

# Call For Proposals

## Norwood Park Stay and Play One O' Clock Club, Salters Hill, London, SE19 1EA

This document outlines information about the letting of Norwood Park One O'Clock Club and how interested parties can apply. The One O'clock Club is located within the picturesque Norwood Park, adjacent to the playground and cafe with spectacular views overlooking the city.



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## 1. Overview of Property & Open Days

The One O'clock Club building is located at the northern edge of Norwood Park and is easily accessible directly from Salters Hill or via footpaths leading through Norwood Park. It is a 10 minute walk from Gipsy Hill Station and close to Kingswood Primary School with local bus routes between Gipsy Hill and West Norwood.

The property is a single storey brick building with a pitched roof and comprises a hard surface and grass play area with outdoor play equipment and buggy storage with dual access from Salters Hill. The interior of the premises comprises a large main hall with vaulted wooden ceiling, kitchen, disabled and M&F toilets and several storage rooms.

Two sets of roller shutters are located to the front and side which provides good security at night and keeps the property light and airy during the day giving easy inside-outside play access

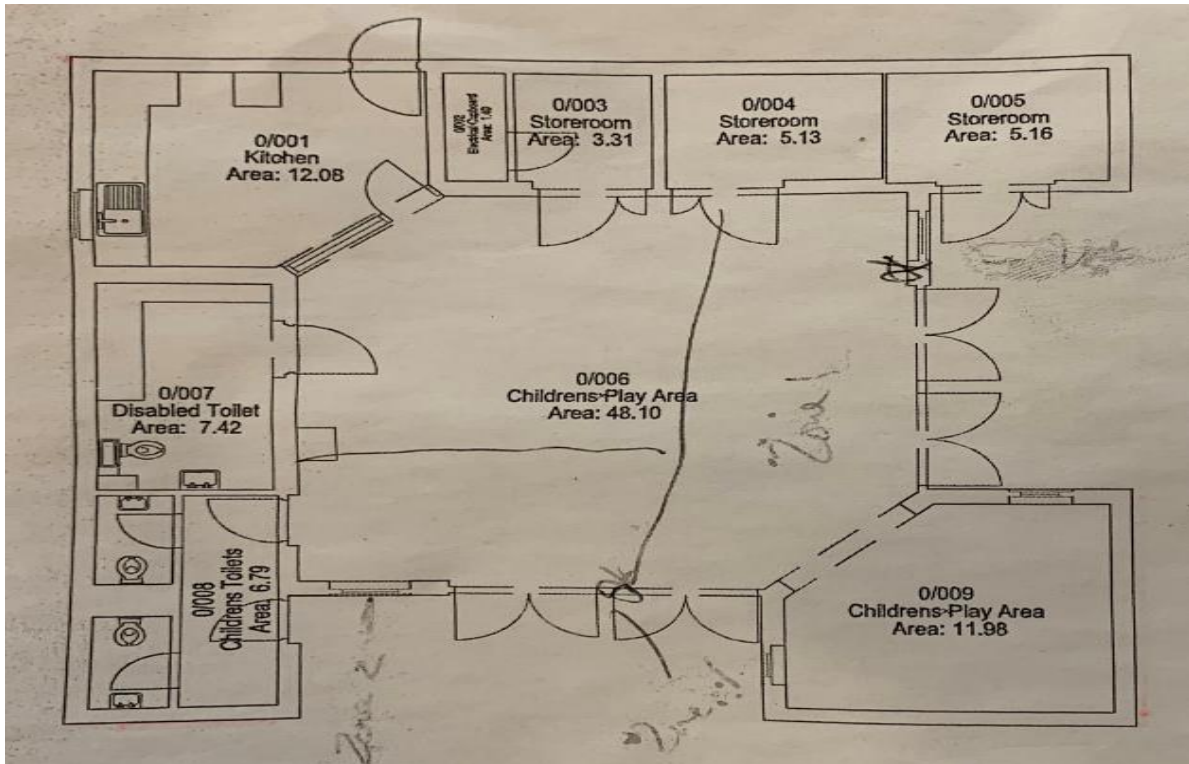
The building is set in enclosed Norwood Park grounds, the area to be leased is shown within the red edged boundary below. The floor plan illustrates the layout and provides indicative room sizes in square metres. The Gross Internal Area is estimated to be 105.70 square metres (1,138 Square feet).

