

## **Lower St James's St Heritage Action Zone**

Opportunity for proposals on Lower St James's Street Creative Hub Exemplar project.

## Invitation for proposals

### Opportunity:

Burnley Council and Historic England are seeking proposals from suitably experienced not for profit bodies to work with the Council and Historic England to develop and operate a Creative Hub exemplar project on Lower St James's Street, Burnley.

The opportunity is to work with us transform a vacant, underused building on Lower St James's Street into a thriving hub of creatives, local artists and creative activities in an area of Burnley town centre that suffers low footfall and high shop vacancy rates.

Burnley Council and Historic England is looking for ambitious bodies to inform proposals to turn a 3-storey building up to approximately 2940 sq ft into a hub of studios, affordable creative working space and exhibition space whilst supporting and nurturing creative talent and delivering community arts-based community engagement opportunities.

The Creative Spaces exemplar project will build on the existing presence of arts and culture for Lower St James's Street. Where the vision is for *creativity* to be the driver for boosting visitor numbers and the catalyst to attract more independent and varied businesses. The backbones for this project have already been established, there are local, niche businesses on St James's Street that lend themselves to this sector, including art galleries and grassroots music venues as well as a cultural consortium which focus their energy and activity on building Lower St James's Street's reputation as a cultural hub.

### Background:

In 2020, Burnley Council was successful with its bid to Historic England for a High Street Heritage Action Zone project which has been delivering physical change including £1m of public realm improvements along Lower St James's Street and stabilisation work to the iconic former Empire Theatre Building since the award. A Cultural Consortium, drawing together local arts-based businesses with other arts-based organisations has been formed to deliver a 3-year cultural engagement programme. The HAZ project also delivers heritage skills workshops for the local community and has a programme of activity for the remaining years of the project.

Burnley Council recognises that high streets are evolving and that there is a need to find alternative uses for vacant retail space. The Council is proposing to work with a partner to bring a vacant building back into use as a development of a creative hub on Lower St James's Street with a view to meeting this change in demand, to support Burnley's burgeoning creative sector and to demonstrate how historic buildings can be re-imagined. The council has identified characterful buildings, that are vacant and in need of investment for this strategic project and is looking for an experienced partner organisation to work with the Council and Historic England to bring it back into use and transform it into a hive of activity for the local artist community, using funding available from HSHAZ and other sources.

It is important to note that the buildings under consideration are in private ownership and subject to acquisition. Therefore, the model for delivery, lease or purchase of the building will be determined during the development stage but bidders are asked to submit their preferred model.

This project is set to be a priority identified in the developing cultural strategy and feeds into Burnley Council's town centre masterplan that can be viewed here:

[Burnley Town Centre and Canalside Masterplan | Burnley Borough Council](#)

### **Invitation for proposals:**

Burnley Council and historic England are seeking proposals from suitably experienced not for profit organisations or collaborations with a proven track record to work with us to deliver this transformative project. The successful body will be invited to work with the Council and Historic England on an agreeable model of delivery once the capital works are completed. An example of this could be a long lease with a peppercorn rate made payable to the council.

A panel made up of Burnley Council, Historic England and two independent bodies will score and rank the proposals.

Proposals must include the following information:

**1. About your organisation, including history, structure and core values (20 marks)**

NB: Where you are a new organisation explain please provide separate biographies of the directors/trustees? If the submission is from a collaboration or partnership between organisations explain the relationship and outline previous track record of working in collaboration

**2. Relevant experience (40 marks)**

Include:

- Running and managing a shared studio space
- Delivering exhibitions and community engagement activities
- Evidence of partnership working
- Nurturing and supporting local artists
- Evidence of securing funding from external sources for creative based projects

**3. The business model (20 marks)**

NB: The building for this project is still under consideration so please work on a size listed in section one. Please also give an indication of your preferred delivery model and indicative projections of income and costs.

