



# **INVITATION TO TENDER**

## **8 Trickett's Arcade**

### **SHOP UNIT REFURBISHMENT**



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**Please read this entire document before completing your response.**

## IMPORTANT NOTICE

This Invitation to Tender (“ITT”) is issued to Tenderers, their professional advisers and other parties essential to preparing a tender for this Contract (the “Tender”) and for no other purpose.

The contents of this ITT and of any other documentation sent to you in respect of this tender process, are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant legislation, particularly in relation to public procurement.

### 1.0 INSTRUCTIONS:

**Rossendale Borough Council is seeking the expertise of a construction company to assist with the shop unit refurbishment of 8 Trickett’s Arcade, Waterfoot.**

- 1.1.1 Rossendale Borough Council (“the Council”), is inviting you to tender for the provision of those services described in section 2 below (Specification) (“the Service”).
- 1.1.2 You are required to submit your Tender to meet the specification set out in Section 2 of this Request for Tender.
- 1.1.3 It is essential that you comply with the following instructions in the preparation and submission of your Tender. The Council reserves the right to reject any Tender that does not comply with these instructions.
- 1.1.4 Tenders must be received by **10am Wednesday 15<sup>th</sup> October 2025** Any Tender submitted after this date and time will be disregarded by the Council.

#### 1.1.5 Procurement timescale:

The process is being conducted in accordance with the following indicative timescale but this is subject to the completion of a lease agreement with the building owner:

Tender document issued	Friday 19 <sup>th</sup> September 2025
Register of interest in opportunity	Monday 29 <sup>th</sup> September 2025
Contractor open day	Thursday 2 <sup>nd</sup> October 2025
Closing date for receipt of tender	10am Wednesday 15 <sup>th</sup> October 2025
Start of assessment period	Thursday 16 <sup>th</sup> October 2025
Contract award	No later than Thursday 30 <sup>th</sup> October 2025
Project start date	W/c 10 <sup>th</sup> November 2025
Project completion date	No later than 6 weeks from the project commencement date.

1.1.6 Bidders are requested to register their interest by Monday 29<sup>th</sup> September 2025 to: [EconomicDevelopment@rossendalebc.gov.uk](mailto:EconomicDevelopment@rossendalebc.gov.uk) to ensure that any amendments or questions can be shared with all interested parties. Clarification questions should be submitted to the same email no later than 7 calendar days prior to close date. Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all registered interested parties.

1.1.7 Other than the registered officers, **Dawn Lawler and Leah Newton**, no other Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this Tender, or any other matter relating to the Contract. Any attempt to lobby for or against to Members or Officers of the Council or media during the tender process may be considered grounds for exclusion.

1.1.8 **Completed tenders must be sent to the following email only:** [tenders@rossendalebc.gov.uk](mailto:tenders@rossendalebc.gov.uk) **no later than 10am on Wednesday 15<sup>th</sup> October 2025.** In the event of a large submission tenderers are requested to send several emails which are clearly numbered and indexed and titled: **8 Trickett's Arcade – Shop Unit Refurbishment.**

1.1.9 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.

1.1.10 Your tender must include the following documents:

- Fully priced schedule and cost breakdown
- Response to quality criteria questions
- Certificate of Non-Collusion and Non-Canvassing
- Acknowledgement and Agreement of the Terms and Conditions
- Acknowledgement of Working with Partners Agreement

The Council reserves the right to reject any tender where the Tender Response has not been fully completed or that does not meet the tender return timescale.

- 1.1.11 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the Tender. All such further documentation that may be issued shall be deemed to form part of the Tender and shall supplement and/or supersede any part of the Tender to the extent indicated.
- 1.1.12 A Tender submitted in accordance with this Request for Tender will be deemed to remain open for acceptance or non-acceptance by the Council for a period of 90 days from the closing date stipulated. The Council may accept the Tender at any time within this prescribed period. The Council shall, however, not be bound to accept the lowest or any quotation.
- 1.1.13 If your Tender is accepted by the Council, you will be required to enter into a JCT Minor Works Building Contract 2016 contract sitting alongside the Council's Standard Terms and Conditions ([standard terms and conditions of contract](#)) for the provision of the Services ("the Contract"). The Contract shall incorporate the terms and conditions published with this Request for Tender.
- 1.1.14 Your Tender must be completed in full and in English.
- 1.1.15 Your Tender must be submitted in Microsoft Word format and any supporting documentation must be submitted in Microsoft Word, Microsoft Excel or Adobe PDF format. It is your responsibility to ensure that the Council receives your tender by the specified deadline. In the event that Tenderers believe that they are unable to submit a Tender through the electronic system or require assistance they must contact the Procuring Officer **no later than 4 calendar days before the submission date for the Tender** to enable any technical queries to be investigated and resolved.
- 1.1.15 Your Tender must be signed and dated where required.

