

RIDGE



The Almonry Restoration Project

ITQ – MEP Engineering

February 2025



The Almonry Restoration Project

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Project Overview

The Almonry Restoration Project

Project Overview

Our History

The Almonry, a striking building dating back to the 14th and early 15th centuries, was once the home of the Almoner, a monk from the Benedictine Abbey. After the dissolution of the Abbey by Henry VIII, the Almonry became the residence of its final Abbot, Philip Ballard. Today, the Almonry stands alongside two churches, a bell tower, and a cloister arch, the last remnants of what was once the third largest abbey in England.

Over the years, the Almonry has served many purposes, from an alehouse and offices to tea rooms and a private home. In 1929, it was acquired by Evesham Borough Council and, in 1957, opened as a museum. It continues to be owned and supported by Evesham Town Council. The museum boasts a fascinating and eclectic collection, spanning from prehistoric times to the 20th century. Spread across two floors and a lovely garden, the exhibits offer a captivating look at Evesham's rich history and development. Highlights also include displays on the Abbey, the Battle of Evesham in 1265, local horticulture, archaeology and fossils, as well as a Victorian school room.

Our Future

In 2017, the Almonry Museum was placed as a Priority B rated building on the Historic England Heritage at Risk Register. This means the building is at high risk of rapid deterioration and urgent works are required to restore the building and extend it's life in order to continue to serve the community of Evesham and showcase it's fascinating history.

The Almonry plays an important community role serving as a 'free to enter' attraction supporting the local community hosting events throughout the year, including children's workshops, demonstrations and exhibitions.



