



LOW ACKWORTH COMMUNITY CENTRE PROFESSIONAL TEAM - EXPRESSION OF INTEREST

INTRODUCTION

Expressions of Interest are sought from suitably qualified and experienced practices that can offer all the professional services needed in the replacement of the Community Centre, Station Road, Low Ackworth, WF7 7HH.

The professional team must include a Project Manager and Architect along with the qualified professionals capable of developing design proposals through community consultation, to planning and tender stages, and then through construction to completion and handover.

LOW ACKWORTH COMMUNITY CENTRE

The existing Community Centre off Station Road in Low Ackworth is a shallow pitched / flat roofed relocatable building which looks to have passed its useful life. It was understood to have been part of former fire station accommodation dating from 1935 and brought to this site in the 1980s.

The Centre comprises a large central open space with a small store and kitchen at one end of the building and toilets and a cleaner's store at the other. The overall dimensions of the existing building are approximately 15m x 7.5m.

Adjacent the Community Centre is a macadam car park capable of accommodating around 25 cars. To the north of the Centre is a small, equipped area for children's play, and to the south, a maintained grass playing field (0.5 ha).

The Community Centre sits on land owned by Wakefield Metropolitan District Council leased by Ackworth Parish Council who in turn have an arrangement with a Community Association management committee.

Current facilities are either unsuitable or incapable of meeting the increasing needs of local demands while the fabric of the Centre has seen little investment over the years. The Centre is poorly insulated, has inadequate heating a ventilation systems, and is now more burdensome to maintain and repair.

EXISTING USERS

The Community Centre is an important part of the fabric of Low Ackworth. As one of the few community-accessible spaces available locally, it hosts a number of activities throughout the week including ...

- An Art Club.
- The local Scout Group.
- Bingo
- Line Dancing.
- A Mums' and Tots' Play Group.
- The Yorkshire County Women's Association.
- Ad hoc meetings.

And during the year, one-off events each month or annually ...

- A Hospice Morning.
- An Autumn Fair.
- Christmas Activities.
- A Polling Station for all local and national elections.

THE BUDGET

Any new Community Centre building will be owned and initially managed by the Parish Council who will act as Employer during its redevelopment stages.

At present, there is an allocation of CIL monies from local residential house building, while the Parish Council will seek to part fund the project through a Public Works Loans Board request along with some of its own capital reserves.

Assistance will be needed from the successful professional team in supporting the Parish Council's efforts in raising additional funds.

PROPOSED FACILITIES

While a modular approach has not been ruled out, the general consensus is that the replacement Centre should be of a traditional construction. The new Centre must be WiFi enabled with all elements of the building DDA compliant.

It is suggested that the following schedule of accommodation is likely to define the new Centre; however, further detailed requirements may come through stakeholder consultation

- Ramped access, entrance and lobby.
- Main hall or activity space.
- Toilet provision (accessible, M, F, or non-gender specific).
- An equipped kitchen and servery.
- Storage (for tables and chairs, and for activity equipment).
- Plant Room and Cleaner's Store.

CONSULTANT TEAM REQUIRED

The professional team listed below represents the suggested personnel likely to be required to progress the project to a successful completion. Tenderers should ensure that they have the appropriate skills either in house or within their team to provide these services at a minimum. All of the team members should be appropriately qualified and have relevant experience in developing community / leisure facilities.

- Project Manager
- Architect
- Quantity Surveyor
- Structural Engineer
- Principal Designer (CDM)

The successful practice will need to carry a minimum of £2m Professional Indemnity Insurance along with £5m Product / Public Liability Insurance.

EXPRESSION OF INTEREST ASSESSMENT CRITERIA

This consultant procurement is designed at the outset to be an open process where any appropriately skilled organisation can submit an EOI explaining why they should be shortlisted for the formal tender process to follow.

Having received the EOI submissions, the Parish Council will assess the information received to shortlist organisations who will progress to the formal tender stage. The shortlisting criteria for the selection of tenderers will relate to the responses to the following quality questions to which a score weighting has been added.

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| 1. Please evidence your track record and experience of working on similar community focussed projects. | 52% |
| 2. Please explain your approach to stakeholder consultation. | 32% |
| 3. Provide details of your organisation and financial turnover to allow assessment that your team is of an appropriate scale to successfully deliver the scheme.
Please complete the form in Appendix 1 as a response to this question. | 16% |

Answer questions 1 and 2 above in no more than 500 words each in a format of your choice. Images may be added to your response and do not qualify within the word count. Complete Appendix 1 in response to question 3. Please do not enclose general marketing or promotional material.

The scoring methodology for this tender will be governed by the following ...

Assessment	Description	Score
Deficient	Response to the question (or an implicit requirement) significantly deficient or no response received.	0
Limited	Limited information provided, or a response that is inadequate or only partially addresses the question.	1
Acceptable	An acceptable response submitted in terms of the level of detail, accuracy, and relevance.	2
Comprehensive	A comprehensive response submitted in terms of detail and relevance.	3
Superior	As for 'comprehensive' above, but to a significantly better degree, or likely to result in increased quality provision (including improvement through innovation).	4

PROJECT OVERALL TIMEFRAME

It is anticipated that the preferred consultancy would be appointed in March 2024. Having been selected, the team will first need to engage in community consultation which will lead to the preparation of costed design options. The preferred design is to be developed with a more detailed pre-tender estimate. A full planning application is to be prepared and submitted by the team who will take proposals through the tender stage while planning is being assessed. As needed, the practice will contribute to external funding applications.

Once a budget is in place to match the preferred tender, and a planning consent has been secured with all pre-start conditions discharged, the team will then manage the construction process from Contract Let to Practical Completion and Handover, through the Rectification Period to Final Account.

CONSULTANT TEAM SELECTION PROGRAMME

- Expression of Interest (EOI) published 19 January 2024
- EOI's returned by 26 February 2024
- Shortlisting process and selected organisations invited to tender on 12 March 2024
- Consultants' tenders returned by 29 March 2024
- Successful tenderer appointed April/May 2024 (depending on Parish Council committee cycle)

MINIMUM REQUIREMENTS

Ackworth Parish Council seeks to employ an appropriately qualified and experienced professional practice to carry out this project. To assist in the selection, some basic qualifying criteria are applied. As a minimum qualification, the selected organisation will be expected to achieve the following ...

- To have been established for more than two years.
- To have an annual fee-based turnover exceeding £200,000 ex VAT.
- To carry appropriate levels of insurance including public liability and professional indemnity as noted above.

EXPRESSION OF INTEREST QUERIES AND RETURNS

Any queries should be raised with the Clerk to Ackworth Parish Council no later than 12:00hrs on 19 February 2024 and by email only to the address below.

clerk@ackworthparishcouncil.gov.uk

All expressions of interest must be received by The Clerk to Ackworth Parish Council by email no later than 16:00hrs on **Monday 26 February 2024**.

APPENDIX 1

Company details

Company name.

Nature of company and relevant registration number
(Sole Ownership / Partnership / Private / Limited or Public Company).

Address and telephone number.

Contact email.

Date of formation / registration.

VAT registration number.

Name of lead contact.

Details of team members plus sub-consultants if applicable.

Confirmation that the lead organisation has an annual financial turnover exceeding
£200,000 (ex VAT).