** **

**Hinckley High Street Heritage Action Zone**

**Building Improvement Scheme**

**Invitation to Quote**

**Date:** 4 December 2020

**Closing Date:** 24 December 2020

**1: Introduction**

**1.1** Hinckley & Bosworth Borough Council are seeking to appoint a suitably qualified Conservation Accredited Architect or Surveyor to assist the Hinckley High Street Heritage Action Zone Partners in implementing the Hinckley Building Improvement Scheme.

**2: The project:**

**2.1** Hinckley & Bosworth Borough Council has secured funding from Historic England and Leicester & Leicestershire Enterprise Partnership to deliver a 'High Street Heritage Action Zone' (HSHAZ for short) within Hinckley. The High Street Heritage Action Zone consists of a range of projects with the aim of using Hinckley’s unique historic environment to revitalise the town centre.

**2.2 What is a high street heritage action zone?**

**2.2.1** A high street heritage action zone is a heritage-led regeneration programme designed to secure lasting improvements to our historic high streets and the communities who use them. The zone is located within Hinckley Town Centre Conservation Area and comprises an exciting and innovative array of projects, to help safeguard and celebrate the heritage of the town. High Street Heritage Action Zones are Historic England’s flagship initiative to help transform historic places and Hinckley is one of a number of zones chosen throughout the country.

**2.3 Hinckley Town Centre Conservation Area**

**2.3.1** The Conservation Area has a unique and special character. It was designated in 1986 and includes a number of designated heritage assets consisting of two grade II\* listed buildings, twenty one grade II listed buildings, a scheduled monument (earthwork remains of Hinckley Castle) and a number of non-designated heritage assets (identified as buildings of local interest). However, in recent times it has suffered from the loss of historic building details, the installation of some unsympathetically styled shop fronts, and some poor quality modern development. Certain buildings demonstrate a lack of maintenance and repair. Areas of the public realm and shared spaces within the town centre provide great opportunities for improvement. The conservation area is currently on the Historic England at risk register.

**2.3.2** Links to documents related to Hinckley Town Centre Conservation Area are contained within Appendix 1 and include:

* Conservation Area Appraisal
* Conservation Area Appraisal Map
* Conservation Area Management Plan – Long Term Strategy
* Conservation Area Management Plan Map
* Photographic Record

**2.4 Hinckley High Street Heritage Action Zone Boundary Area**

**2.4.1** The High Street Heritage Action Zone consists of a considerable portion of the Hinckley Town Centre Conservation Area and includes the historic core of the town centre.

**2.4.2** A map identifying the location of the Hinckley Town Centre Conservation Area, the individual heritage assets contained within it, and the proposed Hinckley High Street Heritage Action Zone area can be provided upon request.

**2.5 Hinckley HSAZ Vision and Objectives:**

**2.5.1** The vision of the Hinckley High Street Heritage Action Zone is:

*Wonderful Historic Hinckley – a town that utilises its unique and enhanced historic environment to drive growth and investment with a high quality social, economic, environmental and cultural offer embedded at the heart of the community.*

**2.5.2** To achieve this vision, address the issues and realise the opportunities in the town centre the objectives of the HAZ scheme are:

* *Objective 1. Enhance the physical appearance of Hinckley town centre by restoring its distinctive and unique historic character*
* *Objective 2. Increase the understanding of Hinckley’s heritage with improved access to better reveal its significance*
* *Objective 3. Ensure Hinckley’s heritage is better managed to deliver a sustainable legacy that complements other relevant strategies*
* *Objective 4. Establish a partnership approach to ensure all members of the local community have a sense of ownership over the future of the town centre*
* *Objective 5. Create the environment for economic investment and realising opportunities for expanding tourism, education, skills and training*

**2.6 The HSHAZ Partnership**

**2.6.1** A high street heritage action zone provides the opportunity to work with partners in a coordinated and pro-active way to achieve the vision and objectives outlined above. In doing so, the scheme would help secure the long-term sustainability of the area for future generations by preserving, restoring and enhancing its architectural, historical and cultural heritage.

**2.6.2** The Hinckley HSHAZ Town Centre Partnership includes Hinckley and Bosworth Borough Council, Leicestershire County Council, Leicester and Leicestershire Enterprise Partnership, Hinckley Business Improvement District, Hinckley and District Museum, Hinckley District Past & Present and North Warwickshire & South Leicestershire College.

**2.7 Building Improvement Scheme**

**2.7.1** The Building Improvement Scheme aims to engage local property owners within the HSHAZ area and encourage them to take up grants for enhancements to their property.

