

# RIDGE



## **The Almonry Restoration Project**

ITQ – Structural Engineering

February 2025





# The Almonry Restoration Project

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# 1

## Project Overview

# The Almonry Restoration Project

## Project Overview

### Our History

The Almonry, a striking building dating back to the 14<sup>th</sup> and early 15<sup>th</sup> 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 20<sup>th</sup> 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 its life in order to continue to serve the community of Evesham and showcase its 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

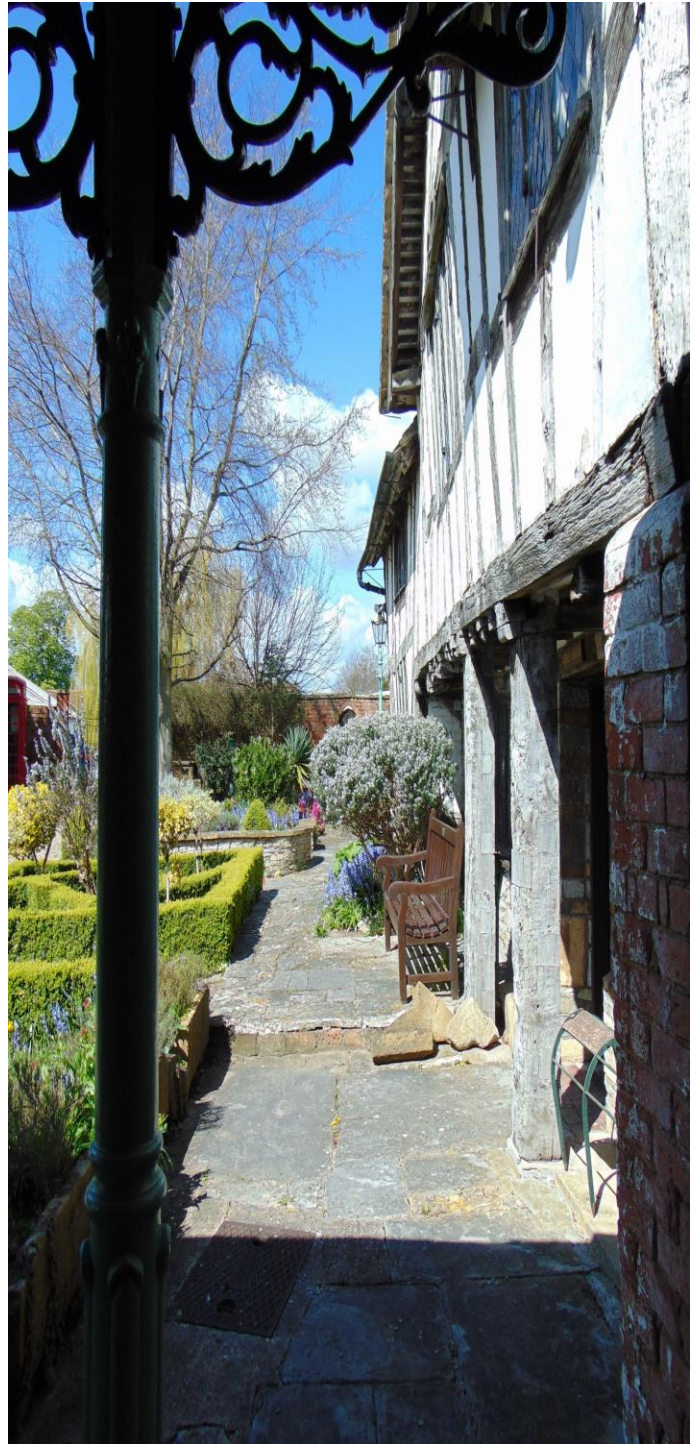
## Project Overview

### 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



# 2

## Invitation to Quote (ITQ) Requirements

# The Almonry Restoration Project

## 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 provide 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   |  |
| $\frac{\text{Lowest Compliant Fee}}{\text{Submitted Compliant Fee}} \times \text{Weighting (30\%)}$ |  |

# The Almonry Restoration Project

## Invitation to Quote (ITQ) Requirements

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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

18/03/2025

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 Three 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



# The Almonry Restoration Project

## Invitation to Quote (ITQ) Requirements

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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



# 3

## Scope of Service

# The Almonry Restoration Project

## Scope of Service – Structural Engineering

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### Service Requirement

#### **1.0 General Services**

- 1.1 Appraise and review information provided by the client and prepared by the previous design team. Identifying areas which require further clarification or development over and beyond the original design scope, advising on additional fees and programme.

#### **2.0 Developed Design (RIBA Stage 3)**

- 2.1 Prepare and check General Arrangements and sections with sizing of all major elements and structural zones.
- 2.2 Prepare and check specifications & preliminary calculations for the main elements of the structure and liaise / co-ordinate with the design team.
- 2.3 Prepare approximate reinforcement estimates to inform costing.
- 2.4 Prepare approximate key secondary steelwork requirements to inform costing, if required.
- 2.5 Prepare Structural RIBA Stage 3 report.
- 2.6 Attend 2no in person meetings
- 2.7 Attend 2no number of virtual meetings (MS Teams or similar)

#### **3.0 Technical Design (RIBA Stage 4)**

- 3.1 Provide information for construction purposes in conjunction with the design team, except where detailed design is by a specialist. To include general

arrangement drawings, typical details and specifications in sufficient detail for the desired procurement route.

- 3.2 Provide any further drawings and schedules necessary to enable contractors to carry out the works, including reinforcement details, bar bending schedules, steel connection details, co-ordination drawings, drawings and designs for temporary works and formwork & shop fabrication details
- 3.3 Integrate into the design any available specialists' calculations or drawings.
- 3.4 Prepare typical details at key structural intersections / complications.
- 3.5 Submit drawings and calculations to the Client to submit to the relevant building authorities for certification by approved persons.
- 3.6 Attend 2no of in person meetings given in the notes.
- 3.7 Attend 4no of virtual meetings (MS Teams or similar).
- 3.8 Advise on previous relevant experience that firms to be invited to tender have or should have.
- 3.9 Provide Structural tender documentation, excluding subcontract terms and conditions and tender instructions.
- 3.10 Carry out designer's risk assessment



# The Almonry Restoration Project

## Scope of Service – Structural Engineering

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### **Service Requirement**

#### **4.0 Mobilisation & Construction (RIBA Stage 5)**

- 4.1 Issue construction drawings for agreed elements.
- 4.2 4.3 Review for compliance with the engineering design and comment on technical submissions, detailed designs, shop fabrication drawings, standard details, reinforcement schedules & specialist specifications submitted by the contractor or sub-contractors.
- 4.3 Ad hoc attendance on site to review general compliance with our designs, provide written report following each visit.
- 4.4 Attend 18no in person meetings
- 4.5 Attend 10no virtual meetings (MS Teams or similar)

#### **5.0 Handover (RIBA Stage 6)**

- 5.1 Provide for inclusion within the O&M manual a set of final construction issue drawings including any changes or updates provided by the Contractor.
- 5.2 Assist the team in understanding defects.
- 5.3 Site visits during defects period.

# 4

## Legal

## The Almonry Restoration Project

### Legal

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





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