

**REQUEST FOR INFORMATION**

**For**

**Hereford Museum and Art Gallery (HMAG) Redevelopment**

**For Herefordshire Council**

Issue Date: 30/08/2024

Closing Date and Time: 16/09/2024 at 12 Noon

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# Cover Letter

Herefordshire Council

Plough Lane

Hereford

HR4 0LE

Dear Provider,

**RE: Request for Information for Hereford Museum and Art Gallery Redevelopment**

Herefordshire Council is issuing this Request for Information (RFI) for the purpose of establishing whether there are any organisations that are interested in a tender for the appointment of a Principal Contractor for the redevelopment of the HMAG building based on the requirements set out below.

You are invited to submit a response to this RFI. Information provided will assist the council in finalising the requirements of the solution and approach to the market.

Please note the Council are issuing this RFI for **information seeking purposes** and it **does not form part of a procurement process**.  Interested parties should note that a response to this request does not guarantee an invitation to tender for any services, which the Council may advertise. In addition, it neither guarantees that the Council will go on to procure any such services or accept any proposals offered nor does it oblige the council to pursue any particular route to market.  Conversely, not participating in the request for information exercise will not exclude any party from any involvement in the procurement process.

We look forward to your response by the closing date and time provided on the cover page of our RFI documentation.

Yours sincerely,

Sue White

Senior Project Manager

# PART 1 – BACKGROUND

## Overview

Herefordshire Council are seeking to commission a Principle Contractor to undertake the Design, Build and Handover (for the remainder of RIBA 4 to RIBA stage 6) of the Hereford Museum and Art Gallery (HMAG).

The HMAG project, is the restoration and renovation of the Grade II listed building to become a dedicated museum and exhibition space for the Hereford Museum Service. The Library has been removed from the building and is being relocated, to enable the entire building to be used as a Museum and Art Gallery.

The development is located at Broad Street, Hereford, HR4 9AU.

* The existing GIFA: 1999m2
* The proposed GIFA: 2221m2

The current building that housed the library and museum has been under-utilised as a result of inadequate access and fire escape provision which led to a number of areas falling into disrepair. One of the key aims of the project is to secure the future of this heritage asset and its continued use as an important community and tourist resource.

In securing the future of the building, the approach proposed involves a thermal upgrade throughout, the careful and sensitive addition of insulation and window upgrades, improving airtightness and providing mechanical ventilation and heating systems that eliminate the need for fossil fuel use in the building. This approach demonstrates the council’s commitment to de-carbonise its building stock in line with local and national zero carbon climate targets.

The existing building can broadly be separated into three main masses, with the original massing dating back to 1874, and the rear massing dating back to 1910. In comparison to the Venetian Gothic facade fronting Broad Street, the facing extension to Aubrey Street features a more modest design and features three bay windows. The key issues are as follows:

* Access – existing historical stairs, rear access from Aubrey Street, front entrance at Broad Street, internal goods lifts and fire escapes.
* Exhibition spaces on the ground floor are challenged by the presence of a mezzanine in the existing library area, upper galleries access are limited due to fire risk, leading to abandoned rooms at the front of the building having fallen into disrepair.
* Mechanical services are insufficient for the quality collections proposed and the building experiences high temperatures and humidity in the summer months.

The roof top development seeks to unite the reconfiguration and fire protections to the existing building. This addition will provide a café, roof garden and educational spaces, by removing the existing roof, and adding a new storey in its place. The new storey is finished with a viewing deck above the new educational space providing 360 views across Hereford.

Herefordshire Council’s design team have developed the design to RIBA 4a (i.e. the client has reduced risk on construction through a series of intrusive surveys and further design) and are now looking to appoint a Principle Contractor as part of a two stage procurement using the NEC 4 Engineering and Construction, Option C Target Cost with Activity Schedule model to take the project through to completion.

## The requirement

Herefordshire Council is proposing to procure the package of work under a two stage approach. Stage 1 will cover the development of the remainder of the RIBA 4 detailed design (including temporary works) and firming up the target cost as well as an enabling works ‘soft strip’ package. As pricing is firmed up, the Contractor will then be required to adopt a fully open book approach with the Client’s cost managers and provide any information as relevant to demonstrate value for money including but not limited to multiple quotations for the various works packages. A Target Cost will then be submitted to the council for the Stage 2 works. Stage 2 will only progress if the project is within budget and is subject to internal governance. The Client will reserve the right to stop all works at the end of Stage 1. During the procurement, it is envisaged that Contractors will be asked to submit a fixed cost for Stage 1 together with OH &P costs for Stage 2.

The fit-out works have not yet been fully developed but it is anticipated that these works will be instructed as a compensation event. Due to the anticipated value of those works, they will again be required to provide competitive quotes and utilise a fully open book process to establish value for money and work collaboratively with the Client’s team to ensure a high standard of work.

