

Coalville Frontage Improvement Scheme

Tender Brief and Specification for the appointment of architectural services

1.0 Introduction

- 1.1 North West Leicestershire District Council requires the support of an architectural consultancy with a proven track record of historic building repair and reinstatement, to support the delivery of the Frontage Improvement Scheme for Coalville town centre.

The primary role of the consultant will be to ensure a high standard of work, in sympathy with the traditional architectural and aesthetic qualities of the area, particularly in terms of scale, design and materials. Value for money will need to be achieved in the context of the financial parameters of the scheme.

Tenders are invited from suitably qualified, experienced and resourced consultants. Consultants will need to demonstrate their experience in delivering high quality outputs on time, to budget and in accordance with client expectations.

- 1.2 The consultancy will deliver the technical design, development and administration of the capital works required under the scheme, in line with stages 0-7, inclusive, of the RIBA Plan of Work 2013.

2.0 Background to the Project

- 2.1 The Frontage Improvement Scheme aims to improve the vitality and viability of Coalville town centre by supporting the long term sustainable and architecturally sympathetic repair of the town's traditional shopping streets. The scheme supports the improvement of frontages in keeping with the heritage of Coalville, and the designation of the town centre as a conservation area in 2014.

- 2.2 The Frontage Improvement Scheme provides grant assistance to upgrade commercial premises in Coalville town centre. The £650,000 scheme is funded by North West Leicestershire District Council.

The grants are targeted towards selected independent commercial and community historic properties in part of Coalville Conservation Area. Approximately £350,000 of the grant funding is yet to be allocated.

- 2.3 Phase 1 of the scheme was launched in July 2015 targeting independent businesses and property owners along Hotel Street and High Street. Phase 2 commenced in December 2016 and incorporates eligible properties on parts of Belvoir Road, Marlborough Square, Jackson Street and Ashby Road. The grant applicant has to be either the property owner or the full repairing leaseholder.

To date, the scheme has approved grant intervention for 14 eligible properties. Grants have been paid out for 12 completed projects. Examples of before and after photographs of a selection of completed projects can be seen in Appendix 1.

- 2.4 The scheme sets out to use the overall historical look to inform the design of a modern equivalent, but without seeking to restore each shop front to its original Victorian appearance.

Eligible costs under the scheme include:

- Repair or reinstatement of frontages and signage, including external lighting, and first floor and above windows
- Repairs or reinstatement to the front elevation of the building, including brickwork, stonework, rendering, rainwater goods, doors and windows
- Repaint and repair to brickwork or render including on side wall that can be seen from the street
- Specialist repair of historic features or architectural fabric in order to enhance the street scene
- Internal repairs if essential to the preservation of the frontage
- External cleaning where necessary to facilitate repairs
- Redecoration where the need arises following the completion of other eligible work
- Fees for advisers from a recognised professional institution (for advice related to this grant scheme).
- Work to reinstate or repair chimneys

- 2.5 During 2018, the scheme was paused to conduct a midpoint review. The review proposed a series of recommendations to enhance the administration of the scheme. This included a recommendation to appoint a consultant adviser with specialist conservation experience and necessary architectural skills to support the delivery of scheme.

In synopsis, stage 1 will require the consultant to develop detailed design drawings and a specification for approval for each scheme. Stage 2 will require the consultant to support the grant applicant to source quotes from contractors, report to the grant panel, appoint contractors, and manage the works through to completion. Further details of the two stage process is available in Appendix 2, and sections 4 and 5 of this brief.

The scheme offers three levels of grant award, which is dependent on the extent of the eligible works. Please see the following table for further information.
Table 1.

Grant percentage	Eligible works
50%	Basic essential repairs of built fabric and redecoration. For example, repainting and repairing brickwork or render including on side wall that can be seen from the street.
80%	Specialist repair of historic features or replacement of incongruous shop fronts, windows, gutter or other architectural fabric in order to enhance the street scene.
90%	Same as 80% but where the changes have the potential for exceptional beneficial impact, such as schemes that also include work to upper floor windows and work to reinstate or repair chimneys.

