



Heritage Action Zones
Historic England



Weston-super-Mare. Town centre Shop Front Enhancement scheme INVITATION TO TENDER FOR CONSULTANCY WORK TENDER BRIEF FOR CONSULTANT

1. Introduction & background

We are seeking consultants to work with North Somerset Council's High Street HAZ officer to deliver the High Street shop enhancement scheme work.

This tender covers:

- i) Retained professional services to carryout detailed design, costing and build management of identified properties during the 3.5 year delivery phase of the plan (October 2020 to March 2024)

It is envisaged that a team (i.e. Architect, Building Surveyor and Quantity Surveyor) preferably led by a conservation accredited professional will tender, in which case a team will be appointed on this basis. The Council reserves the right to appoint more than one approved team.

1.1 Great Weston High Street Heritage Action Zone

Weston-super-Mare has been designated a High Street Heritage Action Zone by Historic England. The high Street Heritage Action Zone aims to boost economic growth and keep Weston on the map as a great place to live and work. Areas of work include:

- Development of key historic buildings and retention of their historic features
- Bringing the town centre's historic buildings back into use
- **Grant schemes to improve shopfronts and facades**
- Enhancement of the public realm
- A programme of community engagement
- A programme of cultural engagement

As part of the Weston high Street Heritage Action Zone a grant programme has been created to enhance shopfronts/ facades and signage in the town centre. This will be run by North Somerset Council with funding from Historic England and other sources.

The Town Centre is the commercial and civic heart of Weston.
Key characteristics of the Town Centre are:

- Victorian commercial character with series of three-storey buildings flanking narrow streets;
- Fine urban grain with some traces of the old village;
- Tightly knit enclave of Victorian terraces that contrast with the more open and formal Boulevard;
- A layering of buildings from different periods with numerous fine individual historic buildings, including notable examples of interwar and 1950s architecture;
- Bustling and active commercial district, contrasting with quieter residential streets;
- Views out of the town centre to the seafront and to Worlebury Hill.

It is centred on the south spine of the High Street, with buildings of different styles, sizes and materials, but sharing a common frontage at the pavement edge.

Problems facing the town centre

We are passionate about developing a scheme that will provide expert support to town centre businesses so that they are inspired to be part of enhancing Weston through investment in great shop front design and enhancements.

We have identified some key problems which the scheme will help address:

- Throughout the town centre area there are insensitively designed shopfronts and signage and loss of architectural detailing on shop facades which significantly detract from the street character.
- Poor quality infill development: Where historic fabric has been lost or gaps filled, it has often been with poorer quality infill development. This detracts from the overall quality of the street.
- Insensitive building alterations: Alterations to both shopfronts and upper floors across the town centre detract from overall street character. The loss of historic features such as windows is having a particularly negative impact.
- Economic challenges in the town have meant that some sites have laid empty for many years, whilst in other locations shop units are vacant and stand out due to their boarded up state.

Programme of business support- shop front, POS display and marketing

Over and above the grant funded enhancement work, we are planning a programme of expert guidance in terms of shop front display design and marketing. While this is not part of this commission, it will support the building enhancement work.

2. Details of the scheme

2.1 The Aims of the Shopfront enhancement Scheme are to:

- preserve and enhance the character and appearance of Weston Town Centre by undertaking repairs, shop front enhancements and re-instatements to targeted buildings and the public realm;
- achieve economic regeneration by encouraging the reuse of vacant buildings and the retention of existing businesses in the community, providing local jobs and acting as a catalyst for investment in the area;
- complement the additional work being undertaken through the High Street Heritage Action Zone, so that there can be a comprehensive approach to targeting the problems of the area;
- enable improvements and investments to be maintained and protected in the long term. It is envisaged that repairs carried out through the scheme would have a significant life span. The Council will require property owners receiving grants to agree to undertake regular maintenance. In addition, use of enforcement, together with regular monitoring, will ensure that benefits are maintained over the long term;
- encourage pride in the appearance of the area, and greater interest and appreciation of the heritage of the area by its community; and
- encourage and support conservation skills and training

This contract will cover the retaining of professional services to enable refurbishment of retail properties in the High Street Heritage Action Zone Area

2.2 The target areas for enhancement

To identify the properties most in need of enhancement we have develop a condition survey. (see appendix 1A and appendix 4). We have based our condition survey work on the following criteria:

Historic Character

- Loss of historic features on buildings eg UPVC windows
- Alterations, extensions, and other accretions
- Loss of/inappropriate boundary treatment eg front walls
- Unsympathetic infill developmet

Neglect and Decay

- Vacant/derelict land or buildings
- General maintenance of land/buildings
- Graffiti, vandalism
- Bin storage

Public Realm

- Inappropriate car parking

- Poor quality and consistency of highway/footpath surfaces
- Street clutter
- Intrusive signage and/or advertisements
- Inappropriate shopfronts and/or roller shutters

The target areas are in the town centre of Weston-super-Mare as illustrated below and the target properties are highlighted in red.

The shop enhancement work will be dependent on take up by the private sector.. Work will concentrate on partnerships with independent retailers rather than high street brands.

Priority red

We have determined that all properties identified as red- in desperate need of enhancement- will automatically be accepted as eligible to access the services of the consultant expert advisors and supported to develop a grant application.

Priority will also be given where several adjacent premises wish to develop proposals at the same time. This allows for a property identified as blue could be considered alongside work on a red property.

See appendix 1A for a map of the area and priorities and appendix 4 for the condition survey of all properties.

3. Shop fronts and business premises enhancement scheme

A key driver for this commission is to provide enhancement of shop fronts in Weston town centre, thereby improving the quality of the shopping environment. The **Great Weston Conservation Area appraisal and management plan** provides policy background for the work.

