

# Part 2 Specification

## Contract Reference

**TPL5724**

## Contract Title

**Architectural Services  
Torre Abbey New Beginnings, Chapter  
One**

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# A Overall Scope and Nature of the Requirement

## A1 Overall scope

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- A1.1 Torre Abbey is Torbay's most historic building complex dating from 1196. An ancient scheduled monument set within 17.8 acres of gardens and parkland. It's an accredited museum owned by Torbay Council, home to a regionally important collection it's been a centre of religious and artistic expression and hospitality for 800 years. The location of Torre Abbey can found within Appendix B Torre Abbey Location Map.
- A1.2 Torre Abbey is in the process of applying for grant funding to repair and restore the medieval tithe barn and its immediate environs to enable its use year-round, improve community access and conserve and repair this grade 1 listed building. Torbay Council is therefore seeking a suitably qualified heritage architect to work on this project.
- A1.3 The work will all take place at Torre Abbey, The Kings Drive, Torquay, TQ2 5JE
- A1.4 The main funder is likely to be the National Lottery Heritage Fund (NLHF). The scheme is subject to obtaining full funding, and as such the appointment may be terminated at the end of RIBA Stage 2 or 3.
- A1.5 The design stage of the project will start as soon as possible after contract award with development stage scheduled from April 2025 to February 2026 and delivery phase July 2026 to December 2027.
- RIBA Stage 2 – From the contract award date until 21<sup>st</sup> November 2024 (with appointment continuing until April 2025). The client has a funding submission to the National Lottery Heritage Fund. Some input will be required by the architect to amend the works schedule enclosed in Section B4 of this document, liaising with the appointed Quantity Surveyor. It is a funding requirement to submit a costed works schedule, to which architect involvement will be required in November 2024.
  - RIBA Stage 3 – April 2025 – April 2026
  - RIBA Stage 4/5 – June 2026 – December 2027
  - RIBA Stage 6 – December 2027 – December 2028
- A1.6 The National Lottery Heritage Fund Development Phase Application Submission is on 21<sup>st</sup> November 2024, for works up to RIBA Stage 3, which will run until February 2026.
- A1.7 The National Lottery Heritage Fund Delivery Phase Application is submitted in February 2026 and await response June 2026, for works up to the end of RIBA Stage 5, which complete in December 2027.

A1.8 RIBA Stage 6 will be a 12-month defect liability period for the main building contract which completes in December 2028 respectively, assuming a December 2027 completion of RIBA Stage 5.

## **B Core Requirements**

This section sets out the Authority's core requirements for this Contract, which Applicants are required to demonstrate within their response that they are capable of meeting

### **B1 Contract Specific Requirements (Outline Duties)**

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- B1.1 The provider must deliver all aspects of Heritage Architect consultants for Torre Abbey New Beginnings Chapter One.
- B1.2 Preparation of scheme drawings and supporting information for Torre Abbey New Beginnings Chapter One submissions to the Local Planning Authority (LPA) and Historic England (HE) to seek permissions for planning, Listed Building consent and Scheduled Monument consent, undertaking liaison as required to help secure permissions and guide the project through the process.
- B1.3 Review brief, scope and prepare scheme options where necessary.
- B1.4 Liaise with funding bodies, client team, and affiliated organisations and prepare presentations and reports as required.
- B1.5 Support the client with drawings, supplementary material and reporting as required to the funding bodies.
- B1.6 Develop concept and technical design and produce co-ordinated drawn information, schedule of work, and specification detailing materials & workmanship to enable billing and construction of the proposed work.
- B1.7 Co-ordinate with project manager (PM), quantity surveyor, structural engineer, services engineer, archaeologist, and other consultants as required.
- B1.8 Regularly inspect work on site, undertaking weekly visits for the duration of the construction contract, and issue documentation necessary with duties under the contract for the duration of the contract period.
- B1.9 Assist with procurement of contractors and other specialist consultants particularly in provision of scope and drawing, checking procurement documentation as prepared by the Project Manager and Quantity Surveyor and assisting with tender evaluation.
- B1.10 Support PM to complete project.
- B1.11 Attend and minute monthly face to face design team and or progress meetings with the project team along with attending other meetings as required.
- B1.12 Advise and provide details/designs for miscellaneous additional small-scale repair/upgrade works arising at Torre Abbey, securing necessary consents and undertaking liaison as required.
- B1.13 Assist with preparation of information to support further funding applications as required to fulfil the wider redevelopment and repair ambitions of Torre Abbey.