The standard grant cap is £25,000. It will be possible for grants to be awarded for in excess of £25,000, but a robust justification will be required.

2.6 A Local Development Order (LDO) provides permitted development rights for:

- i) The refurbishment or replacement of shop fronts at ground floor level
- ii) The refurbishment, repair or replacement of rainwater goods, brickwork and window at first floor level and above.

The Order applies to the majority of properties that are eligible for the Coalville Frontage Improvement Scheme. The development permitted by the Order will be subject to conditions, including compliance with the Coalville Frontage Improvement Scheme Design Guide. Please see the LDO (Appendix 3).

The current LDO is due to expire on 30 November 2019. The intention is for the LDO to be renewed (subject to Cabinet approval) to continue to assist the delivery of the Frontage Improvement Scheme.

3.0 Management and Governance

3.1 The consultancy will work closely with the Council's project team, including:

Barrie Walford – Business Focus Team Manager. Programme Manager for the Frontage Improvement Scheme.

Philip Bailey – Economic Development Officer. Programme Officer for the Frontage Improvement Scheme.

Emily Marquez – Economic Development Officer. Programme Officer for the Frontage Improvement Scheme.

Katherine Bate – Technical Support Officer. Administrative support for the Frontage Improvement Scheme.

- 3.2 Overarching governance will rest with the Frontage Improvement Scheme Grant Panel. The grant panel comprises of three senior officers.

4.0 Scope

- 4.1 The consultant will be responsible for providing all architectural services required to support the delivery of capital works through to scheme completion, in line with stages 0-7 of the RIBA Plan of Work 2013.
- 4.2 The consultant will act as the lead consultant and contract administrator for the delivery of capital works.
- 4.3 The consultant will need to enter into an agreement with the grant applicant to provide professional services, in line with RIBA stages 0-7. This will include planning the works, appointing and managing contractors, as well as overseeing the works to completion.
- 4.4 In accordance with the RIBA Plan of Work 2013, the appointed consultant will be responsible for the procurement and management of any additional professional services and disbursements required. This will include coordinating and managing all enabling works relating to the frontage, including procuring the necessary professional services and contractors.
- 4.5 The appointed consultant will perform the role of Principal Designer under the Construction Design and Management Regulations 2015.
- 4.6 The appointed consultant will need to be sufficiently flexible to be able to carry out tasks within a reasonable timeframe as and when they arise throughout the lifetime of the contract. On occasions, this may involve weekend work if necessary to oversee works.
- 4.7 The contract will include attendance of all necessary meetings (including grant panel meetings), and site visits.
- 4.8 The consultant will liaise at all times to keep the project team informed of progress and issues, and to ensure the cost plan remains within budget.
- 4.9 Tenderers will need to provide a clear statement demonstrating that they, or their practice, has appropriate RIBA/CIAT accreditations, with the documentation submitted to evidence this accreditation.

5.0 Specific Requirements

5.1 Please see Appendix 2 which provides an indicative overview of the grant process.

5.2 The appointed consultant will be required to deliver stages 0-7 of the RIBA Plan of Work to a high standard.

5.3 Duties of the consultant will include the following:

- Liaison between the project team, the grant applicant, contractors and all other parties involved in the delivery of individual projects.
- To determine other professional support required, including surveys, and appoint on behalf of the grant applicant as necessary, subject to the agreement of the grant applicant and the council.
- Preparation of sketch scheme designs.

