

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## KNUTSFORD BID FEASIBILITY STUDY

*This project is funded by the UK government through the UK Shared Prosperity Fund (UKSPF). The appointed contractor/supplier will be expected to ensure adherence to all UKSPF guidance.*

### BACKGROUND

Knutsford Town Council has previously discussed the idea of a BID for Knutsford Town Centre with businesses in 2018 and 2019.

In 2018 this involved a presentation from the Town Centre Manager, Altrincham BID Manager and a member of Groundwork. The presentation outlined what a BID was and how they worked, how much could be raised for Knutsford and brief examples of projects it could undertake. An informal ballot was held which resulted in a 50-50 vote.

In 2019 this was followed up with an email to businesses again outlining a BID, BID process and what a Knutsford BID could achieve. Again, an informal ballot was held asking if a 1.5% rateable value levy was proposed (raising £530,272) how would you vote. This resulted in another 50-50 split. 2020 brought the pandemic and the project was put on hold.

Knutsford Town Council has now received funding to commission an external BID Feasibility Study.

### PROJECT SCOPE

The works are to undertake a study to ascertain:

- If a BID would be supported by local businesses
- How much a BID could raise
- What a BID could deliver for town centre business operators
- Recommend a BID 'map'
- Recommend or not to the next stage of the BID process

**It is a requirement of the funding that this project be completed by 31<sup>st</sup> March 2024.**

### BUDGET

The maximum budget allocated for this work is £7,500.



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## QUOTE SUBMISSIONS

The deadline for submission of quotes is 31<sup>st</sup> December 2023.

All quotes should be submitted by email to: [sandra.curties@knutsfordtowncouncil.gov.uk](mailto:sandra.curties@knutsfordtowncouncil.gov.uk).

The submission should comprise:

- 1) Quotation of a fixed price
- 2) Proposed Methodology
- 3) Proposed outputs
- 4) Proposed timeline
- 5) Example of a completed feasibility study
- 6) Reference contact

## CONTACTS

Lead contact for the project is:

Sandra Curties  
*Town Centre Manager*  
[sandra.curties@knutsfordtowncouncil.gov.uk](mailto:sandra.curties@knutsfordtowncouncil.gov.uk)  
07497 0404501

## EVALUATION PROCEDURE

All submissions will be evaluated based on the table below. A decision will be made w/c 9<sup>th</sup> January 2024 with the decision confirmed to all companies by 11<sup>th</sup> January 2024.

Aspect	Points Awarded	How Measured
Perceived Quality	The highest perceived quality will be awarded 10 points, the next 9 points and so on until 1. A submission which is not perceived to be of sufficient quality will score 0.	Proposed methodology, example completed feasibility study and reference contact.
Price	The lowest priced submission will be awarded 10 points, the next 9 points and so on until remaining tenders receive 1.	Quoted price.
Locality	2 points will be awarded to companies based in Cheshire, 1 for companies based in the North West.	Registered address.



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