

Una Marson Community Space: Invitation to Tender (ITT)

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Project Brief for Una Marson Community Space

The London Borough of Southwark is seeking to select an organisation to provide a vibrant community offer, operating from the new Una Marson Community Space which is coming forward alongside a brand new Council run public library as part of the Aylesbury Area regeneration.

The Council is keen to see the Una Marson space become a vibrant centre of activity for people who live, work or visit the south of the borough,

This is a fantastic opportunity for creating a multi-purpose centre that could generate an income, helping the running of the space.

It is expected that successful proposals will be anchored in a philosophy of added social value, building community and making best use of this space as a place that people visit.

Building information and context

Overview

All background information for the new community space is included in the Una Marson Community Space Presentation brochure.

Transport information is also included in this brochure.

Existing community provision in the local area

There is extensive community local provision in the area, and again, details can be found in the Presentation brochure.

Project Scope

The council's [Borough Plan](#) sets out the bold action we will take to:

- create a fairer and more just society

- deliver new quality, affordable homes
- tackle the climate emergency
- rebuild the local economy
- give young people in our borough the best opportunities in life

It also sets the council's values:

- treat residents as if they were a valued member of our own family
- be open, honest and accountable
- work for everyone to realise their own potential
- spend money as if it were from our own pocket
- make Southwark a place to be proud of
- always work to make Southwark more equal and just
- Stand against all forms of discrimination and racism

The council also has a [Common Outcomes Framework](#), which sets out the outcomes we are hoping to achieve through our investment in communities through social value we receive via the letting of our premises and other grant making.

The new Una Marson community space is adjacent to a public library, which will be run by the council, so we welcome proposals that compliment the library offer and allow for joint working and collaboration. Because of the physical links between the community space and the library building, we strongly support proposals that will assist us in delivering our [Libraries Strategy](#) which focuses on:

- Becoming a leader in digital access and usage for residents
- Supporting the health and well-being of residents
- Supporting educational achievement of residents through engagement with reading, literacy and learning
- Improving access to the cultural riches that Southwark has to offer
- Delivering social inclusion, economic development & libraries as community spaces
- Celebrating Southwark as a place through engagement with its local history and rich heritage

We also welcome proposals that also compliment the council's [Cultural Strategy](#) and from organisations that can align with the [Southwark Stands Together](#) pledges to:

- promote an open and transparent culture where employees who experience/see racism or discrimination are able to raise it and expect the issue to be dealt with swiftly and fairly
- listen to and amplify our diverse voices within our organizations on how we create an inclusive, fair and representative workplace at all levels
- work to address and prevent structural racial inequalities and structural racism within our organisation, the organisations we partner with and within the service the service we deliver
- champion organisations that address racial injustice and organizations that promote equality and diversity
- ensure that people of all backgrounds can rise to the top of the organisation

We are seeking bids from organisations which can demonstrate they can deliver community focused uses and activities that will assist the council in achieving the above strategic aims and outcomes, delivered in alignment with the council's values.

Proposals will have to be sympathetic to the surrounding properties; as such the hours of operation will need to be sensitive to its location, no night economy activities that could cause disturbance to the local residents will be accepted.

This opportunity is focused on community value outcomes and the council is open about the types of activities that would help achieve them. We welcome innovative proposals, however there are some types of activities which will not be considered:

- Entertainment for commercial purposes
- Any activities that involve the sale or serving of alcohol
- Industrial uses

The local population is a community in transition and we are seeking proposals which support the evolution towards a new cohesive community.

Planning status

The CO should note that detailed Planning Consent on both these facilities (contained within a wider development application) is in place and that this sets out the hours of operation and 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. Use classes E(a,b,c) should be considered as ancillary use.

For reference the Planning references are:

- Una Marson Community Facility: consented under Plot 18 16/AP/2800; S73 application: 17/AP/3846

Other requirements:

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

The hours and mode of operation will need to be the compliant with planning and licencing permissions in place.

The earliest the building will be operational is late September 2022 although this can be subject to change. The council is expecting that the appointed tenant for Una Marson will begin to deliver services and open to public by autumn 2022.

The Lease

The council is looking to enter into an agreement for lease with the CO as tenant for a lease term of up to 5 years but may consider a longer term for the right proposal.

The appointed tenant will be responsible for covering the all cost of running the community space such as business rates, utilities, refuse collection, repairs and maintenance, etc. which are estimated to amount to £18k per year (please note, this is only an estimation based on Council's spaces with similar characteristics, figures may differ especially if applicants are eligible for discounted business rates). Applicants are invited to specify the level of annual rent they will offer to pay. The evaluation section below explains how this will be factored in during the assessment process. Annual rental offer will form one of the elements upon which competing proposal will be comparatively assessed (see Evaluation below).

