

Whittingham Parish Council

INVITATION TO QUOTE

Development of Feasibility Study for the Regeneration of St John's Church

Final– 04 June 2025

Approach

Whittingham Parish Council (the Council) is seeking a lead organisation to develop a costed Feasibility Study for the work shown below.

Preston City Council has kindly agreed to let the Parish Council use their 'Chest' procurement portal for this purpose. For the avoidance of doubt, the City Council is NOT providing any form of procurement advice or guidance beyond the use of the portal.

1. INTRODUCTION

Whittingham Parish Council is seeking ways to save St John's Church, Whittingham¹ and to redevelop it in such a way as to provide a community asset for the area.

The church is a Grade II listed building which is currently owned by Homes England. It has been derelict for nearly thirty years and despite some remedial activity is in a very poor condition.

Following initial background work, the Council is now seeking a lead organisation to develop a costed Feasibility Study for how the building might be saved and used in the future. The Study will be funded from existing CIL money.

The output must be sufficiently detailed and of sufficient quality to enable the Council to use it as the basis for approaching potential funding bodies should the project progress beyond the Feasibility Study stage.

2. STRATEGIC OBJECTIVES

The overall strategic objectives of the Council for the church are:

- To implement a solution that preserves the building for at least the next 100 years.
- To create a space for the village that is well used, well loved, and valued by the community,
- To create a space where people can come to 'recharge their batteries' and connect with others.
- To create a space where people feel known, welcome and 'at home'.
- To develop facilities that contribute to the health and wellbeing of those who use them and to the good of the broader community.
- To ensure the building and the facilities are financially self-sustaining in the short, medium and longer term.

¹ **Location:** St John's Church, Cumeragh Village, Preston, Lancashire, PR3 (OS 356636, 436143)

3. OBJECTIVES FOR THE FEASIBILITY STUDY

The overall objectives for the Feasibility Study are:

- To identify financially viable options for redeveloping the church taking into account its location, surrounding developments and the overall strategic objectives of the Council.
- To evaluate a neighbouring potential solution which would enable the Council to provide facilities for community use whilst at least maintaining the fabric of the historically important church building.
- To provide indicative high level capital and ongoing costs for proposed solutions.
- To identify potential sources of funding relevant to the proposed solutions.
- To provide a high level plan for work to completion of the preferred solution.
- In addition to identifying a preferred approach, to advise clearly and unambiguously if the project should not be progressed.

4. REQUIREMENTS

4.1 Approach

- To ensure clear lines of accountability, the Council will only appoint a single organisation to produce the Feasibility Study.
- Bidders may engage with sub-contractors as appropriate in preparing the tender response and in putting the Feasibility Study together but the tender response and the final Feasibility Study must come from a single lead organisation.
- Bidders must be able to demonstrate relevant experience in the redevelopment of historically important buildings.
- Bidders should be able to demonstrate relevant experience in the associated development of community spaces and facilities.
- The Council's primary objective at the moment is to secure St John's Church as a building for the foreseeable future. It's secondary objective is to try and do so in a way which enables the building to be brought back into community use and adds long term value to the community.
 - The church is currently the legal responsibility of Homes England and one potential solution is for Homes England to progress and ensure the survival of the church and for the council to develop an alternative space for community use.
 - The only viable option for this is The Hermitage building adjacent to St John's Church as this would have the advantage of helping with access to the church and parking. The Hermitage is currently owned by the NHS and is expected to go on the market shortly. There is therefore a short term opportunity to consider this and the Feasibility Study should take the realistic potential of this into account.

- Bids should take into account the need for community engagement at appropriate stages. To avoid duplicating existing work, this should demonstrably take into account:
 - the results of consultation carried out during the development of a Parish Plan in 2023.
 - the resulting existing concept paper for the redevelopment of the church.
- The overall aim of the Feasibility Study is to give the council:
 - a clear vision of what might be possible with the church,
 - a clear view on the most viable way forward,
 - an indication of the level of community support for the preferred approach,
 - the likely capital costs of delivering this (currently expected to be £3m +),
 - a viable ongoing income model for ensuring the sustainability of the solution.
 - detailed potential sources of likely funding.
- The Council is more interested in the outputs of the Feasibility Study than the inputs. Bidders must ensure they are able to provide a realistic and convincing Feasibility Study that can be used by the Council for engaging with the public, Homes England, potential funders and other stakeholders at the end of the process.

