Date: 15 July 2021

Tunbridge Wells Borough Council is inviting suitably experienced interested parties to take part in a supplier engagement process. The Council is seeking interest from businesses, to take a lease of some 19,800 ft2 (to be agreed) of office accommodation within the Town Hall, Tunbridge Wells, for the operation and provision of a co working operation.

The Council have recently reviewed their own office accommodation requirements within the Town hall. The Council will need to retain some 11,400 ft2 for its own accommodation and are looking to lease 19,800 ft2 to a co working business to provide and manage, flexible working solutions.

The council are open to ideas from co working providers on how this arrangement could work. We are flexible in our approach, from refurbishment, fit out, financial arrangements, through to how the space is arranged, shared areas and communal space.

* The Town Hall is a listed building and interested parties would need to consider this in their approach and use of the space.
* At this stage of the process, the Council would seek outline ideas on concept, design and fit out. Including any proposed subdivision or removal of internal walls. Although flexible, the Council would prefer for the entire internal area to be refurbished to provide unity.
* Thought as to how the Ceremonial spaces (Council Chamber) could be incorporated into the co working operation and any design changes proposed.
* The Council are open to the reception / front of house provision being jointly or solely managed.
* Operational hours and days of use
* The Council would be open to the grant of a lease of up to 15 years. (contracted out of the landlord and Tenant Act 1954)
* Consideration will need to include how the project will beneficially contribute to the Councils Corporate Carbon Descent Plan to deliver net zero carbon 2030.

Information for the process is as follows:

**Stage 1 – Company Overview and Product information & Site Visits**

**Site visits will be conducted on 26, 28 and 30 July**. **The available meeting times for each of the dates will be allocated on a first come, first served basis and are as follows:**

|  |
| --- |
| 10:00am |
| 12:00pm |
| 2:00pm |

Due to ongoing requirements to keep our sites Covid secure, no more than 4 companies may attend any one timeslot, and companies will be limited to a maximum of 2 attendees.

**Please contact us via the messaging area within the Kent Business Portal to book your appointment.**

Interested parties are invited to submit an overview of their company, and a proposal of their co working concept for the Town Hall. The Council will be seeking views on the funding and internal modernisation and refurbishment required to the building. Details of a business plan and financial model. Evidence of financial suitability and experience operating a co working business.

Our team will assess this information for relevance and suitability, before inviting a shortlist of suppliers to stage 2 of the engagement process.

**Your expression of interest must be made via Kent Business Portal, and the information requested above must be provided by 12:00pm on Thursday 12 August 2021 in order to be eligible for assessment. Information must be submitted via the messaging facility within the Kent Business Portal.**

**Stage 2 – Presentation/Demonstration**

Shortlisted companies will be invited to give a presentation/ of their proposed business concept for co working, which should include previous coworking ventures. This will need to demonstrate details of the business plan and financial model. Masterplan designs for refurbishment of the available accommodation. Building management plan, including incorporating shared space, front of house, external areas and use of ceremonial rooms. Details of coworking proposals (desk space – entire offices – events).

Members of the Civic Cross Party Working Group may wish to visit previous co working projects companies have been involved in, as part of this process.

**Information available – plans of building – external planned building works to be undertaken by Council.**

At the conclusion of the engagement process, the Council will determine the most appropriate route to market in order to procure a new contract for this service.

If you require any further information at this stage, please contact me.

Many thanksA picture containing bottle, photo, food, people

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