



## **Tavistock Guildhall Gateway Project Quantity Surveyor Services Brief**

### **TAVISTOCK TOWN COUNCIL**

**Tender Deadline: 12pm on Monday 10 September 2018**

#### **1. Introduction**

Tavistock Town Council (the Council) is seeking a suitably-experienced Quantity Surveyor in connection with the delivery of the capital building works for its £1.65M Guildhall Gateway Project.

This project, which is in part funded through a Heritage Lottery Fund (HLF) grant, will conserve and repair the Grade II\* Tavistock Guildhall complex and secure its long-term future through new public uses, including as a World Heritage Site (WHS) Gateway Centre. The project will also interpret and open up public access to the Guildhall's historic courtroom and police cells, offer learning and volunteering opportunities for people of all ages, and provide space for community use.

A 'one-stop-shop' will provide access to Council and other public services. This will be complemented by a visitor information point initially located in the former Tourist Information Centre adjacent to the Guildhall, which is being developed as a separate project.

The Guildhall Gateway Visitor Centre and visitor information point will be operated by the Council's delivery partner, Tavistock Heritage Trust (THT).

The project will build on existing HLF investment in the town through its Townscape Heritage Initiative (THI) fund and return the Guildhall to its historic place at the heart of community and civic life in Tavistock. It will make a significant and long-lasting contribution to heritage-led regeneration and learning in Tavistock.

The project has received its HLF Round Two pass and the Council now wishes to appoint a Quantity Surveyor at the earliest opportunity as part of the Main Build Design Team. The Architect, Structural Engineer and M&E Engineer are already appointed and have commenced work on the scheme's detailed design. Applications from providers who have previous experience of working on HLF-funded listed building conservation and repair projects are particularly welcome.

This Brief should be read in conjunction with the accompanying Tender Response Form.





## 2. Background

Tavistock Guildhall and Police Station is a Grade II\* Listed building in the centre of Tavistock. It is believed to be England's first purpose-built combined court and police station, and includes the former police accommodation block and fire engine house. Designed initially by John Foulston and then by Theophilus Jones for the Duke of Bedford, the complex was completed circa 1848 and is constructed on the footprint of Tavistock Abbey.

The building sits within a Conservation Area and is part of the Cornwall and West Devon Mining Landscape World Heritage Site (WHS). Tavistock retains a townscape of great interest because of its spacious streets, attractive town centre squares and prestigious 19th century buildings.

The building was transferred from the Bedford Estate to Devon County Police in 1914. The building started to fall into disuse in the 1990s, with the Courtroom closing in 1997 and the Police Station relocating in 2012. The building was by then in poor condition, having suffered a period of neglect through inappropriate repairs and ill-considered adaptation. It was, and remains, on Historic England's 'Heritage at Risk' Register (No:1309358), with the listing noting that "the roof is in very poor condition and the fabric in general urgently needs attention".

Devon Historic Buildings Trust (DHBT) bought the complex in 2010 and planned to convert some of it into residential units whilst retaining the courtroom and cells for community use. However, following a market testing exercise, DHBT concluded that it should not proceed with its plans and put the property up for sale.

Tavistock Town Council strongly believed that this important range of buildings should remain in community use. It was also mindful of the opportunities presented by the building to meet the WHS Key Centre ambitions for Tavistock. It therefore purchased the property from DHBT with the aim of redeveloping the building and bringing it back into public use including as the location for the WHS Key Centre. This aim has been realised through the Guildhall Gateway Project.

## 3. HLF Round Two Main Build Proposals

The HLF Round Two (R2) submission included a Main Build scheme worked up to RIBA Stage 3 with a total construction budget of £1,140,545 including inflation @5% but excluding professional fees and contingencies. In brief, works will include:

- an extensive and detailed restoration programme of the building, including works to the roof, repairs to the chimneys, roof parapets and gutters, rainwater goods,





leadwork, masonry repairs, window and door repairs, and demolition of modern fabric.

- new construction work including a new entrance, partitions, ceilings, insulating roofs, stairs, office fit-out, and associated electrical, plumbing and ventilation work.
- improvements to physical accessibility to the building by installing two lifts, adjusting floor levels and providing disabled access via the rear of the building.

