**Pierremont Hall, Broadstairs - Basement Works**

Broadstairs and St Peter’s Town Council is looking for a building consultant to act as designer, contract administrator and project manager for the refurbishment of the basement of its Grade II listed building; the ground, first and second floors having already been completed.

The Council requires a consultant to assist in developing the brief, liaising with councillors and council staff, manage the design team and all specialists and consultants to prepare a schedule of works, specification and drawings for the project to include:

* Damp proofing and tanking works.
* Fire compartmentation.
* Structural work to existing steel beams.
* Conversion of part of basement area into useable space (office, archive or meeting space tbd)
* New external steps and entry way from rear of building.
* Refurbishment of front steps, railings & flagstones to lower front elevation

The Council then requires the works to be tendered following strict procurement processes as advised by its legal team. Tenders will have to be evaluated against an open and transparent assessment scheme with which we require the consultant to assist. The consultant will make recommendations to the council on appointment of a contractor for the works.  The works would then be procured under the appropriate contract by the consultant who will act as the contract administrator, project manager and designer throughout.

Once the contractor is appointed the Council requires the consultant to prepare and issue all necessary paperwork, health and safety plans and contracts.

The Council requires the consultant and an appointed clerk of the works to undertake administration of the works through to completion including regular site visits to inspect works, issuing instructions to the contractor, and valuing the works in accordance with the building contract terms. The consultant will work closely with Council staff, the Council’s legal team and relevant, existing appointed contractors throughout.

Site visits can be arranged by appointment only. Please email [facilities.officer@broadstairs.gov.uk](mailto:facilities.officer@broadstairs.gov.uk) to arrange.

Return details

**Prospective contractors must not contact councillors or staff to encourage or support their tender outside of the prescribed process.**

To be considered, written tenders must be received by the Council in a sealed envelope marked ‘Broadstairs & St Peter’s Town Council basement refurbishment tender’ and addressed to the Town Clerk, Broadstairs & St Peter’s Town Council, Pierremont Park, Pierremont Hall, Broadstairs, Kent CT10 1JX by **12 noon on Tuesday 4 June 2024**. The envelope should bear no distinguishing marks that would identify the tenderer.

Any tenders received after this time will not be considered.

The Town Council will notify applicants of the outcome of the tender by Tuesday 25 June 2024. The Contract will be subject to references which will be requested following this date.