



CAMBOURNE TOWN COUNCIL

PROJECT TENDER BRIEF

Project Title: Cambourne New Community Centre (Design Brief)

Location: Site Reference – as shown on attached site plan

Budget: £50K Design Brief budget - Total budget for the building £1,077,000 (excluding VAT)

Issued by: Cambourne Town Council

Date: 14/10/2025

Project reference number: CTC P106

1. Introduction

Cambourne Town Council invites proposals from suitably qualified and experienced consultants and contractors to produce a Design Brief for the development of a New Community Centre and associated external works in West Cambourne.

The Council's vision is to create a high-quality, multi-purpose community facility that meets the needs of the growing population, encourages community engagement, and provides flexible spaces for social, cultural, and recreational activities.

2. Project Overview

The site, identified in the adopted local plan as a Community Centre (0.93 Ha), forms part of the wider community infrastructure within the town.

The total figure for the project is £1,077,000 and includes:

- Professional fees
- Preparation of applications
- Required surveys and reports
- Design and construction works
- Associated external works

The total budget for this Design Brief is £50,000 excluding VAT. The contract is for the Design Brief work only.



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3. Project Design Brief Stage

The successful consultant or design team will be required to deliver the following stages:

1. Brief and Needs Assessment

- Undertake analysis of local needs based on population, demographics, density, and existing local facilities.
- Develop a needs-based brief for the Community Centre identifying key objectives and functional requirements.

2. Spatial and Site Options

- Develop 3 spatial options for the building and wider site to meet the objectives of the brief.
- Ensure designs respond positively to the surrounding area, public access, and sustainability principles.
- Consult with the Greater Cambridge Shared Planning Service Urban Design Team on the options (The cost of this consultation will be paid by Cambourne Town Council)

3. Public Consultation on Options

- Carry out 2 public consultation events on the options generated and analysis and present the results to the Cambourne Town Council Full Council.

4. Topographical Survey

- Commission and manage a full topographical survey of the site to inform design development. Working in conjunction with the developers.

5. Concept Design Development

- Prepare initial concept designs based on preferred option that can be cost-tested within the available budget and are in line with relevant planning policy and local design guidance.

6. Cost Assessment

- Work with a Quantity Surveyor (QS) to assess and refine cost options, ensuring deliverability by local contractors within the approved budget.

7. Market Cost Testing

- Undertake soft market testing with local builders to validate the feasibility and cost-effectiveness of the proposed design.



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8. Final Report

- Provide a comprehensive report summarising the process, findings, and recommendations. To report and present your findings to the Cambourne Town Council Full Council.
- Include initial concept designs, specifications, and a detailed cost breakdown.

4. Deliverables

The final deliverables will include:

- Needs Assessment and Analysis
- Project Brief, Objectives, and Options Report
- Public Consultation report of Findings
- Concept Design (Plans, Elevations, and CGIs)
- Costing Analysis and Cost Summary Analysis (CSA)
- Implementation Recommendations and Next Steps

5. Project Team

The appointed consultant team will be expected to work collaboratively with:

- Land Surveyor
- Quantity Surveyor
- Planning Consultant
- Council's appointed representatives

6. Procurement and Tender Submission

Interested parties are invited to submit:

- A detailed proposal outlining methodology, approach, and understanding of the brief
- Project team structure and relevant experience
- Proposed programme and milestones
- Fee proposal (including a breakdown of professional fees and anticipated disbursements)



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- Examples of similar completed projects
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7. Evaluation Criteria

Submissions will be evaluated based on:

- Understanding of the brief and project requirements
 - Relevant experience and technical capability
 - Quality of methodology and proposed approach
 - Cost and value for money
 - Programme and deliverability
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8. Timescale

- **Tender Issue Date:** 14/10/2025
 - **Submission Deadline:** 28/10/2025
 - **Appointment:** 04/11/2025
 - **Project Completion:** (Rolling due to S106 Funds)
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9. Contact and Submission Details

All enquiries and submissions should be directed to:

Cambourne Town Council

Dawid Illakowicz

Dawid@cambournetowncouncil.gov.uk

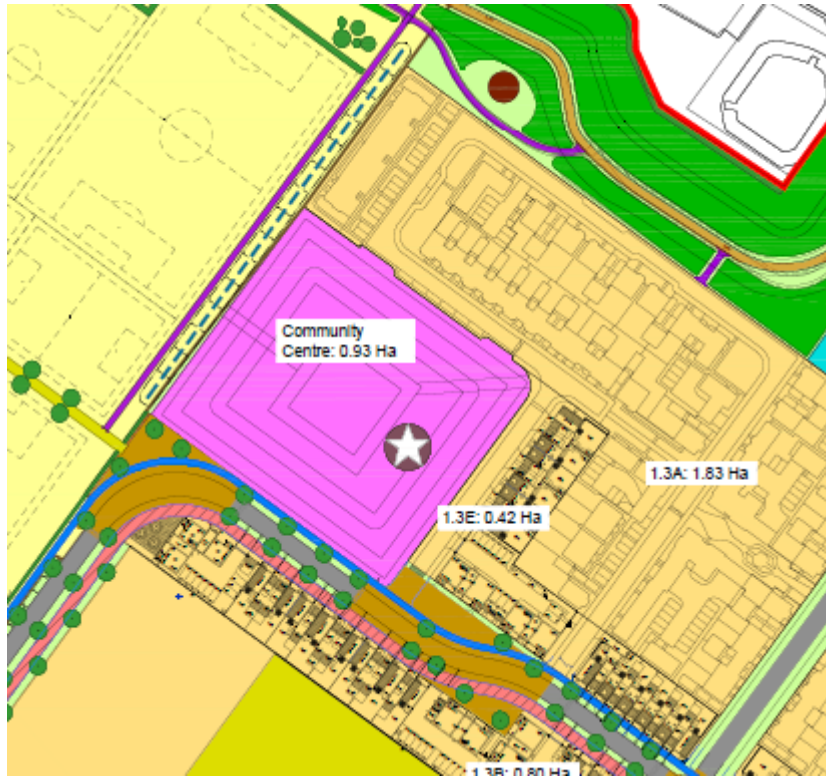
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Project reference number: CTC P106 (Please quote on all correspondence)



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Appendix A



West Cambourne CB23 6NH