



TODMORDEN TOWN COUNCIL

Report to Full Council

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Date	12 th July 2023
Subject	Bandstand Tender – Procurement of Architectural Services

PURPOSE OF REPORT

1. To seek approval of Full Council to issue a Tender for procurement of Architectural Services to enable the Bandstand Project to move forward as per Appendix 1
2. To inform Full Council that this Tender is also being considered by Calderdale MBC given their current ownership of the Bandstand.
3. To seek from Full Council delegated powers to the Town Clerk in consultation with the Chair of Resources Committee to approve any amendments as may be proposed by Calderdale MBC ahead of the formal issuing of this tender.

Background

4. Consideration of this tender would normally have taken place in the Resources Committee and then a recommendation made to Full Council.
5. The timing of such would have meant a report into Resources Committee on the 2nd August 2023 with the earliest opportunity into Full Council on the 20th September 2023. That would involve further delay in delivery of this project.
6. As part of our joint working with Calderdale MBC through the designated Centre Vale Park Project Board, the Town Council will be seeking formal approval from them before issuing key documents for procurement to ensure that both content is acceptable, and process followed.
7. Outside of this Tender a Bat Survey has already been commissioned which will help inform the next stages for when seeking planning/listed building consent.
8. The Tender will be published on:-
Town Council Web Site
Contract Finders (Government Portal as per our financial regulation)
CMBC procurement portal
9. In addition, approved CMBC Architectural Services providers will be invited to tender

Proposed Timetable

10. Subject to approval by Full Council to issue the Tender and any amendments proposed by Calderdale MBC incorporated into such tender documents, the proposed timetable would be :-

Stage/activity	Date
Invitation to tender published	17 th July 2023
Deadline for receipt of clarification questions or request for additional information from tenderers	8 days before deadline for receipt of tenders
Deadline for receipt of tenders	14 th August 2023
Clarifications/Interviews	16 th and 17 th August 2023
Tender evaluation	21 st and 22 nd August 2023
Contract award	30 th August 2023
Contract commencement date	To be agreed

FINANCIAL CONSIDERATIONS

11. The likely value of such a tender is expected to exceed £10,000 and therefore under financial regulations 11.1 it is necessary for us to carry out a tender exercise.
12. In this instance there is no previous Architectural Services work provided as part of the business case submission that may have warranted the Town Council to consider waiving Standing Orders and move to appoint a single supplier on the basis of value for money.

RECOMMENDATION

13. That Full Council approve the issuing of a Tender for Architectural Services in respect of the Bandstand
14. That Delegated Authority be given to the Town Clerk in consultation with the Chair of Resources Committee to approve any amendments as may be proposed by Calderdale MBC ahead of the formal issuing of this tender.

REASONS FOR RECOMMENDATION

15. Full Council approval is required to issue such a Tender
16. A specific Scheme of Delegation enables matters to progress in a timely manner

POLICY IMPLICATIONS:

- 17.. Todmorden Town Council has already committed to be Sponsor for the Centre Vale Park projects.

DETAILS OF CONSULTATION:

18. Calderdale MBC as current landowner and the Bandstand Group representative in terms of scope for procurement of Architectural Services

CLIMATE CHANGE:

19. Architectural Services providers response to Sustainability has been included within the Tender document.

IMPACT EQUALITY ASSESSMENT

20. Architectural Services providers response to accessibility has been included within the Tender document.

SUPPORTING PAPERS:

21. Appendix 1 - Tender Document for procurement of Architectural Services in respect of the Bandstand

For further information please contact: Colin Hill