



The Almonry Restoration Project



Supported using public funding by

**ARTS COUNCIL
ENGLAND**



**Funded by
UK Government**

Brief for Client Side Project Manager

For the Almonry Restoration Project

**The Almonry Museum
Abbey Gate
Evesham
Worcestershire
WR11 4BQ**

Tel: 01386 446944

Web: www.almonryevesham.org

Manager: ashleigh@eveshamtowncouncil.gov.uk

Evesham Town Council is seeking a Client Side Project Manager for the Almonry Restoration Project.

The proposed budget for this project is £2.4m.

The fee for the Project Manager will not exceed £50,000

The contract is to end in March 2027

The successful individual/company will have demonstrable experience and knowledge of working on Grade 1 listed/Heritage at Risk buildings and managing complex projects.

The Almonry was built in the late C14th/early C15th and was once part of the Abbey at Evesham. It was built as the home of the Almoner, one of the Benedictine monks from the Abbey.

The Almonry has served the town of Evesham as offices, a tea room and possibly even an inn but primarily as a home, being lived in until the 1970s. The building became a museum in 1957 and now continues to be the museum for the town and Vale of Evesham as well the Tourist Information Centre and gift shop.

The Almonry is Grade 1 listed (1302722) It was placed on the Heritage at Risk Register in 2016; Historic England currently rate the building as 'very bad', priority rating B.

The Almonry is a timber frame building with rubble stone infill and a Cotswold Stone roof. The building has been adapted over the centuries with additions and extensions made up until the mid 1990s.

A Museum Estate and Development Fund grant (MEND) has been secured from Arts Council England to fund the extensive scheme of works.

The works required include:

- Removing and replacing the Cotswold Stone Roof
- Replacing all cementitious material in the infill panels
- Repairing and replacing the timber frame
- Removing all cementitious material in the stone and brickwork
- Replacement of all rainwater goods
- Replacement of all heating and lighting to improve energy efficiency
- Improvements to foul and rainwater drainage
- Improvements to access
- Improvements to existing toilet facilities
- Repairing and making all doors and windows weathertight
- Improvements to garden paths and repair of the boundary wall

The principle objective of this project is to repair, restore, preserve and conserve this precious building. The Almonry is a key part of the history of this market town and the success of this project will ensure its future.

SPECIFICATION OF REQUIREMENT

Introduction/Background

Evesham Town Council have recently been awarded £2,173,500 from Arts Council England Museum Estate and Development Fund (MEND) for the Almonry Restoration Project (plus match funding)

The Almonry is a late C14th/early C15th Grade 1 listed building, once part of the Evesham Abbey complex. In 2016 Historic England placed the Almonry on the Heritage at Risk Register citing the structural instability of the timber frame, rot at sole plate level and the Cotswold stone roof that is nearing the end of its life.

Two building condition surveys were commissioned in 2017 and 2020 to monitor the deterioration of the building. In 2021 a COVID-19 Emergency Heritage at Risk (HAR) Response Fund grant from Historic England funded a series of surveys including dendrochronological analysis, timber frame condition survey, a level 3 standing building survey and a structural survey. The surveys concluded that immediate and urgent work was required to save the building. A further survey was commissioned in 2022 to look at the condition of the boundary wall which has begun to bow out towards a public footpath.

In February 2024 an Enabling Works contract was completed. The enabling works provided a detailed survey of the roofs, exterior infill panels, drainage, archaeological test pits and paint analysis on historic painted timbers, reports appended. Following the roof survey, it was recommended that 2 elevations are stripped with immediate effect. Where possible, stone slates are salvaged and stored and the roof temporarily covered until the works begin in full.

This project is Phase 1 of a larger project that will see the full restoration and refurbishment of the Almonry Museum, Tourist Information Centre and Gift Shop. Originally the project was due to be delivered as a single scheme but following the HAR survey results, the urgency of the repair and restoration has taken precedence. The MEND funded Almonry project will be concerned with construction work for repair and restoration of the building, garden paths and boundary wall, some structural access works, and mechanical and engineering works to improve energy efficiency and carbon reduction. Completing Phase 1 will deliver a building that is structurally stable, fit for purpose and ready for the works planned for Phase 2. The phase 1 project has been prepared to RIBA Stage 3.