## **2.0 SPECIFICATION**

Rossendale Borough Council is going out to tender to appoint a construction company, preferably experienced in Heritage projects to complete the refurbishment of vacant shop unit, 8 Trickett's Arcade, into a flexible community hub. These works must be completed by 31st January 2026.

### **2.1 Background:**

- 2.1.1 Rossendale Borough Council has secured funds from the UK Shared Prosperity Fund (UKSPF) to deliver regeneration projects in Waterfoot, aiming to act as catalysts for growth and investment. Once a thriving hub of textile and footwear production during the Industrial Revolution, Waterfoot has since faced economic decline but is now developing a reputation for creativity and community, making it an important part of Rossendale's wider identity.
- 2.1.2 At the heart of Waterfoot's history is Henry Trickett, whose contributions in the Victorian era included the creation of Trickett's Arcade (Victoria Arcade), a Grade II listed mixed-use building. While most of its residential units remain occupied, many retail units stand vacant, and the building's external condition requires significant investment. Located within the proposed Waterfoot Conservation Area, the Arcade is both a historic asset and a priority for regeneration.
- 2.1.3 To support this, the Council is taking on a lease of a vacant unit within Trickett's Arcade to create a flexible community hub. This refurbished space will showcase the work of local creatives and host a variety of community activities, from exhibitions to book clubs and social groups, strengthening Waterfoot's cultural identity and encouraging greater community engagement.
- 2.1.4 The full scope of refurbishment works is outlined in the supporting documents within Appendix A, which should be completed as part of your tender submission.

## 2.2 Scope of Works

### 2.2.1 In summary, the works include:

- Installation of a DDA-compliant WC on the ground floor
- Installation of a small kitchenette on the ground floor
- Like-for-like replacement of the external door
- Painting of the existing external shopfront
- Completion of the lower-ground-floor WC (left unfinished by previous tenants)
- Improvements to walls, floors, and ceilings
- Installation of additional lighting within the unit
- Temporary panelling will be installed along the affected wall to screen areas of water ingress from public view. The panelling will incorporate removable sections to facilitate ongoing inspection and monitoring of damp, ingress, and mould.

2.2.2 Rossendale Borough Council will be hosting an open day on **Thursday 2nd October 2025** for interested parties to view the shop unit and take measurements to allow for accurate pricing. Please contact [LeahNewton@rossendalebc.gov.uk](mailto:LeahNewton@rossendalebc.gov.uk) to book a visitation slot.

2.2.3 There is an element of water ingress along one wall of the shop unit, caused by issues with the roof above. The contractor will need to review and recommend a solution for the ingress until the root cause of the problem is rectified. Rossendale Borough Council is working closely with the property owner to find a permanent solution as soon as possible.

2.2.4 **Please note: The commencement of these works is conditional upon the formal lease agreement being executed between Rossendale Borough Council and the building owner.**

2.3 This refurbishment project forms part of the wider Waterfoot Masterplan (Appendix B), which sets out a vision for revitalising the town through heritage-led regeneration, support for local businesses, and the promotion of arts and culture. Converting a long-vacant shop unit into a community and arts space will not only address vacancy in the town centre but also provide a hub for creative and cultural activity, supporting local people and businesses while contributing to Waterfoot's distinctive character and future conservation area status.

## **2.4 Provision of Information:**

2.4.1 The Council will provide as much information as possible to assist with this piece of work. This will include relevant information from the following sources:

2.4.2 Package of drawings within Appendix A includes:

- Schedule of works
- Finishes specification
- Mood images document
- Drawing register
- Existing and proposed GA plan
- Existing and proposed flooring plan
- Existing and proposed ceiling and lighting plan
- Existing and proposed decoration plan
- Proposed internal elevations
- Condition survey of the unit from February 2025

Other:

- Waterfoot Masterplan (APPENDIX B)
- Certificate of non-collusion & canvassing (APPENDIX C)
- JCT Minor Works Contract (APPENDIX D)
- Working with partners (APPENDIX E)
- RBC's Standard Terms & Conditions Acceptance (APPENDIX F)

## **2.5 Management Arrangements:**

2.5.1 The commission will be managed by the Economic Development Team led by the Economic Development Officers, Dawn Lawler and Leah Newton. The Economic Development Team will co-ordinate liaison between the contractor, dedicated contract admin and cost consultant, and other relevant Officers in the Council and other organisations, where necessary.