The Almonry Restoration Project

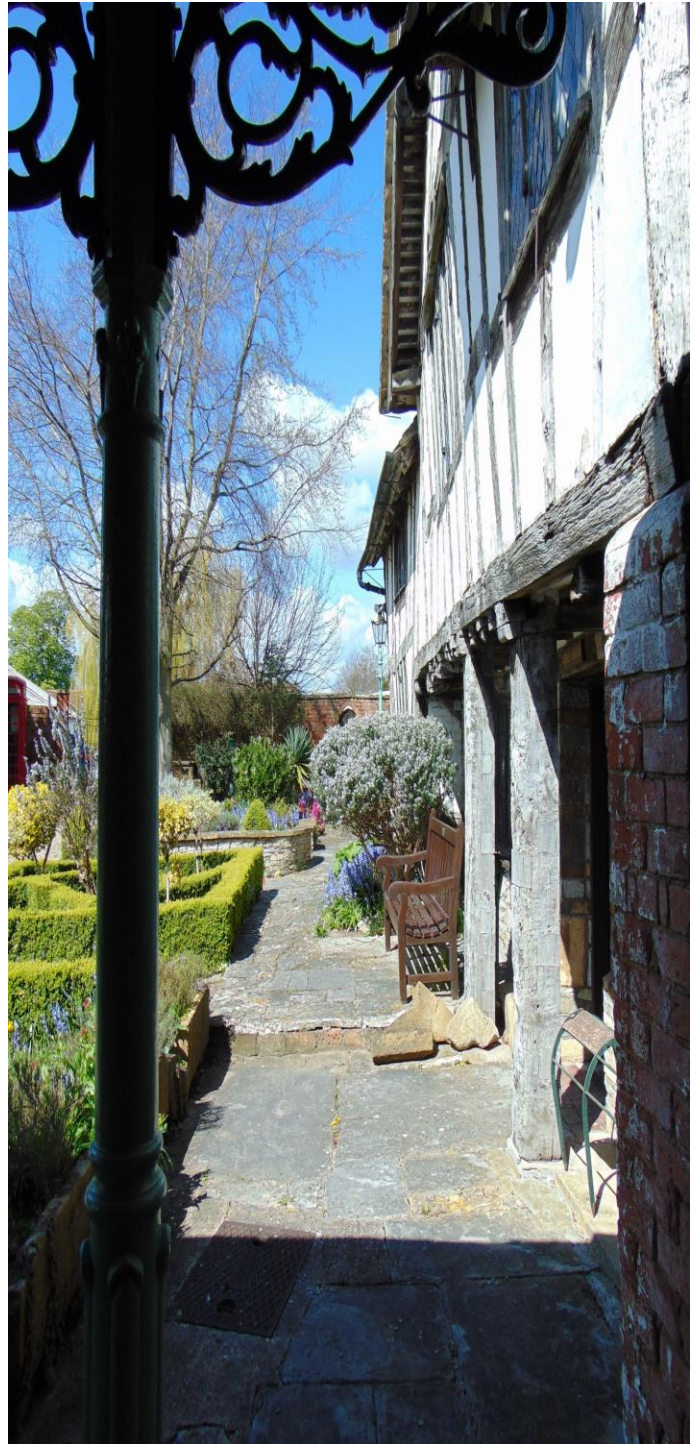
Project Overview

Our Plans

The purpose of the construction work is to restore the building to its native form, whilst repairing and replacing building elements which are faulty, inadequate, deteriorated or unfit for purpose.

Works include, but are not limited to, the following items. Please note this list is not exhaustive and the scope of services should be referred to for full details.

- Replacement roof & insulation
- Repointing
- Replace existing heating
- Replace glazing
- Repair / replace timber structural columns
- Replace rainwater goods
- Increase and relocate w/c facilities
- Replace fire alarm system
- Install new data, CCTV and external lighting
- Repairs to external boundary walls and garden paths



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Invitation to Quote (ITQ) Requirements

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Invitation to Quote (ITQ) Requirements

Please see below the evaluation criteria which will be used to assess proposals.

Reference	Sub-Criteria	Weighting
1	Point of Contact	Pass / Fail
2	Previous Experience	20%
3	Team Organogram	5%
4	Team CVs	20%
5	Methodology	25%
6	Pricing and Resource Schedule	30%
7	Legal	Pass / Fail

Quality Scoring Criteria (scores out of 5)	
0	No information provided
1	Information provided but fails to address the scope and services required
2	Information provided which addresses some of the scope and services required
3	Information provided addresses all the scope and services required
4	Information provided addresses all the scope and services required and begins to provided additional value
5	Information provided addresses all the scope and services required and provides additional value and innovation in approach

Pricing Scoring Criteria (scores out of 40% following moderation)	
Score is calculated using the below formula	
$\frac{\text{Lowest Compliant Fee}}{\text{Submitted Compliant Fee}} \times \text{Weighting (30\%)}$	

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Invitation to Quote (ITQ) Requirements

Anyone wishing to submit a quotation must adhere to the below guidance and instructions at all times.

Quotations are invited for organisations to bid for works covered in this document only.

Quotation responses should be submitted in line with the below timescales

Invitation to quote issued to suppliers

05/02/2025

Clarification deadline

12/02/2025

Meet the Team Day (On Site)

13/02/2025 (11:00 – 12:30 at the Almonry)

Deadline for Quotations to be Submitted

19/02/2025

Award Notice Issued

05/03/2025

Commencement Date

13/03/2025

Queries and responses should be submitted via Contracts Finder ahead of the deadline identified above and should be in a single pdf attachment.

It should be noted that consultant appointments will be made directly to Evesham Town Council, with Ridge and Partners LLP providing contract administration and project/programme management across all contracts.

Responses should address the below criteria and include the relevant information requested.

- 1 A key point of contact should be identified for the submission and contract
- 2 Five case studies should be included to demonstrate experience on projects of similar type, value and client
- 3 A team organogram should be included to demonstrate the team who would be delivering the project services
- 4 CV's for the key project team members should be included, demonstrating the individuals role, qualifications, experience and suitability
- 5 A methodology should be included to demonstrate your approach to delivering the scope of services enclosed
- 6 A pricing and resource schedule should be provided which demonstrates your commercial offer for the project (including day rates)
- 7 Issue of standard terms and conditions for review by the club

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Invitation to Quote (ITQ) Requirements

The project is currently Architecturally within RIBA Stage 3.

