



Principal Designer

Principal Designer's Brief and specification for Trowbridge Museum's Expansion Project

Trowbridge Museum

Trowbridge Museum is an Accredited museum. Its collections tell the lengthy, rich and varied story of this Magna Carta Baron town and its deeply rooted historic association with West of England woollen cloth production.

Displays incorporate rare textile machinery including a Spinning Jenny, one of only five left worldwide. Other displays encompass a variety of different mediums, objects and artefacts to reflect and interpret the social impact the industry had upon the town's development and its people.

Trowbridge Museum has been celebrating this rich heritage from within the last working woollen cloth mill, a Grade II listed building since 1990.

For the elimination of doubt, the client is Trowbridge Town Council. Trowbridge Town Council has a 25 year lease on the Museum from Zurich Assurance. Zurich Assurance own The Shires shopping centre within which the Trowbridge Museum is located.

Project Summary

Trowbridge Museum has secured an HLF stage 2 pass and has obtained planning and listed building consent and is now ready to commence the Delivery Phase to conserve, expand and develop Trowbridge Museum by:

- Repairing and reinsulating and recovering the roofs. Brickwork repairs and extensive repairing or replacement of windows and rooflight.
- Enhancing the original Home Mill building and therefore the Museum entrance within the Shires Shopping Centre
- Improving accessibility to all floors of the Museum by installing a new lift, lift shaft and access bridges that are DDA compatible
- Enhancing interpretation, displays, navigation and showcasing unique textile machinery on the existing floor of the Museum
- Creating a Library and Research facility on the existing floor
- Creating an archaeological store on the existing floor
- Enhancing retail space and creating an area for refreshments
- Expanding into the floor above the existing Museum to exploit the original factory settings of the Mill
- Exploiting the upper floor's natural light and the views of the historic townscape and referencing the textile related architecture through the original factory windows
- Creating purpose built Learning and Outreach space on the upper floor
- Developing meeting and room hire facilities on the upper floor
- Developing enhanced temporary exhibition space on the upper floor
- Conservation/ repairs to the existing brick/ concrete and steel structure
- Fire protection of the existing structure



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The total Delivery budget is in the region of £2,433,400, of this £260,140 encompasses repairs, £861,520 covers the conversion costs and the remainder incorporates interpretation and exhibition costs, the movement and conservation of machinery, the relocation, storage and conservation of the collection, digital outputs, activity costs, retail set costs, marketing etc. The construction budget is therefore approximately £1,122,000 excluding fees, inflation, contingency or VAT.

Summary of responsibilities

To work effectively with the Museum Curator, Town Clerk, Project Manager, Project Architect, Structural Engineer, Mechanical and Electrical Engineer, Quantity Surveyor and the Design and Interpretation Consultant to deliver principal designer services during the Delivery Phase to ensure that Trowbridge Museum's expansion is delivered to the appropriate standards on time and on budget.

Scope of work

- 1 Act as Principal Designer under CDM (2015) Regulations
- 2 Attend meetings called by the client to progress any aspect of the commission

Pre Construction Phase		
	Duty	Details
A1	Assist with Project set up	Assist in establishing an initial project health and safety brief. This should include the following: <ul style="list-style-type: none"> – Client's key requirements – Health and Safety expectations – Timescales – Specific health and safety concerns – Rules and restrictions to be followed
A2	Surveys and Investigations	Review the existing information that is available and identify if further surveys or investigations are required.
A3	Pre Construction Information	Produce a Pre-Construction Information document that includes all relevant surveys, rules and procedures following guidance in CDM 2015 and circulate this to those who need it.
A4	Co-ordinate designers	Co-ordinate health and safety with all designers, including temporary works. Ensure designs are co-ordinated between different designers to identify any impact on health and safety. Ensure designers comply with their obligations under CDM 2015.
A5	Oversee design decisions	Lead design review meetings in terms of health and safety.
A6	Communicate with the Client	Advise the Client with updates on progress and raise any potential issues and concerns.
A7	Make the Client aware of their responsibilities	Make sure the Client is aware of their obligations.

Construction Phase		
	Duty	Details



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B1	Pre Construction Information	Provide the Principal Contractor with the Pre Construction Information
B2	Communicate with the Principal Contractor	Liaise with the Principal Contractor to obtain responses from designers on any questions related to health and safety. Agree methods of communication over health and safety concerns.
B3	Prepare the Health and Safety File	Prepare, develop and compile the Health and Safety File and ensure it is handed over to the Client on completion of construction.

CLIENT OBLIGATIONS TO BE UNDERTAKEN BY PRINCIPAL DESIGNER

The Client has specified duties under CDM 2015 and they require the Principal Designer to assist in discharging the following:

Client Obligations		
	Duty	Details
C1	Assess competence	Make enquiries to ascertain that any potential designers or Principal Contractors have the necessary capabilities, knowledge, training and experience and that they understand their roles and responsibilities.
C2	Notification to HSE	Ascertain if a notification to the HSE is required and make the notification on the Client's behalf. Update the notification as necessary throughout the project's duration
C3	Construction Phase Plan	Review the Principal Contractor's Construction Phase Plan and advise the Client when this is adequately developed and they are complying with their obligation under the Regulations in allowing work to commence.
C4	Welfare Facilities	Obtain clarification from the Principal Contractor of the welfare facilities to be provided, that these are sufficient for the estimated number of workmen that will be on site at the start of construction and will be retained there through to completion.
C5	Health and Safety Management	Take action to ensure that the Principal Contractor's arrangements for managing health and safety are working successfully and the Principal Contractor is complying with their duties.

Project constraints:

- The Mill where the Museum is housed is Grade II listed

Ownership





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- The building is owned by Zurich Assurance (Threadneedle) but the Town Council has the surety of a 25 year lease with no break clauses
- The building is managed by Workman. The Centre Manager is Sarah-Louise Moore.

Access

- The Museum is within the Shires Shopping Centre. Physical access to the Building is via an internal staircase at the rear of the building. There is on-site parking for large vehicles at the rear of the Shires Shopping Centre with Goods Lift access to the ground floor of the Museum.

Experience

- A proven track record of successfully delivering HLF capital projects essential
- An appreciation and understanding of the issues that relate to works on Listed Buildings
- Evidence of working on Listed Buildings with Conservation Plans
- A familiarity with Local Authorities

Application Process

Applicants will be asked to submit a lump sum fixed price proposal. The proposal is to include all expenses for the work as outlined in the brief and it is to be completed over the lifetime of the Project.

The proposal should demonstrate the Consultant's appreciation and understanding of the Principal Designer's role and give an outline of how they intend to approach the tasks in methodology and timescale.

Their proposal should include:

- Details of relevant experience of similar projects – no more than 2 pages of A4 paper
- Details of methodology and approach to the Project brief – no more than 1 pages of A4 paper
- Details of the breakdown of their fee, inclusive of all expenses
- Details of two Referees
- Details of two reference websites that showcase experience of involvement with relevant projects

Closing date for applications: 1pm Friday 29th June 2018

Submission of applications: Electronically to clare.lyall@trowbridge.gov.uk

Contract commences: TBC