

TENDER DOCUMENT

Contract Title	To conduct robust grassroots community engagement, to develop a Vision and Regeneration Plan for Royal Sutton Coldfield for the next decade and a detailed Investment Plan for the first 4 years.
Contract Reference	
Date/Time for Quotation Return	Noon on Friday 16th May

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IMPORTANT NOTE – GUIDANCE FOR PROVIDERS

You are invited to submit a quotation to **conduct robust grassroots community engagement, to develop a Vision and Regeneration Plan for Royal Sutton Coldfield for the next decade and a detailed Investment Plan for the first 4 years.** as detailed below: -

Quotation providers are advised to ensure that they are fully familiar with the nature and extent of the contract. It is the responsibility of the quotation provider to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.

Quotations should be submitted in three parts, i.e. Community engagement plan and delivery; drafting of the vision and Regeneration Plan; drafting of the Investment Plan.

The Town Council may at its own absolute discretion extend the closing date and time specified for the receipt of quotations or invite variations to the terms of the contract.

The Town Council will evaluate this Quotation based on the criteria of **80% Quality / 20% Price.**

The Town Council does not bind itself to accept the lowest or any quotation and reserves the right to accept a Quotation either in whole or part for the goods and services specified.

All prices shall in all cases be exclusive of VAT, which will be applied in accordance with legislation. Please note that discounts and trade allowances of any kind must be shown separately.

Confidentiality

All information supplied by the Town Council in connection with this Quotation shall be regarded as confidential by the potential supplier (except that such information may as is necessary be disclosed for the purpose of obtaining guarantees and quotations necessary for the preparation of the submission).

Data protection

Potential bidders should note that some of the documentation included in this tender pack and / or information provided to deliver the contract, may include personal data under the Data Protection Act 2018. All obligations under the Data Protection Act 2018, as amended from time to time or amended by any other subsequent statute, statutory provision or legislation must not place the Council in breach of its obligations under the Data Protection legislation through the disclosure of such personal data.

TUPE – Not applicable

1. Introduction

The new prospectus for the Plan for Neighbourhoods (previously called the Town Fund) has now been published and Royal Sutton Coldfield has been awarded up to £20m (75% capital & 25% revenue) over 10 years, with the Town Council being the accountable body.

The renewal required is more than just physical infrastructure, it is also about creating stronger communities, bringing people together and ensuring they see a visible improvement in their communities. This is essential to create and maintain a sense of pride in place and ensure people can meet their full potential. The evidence is clear that those places with stronger social capital have higher educational attainment, lower crime, and faster economic growth.

The Plan for Neighborhoods provides the opportunity for a long-term strategy to regenerate, underpinned by plans that address demographic shift and cultural change.

The Plan has 3 objectives: -

- Thriving places i.e. Vibrant neighbourhoods, busy high streets, a good range of local amenities and high-quality physical infrastructure.
- Stronger communities, i.e. bringing people together, providing places to meet, creating a sense of belonging and pride.
- Taking back control i.e. Where people feel empowered and in control of their lives. Where children have the best start in life and adults can live the life they want to. Where there is access to the skills required for emerging job markets or supporting entrepreneurs through their first steps into self-employment.

To deliver these objectives, the government has set out the need for each eligible local authority to establish new Neighbourhood Boards. Each Board, in partnership with the local authority, is required to develop a **Vision and Regeneration Plan for the next 10 years, together with a more detailed Investment Plan for the first 4 years of the programme.**

The Regeneration Plan should outline the community's overarching vision for change and be developed through grassroots engagement to reflect local people's priorities. Therefore, undertaking meaningful engagement with the local community is a "central pillar" of the Plan.

Requirements/Specification

- This tender is to **Develop a Vision, Regeneration Plan and detailed Investment Plan**, based on the outcome of a robust community engagement plan, to ensure the resulting 'final draft' has been co-created and tested across the town and its people. Young people's involvement will be crucial in laying the foundations of the Town for future generations.

