

[Tender Brief for an Architect led Concept Study  
for the Hayle Heritage Centre Project at  
John Harvey House, Cornwall](#)



[March 2021](#)

# Tender Brief for an Architect led Concept Study

## Hayle Heritage Centre, John Harvey House, Cornwall

### Introduction

What this brief is for?

This tender brief is for the appointment of an Architect led Design Team for the Concept Study of the Heritage Centre at John Harvey House (JHH). The Study will commence in May 2021 with the Harvey's Foundry Trust (Client) undertaking preparatory research and developing their project vision, aims and objectives. This Tender Brief is for a consultancy appointment that will start by July 2021 subject to a successful grant application and the Study is intended to complete by December 2021.

During the Study the Architect will lead the Design Team through a series of investigations, research and Client/Design workshops. They will consider and present an option appraisal leading to a refined preferred solution for a final report and Client presentation that will demonstrate an exciting, sustainable and affordable rejuvenation of the Heritage Centre.

Suitable candidates will have the following qualities:-

- Is a Registered RIBA practice.
- Have within the Team an experienced Architect / Surveyor with recognised conservation accreditation.
- A proven track record of past experience of working with similar listed and heritage buildings, especially on successful and sympathetic projects in Cornwall.
- Worked with small Trusts on grant aided projects.
- Experience of working with Historic England.
- Experience of NLHF projects through development and delivery and have an understanding of the current criteria for funding.
- Experience of phased working around commercially active sites.
- Knowledgeable of both local and traditional materials and forms of construction.
- Can demonstrate team leadership qualities.
- Can demonstrate good communication skills.

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

Your tender will include for architectural services, principal designer and the building services engineer. You may supplement this team with other experts where you think they could add value to the Study.

The Project Manager / Quantity Surveyor and Structural Engineer have been appointed by the Trust. Specialist surveys and the contractor to be engaged for the investigative opening up works will be appointed directly by the Trust.

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### Background information

#### Context

Hayle is a small coastal town in West Cornwall with an illustrious industrial past. The townscape and harbour are part of the Cornwall and West Devon Historic Mining Landscape that has UNESCO World Heritage Status.

Harvey's Foundry is a two hectare site situated in Hayle. This historically important site was once the location of Harvey & Co's company who's mining and engineering expertise helped shape the Cornish industrial revolution around the world. Unfortunately as traditional industries declined in Britain, Harvey & Co closed down and the site became derelict with Hayle and its surrounding areas falling into economic and physical decline.

Over the past ten years the site and its surrounding area has become a focus for regeneration in Hayle with Harvey's Foundry Trust forming to protect and manage the remaining historic structures.

#### Harvey's Foundry Trust (The Trust)

The Trust, created in the mid 1990's, developed from the local community working in partnership with key stakeholders to protect and preserve Hayle's rich heritage focusing principally on a derelict but historically important site called Harvey's Foundry in Hayle:

*'Turning a decaying underused area into a vibrant sustainable development, with a wide range of uses that will underpin and support a Harvey's Foundry Heritage and Educational Centre'.*

Renovating redundant listed buildings and bringing them back into economic use (and thus safeguarding their future) ensures that significant heritage assets of the town are preserved for future generations. The income generated from this activity means that the Trust is not reliant on grants for its core running costs and, most importantly, can make use of its educational value to enhance people's enjoyment and understanding of Hayle's heritage.

We have been highly successful. We have renovated several listed buildings (all of which were on the at-risk register) and we have also built a stylish new build Dowren House. These projects have created office space for new business in the town, enabling 38 businesses to locate and start up in the town and resulting in over 100 jobs.

The most recently completed project opened in 2018 with a £3.6 million renovation that saw the transformation of two listed buildings, Plantation Store and Pattern Shop, and ran a wide range of heritage activities. The project was funded with the support of a Heritage Enterprise grant from the National Lottery Heritage Fund and Historic England.

