

Tender for the appointment of an Accountable Body to manage the Burnley Town Centre BID on behalf of the board

Document A: Specification and Timetable

Burnley Town Centre Businesses have recently voted Yes for the introduction of a Business Improvement District (BID) which will cover the period April 2020 to March 2025.

The BID Steering Group are now seeking to appoint an appropriately qualified and experienced organisation to partner them to deliver this exciting opportunity for Burnley Town Centre between 2020 and 2025.

Background

Burnley town centre is geographically defined as the area within the ring road of Active Way, Church St, Centenary Way and Queens Lancashire Way. At the core of the town centre is the privately-owned Charter Walk Shopping Centre, a predominantly open-air centre with a mix of branded, independent retail and a large indoor market. The streets immediately surrounding the centre – St James's St, Curzon St and Parker Lane are pedestrianised.

The town centre has recently undergone significant pedestrianisation improvement works which have seen an investment of over £3m in the public realm. Primark opened in May 2018 and was closely followed by Quick Crepes and Millie's Cookies.

Burnley BID – Accountable Body Tender: Specification and Timetable

New developments are planned to include the Pioneer Leisure and retail development, the rapid expansion of the University of Central Lancashire (UCLan) with its plans to increase its student numbers from 400 to 4000. New investments are planned into Lower St James street regenerating this part of the town centre with new public realm improving the gateway to the town with a vibrant cultural offer.

Submissions need to clearly set out how it will deliver the BID – copy of the Burnley Town Centre BID document attached.

The Steering Group are very clear that it wishes the post of the BID Manager to be based/operational in Burnley Centre in order to maximise relationships and delivery. The Steering Group also wish to be engaged in the appointment of the BID Manager ahead of the Contract Start date and this should be taken into consideration by the accountable body.

The BID steering group are also keen to understand the added value that can be gained from an accountable body through their network of local, regional or national networks that will benefit the delivery of the BID.

Further information is available at: <https://burnleybid.co.uk/tenders> It is also possible to download the full BID proposal from the website.

Tender Specification

In line with the commitments outlined in the BID proposal and plans, Burnley BID board now wishes to appoint an Accountable Body to take full responsibility for the Management and Operation of the BID, reporting to the Board in line with the governance arrangements which have been developed.

Tenders are therefore being sought from qualified organisations on the following timetable:

Tender Advertised – available for download from https://burnleybid.co.uk/tenders	13th December 2019
Questions to be submitted no later than	Monday 6th January 2020 by 5pm
Tenders to be submitted electronically by	Friday 10th January 2020 by 5pm latest
Shortlist for interviews confirmed – if required	Friday 17th January 2020
Interviews of a shortlist – if required will take place on	Friday 24th January 2020 – timings to be notified to shortlisted candidates
Contract Start	Wednesday 1st April 2020

The full tender documents available for download are:

A – Specification and Timetable – for information

B – Company Information – for completion

C – Proposal – for completion

All correspondence, questions and bid submissions are to be sent to: burnleyBIDtender@innovas.co.uk