

**Tender Brief for the appointment of a team
to undertake a
Feasibility Study
for the Buttermarket & Mining Exchange
Redruth**

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Community Led Local Development Project ref C2C0004

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1.0 OVERVIEW

1.1 Context and History

Our small group of local people in Redruth has been developing proposals for a town centre hub for several years and set up Redruth Revival as a community interest company in 2014. Our primary purpose is to make local people proud of Redruth once again in the belief that this will bring multiple benefits in terms of community cohesion.

Redruth Revival's aim is to help revitalise the town centre by encouraging small businesses, sole traders and social enterprises to take up workspace and small craft units and thereby increase footfall and trade in the town centre. We have been the freehold owner of the historic Buttermarket and Mining Exchange complex in the centre of Redruth since May 2017 and are planning a major refurbishment of the buildings with the aim of creating a thriving workspace and community hub for the town centre.

The group first coalesced around the campaign in 2012 to bring the new Cornwall Records Office / Kresen Kernow development to Redruth – this was a competitive process, bidding to Cornwall Council against several other mooted Cornish locations – and then was also active in the development and presentation of the Kresen Kernow proposal to the Heritage Lottery Fund assessors when they came to Redruth. This was successful in winning an HLF award of nearly £10 million and the level of community involvement was cited as particularly impressive by the assessors.

Once the Kresen Kernow scheme was secured for the old brewery site on the edge of the town, our group turned its attention to the state of the centre of Redruth. We identified the Buttermarket and Mining Exchange complex as a prime location that was up for sale and began discussions with the owners in 2014, formally setting up Redruth Revival as a CIC in July 2014. We worked on project feasibility in terms of acquiring the site and in parallel with that we had a series of discussions with potential partners and stakeholders to develop an initial business plan. After lengthy negotiations with the vendors our offer for the freehold was accepted in the summer of 2016; some of the CIC directors and a local charity lent the funds to the CIC for the purchase and we completed the acquisition in May 2017.

The former owner was the Redruth Market Company, a long-standing consortium with a large number of mostly small local shareholders dating back to the days when the site was part of the larger cattle market complex next door, now a separately owned public car park ideally placed to serve the Buttermarket tenants and customers.

1.2 Our Vision and Aspirations

Our vision for the Buttermarket & Mining Exchange is that it will be a thriving hub of employment, specialist small-scale trading and community activity right in the middle of Redruth, helping to support the other traders in the town and developing a new vision for how town centres can succeed in the 21st century.

We have already revitalised the site in the 18 months since we bought it – in May 2017 there were just two business tenants and the buildings and courtyard were cluttered with rubbish and belongings left by previous users. We now have 15 commercial tenants and all our spaces are occupied.

We have also started regular town markets in partnership with the Town Council and the Chamber of Commerce; these have been very successful, with all stalls being occupied each month and a range of music and food on offer in the Buttermarket courtyard, giving a taste of how the site could operate in the future.

We plan to gradually refurbish this partly-listed site to provide workspace, community-led markets and small specialist craft units; we will explore the option of supported work-space where we can offer advice, guidance and support to start-ups and micro-SMEs and we will offer volunteering and skills development opportunities. We will also be encouraging tourism in partnership with Redruth Town Council which has recently acquired the adjoining Market Way premises which include an arcade of small shops and the current Cornish Studies Library which is relocating to the new Kresen Kernow in 2019.

2.0 THE PROJECT

2.1 The Client

The Client for this project is Redruth Revival CIC, a locally-based community interest company formed in July 2013. Our registered office is at 59 West End, Redruth, TR15 2SQ and the primary contact is one of the company directors, Ross Williams – ross@creativekernow.org.uk.

2.2 The Site

The site is located on the corner of Alma Place and Station Hill, just below the railway station and close to Fore St. It has two formal postal addresses:

The Buttermarket, Station Hill, Redruth, TR15 2PP
The Mining Exchange, Alma Place, Redruth, TR15 2AT

The site consists of a number of linked two-storey buildings around a central courtyard which has been used for at least 200 years as a market area for the town. The buildings currently house 11 small to medium size rented units at ground floor level around the courtyard, 9 of which are now tenanted by a range of

small businesses. At the upper level, there are 2 larger business tenancies and a residential flat. The total internal floor area is roughly 600 m2.

There is a further building in separate ownership which sits between two sections of our site and overflies part of it (Millerson Estate Agency in Alma Place).

2.3 Scope of Works

We now wish to commission a Feasibility Study which will examine a number of aspects of the site and consider some possible design options to inform the next stage of project development. We seek proposals from a team to undertake this work. The project is at the beginning of the RIBA Stages of Work at present – Stage 0 or 1, probably.

2.4 Timescale

We would expect the Study to be completed within about 6 months from contract award, but are open to negotiation over this. Commissioning of the study is dependent on success with our funding bids - see para 2.5 below.