- Preparation of detailed design documents, including all working drawings, the schedule of works and specification. It is anticipated the drawings will comprise at a minimum:

Proposed elevation/s: scale 1:50

Detailed elements, and profiled parts of the frontage, at an appropriate scale: between 1:5 and 1:20

- Prepare an estimate of the total cost of the proposed works.
- Preparation of written reports and documentation for the grant panel.
- Where necessary, apply for and obtain all necessary statutory permissions to be able to deliver individual project, consents and approvals, including, as appropriate, Planning Consent, Advertisement Consent, Listed Building Consent, and Building Regulations.
- Preparation of all detailed information for discharge of statutory conditions, approval for variations to existing permissions and any subsequent applications for statutory approvals as required to deliver the scheme.
- Lead on contract administration, and at all times keep the project team informed.
- Ensure all works are compliant with current regulations including those relating to health and safety.

- Act as Principal Designer under the Construction Design and Management (CDM) Regulations 2015.
- Plan, manage, monitor and coordinate health and safety documentation, including the preparation of all necessary technical documentation.
- Co-ordinate pre-construction information, and provide the information other designers and contractors need to carry out their duties.
- Work with any other 'designers' on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure provision by contractors of a CDM compliant health and safety pack.
- Advise on suitable forms of building contract, and the associated responsibilities.
- To reflect the grant payment processes of the Frontage Improvement Scheme, the consultant will need to supply a contract between the grant applicant and any contractors that will withhold 2.5% of the cost of works for 12 months after practical completion and until they have been certified to be free from defects. The final 2.5% will be paid to the contractors after a certificate of making good defects has been issued by the consultant.
- For each individual project, obtain three competitive quotes from contractors known to be able to achieve the standards required, and with demonstrable experience of working on conservation projects.
- Appoint suitable contractors, undertaking checks to ascertain insurance, track record and suitability.
- Oversee the procurement of additional technical services/disbursements necessary for individual projects.
- Preparation of all further information for construction as required.
- Coordinate and administer the construction contracts.
- Conduct meetings with the contractors to review progress.
- Provision to the contractors of further information as and when required, and review of information provided by contractors and specialists.
- Inspect works and issue certificate of practical completion after the works have been completed to the required standard, including resolution of identified snags. Ensure the CDM health and safety file etc. is compliant.

- Prepare a short written report for the project team for each project upon practical completion, with suggested recommendations to enhance future projects.
- Provision of architectural services associated with the administration of the construction/manufacture/installation contracts after practical completion, assisting users during the initial period of use and the review of project performance in use.
- Manage issues arising during the defects liability period and issue a certificate of making good defects at the end of the defects liability period, in order for retention monies to be released.
- Ensure any updates and amendments are made to the 'as built' drawings and the CDM health and safety file etc. during the defects liability period.
- Compile the maintenance and operational strategy, incorporating a programme for maintenance of the frontage.
- Provide a reasonable number of appropriate images in digital format, through the life of each of the individual projects, both as a record of projects, and to promote the scheme e.g. publications, website, digital media etc. These images should be copyright free.

- 5.4 Phased payment of fees will become due on satisfactory completion of Stage 1 and following practical completion at Stage 2 of the grant process, broadly equating to RIBA work stages 0-7 inclusive. Payment will be made in two parts based on the percentage fee applied to the respective stage of the grant process. The first payment will be made on completion of Stage 1 of the grant application process shown in Appendix 2, which broadly equates to RIBA work stages work stages 0-4 inclusive. The second payment will be made after practical completion, and the consequent submission of a short written report to the project team, during Stage 2 of the grant application process shown in Appendix 2, and outlined in section 5 of this document. Stage 2 broadly equates to RIBA work stages 5-7 inclusive.

Should projects diverge from the stages referred to above, the payment will be made on the basis of negotiation between the Council and the successful consultant.

6.0 Contract management - contractor's responsibilities

- To provide a designated Client Manager who will be responsible for ensuring that the product\service provided meets the requirements of the specification.

- The Client Manager is to make themselves available to meet with the Contract Manager formally on a regular basis to discuss issues in relation to the successful running of the contract as deemed appropriate by either party.
- To forward any particular concerns, written or verbal, back to the client's Contract Manager without any undue delay.
- To provide the necessary management information as specified and without any undue delay.