

INVITATION TO TENDER



The Save Jacobs Wells Baths Capital Project

Project Manager & Quantity Surveyor

January 2024



**Funded by
UK Government**



TRINITY:

Trinity Community Arts Ltd
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Registered Charity number 1144770 Registered Company Number 4372577

1. Brief Overview

Trinity Community Arts are inviting tenders from relevant specialists to provide Project Manager & Quantity Surveyor services for the Save Jacobs Wells Baths Capital Project.

2. Project Introduction

Built in 1889 to serve the working poor, Jacobs Wells Baths in the Clifton & Hotwells Conservation Area is a Grade II Listed building that holds within its walls a wealth of architectural and social heritage - from its time as a public swimming baths to its 30-year history as a dance hub. Sadly, the building's future came under threat in December 2022, when plans to reinstate an indoor pool and convert into a leisure facility fell through.

As an asset guardian of The Trinity Centre, Trinity Community Arts Ltd have been working with interested parties - including asset owners Bristol City Council (BCC) Councillors, partners and stakeholder groups - to develop and deliver a timely and realisable repair and renovation scheme that is both in keeping with the venue's dance heritage and responds to consultation and the desperate need for community and youth provision within the locality.

The long-term future of Jacobs Wells Baths in Hotwells came one step closer to being secured with £1m secured from the DLUHC Community Ownership Fund (COF) to deliver a repair and recovery phase that will see the building reopened for community use.

Trinity Community Arts Ltd are currently operating the building on a License to Occupy, with a 35-year CAT lease offer from BCC in place. This development phase has enabled the current professional team to undertake a series of specialist surveys, funded by the Bristol-based Nisbet Trust and match funders including COF. During this period, further investigation and emergency remedial works have been undertaken and a previous (lapsed) planning application and listed building consent application has been resubmitted (23/04191/F alternative reference PP-12522206 validated 22nd December 2023 and due for determination in mid-February).

The intention is to carry out the whole scheme in two phases: Phase 1 including the main hall and South Wing access as well as urgent works to the roof generally and in the North Wing; and Phase 2 to further renovations, with a focus on internal works and adaptations to the North Wing.

It is anticipated that Phase 1 will bring the greater part of the building back into beneficial reuse and result in a financially sustainable operation, whilst Phase 2 will bring all the remaining areas back into use and enhance overall sustainability and viability.

Trinity are actively progressing detailed surveys to the fabric of the building to assess the building's condition and viability; this includes essential surveys to scope and cost works to inform decision making and capital-works.

Subject to these, Trinity's vision is to secure an estimated £4 million for a two-phased capital project and bring the building back into use in 2025 as a home for dance and community activity. See more about our plans, [here](#).

2. Project Timings

Timings of the phased programme:

Phase 1 (est. capital contract value c£1.35million)	
RIBA 4 Detailed Design	April – June 2024
Principal Contractor Procurement	May – August 2024
Works on Site	August 2024
Phase 1a) complete COF & Match expenditure deadline	Dec 2024
Phase 1b) Completion date and relaunch	August 2025
Phase 2 (est. capital contract value £1million)	
Funding Applications & Decisions	May – September 2024
RIBA 4 Detailed Design & Activity Development	November 2024 – May 2025
Delivery Stage Applications & Decisions	August 2025
Funding completed	December 2025
Works on Site	February 2026 – November 2026

Note: The present brief is concerned with Phase 1 ONLY with Phase 2 subject to further procurement in line with relevant funder requirements.

3. Project Funding

£1.4m for Phase 1 has now been secured from the following sources:

Phase 1 a) Repair of asset for reinstatement £1.2m

- Community Ownership Fund
- Nisbet Family Trust

Please note that the requirement is to expend COF funds by 20th December 2024.

Phase 1 b) Recovery and renovation £200k secured to date

- John James Foundation
- Private trusts & foundations
- Individual giving

Trinity Community Arts now wish to appoint the following consultants to take the project forwards:

- Architect/ Contractor Administrator
- Project Management/ Quantity Surveying Consultants

Note: Completion of the full scope of works in the timescale indicated will be subject to satisfactory completion of surveys, securing any necessary funds required and the securing of statutory consents and completion of the Community Asset Transfer leasehold agreement.

4. Scope of Works

The logo for Trinity Community Arts, featuring the word "TRINITY" in white, bold, uppercase letters on a blue and green background.

