

Manchester Cathedral

Conservation accredited Project Architect

Pre-Qualification Questionnaire

PQQ Instructions

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Summary Instructions and Details of Contract

ITEM	CONTRACT DETAILS
Contract Description:	<p>An NLHF part funded project</p> <p>The integrated development programme to implement these objectives consists of two main elements.</p> <p>(a) Community partnership and engagement. The programme will draw on the Cathedral's treasures, including its heritage and history, its fabric and artefacts, its archives and the stories it has to tell, to support a range of community engagement activities that will involve a diversity of people in both telling and exploring stories of the Cathedral and its communities. The stories will include contemporary social issues that challenge and perplex our society, and will be facilitated by a programme of digitisation that makes the Cathedral's historical documents available to all. Volunteer recruitment and increasing involvement in the Cathedral's work will be developed, and the implementation of a communications plan will increase the range and number of people who interact with the Cathedral on a regular basis, as well as drawing in newcomers. Current partners include the Duke of Lancaster's Regiment, the Challenging Hate Forum, the Greater Manchester Youth Network, and the Diocese of Manchester Board of Education. A major resource is the archival collection of documents assembled over 600 years of the Collegiate Church and Cathedral.</p> <p>(b) Capital works, that will (i) upgrade and improve the working accommodation of the Cathedral's clergy, staff and volunteers; (ii) implement the redevelopment of the West End (Victoria Porch and Tower), the Regimental Chapel, and the South-East Range (Champneys Library extension; Worthington extension), to achieve high quality public access and facilities, and well-founded community outreach and interpretative opportunities; (iii) adopt and implement the 2022 Conservation Management Plan for the medium and long-term upkeep and conservation of the fabric and precinct; and (iv) develop and implement an environmentally responsible approach to the Cathedral's fabric and Precinct, in line with 'Our Faith, Our Planet' and in collaboration with the Diocese of Manchester, Manchester City Council, and Greater</p>

	Manchester Combined Authority to include net carbon zero by 2030. The works place particular emphasis on the availability of equal and diverse welcomes, improved physical access, visitor facilities, and provision for staff and volunteers
Capital Cost	The anticipated capital costs are £10m
Period of Contract:	Development Stage completion: 31 st March 2027 Delivery Stage: 36 months
Client Representative:	Any PQQ queries must be addressed to Nick Cragg and Andre Paul-Tsobgny (Cragg Management): emails ncragg@craggmanagement.com and atsobgny@craggmanagement.com
Date for PQQ return:	PQQs must be submitted in accordance with this document to the above email addresses by 2pm on 15 th December 2025. Please confirm your intention to submit a PQQ response at your earliest convenience.
Site visits	Not possible during PQQ but will be available during tender period if selected.
Proposed form of contract	RIBA Standard Professional Services Contract

Procurement Timetable

This timetable is indicative only.

TASK	DATE
Issue of pre-qualification questionnaires	21 st November 2025
Date for submission of PQQ	15 th December 2025
Issue of Tender documentation	6 th January 2026
Date for submission of Tender	23 rd January 2026
Interview (if required)	w/c 2 nd February 2026
Post interview site visits (of other projects by the contractor) if required	TBC
Appointment	11 th February 2026
Completion Development Stage	31 st March 2027
Submission NLHF round 2 application	August 2027
Commencement of Delivery Stage	October/November 2027

Instructions to Applicants

1.0 Invitation to PQQ

1.1 The Employer invites pre-qualification questionnaires for Conservation accredited architects to provide Project Architect services in accordance with this Pre-Qualification Questionnaire and the attached schedules (together called “the PQQ”).

1.2 Details of the project are contained in **Schedule 1**.

2.0 Submission of PQQs

2.1 The PQQ must be submitted by the means and date stated in the PQQ documents and must include all information requested in **Schedule 3** and the **Form of PQQ** attached as **Schedule 4**.