The Almonry Building

Historic repairs have seen the original lime plaster replaced with cement render. Cement panels will be removed and replaced with the likeliest historic material. In some areas cement mortar has been used to patch the timber frame alongside Mastic sealant and cement has been further used to repoint the stonework. The cement and Mastic will be removed and replaced with appropriate historic materials where appropriate.

Internally, panel structures will be replaced or repaired with like for like materials e.g. split lath or wattle-and-daub and re-rendered in lime plaster. Where necessary, windows and doors will be repaired ensuring they are weather tight.

The timber frame will be repaired, restored or where necessary sections replaced. The scale of the works will be determined by the preliminary works. The aim will be to retain as much of the original frame as possible, with sympathetic replacement of timbers with like-for-like materials. Where needed, metal straps will be used to offer strength and support to the frame.

Existing rainwater goods are inadequate and have resulted in water ingress into the timber frame and infill panels. Gutters and downpipes will be replaced and hoppers added to ensure all excess rainwater is safely carried away from the building. Where necessary rainwater goods, gullies and drainage channels will be reconfigured to further prevent rainwater drainage.

The roof will be completely recovered. The Cotswold stone slates have reached the end of their life and are delaminating and slipping from several pitches. Some pitches are heavily infested with moss and plant life which has added to the decay and is increasing moisture retention in the slates. Where possible breathable insulation will be installed to improve the comfort, energy use and storage conditions within the building.

Internally there will be repairs to the structural roof and wall timbers to prevent continued spread of the central roof (which is in turn putting pressure on and deflecting the rear range). In the main hall area, new knee joints will be put back in place to support the roof trusses. It may be necessary to introduce structural metal straps in some areas to add support to the frame.

Modern C20th stud wall display cases and walls across both floors will be removed to create space. Opening up will also allow us to investigate and implement better physical access routes with a view to creating ramped/level access from the ground floor to and around the garden.

The original medieval hall was once a high-status building and it is our intention, where possible, to return it to its former splendour. Listed Building Consent allowing, we will remove the false ceiling in the hall to expose the roof timbers in the style of the original medieval hall. We have in situ examples of carved wooden tracery decoration in the hall alongside some pieces that have been removed during past renovations. It is our intention to expose the original walls and where possible reinstate the tracery using the original pieces or faithful reproductions. Traces of paint to the ceiling and wall timbers in this space also offer a tantalising glimpse of past decorative schemes. Our investigations will explore this further with paint-sample-testing, to determine whether we can confirm the historic decoration schemes with any certainty. This is something that can then be considered for Phase 2 refurbishment.

In the garden we will improve access by relaying the existing paths, replacing broken uneven flagstones and gravel paths with level stone slabs, incorporating existing historic finishes (such as cobbles and setts) into borders or less traversed areas. Permissions notwithstanding, we will lift and relay the cobble courtyard to create an easier and safer surface for visitors to navigate. The boundary wall will be strengthened with helibars.

Mechanical and Electrical Work.

Redundant and excess wiring will be removed, and sub mains boards will be moved and/or replaced. New alarm and CCTV monitoring equipment will be fitted. New lighting will be fitted throughout using a track system with low energy LED lights activated by PIRs. The lighting scheme includes new Emergency Lighting throughout the building.

The heating system will be replaced with a hybrid system consisting of radiators fuelled by an ASHP and some additional electric radiators in certain areas to offer targeted environmental controls for collections and staff.

Environmental & Energy considerations

In January 2022, Pilio undertook an energy audit of the Almonry. It concluded that our electricity bills were approximately £13k per annum with usage of 70,965 kWh with carbon emissions of 16,545kg. The Chartered Institute of Building Services Engineers (CIBSE) good practice benchmark for energy usage within museums and art galleries is 57kWh/m² (typical practice 70kWh/m²) the Almonry scored 109 kWh/m². Current electricity usage is weighted seasonally and predominantly off-peak due to storage heaters as the main heating source.

There are several interventions we can make that will reduce our energy consumption and our carbon output. Removal of the cement panels will not only have a valuable physical effect on the building but will also help to reduce our CO₂ footprint.

Lime is proven to have much lower or even negative carbon footprint, indeed a timber framed building such as the Almonry will have, once restored a very low if not negligible carbon footprint. Initially lime plaster will be considered but this project gives us an opportunity to also look at conservation-friendly alternatives. As part of our ambition to improve energy efficiency and reduce our carbon footprint we will consider appropriate options and select the best and most appropriate for the building.