4.2 Anticipated Content of the Feasibility Study

Bidders are free to define the content of the Feasibility Study as they feel fit provided that it meets the overall aims of this Invitation to Quote. As a guide, it is anticipated that the final output is likely to take into account:

- The current condition of the church.
- The legal responsibilities for the church.
- The grounds around the church, including appropriateness of access and parking for the options identified.
- Remedial works and associated costs for areas of concern flagged in the recent NWDC inspection report.
- Potential uses for the church taking into account the needs of the local community and the need to generate a sustainable income.
 - If the church alone is used, it is likely that it might need to be used for some sort of business purpose alongside community use.
 - If the church plus the Hermitage are used, it is possible that the Hermitage might be used to provide the community facilities available if it can be acquired with the church being left to Homes England to maintain in line with their statutory responsibilities.
- High level concept and spatial material relevant to the preferred solution(s).
- Production of visuals, and potentially physical scale models to assist in building community engagement and understanding.
- Fit in the context of the wider hospital site and recent and future local development.
- Consideration of listed building constraints and details of site specific planning restrictions.
- Consideration of physical building constraints including suspected dry rot, roof problems etc.

- Consideration of relevant risks environmental matters including as birds and bats in the building and other wildlife, rights of way and related matters.
- Development and delivery of one or more community engagement events as appropriate. Bids should make clear the role of the bidder and that of the council and others in these events.
- Collation and consideration of engagement feedback as part of the final output.
- Engagement with Homes England, the NHS and others as appropriate.
- High level breakdown of estimated capital costs for the preferred solution.
- High level estimate of ongoing funding requirements.
- Clear consideration of any legal, financial or other obligations to ensure as far as possible that there are 'no surprises' for the council as the project progresses.
- Realistic time-based project plan from completion of the Feasibility Study to completion and go-live.
- Recommendations as to the best form of governance for the proposed solution.
- In addition to the preferred option, a clear and unambiguous statement if the project should not be progressed beyond the Feasibility Study stage.

5. HOW TO RESPOND

Bidders are asked to submit a response describing:

- how they will produce a Feasibility Study which meets the requirements of this Invitation to Tender.
- the outputs that the Council can expect (formal report, diagrams & models anticipated, engagement events etc).
- the expected contents of the formal report.
- any anticipated constraints or limitations.
- confirmation that the formal report and associated contents will be of sufficient detail and quality to enable the council to use them as the basis for approaching potential funding bodies should the project progress beyond the Feasibility Study stage.
- a breakdown of costs with a clear total cost for the work described.

Queries and tenders should be submitted electronically **by no later than 31/07/2025** using the Preston City Council 'Chest' procurement portal.

6. ADDITIONAL INFORMATION

- The successful bidder will be notified as soon as possible after the closing date above.
- The completed Feasibility Study MUST be completed within 16 weeks of the notification date.
- Payment will be made on formal acceptance of the Feasibility Study by the Parish Council.
- The form of contract to be used is as shown in the portal.

Other correspondence and queries can be addressed to Mrs Julie Buttle, Clerk to the Council, clerk@whittinhameparishcouncil.org.uk, 07927 111 350

6. EVALUATION OF SUBMISSIONS

Submissions will be evaluated by Councillors after the closing date according to the following criteria:

6.1 Quality Criteria (80% of total weighting)

(Please attach your quality responses as a separate document)

