

# Kingswood House: Invitation to Tender (ITT)



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# Project Brief for Kingswood House

## Opportunity

The London Borough of Southwark is seeking to select a partner to bring forward new proposals for the operation and management Kingswood House.

The Council is keen to see Kingswood House become a vibrant centre of activity for people who live, work or visit the south of the borough, bringing the House up to modern day standard while ensuring it remain an asset for the local community.

This is a fantastic opportunity for creating a multi-purpose centre that provides a mix of studios, co-work spaces and spaces for activities and events that could generate an income, helping the upkeep and maintenance of the House, which needs investment for its restoration and to better serve the local community.

It is expected that successful proposals will be anchored in a philosophy of added social value for the local community.

The Council will make the property available for viewing to all prospective applicants at an Open Viewing Day on 28<sup>th</sup> and 29<sup>th</sup> July. Please register your interest in advance; slots will be made available to book accordingly with the Covid-19 safety measurements set by the government at the time.

Background information is included in a data room and access to it can be made available upon request (see list of documents available on Appendix 3).

## Building information and context

### Overview

Kingswood House is a Grade II listed property located in the heart of Kingswood Estate at south of the borough near the borders with Lewisham, Lambeth, Bromley and Croydon.

Kingswood House was acquired by Southwark in the 1950's and the Kingswood Estate was then built around it. The estate has its own local shops on Seeley Drive, nursery school and primary school and a nearby secondary school and GP health

practice. Other facilities on the estate include the Kingswood Community Shop (lottery funded) and a multi-games area for football and basketball.

The House was closed in March 2020 due to Covid-19 and for need of essential repairs. Prior to this, the House hosted a Council library and youth facility, plus a number of tenants, in offices on the first, second floor and annex, in the education, charity, entertainment and financial sectors. The House is also a wedding venue and has a number of function rooms for hire including a commercial kitchen recently refurbished. A number of local amenity groups use the function rooms in the building.

The Council will be letting the building with vacant possession. At the present time, there are no ongoing commitments for existing tenants to return. Within the data room, there is a list of former SME tenants, in case the appointed partner is willing to engage with them for future collaborations.

The Council is committed to delivering a library service in the local area. In the short-term, the council will deliver an order-and-collection library service from a shop unit on Seeley Drive, just 100 yards from Kingswood House. In parallel, the council is exploring options to strengthen the library service in the local area to deliver a more accessible library, with improved IT facilities plus multi-functional space and study space.





## Transport

The House is easily accessible by train. It has access to Gipsy Hill and Sydenham Hill Station, 4 minutes walk, which links the community with Herne Hill, Brixton, and Victoria to the north and Beckenham, Bromley and Orpington to the south. The train journey to Victoria is approximately 15 minutes while London Bridge and London St Pancras International are under 30 minutes. There is also a bus service that runs within the estate that takes residents to Lambeth, Croydon and Bromley. There are extensive bus routes operating from Crystal Palace Parade.

## Historical and Architectural significance

Kingswood House is a Grade 2 listed property of historic interest with many architectural features and character. The building was first commissioned in 1811 by William Vizard (solicitors for Queen Caroline), who leased 30 acres from Dulwich College. The building we now recognise as Kingswood House was extended in the 1890s by John Lawson Johnston, dietician and inventor of Bovril! His addition of the portico, towers, battlements and servants wing as well as a folly in the grounds earned it the title Bovril Castle by local residents.

The three reception rooms, together with the billiard room, the external facades and the roofs cape, are deemed to be of considerable significance. They capture the presence of the 'castle' designed for William Lawson, as well as the ambiance of the grand house and its place in early 20th century social life. Externally, apart from the terrace, the original gardens and external buildings including stabling, greenhouses and farm houses were replaced, after the war, by housing for 789 families.





## Project Scope

The new operator is expected to deliver a range of uses and activities, guidance and support services either directly or indirectly. It is expected that the operator will make space available at subsidised cost for local organisations such as residents groups.

Acceptable uses will need to manage operations in a manner sympathetic to the surrounding properties; as such the hours of operation will need to be sensitive to its location, no night economy that could cause disturbance to the local residents will be accepted.

