



DEWSBURY ARCADE - MANAGEMENT SUPPORT – STAGE 2 CONSULTANCY BRIEF

Context

The project involves reopening the vacant Grade II listed Victorian Arcade in the heart of Dewsbury, for small, local independent businesses. The Arcade is in very poor condition having been vacant since 2016 and having little or no maintenance over the last decade.

The project will deliver 16 small ground floor shops (15 - 30 sq m), four larger two and three storey end units and 9 small first floor studios suitable for artists. Total gross area 1557m², net area 740m².

Kirklees Council bought the Arcade in May '20 as part of its Dewsbury town centre regeneration plans and is undertaking the refurbishment works. The proposal to reopen the Arcade has widespread support. It was rated as the most popular project within the Dewsbury Blueprint public consultation.

Kirklees Council have agreed to grant a ten-year lease on the refurbished building to a newly formed community business (The Arcade Group; a community benefit society). The Arcade will be the first community run shopping centre in the UK

With Heritage Fund support, the Arcade Group has completed a business plan for the Arcade. In the construction phase in the lead up to opening, support from a retail specialist will be required to make the Board and the Arcade Manager 'management ready'.

Project progress

Action	Date
National Lottery Heritage Fund Stage II approval	June '23
'Permission to start' granted	Aug '23
Construction starts on site	May '24
Arcade Group Manager appointed	June '25
Construction completed	Oct '25
Arcade opens	Start Nov '25

Purpose of contract

To support the Arcade Group Board and Arcade Manager in the management arrangements for opening.

Management

Chris Hill is the Council Arcade Project Manager (business) and the Development Director of the Arcade Group. He will work with the consultant prior to the Arcade Manager appointment on production of the Operational Procedures Manual. He will be the principal contact throughout. The Arcade Group is responsible for payments that will be reclaimed from Kirklees Council / Heritage Fund

Services to be provided

- 1) Produce an Operational Procedures Manual tailored to the needs of the Arcade, covering the following areas:
 - Mandatory documents
 - Tenant and Landlord responsibilities (including leasing procedures)
 - Financial systems
 - Arcade security
 - Procurement procedures and maintenance management
- 2) Train the newly appointed Arcade Manager in the use of the Manual
- 3) Advise on lease / licence arrangements
- 4) Provide a management accounts template
- 5) Undertake one training session with the Arcade Group Board on implementation of procedures
- 6) Offer management guidance to the Arcade Manager and Chris Hill as appropriate

Timescales

Operation manual will be complete by Sept '25. The training and advice element will be completed by the project completion date

Budget

£11,000 has been allocated to the work, a third of which must be completed this financial year.

Tender process

Tender issued: 25/11/24

Closing date for submissions: 5pm 13/12/24

Selection (possible interviews): w/b 16/12/24

Target start date: Early Jan '25

As part of your tender please submit information on;

- Your company
- Your understanding of what the work is attempting to achieve and how you would tackle it
- Case studies relevant to the Brief
- Experience of those who will undertake the work, the nature of their contribution, days allocated and their day rate.
- Overall day rate of delivering the work and the number of days allocated and day rate for any additional work commissioned
- Client list
- Two references
- Your main contact (the person who attends the interview should be the person who will lead on the work)

Tenders should be emailed to chris.hill@arcade-dewsbury.org by the closing date

Tender Scoring

- Understanding of the brief and grasp of what the Arcade Group is trying to achieve (20%)
- Proven track record – this will include quality of work, relevant experience, skills and references (60%)
- Cost. The day rate will be significant in this context (20%)

Further background information is available on the web site and @ArcadeDewsbury on Facebook and Instagram.