

Grimwood Road Garden Site Information Pack

It is proposed that the garden site, alongside a boot room, two small offices, kitchen and toilet facilities would be offered on a 'contracted out' lease until 31 March 2031 and then on a + 5 years rolling basis.

The contract value is based on a proposed market rent of **£18,693** per annum.

The Service charge / utilities costs are currently estimated at **£8,000** per annum based on the use of 14% of the building. The provider would be responsible for covering the service charge / utilities cost

It is proposed that the Council would cover the cost of the rent across the life of the initial contract (until 31 March 2031), which would be no greater than £190,000 (allowing for rent reviews). This would be managed via a rent subsidy arrangement. The Council would pay the provider a subsidy, which would be paid back to the Council by the provider as the rent.

Applications from local organisations will be considered, for activities that provide voluntary and community use as the primary activity on the site.

Further information about the proposal can be found in the following documents:

- Site Plan
- Internal Areas Plan
- Draft Heads of Terms
- Service Proposal
- Service Level Agreement

As part of the application process, organisations will be required to provide method statements about the proposed activities. These will be assessed on the following basis:

Method Statement Element	Information that applicants must include within their Method Statements	Maximum word limit	Evaluation weightings
Quality Method Statement 1 - Mobilisation	<p>Please provide your mobilisation plan detailing how you will establish the garden site. Indicate what actions you will undertake from contract award prior to the service commencement date including:</p> <ul style="list-style-type: none"> • Project implementation timetable with key milestones for the mobilisation period. Please include a plan of capital improvements and resourcing (funding required and in-kind offers of support) • Description of the roles and membership of your proposed project implementation team 	No more than 1 side of A4	5%

Quality Method Statement 2 - Mobilisation	<ul style="list-style-type: none"> What risks and challenges are faced in the mobilisation period and how will they be overcome? – please include how the safety of staff and service users will be considered 	No more than 1 side of A4	5%
Quality Method Statement 3 - Accessibility	<p>Please provide a description of how you will ensure that the needs of a wide range of local service users are taken into consideration through services and activities at the garden site including:</p> <ul style="list-style-type: none"> How service users will be involved in shaping and informing the development of services and activities How service users will be recruited How you will ensure the garden site is widely used throughout the week 	No more than 2 sides of A4	15%
Quality Method Statement 4 – Project Delivery	<p>Please set out clear proposals of how you will deliver a broad portfolio of services and activities on the garden site that meet and respond to local need and priorities and complement other public sector and voluntary sector services and activities that are delivered in the borough. This should include:</p> <ul style="list-style-type: none"> A description of your proposed activity outlining the identified need and proposed service users Your evaluation strategy – how you will measure the impact of your activity 	No more than 3 sides of A4	25%
Quality Method Statement 5 - Meeting and responding to local needs and priorities	Please provide a description of your approach to understanding the local needs and priorities and how this will be used to prioritise and inform service delivery	No more than 2 sides of A4	25%
Quality Method Statement 5 - Financial viability	Please provide details of your annual cost / revenue / financial model until 31 March 2031 and proposed strategy for future project sustainability.	No more than 2 sides of A4	25%

Submitted applications will be assessed by a panel using the following scoring system:

Score	Rating	Criteria for awarding the score
0	Unacceptable/ Unsuitable	The applicant's proposals are absent or incomplete or the applicant has provided proposals that are not relevant.

Score	Rating	Criteria for awarding the score
1	Very Weak	The applicant's proposals are wholly insufficient or unsatisfactory.
2	Weak	The applicant's proposals fail to meet the minimum standard required and the Council has some major concerns
3	Acceptable	The applicant's proposals satisfactorily achieve the minimum standard and are acceptable with no major concerns.
4	Very Good	The applicant's proposals exceed the Council's requirements, and include good, full and robust responses which give the Council confidence and will bring added value/benefit to the Council
5	Excellent	The applicant's proposals considerably exceed the Council's requirements and are outstanding and will bring significant added value/benefit to the Council. Show innovation and the Council has full confidence in the responses.

The Council reserves the right to interview shortlisted applications if required.

If you would like to be considered for this opportunity, **please request an application form** from Voluntarysector@richmond.gov.uk

Completed applications including any supporting documents should be returned by email no later than **5pm on Friday 13 September 2024**.