Context

- **Royal Town of Sutton Coldfield** is a town and civil parish in the city of Birmingham, West Midlands, England. The town lies around 8 miles northeast of Birmingham city centre, 9 miles south of Lichfield, 7 miles southwest of Tamworth, and 7 miles east of Walsall.
- Sutton Coldfield and its surrounding suburbs are governed under Birmingham City Council for local government purposes, but the town has its own town council which governs the town and its

surrounding areas by running local services and electing a mayor to the council.

- The Town has a population of approximately 100,000 people and compared to the wider population of Birmingham (1.2m), in general, Sutton Coldfield residents are less diverse, older, and more affluent.
- Within the town boundary there are numerous exceptional green spaces including Sutton Park, with an area of 2,224.2 acres (9.001 km²), which is one of the largest urban parks in England. The park is a national nature reserve and a site of special scientific interest.
- New Hall Valley, which separates Walmley and Maney, is the location of New Hall Valley Country Park. It has an area of 160 acres (0.65 km²) and within it is New Hall Mill, one of only two working watermills in the West Midlands. The mill is privately owned but is open to the public several times a year.
- It has a strong cultural offer, with several performance venues, a vibrant arts community with many local amateur dramatic groups, musical theatre companies, orchestras, and dance schools.
- There are also good amenities, including libraries, community centres and Church Halls, and sports and leisure facilities.
- The town is served by a regular bus service and a railway station, which is part of the Birmingham Cross-City Line.

Plan for Neighbourhoods Prostectus Guidance

The successful specialist supplier/s will need to follow best practice community engagement guidance, as set out in the Plan for Neighbourhoods Prostectus. Best practice includes the following i.e., too:

- Focus on those less likely to be heard.
- Use local assets, by working with community groups that have the greatest reach.
- Ensure there is sufficient time to allow engagement with all sections of the community.
- Be comfortable straying from pre-determined questions.
- Use the community to help identify priorities.
- Target areas where engagement might have been underrepresented in the past.
- Hold engagement events where people and communities meet, e.g., the high street, pubs, schools, parks, and community centres.
- Provide and maintain a strong online presence and ensure digital documentation is easily accessible and creates a visual impact.
- Encourage the community to participate in decision-making processes, identifying local solutions and bringing forward innovative ideas.

As part of the Plan of Neighbourhoods requirements, The Town Council has establishment a Neighbourhoods Board, that is responsible for overseeing the planning and development of the Regeneration Plan and its implementation.

The Prospectus sets out that the Board membership must include the MP, local Cllrs, and a senior representative from the Police. The Chair of the Board should “act as a champion for the place and provide leadership for the board, ensuring it is community-led and embedded within the local area.” In addition, the Chair should ensure the Board is inclusive and represents a selection of people from

across the local community.

The successful supplier will therefore need to work closely with the Board on the community engagement, and the drafting of the Regeneration Plan and Investment Plan.

Existing documents, and key information, that can support this work and the implementation of the strategy.

Officers from the Town Council will support the development of this Plan, for example, by providing networking contacts and introductions.

Existing information that needs building on for this work includes:

- **Royal Sutton Coldfield Town Council's Strategic Plan 2024-2028.**
- **The new prospectus for the Town Fund** is renamed the **Plan for Neighbourhoods**.
<https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-prospectus>

There are also pre-approved interventions which would not require a separate business case.
<https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-pre-approved-interventions>

2. Requirements – Specification/Brief

The Town Council and Neighbourhoods Board is seeking an individual or organisation to lead our thinking on these issues in a visionary and highly visible way. Specific work for this contract includes the following:

In consultation with the community and the Board, generate a vision for the future and set out a pathway to deliver that over the course of a 10-year programme by developing a Regeneration Plan from April 2026.

To achieve this, certain questions need to be answered e.g.: -

What physical and social infrastructure will drive growth?

What tangible improvements will make a difference to everyday lives of the communities?