**4. Marketing and Demand (10 marks)**

Include:

- A marketing plan
- Information on the demand for this space locally
- Criteria for use of studio space
- Details of any tenants already identified

5. Explain how the hub will contribute to the wider vision for St James’s Street as a creative neighbourhood **(10 marks)**

You must also answer the following pass/fail question:

1. Completed certificate of non-collusion and non-canvassing (appendix 1) form **Pass/fail**

**Proposals must not exceed 25 pages.**

Please **register** your interest in this opportunity by Friday the 7<sup>th</sup> January to receive clarification responses by email to [meastwood@burnley.gov.uk](mailto:meastwood@burnley.gov.uk) with the title Creative Hub Exemplar Project.

If you have any clarification questions or queries, please email [meastwood@burnley.gov.uk](mailto:meastwood@burnley.gov.uk) , please note the cut off for queries is Friday 7<sup>th</sup> of January.

Please submit your proposal no later than 3pm on Friday the 21<sup>st</sup> of January via email to [meastwood@burnley.gov.uk](mailto:meastwood@burnley.gov.uk)

**Timetable:**

Opportunity published and advertised	Tuesday 21 <sup>st</sup> December 2021
Clarification’s cut-off date	Friday 7 <sup>th</sup> January 2022
Proposal submission deadline	Friday 21 <sup>st</sup> January
Panel review	w/c 24 <sup>th</sup> January
Organisations notified	w/c 24 <sup>th</sup> January

**Scoring:**

The below table explains how each of the marked sections above will be scored. Weighted Tender Quality Score =  
Score Awarded by Evaluation Panel / Max Score Available x Weighted Percentage

Score	Criteria
4	<b>Excellent:</b> Response clearly meets all requirements. Clearly describes the bidder’s capabilities in delivering the requirements in scope; and demonstrates exceptional understanding. All



	information provided is consistent with all other areas of the tender response.
<b>3</b>	<b>Good:</b> Response clearly meets all requirements satisfactorily. Clearly describes the bidder’s capabilities in delivering the requirements in scope, and demonstrates understanding. All information provided is generally consistent with all other areas of the tender response.
<b>2</b>	<b>Satisfactory:</b> Response meets most requirements but is lacking or inconsistent in a few identifiable areas, leading to minor reservations. Describes the bidder’s capability in relation to the requirements, and demonstrates some understanding. Information provided is generally consistent with all other areas of the tender response.
<b>1</b>	<b>Weak:</b> Response meets some requirements but is lacking in several identifiable areas, leading to serious reservations. Provides little indication of the bidder’s capability of delivering the requirements; or only partially meets the requirements; and / or demonstrates partial understanding. Some information provided is inconsistent with other areas of the tender response.
<b>0</b>	<b>Poor/ Non-Compliant.</b> Has a number of deficiencies or concerns in certain areas where the lack of detail requires the evaluator to make assumptions, or no information is provided. Little or no description of the potential bidder’s capability of delivering the requirements is provided, leading to major reservations; or does not meet the requirement; and / or demonstrates no understanding. Information provided is inconsistent with other areas of the tender response.

## Appendix 1: CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING

To:

**Head of Legal & Democratic**

**Town Hall**

**Burnley**

**BB11 9JA**

Date: \_\_\_\_\_

### **TENDER FOR Lower St James St Heritage Action Zone**

For the attention of:

#### **Statement of non-canvassing**

I/ we hereby certify that I/ we have not canvassed any Member, Director, Employee, Representative or Adviser of the Council in connection with the proposed award of Lower St James St Tender by the Council, and that no person employed by me/ us or acting on my/ our behalf, or advising me/ us, has done any such act.

I/ we further hereby undertake that I/ we will not canvass any Member, Director, Employee, Representative or Adviser of the Council in connection with the award of Lower St James St HAZ Tender and that no person employed by me/ us or acting on my/ our behalf, or advising me/ us, will do any such act.

#### **Statement of non-collusion**

The essence of selective tendering for the Lower St James St HAZ Tender is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/ we certify that this is a bona fide offer, intended to be competitive and that I/ we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-Contractor identified in this offer).



I/ we also certify that I/ we have not done, and undertake that I/ we will not do, at any time any of the following acts:

Communicate to a person other than the Council, the amount or approximate amount of my/ our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or

Enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or

Offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

I/ we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_