



Quantity Surveyor

Quantity Surveyor's Brief and specification for Trowbridge Museum's Expansion Project

Trowbridge Museum

Trowbridge Museum is an Accredited museum. Its collections tell the lengthy, rich and varied story of this Magna Carta Baron town and its deeply rooted historic association with West of England woollen cloth production.

Displays incorporate rare textile machinery including a Spinning Jenny, one of only five left worldwide. Other displays encompass a variety of different mediums, objects and artefacts to reflect and interpret the social impact the industry had upon the town's development and its people.

Trowbridge Museum has been celebrating this rich heritage from within the last working woollen cloth mill, a Grade II listed building since 1990.

For the elimination of doubt, the client is Trowbridge Town Council. Trowbridge Town Council has a 25 year lease on the Museum from Zurich Assurance. Zurich Assurance own The Shires shopping centre within which the Trowbridge Museum is located.

Project Summary

Trowbridge Museum has secured an HLF stage 2 pass and has obtained planning and listed building consent and is now ready to commence the Delivery Phase to conserve, expand and develop Trowbridge Museum by:

- Repairing and reinsulating and recovering the roofs. Brickwork repairs and extensive repairing or replacement of windows and rooflight.
- Enhancing the original Home Mill building and therefore the Museum entrance within the Shires Shopping Centre
- Improving accessibility to all floors of the Museum by installing a new lift, lift shaft and access bridges that are DDA compatible
- Enhancing interpretation, displays, navigation and showcasing unique textile machinery on the existing floor of the Museum
- Creating a Library and Research facility on the existing floor
- Creating an archaeological store on the existing floor
- Enhancing retail space and creating an area for refreshments
- Expanding into the floor above the existing Museum to exploit the original factory settings of the Mill
- Exploiting the upper floor's natural light and the views of the historic townscape and referencing the textile related architecture through the original factory windows
- Creating purpose built Learning and Outreach space on the upper floor
- Developing meeting and room hire facilities on the upper floor
- Developing enhanced temporary exhibition space on the upper floor
- Conservation/ repairs to the existing brick/ concrete and steel structure
- Fire protection of the existing structure



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The total Delivery budget is in the region of £2,433,400, of this £260,140 encompasses repairs, £861,520 covers the conversion costs and the remainder incorporates interpretation and exhibition costs, the movement and conservation of machinery, the relocation, storage and conservation of the collection, digital outputs, activity costs, retail set costs, marketing etc. The construction budget is therefore approximately £1,122,000 excluding fees, inflation, contingency or VAT.

Summary of responsibilities

To work effectively with the Museum Curator, Town Clerk, Project Manager, Project Architect, Structural Engineer, M&E Engineer and the Design and Interpretation Consultant to deliver quantity surveying services during the Delivery Phase to ensure that Trowbridge Museum's expansion is delivered to the appropriate quality standards on time and on budget.

Scope of work

- Prepare initial budget estimates

- Prepare a measured estimate of gross and net internal floor areas for the purposes of costing

- Carry out cost checks as may be required from time to time and provide cost advice accordingly

- Benchmark cost estimates against similar projects

- Provide advice on the Client's programme, as may be requested

- Attend Client team and design team meetings, as may be requested

- Develop a detailed and quantified project cost plan

- Develop a detailed schedule of works for the main contractor to price

- Risk management and the development of a project risk register

- Project cashflow advice

- Attend a presentation of the project to the Museum

Pre-construction

- Develop Project Cost Plan

- Carry out cost checks as may be required from time to time and provide cost advice, accordingly

- Advise on market conditions

- Prepare allocations of costs

- Assist in value engineering, value management and risk management exercises

- Advise the level of contingency required

- Attend Client and design team meetings



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Procurement - main contract

Advise on suitable procurement options, tendering procedures and contractual arrangements.