What and where will have the biggest impact?

Where are the communities with greatest need?

Budget

The total amount payable for this contract, i.e. for the grassroots engagement and drafting of the Vision Regeneration Plan and Investment Plan **will not exceed £50,000** excluding VAT (including expenses and travel).

3. Indicative Timetable

The contract will take place from July to December 2025.

Date	Details
April 14 th 2025	Advertise the opportunity
May 16 th 2025	Close date for response
May/June 2025	Potential Interviews
June 20 th 2025	Contract Award
July 2025	Commence engagement
October 2025	Consider the outcomes
October /November 2025	Draft Regeneration Plan and Investment Plan
December 2025	Submit final Plans for approval.

4. Selection and Evaluation

- The evaluation of Stage 1 and 2 of this quotation will be based on a pass/fail basis and Stage 3 and 4 being Value Assessment approach that enables the Council to assess a quotation on Quality (80%) and Price (20%). The assessment of Quality will consider written information provided by the quotation provider in relation to the specific requirements as set out in the quotation documents. All relevant evidence submitted will be assessed/merit rated against pre-determined criteria.
- The scoring system to be applied to the assessment of the quotations proposals will be as follows:

SCORE	DEFINITION	ASSESSMENT
5	An excellent response submitted in terms of detail and relevance which clearly fully meets the requirements with no negative implications. Demonstrates excellent understanding and evidence in their ability / proposed methodology to deliver a solution	Excellent
4	A good response submitted in terms of detail and relevance that meets the requirements without significant negative inconsistencies. The Tenderer demonstrates an understanding of the requirement and evidence of their ability / proposed methodology to deliver a solution. The requirements would be met to a good standard without intervention or significant ongoing issues	Good
3	A satisfactory response submitted in terms of the level of detail, accuracy, relevance, and evidence in their ability / proposed methodology to deliver a solution. Aspects of the response may be good but there are some omissions of important factors or negative indications that reduce the extent to which the requirements will be met.	Satisfactory
2	Satisfies the requirement but there are clearly minor reservations of the response provided, either in understanding the requirement, and / or details around proposed methodology, and / or limited evidence to support the response. There would be concerns that requirements would require intervention or ongoing issues	Minor Reservations
1	Limited response provided, or a response that is inadequate, inaccurate and / or only partially addresses the question. Serious reservations regarding the response provided, either in understanding and / or details around proposed methodology, and / or little / no evidence to support the response.	Serious reservations
0	Does not meet the requirement. Does not comply and / or insufficient information provided to demonstrate that either in understanding and / or details around proposed methodology, with little / no evidence to support the response. Alternatively, no response to the question or a response that is significantly irrelevant or inaccurate	Unacceptable

The breakdown of the assessment stages are shown in the tables below:

SELECTION CRITERIA	EVALUATION CRITERIA	
Stages 1 and 2	Stage 3	Stage 4
General Information / Previous Experience	Quality Response	Price Summary
Pass/Fail	80% Minimum of 60% threshold (60 marks out of 100) required to proceed to next stage	20%

Selection Criteria

General Information

Pass/Fail Selection Criteria		
1	Company Information	Not Scored
2	Statement of Insurance Cover	Pass/Fail
3	References at least one reference required	Pass/Fail

After initial due diligence and the potential supplier information recorded, the responses to ALL Pass/Fail questions will be assessed centrally by officer(s) prior to being distributed to the full evaluation team for assessment of the 'scored' questions. The Council reserves the right to exclude any potential suppliers where a response is assessed as "Fail."

Previous Experience

Potential Suppliers will be asked to demonstrate their previous experience which will enable them to deliver the requirements of the contract effectively. This will be evaluated on a Pass / Fail basis.