Parking is directly adjacent on Salters Hill.

**Plan of Leased Area (edged red)**



**Floor Plan (with dimensions m2)**



The Energy Performance Asset Rating for this building is 'E'.

All applicants should view the premises and undertake their own surveys, inspections and measurements.

The Business Rates payable for 2020/21 is £ 2,585. It is anticipated that ingoing tenants will apply for Business Rates relief: <https://www.lambeth.gov.uk/business-services-rates-and-licensing/business-rates/reduce-your-business-rates-guide>

The Premises will be open for viewings from

11am – 1pm on Thursday 1<sup>st</sup> October

AND

2pm – 4pm on Monday 5<sup>th</sup> October

NB: In order to keep to the Covid social distancing guidance. We request that you select a day and arrange a 10 minute timeslot with us by emailing [youthandplaytenders@lambeth.gov.uk](mailto:youthandplaytenders@lambeth.gov.uk) with the subject heading: Norwood Park. During the visit, we will ask you to keep to a maximum of 2 people per viewing, ensuring you are wearing a face covering and maintaining social distancing in line with guidance.

## 2. Permitted Use and Community Service Agreement

Expressions of interest are being sought from organisations that can offer a proposed use of the premises that supports the Council's aims and objectives set out in *The Children and Young People's Plan 2018-22* which can be found at the attached link:

<https://www.lambeth.gov.uk/sites/default/files/sc-our-children-our-future.pdf>

Preference will be given to applicants that submit an application that supports the objectives of the Council's Better Start programme.

The Council is also looking for tenants that want to maximise use for the premises and encourage community use and community engagement. The lease terms will permit hiring of the premises for purposes consistent with the main use, the community uses and the planning use.

The premises should be available for use every weekday, and at weekends.

The Council would require the following weekly sessions be run at the premises:

- A minimum of 3 stay and play sessions for children aged 0-4 and their parent carers

These sessions should be delivered in line with the Early Years Foundation Stage curriculum and accessible to all babies and children aged 0-4 attending with their parents and carers, including those with additional needs.

If the premises is hired to other providers, the expectation would be for Voluntary sector groups to be charged at a nominal rate for an average of 2 sessions per week.

**All applicants should complete a tender application form setting out how they propose to use the premises and how they propose to engage with the community. This tender application will form the basis of a Community Service Agreement between the Council and the Tenant.**

The planning use for the premises is considered to in be Class D1 of the Town and Country Planning Act Use Class Order.

At least one member of staff supervising stay and play sessions should have a relevant professional qualification in delivery of early years services, and be equipped to plan and deliver services in line with the Early Years Foundation Stage curriculum; and have health and safety and safeguarding certification.

### 3. Lease Terms

The following are the proposed lease terms for the incoming tenant and are Subject to Contract & Lambeth Council Approval

<b>Property</b>	Norwood Park One O' Clock Club
<b>Term</b>	New 10 year Lease commencing on the date of completion
<b>Rent</b>	The rent is to be waived in accordance with the provisions of a Letter of Comfort.  The rent is exclusive of Business Rates, and all other outgoings. These are the responsibility of the Tenant.
<b>VAT</b>	The property is not elected for the purposes of VAT
<b>Landlord &amp; Tenant Act 1954</b>	The provisions of Sections 24-28 of the Landlord & Tenant Act 1954 (relating to security of tenure) are to be excluded from the lease.

<b>Break Clause</b>	A break option for both the Landlord and Tenant providing 6 month's notice.
<b>Repair</b>	The Tenant will be responsible for keeping the premises in good and tenable repair and condition throughout the term at the Tenant's own expense and on expiry or termination shall hand the premises in that condition to the Council.
<b>Decorations</b>	These are the Tenant's responsibility. The decoration is to be undertaken when necessary and 5 yearly.
<b>Alterations</b>	These are not permitted except for internal non-structural alterations with the Landlords prior written consent which is not to be unreasonably withheld.
<b>Assignment and Subletting</b>	<p>The Tenant will not be permitted to assign or sublet the premises.</p> <p>Hiring of the premises will be permitted provided the tenant does not hire on terms that create a relationship of Landlord and Tenant and on the basis that no exclusive possession is granted.</p>
<b>Use</b>	<p>The premises may be used for (the purposes proposed by the tenant and agreed by the Council prior to the grant of the lease and in accordance with the Tenant's submitted business plan]</p> <p>The premises may be used for any ancillary services reasonably considered to provide wider community benefit on a not for profit basis.</p> <p>The property must be used in a safe and efficient manner in accordance with good practice for [delivery of the activities in line with the Early Years Foundation Stage curriculum, children's services, play provision and community buildings]</p> <p>The premises shall not be used in such a way as to cause a nuisance, annoyance, or disturbance. The landlord reserves the right to impose reasonable restrictions on hours of use of the premises</p>
<b>Refuse</b>	The tenant will be required to enter into a trade agreement for the disposal of refuse from the premises.
<b>Insurance</b>	<p>The Landlord insures and the Tenant pays the premium for the building insurance. This doesn't include Tenants content insurance which is the responsibility of the Tenant.</p> <p>The tenant will be required to put in place third party and public liability insurance.</p>