Where possible all roof spaces will be insulated. Fully restoring and repairing the roof will aid the thermal properties of the building in the first instance, but the addition of insulation will improve the internal environment considerably. Sensitively designed secondary glazing will be installed to windows where possible and appropriate, reducing draughts and heat loss and increasing the thermal properties of the building.

Currently the Almonry suffers with huge variations in temperature and in the winter can be particularly cold and unpleasant. Our outdated and inefficient storage heating system will be replaced with a hybrid electric/air source heat pump system which will feed radiators around the building. This new heating system should result in a more regular and consistent temperature that will be better suited to the ongoing maintenance of the building, annual savings of £6,000-£9,000 should be realised and will result in more comfortable environment for visitors and staff and visitors and provide a better environment for collections.

Essential to the success and longevity of the works will be the production of a 5 year costed Repair and Maintenance Plan.

Purpose

The MEND funded Almonry Project is a large-scale complex project requiring specialist expertise and knowledge. In the first instance Evesham Town Council will appoint a Project Manager (individual or company) to oversee the project from start up to completion. The Project Manager will be expected to use Prince2 or similar project management methodologies.

The construction works carried out by experienced contractors who will be conservation accredited with extensive knowledge and experience of working on such a project. The mechanical and engineering side of the project will be delivered by a recognised M&E company with fully qualified and experienced electricians and contractors. Experience of working within a historic, listed building context will be essential across the design and construction team. A Lead Consultant is being appointed.

The works have been designed in short phases and a project plan has been drawn up to reflect milestones for each of those phases. The project manager will be expected to maintain the timescales and project milestones, reporting all progress or potential delays or missed deadlines to the Project Board. The Project Board will be responsible for releasing funds and for each stage of the

works and for agreeing the start of each new phase. A regular reporting schedule will be established with additional meetings and reporting periods created to match each short phase of the project.

Applicants for this role must have demonstrable experience of managing a repair and restoration project within a Grade 1 listing/Heritage at Risk context, as has experience of managing a project on a similar scale. The project is to be delivered on a fixed budget and is to be completed by end March 2027. You will be contracted by Evesham Town Council and will be expected to adhere to all Council policies and procedures including procurement, Health and Safety etc



The Almonry Restoration Project



Supported using public funding by

**ARTS COUNCIL
ENGLAND**



**Funded by
UK Government**

Application for Project Manager

For the Almonry Restoration Project

**The Almonry Museum
Abbey Gate
Evesham
Worcestershire
WR11 4BQ**

Tel: 01386 446944

Web: www.almonryevesham.org

Manager: ashleigh@eveshamtowncouncil.gov.uk

Application – Project Manager

Following receipt of an e-mail expression of interest, this entire document must be completed and returned by email no later than 5pm on Wednesday 14th August 2024 to ashleigh@eveshamtowncouncil.gov.uk

Instructions and Information on Tendering Procedures

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact the Town Clerk if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.

Jo Adams, Town Clerk,
Evesham Town Council,
Unit 6, Abbey Lane Court
Abbey Lane
Evesham
WR11 4BY
townclerk@eveshamtowncouncil.gov.uk 01386 565700

Incomplete Tender

Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

Returning Tenders

Evesham Town Council will send a confirmation of receipt of bid email.

Manuscript bids including envelopes and packages must bear no reference to the tenderer by name; franking machines which automatically print the company's name should not be used. Tenders must be delivered by 5pm on Wednesday 14th August 2024.

Receipt of Tenders

Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered no later than the appointed time.

Acceptance of Tenders

By issuing this invitation Evesham Town Council is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with Evesham Town Council will disqualify your tender from being considered and may constitute a criminal offence.

Confidentiality of Tenders

Please note the following requirements, you must not:

- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

Costs and Expenses

You will not be entitled to claim from Evesham Town Council any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Debriefing

Following the award of contract, debriefing will be included in the letter sent to unsuccessful bidders.

Evaluation Criteria

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

Freedom Of Information

Evesham Town Council is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Evesham Town Council may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Evesham Town Council should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Personnel Security Standard

The successful contractor will need to assure the Evesham Town Council that staff supplied under the contract including its own staff and those of sub-contractors who need unsupervised access to the Evesham Town Council's assets including but not limited to premises, IT equipment and classified information meet required Disclosure Barring Standards (DBS).