Category	Question	Criteria	Available Points
Nature of Supplier	1	Preference will be given to bidders able to demonstrate relevant experience in successfully scoping historically important churches.	6
	2	Preference will be given to bidders able to demonstrate relevant experience in the associated development of community spaces and facilities	4
	3	Preference will be given to organisations which can demonstrate a track record of delivering Feasibility Studies of this sort on time and quality (regardless of organisation size).	3
	4	Preference will be given to organisations with a track record of successful grant submissions for redeveloping historic churches and related community spaces.	8
	5	Preference will be given to geographically local suppliers (within 2 hrs drive of the church as measured on Google maps.	2
Completeness of the response	6	Statement and example(s) of the sort of high level vision statement that will be provided in the Feasibility Study	4
	7	Statement and example(s) of how the current condition of the church will be reported in the Feasibility Study.	4
	8	Statement and example(s) of how physical building constraints (such as dry rot, roof problems) listed building status etc. will be reported in the study.	4
	9	Statement and example(s) of how the legal responsibilities for the church and related land, buildings etc will be reported in the Feasibility Study.	2
	10	Statement and example(s) of how the high level concept, spatial material and models of the church will be reported in the Feasibility Study.	8
	11	Statement and example(s) of concept material in relation to The Hermitage that can be expected.	2

	12	Statement and example(s) of how an evaluation of the way the church fits into the local physical environment will be provided.	1
	13	Statement and example(s) of how environmental matters including fauna, flora, rights of way etc will be provided in the Feasibility Study	1
	14	Statement and example(s) of how any potential commercial use of the building (Including financial forecasts) will be reported in the Feasibility Study.	8
	15	Details of how the supplier will engage with the Parish Council during the production of the Feasibility Study	1
	16	Details of community engagement events, processes and feedback that will be provided as part of producing the Feasibility Study.	1
	17	Description of the engagement with Homes England that will be undertaken and reported in the Feasibility Study.	3
	18	Statement of which legal, financial and other obligations will be assessed and reported in the Feasibility Study to ensure 'no surprises' for the council as implementation of the renovation project progresses.	3
	19	Statement and example(s) of the sort of high level start to finish implementation costs that will be provided in the Feasibility Study	9
	20	Statement and example(s) of the sort of high level start-to-finish implementation plan which will be included in the feasibility study if the project progresses.	8
	21	Statement of how any constraints or limitations that might be expected in the Feasibility Study report.	3
	22	Commitment to providing a clear and unambiguous statement not to progress beyond the feasibility study should that be the outcome once the Feasibility Study is complete.	1
Usefulness of the Report and other materials	23	Likely ability to be able to use the resulting Feasibility Study and other materials to approach funding bodies	14
		Maximum available score	100

6.2 Cost Criteria (20% of total weighting)

(Please offer your price within the Fee Structure of the Section 7 Form of Quote)

The council wishes to ensure that submission prices are realistic and achievable. 20% of the overall evaluation will be for affordability and the Council reserves the right to not award work in whole or part

should the need arise. Proposals in excess of £40K including vat will need to be exceptional in order to succeed.

6.3 Evaluation method

- The contract will be awarded to the most advantageous tenderer.
- Tenders will be awarded using the following weighting of the criteria:
 - Price - 20%
 - Quality - 80%
- **The Pricing score** will represent 20% of the total bid.
 - The tender with the lowest total price will be awarded the full available total percentage points.
 - All other tenders will be calculated as a percentage of the lowest tender. The percentage difference will then be deducted as a percentage of the total percentage points available.
 - **Example:** if the next lowest tender amounts to 110% of the lowest tender, 10% of the available percentage points will be deducted; in this instance, 10% of the total 20% available equating to 2 percentage points. The tender would be awarded 18 percentage points, out of a possible total of 20.
- **The Quality score** will represent 80% of the total bid.
- The Quality questions (in 6.1) will be scored individually and will receive an allocation on the basis of the "0 to 5" scoring matrix as follows:

Marks Awarded	Criteria
0 RED	Does not meet the requirement. <i>Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.</i>
1 AMBER	Major reservations. <i>Considerable reservations of the Tenderers relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.</i>
2 GREEN	Satisfies the requirement with minor reservations. <i>Some minor reservations of the Tenderers relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with little or no evidence to support the response.</i>
3 GREEN	Satisfies the requirement. <i>Demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with evidence to support the response.</i>

4 GREEN	Satisfies the requirement with minor additional benefits. <i>Above average demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services, with evidence to support the response.</i>
5	Exceeds the requirement. <i>Exceptional demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.</i>

- The score will be awarded at the discretion of the evaluation team based upon the supporting documentation supplied by the Tenderer and information independently gathered by the Council in exercising due diligence.
- A score of zero or one in any of the 5 quality criteria will result in the tender submission being rejected.
- The "0-5" score will then have its individual question weighting applied (total possible =100 points)
- This score will then be multiplied by 0.8 to give the final Quality score (total possible = 80% of the tender).
- The Pricing and Quality scores will be added together to give a score out of 100. The highest scoring submission shall be the preferred tender.

