



## TODMORDEN TOWN COUNCIL

### Report to Full Council

<b>Report Author</b>	Colin Hill, Project Manager
<b>Tel No</b>	07933713958
<b>Email</b>	projectmanager@todmorden-tc.gov.uk
<b>Date</b>	18 <sup>th</sup> October 2023
<b>Subject</b>	Bowling Pavilion 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 Bowling Pavilion 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 Bowling Pavilion
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 1<sup>st</sup> November with the earliest opportunity into Full Council on the 15<sup>th</sup> November 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.
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:-

<b>Stage/activity</b>	<b>Date</b>
Invitation to tender published	23rd October 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	20 <sup>th</sup> November 2023
Clarifications/Interviews	28 <sup>th</sup> and 29 <sup>th</sup> November 2023
Tender evaluation	4 <sup>th</sup> and 5 <sup>th</sup> December 2023
Contract award	20 <sup>th</sup> December 2023
Contract commencement date	To be agreed but no later than two months after appointment

#### **FINANCIAL CONSIDERATIONS**

11. The likely value of such a tender will exceed £10,000 and therefore under financial regulations 11.1 it is necessary for us to carry out a tender exercise.
12. Whilst in this instance there has been previous Architectural Services work provided as part of the business case submission, the brief has substantively changed and the likely value of this appointment does not warrant 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 Bowling Pavilion.
14. That Delegated Authority be given to the Town Clerk in consultation with the Chair of the 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 Bowling Pavilion 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 will consider accessibility when arriving at the design solution.

**SUPPORTING PAPERS:**

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

**For further information please contact: Colin Hill**