Una Marson Community Facility is a unit adjacent to the library space with linked access to the Library, and has a shared staff welfare room with Library staff as well as staff (from the Creation Southwark CIC).

The facility comprises: the Multi-use room (and ancillary spaces), two paired meeting rooms (which can be combined into one large room). Use of these rooms will be under the overall facility management undertaken by the Council and the CO will be responsible for managing only the services provided: activities programme and the booking of these spaces.

The CO as tenant and provider shall:

- Hold public liability insurance must be held by the individual/organisation at a minimum of £10m
- 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.
- Not damage the property by activities and events taking place. Any damage will be made good at the tenant's expense.
- Carry out appropriate risk assessments 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 CO will make space available at subsidised cost for local organisations such as residents groups.

- Be liable for payment of its contribution to the service charges which will include: Utility bills including water, electricity, phone line, NNDR, waste disposal, broadband and cleaning of the premises.

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.

Invitation to Tender Eligibility

This is an open tender process. Southwark Council is seeking proposals from a range of suitable and/or 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 corporate priorities and strategic aims set out in the “Project Scope” section above.

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, with particular emphasis to social value
- Overview of your organisation including relevant skills and experience of relevant work
- Summary of rent offer proposal

- 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 and the Project Scope section in this document)

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:

- Likely demographic and numbers of visitors, users and employees
- Anticipated outcomes and benefits for the local area including:
 - a) Contribution to the achievements of Southwark Council strategic aims and values (as per project scope section).
 - b) Payment of London Living Wage where appropriate
 - c) Environmental and sustainability considerations
 - d) Health and wellbeing considerations
- Public engagement strategy and inclusive and accessible participatory opportunities
- Schedule and details of the proposed uses
- Business plan and proposed commercial terms. Please refer to pro-forma 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 the 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 in the proposal
- Social value of the community offer

Please see further details in **appendix 2**

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.

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

Tender Timetable:

Outline Programme

7 March 2022	Issue of Invitation to Tender
14 April 2022	Submission of EOI proposals
19 - 22 Apr 2022	Evaluation of EOI & Clarification questions
25 April 2022	Tender outcome and invitation to submit Detailed Proposal
03 June 2022	Submission of Detailed Proposals
06 – 10 June 2022	Tender evaluation
16 June 2022	Detail proposal presentation
w/c 20 June 2022	Tender appointment
Autumn 2022	Opening of Library and Community Facility

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

Permissible classes use:

Appendix 1

Class E - Commercial, Business and Service

- **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 seven 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)

Permissible use classes for ancillary uses

Class E - Commercial, Business and Service

- **E(c)** Provision of:
 - **E(c)(i)** Financial services,
- **E(c)(ii)** Professional services (other than health or medical services).

Appendix 2

Expression of Interest evaluation

Criteria	Score (1-5)	Weighting	Overall Weighting
Summary of proposal		35%	Quality 70%
Overview of your organisation including relevant skills and experience of relevant work		35%	Quality 70%
Summary of commercial proposal		25%	Cost 30%
Proposed adaptations/ fit-out		5%	Cost 30%

Detailed Proposal evaluation

Criteria	Score (1-5)	Weighting	Overall Weighting
Does organisation meet Southwark Stands Together aims by addressing racial injustice and promoting equality and diversity?		15%	Quality 70%
Demonstrates partnership activity and local knowledge of services and need		15%	Quality 70%
Demonstrates understanding and ability to meeting common outcomes aims with links to the organisation's mission and business plan		15%	Quality 70%
Residents have improved access to community services		25%	Quality 70%
Residents feel that they have access to services that improve wellbeing		25%	Quality 70%
Residents feel more confident to maintain their independence without the need for higher levels of support			Quality 70%
Residents have the skills and confidence to increase their use of online services and there is less digital exclusion			Quality 70%
Supporting educational achievement of residents through engagement with reading, literacy and learning			Quality 70%
Celebrating Southwark as a place through engagement with its local history and rich heritage			Quality 70%
Business plan and proposed commercial terms including: <ul style="list-style-type: none"> - Proposed rental levels payable by the community for the use of space - Proposed rent payable by the operator to the Council - Proposed level of investment into the internal fit-out of Westmoreland Facility (if any) - Forecast cash flow over the project life cycle - Robustness of business plan - Any funding requirement 		30%	Cost 30%

Tender evaluation methodology

Assessment	Description	Score
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