Alongside this, the Trust promotes and protects the town's heritage through a range of activities, channelled principally through the Hayle Heritage Centre, whilst amassing an impressive collection of objects, and attracting over 11,000 visitors.

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This method of working has been recognised through several national awards. We hope that, by regenerating these buildings and taking advantage of the fantastic employment and community spaces that are being created; we can be a catalyst for change in the town.

<https://www.harveysfoundrytrust.org.uk/>

#### John Harvey House

John Harvey House is a Grade II\* listed building that sits within the Hayle Conservation Area and was built in the mid-18th Century as the head offices and drawing office for Harvey's Foundry. After closure at the beginning of the 20<sup>th</sup> century the buildings have been put to various uses until the 1980's since which there have been several refurbishments the last of which was in 2003. The building ownership passed to the Trust in 2007 and has since been used as office space for the Trust and houses the Hayle Heritage Centre on the first floor complete with an archive. The ground floor has been leased out to other businesses.

Within the appendices there is a copy of the last Conservation Management Plan (2002) which includes survey plans, photos and a listing description.

#### Project Description

This project has two interconnected strands: structural repair of John Harvey House and rejuvenation and expansion of the Heritage Centre that it houses.

#### Structural problems

In 2016 staff and volunteers at the Trust noticed cracks appearing in the stairwell leading up to the first floor and along the tiles on the floor of the director's toilet over the cellar strong rooms. (See appendix A for floor plans). They also discovered that in the cellar below the Barlow Rails (wrought iron beams made from forged wagon rails) embedded in the concrete first floor soffit were heavily corroded.

During the 2003 renovation, the support to the floor had been supplemented by some secondary steel beams and the exposed iron and concrete to the ceiling was also finished with an impermeable paint coating. These past remedial measures appear to be exacerbating the problem.

Various experts since including specialist companies, structural engineers and Historic England's conservation engineer have inspected the floor and the general consensus is that damp has caused the corrosion of the rails resulting in expansion that is having a consequential effect on the surrounding building fabric.

In 2020 the Trust engaged Richard Gowan a local structural engineer to take a wider view of the buildings' structural issues as these were now widely evident and not just restricted to the localised first floor slab. Richard's initial observations have resulted in a long list of varied problems being documented that include structural cracks and damp ingress as well as more common building fabric maintenance issues. A summary is included in the appendices.

One of the key observations is below ground related. The rear car park has been raised to a higher level against the building (parts of the building are affectively below ground level at

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the rear); there are uncertainties within the drainage system and potentially problems arising from the alluvial ground conditions; all or some of which that are affecting the foundations causing both structural movement and damp.

It is proposed that as part of this Feasibility Study there will be a planned opening up of external and internal walls, floors and trial pits together with above and below ground surveys. The opening up works has been agreed with the local Conservation Officer.

#### Hayle Heritage Centre

The Centre has been open since 2013. It forms one of the key aims of the Trust and has been a long-held community desire. A Forward Strategy created in 2014 outlined the Trust's aims and set out our statement of purpose. "We want to create a centre that provides Hayle with a community focus and gives the Harvey's Foundry site a cultural anchor. It holds a wide range of exhibitions and events, thus enabling education and learning, increasing tourism and visitors to Hayle and to provide the residents of Hayle with a sense of place."

*"To protect, promote and conserve Hayle's cultural history".*

It is housed throughout the first floor level and has expanded over the last four years with the engagement of a full time Curator. It is constrained by its current footprint, not particularly accessible or visible to the public.

#### Centre evaluation

The Centre has recently had an evaluation, using a range of tools including quantitative information collected by the Trust's staff, information taken from a survey given to trustees and volunteers and information taken from the external National Heritage Lottery Fund evaluation of our last project. It also included SWOT analysis from a workshop with the Trust staff. (See appendix C)

The evaluation found that the Centre has made great strides over the past 8 years. We have connected with over 11,000 visitors and run a wide range of projects connecting to our local community. We have provided a friendly centre where people can undertake meaningful volunteering that enables them to develop new skills and confidence.