- B1.14 The client has completed some feasibility work on the scheme and the project is currently deemed to be at RIBA Stage 2. The duties required of the provider for the works can be found in section B2 of this document.

## **B2 Duties by RIBA Stage (Detailed Duties)**

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### **B2.1 Stage 2 – Concept Design**

- B2.1.1 Develop sustainability strategy
- B2.1.2 Coordinate relevant information received from the other consultant client appointments with the architect / consultant's design information
- B2.1.3 Prepare the architectural concept design for discussion with the client
- B2.1.4 Provide architectural information to other client appointments as reasonably required to enable them to carry out their services
- B2.1.5 Identify design solutions and discuss potential possible construction methods for the project with the client
- B2.1.6 Undertake third party consultations as reasonably required
- B2.1.7 With other client appointments, develop the concept design
- B2.1.8 Comment on the programme
- B2.1.9 Provide architectural information for updating the construction cost and review the architectural design development against the latest approved construction cost
- B2.1.10 Collate and agree the client changes to the initial project brief and issue the final project brief
- B2.1.11 Provide architectural design information and identify the reasonably foreseeable residual health and safety risks to the Principal Designer
- B2.1.12 Provide a stage report on the architectural concept design for the client's approval before progressing to the next stage
- B2.1.13 Submit an application to the appropriate planning authority for pre-planning application advice
- B2.1.14 Submit the outline application for planning approval

### **B2.2 Stage 3 – Spatial Coordination**

- B2.2.1 Review and update sustainability strategy
- B2.2.2 Coordinate the relevant information received from the other client appointments with the architect / consultant's design
- B2.2.3 Prepare the architectural design in sufficient detail to enable spatial planning coordination
- B2.2.4 Provide architectural information to other client appointments as reasonably required to enable them to carry out their services
- B2.2.5 Undertake third party consultations as reasonably required
- B2.2.6 With the other client appointments identify systems, products, materials, standards of workmanship, type of construction and performance in use as they relate to the architectural design
- B2.2.7 Comment on the project programme

- B2.2.8 Provide architectural design development for updating the construction cost and review the architectural design development against the latest approved construction cost
- B2.2.9 Provide architectural design information and identify the reasonably foreseeable residual health and safety risks to the principal designer.
- B2.2.10 Provide a stage report on the spatially coordinated design for the client's approval before progressing to the next stage
- B2.2.11 With other client appointments, prepare and coordinate the reports as necessary, to accompany the planning application e.g. design and access statement, heritage statement
- B2.2.12 Prepare architectural information to support a planning application and listed building consent to the appropriate planning authority
- B2.2.13 Submit a planning application and listed building consent to appropriate planning authority.

### **B2.3 Stage 4 – Technical Design**

- B2.3.1 Review and update the sustainability strategy
- B2.3.2 Coordinate relevant information received from other client design consultants with the architect's design
- B2.3.3 Prepare the architectural technical design in sufficient detail to enable a tender or tenders to be obtained
- B2.3.4 Provide architectural information to the other client appointments as reasonably required to enable them to carry out their duties and services
- B2.3.5 Undertake third party consultations as reasonably required
- B2.3.6 Comment on the project programme
- B2.3.7 Provide architectural design development against the latest approved construction cost
- B2.3.8 Prepare the architectural specification
- B2.3.9 Work with other consultants to prepare and submit the building regulations application
- B2.3.10 Provide architectural design information and identify the reasonably foreseeable residual health and safety risks to the principal designer
- B2.3.11 Consider with the client a tenderer or list of tenderers for the construction works
- B2.3.12 Collate the architectural and other client appointments tender information and issue the tender pack to the client for its approval
- B2.3.13 Provide the architectural information reasonably required for construction
- B2.3.14 Advise the client of the planning conditions
- B2.3.15 Prepare architectural information to support the application to discharge the pre-commencement planning conditions
- B2.3.16 Submit an application to the appropriate planning authority to discharge the pre-commencement planning conditions

### **B2.4 Stage 5 – Manufacturing and Construction**

- B2.4.1 Provide architectural information to the other client appointments as reasonably required to enable them to carry out their services
- B2.4.2 Comment on the project programme