<b>Indemnity</b>	The Tenant to indemnify and keep indemnified the Council against any claim arising out of the Tenant's use and occupation of the said property.
<b>Re-entry</b>	A provision for re-entry by the Council in case of bankruptcy, breach by the tenant of any of the covenants to be contained in the lease or fundamental breach. Fundamental Breach will be defined to include failure in Safeguarding, RoSPA inspection of play equipment and Health and Safety compliance.
<b>Inspection and Access</b>	The Tenant to allow the Council, its employees or agents access to the premises at all reasonable times, except in case of emergencies, for the purpose of inspection.
<b>Letter of Comfort</b>	The rent will be waived in accordance with the Letter of Comfort while the Tenant uses the premises for the purposes agreed with the Council and as set out in the lease and Business Plan.
<b>Legal Costs</b>	Each Party will be responsible for their own legal fees.

## 4. Due Diligence – Organisational Standing

### **New Organisations**

Three References

3 years – 5 years income and expenditure model

A credit check will be undertaken in the event your application is successful.

### **Existing Organisation**

3 years accounts

Two References

A credit check will be undertaken in the event your application is successful.

## 5. Selection Criteria

If you are interested in this opportunity you need to complete the [tender application form](#)

### **Criteria**

The criteria upon which plans will be considered is below. Please note that the number in red represents the weighting that each portion will be allocated toward the overall assessment.

- Evidence that you are a sound organisation with a track record of delivering successful early years services, or, if you are a new organisation, details of how the prior skills, knowledge and experience of the management team will enable you to deliver a successful early years offer. (20%)



- Details about the services you propose to deliver from the building, highlighting how these will support the Better Start aims and objectives of the *Council's Children and Young People's Plan 2018-22* which can be found at the attached link:  
<https://www.lambeth.gov.uk/sites/default/files/sc-our-children-our-future.pdf>  
This should include a draft weekly timetable setting out how the building will be utilised. (20%)
- Details about how you will engage the community to ensure that the services provided are co-produced and meet local need, with a focus on engaging and supporting families who are most disadvantaged. (20%)
- A brief financial proposal for the first three years showing your anticipated expenditure, including set up costs, running of services and ongoing maintenance of the premises: and an income forecast showing how you would seek to raise the finance to maintain this. (20%)
- Evidence that you have an understanding of the requirements of Safeguarding and details of how you would apply this in practice, including detail of who within the organisation would have responsibility for insuring it is maintained. (10%)
- Evidence of your understanding of the policies and procedures you will need to have in place to successfully and safely manage an early years service within the building. This should include consideration of the requirements to run open access stay and play sessions for children aged 0-4 and their parents and carers. (10%)
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## 6. Evaluation & Scoring

Members of the evaluation panel will use a 0 – 5 matrix for scoring; 0 being lowest and 5 being highest. The supplier's submission is reviewed upon the quality and amount of relevant information submitted. See the matrix below:

Score	Rating	Description
0	No Response	No proposal has been received
1	Unacceptable	A proposal at this rating: <ul style="list-style-type: none"> <li>• Builds very little or no confidence that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures;</li> <li>• Builds very little or no confidence that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.</li> </ul>
2	Poor	A proposal at this rating: <ul style="list-style-type: none"> <li>• Raises reservations that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures;</li> <li>• Raises reservations that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.</li> </ul>