3.0 Client and Applicants responsibilities

3.1 The Client reserves the right to issue supplementary documentation at any time during the PQQ process to clarify any issue or amend any aspect of the PQQ documents. All such further documentation shall be deemed to form part of the PQQ documents and supplement and/or supersede any part of the PQQ documents to the extent indicated.

3.2 Applicants are responsible for obtaining all information necessary for the preparation of their PQQ. The Client will not be liable for any costs, expenses and liabilities which Applicants incur in connection with the preparation and submission of a PQQ.

4.0 PQQ evaluation and award criteria

4.1 The PQQ will be evaluated against the criteria detailed in **Schedule 2**. The Client shall invite Applicants to tender who meet this criteria to the highest standards.

5.0 Confidentiality

5.1 The information contained in the PQQ documents and any other documents sent to Applicants in connection with the PQQ process remains the property of the Client. Applicants must treat the information as confidential at all times.

5.2 You shall not be entitled to and shall not make any claim against the Client (whether deficit or otherwise) including without limitation any claim for damages on the grounds of misunderstanding in respect of information provided or on the basis that the information provided during the PQQ process was incorrect or insufficient.

5.3 Note: All questions raised and answers provided will be circulated to all interested parties / contractors.

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Project Information

SCHEDULE 1: Project Description

Project team:

Client – Manchester Cathedral.

Project Manager – Cragg Management Services Ltd

Scheme content:

Works as summarised in the attached Provisional Heritage Impact Assessment for proposed alterations January 2023 as prepared by Cambridge Architectural Research Limited.

(i) upgrade and improve the working accommodation of the Cathedral's clergy, staff and volunteers; (ii) implement the redevelopment of the West End (Victoria Porch and Tower), the Regimental Chapel, and the South-East Range (Champneys Library extension; Worthington extension), to achieve high quality public access and facilities, and well-founded community outreach and interpretative opportunities; (iii) adopt and implement the 2022 Conservation Management Plan for the medium and long-term upkeep and conservation of the fabric and precinct; and (iv) develop and implement an environmentally responsible approach to the Cathedral's fabric and Precinct, in line with 'Our Faith, Our Planet' and in collaboration with the Diocese of Manchester, Manchester City Council, and Greater Manchester Combined Authority to include net carbon zero by 2030. The works place particular emphasis on the availability of equal and diverse welcomes, improved physical access, visitor facilities, and provision for staff and volunteers

Site Considerations :

Limited site access and storage
Conservation / heritage building works
Adjacent neighbours and busy road.

SCHEDULE 2: Evaluation Criteria

Criteria for Pre-Qualification Questionnaire submissions:

Criteria Heading	Score
Technical capacity – company experience	60
General approach	30
References	10
Self-Certification Checklist	pass/fail
Capacity to deliver within the timescales set out	pass/fail
Conservation accredited	Pass/fail
Total score	100

Please note that the Technical Capacity of the Applicant (company and personnel) should address the following areas of experience which are considered vital:

With reference to the project examples requested below, please provide responses to the following key criteria:

Technical Capacity Evaluation (60% of total)	Total weighting possible (100%)	Minimum weighting required
Experience on working on renovation and alterations of heritage sensitive buildings and conservation projects	30	20
Approach to dealing with multiple stakeholders and interested parties and methodology for meeting differing needs and objectives	30	20
Working on projects with high level of sustainability and energy efficiency improvements	20	10
Approach to managing design teams (note: the design team will be procured and appointed directly by the client but the architects to act as Lead Consultant) to ensure a coordinated design.	15	8
Working on public funded projects including NLHF	5	3
General Approach (30% of total)		
Communications	20	10
Quality and Cost Management	20	10
Document and change control	20	10
Reporting and General Approach	20	10
Risk Management	20	10
References: (10% of total)		
Provide 3 references with emphasis on the case studies provided.	100	70

Please note that the General Approach of the Applicant can include general company policies / information but must address all elements of the project delivery including communications, quality and cost management, document control, reporting, risk management etc.