### **Suitable uses shall include as minimum the following:**

- A range of community activities and events, i.e. clubs, film screenings, talks
- Classes and workshops: across a range of interests relevant to the local community
- Meeting room facilities
- Desk-space for small business

### **Planning status:**

The House is a Grade II listed building, as such any proposal for development at the site are likely to require Planning Permission and will require Listed Building Consent, Historic England will be consulted as part of this process. Acceptable uses will probably sit within the permissible use classes: D1 (note that these translate into the

new use classes (applicable since September 2020) as E(c (iii), d,e,f,g) / F1 use classes). For further details on use classes, please refer to Appendix 1.

### **Other requirements:**

It is expected that the space will be used for different purposes throughout the day, evening and weekends. Bookable spaces, including desk space, should be let at affordable rates relevant to the local community.

It is also expected a reliance on sustainable transport methods, such as public transport, cycling or walking for users and visitors other than cars.

All operations will need to be managed in a manner sympathetic to the surrounding residential properties; as such the hours of operation will need to be sensitive to its location and the compliant with planning and licencing permissions in place.

The new operator should make reference to the consultation carried out by the Council in the formulation of the brief. [See appendix]

The Council is expecting that the partner will bring back Kingswood House into use and open to public at the earliest opportunity.

The new operator is expected to raise awareness of the heritage value of the building and to work with Friends of Kingswood House and the Council to achieve it.

## **Lease Terms**

The new operator should note that Southwark Council owns the freeholder interest in the property being offered for lease. The Council is looking to enter into an agreement for lease with the new operator as tenant for Kingswood House for a lease term of 10 years, but will consider proposals for up to 25 years.

The Council at this stage is not seeking to select organisations wanting only to rent part of the space available and will consider non-residential uses only.

The Council expects to receive a commercial rent the building, taking account of the proposed mix of uses. At this stage, the Council is not specifying the level of

commercial rent payable as this is subject to bidders' proposed mix and business plan as this will be just one of the elements upon which competing proposal will be comparatively assessed (see Evaluation below). Proposals will be expected to set out the level of commercial rent offered along with any investment proposal.

The new operator as tenant and provider shall:

- Be liable for business rates.
- Be responsible for payment of all utility bills including water, electricity, phone line and broadband.
- Be responsible for all repairs and maintenance.
- Hold public liability insurance must be held by the individual/organisation at a minimum of £10m
- Agree to enter in to a Full Repair & Insurance (FR&I) lease with the Council
- Be responsible for fire safety in the demise and Portable Appliance Testing.
- Be responsible for all legislative and lease compliance issues concerning the property and the tenants activities.
- Carry out appropriate risk assessments must be undertaken for all public activities.
- Ensure that all public events include an available trained first aider/fire marshal.
- Liaise with local organisations, it is expected that the new operator will make space available at subsidised cost for local organisations such as residents groups.

## **Investments**

Any alterations to Kingswood House are required to be sympathetic to the listed status of the building. Proposals for extension and alteration may be considered at the operator's cost and responsibility, including the requirement to secure listed building consent and Historic England approval, all necessary capital funding, etc. There is no capital funding available from the council for the building.

The Council has previously identified a range of essential works and desired upgrades to the House, a list of these proposed works is included in the data room (Appendix 3). The appointed partner will be required to undertake their own assessments as to any restoration works needed.

It is expected that the operator will improve disabled access throughout the building, taking in consideration the sensitive nature of this property and the related constraints.

### **Steering Group**

The Council would expect to see proposals for the governance of the building which could include a Steering Group to be established and managed by the new operator to oversee the development of the proposals and the operation of the building. Key local stakeholders such as ward councillors, Friends of Kingswood House, KETRA and Kingswood Network may also be invited to sit on the Steering Group.

### **Building insurance**

The Council is letting the building on a FR&I lease. Given the Grade II listed nature of the building, the Council is currently preparing a heritage inventory of the House in order to consider options for the removal of heritage items in the building. Where individual items of value or heritage significance remain within the premises at the completion of the lease, the expectation is that the appointed partner takes out insurance for those items to an appropriate level in discussion with the Council.

## **Invitation to Tender**

### **Eligibility**

This is an open tender process. Southwark Council is seeking proposals from a range of suitable and experienced organisations which have the vision, resources and expertise to deliver a positive, relevant and dynamic community offer at this locality.

### **Tender Process**

Proposal will be subject to two rounds of evaluation. The first round requires applicants to submit an expression of Interest (EOI). Where applicants are successful at the EOI stage, they will be asked to submit Detailed Proposals.