However, it also highlighted areas for improvement that are needed for the Centre to become the regeneration tool and cultural anchor for the site and town which the Trust envisioned it would be.

#### Reaching a wider audience

There is one tangible barrier to access – the Centre is hard to find and the greyed out windows of the ground floor office (currently let out) make people assume it is not open.

*"The entrance puts visitors off because they may be unsure whether this is really a public entrance to a public exhibition."*

*"As its above offices, it's a little hidden away..."*

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The Trust intend to take back the ground floor office, thereby giving us a large shop window on Foundry Square, and this will encourage more walk-in visits and enable us to advertise the Centre in much more prominent way.

One of the other problems highlighted has been the lack of space for temporary exhibitions and events. These would encourage repeat visits and enable us to display more of our collection and tell additional stories about the town. By taking back the ground floor and having the whole building as part of the Heritage Centre, this would give us the flexibility to display more items in our collection and to put on more events and temporary exhibitions.

As the ground floor is currently rented out, we will lose rental income and we therefore need to ensure that we can cover the loss of this income.

#### Funding model expansion

We are in a good financial position as an organisation. Our core funding is non-grant dependant, but we cannot rely solely on this. We have a good track record of obtaining grants and will continue to look for them in the future, but we need to expand our funding streams and the Centre's shop has potential to provide us with this.

Rethinking what we sell, making it more coherent, linking items in the shop to exhibitions, making partnerships with other shops in the square to undertake joint events/promotions and selling online should all work to make the shop much more well-known and used both in the local area and further afield.

#### Collection

We have a fantastic collection but most of it is not seen by the public. We want to change this through providing more temporary exhibitions, displaying items from the collection, enabling our collection to be used for research and enabling it to be seen online. An important aspect of this is the development of a digital strategy.

#### Outcomes

The structural condition is one of the most significant problems currently facing the Centre and the Trust. JHH is our flagship building, sitting as it does directly on Foundry Square and housing the Heritage Centre and our office.

We will explore the problems and opportunities of the Centre, including resolving accessibility and orientation issues, improving its visibility, creating more child friend installations and providing space for temporary exhibitions and events. We will also look at opening our collection, creating a digital strategy and developing the shop so that it becomes a strong income generator.

Together these will form a refurbishment project, possibly phased, which will be the basis of development and delivery funding.

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### Next steps – Purpose of the Study

We now need to undertake the Concept Study and develop the project detail to a RIBA 1 – 2 standards. We are hopeful of concluding the Concept Study by the end of the year. We have appended a draft programme for a Concept Study during 2021 which shows the following sequence:-

Funding Application – we are in discussion with the Architectural Heritage Fund to provide grant aid from June 2021.

Listed Building Consent – any invasive investigations that require Listed Building Consent are being determined in advance in consultation with The Conservation Officer and Historic England.

Client Project Research – this element will develop the vision for the centre and our requirements. Starting in April and running through to June the Trust staff will undertake a series of workshops looking at each element of the expansion:-

#### Shop

- Contact successful museum shops in the area and beyond to gain insight into how they work and pitfalls to avoid.
- Engage with various external bodies such as Cornwall Museum Partnership (CMP) and Association of Small Museums (AIM) to provide expert guidance on our proposals.
- Use AIMs information for a workshop with Trust staff (and a museum development officer) on running successful museum shops.
- Approach business in Foundry Square and enquire about creating partnerships and possible joint working to promote the square and the business in it.

#### Digital strategy

- Attend webinars and speak to Heritage digital to research best practice.
- Run a workshop with support of external partners to develop a digital strategy for the centre.
- Write strategy and get sign off from Trust board.

#### Centre layout

- Speak to various organisations and visit other centres (if possible).
- Create list of objectives and aims of the centre.
- Research exhibition re-hang and opening up the collection.

This process and information will inform the project strategy for the Heritage Centre with a broader view of UX and UI design.

