

Barking 360 Creative Arts Hub: Call for Proposals Brief



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1. Summary

Barking and Dagenham is London's Creative Borough¹ with plans for the largest film studio in the Capital for 25 years together with significant space for creative industries² coming forward. Barking is one of ten locations selected by the Mayor of London for feasibility funding to establish a Creative Enterprise Zone.

Be First (the Council owned but operationally independent regeneration company) is seeking bids to deliver and operate a creative hub on the ground floor of the striking new Barking 360 development on Cambridge Road in Barking Town Centre. The space will form part of the wider creative, artistic space on offer to support local artists alongside addressing the needs of artists priced out of other parts of London. The Council is keen to utilise the space in the most effective way to help develop the growing creative economy and become a focal destination facility for the sector.

Be First is seeking bids from creative organisations, workspace operators and others to fit out and manage the striking 385 sqm space which could include a range of services and opportunities to attract, support and firmly establish the creative and artistic enterprises. The Council/Be First are looking for bids that will unlock activity and vibrancy in the space which is 2 minute walk from the station and in the heart of Barking Town Centre making it an ideal location for such a facility.

We don't want to be too prescriptive about how the space is utilised instead setting out our broad objectives for the space (see Section 4). Solely delivering creative industry workspace is not seen as likely to achieve the objectives.

There is ample space to develop the hub into a pivotal creative space devoted to artists and the local community to focus on projects that support the creative industry but also increasing knowledge, skills and development of local residents.

¹ See the 'Ich bin ein Barkinger' film at www.youtube.com/watch?v=Vo-9OCFXB18

² The Borough takes the broad definition of creative industries although the CEZ focus is on makers.



2. Background and Policy Context

The Government and the Mayor of London recognise that creative industries are an important growth area in the economy. The London Plan also outlines a focus on supporting London's culture and creative industries, low cost and affordable workspace provision and protecting growth opportunities and clusters amongst other aims. Barking and Dagenham's economic regeneration priorities recognise the importance of creative and cultural industries as a growth area. The borough recognises the sector helps to change perceptions and acts as an inward investment tool, attracting new businesses into the area. The Council's Growth Strategy has identified growing the creative industry sector as well as supporting businesses and creating jobs, as an important part of their work.

The creative hub will form part of the Creative Enterprise Zone proposals which look to support artists to work and live in the borough by providing affordable rents that will help build their business to grow. There are potential opportunities to establish closer links with current providers at the Barking Enterprise Centre who can offer support and guidance to small businesses and local artists that are based at the Ice House Quarter, at Rivermill Lofts and the new Artist Housing (A House for Artists) that will be complete in Summer 2020.



Barking Enterprise Centre, Ice House Quarter, Rivermill Lofts, A House for Artist (left to right)

3. The Location and Space

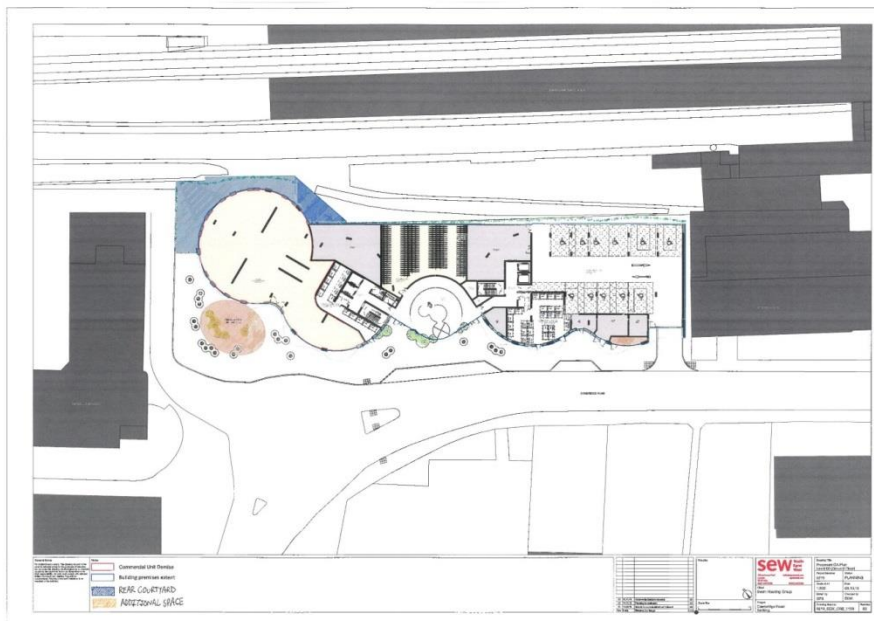
With easy access via Barking station in a mere 2 minute walk from the site offering District Line, Hammersmith and City, London Overground and C2C services including a 15 journey time to Fenchurch Street this provides an attractive accessible location with significant opportunities to facilitate a creative industries buzz. By road the site has good access to the A406, A13 and A12.