The current project timescales are noted below and should be used as the baseline for the formation of your fee proposal.

Design Commencement

13/03/2025

Design Completion

23/06/2025

Start on Site

3Q 2025

Completion on Site

Q1 2027

The project team is outlined below for information.

Client

Evesham Town Council

Project Management

Ridge and Partners LLP

Lead Designer

Arnold Bartosch



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Scope of Service

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Scope of Service – MEP Engineering

Service Requirement

1.0 Public Health Services

- 1.1 Above ground drainage
- 1.2 Sanitaryware
- 1.3 Rainwater Drainage Generally

2.0 Mechanical Building Services

- 2.1 Natural Gas System
- 2.2 Heating
- 2.3 Domestic Hot Water Generation
- 2.4 Cooling
- 2.5 Natural Ventilation Openings
- 2.6 General Mechanical Ventilation

3.0 Electrical Building Services

- 3.1 Indoor Lighting including Lighting Control && Emergency Lighting
- 3.2 External Lighting incl Lighting Control & Emergency Lighting
- 3.3 Security Systems, Access Control Systems, CCTV
- 3.4 Fire Alarm and Detection Systems
- 3.5 Vertical Transportation Including Platform Lift

4.0 Developed Design (RIBA Stage 3)

- 4.1 Review & respond to comments

received on the Stage 2 proposals

- 4.2 Collaborate with the other design team members and Client to determine the building layout option to be taken forward into the developed design
- 4.3 Develop and update the Stage 2 MEP design, including all services distribution routes and calculated room loads based on a fixed building geometry, internal partition layouts and room uses
- 4.4 Indicatively size main service runs, including pipes, ducts and cables
- 4.5 Provide the necessary MEP input to the Architect to support the planning application
- 4.6 Developed dynamic thermal model to assess thermal comfort in "free-running" (non-cooled) occupied rooms
- 4.7 Deliverables: Stage 3 developed design report, developed schematics and general arrangement drawings

5.0 Technical Design (RIBA Stage 4)

- 5.1 Review & respond to comments received on the Stage 3 proposals
- 5.2 Update load calculations and carry out final sizing of services distribution, plant and equipment

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Scope of Service – MEP Engineering

Service Requirement

- 5.3 Collaborate with other design team members to coordinate the engineering services with the structure, building fabric and internal finishes, to provide a feasible-generic design suitable for a Contractor to adopt and develop into a coordinated-specific design
- 5.4 Produce tender documentation suitable for pricing and appointment of a Contractor
- 5.5 Carry out designer's risk assessment
- 5.6 Produce MEP information required for statutory approvals
- 5.7 Deliverables: Tender package including full specifications, technical schematics, equipment and plant schedules, and floorplan layouts. Drawings will be produced to a level of detail commensurate with BSRIA BG6/2018 Stage 4i feasible-generic design.

6.0 Mobilisation & Construction (RIBA Stage 5)

- 6.1 Attend monthly workshops and site progress meetings.
- 6.2 Review technical submittals of equipment selections and coordinated installation drawings from the MEP sub-contractors, and provide comments
- 6.3 Provide monthly site inspection reports based on non-intrusive, visual inspections

- 6.4 Inspect the works on sectional, phased or full completion. Issue to the Project Manager a list of defective works, apparent from visual inspection.
- 6.5 Receive and examine commissioning test results obtained by the contractor and advise on any areas which require further testing or adjustment prior to completion.

7.0 Handover (RIBA Stage 6)

- 7.1 Witness validation tests
- 7.2 Review and comment on record drawings and operating & maintenance manuals
- 7.3 Advise the Contract Administrator on the readiness of the MEP systems for handover and practical completion

8.0 In Use (RIBA Stage 7)

- 8.1 Undertake visual inspection at the end of the defect liability period and provide list of outstanding defects.

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Legal

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Legal

Please provide your standard terms and conditions which will be reviewed by the client legal advisor for proposed amendments.



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