Evaluation Criteria

Quality Response

Quality Criteria 80% -100 marks	Sub-Weighting
A) Understanding the challenge, understanding the place, using an effective approach, designing the stakeholder engagement	40%
B) Interpreting the findings, developing the Regeneration Plan, creating effective communication resources, making it a 'living document'	25%
C) Your Organisation; resources, what your expertise and experience bring to this project, your understanding of the risks and mitigation around project delivery	25%
D) Management; CVs for your key team members who will be directly involved, time breakdown between project elements	10%
Total	100%

Quality Assessment

Quality will account for **80%** of the quotation evaluation. The quality assessment will be carried out on the quality questions/method statements. After rejecting bids that in the opinion of the Council are unrealistically low (in terms of Quality), the highest Quality score will be given 100 for Quality. Other Quality scores will then be expressed as a proportion of the highest score. This gives the adjusted Quality score. The % weighting for Quality is then applied to each adjusted Quality score to give the Weighted Quality Scores.

Potential Suppliers who score more than 60% of the quality marks (i.e. 60 marks out of 100) **may** be invited to attend a clarification interview to discuss points included in the written proposals. The points discussed may result in scores being adjusted either up or down.

The Council reserves the right to disqualify any potential supplier which:

- Fails to achieve a 'Pass' in respect of a 'Pass/Fail' criteria question.
- Achieves a score below a **60%** threshold in terms of quality (60 marks out of 100)
- Zero in any one section
- Zero / no response in any one scored question
- Is submitted in whole or in part after the deadline.

Price Summary

Price Criteria	Sub-Weighting
Price/Value for Money	20%

The lowest price score will be 100 for Price. Other Price scores will then be expressed as a proportion of the lowest score. This gives an adjusted Price score. The % weighting for Price is then applied to each adjusted Price score to give the Weighted Price Scores.

Overall Assessment

The Weighted Quality Score and Price Score for each quotation will be added to produce a total score. The scores for each quotation will be compared and (Subject to a final risk assessment) the quotation providers with the highest score offering the most economically advantageous bid will be recommended for acceptance.

Transparency

Suppliers should be aware that, should they be awarded a Contract, the content of the Contract may be published by the Council to the general public in line with transparency requirements. Before publishing any information, the Council will consult with the supplier on any potential exemptions that may be applicable. The Supplier should note that the final decision on what information is published will rest with the Council.

TENDER RESPONSE

Contract Title	To conduct robust grassroots community engagement, to develop a Vision and Regeneration Plan for Royal Sutton Coldfield for the next decade and a detailed Investment Plan for the first 4 years.
Contract Reference	RSCTC/2025-003
Bidder Name	
Time / Date for Quotation Return	Noon on Friday 16th May 2025

The following formatting styles must also be followed:

- It should be presented on size A4 paper.
- 11pt Arial, or equivalent must be used.
- Each page must be clearly numbered and the total number of pages highlighted (i.e. Page 1 of 3).

STAGE 1 – GENERAL INFORMATION (PASS / FAIL)

1. Company Information

Name of Organisation	
Trading Name of Applicant	
Address of Registered Office	<i>Address 1</i> <i>Address 2</i> <i>Address 3</i> <i>City/Town</i> <i>Country</i>
Postcode	
Company Registration No. <i>(if applicable)</i>	
Date of Registration	
Certificate of Incorporation, and all certificates of change of name issues by the Company Registrar (Or include reasons if not applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the applicant a consortium joint venture or other arrangement? If so, please provide details of the constitution	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name for enquiries about this application	
Telephone Number	
Email	

The Quotation Provider must inform the Town Council if they are receiving funding to undertake similar or related activities to that defined in this procurement exercise. Please provide details with your quotation in the table below.