Please also note that any response failing to achieve the minimum score required may result in the PQQ submission being rejected.

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Documents for Completion and Return

SCHEDULE 3: PQQ Response Document

1. Applicants Organisation

Please complete this table exactly as below

Name of Organisation:	
Contact name for all enquiries about this PQQ:	
Job Title:	
Company Address:	
Post Code:	
Telephone number:	
E-mail address: <i>Please note this email will be used for all communications to do with this procurement process.</i>	
Website address (if any):	
Company Registration number (if this applies):	
Registered address if different from the above:	
Is your organisation:	i) a public limited company?
	ii) a limited company?
	iii) a partnership
	iv) other (please specify)
Name of (ultimate) Parent company if this applies:	
Companies House Registration number of parent company (if this applies):	

2. Self-Certification Checklist

Please complete this table exactly as below

Suitability Assessment Areas	Requirement	Evidence Required (this information will be requested from those selected to tender)	Please tick to confirm your PQQ complies with these items
Professional & Business Standing	Confirmation that your organisation has no unspent convictions.	No evidence will be required, unless you have answered yes to any element	
Economic and financial standing	Confirmation of your organisation's turnover for the last 3 years	Please provide detailed accounts as well as turnover information	

Insurance	Confirmation that your organisation holds or will hold (at the time of contract award) insurance levels to the following values: 1. Public Liability of £10 million 2. Employer's Liability of £5 million 3. Professional Indemnity Insurance of £1 million	Copies of insurance certificates will be required	
Accreditation	Conservation Architect accreditation required	Provide copies of accreditation	

3. References

Please complete/replicate this table exactly as below – we expect the consultant to provide direct comments/quotes from at least three of their projects used in section 4. Technical Capacity below. Please note contact may be made with these projects to validate the comments.

No.	Project Name	Contract value	Contract duration	Brief contract description	Referee comments
1		£			
2		£			
3		£			

4. Technical Capacity

Applicants can provide this information using their own templates/layouts but page limits must be adhered to. Responses that do not adhere to the page limits may not be scored.

Please provide project specific examples of work you have carried out within the last 4 years that demonstrates your capacity and ability to provide the Services for this commission. Your response should meet the requirements of the Evaluation Criteria in Schedule 2 by including in your response:

- **Company Experience:** Case Studies - A description of the value, duration and work undertaken for each. Please note that case studies can be used to demonstrate more than one element identified in the Evaluation Criteria but a maximum of five case studies may be demonstrated in total. Each case study is

restricted to three sides of A4 font size 10. Relevance to the Project must be clearly demonstrated in each case.

5. General Approach

Applicants can provide this information using their own templates/layouts but page limits must be adhered to. Responses that do not adhere to the page limits may not be scored.

On no more than 5 single A4 pages (total) and quoting examples from your past projects please demonstrate your general approach to managing the project as set out in Schedule 2.

SCHEDULE 4: Form of PQQ

Please complete this form exactly as below.

Manchester Cathedral

To: Cragg Management

Date: _____

PRE-QUALIFICATION QUESTIONNAIRE

We the undersigned, hereby submit our PQQ to provide the evidence as required which is referred to in the Invitation to PQQ supplied to us for the purpose of selecting a Tendering shortlist for the provision of the Services as detailed in the Invitation to PQQ.

We understand that the Client reserves the right to accept or refuse this PQQ whether it is lower, the same, or higher in score than any other PQQ.

We understand that the Client accepts no liability for costs incurred during this PQQ process.

Attached to this Form of PQQ is our response to the information required in Schedule 4 which meets the Evaluation Criteria in Schedule 3

Signed _____

Name(s):	
Position:	
For and on behalf of (name of organisation):	
Address:	
Date:	

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Appendix

Supporting information

Please see separate attachments:

- Provisional Heritage Impact Assessment for proposed alterations January 2023 prepared by Cambridge Architectural Research Limited