7 Form of Quote

The Form of Quote will be as shown below.

UNCONDITIONAL AND IRREVOCABLE OFFER

for the

Development of Feasibility Study for the Regeneration of St John's Church

Having read carefully the Invitation to Quote and in consideration of you considering this Quote:

1. We offer to perform the Services specified and to complete the contract to meet the requirements of the Invitation to Quote in accordance with the fee structure annexed to this Form of Quote
2. We confirm that if our Quote is accepted we will, upon demand:
 - Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.
 - Sign formal contract documentation if required.
3. We agree that this Quote shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of 90 days from this date.
4. We confirm that we have enclosed with this Form of Quote the following documents:
 - The Tendering Certificate (Section 8)
 - Other information requested in Section 6.2
 - Completed Fee Structure
5. We are a subsidiary company within the meaning of Section 736 of the Companies Act 1985 and commit to a Parent Company Guarantee undertaking, duly completed by our ultimate holding company, if required

DELETE IF NOT APPLICABLE

Development of Feasibility Study for the Regeneration of St John's Church (pg. 2)

Unless and until a formal Agreement is prepared and executed, this Quote, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that the Council is not bound to accept any quote it receives.

Company* (delete as applicable)

FOR AND ON BEHALF OF:

Company Name:
Registered No:
Registered Address:
.....
.....

(1) Signature
Name (Director)

(2) Signature
Name (Director/Company
Secretary)*
DATE:

Sole Principal/Partnership* (delete as applicable)

FOR AND ON BEHALF OF:

Full Business Name:
Business Address:
.....
.....

(1) Signature
Name
Title *job title / designation*

(2) Signature
 Name
 Title *job title / designation*

Fee Structure

Development of Feasibility Study for the Regeneration of St John's Church

QUOTATION

To: The Parish Clerk

Having examined the conditions and specification for the execution of the above mentioned services, we offer to carry out the whole of the services in conformity with the said conditions and specifications for the sum of:

..... (words)
£..... (figures)

We understand that you are not bound to accept the lowest or any quotation you may receive.

Note: This Form of Bid must be submitted to Whittingham Parish Council (via Preston City Council's account) at The Chest, North West Portal by the due date shown in s5.

8 Tendering certificate

To: Whittingham Parish Council ("the Council")

I/We certify that this is a bona fide quote, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf)

1. Fixed the amount of the Quote (or the rate and prices quoted) by agreement with any person.
2. Communicated to anyone other than the Council the amount or approximate amount or terms of my/our proposed quote (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the quote).
3. Entered into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount or terms of any quote to be submitted by him.
4. Canvassed or solicited any member, officer or other employee of the Council in connection with the award of this or any other Council contract or quote.
5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract or quote.

for and on behalf of (company name)

SIGNED* (1)

Status

SIGNED* (2)

Status

Date:

*Note: to be signed by the same signatories as the Form of Quote

APPENDIX 1 - SUPPORTING INFORMATION

- Historic England listing for the Church - [1165188](https://historicengland.org.uk/listing/the-list/list-entry/1165188).
<https://historicengland.org.uk/listing/the-list/list-entry/1165188>
 - British Listed Buildings listing
<https://britishlistedbuildings.co.uk/101165188-church-of-st-john-in-grounds-of-whittingham-hospital-whittingham>
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- a) Whittingham Council Parish Plan, June 2023.
 - b) Whittingham Parish Council Concept Paper, October 2023.
 - c) Condition inspection report by NWDC Architects, March 2024.
 - d) Proposals Paper to Council Regarding the Regeneration, June 2024.