

BRIEF FOR DELIVERY STAGE DIGITAL CONSULTANCY SERVICES

PROJECT: THE REPAIR AND CONVERSION OF 2-4 MARKET PLACE, CAISTOR

1 The Project

Lincolnshire Cooperative own 2-4 Market Place in Caistor, a complex of buildings which were acquired in 2003. As the buildings were not fit for purpose as a modern food store, an alternative was sought in the town and the buildings were left empty. As a result of local engagement and activity, Caistor & District Community Trust (CDCT) was formed. CDCT is a community benefit society whose role is to oversee the repair and conservation of a complex of buildings of historic buildings which make up a significant proportion of Caistor Market Place. This is the Trust's first major project.

2-4 Market Place is a complex of 5 buildings, including a Grade II listed building, in the centre of the conservation area. The Trust has undertaken a National Lottery Heritage Fund (NLHF) supported development phase and as a result secured planning permission for the scheme in September 2021.

Details of the scheme can be found via the following links:

Listed Building Consent (ref. 142629):

<https://planning.west-lindsey.gov.uk/planning/details.asp?id=142629&nb=1117#content>

Planning Permission (ref. 142484):

<https://planning.west-lindsey.gov.uk/planning/details.asp?id=142484&nb=1117#content>

Following a National Lottery Heritage Fund (NLHF) supported Development stage and subsequent Delivery Stage grant award in March 2022, work is now nearing completion on detailed design (RIBA 4) and the procurement of the Principal Contractor has commenced.

The total capital works budget for the delivery phase (RIBA 5 – 6) of the project is c. £1.7million. The total project value is £2.4million.

2 2-4 Market Place: Historic Significance

2-4 Market Place is a Grade II listed building within Caistor Conservation Area. Caistor has 58 listed buildings which all contribute to the historic environment of Caistor town. The building is central to the Conservation Area and forms up to 25% of the historic Market Place.

The listing states that the building comprises of a 17th century building with 18th and 19th century additions. Caistor is a predominately Georgian market town and 2-4 Market Place contributes greatly to this heritage. There is also a building to the

rear of the site known as the 'granary'. It is possible that this building is the oldest in the complex and more work is required to determine its age.

The interior of the building has been altered and changed significantly and there is very little original historic detailing left. Originally 5 buildings, they have been knocked into one to accommodate the retail space on the ground floor. Also a courtyard between the front and rear buildings has been covered over to increase the interior area of the shop space.

The building's importance is due to its prominent position on the Market Place (it is one of the first buildings you view as you come into the Market Place from Plough Hill) and its place in the heart of the community. The local community is very concerned about the future of the building and its current negative affect on the amenity of the Market Place. Its significance is based on its impact on the community and the historic environment of the town. From an economic point of view it is felt that with the building being neglected and vacant, it is driving retailers away from the Market Place and affecting what should be a bustling part of the town.

The site came into Lincolnshire Cooperative's ownership following a merger with the previous owners. At this time very little of the building was occupied, and some areas had already been empty for decades. As the front section of the building was not appropriate for use as a single modern retail unit due to level changes, a new store was built nearby and the building closed in 2010.

3 Description and Current Condition

The buildings are in a very poor condition, having suffered from neglect over a significant period of time prior to coming into Lincolnshire Cooperative's ownership. They have been kept wind and weather tight, although some areas are known to be structurally weak due to historic water ingress. Most areas are accessible with correct PPE.

4 Ownership and current status

Following completion of the funding package required to carry out works, the ownership of the site is now in the process of being transferred from Lincolnshire Cooperative to the CDCT. It is anticipated that this will be completed by the end of March 2023.

5 Preferred scheme

The proposed scheme for which Planning Permission and Listed Building Consent were obtained in September 2021 includes:

- Retail use, reinstating the original shop fronts onto the market place;
- Café/catering offer which will have a 'destination' feel and complement existing offers in the town
- A hire space for functions and the community, including opportunities for local, temporary exhibition on a larger scale than currently available;
- 5 holiday lets;
- Offices for hire; and

- Storage for local archival materials, and service spaces including office for CDCT.

6 Professional team

CDCT are seeking to appoint an appropriately qualified individual or organisation to deliver Digital Consultancy to the Our Market Place project.

The Digital Consultant will work alongside the following professional team:

- Delivery Project Manager – Greenwood Projects
- Contract Administrator/ Architect-led Design Team/ CDM Principal Designer - Player Roberts Bell
- Quantity Surveyor – IWSA
- Evaluation Consultants - ERS

A Digital Consultant was appointed in the Development Phase to undertake the following work:

- To develop an integrated digital strategy (including social media and website production) such that the proposed costed plan can be submitted to NLHF as part of a Stage 2 submission;
- design a new website capable of supporting a programme of engagement with different audiences and an online digital archive;
- design a 'style guide' for all print and digital media.

7 Scope of Works

- build the new archive website 'Explore Caistor Heritage';
- Assist with the production of any print materials required;
- With the Project Manager, procure, commission and install exhibition/ permanent display materials. Advise on content generated by volunteer researchers;
- devise and implement a digital recording strategy including filming where appropriate;
- devise and procure digital display equipment as required.

The available fee for the Delivery Phase is £32,000 (including production of the website, digital hardware, and digital recording/filming, and any associated project management fees necessary in procuring and delivering these items/ outputs).

8 Timetable

Tender opportunity advertised	Monday 20 th February
Deadline for submission of tenders	Monday 20 th March 9am
Appointment of professionals confirmed	Monday 27 th March
Website 'go live' date	January 2024
Project Film	July 23 – July 24
Develop interpretation materials	April 2023 – May 2024
Commission and install interpretation materials	June – July 2024

9 Tender submission

All tenders should be submitted by **9am on 20th March 2023** by email to canddctltd@gmail.com.

Please submit the following information in your submission:

1. Your fees broken down by activity and including where relevant a day rate. Please note whether or not this includes expenses and define expenses if necessary.
2. Details of previous experience and CVs of all personnel within your submission. Please highlight in particular your experience of National Lottery Heritage Fund projects at the development stage and of working with projects which include active community partnerships.
3. Any other additional costs.
4. A minimum of 2 references

Tenders will be assessed on the basis of 60% quality, 40% cost.

Quality will be assessed on the following criteria:

- Resources
- Experience
- Financial
- Key Personnel

It is envisaged that a minimum of three tenderers will be invited to interview based on the highest scores. However, CDCT reserves the right to appoint directly if the second and third highest score do not meet our minimum requirements. We also reserve the right to refuse all submitted tenders and re-advertise at a later date.

10 Contact details

For any queries, clarifications, or request for site visits, please contact:

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