



## **ABBAY ROAD CREATIVE WORKSPACE**

**Commercial Unit 1, 42 Abbey Road, Barking, IG11 7RU**

**Commercial Unit 2, 52 Abbey Road, Barking, IG11 7RU**

### **BRIEF FOR BIDS**





## Unit 1



**Unit 1 bathroom**





**Unit 1 kitchen**



**Unit 1**



## Unit 2



## Unit 2

### Summary

Barking and Dagenham is London's Creative Borough with plans for the largest film studio in the Capital for 25 years together with significant space for creative industries.<sup>1</sup> The Ice House Quarter between the River Roding and Abbey Road in Barking has become established as a home for artists and some additional ground floor space in an adjacent new development is now available for creative industries.

Be First (the Council owned but operationally independent regeneration company) is seeking bids to deliver and operate creative workspace on the ground floor of the Weston Homes Development (marketed as Rivermill Lofts) on Abbey Road. The ground floor space has been secured by the Council via a Section 106 agreement. The workspace will form part of the wider Ice House Quarter which already houses a variety of creative industries in a number of different buildings. The Council is keen to utilise its space to help grow the creative industry sector within the borough, attracting new creative start-ups and existing creative businesses.

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<sup>1</sup> Watch 'Ich bin ein Barkinger' film for a flavour: [www.youtube.com/watch?v=Vo-9OCFXB18](https://www.youtube.com/watch?v=Vo-9OCFXB18)



Be First is seeking bids from either workspace operators to manage the space attracting, supporting and establishing creative businesses or for two or more creative businesses looking to rent the space directly. The council is looking for bids that will unlock activity and vibrancy to the space, delivering employment and forming part of the wider Creative Enterprise Zone partnership as well as delivering a rent to the Council.

## **1. 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 workspace/creative space 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 and the new Artist Housing (A House for Artists) shortly to be under construction comprising 12 flats for artists.

More info on Barking Artist Enterprise Zone:

[www.lbbd.gov.uk/sites/default/files/attachments/Barking-Artist-Enterprise-Zone-brochure.pdf](http://www.lbbd.gov.uk/sites/default/files/attachments/Barking-Artist-Enterprise-Zone-brochure.pdf)

## **2. The location and space**

**Unit 1 is 1,207 sq ft**

**Unit 2 is 1,736 sq ft**

The Ice House Quarter on Abbey Road lies a short walk from Barking Town Centre's range of shops, outdoor market, restaurants and cafes, library, Leisure Centre and Broadway theatre. Barking station is around 10 minutes walk from the site offering District Line, Hammersmith and City, London Overground and C2C services including a 15 journey time to Fenchurch Street. By road the site has good access to the A406, A13 and A12 and by rail.



The nearby Boathouse Café and Bar with riverside views provides food and drink to local residents and workers whilst a recently opened Nisa foodstore provides convenience food.

The Ice House Quarter [www.icehousequarter.co.uk](http://www.icehousequarter.co.uk) is located within a local conservation area bound to the west by the River Roding and to the east by Abbey Road and includes two listed heritage buildings, The Malthouse and The Granary, originating from the late nineteenth century industrial era. The Malthouse has been converted to provide workspace for creative industry uses over three floors, and the Granary building has been refurbished and extended with new build accommodation offering a mix of creative and office uses over five floors. Ice House Court studios run by Bow Arts provide 11 workspaces for artists.

Rivermill lofts is a new riverside development of 118 one and two bedroom apartments by Weston Homes recently completed. The development contains two buildings, The Stamford containing 75 units of one and two bed flats and The Walbrooke containing 43 units of two and three bed flats. There is parking and cycle storage at the site for the apartments. One parking space is provided for each of the two units and cycle parking is provided in on-street racks.

This proposal seeks to utilise the ground floor space in the Stamford building of Rivermill Lofts of c. 2,943 sq ft (Gross) as a creative workspace or studios (see attached plans). The space currently provides 2 individual large rectangular spaces which have the potential to be subdivided into smaller units with two double access doors per studio as shown on the plans. Both units have glazing – one was the marketing suite and is being left with small kitchen, toilet, lighting (not pendants), air conditioning and tiled floor (see images provided) whilst the second unit is to shell and core finish with a glazed return frontage that is currently obscured by a wall which the Council would want removed (subject to building control approval) to provide activity on this return frontage. A designated commercial bin store is provided for the use of the two units. The selected organization/company will be expected to fund the additional works required for occupation - no additional Be First/Council funding is available.