#### 4. Scope of Work

Reporting directly to the Council's Deputy Project Leader (the client), the QS will work closely with the Project Manager (responsible for overall project coordination), Architect (Contract Administrator) and other members of the Main Build Design Team to ensure the successful delivery of the main build works to specification on time and to budget.

Tasks and responsibilities will include:

##### 4.1 General Obligations:

- Regularly attend Capital Design Team meetings and occasionally attend Project Team meetings.
- Raise issues or risks pertaining to the main build works as they arise with the Deputy Project Leader, Project Manager or Architect as appropriate, and assist with their evaluation, mitigation and resolution where appropriate. Take ownership of specific risks as instructed by the Deputy Project Leader or Project Manager.
- Provide information to the Deputy Project Leader to inform monthly project workstream progress reports identifying amongst others:
  - a. The updated cost plan indicating the expected outturn cost of the main build works
  - b. The projected cash flow and actual expenditure of the main build works
  - c. Risks or issues pertaining to the main build workstream
- Attend and input to Value Management and Value Engineering exercises.

##### 4.2 RIBA Stage 4: Detailed Design, Production & Tender Information

- Check cost of design against HLF R2 cost plan and advise where the current estimate is likely to vary.
- Collaborate with Design Team and provide cost advice to consider actions necessary to contain build costs within agreed budget.





- Coordinate with the Interpretation Scheme consultant and Project Manager to ensure that any enabling works regarding other aspects of the project are included in the overall project's delivery costs.
- Prepare updated cost plan and cash flow projection.
- Prepare bills of quantities measured in accordance with the standard method of measurement for building works.
- Contribute to decisions regarding contract conditions, to include preliminaries, contingencies, access, working and storage areas, work sequence and phasing.
- Produce pre-tender estimate.
- Help to prepare tender documentation for main contractor. It is anticipated that the works will be procured mainly as a single contract, competitively tendered in a traditional single stage JCT SBC/Q contract. There may be minor enabling works for programming reasons.
- Participate in the appraisal of tenders and any negotiations with tenderer(s).
- Produce tender report.
- Attend and contribute to pre-contract meeting.

#### **4.3 RIBA Stage 5: Construction**

- Make regular visits to the site, at least once monthly, or more frequently should the need arise, to assess the progress of the work being executed by the Contractor. Assist in the resolution of any queries received.
- Receive reports from the Contractor, Capital Design Team and Clerk of Works, comment and take action as appropriate.
- Attend contract progress meetings and present Quantity Surveyor's report, and attend other appropriate project meetings as requested.
- Respond to reasonable requests for additional information from main contractor, sub-contractors and specialist suppliers and contractors.
- Collaborate with the Contract Administrator to evaluate and advise on any claims from the Contractor in respect of extensions of time and loss and expense.
- Valuation of variations to the contract as a result of Contract Administrator's instructions, liaising with the Contractor as necessary.
- Produce monthly financial statements.
- Produce interim valuations in accordance with Building Contract.
- Advise the Contract Administrator on the need for instructions to vary the Building Contract.

#### **4.4 RIBA Stage 6 / 7: Handover and Close Out / Use & After Care**

- Attend and contribute to the Post Construction Review.
- Comment on defect reports, determine necessary action and advise the Contract Administrator.





- Assist the Contract Administrator with reviewing decisions affecting the completion date within the period prescribed in the Building Contract.
- Issue final valuation following receipt of notification from Contract Administrator that all defects have been made good.
- Agree final account with the contractor.

## 5. Project Timetable

The indicative timetable in respect of this aspect of the project is:

Activity	Date
HLF Permission to Start	August 2018
QS Appointment	September 2018
Main Build Detailed Design	September 2018
Main Build Tender Information Production & Documents	November 2018
Main Build Tendering & Award	February 2019
Main Build Mobilisation	April 2019
Main Build Construction Works (44 week programme)*	1 May 2019
Public Opening of Guildhall	July 2020
Defects Liability Period	March 2021

\*On-site interpretation works will be delivered after the completion of the main build capital works, and concurrently with public realm works that will be taking place in Guildhall Square as part of the Council's separate THI project. For clarity, neither the interpretation nor the THI programmes of work are part of this assignment.

## 6. Instructions to Tenderers

The Client will be Tavistock Town Council.

