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**Tender Brief for the appointment of a  
Project Manager to prepare a  
Planned Maintenance and Improvement  
Programme (PMIP)  
and  
manage and deliver Stage 1 of the Planned  
Improvements  
for Krowji Ltd, Redruth**

July 2023

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## 1.0 OVERVIEW

Krowji is Cornwall's largest creative hub, which provides a professional working environment in which creative practitioners and businesses can thrive. With over 130 studios, we offer everything from a platform for start-up businesses to a home for highly established enterprises and in doing so create not only a space but a community too. Facilitating and nurturing opportunities for showcasing, networking, collaboration and professional development, Krowji is constantly driving forward the exciting evolution of the Cornish arts and cultural sectors.

Based at the former Grammar School buildings in Redruth since 2005, Krowji has seen significant investment take place with the Phase 1 BREAAAM 'Excellent' accredited Percy Williams (PW) Building opening in 2015 and the Phase 2 PW Building extension opening in 2020. There are five buildings in total on the main site and a further four buildings at The Yard, Krowji's satellite site on Falmouth Road, for which there are future plans for redevelopment.

Following a devastating fire in May 2021 in which 15 studios were destroyed, Krowji is now embarking on Phase 3, a small-scale capital project to replace these lost spaces with repurposed shipping containers. As part of this project, we are commissioning a Planned Maintenance and Improvement Programme (PMIP) to make site-wide improvements to sustainability and accessibility in line with our vision.

## 2.0 THE PROJECT

### 2.1 The Client

The Client for this project is [Krowji Ltd](#), a wholly owned subsidiary of the charity group [Creative Kernow](#), the creative and cultural sector support organisation for Cornwall. Creative Kernow is a registered charity and a company limited by guarantee.

Our registered address is Krowji, West Park, Redruth, TR15 3GE and the primary contact is the company Director, Elisa Harris – [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk)

### 2.2 The Sites

This instruction applies to both the main Krowji site and The Yard, Krowji's satellite site.

#### **Main Site**

Located at the former Grammar School site in Redruth.

The main site consists of five buildings, car parking spaces throughout, and a large concrete slab (the location for the Phase 3 replacement studios). The current total internal floor area is approx. 4,500 m<sup>2</sup>.

#### The 1907 Building

Two-storey old school building, stone and slate construction (1907)

#### The Old School House

A detached two-storey annexe, stone and slate roof construction (circa 1910s)

#### The Elliott Hut

A timber-clad prefab classroom block (circa 1970s)

#### The Science Block

A flat roofed single-storey block with blockwork construction and a top section of shiplap cladding (circa 1970s)

#### Percy Williams Building

BREEAM "Excellent" certified three-storey building with steel and concrete construction and Kingspan cladding (Phase 1 2015, Phase 2 2020)

There is a further building on the main site, Windmill Nursery, which is under separate ownership.

#### **The Yard**

Located at the former Percy Williams & Sons Yard on Falmouth Road in Redruth.

The Yard consists of four buildings, several lean-tos, storage areas, containers and large areas of hard-standing used for parking. The current total internal floor area is approx. 900 m<sup>2</sup>.

#### Unit 1 PW Builders area

Small store buildings against boundary wall. Brick walls and corrugated iron roof (mid-19<sup>th</sup> century)

#### Units 2 & 3

Recently converted lean-to sheds against high boundary wall, concrete block walls, cement fibre corrugated roof (early 20<sup>th</sup> century). Contains covered well or pit.

#### Units 4-7

Lean-to sheds against high boundary wall, concrete block walls, cement fibre corrugated roof (post-1960)

#### Units 8-13

Concrete workshops, flat roof in felt (post-1960)

#### Unit 14

Town Council area. Open land with privately owned containers.

#### Units 15-17 Pump house

Stone and block buildings on boundary with leat, including old smelter chimney with old water-wheel pit at the rear (early 19<sup>th</sup> century). Stone walls and corrugated galvanised roof. Includes WWII air raid shelter in lower section.

#### Units 18-21

Stone-built former office building, slate roof (early 20<sup>th</sup> century)

All studios on both sites are fully occupied and tenants have 24-hour access, 7 days a week. For this reason, our buildings are not heated. Portable electric heaters are used instead to heat each space as required.

### **2.3 Scope of Works**

We wish to commission a five-year Planned Maintenance and Improvement Programme (PMIP) for the buildings on our two sites which will address items of disrepair and identify realistic and achievable short, medium and long-term improvements to environmental sustainability and accessibility.

