

**Q1. After reading through the Advertisement document, it is clear what services are required from the consultant but what I'd like to request more information on is the timeline for the delivery for those required services, would you kindly be able to share any details with respect to the delivery timeframes?**

Thank you for your email. We do not have a set deadline for delivery of these services. We are however keen to start the project as soon as possible, I imagine it will be a substantial piece of work with funding applications. We have provisionally held off booking any weddings in 2026 in hope that we can start some work to the building by then.

**Q2. There is a list of 12 bullet points which include lots of other consultant services such as Quantity Surveying, Heritage Architecture, Audio/Video Archive. Is our quotation for this stage just to manage the appointment of these or are we expected to include the costs of these consultants now?**

So, it's very much our first rodeo into heritage building regeneration and I'm sure there will be many discussions and changes to the way we approach this project along the way, but we needed a starting point and a wish list, to start from so we have an even playing field for all tenders. Hence the scope of works list.

To summarise, we need a consultancy quote for the project management and bid writing elements of getting grant funding to proceed with this project, there are 2 elements of grant funding required from National Lottery Heritage Fund.

Stage 1 – Feasibility Funding

Stage 2 – Main Project Funding

Some of what you may quote for in the Scope of works will be for the organising of items like Architect costs, heritage statement etc.

Funding these elements will be down to successful feasibility funding with NLHF and likely to be outsourced to specialists.

However, if you offer these services in house then an estimate costing could be useful.

The video archive would likely to be included in these project management costs as if we are unsuccessful, having the historical information documented along the way would be helpful for our website and social media content.

**Q3. 2) Do you have a specific format, including page/word count, in which you wish to receive proposals?**

No, your format is fine, our only requirement is that all items listed in the scope of works are costed out individually.

**Q4. Is it acceptable to attach CVs to our proposal for core team members?**

Yes

**Q5. 4) Do you have a suggested budget for the capital works, or is this one of the expected outcomes of the feasibility study?**

This is what the feasibility study will hopefully support with, we had a quote for maintenance only costs in 2020 but these will be well out of date now and doesn't included costs how the building could be used in the future.

**Q6. Do you have a fee envelope for the first element of the consultancy work ie up to the point of submitting the funding application?**

We have asked for a breakdown of each element of the scope of works and the expected costs should be up to £60,000 for consultancy and professional costs required to the point of the submission of a NLHF funding application.

**Q7. Have there been any other professional appointments on the project to conduct feasibility studies as yet?**

There have not been any previous feasibility studies conducted. The only previous professional appointment has been a building condition survey

**Q8. Will there be an interview process?**

Absolutely, we'd like to shortlist and meet with potential companies. Then there may be a requirement to address councilors before a final decision is to be made.

**Q9. Is the successful tender company going to be chosen based on quote only?**

No, the successful tender will be won based on several elements, including your approach to the project, previous experience, previous success with NHLF and cost.

**Q10. Are you expecting fully costed elements for all 12 bullet points outlined in the tender documents?**

No, we are only looking for the costs for the project management of all 12 bullet points. They should include the cost associated for the collation of the

video/Audio archive of historic information. (whether this is done by the consultant/PM or another company)

Additionally, if you are able to provide in-house services of any individual points internally then an indication of estimated costs would be helpful for future planning.

Ultimately, we have set aside money for the consultancy/project management and hope that successful applications for feasibility grants will help fund the specialists needed to take the project to the next step.