Approved planning proposal and plans for the project can be viewed at: <https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=230385&search-term=museum>

The constraints to the project are (broadly but not wholly) as follows:

* To deliver the project within the project specified budget.
* Noise pollution and disturbance to nearby cathedral and visitors.
* Presence of Kings Ditch beneath the building and ground conditions.
* Design Responsibility and protections to heritage fabric.
* Presence of limpet asbestos in central building area
* Airtightness testing, thermal performance and achieving EnerPHit certification.
* Constrained site within Hereford City historic core
* City events eg May Fair
* Any and all works conducted must not impact or effect the ability of neighbouring tenants to continue normal operations.
* Funding deadlines

**SCOPE:**

The development of the design through the remainder of RIBA 4 (including design of temporary works), as well as the delivery of enabling works (soft-strip), will be completed during Stage 1 and then during Stage 2 the contractor will complete the remaining design details and deliver the works as developed within budget, appoint their team including design team, to develop the project through to handover. Following the development of the RIBA stage 4 design, there will be a review of designs and developed costs to allow the Client’s team to provide feedback prior to instruction to proceed to delivery of the works under stage 2 of the contract subject to the bid being within budget and internal governance.

* To undertake the design and construction works in order to deliver the refurbishment and fulfil EnerPHit certification.
* The remaining design and physical works must be provided within the existing budget of approx. £9m.
* Any and all hoarding used should promote the project including funding partner’s logos.
* To provide the opportunity for hard hat tours to funding partners under site rules.

We are looking to appoint a contractor during Jan 2025 with an approx. 12w period for design and early works. There may then be a short period of 4-8 weeks to gain approval to move to RIBA5. RIBA5 construction is indicated as an 83w period.

# PART 2 – INSTRUCTIONS

This part sets out instructions regarding the submission of responses to this RFI.

## RFI key dates

The following key dates apply to this RFI:

|  |  |
| --- | --- |
| **RFI issue date** | 30 August 2024 |
| **RFI closing date and time** | 16 September 2024 at 12 Noon |

## Contact information

The following individuals are the nominated contacts for this RFI.

|  |  |
| --- | --- |
| **Name** | Susan White |
| **Contact address** | Susan.white2@herefordshire.gov.uk |

## Queries and questions during the RFI period

Providers are to direct any queries and questions regarding the RFI content or process to the nominated contacts. All questions should be submitted in writing via the messaging tab in the Supplying the South West portal. Please note:

* Herefordshire Council may choose to convey responses to submitted questions and queries to all organisations so that each is equally informed. Responses to questions will not identify the originator of the question.
* If an organisation wishes to ask a question or seek clarification without the question and answer being published in this way, then you must notify us and provide justification for withholding the question and any response. If we do not consider that there is sufficient justification for withholding the question and the corresponding response, the organisation will be invited to decide whether:
  + the question/clarification and the response should in fact be published; or
  + It wishes to withdraw the question/clarification.

## Organisations to inform themselves

The organisation has taken all reasonable care to ensure that the RFI is accurate; however Herefordshire Council gives no representation or warranty as to the accuracy or sufficiency of the contained information.

# PART 3 – INFORMATION TO BE PROVIDED

This part details all the information that organisations are required to provide to Herefordshire Council. The following minimum information is to be provided:

## Confirmation of interest and experience in delivering heritage schemes

1. Please confirm if you would be interested in bidding for this package of works. Yes/No
2. If you are, please set out your experience and knowledge of delivery redevelopment schemes in a historic setting including case studies? What were the challenges you faced, how did you overcome them and what was the outcome?

## Budget Constraints

## The current available cost plan is over budget by approximately £2m. We are looking to engage with a construction partner to help in bringing the project back within the available budget.

1. Please set out how you might set out to achieve this, understanding that you don’t have the details but please set out the steps you might take in this process.
2. Please set out your experience of providing solutions to this problem elsewhere. What did you do, what was sacrificed to bring it in budget?

## Timescales

1. We are looking to appoint a contractor during Jan 2025 with an approx. 12w period for design and early works. There may then be a short period of 4-8 weeks to gain approval to move to RIBA5. RIBA5 construction is indicated as an 83w period. Please can you advise whether these timescales are broadly achievable in the first instance and set out any difficulties that you would have in meeting them?
2. How much time would you require to complete a full tender response? (this is indicative and for us to consider when stating timescales)
3. How long would you ordinarily need as a mobilisation period for early works and for RIBA5 construction?

## Procurement

1. Please set out whether you would be content to bid via Open Tender through the Council’s e-tendering portal or via a national framework agreement, or either. What are the pros/cons of each for you as a construction partner?
2. Please set out which national framework agreements and which Lots you are listed on as a supplier and whether there are any constraints as to the type of contract used (e.g. JCT/NEC4 and other options in the NEC4 Engineering and Construction contract)
3. Please set out whether you would be interested in an alternative type of contract to NEC 4 Engineering and Construction, Option C Target Cost with Activity Schedule and why?
4. What information (aside from usual construction details/drawings etc.) would you like to see in the tender package that could help you form an opinion on the project and ensure that it is priced in the most accurate way possible – to assist both yourselves and the council as client.
5. The fit out designers are not likely to complete the RIBA stage 4 design until after the Shell & Core RIBA5 construction has commenced (i.e. mid 2025). Do you foresee any issues with this?
6. The fit out works are likely to include some ‘soft design’ packages e.g. computer programming for interactive displays. Do you consider it acceptable for fit out to sit under/within the Principle Contractor?

Many thanks in advance for your time and interest.