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Knowsley Council

**Soft Market test**

Shakespeare North Theatre Commercial Kitchen Retrofit

Contract Period:

**TBC**

1. **Background**

The commercial kitchen at Shakespeare North Playhouse, Prospero Place, Prescot, L34 3AB (<https://shakespearenorthplayhouse.co.uk/>) requires a retrofit to allow a wider variety of foods to be prepared in the café and support an increase in profit. The kitchen has existing equipment that will be kept and used along with purchasing new equipment. The kitchen needs a new design to help the ‘flow’ of the kitchen and to also to allow for more equipment to be installed. A new walk-in fridge is required along with the serving area being re-designed.

We would like to take the opportunity to do some `soft market testing’ as outlined below to determine current interest levels in the market for this project and in particular, the best way to tender the work - i.e. tender the design & build together, or have a design tender and then a separate tender process for the build.

We are therefore particularly interested in whether respondents have the capability to design and build, design only or build only as this will inform the chosen procurement process.

1. **Key Aims**

Enclosed is a rough sketch of the proposed changes as envisaged by the cafe manager and the key changes are detailed on the right-hand side of the drawing. The sketch is for illustrative purposes only and is not definitive - the purpose of the procurement resulting from this market test would be to have a professional design process carried out based on a full specification for the new facilities, followed by a build based on the design produced.

For clarity, item 4 on the enclosed sketch plan is currently a door that would need to be changed to a hatchway.

**Please note:** We do not yet have a full specification or dimensions for the new space and therefore do not expect designs to be sent to us at this stage. What we require now is for interested suppliers to register their interest in the project and to state whether they can design the new kitchen, build the new kitchen or do both the design and build of the new kitchen. Once we have this information, we will move onto the procurement phase and structure the tender process based on how suppliers respond to this soft market test.

**Project Timescales**

|  |  |
| --- | --- |
| **Stage of the project** | **Anticipated deadline\*** |
| Soft market testing | 23/07/2024 |
| Progress to tender | August 2024 |
| Closing date for suppliers to have submitted documents | End August 2024 |
| Result of Procurement Process | September 2024 |
| Contract Start Date | September/October 2024 |

\* All dates are speculative at this point.

1. **Soft Market Testing**

**THIS IS NOT A CALL FOR COMPETITION**

The Soft Market Test is intended to allow interested organisations with relevant experience to outline their views and provide information with no commitment to themselves or the Council.

The Council is looking to award a contract commencing September or October 2024. If a decision is made to tender this service, the maximum budget is £100,000 for both design and build. During the Soft Market Test, we would like to gauge the level of interest and the number of suppliers able to design only, build only or design and build combined.

**Stage 1 -** Interested suppliers are required to complete the following company information form and a short questionnaire (at appendix 1). Suppliers who complete and return the questionnaire ***may*** be invited to meet with Council representatives to discuss its requirements.

The questionnaire should be returned via The Chest - <https://www.the-chest.org.uk/> by 23 July 2024.

If Suppliers have any questions about this soft market test, such questions should be submitted to the Council using the messaging facility within the opportunity advertised on The Chest. A copy of the question and a copy of the written reply may be circulated to all Suppliers, with anonymity of the Supplier preserved. Suppliers must not raise questions through any other channels, including emails direct to the Council or to STAR Procurement. No questions will be responded to, other than those raised through The Chest as described above.

**We encourage your participation in this soft market testing exercise but must emphasise that your involvement in this exercise will not carry any commercial advantage in any ensuing procurement process.**

**No information provided in response to this soft market testing exercise will be used in any evaluation of any subsequent response to a procurement exercise.**

1. **General Information**

|  |  |  |
| --- | --- | --- |
| **3.1** | Full name of your organisation: |  |
| Contact Details Name: |  |
| Job Title: |  |
| Address: |  |
| Telephone no: |  |
| Fax No: |  |
| Mobile No: |  |
| Email Address: |  |
| Web Address (if any): |  |

1. **Undertaking from the supplier**

|  |  |
| --- | --- |
| Name:\* |  |
| Signed: | Duly authorised on behalf of the Supplier  (Electronic signature required here) |
| Position: |  |
| Date: |  |

**Appendix 1 – Questionnaire**

**Please complete the following questionnaire fully, highlighting any information that you consider to be commercially sensitive.**

1. Would you be interested in bidding for this proposed Project?

If Yes, why?

If No, why not?

Response:

1. Please detail if you are interested in carrying out the design only of the kitchen, or the build only, or if you have the capability to do both design and build?
2. Please detail the experience your organisation has in delivering this type of design service and/or works?
3. When/if the Council go to tender following the soft market test, is there anything in addition to the information in this brief that suppliers would need to be advised of to aid in their response?