

Crewe Town Council

Crewe Heritage Centre Feasibility Study

(potentially phased)

Appendix A - Specification

1. Introduction

This document forms part of the tender documents dated 6th November 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
2. To have a strategic overview of the requirements for a completed Feasibility Study and Business Case to support the inward investment funding of a large scale capital redevelopment project at Crewe Heritage Centre.
3. To progress to delivery such aspects associated with i. above within the fixed budget and timescale (which may form a Phase 1 aspect of the overall feasibility project) as defined within your tender submission
4. To include consideration for the following aspects, which is not seen as an exhaustive list of the work programme, but provides a significant representation of the expected contents of a completed feasibility study and business case (noting that this tender opportunity may represent a Phase 1 aspect). Applicants should consider the requirements of major heritage funding bodies:

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| Benchmarking and context |
| Site surveys – Infrastructure & Assets |
| Audience Development |
| Options appraisals |
| Business case, metrics and financial modelling |
| Designs including consideration for large scale reinterpretation |
| Detailed Delivery costings (QS, CDM, Budgeting, PM etc) |
| Resources and delivery model detailing |
| Business & Operational Delivery Plan (high level) |
| Funding options and engagement |

1. 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.
2. All documents for final submission delivery of the project to be provided in MS Word and PDF formats
3. 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:

1. Project Initiation Meeting and agreement of detailed project plan
2. Agreement of milestones and regular periodic meeting schedule
3. Positive engagement with the identified project board.
4. Initiation of agreed aspects of evidence gathering and surveying
5. Providing draft findings and progress prior to completion
6. Collated reports associated with feasibility aspects progressed
7. Final version draft of all completed aspects of the feasibility study suite
8. Final version of all completed reports and associated conclusions