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**Expression of Interest**

**STAR Procurement is the shared procurement service for Stockport, Trafford and Rochdale Councils**

1. **Background**

The restoration of Rochdale Town Hall is a major project for Rochdale Council and forms the centre of heritage-led regeneration of the historic town centre. This project is being funded by the council and the Heritage Lottery Fund (HLF) and will be developed and delivered over the next 5 to 7 years.

The council has commissioned Rochdale Development Agency (RDA) to manage and deliver this project.

The council are looking to procure a full team of highly qualified specialist consultants to complete the project team and who will work with the council over the next 5 years to deliver a high quality and cost effective scheme that will be a benchmark for best practice.

The council is also developing a plan to upgrade and redesign the Town Hall Square which is subject to a separate procurement process. Once both project teams are appointed, coordination of the designs will be required particularly in relation to the resolution of the levels to facilitate easy access to the town hall.

The council are appointing and will employ the following consultants in separate lots:

1. Conservation architects, principal designer with MEP services

2. Structural and civil engineer services

3. Cost management

4. Exhibition and interpretation consultancy services

5. Business planning consultancy services

6. Activity planning consultancy services

It should be noted that project management for the project will be carried out by the in-house Heritage Director at the RDA.

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1. **Service Requirements**

We are looking for exhibition design and interpretation planners who have experience in working with highly decorative Grade I listed interiors and developing interpretive strategies and designs that come from community creation/curation projects and are installed in highly precious spaces. Please note that this commission is for the HLF funded project which comprises the main historic spaces.

The interpretation and exhibition capital budget is £844,000 capital costs (ex. VAT, inflation and prelims).

The budget for the exhibition and interpretation service falls below the OJEU threshold for services.

Rochdale Town Hall is a spectacular gothic revival building with an amazing set of stories and an ambitious community based agenda supported by the HLF and the local authority. The team is seeking expressions of interest from those in this field of work. If you express an interest you will be invited to submit a tender that will be evaluated in part on your relevant experience and in part on your ideas for the treatment of some of the key internal spaces.

In summary the responsibilities and services are:

* To work within the design team which is led and coordinated by the conservation architect
* To develop the interpretation strategy for the HLF funded project
* To work closely with the activity planner to develop strong relationships between evidenced need and demand arising from the consultation and the interpretive strategy and design
* To work closely with the cost manager to keep within budget
* To be responsible for the cost management of the fit out works in conjunction with the project cost manager
* To be responsible for the procurement strategy,  information and tendering of the fit out contractor/s
* To lead on the reporting and management of exhibition related risk
* To contribute to the production of the HLF Round 2 documentation and submission
* To produce a RIBA 2 and RIBA 3 design and cost report
* To manage the delivery of the exhibition and interpretation works on site

The tender weighting is as below with a significant weighting to your proposed approach to designing collaborative exhibition and interpretation to be installed in highly decorative interiors:

* Relevant experience 10%
* Design approach 65%
* Social Value 10%
* Fee 15%

An arranged visit for those interested will be held early in the New Year, with a provisional date of Monday 14th January 2019. It is anticipated that the successful firm(s) will be appointed in late February.

1. **How to Respond**

Interested organisations are invited to express their interest in providing the requirement. To do so they should complete the Response Document (below) and submit this via the Chest by the deadline. Interested parties are also encouraged to consider how they might deliver these services in collaboration with other organisations.

This advert via the Chest is one method that is being used to undertake the soft market exercise. Other means of expressing an interest are acceptable.

At this stage, we are seeking expressions of interest as part of the pre-tender period.

Your expression of interest should comprise:-

1. Your full name and address including any parent company. Please use the question and answer facility to provide your response.

Please note that neither the Council nor their advisers will be liable for any costs incurred by third parties either through the preparation of their expressions of interest. All costs must be at the individual’s risk.

Any queries in respect of the Expressions of Interest should be directed via The Chest.

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| **Organisation Name:** |  |
| **Address:** |  |
| **Registered Company Number:** |  |
| **Website:** |  |
| **Contact Details:** | Name:  |   |
| Title:  |  |
| Phone: |  |
| E-mail: |  |

**The deadline for expressing an interest is:**

**14th December, 2018 at Midday 12:00**

**Please note that following this Expression of Interest exercise, an invitation to tender will be issued to those who have responded to this advert.**