Proposals are expected to be in line with the principle of Southwark Stand Together (SST)<sup>1</sup>. The Council is keen to understand how the bidders will contribute to meeting the council's SST agenda, including its culture themes.

Please note, applicants are not encouraged to engage with local community groups or media during the tender process, however we would want to agree an engagement plan with the successful bidder at the outset of the project to include strong local consultation on your proposal.

**EOI should include the following:**

- Summary of proposals, including details of the types of uses and any proposed works to the building.
- Summary of your community benefit offer (for more details on the council's expectations for social value, please refer to the Social Value section of the council's Fairer Future Procurement Framework<sup>2</sup>) which could include, for example:
  - Free/at cost meeting spaces for community groups;
  - Training or job opportunities for local residents;
  - A local youth offer; or
  - Options for a community library service
- Overview of your organisation including relevant skills and experience of relevant work.
- Summary of commercial proposal.
- Proposed adaptations and restoration works schedule to Kingswood House, if applicable.

**EOI proposal shall:**

- Be no longer than 10 A4 pages in length
- Not exceed 10 MB in size

The strongest proposals, when assessed against these criteria, will be notified and asked to submit and present Detailed Proposals.

**Detailed proposals** should supplement the EOI proposal with the following information; the information shall be presented to the Council evaluation panel:

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<sup>1</sup> See <https://www.southwark.gov.uk/engagement-and-consultations/southwark-stands-together>

<sup>2</sup> See <https://www.southwark.gov.uk/business/procurement/policy-and-guidance-for-procurement>

- Anticipated demographic and numbers of visitors, users and employees;
- Further details of anticipated regeneration outcomes and benefits for the local area including quantitative proposals for:
  - a. Apprenticeships and paid internships
  - b. Job creation and local economy
  - c. Local employment opportunities
  - d. Work placement opportunities
  - e. Payment of London Living Wage where appropriate
  - f. Environmental and sustainability considerations
  - g. Health and wellbeing considerations
- Public engagement strategy and inclusive and accessible participatory opportunities.
- Schedule and details of the proposed uses.
- Details of any proposed works to the building, including provision of any infrastructure and utilities.
- Details of subsidised spaces and community area.
- Detailed community offer including rates for provision of space for local organisations.
- Business plan and proposed commercial terms. Please refer to proforma attached (see Appendix 2).

*Where necessary, the council reserves the right to carry out a further round of evaluation to determine the successful proposal.*

## Evaluation

Submissions will be evaluated based on cost and quality:

Cost 30% evaluated against median:

- Business plan and level of commercial income to the Council
- Extent of investment to be made in the physical fabric of premises

Quality 70% evaluated against the criteria below scored 1-5 (see Appendix 2):

- Experience of managing similar and demonstration of the ability to meet the scope of services
- Social value of the community offer

EOI proposals will be evaluated by a panel of council officers and key stakeholders.

Detailed proposals will be evaluated by an evaluation panel comprising of council officers, key community stakeholders and ward Members.

## Tender Programme

Outline Programme	
w/c 12 July May 2021	Issue of Invitation to Tender
28/29 July 2021	Open Viewing Days
27 August 2021	Submission of EOI proposals
w/c 30 August 2021	Evaluation of EOI & Clarification questions
3 September 2021	Tender outcome and invitation to submit Detailed Proposal
15 October 2021	Submission of Detailed Proposals
w/c 18 October 2021	Tender evaluation
26/27 October 2021	Detail proposal presentation
w/c 1 November 2021	Tender appointment

## Contact

Questions and tender submissions should be made to:

**Daniele Massetti** – Assistant regeneration manager  
Regeneration South, London Borough of Southwark  
PO Box 64529. SE1P 5LX  
Mobile: 0751 3137875, e-mail: [daniele.massetti@southwark.gov.uk](mailto:daniele.massetti@southwark.gov.uk)

**Matt Derry** – Senior Regeneration Manager  
Regeneration South, London Borough of Southwark  
PO Box 64529. SE1P 5LX  
Mobile: 0771 8961418, e-mail: [matt.derry@southwark.gov.uk](mailto:matt.derry@southwark.gov.uk)