The recommendations for environmental sustainability should be designed to increase the buildings' EPC rating and help us on our journey to achieve our business ambition of carbon net-zero.

The accessibility review should address both physical and social barriers, as faced by our tenants, staff and visitors, and provide a holistic and practical list of actions to help us make Krowji as inclusive as possible.

To inform the PMIP we anticipate the Project Manager undertaking a condition survey of the fabric of individual buildings and their M&E services.

This instruction includes the management and delivery of Stage 1 of improvements and building modifications, as determined by the PMIP.

In tandem with the above building works, Krowji will be undertaking the installation of container studios and landscaping in the centre of the Main Site. The building improvements will need to be planned around this as both parts of the project will overlap in timing and Krowji staffing.

## **2.4 Timescale**

We are committed to strict deadlines outlined by our funders and therefore the PMIP and stage 1 of improvement works must be completed by January 2025.

## **2.5 Our Budget**

The available budget for this tender is up to £50,000. The available budget for Stage 1 of the building improvement works, as identified by the PMIP, will be up to £280,000. Krowji Ltd is registered for VAT so our budget is exclusive of any VAT chargeable.

The PMIP and Stage 1 of works to improve environmental sustainability and accessibility is funded by the [Good Growth Fund](#) and Krowji reserves. Any repair works and general maintenance will be budgeted for separately. Applicants should have prior experience of grant funded projects and be familiar with the conditions applied by the Good Growth Fund to projects they are supporting.

## **3.0 THE COMMISSION**

### **3.1 General Objectives**

#### Survey

As a minimum the Project Manager should survey the:

Building structures – inc. walls, openings, floors, roofs and finishes

M&E – inc. utility connections, networks and fittings

#### Detailed Report

The Project Manager should prepare a detailed report identifying, RAG rating and costing:

Repairs and preventative measures

Compliance issues and H&S concerns

Improvements – to specifically focus on the environmental sustainability of the buildings, in particular energy consumption, and their accessibility both physically and socially. We would expect the selected improvement works to be referenced to whole life operational costs of different options.

### Improvement & Repair Works

Work with Krowji to agree Stage 1 of the improvement works identified above and manage the delivery of those works.

Delivery will include advising on how the works are delivered to achieve best value, creating a programme that fits with our funding requirements and accommodates the occupation of existing tenants and the container studios works.

Stage 1 of the improvement works and building modifications must be completed by January 2025.

### Stakeholder Engagement

During the design and development of the container studios an external adviser will be appointed by Krowji to carry out consultation with current and prospective tenants to identify their needs with a focus on the design of the studios, environmental sustainability and accessibility. We would want the successful applicant for this tender to play a role in the consultation process, for example by means of presentations to stakeholders showing the options for building improvements and modifications, and this should be allowed for in your budget.

Preferred formats for the Client's electronic document copies are:

- Reports: MS Word (.docx) or MS Excel (.xlsx) or Portable Document file (.pdf)
- Programmes: MS Project (.mpp) and PDF
- Drawings: PDF

## **3.2 Project Management Structure**

Krowji Ltd is the contracting body for the work. The Phase 3 Project Board, which includes the Krowji Director, Creative Kernow CEO, Krowji Board and a representative from Cornwall Council, will meet regularly throughout the contract period to review progress with the Project Manager.

The day-to-day contact for the project will be the Krowji Director, Elisa Harris.

## **3.3 Basis of Appointments**

We propose that the Project Manager oversees all aspects of the project, sub-contracting specialist expertise to assist with the surveys and works management as required. We see advantages in having specialists assist with identifying the environmental sustainability and accessibility improvements.

Delivery of the works must comply with our Creative Kernow procurement policy and the Good Growth guidelines.

The Project Manager will be the main point of contact and the successful applicant must have indemnity insurance of at least £1 million of any one claim.

### **3.4 Fee Payment**

Phased (tba) through the project.

## **4.0 THE TENDER**

### **4.1 Conditions of Tender**

Applicants are asked to confirm that they intend to bid by sending an email to [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk)

If any points in the tender documents are considered unclear, please address your queries by email to the same address.

Your query will be responded to, but it shall not be construed in a way that adds to, modifies or takes away from the meaning and intent of the contract and/or the obligations and liabilities of the contract.