**2.7.2** A number of listed buildings and buildings of local interest within the HSHAZ area are considered eligible for a grant. Grants will be offered for works of repair and restoration of significant historic features including shop fronts.

**2.7.3** The following grant schemes are available under this programme:

* **Reinstate traditional shop fronts and signage - up to 90%:** Grants are available for the reinstatement of historical shop front features and details. Where possible there must be evidence of the lost feature from old photos or physical remains and the works must use traditional methods and materials.
* **Restoration to the fabric of the building – up to 80%:** Grants are available for the restoration of lost or hidden historic features, such as upper floor windows, rainwater goods, roof coverings, facing walls and architectural details. Where possible there must be evidence of the lost feature from old photos or physical remains and the works must use traditional methods and materials.
* **Repair the fabric of buildings - up to 50%:** Grants are available for repairs to the historic building fabric using traditional building methods and materials to ensure the long-term conservation of the building. Works could include repairs to roofs, windows, shop fronts, stone and masonry. Routine maintenance can be undertaken as part of the programme of works but must be separately identified and are not eligible for funding.

**2.7.4** The majority of restoration works are to be based on historic photographs and evidence available for each property.

**2.7.5** Grants will be targeted to properties with the greatest need for works (based on their condition) and where intervention would have the most impact in enhancing the character and appearance of the property and the wider conservation area. 80 target properties have been identified and have been categorised as high, medium or reserve priority of works. Though a number of properties have been identified to ensure a critical mass of improvements will be delivered, it is not expected that every property owner will accept the offer of a grant. It is envisaged that a maximum of 30 properties will take part in the Building Improvement Scheme over the course of the programme up until March 2024 or until the budget for capital works is spent.

**2.7.6** Early interest in the grant scheme is expected in Q4 of 2020 and Q1 and Q2 of 2021. Improvements would be delivered in phase’s dependant on interest from third party property owners. It is expected that most capital works will take between 2021 and 2024.

**3: Scope of works:**

**3.1** Hinckley & Bosworth Borough Council is seeking to appoint a suitably qualified and experienced Conservation Accredited Architect or Surveyor to assist the Hinckley High Street Heritage Action Zone Partners in implementing the Hinckley Building Improvement Scheme.

**3.2** The work consists of setting up a 'retained professional services' to carryout condition surveys and produce outline costs to assist target property owners in determining their interest in the scheme.

**3.3** If property owners decide to proceed based on the information provided, professional services required to include:

* Preparing the following documents to inform a full application to HBBC under the Building Improvement Scheme as necessary:
  + Condition survey
  + Detailed drawings and plans of proposed works
  + A priced schedule of works
  + Photographs
  + Detailed specification
* Assist property owners with necessary consents and building regulations where necessary.
* Repair management, including regular inspections and certification of works whilst in progress and upon completion, ensuring works have been completed to agreed standards.
* Provide a list of competent contractors able to carry out works to a high standard.
* Assist property owners/applicants in obtaining competitive tenders for contractors and arranging a contract for the works.

**3.4** Please note that not all properties applying for funding from the Building Improvement Scheme will require the professional services listed above.

**3.5** The budget available for the services listed above is £40,000.

**3.6** Any professionals appointed will be required to ensure that documents and outputs produced comply and adhere to The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps. Content must comply with WCAG 2.1 AA. If content falls short of this standard, remedial work would need to be carried out at the supplier’s cost.

**4.0 Quotation Requirements:**

**4.1** Written quotations should clearly describe the processes, approach and methodologies that will be used to undertake the project and provide the following:

* Relevant information about the organisation;
* Details of the project team if applicable, including the names and experience of the project manager and all individuals who will be associated with the project, providing a breakdown of the input of each individual as part of the project plan and their hourly rates;
* Details of the project team’s expertise with preferably three recent examples of similar services conducted, together with contact details for references;
* Time commitment to the project over the life of the project (in days);
* A detailed project plan and timetable for undertaking the tasks listed in the Scope of Works, including suggesting an appropriate number of project review meetings;
* Arrangements for administration and management of the project;
* Fee proposal and outline budget indicating a payment schedule related to key milestones. Fee proposals should include a breakdown of estimated fee per property;
* Confirmation that there is no current or likely future conflicts of interest in undertaking this work on behalf of Hinckley and Bosworth Borough Council, including no direct association with building or other contractors who may be invited to tender to carry out the Works;
* Evidence of professional indemnity cover to the value of £2,000,000 (two million pounds).

**4.2** **Ethics:** Quotations should address any anticipated ethical issues and problems and how these will be dealt with.

**4.3** **Data protection:** Quotations should address any data protection issues identified and state how they will comply with current legislation.