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### Scope of Services Required

The professional services provided will follow in principle the scope of services identified by the RIBA and ACE standard appointments. The following section identifies the main areas of work that are required to be undertaken to bring the project to fruition. The Architect will be responsible for acting as Lead Designers, including management and co-ordination of all design team activities. At the end of this Concept Study we will want to be at RIBA Stage 2.

Project development – The Study will involve the implementation of the design brief to concept design and will be prepared including outline proposals for structural and building services systems. This will be subject to the tender method statements and the consultation processes but is anticipated to include:-

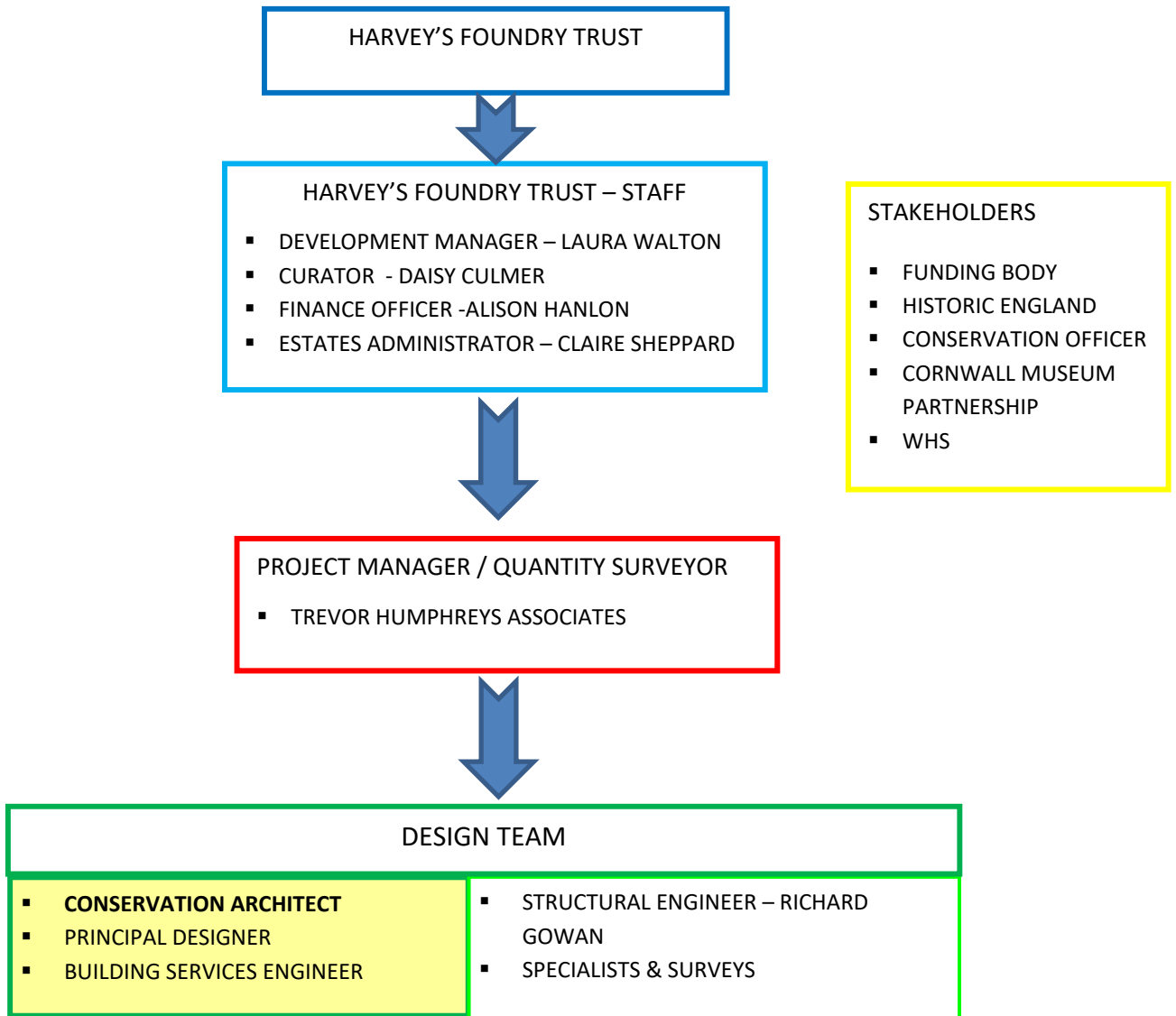
- The Architect will undertake preliminary consultations with the client and key groups to establish all the constraints, needs and important issues to take into account in the design process. Agree the process and format for design team and client working.
- Project Team briefing workshop for discussion of the Trust's project research.
- Regular monthly Project Reviews arranged by the Project Manager.
- Investigative works undertaken by a local contractor overseen by the structural engineer with support from a timber / damp specialist and the Conservation Officer.
- Initiate topographic (floor plans, external elevations and sections), ground radar and drainage surveys. Other surveys to be identified in tender. A drone survey of the roof has been taken.
- Liaise with the Conservation Officer and Historic England regarding potential alterations and structural / fabric repairs.
- Appraise the significance of the historic structure and fabric understanding the modern alterations and how these may impact on potential solutions.
- Through Team design workshops explore opportunities, possible layouts, functions and flow of John Harvey House engaging with the Trust's research and managers.
- Incorporate the structural repair recommendations into the report.
- Provide assessments for the building services installations and incoming services.
- Complete an Options appraisal report and present to the Client.
- Develop the preferred option which will be presented to the Trust for final approval.
- Liaise with Quantity Surveyor providing scheme drawings, outline specifications and additional information to allow the quantity surveyor to prepare the cost plan.
- Project programme developed with the Project Manager.
- Risk assessments undertaken.
- Meeting with Trust board to present final recommendations.
- Information assembled into a final Project Plan both in digital and hard copy format.