Project Management

- Review and update the Project Execution Plan and Project Directory;
- Review the cashflow and programme with particular reference to the requirements of the Community Ownership Fund with respect of their overall grant deadline of 31st December for incurring eligible costs to be claimed from their grant;
- Oversee and coordinate the work of the specialist professional team;
- With the Architect, procure specialist surveys e.g. archaeology and ecology such that detailed design is carried out with reference to a full understanding of the significance of the site;
- Contribute towards the creation of a Statement of Significance and toward ensuring that all team members and contractors are aware of this and consider this significance in each aspect of their work;
- Procure the services of suitably-qualified persons or bodies to act as Approved Inspector and CDM Principal Designer;
- With the Architect and Quantity Surveyor, carry out procurement of the Principal Contractor in line with funder procurement requirements including the preparation of the Pre-Qualification documentation and evaluation and the preparation and evaluation of the Invitation to Tender documentation;
- With the Architect, ensure that statutory pre- and post-commencement conditions are complied with and formally discharged at the appropriate points;
- Procure and oversee the work of the Evaluation Consultant;
- With Trinity Community Arts, engage with the local community in the delivery of the project and support implementation of activities during the development and delivery of the scheme;
- With Trinity Community Arts, coordination of the development phase of Phase 2 capital works, including National Lottery Heritage Fund pre-development coordination, commissioning relevant consultants where needed and collating relevant documentation into the required format
- Represent the client at Design Team and Contractor Site Progress Monthly Meetings and offer decision making where required;
- Prepare and control the project programme, cash-flow and overall project budget, liaising with Trinity Community Arts administrative staff to ensure the secure, timely and efficient processing of payments;
- Prepare Monthly Project Progress Reports to Trinity Community Arts and chair & minute monthly Project Board meetings;
- Manage the change control process and monitor expenditure of contingency in line with agreed parameters and processes;
- Assist with funder drawdown requests and manage the overall project cash-flow, including progress reports;
- Contribute towards other funding reports as required under the direction of Trinity Community Arts.

Quantity Surveyor

- the preparation of a detailed tender pack including Preliminaries, Schedules, Drawings, and Pre-Construction Information;
- with the Project Manager and the Quantity Surveyor carry out the Pre-Qualification and Invitation to Tender (ITT) process in order to procure a Principal Contractor in line with the agreed procurement strategy;
- prepare a pre-tender estimate;
- with the Lead Architect value and certify works on site;

- Attendance at monthly design team meetings (remote/ in person as required) and monthly Principal Contractor site progress meetings
- assist in the implementation of the agreed Change Control procedures and the ongoing maintenance of the risk register;
- with the Project Manager and Principal Contractor, work proactively to ensure works are completed on budget, including value engineering where required;
- engage positively with Trinity Community Arts and external stakeholders such as funders to ensure reporting structures are adhered to;
- prepare the final account.

5. Submission

5.1 Contract Value

The estimated value of Phase 1 is a total of est £1.9million including professional fees and contingencies, with an estimated capital value within this of £1.35million.

5.2 Tender Evaluation

The tenders will be considered using quality and cost criteria on a 60% Cost/40% Quality basis.

5.3 Site Visit

It is highly recommended that applicants visit the site before submitting a tender, in order to get a full understanding of the scale of the building, the state of the fabric, and can ask any questions about what is being proposed. A site visit can be arranged on the suggested dates below, by contacting Sarah Bentley sarah@trinitybristol.org.uk.

5.4 Procurement Timetable

The timetable for procurement is set out below:

Target Date	Activity
By Tuesday 16 th January 2024	Brief issued
Monday 29 th Jan	Site visit day (please email to book slot)
Tuesday 30 th Jan	Site visit day (please email to book slot)
Wednesday 31 st Jan	Site visit day (please email to book slot)
Monday 6 th February, 9am	Deadline for responses
By W/C Monday 4 th March	Appointment confirmed

5.5 Submission of Proposal

Please submit your proposal by 9am on **Monday 6th February, 9am**

Please supply the following information in your proposal:

- Methodology of how you would approach the project (20%)
- Details of who will be working on the project, including their experience, e.g. CVs (10%)
- Estimated fee outline; showing your daily rate, number of days spent on each task, and including all fees and expenses (60%)
- Three relevant examples of similar work / Two client references (10%)
- Details of Professional Indemnity and Public Liability Insurance
- A Form of Tender (see Appendices 4.1)

Please note:

- It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
- If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
- No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
- All tenderers shall keep their respective Forms of Tender valid and open for acceptance for 90 days from receipt.