**4.4** **Skills and expertise**Key things that we are looking for are as follows:

* Experience of working on conservation heritage projects.
* Specialist conservation knowledge.
* Experience of planning and specifying works in detail and inspecting works whilst in progress.
* Experience of working with property and business owners.
* Knowledge of the planning process and building regulations
* Knowledge of the heritage and tourism is desirable.

**5.0 Costing:**

**5.1** Project costs should be itemised under the following headings:

* Salary costs for each project team member to be involved in fulfilling the contract (along with the daily rate and number of days input for each project team member)
* Other administrative costs
* Travel and subsistence
* Overheads (if applicable)

**5.2** Costs should be exclusive of VAT and state whether VAT is chargeable. Full cost details of any proposed sub contracts and how these will be managed should be included.

**6.0 Timetable**

* 1. An indicative timetable for the project is set out below:

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 24 December 2020 | Project submission deadline |
| W/C 11 January 2021 | Complete quotation evaluation |
| W/C 18 January 2021 | Clarification communications and/or interview (if necessary) |
| W/C 25 January 2021 | Contract awarded |
| W/C 1 February 2021 | Inception meeting |
| W/C 1 February 2021(same day as inception meeting) | Officer Scoping Group meeting |
| January 2021 onwards | Expressions of interest received from third party applicants |
| February 2021 onwards | Third party grants application submissions |
| March 2021 onwards. | Regular Inspections and certification of works |
| March 2024. | Completion of grant programme. |

**6.2** **The closing date for receipt of quotations is 5 pm, 24 December 2020**. A full electronic copy of the quotation including any annexes and supplementary material as part of one document, in MS Word or PDF format, should be emailed to: [HeritageActionZone@hinckley-bosworth.gov.uk](mailto:HeritageActionZone@hinckley-bosworth.gov.uk)

**7.0 Shortlisting procedure**

**7.1** Proposals and supporting information and documents must be submitted electronically to: HeriageActionZone@hinckley-bosworth.gov.uk

**7.2** They must arrive no later than 5pm, Thursday 24 December 2020.

**7.3** Late, incomplete or proposals delivered in any other way may be rejected.

**7.4** Hinckley and Bosworth Borough Council are under no obligation to neither accept any quotation nor be subject to any liability in respect of any expenses or loss which may be suffered or incurred by those preparing a project submission.

**7.5** During the preparation of proposals for submission, enquiries should be directed to: Clare.haines@hinckley-bosworth.gov.uk or telephone 01455 255625

**7.6** Any questions and responses will be compiled in writing and sent to those providing a quotation.

**7.7** Quotations will be evaluated on best value for money: the budget indicated for the project is the maximum budget available for the work, rather than a target spend. The key criteria for scoring the quotations are:

* How well the quotation responds to the brief
* The robustness and suitability of the proposal
* Relevant skills and experience of the bidder, including track record of producing similar work of a high quality and to deadline
* The adequacy and quality of proposed project management and risk management arrangements
* Overall costs

**8.0 Criteria for assessment of proposals:**

**8.1** Quotations will be assessed against value for money. This assessment will take into account: price, technical merit, experience and experience of personnel.

**8.2** The contract will be awarded following the assessment of quotations. 30% of the marks will be awarded for price and 70% of the marks will be awarded for the quality of the submission. The relevant quotation requirements are numbered and cross referenced.

|  |  |
| --- | --- |
| Criteria | Weighting |
| Price | 30% |
| Quality | 70% (broken down in sub-sections below) |
| Technical merit of the proposal, including the ability of the consultant to carry out the work and the approach to the work. | 20% |
| Experience-of similar work | 20% |
| Programme of work and ability to meet timescales | 15% |
| Details of personnel, their experience and the quality and applicability of references. | 15% |

**9.0 Selection of consultants**

**9.1** It is anticipated a selection will be made based upon written proposals and if necessary selection interviews will be held.

**10. Method of Working**

**10.1** The delivery of tasks detailed in the Scope of Works will be self-managed by the appointed consultants. The Borough Council will require regular progress updates. Day to day liaison will be with Clare Haines (Hinckley High Street Heritage Action Zone Project Officer).

**11. Payment**

**11.1** Payments will be made on a phased basis following and linked to specific outputs in line with those identified in section 3 ‘Scope of Works’.

**11.2** A fee schedule should be set out within the submission, to be agreed at the inception meeting.

**12. Intellectual Property Rights**

**12.1** All Intellectual Property Rights created by the Contractor or the Contractor’s Personnel in the course of performing the Services shall vest in the Authority.