The nearby Barking Enterprise Centre (BEC) offers space at low rent for business start-ups and the House for Artists behind the BEC will provide living and working space for artists in a 12 unit scheme with public space on the ground floor. There is the opportunity for the three sites to work in collaboration to provide a range of services and activities to artists, designers and the local community.

Barking 360 consists of four circular shaped towers of 10, 16, 19 and 26 storeys with car and cycle parking, refuse storage areas and plant space, landscaping, including roof gardens. This proposal seeks to utilise the ground floor space of up to 485 sqm flexible commercial space with external landscaped gardens included. There is also a very small gallery space/large window display area elsewhere in the building. Bidders will be expected to ensure that space is also actively used throughout the lease term.

The space is likely to be available no later than March 2019.

The appendices to this document set out the draft lease documentation and plans as well as documents such as the Planning condition tracker. The documents set out the condition the property will be at handed over. Bidders should make themselves fully aware of the requirements within these documents prior to submitting a bid.



Site Plan – Larger copy in appendices

4 The Offer

The Council believes the bidders will be best placed to decide how the space is designed and used to deliver the objectives. The Council will provide a fit out grant of up to a maximum of £250,000.

The Council has a long lease on the space. It is looking to lease the space to the successful bidder for 10-25 years but is giving bidders flexibility to set out shorter or longer term proposals if they can give clear reasons for better delivery of the objectives. A sub-lease would be provided to the successful bidder alongside a Management Agreement setting out the agreed proposals. Occupiers would be expected to cover all costs including business rates, service charges and utilities.

Bidders should set out a clear proposal stating the length of the lease required and demonstrating how it will be self-sustaining. Bidders should set out the rent they are willing to commit to. The appendices set out the condition the space will be handed over in (broadly glazed shell and core).

There will be Quarterly meetings with Be First to monitor progress.

Key objectives:

- 1) Deliver and operate a new hub and focal point for artists and creative industries in Barking which becomes a destination facility.
- 2) Generate and sustain a creative buzz and activity in the space that both creatives and other local residents can benefit from. This may include events, open days, workshops, business classes, exhibitions and talks.
- 3) Deliver a fit out which contributes to achieving objectives 1 and 2 through its design approach.
- 4) Maximise activity in the space throughout the lease period with a viable business plan covering all running costs and generating rental income to the Council.
- 5) Active use of the space by creative users within 4 months of signing lease.
- 6) Wider partnership working with Cultural Partnership and existing business support and workspace providers such as the Barking Enterprise Centre
- 7) The space is managed properly throughout the lease period to ensure the above objectives are continually met.

Bidders are welcome to set out their own additional objectives their proposal will deliver.

Outcomes:

Bidders are asked to set out a table of proposed outputs, outcomes and timescales.

5 Submission Structure

Submissions should be no more than 10 x A4 sides and structured to contain the following information, based on the project objectives:

- Setting out the proposal clearly showing understanding of this brief and its requirements – setting out how the proposal delivers the objectives.
- Detailed project plan and methodology that sets out the key stages, activities and outputs and management of relationships for the delivery of the Creative Workspace. This should include how the fit out funds would be utilised and an initial design for how the space will be utilised.
- A table of proposed outputs, outcomes and timescales.
- Relevant skills, experience and track record to achieve the objectives.
- Details of key staff that will be assigned to the project
- High level Business Plan showing proposed rent for each year, costs of fit out/making space operational, running costs and incomes, timetable for implementation, risk analysis, source of any further start up capital needed. It should clearly set out what lease length is required and what rent would be paid.
- Submissions should declare any potential conflicts of interest that there may be between this project and any other associated projects.

Bidders must also provide the following mandatory documentation with their initial application for the purpose of due diligence:

- A copy of the most recent **audited accounts** or copy of the most recent accounts signed by an independent and qualified accountant. The accounts must include a full set of notes to the accounts, Directors report, balance sheet, statement of the organisation's turnover, profit and loss/income and expenditure (not abbreviated) and cash flow position for the most recent full year of trading/operations, where this information is not available in audited form (this is also a mandatory item for Parent Companies and for all partners applying as a Consortium);
- A statement of the organisation's **cash-flow forecast** for the current year (also provide for any Parent Companies)

- Evidence of **Insurance Liability** (Employers and Public Liability).

