifies clear local responses and provides a clear action plan for delivery. Whilst there may be slight deficiencies in some areas these do not detract from the overall solution offered.** |
| **5** | **Very Good** | **Satisfies all aspects of the requirement. The response demonstrates exceptional local awareness, understanding and ability required to deliver social value. Response identifies factors that will offer a clear lasting legacy locally with a robust local action plan** |

Once marked, each response to the criterion shall have its score calculated as follows:

Mark Awarded x Weighting (%) = Score

Maximum Mark Available

**PRICE SCHEDULE**

A fixed price is envisaged for this project. The total cost for the feasibility study must not exceed £40,000, exclusive of Value Added Tax (VAT).

Please provide a detailed cost breakdown for the following disciplines, including but not limited to:

Architect’s time and fees, Quantity Surveyor’s time and fees. Any other relevant professional disciplines, such as Structural Engineer, M&E Consultant, or Planning Consultant, if applicable

All prices shall be exclusive of VAT but must include all charges, costs, disbursements, and expenses (including, without limitation, all costs and charges for labour, parts, materials, travel, and other expenses, all relevant taxes, other than VAT, duties, and other relevant and applicable sums).

Payment Terms

Payment for the Services shall be made by the Council to the successful Contractor on completion of the Services, provided that the Services have been properly delivered to and accepted by the Council.

Payment Due: 28 days from the date of receipt and acceptance of correct invoice documentation by the Council.

Invoice Submission: Invoices must be emailed to creditors@tamworth.gov.uk and must clearly state the Contract Number and Purchase Order Number at that time.

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| **Item** | **Description** | **Unit Price (excl VAT) [£’s]** | **Less any Discount (%)** | **Item Total Price**  **(excl. VAT)**  **[£’s]** |
|  | **Town Hall Feasibility Study** |  |  |  |
|  |  |  |  |  |
| **TOTAL PRICE** | | | |  |

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| We hereby offer to provide the services at the prices stated on this and any attached forms in accordance with Tamworth Borough Council’s General Conditions of Contract for Provision of Services. | | |
| Signed: | | Date: |
| Full Name: | | Designation: |
| Company Name: | | |
| Company Address: | | |
| Tel No. | E-Mail Address: | |

**ADDITIONAL INFORMATION REQUIRED**

Please ensure that all questions are completed in full and in the format requested. Providers may attach details to their Quotation but please ensure they keep to the following format.

Whilst reserving the right to request information at any time throughout the procurement process, the Council hereby enables the Provider to self-certify in their Quotation submission that they comply with the requirements listed below. Providers who self-certify that they meet these requirements may be required to provide evidence of this if they are successful at contract award stage. If the relevant documentary evidence is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

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| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | |
| Employer’s (Compulsory) Liability Insurance\* = £10,000,000 | YES/NO |
| Public Liability Insurance = £5,000,000 | YES/NO |
| Professional Indemnity Insurance | N/A |
| \* *It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | |

**Please note that a failure to answer “Yes” to the above questions may result in your tender being rejected.**

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| Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 | |
| 1. Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | YES/NO |
| 1. If you have answered yes to the above question are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | YES  *(Please provide the relevant URL …)*  NO  *(Please provide an explanation)* |

**Please note that where you have answered “Yes” to question (a) above, a failure to answer “Yes” to question (b) above may result in your tender being rejected.**

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| Please provide the number of employees in your organisation |  |

**The above question is for information only**

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| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | YES/NO |

**Please note that a failure to answer “Yes” to the above question may result in your tender being rejected.**

**IMPORTANT**

The Provider must declare any conflict of interest in relation to the Council’s requirement. The Council may exclude the Provider if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Provider to inform the Council, detailing the conflict in a separate Appendix to their Quotation. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.

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| Signed: | Date: |
| Print Name: |  |
| Designation: | Company: |
| Tel No: | E-Mail Address: |