

Crewe Town Council

Conservation Area review for Crewe

Appendix A - Specification

1. Introduction

This document forms part of the tender documents dated 28th August 2023 and must be read in conjunction with all other documents within the tender pack.

1. General Requirements

To demonstrate and evidence an effective working understanding of best practice in the relevant sphere of delivery

To provide a detailed project plan to identify delivery timescales, milestones and progress gateways

To demonstrate a responsible and detailed understanding of health and safety as it relates to the works within the contract to be delivered

To demonstrate a responsible and detailed understanding of equality and diversity as it relates to the works within the contract to be delivered and a commitment to ensure equality and representative diversity in all considerations

To have in place insurances adequate for the cover required for Public Liability and Professional Indemnity. Evidence of the cover that will indemnify the council against any claims associated with the activities to be carried out within this available contract and levels of cover to be included in the tender submission pack.

1. Specification of Services

To review the architectural infrastructure of Crewe with consideration of the associated green spaces to consider the opportunities and value for a conservation area review

To review the architectural characteristics of buildings in Crewe and their associated green spaces to identify locally significant features that warrant consideration for protection and reflection within design statements for planning and conservation purposes

To engage with the council and the planning authority throughout the process to ensure progress aligns with corporate aims and deliverables

To engage with appropriate representative community heritage groups, as advised by the council.

To draft, in consultation with the council and the planning authority such documents as possible to deliver consideration of [a] conservation area[s] including a management plan.

To draft, in consultation with the council and the planning authority, such documents as possible to deliver consideration of design features relevant to Crewe that can be included in a design guide to protect and inform the character of Crewe and development proposals.

To include within the detailed project plan an expectation for regular periodic management review meetings to measure progress and productivity against expectations as detailed in the tender submission document.

All documents for final submission delivery of the project to be provided in MS Word and PDF formats

1. Performance Management

Performance will be measured against agreed detailed project delivery plan

Performance management will be carried out at periodic regular meetings to review progress and delivery against submitted project plan and tender submission documents

* 1. Record Management

The detailed project plan shall include for the provision of regular management information reports to be submitted to the council no less than 3 days prior to agreed periodic review meetings

* 1. Contract Management

The contract will be managed by the Town Clerk.

It will be managed against KPIs identified within the tender submission document

These KPIs to be included as management data within the regular periodic progress review meetings.

* 1. Key Performance Indicators

As well as the KPIs identified by the tender submission document, the following KPIs will also be included:

Project Initiation Meeting and agreement of detailed project plan

Agreement of milestones and regular periodic meeting schedule

Positive engagement with the planning authority to understand the requirements of end products for the purposes of sustainable planning policy and design guidance.

Positive engagement with appropriate heritage groups as informed by the council

Asset review and area prioritisation for Conservation Area Review

Characteristic identification and relevance review

Collated engagement feedback

Draft understanding of the findings submitted and agreed with changes with the council and planning authority

Understanding of the requirements for consultation prior to submission

Final version of Conservation Area Review ready for submission to the planning authority delivered to the council

Final version of the design guide for locally relevant architectural features ready for submission to the planning authority delivered to the council