

# Brief for the Provision of Services to Shropshire Council

Commercial Services / Strategic Asset Management / Property Commissioning Team

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| <b>Project Title:</b>              | <b>Shirehall Refurbishment and Reconfiguration</b>          |
| <b>Location:</b>                   | <b>Abbey Foregate, Shrewsbury SY2 6ND</b>                   |
| <b>Date of Issue:</b>              | <b>02.05.17</b>   |
| <b>Shropshire Council Contact:</b> | <b>Steve Law</b> (01743 281017 steve.law@shropshire.gov.uk) |

## 1.0 Project Details

Shropshire Council's main administration office is now 50 years old. Whilst assumed structurally sound, with its key mechanical and electrical systems still viable, a number of years with minimal planned or reactive maintenance has had a negative impact on the quality and performance of the building. A number of key items/elements have exceeded their expected lifespan; significant investment is now required to bring the building to modern standards. This requirement provides an opportunity to consider options to reconfigure the building to make it more suited to modern working, and create income generating opportunities including creating innovative shared and/or lettable space.

The project has a projected budget of £7.5m, which must include all construction, fit out, and removal/relocation costs, and fees.

## 2.0 Services Required

We require a consultant to undertake a review of the current building, and, with consideration to the operational and strategic objectives of Shropshire Council, develop a scheme that shows how the building can most effectively be refurbished, reconfigured, updated – and 'future-proofed' for another 50 years or more of operation. Your review should include and make reference to thorough investigations of the building, analysis of relevant documents and strategies, and consultation with key personnel including those engaged with the current ICT transformation programme.

The results of the review should be presented in the form of a PDF report and should include, but not be limited to:

- A comprehensive review of future accommodation requirements from its planned occupants including liaison with key service leads/stakeholders to scope potential requirements. This review must take into account the aspiration for the majority of space to be non-fixed, whilst delivering accommodation which will be fit for purpose for a dynamic transforming authority. Consideration must be given to the need to change the culture of the staff base to adopt true mobile, flexible and agile working.
- A review and presentation of options to best meet the needs of the Council's face-to-face contact with customers/services users.
- Liaison and consultation with officers developing and implementing the ICT transformation plan - this should include the relationships with planned electronic data management and storage together with the administration of post and information distribution to yield more efficient use of space.
- A review of meeting space and the need to have secure working environments for certain service areas.
- The exploration and potential for implementation of 'SMART' building principles which promotes and facilitates occupation to mitigate energy usage through technology and innovative design
- The development of conceptual layout plans and 3d visuals to present to a board of directors and members to inspire and convince that investment in change will be shrewd for the Council moving forward.
- A costed analysis of building works required to make it a comfortable, attractive and safe working environment that is compliant with modern standards (level of detail to align with RIBA Stage 2). Proposals should consider and make reference to projected operational costs

- A presentation of possible configurations that give consideration to maximum/optimum occupancy and working methods/requirements
- An assessment of parking requirements/options based on occupancy projections
- A costed analysis of sustainability investments with estimated payback periods
- A costed analysis of income-generating opportunities that compliment, or at least do not inhibit, Council objectives and working practices
- Options for phasing the above works that consider/balance disruption to users, total project cost, and potential income
- Plans and visualisations to support and illustrate the analyses and options listed above.

### 3.0 Programme

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|-------------------------------------|-----------------|
| Initial enquiry for interest:       | 02.05.17        |
| Deadline for providing quotation:   | 9am, 29.05.17   |
| Interview of tenderers:             | To be confirmed |
| Appointment of successful tenderer: | June 2017       |
| Deadline for completion of project: | September 2017  |

### 4.0 Associated Documents

Site plan (please contact [carol.mills@shropshire.gov.uk](mailto:carol.mills@shropshire.gov.uk) for a copy)

Shropshire Council General Terms and Conditions (<http://shropshire.gov.uk/doing-business-with-shropshire-council/>)

### 5.0 Information Required

Tenderers are required to provide/confirm the following information:

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|----|---|
| 01 | Name those that will be directly involved in the project detailing their role/level of responsibility and provide relevant CVs.   |
| 02 | Give details of relevant experience by referencing two projects. Both projects should have been completed in the last three years. Only reference projects that include one or more of the personnel listed in question 1. For each project please indicate the value and whether the project was completed on time and on programme. |
| 03 | Provide a statement as to how you will approach the project, along with an indicative programme showing key activities.   |
| 04 | Give examples of your work, to include visualisations, layout plans, cost estimates and any other output documents you consider relevant.   |
| 05 | Give details of your health and safety policies/procedures, along with any relevant accreditation you hold.   |

### 6.0 Submission and Evaluation of Tenders

Submissions will be evaluated on a price/quality basis with a 50/50 split.

Tenderers need to demonstrate their suitability and capacity to undertake the works in the required timescale by providing information as requested in section 5.0.

A lump sum fee quotation with priced activity schedule is required that includes all travel, expenses, fees and disbursements. The lump sum fee quotation must also include for compliance with the attached appendices for health and safety and Shropshire Council terms and conditions.

Submissions should be emailed to [leela.cottey@shrewsbury.gov.uk](mailto:leela.cottey@shrewsbury.gov.uk). The submission must comprise of one document in PDF format, of no more than 10 pages. Hard copy submissions will not be accepted for evaluation purposes, (but successful tenderers will be required to provide a hard copy of their submission at appointment).

## 7.0 Appointment

Shropshire Council does not bind itself to accepting the lowest, or any, quotation received.

Notwithstanding the submitted quotation, Shropshire Council will not award any contract unless insurances are valid and current. For the avoidance of doubt required insurances are:

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|----------------------------------|------------|
| Public Liability Insurance       | £5,000,000 |
| Employer's Liability Insurance   | £5,000,000 |
| Professional Indemnity Insurance | £1,000,000 |