## **2.6 Submission Requirements:**

2.6.1 Tenderers are invited to submit proposals to Rossendale Borough Council for consideration demonstrating the following:

- An understanding of the brief and requirements
- A fully costed Scope of Services as provided in this tender document;

## **2.7 Resources and Personnel:**

2.7.1 Tenderers must specify how their project team will be set up, who will lead it and the roles each member of the team will play; the roles and responsibilities of any sub-consultants should also be set out clearly. CVs of the key project personnel be provided.

2.7.2 A clear day to day project manager must be identified who will be the main contact and who will have full knowledge of every aspect in the preparation sections of the Tender and that that any immediate issues can be quickly addressed, or meetings attended at short notice.

## **2.8 Capability Statements and References:**

Economic Development Rossendale Borough Council



- 2.8.1 Contractors will be required to demonstrate a proven track record with regards to the requirements of the commission.
- 2.8.2 Please provide details of two comparative or relevant projects carried out by your organisation project (please limit each example to one double-sided A4 page).

### **2.9 Fee Proposal:**

- 2.9.1 The Council has a maximum budget of £85,000 set for the delivery of the project. Bidders should clearly set out their fees involved, including a breakdown of the fees for each of the persons involved in undertaking the refurbishment.
- 2.9.2 - The fee for the project will be fixed in advance and include all expenses **excluding VAT**.
- 2.9.3 - The cost of attending weekly progress meetings during the course of the project should be included in the fee to be submitted. Contractors are also expected to submit two valuations throughout the course of the programme.
- 2.9.4 - In terms of arrangements for fee payments; all fees will be agreed prior to the start of the contract.

### 3.0 EVALUATION CRITERIA AND SELECTION PROCESS:

- 3.1 The criteria described in this Request for Tender is the Criteria used by the Council to determine the Most Advantageous Tender. You must provide the information required in section 5 (Tender Response). The information you provide will be evaluated by the Council using the criteria described below and the Contract will be awarded to in accordance with this criterion.

Your Tender Response will form part of the Contract.

The Council reserves the right to request you to attend an interview to clarify matters contained within you Tender Response.

- 3.2 Tenders will be scored using the following criteria:

**Cost: 40%**

**Quality 60% to include:**

Criteria	Maximum Potential Score	Weighting	Total Maximum Potential Score
<p><b>1) Construction Method &amp; Programme</b></p> <p>Please provide a method statement to demonstrate how you would manage the works. Provide a Gantt chart and indicative programme of works.</p> <p>Please outline your approach on carrying out work on a listed building within a historic setting.</p> <p>The Arcade is on a busy main road close to a busy mini-roundabout. Please detail your approach for the delivery of materials.</p> <p>Please detail how you would manage any dangerous equipment/machinery in the public setting.</p>	5	3	15

<b>2) Experience</b> Please provide two examples of previous experiences of working on similar development projects preferably any of the following: <ul style="list-style-type: none"> <li>• Works to a listed building</li> <li>• Works of a similar scope / similar type of building</li> <li>• Works to a similar budget</li> </ul>	5	3	15
<b>3) Qualifications and Accreditations</b>  Please supply evidence of any relevant qualifications and accreditations your organisation, or individual employees have.	5	2	10
<b>4) Social Value</b> Please outline any activities your organisation does to contribute to social value in Rossendale.  This may include initiatives with environmental, social, or economic impact.  If your organisation does not operate within Rossendale, please outline your corporate social responsibility activities within the area where your business is based.	5	2	10
<b>5) Legal and Finance</b> Please provide the following as part of your submission: <ul style="list-style-type: none"> <li>• Insurances</li> <li>• Agreement to Council T&amp;Cs</li> <li>• Company registration number</li> <li>• CHAS, Construction Line or equivalent</li> <li>• Details of any warranties and or guarantees they will offer on the materials and workmanship.</li> </ul>	5	2	10

**3.3 Responsible Procurement:** The answers provided in your Response will be evaluated and scored. Bidders who self-certify that they do not meet the requirements of this section will be excluded. The provision of insufficient or false information and/or any responses that leads the Council, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder's ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract.

**3.4 Scoring Methodology:**

The following scoring methodology shall be used for the Method Statement question(s):

0	No response
1 Inadequate	<b>Significant indications</b> that the <b>proposal</b> lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
2 Concerns	<b>Some concerns</b> that the <b>proposal</b> may lack certain requirements in this area to achieve the required standard of service delivery
3 Minor Concerns	Information indicating potential to deliver outcomes with minor concerns
4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating <b>proposal</b> capable of delivering outcomes to required standard with added benefits

If a tender scores '0' against any one or more method statements, this will give grounds for excluding that tender from any further consideration. For any tenders so excluded, the relevant price will also be excluded from the evaluation.

**3.5 Price:**

Price shall be allocated a total of 40% of the marks available.