Post study we would aim for further grant aid at the earliest opportunity in 2022 and this Concept Study should be viewed as placing the Trust in an advantageous position to complete a NLHF Stage 1 position in respect of capital design and costs.



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Who Is Involved?



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Programme & Key Dates

Milestones/Activity	Date achieved
Funding application in	30 <sup>th</sup> April 2021
Advertise project team brief	31st March 2021
Final queries deadline	14 <sup>th</sup> April 2021
<b>Tender submission</b>	<b>21<sup>st</sup> April 2021</b>
Assess tender & interview	22 <sup>nd</sup> April – 7 <sup>th</sup> May 2021
Project Start - mobilise	End June 2021
Completion	December 2021

Please note that the programme is indicative and may change following liaison with grant bodies or for operational reasons.

Tender Process

**Site location**

The project location is John Harvey House, 24 Foundry Square, Hayle, Cornwall, TR27 4HH. Please make arrangements with the Administration Officer of Harvey's Foundry Trust to view the building.

[claire@harveysfoundrytrust.org.uk](mailto:claire@harveysfoundrytrust.org.uk)

**Tender Invitation, Clarifications and Queries**

Tenderers should confirm that they intend to bid by sending an email to [laura@harveysfoundrytrust.org.uk](mailto:laura@harveysfoundrytrust.org.uk).

If any points in the tender documents are considered by the tenderer as unclear, the tenderer should address their queries by email to [laura@harveysfoundrytrust.org.uk](mailto:laura@harveysfoundrytrust.org.uk).

Their 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 unless confirmed as an amendment.

Requests for clarification shall be submitted in writing, with sufficient time to allow a response and be at least 5 working days before the final date for submission of Tenders. Any variations or items of material relevance to the tender will be responded by e-mail to all Tenderers. TELEPHONE ENQUIRIES WILL NOT BE ACCEPTED.

During the tender period The Trust may issue Tender Amendments to clarify, modify or add to the Tender Document. A copy of each Tender Amendment will be issued to every 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.