6. Management arrangements

Client Side

Be First will manage the process but the lease would be between the selected organisation and the London Borough of Barking and Dagenham (draft attached). An Evaluation Panel will be set up to assess the bids.

The main contact for the project will be:

David Harley
 Be First
 9th Floor, Maritime House
 1 Linton Road
 Barking IG11 8HG

Tel: 020 8227 5316

Email: david.harley@befirst.london

Bidders Side

Any successful bidder will be expected to appoint a named Project Manager, who will be the contact and responsible for the overall management of the project and the delivery and quality of outputs within the agreed timescale.

Timetable

The timetable for the bidding process is detailed below:

Event	Date/Time
Issue brief	7 January 2019
Optional site visits (on request)	January 2019
Deadline for submission of queries	11 February 2019
Bid submissions due	5pm 15 February 2019
Shortlisted bidder interviews	w/c 25 February 2019
Selection	By early March 2019
Enter into lease	March 2019

7. Bid Submission

Consultant teams should provide the following number of bid submissions (based on section 5 requirements) in the formats specified:

- Two bound copies
- One electronic copy on memory stick

Bid submissions must be returned unbranded by **5pm, 15 February 2019**, and should be addressed as follows:

David Harley
9th Floor, Maritime House
1 Linton Road
Barking
IG11 8HG

Submissions must be labelled '**Barking 360 Creative Arts hub – Private and Confidential**' and submitted in a plain unbranded (void of any distinguishing marks), sealed envelope or package containing your completed bid.

The client considers that bid submissions should be limited to no more than ten sides of A4.

8. Bid evaluation criteria

An Evaluation Panel will consider bid submissions in accordance with the following criteria and associated weightings:

- Proposal achieves the key objectives (box in Section 4). 50%
- Proposal demonstrates a financially robust business plan and rental stream to Council 25%
- Relevant skills, experience and level of resources of team and assigned staff 25%

Bid submissions will be marked according to how well they meet each of the sub-categories of the quality evaluation criteria, with a maximum of 5 points available for each sub-category.

5 points	Excellent response, fully meets and exceeds upon expected requirements
4 points	Good response, meets the expected requirements and requires no additional information

3 points	Satisfactory response and generally meets the expected requirements, and may require additional information
2 points	Does not meet the expected standard, would require significant further clarification or additional information
1 points	Unsatisfactory response, has not addressed the question/method statement/requirements, suggests the bid would have difficulty meeting Council standards
0 points	No information provided

8.1 Interviews

Shortlisted bidders are likely to be invited to interview for the purpose of clarifying, and where necessary re-evaluating, their submission scores.

Bidders will be required to make a short presentation (no longer than 15 minutes) to the evaluation panel to demonstrate their approach and their business plan. The presentation will be followed by questions from the panel relating to the proposals.

Each interview is anticipated to last no longer than 45 minutes. The decision to select will be based on the submission which has the highest score following the interview process.

9. Ownership of Material and Collateral Warranties

The documentation provided as part of this commission will be the property of the Client. The Client will own the copyright for all material produced.

10. Project Insurances

The following insurances have been identified in consultation with London Borough of Barking and Dagenham and its advisors on insurance requirements, as deemed necessary for this project. These will be monitored during the course of the works by the appointed Project Manager. The bidder will be expected to hold valid Public and Products Liability, Employers Liability and any other insurance required by the Council in relation to their business at appropriate levels of indemnity to be confirmed on success of the bid. The submission and demonstration of said insurances will be a pre-requisite of any contract being placed.

11. Public Liability Insurance

Successful bidders will be required to maintain Public Liability Insurance to cover their liability in relation to compensation or other costs to anyone who suffers death, bodily injuries, or other loss or damage to their property arising from their activities.

The minimum limit of indemnity will be confirmed on the success of the bid.

Where the bidder is an employer the bidder will be required to maintain Employers Liability Insurance at the minimum legal limit

The minimum limit of indemnity will be confirmed on the success of the bid

12. Professional Indemnity Insurance

It will be necessary for all members of the successful bidders to maintain Professional Indemnity Insurance in order to cover their liabilities arising from the Designers 'duty of care'. Also, it will be necessary for any Sub-consultant or Specialist Trade Contractors involved in design to demonstrate a level of PI deemed necessary.

13. Queries and Further Information

Queries relating to the tender process should be emailed no later than **11 February 2019** to:

David Harley, Be First
E: david.harley@befirst.london
T: 020 8227 5316

Responses to queries will be sent to all parties who state they may be a potential bidder.

14. Appendices

- **Draft Lease**
- **Technical Information document setting out planning conditions/other information**
- **Façade drawings**
- **Landscape Drawings**
- **Services drawings**