- B2.4.3 Carry out visual site inspections to review general progress and quality of the works as they relate to the architectural design and issue site inspection reports to the client
- B2.4.4 Respond within a reasonable timeframe to architectural site queries
- B2.4.5 Provide the principal designer, or the principal contractor, with the architectural final construction issue information for inclusion within the health and safety file (under CDM Regulations 2015)
- B2.4.6 Review and comment on the operation and maintenance manuals prepared by the contractor, as they relate to the architectural design
- B2.4.7 Provide the client with the original copy of any notices, consents, or approvals in connection with relevant statutory approvals
- B2.4.8 Request manufacturers maintenance instructions or leaflets from the contractor and provide to the client
- B2.4.9 Prepare architectural information to support the application to discharge the construction stage and the pre-occupancy planning conditions
- B2.4.10 Submit an application to the appropriate planning authority to discharge the construction stage and the pre-occupancy stage planning conditions

## **B2.5 Stage 6 – Handover**

- B2.5.1 Carry out visual site inspections, and comment on the resolution of defects as they relate to the architectural design and issue site reports to the client

## **B3 Feasibility Report (Outline) – RIBA Stage 1 Scoping and Briefing**

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### **B3.1 Spanish Barn**

- B3.1.1 Conservation of the building
- B3.1.2 Restoration and repair of Barn roof
- B3.1.3 Hanging system
- B3.1.4 Ancillary building – storage, prep kitchen, lockable office (for 2 desks & room for small safe, 2 cabinets) green room (could use the office or prep kitchen if required), toilets to service events up to 300 people, shower, cleaning cupboard.
- B3.1.5 Heating – ground source heat pumps or infra-red heating
- B3.1.6 Glass lobby
- B3.1.7 Enclosed garden to south side
- B3.1.8 Mobile event bar & event equipment – tables/chairs etc.
- B3.1.9 Updated fire system
- B3.1.10 Lighting
- B3.1.11 Upgrading services – better placed plugs etc. consider water point
- B3.1.12 Removal of partition
- B3.1.13 Network points

### **B3.2 Visitor Welcome Building**

- B3.2.1 New building created for - Internal retail area with a lobby that the retail offer can be shut off from, which can be used as a ticketing only area. Lobby would need a desk and 2 tills.



- B3.2.2 Retail storage
- B3.2.3 Could have the office from barn ancillary building in here instead
- B3.2.4 Could have the cleaning cupboard from barn ancillary building in here instead
- B3.2.5 Internet/network points
- B3.2.6 Security/fire system
- B3.2.7 Geopark/environmentally sustainable themed building which is still very clearly part of Torre Abbey.
- B3.2.8 Remove visitor welcome pod and reinterpret the current visitor welcome/shop to be a gallery
- B3.2.9 Some clever electrics on the glass door in the western passage so that visitors need to show a valid ticket to get in (e.g. scan a QR code), push button to get out and auto unlocks with fire alarm.

### B3.3 Landscaping/surveys

- B3.3.1 Removal of pitch and putt
- B3.3.2 Archaeology Surveys of effect land & standing archaeology.
- B3.3.3 Ground investigation for new builds
- B3.3.4 Ecology surveys
- B3.3.5 Arboricultural surveys

## **B4 Feasibility Report (Detailed) – RIBA Stage 1 Scoping and Briefing**

Works are expected to include the following however this may change following assessment and surveys.

Item	Description
<b>B4.1</b>	<b>SPANISH BARN, ROOF</b>
B4.1.1	<u>Typical works across 17 beams</u> Remove all loose copper straps Relocate brace and re-fix Strengthen open joints to principal rafter and re-fix Carry out discrete bolted repairs to shakes in principal rafter Fell and repair knot to principal rafter Carry out discrete bolted repairs to shakes in braces Install discrete flitch strengthening to defective purlin Fully inspect and establish extent of decay to brace connection and repair as required
B4.1.2	<u>Typical Roof</u>  Provisional sum for contractor to allow for galvanised 'fixing band' strapping to be fixed to soffit of rafters to prevent racking of roof Access/scaffold

Protection  
Propping  
Timber decay survey to be commissioned by Contractor before works are finalised

