

Rossendale Borough Council
The Business Centre
Futures Park
Bacup OL13 0BB

This matter is being dealt with by: Simone Keating

Telephone: 01706 227016
Email: simone.keating@rltrust.co.uk

Our reference: SpinningPointRLT02
Date: 15/02/2019

Dear Sir/Madam

RE: Invitation to provide quotation for provision of a Spa Designer

Rossendale Borough Council would like to invite you to provide a quotation for the provision of a **Spa Designer**.

We are looking for a Spa Designer to work with us to achieve success in the opening of a 12,000 sq ft high-end spa in Rossendale, Lancashire. The Spa will form part of the Spinning Point town centre redevelopment in Rawtenstall (Appendix 1) which will complement the already thriving town centre. The development includes seven retail/food and beverage units and residential apartments. We have developed an outline business case for this project and have obtained all relevant permissions including planning permission, financing, and full council political approval to move ahead with this project due to open in September 2020. Rossendale Leisure Trust will lead the project through the development phase and will operate the facility on behalf of the Council once completed.

Rossendale Borough Council is seeking a competent consultant to outline, and support the delivery of, a clear project plan leading to a successful launch and initial operation of the Spa.

The proposal should include but is not limited to the following:

- Work closely with those involved in the project including spa consultant and marketing team to share ideas
- Work with the team to deliver the installations whilst ensuring they fit with overall look and feel of the rest of the project
- Ensure all designs conform to best practice access standards
- Ensure all designs are fit for purpose and consider the particular challenges and conditions presented by the site.

- Attend meetings as required to understand the client expectations and coordinate with the base build design.
- Attend site to understand the building and the site.
- Produce potential concept designs and cost implications for discussion with the project team
- Present concept design to project team demonstrating how it meets the desired outcomes
- Provide an order of cost for the interpretive concept
- Attend presentation to sign off this concept with project board
- Amend concept as required following this presentation
- Present detailed design to project team and project board - amend as required to achieve sign off.
- Provide visuals, detailed specifications and a graphic production schedule in preparation of tender documents for fit out.
- Tender for fit-out
- Work with the project team to produce detailed specifications and schedules for inclusion in fit out tender documentation.
- Comment on base-build design, liaise and meet with the base-build design and contractor team as is required to achieve effective coordination and ensure both schemes work effectively together.
- Provide accurate anticipated costs for the scheme so as to ensure the budget is managed effectively.
- Provide design information as is required to achieve all necessary consent
- Provide a monthly progress report from time of appointment detailing task completed in preceding month and tasks to complete in coming month
- Monitor progress of the works against programme and report back; assist in resolving problems

We are also looking for a Spa Consultant so if you can effectively do both and provide efficiencies then this will be taken into consideration in the evaluation process. Details of the Spa Consultant Invitation to Tender can be found at www.rossendalebc.gov.uk.

If you have any queries or questions regarding this tender, please contact:

Simone Keating, Rossendale Leisure Trust

Telephone: 01706 227016

Email: simone.keating@rltrust.co.uk

Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all tenderers.

Submitting your quotation

If you are interested in providing this service subject to our standard Terms and Conditions you must submit your quote together with the completed documentation to the Council no later than **12 noon, 8th March 2019 to:**

Committee and Member Services Manager

**Rossendale Borough Council
The Business Centre
Bacup
Rossendale
Lancashire
OL13 0BB**

The envelope should state the following:

Quotation for: Spa Designer

Closing date 12 noon, 8th March 2019

The packaging must not bear any sign or reference which might indicate the identity of the bidder.

Any quotes received after this time will not be considered, it is your responsibility to get the quote in on time regardless of delivery method.

All submissions shall be in English and prices in Sterling, exclusive of VAT.

You must obtain for yourself at your own expense all information necessary for the preparation of your tender.

You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations.

Quotations/documentation received will be evaluated on the following criteria:

Criteria	% = 100
Quoted price	30
Depth of quality of proposals for project management (including work programme, project milestones, proposed methodology and strength of proposals to ensure quality of work)	20
Skills and experience of key staff to be employed on this project	20
Examples of previous work on projects of a similar nature	20
Understanding of the Council's requirements for the Contract, and ability to delivery within timescales	10

Along with your fee proposal you are required to provide relevant information to include:

- Proposal and methodology as outlined within this document
- Timetable which you are proposing to adhere to
- Examples of previous work relatable to this project
- Company profile and Operational Information
- The proposed personnel identified for the provision of the contract and whether they will be exclusively deployed to the Council and any other resources which will be used.
- Two References
- A copy of Company Health & Safety policy
- Copies of Insurance details

You must clearly outline the efficiencies to be achieved in the event that you submit for both the Spa Design and Spa Consultancy contracts.

Fee Proposal

You must indicate all costs that will be associated with the contract e.g. rates, expenses etc. No claim for additional payment will be considered for items that have not been specified.

The timing and quantum of payments should be outlined in the proposal, along with details as to the suggested milestones and measure of satisfactory performance to be applied.

This letter is not intended to signify guarantee of an order being placed, and no commitment is undertaken by the Council to purchase services on receipt of quotations/documents.

Thank you.

Yours faithfully,

Cath Burns
Director of Economic Development
Rossendale Borough Council