Please return the Schedule of Works as part of your submission, ensuring all sections are completed.

Your Price submission will be scored using the following methodology:

***(Lowest Price Submitted / Bidders Submitted Price) x Weighting***

The Council will seek clarification from you if your submitted Tender is considered by the Council to be economically unviable. Following a review of any submission that you make in response to such a clarification, if the Council remains of the opinion that the submitted Tender is economically unviable, the Council will reject that Tender.

## 4.0 CORPORATE REQUIREMENTS

4.1 The Council has a statutory requirement to ensure compliance with a number of corporate considerations when providing its services. The Council is delivering its services when a contractor is delivering services on behalf of the Council. It is therefore incumbent upon the Council to ensure that these statutory requirements are carried out by any contractor that is working for the Council. Consequently, the Council is looking for a commitment within Tenders to assisting the Council in the following duties. The Council does not consider that these requirements will be onerous and so pricing should not be affected in complying with any of these obligations but if a Tenderer believes there is a pricing impact, the impact of complying with these obligations should be clearly identified in their Pricing Schedule.

**4.1.1 Equality and Diversity - The Council is Committed to:** Providing its services in a way that promotes equality of opportunity at every possibility. It is expected that the successful Tenderer will be equally committed to equality and diversity in its employment practices and service provision, and will ensure compliance with all anti-discrimination legislation.

**4.1.2 Expectation of the Tenderer:** Tenderers should note that the successful Tenderer will be asked to contract with the Council to ensure that they adhere to these obligations. The Council will, if appropriate, monitor the successful Tenderer's compliance throughout the Contract Period.

**4.1.3 Compliance with Equality Legislation:** The Council requires service providers to demonstrate that they comply with equality in employment legislation. The levels of compliance become more demanding depending on the number of employees employed by the organisation. Organisations employing less than 5 employees face minimum requirements, whilst organisations employing 50 or more employees need to meet more comprehensive criteria. During the Contract Period the Council may work with contractors, who at present do not fully comply, to help them put in place policies and practices to do so.

### **LEVEL 1 (LESS THAN 5 EMPLOYEES)**

Organisations with fewer than 5 directly employed persons will be expected to meet the appropriate level of compliance for the delivery of the Contract. Should recruitment increase the size of the organisation to 5 or more employees the organisation will be expected to meet the appropriate level of compliance.

### **LEVEL 2 (5 TO 49 EMPLOYEES)**

All organisations with between 5 and 49 employees must achieve criteria 1 – 4 listed below.

- All organisations must have an equality policy in respect of race, gender, disability, age, sexual orientation and religion/belief that covers at least: Recruitment, selection, training, promotion, discipline, grievance and dismissal - discrimination, harassment, and victimisation, making it clear that these are disciplinary offences within the firm.
- Identification of the senior position with responsibility for the policy and its effective implementation.
- How you communicate the policy to your employees.

- Effective implementation of the policy in the organisation's recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisement.
- The policy should either be reviewed to reflect changes in legislation or within a three-year period whichever occurs first.
- To monitor the gender, disability and ethnicity of job applicants. We would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

### **LEVEL 3 (50 OR MORE EMPLOYEES)**

All organisations with 50 or more employees must achieve criteria 1-4 in level 2 and the additional criteria 5-10 listed below:

Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline, grievance and dismissal of employees.

Provide equality training for managers and any employees responsible for recruitment and selection.

In addition to criterion 4 (Level 2) carry out monitoring on the number of employees from different gender, disability and ethnic groups by grade when:

- in post
- applying for posts
- taking up training and development opportunities
- promoted
- transferred
- disciplined and dismissed
- a grievance is raised
- leaving employment

The Council would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

If the above monitoring reveals inequalities, organisations will be expected to take steps to address imbalances.

In respect of the above, annual monitoring and reporting is required regarding equality issues within the workplace.

Organisation's recruitment advertisements and publicity literature should state that equal opportunities practices are in place.

## 5.0 FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

- 5.1 As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 5.2 If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **"Not for disclosure to third parties"** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.
- 5.3 The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
- 5.4 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:
  - 5.4.1 has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
  - 5.4.2 does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
  - 5.4.3 in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

**SUBMISSION CHECKLIST:**

<b>ITEM</b>	<b>TICK IF INCLUDED</b>
TENDER DOCUMENT	
PRICE – BREAK DOWN OF COSTS INTO LABOUR, MATERIALS, SUBCON COSTS AND CONTINGENCY	
COMPLETED METHOD STATEMENTS	
SOCIAL VALUE	
SIGNED TERMS & CONDITIONS	
INSURANCES AND RELEVANT QUALITY ACCREDITATIONS	
SIGNED WORKING WITH PARTNERS	
<b>SIGNED</b>	