These documents should be submitted to sarah@trinitybristol.org.uk

Any questions about the brief, or requests for further information or documentation, should also be sent to the above email address.

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ADDITIONAL INFO & APPENDICES

1. About Trinity

Trinity Community Arts is a registered charity and for over 15 years. We are civic arts and participation specialists, providing a combined-arts offer with a focus on improving quality of life for children, young people and communities living in Lawrence Hill; among the top 10% most deprived localities in the UK (Indices of Deprivation) and one of the most ethnically diverse areas in the South West.

Winner off the 2021 Bristol Life Award for best Arts organisation, we deliver a diverse offer covering arts, community, education and heritage themes, giving opportunities for everyone to access and benefit from creativity and culture – all ages, backgrounds and circumstances. Using creative participation, cultural engagement and arts as a vehicle for learning, we help people overcome the challenges they face and take action about the things that matter to them.

As well as being one of the city's most loved live music venues - visited by 70,000+ people annually – the Trinity Centre is also a Grade II* Listed converted late-Georgian church, deconsecrated in 1976 with a protective covenant that restricts its use for community purposes. We maintain the building as a civic asset on behalf of Bristol City Council and have delivered a £2.5m building repair and renovation scheme that has transformed the space into a multidisciplinary arts hub for the city.

Over the next three years, we plan to grow our offer for Children & Young People, Communities & Artists and play a more proactive role in safeguarding civic arts spaces within Bristol, so that we may realise our aspirations as a civic arts leader within the city and the South West. [Further info can be viewed here.](#)

2. About the Community Ownership Fund

The Community Ownership Fund is a £150 million fund over 4 years to support community groups across England, Wales, Scotland, and Northern Ireland to take ownership of assets which are at risk of being lost to the community.

It forms part of a substantial package of UK wide levelling-up interventions building opportunity and empowering communities to improve their local places.

The Fund supports projects which fulfil one or a combination of the following aims. All of these are taken in context of saving an asset with the goal of community use:

- take ownership of a physical community asset at risk, such as land and buildings, which benefit local people
- renovate, repair, or refurbish an asset to make it sustainable for the long term
- set up or buy a community business
- buy associated stock, collections, or intellectual property
- move a community asset to a new, more appropriate location within the same community. This might be because a different location offers better value to continue the asset, or because the venue is in itself an asset of community value
- develop new assets where these relate to saving, preserving, or relocating a past or existing asset

Further information on the fund [can be viewed here.](#)



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3. Form of Tender

Please provide tender information in the following form and include it with your responses to the brief, above.

Project: Save Jacobs Wells Baths

Professional Service: Project Management/Quantity Surveying

Name of Tenderer:

I/We, the undersigned, do hereby offer to execute and complete the above-mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ _____ plus VAT

Confirm figure in words: _____ plus VAT

Resources

Please state the number of days and day rates intended for the delivery and development phases in the table below:

Team	Day Rate £	No. of days
Director/ Partner		
Senior Consultant		
Consultant		
Other – specify		

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursement.

Diversity Data

Trinity recognises an inclusive supply chain and a diverse supplier base as being integral to our success. We are committed to fostering a diverse supply ecosystem that reflects the diversity of the world we live in. As such, we are keen to understand more about the project team and its diversity.

Q1. Is your company at least 51% owned/run by individuals from one or more of the following protected characteristics? (Select all that apply and specify the percentage of ownership/leder for each relevant protected characteristic):

- Women binary led _____%
- Black/global majority led _____%
- LGBTQ+ led _____%
- Disability led _____%
- Other (please specify) _____%

Q2. Do you consider the Project Team who will be working on this project to be diverse-led? Y/N

Q3. Does your company have specific programmes or initiatives in place to promote diversity and inclusion?
Y/N

Q4. Is your company recognised as diverse led by any relevant certification body? Y/N

Q5. Please provide any additional information regarding your company's commitment to diversity and inclusion:

Expenses and Disbursements

The fee offer is to include all expenses and disbursements (including printing charges).

Offer Period

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this _____ day of _____ 20__

	Tenderer to provide responses. Some are pass/fail
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date ¹	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

¹ If you do not have any of these insurances please indicate if you will purchase them if awarded the contract. If they are not applicable e.g., you are not an employer please indicate this.