Consultants are invited to tender for the commission by submitting a fixed fee proposal for the production of the required work.

The Council will proceed with the approach that offers best value. This means the lowest fee bid may not necessarily be successful. We shall be applying scoring criteria to assess tenders on the basis of 60% for price and 40% for quality/experience/methodology. In the event that interviews are held these will be assessed separately.

The fixed fee bid should include all disbursements and expenses. Details are required of the daily rates of staff, proposed allocation of project staff days, and the allowances for expenses and all other anticipated disbursements based upon an expected public opening of the Guildhall in summer 2020. The consultant should also provide details of hourly rates





for the supply of any additional or subsequent services to the initial commission and whether sub-contractors may be requested to be used.

The tender shall include details of any experience and qualifications of the consultant team members, including any sub-consultants or agencies that may be employed by the main consultant. A lead consultant contact must be clearly identified. It should also be noted that the lead consultant will not be allowed to sub-contract the whole or the majority of the commission without prior written consent. The Tender Response Form sets out the information which must be submitted with your application to Tender. An undertaking shall be given that the team allocated to the scheme shall remain constant, as far as is reasonably practical. A frequent turnover of staff involved with the scheme will not be acceptable. Consultants should describe in their tenders the approach that is proposed to be adopted in the execution of the commission.

A clear specification should be provided for any information that may be required from the client in order to undertake the commission. In applying for this role tenderers are confirming that they will be **able to commence work within 2 weeks of appointment**.

## 7. How to Apply

Please complete the **Tender Response Form** and include the following two appendices:

- **Appendix 1:** A **supporting statement** outlining the relevant experience that will be available and exercised by you in the execution of the commission and addressing the requirements of the Scope Of Work.
- **Appendix 2:** Your proposed **methodology** for delivering the commission. Please also include a summary **breakdown of your fee bid** proposal to deliver this, including all expenses, contingencies and VAT if appropriate. Please specify your day rate and how many days you have included for within your fee bid proposal.

## 8. Tender Submission

**Tender Deadline: 12pm on Monday 10 September 2018**

Please send **two** copies of each of your Tender Response Form and two appendices to:

The Clerk and Responsible Finance Officer,  
Tavistock Town Council,  
Drake Road  
Tavistock  
DEVON  
PL19 0AU





Please mark your envelope **“TENDER (QUANTITY SURVEYOR SERVICES) – TO BE OPENED BY THE ADDRESSEE ONLY”**.

**The tender submission must be in writing in the format of the accompanying Tender Response Form. Electronic tender submissions will not be accepted.**

We will contact you within seven days following the tender submission deadline if you are required to attend an interview. If within that timescale you haven't heard from us, or we have been unsuccessful in being able to contact you, please assume that on this occasion we are unable to take your application further.

## **9. Fee**

For guidance, the fee to provide these services is expected to be in the range of £15,000 to £25,000.

## **10. Appointment**

The appointment will be made by exchange of correspondence with the Council and shall be based on the Brief and the Consultant's response to the Brief.

Appointment is dependent upon, and shall be confirmed following, receipt of the HLF's Permission to Start.

The Client may terminate the appointment at any time on payment of all the fees and expenses arising at the time of termination.

All research papers, reports, illustrative materials and project information will be passed to the Client, together with copyright on all documents and illustrations. The Consultant will be allowed to reproduce this material for reference purposes only.

It will be a condition of the appointment that the Consultant will hold the Client indemnified against any claims arising from the commission whether by neglect or otherwise, and that the Consultant should hold full Professional Indemnity Insurance. Please provide evidence of this in your tender.

Data Protection – the Client and Contractor shall both adhere to the requirements of the General Data Protection Regulation and, for the purposes of data arising in connection with the contract the contractor shall be a data processor subject to the Council's data protection policies.

**For clarity the contract relates to work accompanying the delivery phase of the project.**





## 11. Questions and Further Information

If you would like to discuss this assignment before submitting a tender please email or phone Wayne Southall on 01822 813940 or [wayne.southall@tavistock.co.uk](mailto:wayne.southall@tavistock.co.uk).

Background information is available from the Council's website:

[www.tavistock.gov.uk/your-council/council-initiatives/guildhall-project](http://www.tavistock.gov.uk/your-council/council-initiatives/guildhall-project)