Requests for clarification should be submitted in writing, with sufficient time to allow a response and be at least five working days before the final date for submission of Tenders. All such queries will be responded by blind copied e-mail to all Tenderers.

**TELEPHONE ENQUIRIES WILL NOT BE ACCEPTED.**

During the tender period, Krowji Ltd may issue Tender Amendments to clarify, modify or add to the Tender Document. A copy of each Tender Amendment will be issued to everyone who has notified their interest in being a Tenderer and shall become part of the Tender Document. No addition or alteration shall be made to the Tender Document unless it is the subject of a Tender Amendment.

If you have expressed an interest in tendering but then decide not to submit, please notify us by email and if possible say why you are withdrawing.

We reserve the right to award all, part or none of the contract.

The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.

Krowji Ltd will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. Krowji Ltd does not bind itself to accept any of the tenders as a result of the tendering process.

If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contract's objectives, for example) they must provide details in a separate letter accompanying the tender response.

Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.

Krowji Ltd requires all tenderers to declare any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

We may wish to publicly quote the successful contractor/supplier and tenderers are requested to confirm that the Client may (at the Client's own discretion) do so without restriction.

The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Client and the tenderer.

#### **4.2 Timetable**

The timetable for awarding this contract will be as follows:

Tender contract published	22/07/2023
Deadline for tender questions	02/08/2023
Tender period closes	07/08/2023
Interview shortlisted candidates	14/08/2023
Award contract	16/08/2023

#### **4.3 Site Visits**

Site visits if required will be available upon request. Please contact Elisa Harris to book an appointment – [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk), telephone 01209 313200

#### **4.4 Submission**

Krowji Ltd undertakes selection procedures which are open, fair, efficient, economical to implement, and which achieve best value for both the consultants and the Client. All tenders received will be considered based on the information they have submitted in their tender.

Tenders should be submitted by email to [elisa@krowji.org.uk](mailto:elisa@krowji.org.uk). The subject line should read 'Tender submission for PMIP Project Manager'.

**Tenders should be received by 12 noon on Monday 7<sup>th</sup> August 2023**

#### **4.5 Assessment**

The tenders will be assessed on the overall price, skills and experience and an understanding of the brief.

In particular, the Client will be seeking a Project Manager:

- with knowledge and experience of carrying out building and M&E surveys and delivering Building Condition Reports and Planned Maintenance and Improvement Programmes
- with previous experience of the specialist requirements of funded projects
- with an in-depth knowledge of the range of innovative renewable energy technologies available and the costs involved
- with experience of identifying realistic, practical and affordable solutions to improve building performance
- with experience of adapting and improving old buildings whilst being sympathetic to their design
- with a good understanding of current legal environmental sustainability and accessibility requirements
- with a good understanding of and a demonstrable commitment to the principles of equity, diversity and inclusivity (EDI) and environmental sustainability

Organisational capacity to deliver this project within the required timescale will be a factor.

### **Section 1**

Please give up to three examples of projects that you have successfully undertaken in the last five years that are of a similar type and scale to this commission.

Give at least two referees in relation to these projects.

This section should comprise no more than two sides of A4 per project.

This section will contribute a maximum of 30% of the tender assessment score.

### **Section 2**

Provide an up-to-date CV of the key personnel, including any sub-contractors.

Each CV should comprise no more than one side of A4.

This section will contribute a maximum of 20% of the tender assessment score.

### **Section 3**

Provide a Method Statement clearly indicating how the work is to be undertaken, the outputs it will create and your thoughts on the key risks and challenges.

This section will contribute a maximum of 20% of the tender assessment score.

#### **Section 4**

Provide a fixed price fee for work identified and an hourly charge for any additional work. Prices to include all fees and disbursements, including VAT. Please provide as a table identifying costs for individual consultants and identifying an hourly rate for extra services as required.

This section will contribute a maximum of 30% of the tender assessment score.

#### **4.7 Interview**

Tenderers may be requested to attend an interview with the Client to answer questions regarding their tender submission, and may be asked to confirm their availability. The date for this is provisionally set for 14/08/2023.

#### **4.8 Decision and Award**

Krowji Ltd reserves the right to negotiate with the preferred bidder and to award all, part or none of the contract.

#### **4.9 Debriefing**

All unsuccessful bidders will be given written feedback if requested.

### **APPENDIX**

#### **A Site plans and a selection of photographs**