

Request for Architectural and Technical Consultancy
Hamsterley and Low Westwood Community Centre, County Durham
Building Refurbishment and Energy Improvements



Hamsterley and Low Westwood Community Association (HLWCA) is seeking a consultant to complete feasibility and technical studies for the development of the existing Hamsterley & Low Westwood Community Centre, Derwent Crescent, Hamsterley, Co. Durham NE17 7SF

These studies will assess the existing building condition including building fabric, mechanical and electrical infrastructure and develop options to 1. improve the internal layout of the building to create a more suitable space to accommodate H&LWCA requirements 2. improve the energy efficiency, resilience and sustainability of the building.

Hamsterley and Low Westwood Community Association is working with the Rural Design Centre (RDC) to develop a proposal for funding from Durham County Council. RDC works with people and organisations who are passionate about the places they live and work, to create new ideas and turn them into solutions. www.ruraldesigncentre.com

Objectives

There are several elements to the work required;

1. Assessing the existing building condition,
2. Assessing development options which reflect community needs for HLWC Centre,
3. Assessing the options for decarbonising and improving HLWC Centre's sustainability
4. Reporting back to HLWCA
5. Assessing the viability and technical requirements for the options chosen by HLWCA
6. Outlining and providing the necessary technical support to HLWCA to put agreed work to tender
7. Contract negotiations, project management and contract administration

The feasibility study should factor in current needs and future potential for community building use. And should factor in the desire to utilise appropriate energy generation and storage systems and smart energy management systems to maximise the efficiency of the schemes.

Deliverable Outcomes

Information provided should include (as a minimum):

Stage 1: RIBA Stage 1-3

- Initial building survey and existing drawings.
- Feasibility Study, Design and M&E brief with budget estimations, requirements and limitations.
- Appoint a Principal Designer (CDM) and Building Regulations Principal Designer (may be same person).
- Concept design, layouts and M&E proposals (min. 2 options for client discussion).
- Recommendation of surveys and other specialist consultants (eg. Structural, Drainage, Asbestos as necessary).

Stage 2: RIBA Stage 4

- Preferred design confirmed.
- Planning Application and Building Regulations preparation as necessary. Coordination and negotiations as necessary on behalf of HLWC with authorities and other specialist sub contractors and consultants.
- Preparation of tender pack and specifications. Detailed drawings, specification and schedule of works with indicative programme. (To include all necessary Risk assessments, H&S, Insurance recommendations, warranties and guarantees etc.). Issue and coordination of tender. Return and negotiations. Act as representative and single point of contact to represent the interests of the HLWC.

Stage 3: RIBA Stage 5-6

- Final contract negotiations on behalf of HLWC and project/site mobilisation.
- Project Management, Contract Administration and certification of works on site.
- Provide support for reporting, stage updates and financial reporting as required for funding purposes (detail tbc). HLWCA is working with RDC to apply for Shared Prosperity Funding of up to £120,000 to cover the cost of this project.

Timeline

Procurement Advertised	18 th March 2024
Questions and Clarifications from Consultant	
Bid submitted to HLWCA	1 st April 2024
Questions and Clarifications to Consultants	
Contract Awarded	8 th April 2024
Kick off Meeting	w/c 8 th April 2024

It is anticipated that regular update meetings will take place throughout the stages.

Responses

All questions and requests for clarification should be emailed to hamsterleywca@gmail.com AND hello@ruraldesigncentre.com

Responses should be submitted electronically by 1st April to hamsterleywca@gmail.com AND hello@ruraldesigncentre.com

Responses should include, but not be limited to:-

- Your approach to delivering the project
- The team, including the main contact, who will deliver the project
- Examples of previous relevant work
- A breakdown of the budget required
- Confirmation of the timescale for delivery
- Outputs to be delivered

Evaluation Criteria

The response will be assessed by the project team and an independent energy consultant.

Understanding of the brief	10%
Quality of the approach to be taken	40%
Innovation	5%
Relevant experience	10%
Cost	35%

(NB Site plan NTS)