Funder	
Funding Activities	
Date	
Period of Funding	

2. Statement of Insurance Cover

2.1 Details of existing policies which will provide insurance cover for the contract.

Public Liability Insurance <i>(Minimum Cover: £2m for each and every incident)</i>	Insurer	
	Policy Number	
	Level of Indemnity	
	Limit for Single Event	
	Expiry Date	
Professional Indemnity Insurance <i>(Minimum Cover £100K for each and every incident)</i>	Insurer	
	Policy Number	
	Level of Indemnity	
	Limit for Single Event	
	Expiry Date	
Employers' Liability Insurance <i>(minimum statutory limit as laid down by legislation)</i>	Insurer	
	Policy Number	
	Level of Indemnity	
	Limit for Single Event	
	Expiry Date	

2.2 Details of any new policies or endorsements to existing policies that will be required to comply with the insurance provisions of the contract.

Type of Policy	
Proposed Insurers	
Details	

2.3 Details of Insurance Agent/Broker

Name	
Address	
Postcode	

Contact Name	
Telephone No.	
Fax No.	
Email	

2.4 I/We confirm that the insurances detailed in paragraphs **2.1** and **2.2** will provide all the Insurance cover required under the Contract.

2.5 I/We agree that the details provided in the insurance statement may be checked with the Insurance Agent/Broker named in paragraph **2.3**.

In the event that my/our offer is under consideration I/We agree to arrange, with the insurers, the provision of a Statement to Sutton Coldfield Town Council: -

- a. that valid Insurance is held in accordance with the requirements of the Conditions of Contract.
- b. that all premiums due to the Insurer have been paid including instalment payments.
- c. that the Insurer agrees to give notice forthwith to Sutton Coldfield Town Council of withdrawal or intention to withdraw insurance cover in connection with the project.

Date	
Signatures of Quotation Provider/Agent	
Trade of Business Name	
Address	
Telephone No.	
Email	

2.6 This document is to be signed by such persons: -

- i. where the quotation provider is an individual, by that individual.
- ii. where the quotation provider is a partnership, by one duly authorised partner.
- iii. where the quotation provider is a company by one director or by a director and the
- iv. secretary of the Company, such persons being duly authorised for that purpose.

3. References

Please provide two references relevant to this project that will be used to assess the experience, capability and competence of the organisation and the individual(s). The Town Council reserves the right to verify the authenticity of the references referred to at any time during the procurement process.

- Use only those references where you have the ability to disclose all the relevant information asked for.
- Use only those references where the contact provided is willing to discuss the contact of the information included.
- Prior to being awarded the contract, the Town Council will undertake a risk assessment, which will include contacting references.

	Reference 1
Organisation (Name):	
Customer Contact Name	
Customer Telephone No:	
Customer Email Address:	
Date Contract Awarded:	
Contract Completion Date:	
Contract Reference and Brief Description:	
Contract Value:	
Contract Outcomes:	

	Reference 2
Organisation (Name):	
Customer Contact Name	
Customer Telephone No:	
Customer Email Address:	
Date Contract Awarded:	
Contract Completion Date:	
Contract Reference and Brief Description:	
Contract Value:	
Contract Outcomes:	

Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

If “Yes” please give details:

STAGE 2 – PREVIOUS EXPERIENCE(PASS / FAIL)

4. Questions

1	<p>Please demonstrate your relevant experience of how you have delivered similar projects to the requirements of the brief.</p> <p style="text-align: right;">Maximum 2 sides of A4</p>
	<p><i>Response</i></p>

STAGE 3 – QUALITY RESPONSE (80% WEIGHTING)

Applicants must respond to and provide relevant information regarding all matters set out below. The responses and information **MUST** be submitted as part of the quotation response. Failure to provide such information may result in your submission being rejected.

Material Misrepresentation

The Council shall rely on the information provided by the provider in relation to this section of the Tender Document prior to accepting the tender. A material misrepresentation contained therein shall constitute a material breach of contract.