The Council believes the workspace provider/occupier will be best placed to decide how spaces are designed and allocated according to the needs and desires of creative users and start-ups. However the space could be designed to offer shared spaces for businesses enabling them to share communal spaces and administrative spaces (such as printing and storage and other equipment). Shared spaces can help businesses to network and gain industry knowledge through the agglomeration effect. The workspace provider/operator should allow a degree of flexibility to accommodate or take advantage of changing user needs and adapt to the SME market.



Unit 1



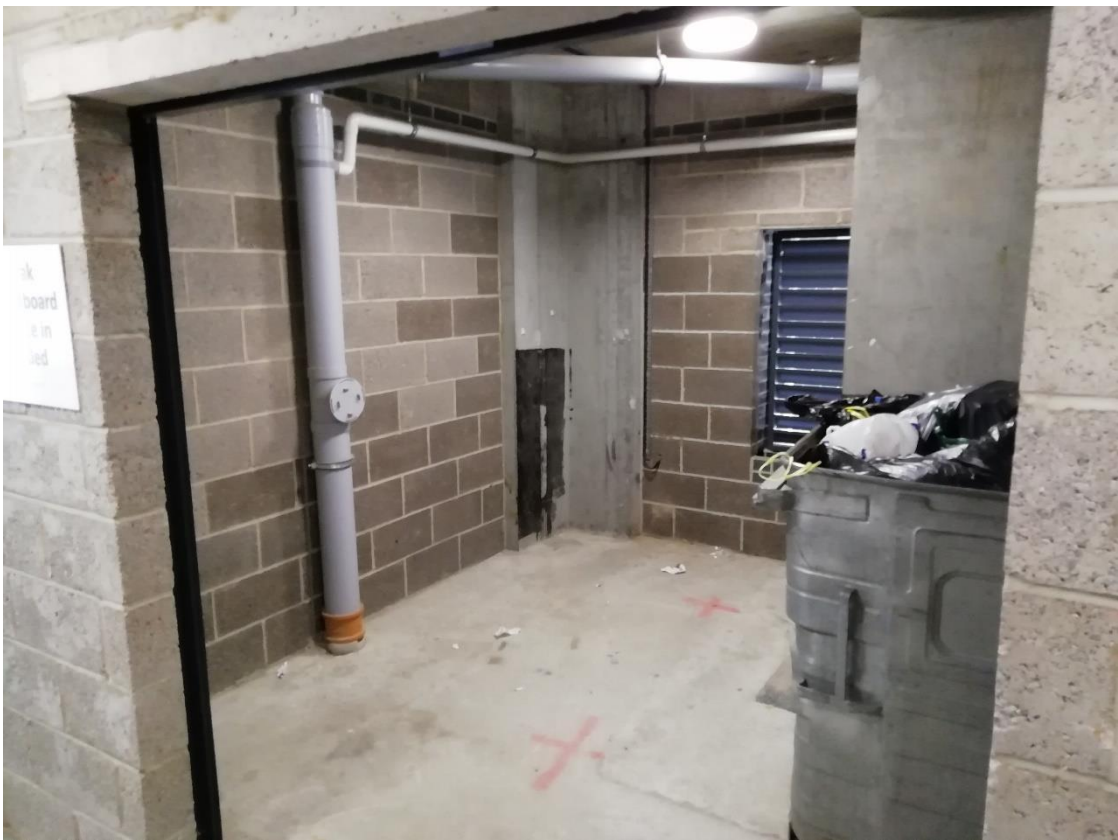
Unit 1



Unit 2.



Unit 2



Above is the commercial bin store which can be locked.



Bidders should set out a clear proposal stating the length of the lease required (max 10 years) and demonstrating how it will be self-sustaining. Bidders should set out the rent they are willing to commit to and bidders can set out a lower rent for the first two years to reflect initial investment needed.

