**TTC/05/2022**

**Thetford Town Council is seeking tenders for a Multidisciplinary Masterplan Team pending the outcome of a funding application due late September early October 2022**

**Thetford Heritage Masterplan**

**Project Description:**

The Thetford Heritage Masterplan will be a comprehensive strategic plan and delivery

model across Thetford’s numerous heritage assets that addresses people’s needs,

conservation needs and organisational and financial needs. Placemaking is not just for

urban city centres – there is an absolute need for joined up, heritage-led regenerative

thinking for towns and villages across the country, with an opportunity for Thetford to

become a real showcase for others.

All the sites under consideration for this Masterplan (except Cemetery Chapel) are

within the town’s Conservation Area. The majority are owned and managed by Thetford

Town Council. These include the following:

Owned and managed by Thetford Town Council:

● The Guildhall

● The Mechanics’ Institute

● Market Place, Shambles and War Memorial

● The Red Lion Pub

● St Peter’s Church

● Thomas Paine Statue

● Cemetery Chapel

● Castle Hill

Managed by the Council on behalf of another organisation:

● King’s House

● The Priory of Our Lady of Thetford

● Lady Gentle Meadow

Managed in collaboration with another organisation:

● Charles Burrell Museum

● Ancient House Museum

● Boudicca Temple site

A key facet of the Thetford Heritage Masterplan will be developing the Feasibility Study

through RIBA Stage 2 for an identified meanwhile use strategy for St Peter’s. In a

proposal developed with local partners, this meanwhile use proposal would see St

Peter’s used as a skills hub for heritage skills, STEM and sustainable construction,

delivered through formal and informal training programmes with partner organisations.

This meanwhile use strategy would bring St Peter’s back into use and address its

urgent conservation needs, while also building a local supply of the heritage crafts and

construction skills.

To deliver the Thetford Heritage Masterplan, Thetford Town Council and its partners will

appoint a multidisciplinary team encompassing the capacity and expertise required for a

project of this breadth and complexity.

This brief covers both the development of the Thetford Heritage Masterplan, as well as

the development of any further projects resulting from the Thetford Heritage Masterplan

that are determined during its delivery, subject to budget agreement with the Thetford

Town Council. This will include the development of the St Peter’s Meanwhile Use project

to RIBA Stage 2, for example.

**Team Requirements:**

The multidisciplinary Masterplan team must cover the heritage and non-heritage

expertise required to deliver this project.

Project Management – The Masterplan team must have an identified project manager

who will manage and appoint the other members of the multidisciplinary team. This

project manager or project management team should have qualifications in Project

Management and / or Change Management.

Co-Production, Workshopping & Consultations – The Masterplan team must have

extensive experience running co-production events, workshops and a variety of

consultation techniques to ensure that the Thetford Heritage Masterplan will be

people-led and meet the needs of Thetford’s residents. There should be demonstrable

experience in delivering people-led co-production and empowering people to be

involved in heritage as part of the tender response.

Stakeholder Engagement – The Masterplan team must consult and engage key

stakeholders to Thetford’s heritage sites. There should be demonstrable experience in

working with complex stakeholder groups, including local authorities, statutory bodies,

community groups and commercial organisations.

Business Case Development & Financial Modelling – The projects identified in the

Masterplan for the heritage sites must have business cases behind them as well as

estimated budgets, plus an overall financial model for the entire Masterplan. Experience

of extensive business case development and financial modelling is a must.

Evaluation – Evaluation is a funder requirement and must be built into the Masterplan

programme. Successful bidders will be able to demonstrate they understand and are

building in the funder outcomes into their work, thereby ensuring that all elements of the

Masterplan delivery respond to this need.

Heritage Architects – The Masterplan team must include experienced heritage

architects who can scope conservation needs and potential capital works, including new

build / extensions where required, to the sites and deliver the Feasibility Study for St

Peter’s Church.

Landscape Architects – The Masterplan team must include experienced landscape

architects who can identify physical and conceptual connections between the heritage

sites and the public realm and make proposals for wayfinding, walking and bike routes,

and access to sites.

Quantity Surveyors – The Masterplan team must include experience quantity

surveyors who can provide initial costings of any works proposed by the Masterplan and

help deliver the Feasibility Study for St Peter’s Church with the heritage architects.

**Project Timeline:**

01 August 2022 – Tender opens.

9 September 2022 – Tender submissions by 1pm and tender closes

October 2022 – Thetford Heritage Masterplan commences, contingent upon success

of funding application.

31 October 2023 – Project close.

**Project Budget:**

Masterplan Multi Disciplinary Team budget Total: £240,000

**Tender requirements:**

* Written itemised quotation for the works
* Copy of public liability insurance up to £5 million.
* Details of 2 references
* Environmental policy
* Examples of previous successful projects

**Evaluation**

The evaluation will be undertaken by a panel of councillors and the Town Clerk and will be broken down into the following parts:

40% Price

60% Quality score for criteria

Thetford Town Council will assess how well each of the criteria, important for successful delivery of this contract, has been satisfied.  Please ensure the responses given are clear, concise and complete to ensure proper understanding.

**Submission of tender**

Failure to supply any of the above will result in the Tender being rejected.

Tenders to be received by 1pm, Friday the 9th of September 2022.

Sealed inner envelopes to be clearly marked ‘Tender –**Multidisciplinary Masterplan Team**’, For the Attention of the Town Clerk, Thetford Town Council.

**Tenders cannot be received electronically and will be discarded if received in this format.**

Postal Address:

The Carnegie,

Cage Lane,

Thetford,

Norfolk,

IP24 2DS.

Tel: 01842 754247.

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

Should you require further information over and above the quote requirements then please do not hesitate to call the Main office on 01842 754247 or email mail@thetfordtowncouncil.gov.uk with your questions