5. Questions

A	Criteria A: Demonstrate your understanding of the challenge and the place, set out your proposed approach, including a plan for stakeholder engagement (40% Weighting)
A1	<p>In your response, please include an answer to the following areas:</p> <ul style="list-style-type: none"> • Set out your understanding of the challenge in creating a Vision & Regeneration Plan and Investment Plan that is appropriately accepted and owned across the town. • Demonstrate that you understand the place, region and how to represent it. • Set out your methodological and practical approach to getting to a final Vision & Regeneration Plan from developing a high-level proposition for testing, through co-creation to getting agreement to lock down the details for the development of the Investment Plan. • To what extent might you lean on best practice and evidence from elsewhere? • Set out how you will design and implement an effective stakeholder engagement plan, including what sort of data you may collect and what methods you will use to engage people with the study, within the available resources. • Set out how you will work with the Neighbourhoods Board on the Engagement Plan, Vision & Regeneration Plan, and Investment Plan. • Set out how you will lead, work and collaborate with the community/voluntary organisations for each Ward. <p style="text-align: right;">Maximum 4 sides of A4</p> <p><i>Response</i></p>
B	Criteria B: Explain how you will interpret the findings, write the s, create effective communication resources, making it a 'living document' (25% Weighting)
B1	<p>In your response, please include an answer to the following areas:</p> <ul style="list-style-type: none"> • How will you approach analysing and interpreting the engagement results and developing a succinct Regeneration Plan. • How will you maximise the effectiveness of the Regeneration Plan assets you create, to make sure the Plan can be easily communicated, commented on as a living document and further developed, before locked down for the detailed Investment Plan. <p style="text-align: right;">Maximum 2 sides of A4</p> <p><i>Response</i></p>

C	Criteria C: Your Organisation; resources, what your expertise and experience you bring to this project, your understanding of the risks and mitigation around project delivery (25% Weighting)
C1	<p>In your response, please include an answer to the following areas:</p> <p>Please set-out details of your organisation or practice, the expertise and experience</p>
	<ul style="list-style-type: none"> • What experience and expertise do you bring from previous work that will really help this project? • Please describe what you see as the key risks associated with completing this project successfully, and how will you mitigate those risks? <p>Maximum 2 sides of A4</p>
	<i>Response</i>
D	Criteria D: Management – Please provide CVs for your key team members who will be directly involved and time breakdown between project elements (10% Weighting)
D1	<p>In your response, please include an answer to the following areas:</p> <ul style="list-style-type: none"> • Please set out the project management structure you will use for running this project along with CVs for your key team members who will be directly involved. <p>Please set out a break-down for the staff being deployed on this project, showing the amounts being used across different aspects of the work, for example, from research and engagement to vision, Regeneration Plan and Investment Plan.</p> <p>Maximum 2 sides of A4</p>
	<i>Response</i>

STAGE 4 – PRICE

6.1 Please complete the pricing schedule as detailed below:

Costs	Expenditure Details	£
Engagement Plan & Delivery		
Evaluation		
Regeneration Plan		
Investment Plan		
Total July to December		

6.2 All prices shall be in all cases exclusive of Value Added Tax, which will be applied in accordance with legislation.

6.3 The price(s) are deemed to be inclusive of all costs and expenses incurred in providing the product or service. No costs, other than those detailed will be allowed.

SUBMISSION REQUIREMENTS

7. Compliance with Bribery Act 2010

Tenderers must comply with the terms of the Bribery Act 2010. Any effort by Tenderers to influence the evaluation of tenders or award decisions, including the offering or giving of bribes, gifts, or other inducement, direct or indirect canvassing or lobbying of any member, agent or officer of the Town Council should be reported to the nominated procurement lead. Such action by a Tenderer may result in the disqualification of its tender.

Any effort to influence the evaluation of tenders or award decisions by officers of the Town Council or Board Members not directly involved in the decision-making process must be reported to the nominated procurement lead.

8. Submission of Tender

Tenders returned by email, to tender@suttoncoldfieldtowncouncil.gov.uk

Any changes or updates will be posted on Town Council website –
<https://suttoncoldfieldtowncouncil.gov.uk/tender-opportunities/>

9. Questions and further information

Any questions, clarifications or further information should be directed to: -

steve.hollingworth@suttoncoldfieldtowncouncil.gov.uk