<https://www.n-somerset.gov.uk/my-services/planning-building-control/heritage-conservation/conservation-areas>

Specifically:

<https://www.n-somerset.gov.uk/sites/default/files/2020-02/Great%20Weston%20Conservation%20Area%20town%20centre%20appraisal.pdf>

The work will be supported by an adopted Shop Front design guide - adopted 24 September 2019. (appendix 5). All designs will need to conform to the guide.

4. Professional advisor procurement- service specification

We aim to recruit, as approved consultants, a consultant team of professional advisors.

In order to deliver the Scheme, the Council wishes to retain technical expertise on the repair and reinstatement of facades and shopfronts of historic buildings. In addition to representing the client's grant funding interests the role will also involve advising building

owners on specifications and liaising with their agents and contractors. The appointed person/s will work closely with the HAZ Project Officer.

The team should include a conservation-accredited architect or a RICS conservation-accredited building surveyor. We will accept applications from architects/ building surveyors that are not conservation accredited if there is a commitment to gain accreditation during the course of the contract.

It is likely that the average amount of work per property will be circa £25,000 total build cost (excluding architects fees) and we envisage take up from circa 25 to 30 premises. Initially we have estimated a build cost of £600,000 (25% from the private sector and 75% from Historic England). This figure is over and above the cost of the professional advisor service.

The professional adviser/s will be appointed by the local authority and the contract will be managed by North Somerset Council.

Contractors: North Somerset Council has developed a Dynamic Purchasing Solution for contractors. Currently we have 15 contractors on a preferred list. Some are lead contractors, others offer bespoke works such as timber or scaffolding. The list is a rolling one and can be added to.

The selected contractors for each build will be contracted by the council on behalf of the property owners.

Note: We do not require public consultation events as part of this work. Full public consultation occurred during the development of the shopfront design guide. The normal public notices required for gaining planning permission will be undertaken.

The service the commissioned professional advisor will cover all RIBA stages 1- 6 to include:

- simple pro-forma condition sheet to be designed, and then completed for each building
- Initial meeting with building owners and discussion on what the works the owners/ tenants are considering for a scheme
- Initial sketch drawing to allow property owners to gain a sense of likely work
- Condition surveys and measured surveys and outline designs and costings to allow property owners to confirm wish to proceed.
- Once agreement given to proceed the work to be conducted is the full architect service RIBA stages 1-6 to include:
 - research, analysis and investigation of the fabric likely to be affected;
 - preparing a detailed specification and drawings for the necessary repairs/ restoration and enhancements;
 - Where appropriate and evidence of architectural features exists, potential re-instatement works should be detailed
 - securing necessary consents such as planning consent
 - drawing up a full scope of works to enable contractors to tender

- work with the council and its list of contractors to secure appropriate contractors to bid for each piece of work.
- offer options for additional contractors with bespoke expertise if that is not available from the preferred contractor list
- gaining competitive tenders and providing tender reports:
- support North Somerset Council to contract contractors;
- oversee and project manage contractors to include inspections and valuations of the work on site until it is completed;
- sign off of completed works;
- full contact with the local authority on the technical details of both the application and the work for which a grant has been awarded

The consultant team / professional advisor will be part of the HS HAZ project team and will provide complementary management services as follows:

- project lead, who monitors each build project to meet programme, cost and quality requirements;
- lead designer, who co-ordinates the design by consultants, specialists and suppliers, and communicates on significant design issues;
- contract administrator or employer's agent, who invites and appraises tenders, administers the building contract, reports on progress and certifies payments due.

5 Project outputs and timescale

Initial contract- Between 25 to 30 properties over a 40 month period. This will be reviewed each year.

6 Fees

Fees will be based on the agreed percentage of each final construction cost. We ask tenderers to provide a percentage figure in the tender.

Fees will normally be invoiced in quarterly instalments in arrears, based on the progress of the project, for payment within 14 days.

7 Copyright

All work produced as part of the contract shall remain the property of North Somerset Council. Use of such work by the consultant for promotional purposes may be acceptable subject to prior written agreement.

8 Project liaison and support

The point of contact for this commission will be: the Heritage Action Zones project officer- Cara MacMahon. Cara.macmahon@n-somerset.gov.uk

The Council will supply relevant background information (see appendices)

9 Programme

The broad project programme and key milestones are set out below.

Brief out to consultants	w/c 20 or 27 July 2020
Tender received	noon 13 August 2020
shortlisting	Wk 17 August 2020
Consultant interviews	25 or 27 August 2020
Appointment confirmed	First week Sept
Contract commences/ Inception meeting	during September 2020
commence work with individual property owners/leaseholders	October 2020
Monthly update meetings with HAZ officer/ HAZ team	throughout contract
Contract runs	Until March 2024
quarterly reviews throughout the contract.	

10 Submission of tender for work

Please submit a tender for this work by **noon 13 August 2020**

We anticipate that the tender could include more than one company. Please see the Request for a Quote (RFQ) document section 7 for details of what we require from the tender.

You can answer the questions in section 7 within the RFQ document or you may submit a separate document containing your answers.

Appendices

- 1A- Map of area with priority buildings
- 2- Draft copy of Agreement
- 3- Weston Shop Front enhancement scheme guidance for applicants- (draft)
- 4-Photographic condition study (November 2019)
- 5- Shopfront Design Guide (adopted as SPD)

Background information Useful links:

Great Weston Conservation Area

<https://www.n-somerset.gov.uk/my-services/planning-building-control/planning/planning-advice/heritage/conservation-areas/>

Great Weston Conservation Area- town centre appraisal and management plan

<https://www.n-somerset.gov.uk/wp-content/uploads/2019/01/Great-Weston-Conservation-Area-Town-Centre-Appraisal.pdf>