		Note: a response at this rating includes reservations which cannot be easily resolved with the Tenderer pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.
3	Acceptable	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> <li>• Confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures;</li> <li>• Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies.</li> </ul> <p>Note: an acceptable response may include minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.</p>
4	Good	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> <li>• Builds confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures;</li> <li>• Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies.</li> </ul> <p>Note: a good response may include a small number of minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.</p>
5	Excellent	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> <li>• Builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures;</li> <li>• Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies.</li> </ul> <p>Note: an excellent response should not include any reservations.</p>

## Evaluation

The plan will initially be examined by an evaluation panel. This will consist of officers of the council with experience of working with early years providers and voluntary sector organisations managing Council assets. They will undertake an assessment using the above scoring sheet. The assessment will be calculated by multiplying the agreed panel score by the weighting given to that section, e.g. if it is felt that your application response to an individual question is of a 'good' standard, you will receive a **4** which will then be multiplied by **20%** which reflects the weighting allocated to that

section giving a total score of **80** points for that section i.e. **4\*20%= 80**. The overall score will then be calculated using the same calculation for all the criteria.

NB: All bidders will be expected to reach a minimum score of **3** on all criteria otherwise their application will not be taken any further.

All other organisations will then be invited to a panel where they will be expected provide a short presentation showing how they will put their plan into operation and undertake a brief Q&A. The panel will then score the presentation against the same criteria using the same scoring process. The two panels will each count 50% toward the final score.

#### Rent Waiver

The property will be provided with the rent waived for the duration of the lease. The condition of this is that the provider enters into and complies with a Community Service Agreement (CSA) which will set out the basis for that agreement.

It is a requirement that all tender application forms are submitted with an accompanying letter confirming that the applicant has read the CSA and is willing to comply with the conditions set out within.

#### Submission of tender application forms

All tender application forms must be submitted via email to [youthandplaytenders@lambeth.gov.uk](mailto:youthandplaytenders@lambeth.gov.uk) subject heading: Norwood Park by 11.59pm on Sunday 11<sup>th</sup> October. Applications received after this date or by post will not be considered.

This will be based upon the time the email is received rather than sent. In the event of any dispute over time the council reserves the right to use discretion in determining if the plan goes forward, however it the applicant will be responsible for producing evidence of despatch.

#### Timescale

The timescale for this process is as follows:

Date process opens:	Thursday 17th September 2020
Date for site visits	Thursday 1 <sup>st</sup> October 11am-1pm and Monday 5 <sup>th</sup> October 2-4pm (noting pre-arranged 10 minute time slots will need to be organised and confirmed by emailing: <a href="mailto:youthandplaytenders@lambeth.gov.uk">youthandplaytenders@lambeth.gov.uk</a> Subject heading: Norwood Park
Date for request for additional information	Wed 7 <sup>th</sup> October at 12.00pm
Date for submission of business plans	Sunday 11 <sup>th</sup> October 2020 at 12.00pm
Date for initial evaluation of plans	Tuesday 13 <sup>th</sup> October 2020
Date for outcome of initial evaluation and invite to panel	Wednesday 14 <sup>th</sup> October 2020

Date of panel evaluations	Wednesday 21 <sup>st</sup> October 2020
Notification of outcome to all providers	Friday 23rd October 2020

NB: Please note that the council will notify applicants where an amendment to this timescale occurs.

### Mobilisation

The successful provider will be expected to be operating services within three months of the date of notification. In the event this is not possible the Council reserves the right to withdraw its offer and consider the next successful applicant if their plan has met the criteria above.

### Questions and Queries

All questions or queries relating to this process must be made by email and should be sent to [youthandplaytenders@lambeth.gov.uk](mailto:youthandplaytenders@lambeth.gov.uk) subject heading Norwood Park and must be received by (Wednesday 7th October 12.00pm). We reserve the right to share the answer to questions with all applicants where we deem the response to be of material interest to all applicants.

Misrepresentation Act 1967: The London Borough of Lambeth gives notice that: 1. These particulars do not constitute, nor constitute any part of, an offer or contract. 2. None of the statements contained in these particulars as to the property are to be relied on as statements or representations of fact. 3. Any intending purchaser or lessee must satisfy himself by inspection or otherwise as to the correctness of each of the statements contained in these particulars. 4. The London Borough of Lambeth does not make or give, nor does any person in their employment have any authority to make or give, any representation or warranty whatever in relation to this property. The Business Protection from Misleading Marketing Regulations 2008: These details are believed to be correct at the time of compilation but may be subject to subsequent amendment. August 2020.