Prepare tender documents in such a form as to enable tenders to be invited

Assist in the process of contractor/tenderer selection

Invite tenders

Assist in the checking, analysing and appraising of tenders, and reporting thereon

Advise on errors and qualifications in tenders, and negotiate thereon

Prepare a tender report and recommendation

Provide information, as may be required, to assist in the drafting of letters of acceptance/intent

Contract

Advise on suitable contractual arrangements, and contribute to the drafting of particular requirements

Drafting and procurement of warranties

Drafting and procurement of Parent Company guarantees

Drafting and procurement of performance bonds

Assist in establishing that arrangements are made for the insurance of the project in accordance with the building contract

Collate the Contract Documentation and issue to the Contractor and Employer for execution. Check that the documentation has been properly executed

Construction Stage Cost Management

Attend monthly Client progress and interim site progress meetings

Advise on cost of proposed changes

Prepare cost reports (preparing monthly assessments of anticipated final cost and reporting thereon)

Assess and agree the Contractor's pricing of variations

Monitor the expenditure of provisional, PC and contingency Sums

Receive from the Contractor & Sub contractors, design and product warranties in the agreed form. Ensure that they are executed by the Contractor and Sub contractors. Forward to the Employer for execution

Provide the Employer a breakdown of historical and forecast construction cost expenditure in the format required by the Heritage Lottery Fund in order to assist the Museum with the drawdown of funds on a regular basis during the construction period.

Contract Management

Recommend all payments to be made to the Contractor.



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Quantity Surveying Scope of Services (Cont'd)

Completion Stage

Audit Contractor's final account submissions

Prepare Client's final account statement

Negotiate settlement of final account

Other Services (not to be allowed for)

Termination of the contract before completion

The consequences of bankruptcy/ administration

Assessment of fire damage to buildings

Arbitration, Adjudication and Litigation

Preparation of valuation for fire insurance purposes

Investigating validity of Contractors claims for extension of time or loss and expense. An initial review of such claims and initial advice to the Client is to be allowed for as a standard service.

Submissions direct to funders

Preparation of whole life cost models

Taxation matters including VAT and capital allowances

Project audit and recovery

Project constraints:

- The Mill where the Museum is housed is Grade II listed

Ownership

- The building is owned by Zurich Assurance (Threadneedle) but the Town Council has the surety of a 25 year lease with no break clauses
- The building is managed by Workman. The Centre Manager is Sarah-Louise Moore.

Access

- The Museum is within the Shires Shopping Centre. Physical access to the Building is via an internal staircase at the rear of the building. There is on-site parking for large vehicles at the rear of the Shires Shopping Centre with Goods Lift access to the ground floor of the Museum.



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Experience

- A proven track record of successfully delivering HLF capital projects essential
- An appreciation and understanding of the issues that relate to works on Listed Buildings
- Evidence of working on Listed Buildings with Conservation Plans
- A familiarity with Local Authorities

Application Process

Applicants will be asked to submit a lump sum fixed price proposal. The proposal is to include all expenses for the work as outlined in the brief and it is to be completed over the lifetime of the Project.

The proposal should demonstrate the Consultant's appreciation and understanding of the Quantity Surveyor's role and give an outline of how they intend to approach the tasks in methodology and timescale. Their proposal should include a response to the following questions:

1. Details of relevant experience of similar projects – no more than 4 pages of A4 paper
2. Details of methodology and approach to the Project brief – no more than 3 pages of A4 paper
3. Details of two Referees

Method of Scoring Tender Returns

In order to identify the offer that provides the Most Economically Advantageous Tender, tenders will be marked on a price/ quality basis. 40% of the score will be allocated to Price and 60% allocated to Quality.

Each response to the quality questions will be scored between 0 to 5, where:-

- 5 Meets and exceeds the standards specified, Excellent
- 4 Meets the standard specified, Good
- 3 Meets the standard in most aspects, fails in some, Satisfactory
- 2 Fails standard in most aspects, meets it in some, Unsatisfactory
- 1 Significantly fails to meet the standard, Poor
- 0 Completely fails to meet the standard. Not to be considered

For the quality, the following weightings will be applied:

1. Details of relevant experience of similar projects – (25% weighting)
2. Details of methodology and approach to the Project brief – (25% weighting)
3. Details of two Referees – (10% weighting)

The weighting multiplied by the score (0 to 5) will provide the weighted score. The Employer reserves the right to not consider further a tender where a quality score of less than 3 is given for an answer.

For the priced element, the weighting will be 40%

4. Details of the breakdown of their fee, inclusive of all expenses

Scores for the priced element will be based on the average fee returned. For each percentage (or part percentage) point that a tender offer is below the average fee, the score will increase accordingly. For each percentage (or part percentage) point that a tender offer is above the average fee, the score will reduce accordingly. For example, an offer 2.5% below the average fee offer will score 42.5%.

Closing date for applications: 1pm Friday 29th June 2018

Submission of applications: Electronically to clare.lyall@trowbridge.gov.uk

Contract commences: TBC

