



Bodmin Town Council Expression of Interest for appointment of Architect for the Shire House, Shire House Suite and Shire Hall and Turret Clock Tower.

1.0 Introduction

The purpose of this brief is to enable the appointment of an Architect to act as Lead Consultant and principal Designer for the Shire House, Shire Hall and associated projects.

The Project work will include the following:-

- 1) Shire House and Function Suite
- 2) The Shire House
- 3) The Shire Hall and Mount Folly
- 4) Turret Clock

The works include:-

Refurbishment and upgrading the Shire House (grade II* Listed) and Suite to create a modern economic community asset maximising all of its space for the purpose of rental, community projects, meetings, functions, to investigate the viable use of the basement rooms for archive storage and allow the building to operate as a focal point for the town.

The Shire Hall and Mount Folly (grade II* Listed) requires refurbishment and upgrading retaining and developing the heritage attraction of the original county courts. The Building is also the Council's main staff office. The offices require refurbishment to efficiently maximise the staff facilities and Office spaces to provide a 21st century Town Council administrative hub, council chamber and public meeting space enhancing potential usage for Presentations, Exhibitions, consultations and displays maximising hire revenue potential.

Turret Clock Tower (grade II Listed) refurbishment to prevent water ingress.

2.0 Project Background

Bodmin Town Council (BTC) has responsibilities for the care, maintenance, and usage of a wide range of Listed Buildings and Monuments and is proposing to undertake a range of refurbishment and upgrading projects over the next ten years. The four projects above are deemed to be a high priority.

All works to be carried out will be subject to statutory consents and shall be carried out in accordance with the current Health and Safety legislation.

3.0 Vision for the Project

Bodmin Town Council are seeking a suitably qualified and experienced Architect or Lead Consultant to act as Principal Designer and lead a project team to undertake these projects. The appointed Lead Consultant will be expected to liaise with the BTC team to assist in the development of the design brief, consider the requirements for the structures and their future use, developing the project through from inception to completion.

4.0 Tasks required.

4.1 Work with BTC to develop the BTC Project Team assisting with the appointment of any other required specialist consultants. Structural Engineers, Mechanical and Electrical and CDM. To Lead the Consultants team, co-ordinate the team and meetings providing appropriate documentation.

4.2 Assist with the development of a detail project brief and programme including proposed timetable for BTC approval.

4.3 Undertake and co-ordinate Surveys of the properties to produce condition surveys and associated drawings.

4.4 Accessibility Audit will be required.

4.5 Consider the Fire Risk Assessments, Health and Safety reviews, Asbestos Surveys and Ecological surveys.

4.6 Improvements will be required to the management systems, Fire, Security ,IT and Electrical Power and Lighting.

4.7 A review and upgrade of the Heating systems.

4.8 Work programme to follow RIBA plan of work or similar approved project framework.

4.9 Production of appropriate project documentation for tender.

4.10 Contract Administration and site and construction management to completion

4.11 Regular communication reporting with BTC.

4.12 Production of CDM compliant H&S files and Maintenance schedules

5.0 Project Timescale

The aim is to appoint the Lead Consultant as soon as possible, to assist with the preparation of the detailed Project Brief and programme and to assist with the appoint of the wider project team.

Appointment will be made following an interview process, dates to be confirmed.

6.0 Interviews and Appointment

On receipt of an expression of interest

The appointment of the Lead Consultant will be made following an Interview with Members of Bodmin Town Council and Staff, the aim of the interview will be as follows: -

- Understanding/interpretation of the Brief.
- Previous relevant experience
- How their Practice would approach and manage the project and being clear on the individuals they would be involve.
- Timing, programme.
- Fee basis for the development of the project to completion.

Shortlisting and the appointment will be made on the basis of the following criteria.

- Demonstration and understanding of Brief and Client requirements
- Experience of working in a sensitive setting with Historic and vernacular buildings.
- Experience of similar projects and buildings including historic fabric and materials.
- Demonstration of adequate resourcing to deliver the required projects.
- Demonstration of ability to administer the contracts.
- Demonstration of ability to communicate and engage with Clients and public.
- Demonstrate ability to work with Multi-disciplinary teams.
- Fee Proposal

If required to arrange a site visit prior to submission, please contact Estates Manager – details below.

7.0 Insurance

The Lead Consultant shall hold minimum current Insurances.

Public Liability - £2million

Professional Indemnity - £5Million

Employers Liability - £5Million

7.0 Contact

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