

**CHAPELS OF REST, BISLEY ROAD CEMETERY, STROUD, GL5 1EE**

**Grade 2 (#1306184)**

**OS Ref SO048864**

**CLIENT BRIEF FOR COSTED FEASIBILITY ASSESSMENT**

[**www.stroudpreservationtrust.org.uk**](http://www.stroudpreservationtrust.org.uk)**/chapels-of-rest**

**Tender submission by nominated consultants:**

The commission will be managed by SPT Chapels Working Group, and all outputs outlined above should be submitted to the Trustees c/o their nominated contact person Chris Gill (or such other person as shall be advised by the Trustees).

The successful applicant will report to the Working Group throughout the contract on a regular basis and the Working Group will liaise closely with the other Trustees. Regular reporting can take the form of bullet points relating to progress achieved, however any slippage to planned timescales must be highlighted with corrective action outlined.

* 2 hard copies of the draft and final reports and business plan feasibility assessment will be required, as well as in electronic pdf format.
* A summary of the feasibility assessment reports and business plan, less than two A4 pages in size, will be provided for the purpose of informing the public and members of Stroud Preservation Trust.

The information gathered during the commission, including draft and final reports, shall remain

the sole property of Stroud Preservation Trust.

**Remuneration and conditions**

* The work is offered as a fixed-term contract.
* The successful candidate will be an architect’s, surveyor’s (building or quantity) or civil engineer’s consultancy practice providing the lead professional for client presentation and reporting. The appointed consultant will either have all required skills in-house or have access to additional expertise by nominated sub-contracting professionals where needed, these to be known from previous or referred experience and this to be incorporated into the tender.
* Payments will be made upon acceptance of the final assessment.

**Procedures for tendering**

The response to this briefmust be submitted by 26th Feb at the registered address of SPT as shown in the heading of this tender document or by e-mail: [sptrust30@gmail.com](mailto:sptrust30@gmail.com)

Submissions should include:

* Name, contact details and background experience of the lead consultant
* Name, contact details and background experience of each sub-consultant proposed
* Breakdown of costs for conducting this study, including number of days allocated per task, all fees, expenses, charges, meetings, presentations and interviews, including VAT.
* A timetable showing the various milestones including the anticipated dates of submission of draft and final reports.
* Examples of similar tasks/studies undertaken recently
* The skills and knowledge of the members of the team including sub consultants
* Two names of contacts from two separate organizations for whom similar studies have been undertaken, one to be within the past year.
* Details of professional indemnity insurance and public liability insurance cover to be included including a copy of the cover certificates or other evidence of cover (pdf is ok)

If you wish to discuss this opportunity before tendering please contact nominated contact person Chris Gill by email at [chrisjgill60@gmail.com](mailto:chrisjgill60@gmail.com) or ring Camilla Hale on 07936 505251/01453 751370.

Submissions will be evaluated on a quality/price basis (70:30) and will include the following:

(i) Understanding of the brief;

(ii) Methodology and approach;

(iii) Skills and experience of the team;

(iv) Price

**Timeline**

The anticipated timetable for the study is:

* Distribute brief to consultants w/c 8th Feb 2021
* Final date for tender submissions 26th Feb
* Appointment of consultant 5th March
* Inception meeting 12th March
* Submission of interim report/condition survey 30th April
* Meeting with the working group after the initial condition survey w/of 3rd May
* Submission of minimal interventions with costings End of May
* Public meeting w/of 1st June
* Submission of draft final report End of June
* Submission of final report Mid July

Details of actual timescales will be agreed with the selected Consultant before the Contract is issued.

**Attached information:**

Client Brief

Maps of the cemetery

Outline plans of the Chapels