

Advertisement for Consultancy Services – Shire Hall Renovation Project

Woodbridge Town Council invites consultancy firms with heritage building experience and a track record of previous successful NLHF grant funding applications for the Shire Hall Renovation Project to provide a quotation for the services detailed in the Scope of Work.

Background:

Woodbridge Shire Hall, a Grade I Listed building owned by Woodbridge Town Council was first built in 1575 and modified at various stages of its history including the infilling of openings of the ground floor in the early 19th century. It received substantial repair to its roof in 2010. The building fabric showed significant deterioration by the late 2010's and a condition survey in 2021 by The Morton Partnership identified significant repair needs and some investigative works. A recent community engagement exercise revealed strong public support for full renovation and repair including bringing the first floor back into daily use.

Objectives:

The Town Council aims to address the repairs while exploring opportunities to enhance the building's financial sustainability and community impact. The renovation should align with the community's aspirations, introducing new uses and/or rearranging existing ones.

Scope of Work:

1. The selected consultancy firm will conduct an Options Appraisal/Feasibility Study to:
 - Explore and advise on different use options for the building.
 - Establish a vision and objectives for the project.
 - Model financial implications for the options, including broad revenue costs and income streams.
 - Undertake community and council engagement on the options.
 - Recommend funding sources and practical next steps.
2. Instruct and manage as Lead Consultant a conservation architect to undertake Initial design work and physical feasibility testing for an option or options selected by the Council.
3. Instruct and manage as Lead Consultant a Quantity Surveyor with historic building experience to prepare an Initial Cost Estimate for the option selected by the Council.
4. Prepare a Heritage Statement / Assessment of Significance for the project consulting with other heritage and conservation groups as appropriate.

5. Set up and manage a historical audio/video archive from the community engagement for the duration of the consultancy engagement.
6. Set up and manage a Blog/Vlog and website page for the duration of the consultancy engagement.
7. Prepare handover documents for the Council at the end of engagement or for a future appointed consultant to manage the historical audio/video archive, Blog/Vlog, and website.
8. Take lead to prepare as Project Lead Consultant an Expression of Interest submission to National Lottery Heritage Fund.
9. Recommend to Council necessary support consultant to complete the subsequent Expression of Interest submission and thereafter instruct the support consultant.
10. If successful with Item 8, act as Project Lead Consultant in preparing a Developmental Phase application to the National Lottery Heritage Fund. This must include the appendices required for such an application.
11. Prepare handover document for the Council at the end of engagement or a future appointed consultant to manage the historical audio/video archive, Blog/Vlog, and website.
12. During all phases of the work attend meetings with the Council Lead Officer for the project and nominated councillors as required but not less often than monthly.

Submission Requirements:

Interested consultancy firms are invited to submit:

- A cover letter expressing interest and providing any qualifications to the quotations and/or proposals.
- Details of relevant experience and expertise. Including at least two examples of similar projects in which they have been engaged.
- Provide contact details for two parties so that the Council Lead Officer can seek references.
- Provide your proposed approach to the Shire Hall renovation project.
- A list of key project team members

- A programme of work for each element of the Scope of Work.
- A breakdown of fees for each Item in the scope of work
- Hourly rates for all grades of staff to form the basis of quotes for any other instructed work.
- Proposed terms of engagements including a potential start date

With respect to terms of engagement the Council preferred terms would be a suitable ACE, RIBA or NEC contract form but it will consider other nationally recognised forms of contract. The offer should include a completed draft Form(s) of Agreement.

Woodbridge Town Council will:

- Provide arranged access to the building for potential bidders, contractors, and agents.
- Likewise, provide relevant documentation such as the most recent surveyors and engineers report.
- Nominate a single point of contact and reserve person.

Quotations must be sent by Friday 31st May 2024.

For further information or to send a quotation, please contact:

Belinda Lloyd, Deputy Town Clerk

deputytownclerk@woodbridge-suffolk.gov.uk

01394 383599 opt.4

Between the hours of 10am and 2pm,

Monday to Friday.

Woodbridge Town Council looks forward to working with a qualified consultancy firm for the successful restoration of the Shire Hall.