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### Submission of your tender documents

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

Please ensure that you submit your tender in time by email to [laura@harveysfoundrytrust.org.uk](mailto:laura@harveysfoundrytrust.org.uk) by the deadline. A confirmation receipt will be returned. The Trust reserves the right not to consider late submissions. Please avoid very large files and collate the submission into one pdf file document.

### Assessment of the Tender

The tenders will be assessed on the overall price, staff rates, the skills and experience of the design team and an understanding of the brief. The Trust undertakes selection procedures which are open, fair, efficient, economical to implement, and which achieve best value for both the consultant and the Trust. All tenders received will be considered based on the information they have submitted in their tender.

Please keep the tender response succinct and relevant.

PLEASE ENSURE THE FORM OF TENDER ADHERES TO THE FORMAT GIVEN BELOW [INCLUDING PAGE LIMITS] AS VARIATIONS OR ADDITIONAL PAGES WILL NOT BE ASSESSED.

### Introduction

Give an introduction to your company providing background experience and why you think that your company would make an ideal candidate for the project.

This section should comprise no more than 2 sides of A4

This will contribute to a maximum of 15% of the tender assessment score

### Section 1

Give three examples of projects that you have successfully undertaken in the last 5 years that are of a similar type and scale to this commission.

The project should identify dates, value and duration.

Specifically identify what role and responsibility your proposed team members had in each project.

Give a reference contact for each project.

This section should comprise no more than 2 sides of A4 per project.

This section will contribute to a maximum of 15% of the tender assessment score.

### Section 2

Give company details of who is providing the roles of Principal Designer and Building Services Consultant

Provide CV's for all team member to work on the project.

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Provide a statement on how you would manage the project with respect to roles and responsibilities.

This section should comprise no more than 1 A4 for the statement, 2 sides of A4 for each CV and sub-consultant.

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

#### Section 3

Provide a method statement setting out your approach to the project and the key issues that you will focus on to ensure delivery. Set out a draft programme to illustrate the key stages and identify important actions in this process.

In particular highlight the consultations that will engage the Client, design team colleagues and stakeholders.

This section should be no more than 4 sides A4

This section will contribute to a maximum of 25% of the tender assessment score.

#### Section 4

Provide a fixed lump sum price for the Concept Study identifying cost by profession (i.e. architect, principal designer, building services engineer and any other you may wish to include). Include for all fees and disbursement but all excluding VAT.

Provide daily and hourly staff rates for use in variations. (Please note these will form part of our cost appraisal of your bid with each being used with provisional hours).

This section will contribute to a maximum of 25% of the tender assessment score.

#### Section 5

Provide details of two referees who the client may contact at a later stage prior to appointment.

#### Professional Indemnity Insurance

Provide verification of insurances.

#### Interview

Tenderers may be requested to attend an interview with the Client to answer questions regarding their tender. In this eventuality the award will take this into account.

#### Decision, Award and Feedback

The Trust reserves the right to negotiate with a preferred bidder and to award all, part or none of the appointment.

All unsuccessful bidders will be given feedback upon request.

#### Confidentiality

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.

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#### Costs and expenses

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

#### Preparation of Tenders

For the preparation of their tender and entering into a contract with the Trust, tenderers must ensure that they have all the information required and must satisfy themselves of the correct interpretation of terminology used in these documents.

#### Alterations

None of these documents may be altered by the tenderer. If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contracts objectives) they must provide details in a separate letter accompanying the tender response.

#### Validity of tenders

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

#### Conflict of Interest

The Trust requires all tenderers to confirm whether 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.

#### The Trusts use of the contract

The Trust may wish to publicly quote the contractor/supplier. Tenders are requested to confirm that the Trust may (at the Trusts own discretion) do so without restriction.

#### Treatment of tender

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

#### Appendices

- A. Conservation Management Plan
- B. Summary table of structural faults
- C. Centre SWOT analysis
- D. Draft Concept programme