

## **BRIEF FOR DELIVERY STAGE PROJECT MANAGEMENT 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>

Subject to a successful Stage 2 (Delivery Phase) grant award from NLHF in March 2022, CDCT seeks a Project Manager to support delivery of the project from detailed design through to completion.

The total capital works budget for the delivery phase (RIBA 5 – 6) of the project is c. £1.65million. The total project value is £2.38million.

#### **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 17<sup>th</sup> century building with 18<sup>th</sup> and 19<sup>th</sup> 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**

Lincolnshire Cooperative own the building and are working in partnership with CDCT to bring this project forward. It is anticipated that subject to a successful NLHF Stage 2 application, freehold of the site will be bought by CDCT at an agreed valuation.

### **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 wish to appoint a suitably-qualified Project Manager to deliver the project alongside the following:

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

The above contracts were procured during the development phase subject to a break clause pending a successful NLHF Stage 2 application. The Project Manager will be required to procure all other goods and services.

## **7 Scope of Works**

- Oversee and coordinate the work of the specialist professional team;
- With the Architect and Quantity Surveyor, carry out procurement of the Principal Contractor in line with CDCT, Heritage Fund and any other procurement requirements;
- Secure key partners to run areas of the business such as the café, accommodation, and business hub on completion of the capital works;
- Oversee the work of the Evaluation Consultant;
- With the CDCT Activity & Interpretation Group, engage with the local community in the delivery of the project and implement the activity statement;
- Support the work of the Digital Consultant;
- 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;
- Prepare Monthly Project Progress Reports to the PMG;
- Manage the change control process and monitor expenditure of contingency in line with agreed Heritage Fund and PMG parameters and processes;
- Assist with Heritage Fund drawdown requests and manage the overall project cash-flow, including progress reports. Contribute towards other funding reports as required under the direction of the Project Management Group;

- With the PMG, procure the services of a holiday let management company to operate the holiday lets.

## 9 Timetable

Tender opportunity advertised	7 July 2022
Deadline for submission of tenders	8 August 2022
Interviews held	Mid August 2022
Appointment of professionals confirmed	Mid/late August

## 9 Tender submission

All tenders should be submitted by **12 noon on 8 August 2022** by email to [canddctld@gmail.com](mailto:canddctld@gmail.com).

Please submit the following information in your submission:

1. Your fees broken down by RIBA stages 4, 5 and 6. Please note whether or not this includes expenses and define expenses if necessary.
2. A methodology of how you would approach the Brief;
3. 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.
4. Any other additional costs.
5. A minimum of 2 references

Tenders will be assessed on the basis of 75% quality, 25% cost.

Quality will be assessed on the following criteria:

Resources  
Experience  
Financial  
Key Personnel  
Community engagement

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.

If you have any queries or require clarification, please contact Neil Castle, Chair of CDCT initially by email.

## 10 Contact details

Neil Castle, Chair - [canddctltd@gmail.com](mailto:canddctltd@gmail.com)

Access can be arranged through Hayley Woodhouse, Regional Property Manager,  
Lincolnshire Cooperative if a site visit is required in advance of submitting your  
tender ([Hayley.woodhouse@lincolnshire.coop](mailto:Hayley.woodhouse@lincolnshire.coop)).