SCORING WEIGHTING

1	Supplier Information	Mandatory
2	Grounds for Mandatory Exclusion	Mandatory
3	Grounds for Discretionary Exclusion	Mandatory
4	Economic and Financial Standing	Mandatory
5	Technical & Organisational Qualifications and Accreditation	0 – 5 (15%)
6	Relevant Experience	0 – 5 (30%)
7	Fees and Charges	0 – 5 (25%)
8	Reasons for Application	0 – 5 (15%)
9	Geographic Location	0 – 5 (15%)

10	Further Information – Insurance; company policy	Mandatory
11	Declaration	Mandatory

1. SUPPLIER INFORMATION

Full trading name

Registered address

Registered company number

Registered charity number

Registered VAT number

Please indicate your trading status

- i) a public limited company
- ii) a limited company
- iii) a limited liability partnership
- iv) other partnership
- v) sole trader
- vi) other (please specify)

Name of person completing application	
Postal Address	
Country	
Phone	
Mobile	
E-mail	

2. GROUNDS FOR MANDATORY EXCLUSION

It is unlikely that any Supplier who answers 'Yes' in any of the following situations set out in 2.1 and 2.2 will be considered further. If you have any doubts on how to respond, please contact us for advice prior to completing;

Please indicate your answer as Yes or No

2.1 Within the past five years, has your organisation, Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following?

conspiracy, corruption, bribery, fraud, theft, tax evasion, terrorism, espionage, serious crime, money laundering, drug and trafficking, sexual, asylum and or immigration offence or any other offence that may be detrimental to the reputation of the Client and/or performance of the appointment **Yes No**

2.2 Non-payment of taxes:

Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the

country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? **Yes No**

If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines.

3. GROUNDS FOR DISCRETIONARY EXCLUSION

It is unlikely that any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (j) will be considered further. If you have any doubts on how to respond, please contact us for advice prior to completing;

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply. Please indicate your answer as Yes or No

(a) your organisation has violated any regulations in the fields of environmental, social and labour law **Yes No**

(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State **Yes No**

(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable **Yes No**

(d) your organisation has entered into agreements with other economic operators aimed at distorting competition **Yes No**

(e) your organisation has a conflict of interest **Yes No**

3.2 Conflicts of interest

In accordance with question 3.1 (e), we may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant project team members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform us, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Design team should not represent a conflict of interest for the Supplier.

4. TECHNICAL, ORGANISATIONAL AND PROFESSIONAL ABILITY

4.1 Qualifications and Accreditations

Please confirm that you, your organisation and/or your key staff are either Registered Architects or Chartered Surveyors. Architects to be Category A on AABC register or RIBA Conservation Register at Specialist Conservation or Conservation levels; Surveyors to be RICS Certified Historic Building Professional (RICS Conservation Accreditation).

Name	Professional body	Type of membership	Membership number
------	-------------------	--------------------	-------------------

4.2 Please provide details and experience and those who would be working on the project. Please note, the accredited lead professional must lead on all activities.

5. RELEVANT EXPERIENCE

5.1 Please confirm that you have experience of delivering building conservation projects.

5.2 Please confirm your experience of working on similar, of engaging with users, of producing documents to the satisfaction of the relevant authority and of working within the time scheduled.

For the example project please set out:

Name of customer organisation:

Point of contact in customer organisation:

Position in the organisation:

E-mail address:

Contract start date:

Contract completion date:

Estimated Works Value:

6. FEES and CHARGES

6. 1 How often would you anticipate visiting the site during the development phase and delivery of the project in addition to programmed monthly design team meetings?

6.2 On what basis will your fee be calculated (e.g. percentage rate or hourly rate)? If a percentage fee, what will the percentage be? If on an hourly rate, what is the hourly rate for each of the team?

6.3 Please state whether you are VAT registered and if so provide the registration number.

6.4 The hourly rate should include all expenses and travel and a percentage fee rate must include expenses and disbursements.

7. REASON FOR APPLICATION

Provide a short statement, in no more than 200 words, as to why you should be considered for this project.

8. GEOGRAPHIC LOCATION

Please give the location of your offices and the distance from the office base to Evesham.

9. FURTHER INFORMATION

9.1 Insurances

Please state the level of Public Liability, Professional Indemnity and Employers Liability insurance you hold (or in the case of Employer's Liability that this is not required if you are the company owner).

Employers Liability insurance

Professional Indemnity

10. DECLARATION

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of:

I understand my submission may be rejected if there is a failure to answer all relevant questions fully or if I provide false/misleading information.