**Tender**

**Monday, 13 November 2017**

**Thetford Town Council Is seeking quotations for an architect to work with the Town Council to manage the repairs and refurbishment of St Peter’s Church Thetford**

**History**

St Peter's Church is mentioned in Domesday, but the present building was constructed in the 14th century. The church was enlarged in the 15th century with the addition of flanking [chancel](http://www.heritage.norfolk.gov.uk/record-details?TNF385) chapels and a north [aisle](http://www.heritage.norfolk.gov.uk/record-details?TNF91). The west tower was rebuilt in 1789, apparently to a new design, and bells and stained glass were also installed around this time. The present church is constructed of flint and [flush work](http://www.heritage.norfolk.gov.uk/record-details?TNF822) with [ashlar](http://www.heritage.norfolk.gov.uk/record-details?TNF803) dressings and has tile [nave](http://www.heritage.norfolk.gov.uk/record-details?TNF898) and [chancel](http://www.heritage.norfolk.gov.uk/record-details?TNF385) roofs but lead north [aisle](http://www.heritage.norfolk.gov.uk/record-details?TNF91) roofs. It consists of a west tower, [nave](http://www.heritage.norfolk.gov.uk/record-details?TNF898), north [nave](http://www.heritage.norfolk.gov.uk/record-details?TNF898) and [chancel](http://www.heritage.norfolk.gov.uk/record-details?TNF385) [aisles](http://www.heritage.norfolk.gov.uk/record-details?TNF91) and [chancel](http://www.heritage.norfolk.gov.uk/record-details?TNF385). Below is the details of it listed building status

**Entry Name:** Church of St Peter

**Listing Date:** 3 April 1951

**Grade:** II\*

**Source:** Historic England

**Source ID:** 1219326

**English Heritage Legacy ID:** 384849

**Location:** Thetford, Breckland, Norfolk, IP24

**County:** Norfolk

**District:** Breckland

**Civil Parish:** Thetford

Thetford Town council purchased St Peter’s church in 2008 from the Norwich diocese at a cost of £1. For the majority of the time since the purchase the building has been empty but has recently been let out to a voluntary youth organisation.

**Details**

The Town Council commissioned a structural investigation report from JP Chick in 2008 and a follow up structural inspection report in 2010. (Documents are attached to this tender report). The Town council are aware that remedial work is required on the two main entrance doors to the church and have concerns about the shutters in the tower

Some of the minor works recommended were completed but the major works were not. The Town Council is now looking for an architect to provide a quote for the following:-

1. To assess the building’s current state and create an up to date condition survey and 4 year costed maintenance plan.
2. Prepare the tender documents, advertise tender and prepare a tender report for councillors to consider.
3. Once the tender is awarded manage the completion of the works with the appointed contractor.

We will be seeking grant funding towards these works so we need an architect who can work with funding bodies and be prepared to be flexible.

Tender Requirements

* Submit an itemised written quote to prepare the condition survey, maintenance plan
* Submit an itemised quote for preparation of tender documents, advertising of tender and production of tender report.
* Submit a quote for the management of the completion of the tender. If the price is based on the percentage of the completed works, an estimate of the costs of the works must also be included.
* Provide details of three referees and evidence of your experience of restoration of historic buildings and working on grant funded projects.
* Copy of Public liability Insurance
* Health & Safety Policy
* Risk Assessment
* Method Statement

**Please note that tenders that do not include all the above will be discarded.**

Contact name and number: Roz Barnett Amenities Officer, 07553 388552

rosalindbarnett@thetfordtowncouncil.gov.uk

Quotations to be in by noon, Monday 15th of January 2018

Sealed inner envelopes to be marked ‘St Peters Tender’, for the attention of the Town Clerk, Thetford Town Council.

Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AP

Details of the winning contract will be published IAW Local Government Transparency Code 2014.