# Appendix 1

## Permissible classes use:

### Class E - Commercial, Business and Service

- **E(a)** Display or retail sale of goods, other than hot food
- **E(b)** Sale of food and drink for consumption (mostly) on the premises
- **E(c)** Provision of:
  - **E(c)(i)** Financial services,
  - **E(c)(ii)** Professional services (other than health or medical services).
  - **E(c)(iii)** Provision of other appropriate services in a commercial, business or service locality
- **E(d)** Indoor sport, recreation or fitness (not involving motorised vehicles or firearms)
- **E(e)** Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)
- **E(f)** Creche, day nursery or day centre (not including a residential use)
- **E(g)** Uses which can be carried out in a residential area without detriment to its amenity:
  - **E(g)(i)** Offices to carry out any operational or administrative functions,
  - **E(g)(ii)** Research and development of products or processes
  - **E(g)(iii)** Industrial processes

### F1 Learning and non-residential institutions – Use (not including residential use) defined in 7 parts:

- **F1(a)** Provision of education
- **F1(b)** Display of works of art (otherwise than for sale or hire)
- **F1(c)** Museums
- **F1(d)** Public libraries or public reading rooms
- **F1(e)** Public halls or exhibition halls
- **F1(f)** Public worship or religious instruction (or in connection with such use)
- **F1(g)** Law courts

### F2 Local community – Use as defined in 4 parts:

- **F2(a)** Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres
- **F2(b)** Halls or meeting places for the principal use of the local community
- **F2(c)** Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)

## Appendix 2

<b>Expression of Interest evaluation</b>			
<b>Criteria</b>	<b>Score (1-5)</b>	<b>Weighting</b>	<b>Overall Weighting</b>
Summary of proposal		35%	Quality 70%
Overview of your organisation including relevant skills and experience of relevant work		35%	
<hr/>			
Summary of commercial proposal		25%	Cost 30%
Proposed adaptations/ fit-out to Kingswood House		5%	

<b>Detailed Proposal evaluation</b>			
<b>Criteria</b>	<b>Score (1-5)</b>	<b>Weighting</b>	<b>Overall Weighting</b>
Likely demographic and numbers of visitors, users and employees (reference maximising diversity)		15%	Quality 70%
Anticipated regeneration outcomes and benefits for the local area (reference social value criteria)		30%	
Public engagement strategy and inclusive and accessible participatory opportunities		15%	
Schedule and details of the proposed uses		10%	
<hr/>			
Business plan and proposed commercial terms including: <ul style="list-style-type: none"> <li>- Proposed rental levels payable by the community for the use of space</li> <li>- Proposed rent payable by the operator to the Council</li> <li>- Proposed level of investment into Kingswood House.</li> <li>- Forecast cash flow over the project life cycle</li> <li>- Robustness of business plan</li> <li>- Any funding requirement</li> </ul>		30%	Cost 30%

<b>Tender evaluation methodology</b>		
<b>Assessment</b>	<b>Description</b>	<b>Score</b>
Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/ added value.	5
Good	Most aspects of criteria are met. Comprehensive response in terms of detail and relevance to the questions.	4
Satisfactory	Meet the standards in most aspects but failed in some areas. Acceptable level of details, accuracy and relevance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/inadequate/ only partially addresses the question.	2
Unsatisfactory	Significantly fails to meet the standard. Inadequate detail provided/ question not answered/ answers not directly relevant to the question.	1
Not eligible for consideration	Completely fails to meet the standard. Response significantly deficient/ no response.	0

## Appendix 3

### Data Room - Available upon request

Folder name	Description
1 Floorplan and GIA	Floorplan versions provided in pdf and dwg version. The GIA is an estimation based on the drawings provided.
2 Historic background	Historical booklet detailing the history and evolution of the building
3 Consultation report	Report of the consultation undertaken by the Council and closed on the 28 <sup>th</sup> February 2021.
4 Headline works	The folder include a record of the works identified by the Council as minimum requirement and list of works completed between 2017 and 2019.
5 Feasibility study	Feasibility study commissioned in 2013. Please note, figures and estimation might have changed during the time and can't be considered accurate.
6 Building safety info	The folder include: <ul style="list-style-type: none"> <li>- Fire risk assessment</li> <li>- Electrical installation condition report</li> <li>- Asbestos inspection survey</li> </ul>
7 Running cost	Utility costs for the FY 2018/19. Please note, Kingswood House has been closed since March 2019 due to Covid restrictions, figures provided should help to understand utility costs with a building fully operating.
8 SME Former tenants	
9 Photo gallery	