## **B4.2 External walls Elevations**

### B4.2.1 Typical Walls

Structural Engineer's scheme to stitch crack in wall  
Remove lead flashing from former building to walls

## **B4.5 SCAFFOLD ACCESS**

### B4.5.1 Scaffold/Access

Provide scaffold to access roof  
Temporary roof

### B4.5.2 External Works

Typical exposure of surviving cobbled surface around North elevation of the barn  
Take out existing estate railings, relocate and reinstall around new enclosed area south of the barn - see below  
In conjunction with re-grading work across pitch and putt area, build up ground around south elevation of the barn.  
New hard binding aggregate surfacing to courtyard to west of barn

Form new disabled parking bays, cut into existing grass, under existing trees; tarmac to match existing  
Archaeological supervision of the above

### B4.5.3 Roofing

Lift and salvage slates as required  
Assessment of rafters  
Relay roof coverings over rafters  
Replacement/repair to rainwater goods  
Enhancement to roof structure due to addition of insulation

### B4.5.4 Windows and External Doors

Repairs and conservation to all windows and doors as necessary

New independent steel-framed, full height (to underside of first purlin), safety-glazed screen and door to each porch.  
Allow for complicated scribed junctions at walls and ceiling.

#### B4.5.5 Mechanical and Engineering

New heating installation

New service connections at road for electrical supply, water and drainage. Builders work, temporary closures, archaeological supervision as necessary.

At this stage that the following services will/may be required:

- General and Emergency Lighting
- External Lighting
- Small Power Installations
- Intruder alarm system
- Fire alarm system
- Lightning Protection system
- Mechanical ventilation systems as necessary
- Hearing loop system
- Audio Visual facilities
- New lighting scheme
- Allowance for upgrade to existing electrical supply

Install new flexible exhibition hanging system throughout, proprietary stainless-steel design

#### B4.5.7 Yard Walls

Conservation and repair of yard walls

New surfacing to courtyard; circa 145m<sup>2</sup>

New external lighting - posts

### **B4.6      **TITHE BARN, NEW SERVING POD****

B4.6.1      Creation of new building for housing of boilers as necessary. Single story 22sqm.

### **B4.7      **YARD BY THE TITHE BARN****

B4.7.1      Creation of a single story storage building for event. Single story 20sqm.

**B4.8 NEW SERVICE BUILDING ADJOINING THE TITHE BARN**

- B4.8.1 Building to provide support facilities to functions held in the barn including Kitchen, office, lobby/staff area, WC's and waiting area. Single story carbon neutral new building 97sqm.  
New hardstanding for bin store (34sqm)  
New timber boarded screen to bin store

**B4.9 LANDSCAPING (FORMER PITCH AND PUTT) AND PARK SOUTH OF THE ABBEY**

- B4.9.1 Relocate and reinstall railings around new enclosed area south of the tithe barn.
- B4.9.2 Re-grade ground across former pitch and putt area to remove the worst of the undulations from former bunkers and build up ground around south elevation of the tithe barn. (Moving of existing soil on the site and including for earth excavated from infirmary area, within the ruins.) Archaeological supervision will be required

**B4.10 NEW VISITOR WELCOME BUILDING**

- B4.10.1 Creation of a new Single story carbon neutral building Visitor welcome building to include ticketing space and retail areas 60sqm.

## **C Additional Requirements**

This section covers any requirements that are not essential to the delivery of the contract but would be nice to have.

The ability to meet some or all of the contract specific requirements or offer further services in addition to meeting the core requirements, will attract a higher score.

### **C1 Social Value**

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- C1.1 The Council is committed to its responsibilities under The Public Services (Social Value) Act 2012. Therefore the Council is seeking Participants who will add value to the Agreement by providing additional community benefits (above the services described within this specification).
- C1.2 The Council is committed to a performance and evidence-based approach to Social Value.
- C1.3 Further information on the Council's approach to Social Value and resources to support you in your submission are available to bidders in Part 6 Social Value Requirement, Appendix G Do's and Don'ts for Social Value Bids, Appendix H The Torbay TOMs Framework.

### **C2 Further Services Offered**

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- C2.1 The Applicant will be expected to suggest as part of its response to the Evaluation Questions any additional products or services that they may be able to offer as part of this Contract or any other added value that their offer might be able to bring to the Authority. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.