2.5 Our Budget

We expect to commit about £25,000 to this stage of the project – this will need to cover all costs of the Feasibility Study and the consultation process set out below. Redruth Revival CIC is not registered for VAT so our budget is inclusive of any VAT chargeable.

We are applying for funds from the Coast to Coast Community Led Local Development scheme <http://communityledcornwall.co.uk/coast-to-coast-local-action-group/> and from the Architectural Heritage Fund's Project Viability Grant scheme <http://ahfund.org.uk/our-grant-funds/>. The successful bidder will be appointed subject to success with our funding bids.

3.0 THE COMMISSION

3.1 General Objectives

We suggest that as a minimum the Study should examine:

Building structures – to establish the soundness of the roofs, walls and floors and the presence of any subsidence (recent or historic)

Services – to clarify what we know about the main utilities and services, including the condition and routes of drainage systems, some of which may be very old

Design and development constraints – listed building status, planning context, conservation and historic environment issues, freehold and

leasehold legal documentation, party wall issues

Measured survey – perhaps not of all internal structures, but at least an external measured survey and floor levels.

Following the completion of these initial studies which we expect to take perhaps two or three months from appointment, we also want the successful team to create some design options and approximate costings which could then inform the next stage of project development and fund-raising. These should include the building currently in separate ownership (Millerson Estate Agency in Alma Place) which sits between and over parts of our freehold site.

We expect that the outputs of the project will be a series of technical reports covering the surveys and reviews listed above together with a number of approximately costed design options that we can use in order to undertake the next stage of our scheme which will involve further fundraising and the procurement of a design team to take the project up to full planning permission.

We hope that the Feasibility Study will be part-funded by the Architectural Heritage Fund and so bidders should familiarise themselves with the requirements set out in the AHF's Guidance Notes and Report Template for the Project Viability Grant scheme. One funding source for future stages of the project may be the Heritage Lottery's Heritage Enterprise programme.

In tandem with this technical and design work, Redruth Revival will continue to work with a range of partners, stakeholders and users in Redruth to inform and develop the next stage of our business planning process. This will include financial modelling for the revenue operations of a completed scheme and an assessment of the potential impacts (financial, environmental, social) of the project over the longer term. We would want the successful team to play a role in this consultation process, for example by means of presentations of design options to stakeholders, 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

The Redruth Revival CIC directors are the overall contracting body for the project and they will meet regularly throughout the contract period to review progress with the lead contractor.

The day to day contact for the project will be Ross Williams.

3.3 Basis of Appointments

We propose that the Project Team is appointed by a single contract, but we are open to other options, depending on how the team is constituted and having regard to the need for appropriate professional skills. We do need there to be a lead contractor who will provide project management across the various strands of work and be the main point of contact for us as the Client. The Team will be expected to provide appropriate industry standard professional indemnity insurance cover for the work undertaken.

3.4 Payment

Payments will be within 28 days of a valid invoice.

Stage payments schedule to be agreed on appointment.

4.0 THE TENDER

4.1 Conditions of Tender

Tenderers are asked to confirm that they intend to bid by sending an email to ross@creativekernow.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 5 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 Redruth Revival CIC 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 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.

Redruth Revival CIC will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. Redruth Revival CIC 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.

Redruth Revival CIC 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.

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	11 th January 2019
Deadline for tender questions	23 rd January 2019
Tender period closes	31 st January 2019
Interview shortlisted candidates	6 th February 2019
Award contract subject to funding	8 th February 2019

4.3 Site Visits

Site visits if required will be available on 18th January 2019. Please contact Ross Williams to book on to this – ross@creativekernow.org.uk, telephone 01209 313200, mobile 07779 467640.

4.4 Submission

Redruth Revival CIC undertakes selection procedures which are open, fair,
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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 Ross Williams. The subject line should read 'Tender submission for Redruth Revival Feasibility Study'.

Tenders should be received by 12 noon on 31st January 2019

4.5 Opening

Tender documents will remain unopened until after the closing deadline, after which time they will be opened, printed and signed off at one time, with witnesses, by an independent representative of the Client. All tenders submitted will be verified to ensure that the information requested has been provided.

4.6 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 team:

- with a knowledge and understanding of the issues involved in developing workspace clusters, especially in rural and semi-rural areas, and of the challenges facing town centres
- with previous experience of working with listed and heritage buildings, especially on successful and sympathetic conversion projects
- with a good understanding of and a demonstrable commitment to the principles of equality, diversity and environmental sustainability
- with previous experience of the specialist requirements of BREEAM for ERDF projects.

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

Section 1

Please give up to 3 examples of projects that you have successfully undertaken in the last 5 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 2 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.

Each CV should comprise no more than 1 side of A4.

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

Section 3

Brief details on behalf of the team of your method of approach to the project 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. Price 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 if 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 6th February 2019.

4.8 Decision and Award

Redruth Revival CIC 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 plan and a selection of photographs