**12.2** All Intellectual Property Rights in the Client Materials and any other information, materials or other assets supplied to the Contractor by the Authority shall remain vested in the Authority or its third party licensors. The Authority shall grant or shall procure the grant of a licence to the Contractor to utilize such Client Materials to the extent required for the provision of the Services.

**12.3** Unless stated expressly in writing in this Contract, neither party will acquire any ownership interest in, or licence of, the other’s Intellectual Property Rights by virtue of this Contract.

**12.4** All documentation, reports, plans, programmes, working papers and files, in paper or magnetic form, used or generated in the course of the Contract will become the property of the Authority and may be used at any time at the sole discretion of the Authority. All such documentation shall, if not already, be surrendered to the Authority upon termination of the Contract.

**12.5** The Contractor undertakes to defend the Authority from and against any action or claim to the extent that the Authority’s receipt of the Services infringes the Intellectual Property Rights of any third party (an “IPR Claim”) and shall indemnify the Authority from and against any losses, damages, costs (including legal fees) and expenses incurred by the Authority as a result of, or in connection with, any such IPR Claim, including the costs on an assessed basis of any agreed settlement of any IPR Claim or awarded by a court of competent jurisdiction against the Authority as a result of, or in connection with, that IPR Claim.

**12.6** If any IPR Claim is made against the Authority, then the Contractor shall promptly and at its own expense either:

* procure for the Authority the right to continue using and possessing the relevant Services; or
* modify or replace the infringing part of the Services and without diminishing or curtailing any of the Services, so as to avoid the infringement or alleged infringement.

**12.7** The provisions in this clause will remain in full force and effect notwithstanding any termination of this Contract.

1. **FREEDOM OF INFORMATION ACT 2000**

**13.1** The Council has a duty of ‘openness’ under this Act and to disclose information it holds on request even where that information was collected prior to 2005. In addition, current rights to information under the Environmental Information Regulations 1992 will be enhanced. Information will not be disclosed where and if a statutory exemption applies. In providing information to the Council, bidders therefore accept that such information may be disclosable under the Act and must not therefore provide information as part of their bid on an “in confidence” basis.

**13.2** Any information that the bidder considers should not be disclosed because an exemption applies should be clearly marked as such and the reasons for claiming an exemption provided. However the final decision as to whether information should be disclosed or not (including the application of the public interest test) shall remain the decision of the Council. The Council shall retain information gathered as part of this bid exercise in accordance with its Retentions and Deletions Policy. The Council will consult with the bidder before making any disclosure.

1. **DISCLAIMER**
   1. Reasonable care has been taken to prepare this brief. However, the accuracy of the information is not guaranteed. Bidders are responsible for satisfying themselves that the information, on which they rely, when preparing proposals is correct.
   2. All work undertaken and all costs incurred by the prospective bidders in preparing their proposal will be at their own risk. The Council will not be liable for any costs incurred.
   3. The Council will not be bound to accept any of the submissions put forward by any of the bidders.

**Appendix 1:**

**Resources**

**1.0 Hinckley Town Centre Conservation Area:**

Documents related to the Hinckley Town Centre Conservation Area can be obtained from the Council’s website:

https://www.hinckleybosworth.

gov.uk/info/511/conservation\_areas/337/hinckley\_town\_centre\_conservation\_area/

2

Documents include:

* Conservation Area Appraisal
* Conservation Area Appraisal Map
* Conservation Area Management Plan – Long Term Strategy
* Conservation Area Management Plan Map
* Photographic Record

**2.0 Other Resources:**

A list of local resources is identified below, which are likely to be relevant to the project. Documents are available on the Hinckley and Bosworth Borough Council Website:

Local Plan 2006 to 2026

* Hinckley and Bosworth Core Strategy (2009)
* Hinckley Town Centre Area Action Plan (2011)
* Site Allocations and Development Management Policies DPD (2016)
* Heritage Strategy (2018-2023)
* The Good Design Guide (2019)

In addition, there are a number of corporate strategies, plans and policies which may be referred to and are considered to be of relevance to the Public Realm Masterplan and the process of developing it. All of these documents can be found on the Hinckley and Bosworth Borough Council website and are available on request:

Corporate Strategies, Plans and Policies

* Car Parking Assessment of Hinckley Town Centre (2017)
* Economic and Regeneration Strategy 2016-2020
* Corporate Plan 2017 – 2021
* Hinckley Business Improvement District (BID) Business Plan
* Hinckley Druid Quarter Masterplan (2002)
* Hinckley Town Centre Renaissance Masterplan (2006)
* Hinckley Town Centre Maintenance and Management Plan (2018)
* Leicestershire Market Towns Study (2016)