Two<sup>2</sup> sub-leases of up to 10 years would be provided to the successful bidder alongside a Management Agreement setting out the agreed proposals. The draft lease is appended. Occupiers would be expected to cover all costs including business rates, service charges and utilities. Service charges are 0.83% of the expenses related to the management of the whole development which are estimated at £93,671.50 for the year equating to a charge of approximately £777 per unit.

### **3.2 Key objectives:**

1. Providing new accommodation for creative industries.
2. Occupation of the space by creative industries within 4 months of signing lease. Under the terms of the S106 it is critical the units are occupied by creative industries.
3. Maximise occupation rates throughout lease period with a viable business plan covering all costs and generating rental income to the Council
4. Generate a creative buzz and networking opportunities that both businesses and local residents can benefit from. This may include open days, business classes, workshops, events, exhibitions and talks involving local residents/young people.
5. Wider partnership working with existing business support and workspace providers such as the Barking Enterprise Centre
6. Quarterly meetings with Be First/LBBD to monitor progress

#### **Possible further Objectives**

7. Bidders are asked to set out any further socio-economic benefits they would deliver.

### **3.3 Outcomes:**

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

## **4 Submission Structure**

Submissions should be no more than 5 x A4 sides and structured to contain the following information, based on the project objectives:

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<sup>2</sup> For reasons related to the S106 each unit needs its own lease.

- Setting out the proposal clear 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 .
- A table of proposed outputs and timescales.
- Relevant skills, experience and track record
- Details of key staff that will be assigned to the project
- High level Business Plan showing rent for each year, costs of fit out/making space operational, running costs and incomes, timetable for implementation, risk analysis, source of start up capital. It should clearly set out what rent would be paid in years 1 and 2 and then years thereafter.

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).

## 5. **Management arrangements**

### 5.1 **Client Side**

Be First will manage the selection process but the lease would be between the selected organisation and the London Borough of Barking and Dagenham. The Council's My Place team would

An Evaluation Panel will be set up to assess the bids.

For day-to-day project management of the contract, the principle contact and contract manager will be:

Chris Pasterfield  
Be First  
9<sup>th</sup> Floor, Maritime House  
1 Linton Road  
Barking IG11 8HG

Tel: 07711 132422

Email: [chris.pasterfield@befirst.london](mailto:chris.pasterfield@befirst.london)

## **6.2 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.

## **6.3 Timetable**

The timetable for the bidding process is detailed below:

<b>Event</b>	<b>Date/Time</b>
Issue brief	19 July 2019
Deadline for submission of queries	19 August 2019
Bid submissions due	Noon 26 <sup>th</sup> August 2019
Decision	Early September
Enter into lease	By end September 2019

## **7 Bid Submission**

Consultant teams should provide the following number of bid submissions in the formats specified:

- Two bound copies
- One electronic copy on CD or memory stick

Bid submissions must be returned unbranded by **12 noon, Friday 26th August 2019**, and should be addressed as follows:

**David Harley**  
**9<sup>th</sup> Floor, Maritime House**  
**1 Linton Road**  
**Barking**  
**IG11 8HG**

Submissions must be labelled ‘ - **Abbey Road Creative Workspace – Private and Confidential**’ and submitted in a plain unbranded (void of any distinguishing marks), sealed envelope or package containing your completed bid.

Submissions should include a signed and dated **Form of Tender** and **Statement of Bona Fide Tender**. Both of these documents are included in the tender pack.

**The client considers that bid submissions should be limited to no more than 5 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/outputs 45%
- Proposal demonstrates a financially robust business plan and rental stream to Council 40%
- Relevant skills, experience and level of resources of team and assigned staff 15%

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

Depending on the bids the Council/Be First may wish to interview top scoring bidders.

## 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. A fee-free licence to use the material for marketing will be granted to the consultant team.

## 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.

### 8. 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 **5pm, 29<sup>th</sup> July 2019** to:

David Harley, Be First  
E: david.harley@befirst.london  
T: 07870 278181

### **Appendices**

Lease Plans

Construction Drawings

Draft Lease