

INVITATION TO TENDER



The Save Jacobs Wells Baths Capital Project

Architect-Led Design Team

January 2024



**Funded by
UK Government**



TRINITY:

Trinity Community Arts Ltd
The Trinity Centre, Trinity Road, Bristol, BS2 0NW
0117 935 1200 info@trinitybristol.org.uk www.trinitybristol.org.uk
Registered Charity number 1144770 Registered Company Number 4372577

1. Brief Overview

Trinity Community Arts are inviting tenders from relevant specialists to provide an Architect-Led Design Team for the Save Jacobs Wells Baths Capital Project. This should include the following: architect services delivered by an architect accredited in building conservation (AABC/ RICS or similar) either as lead or as a consultant, mechanical & electrical consultancy, and structural engineering consultancy (including civils). The lead consultant is asked to specify their team and provide details as listed in section 5.5. in order that their suitability can be assessed alongside that of the lead consultant. It is acceptable that the contractual relationship can be directly with Trinity Community Arts rather than via the Lead Consultant.

2. Project Introduction

Built in 1889 to serve the working poor, Jacobs Wells Baths in the Clifton & Hotwells Conservation Area is a Grade II Listed building that holds within its walls a wealth of architectural and social heritage - from its time as a public swimming baths to its 30-year history as a dance hub. Sadly, the building's future came under threat in December 2022, when plans to reinstate an indoor pool and convert into a leisure facility fell through.

As an asset guardian of The Trinity Centre, Trinity Community Arts Ltd have been working with interested parties - including asset owners Bristol City Council (BCC) Councillors, partners and stakeholder groups - to develop and deliver a timely and realisable repair and renovation scheme that is both in keeping with the venue's dance heritage and responds to consultation and the desperate need for community and youth provision within the locality.

The long-term future of Jacobs Wells Baths in Hotwells came one step closer to being secured with £1m secured from the DLUHC Community Ownership Fund (COF) to deliver a repair and recovery phase that will see the building reopened for community use.

Trinity Community Arts Ltd are currently operating the building on a License to Occupy, with a 35-year CAT lease offer from BCC in place. This development phase has enabled the current professional team to undertake a series of specialist surveys, funded by the Bristol-based Nisbet Trust and match funders including COF. During this period, further investigation and emergency remedial works have been undertaken and a previous (lapsed) planning application and listed building consent application has been resubmitted (23/04191/F alternative reference PP-12522206 validated 22nd December 2023 and due for determination in mid-February).

The intention is to carry out the whole scheme in two phases: Phase 1 including the main hall and South Wing access as well as urgent works to the roof generally and in the North Wing; and Phase 2 to further renovations, with a focus on internal works and adaptations to the North Wing.

It is anticipated that Phase 1 will bring the greater part of the building back into beneficial reuse and result in a financially sustainable operation, whilst Phase 2 will bring all the remaining areas back into use and enhance overall sustainability and viability.

Trinity are actively progressing detailed surveys to the fabric of the building to assess the building's condition and viability; this includes essential surveys to scope and cost works to inform decision making and capital-works.

Subject to these, Trinity's vision is to secure an estimated £4 million for a two-phased capital project and bring the building back into use in 2025 as a home for dance and community activity. See more about our plans, [here](#).

3. Project Timings

Timings of the phased programme:

Phase 1 (est. capital contract value c£1.35million)	
RIBA 4 Detailed Design	April – June 2024
Principal Contractor Procurement	May – August 2024
Works on Site	August 2024
Phase 1a) complete COF & Match expenditure deadline	Dec 2024
Phase 1b) Completion date and relaunch	August 2025
Phase 2 (est. capital contract value £1million)	
Funding Applications & Decisions	May – September 2024
RIBA 4 Detailed Design & Activity Development	November 2024 – May 2025
Delivery Stage Applications & Decisions	August 2025
Funding completed	December 2025
Works on Site	February 2026 – November 2026

Note: The present brief is concerned with Phase 1 ONLY with Phase 2 subject to further procurement in line with relevant funder requirements.

4. Project Funding

£1.4m for Phase 1 has now been secured from the following sources:

Phase 1 a) Repair of asset for reinstatement £1.2m

- Community Ownership Fund
- Nisbet Family Trust

Please note that the requirement is to expend COF funds by 20th December 2024.

Phase 1 b) Recovery and renovation £200k secured to date

- John James Foundation
- Private trusts & foundations
- Individual giving

Trinity Community Arts now wish to appoint the following consultants to take the project forwards:

- Architect-Led Design Team (including Contract Administration and Principal Designer roles)
- Project Management/ Quantity Surveying Consultants

Note: Completion of the full scope of works in the timescale indicated will be subject to satisfactory completion of surveys, securing any necessary funds required and the securing of statutory consents and completion of the Community Asset Transfer leasehold agreement.

5. Scope of Works

RIBA Stages 4 – Detailed Design & Principal Contractor Procurement

- Prepare a Statement of Significance for the site such that the significance of the asset is captured and communicated to all parties.
- Review the COF award grant conditions and note the approved purposes.
- Establish, chair and minute regular meetings with the design team and others in order to monitor progress and to take any action necessary to correct any deficiencies in design information.
- Provide presentation quality drawings, exhibition boards and materials to facilitate RIBA Stage 4 Technical Design, public consultation. Attend consultation events as required by the Client and partner organisations. Incorporate outcomes as agreed with the client.
- Provide RIBA Stage 4 Technical Design Report and present to the Client, at a RIBA Stage 4 Review meeting.
- Ensure the timely exchange of design or other information between the members of the design team.
- Co-ordinate all design work, ensure that the designs are fully integrated and are tested throughout the design phase against costs targets and planning or other controls and take any action necessary.
- Ensure that the designs for the Works fully comply with all Statutory Requirements or Regulations including, but not confined to requirements concerning Health and Safety, Planning, Fire, Building Control, etc., and take any action necessary.
- Make all necessary submissions to statutory authorities to satisfy Planning or Listed Building Consent conditions and to obtain approvals.
- Ensure that life cycle costings and environmental assessment techniques are applied to the design for the Project and adopt solutions giving the best overall value for money and, where this may result in the cost limit for the project being exceeded, make recommendations to the Client and obtain instructions.
- Ensure that the specifications prepared for the Works specifically exclude the use of materials accepted as being deleterious at the time and subsequently ensure that such materials are not used in connection with the Works.
- Assist the Project Manager in the implementation of the first stage selection process.
- In liaison with the other members of the design team, make recommendations to the Client on the suitability of contractors who may be invited to submit a tender for the main works and any specialist works and obtain instructions.

RIBA Stage 5 – Construction

- Undertake the role of Contract Administrator.
- In liaison with the other members of the design team, provide the Client with drawings or other documents necessary for entering into the contract.
- As Contract Manager, arrange and chair regular meetings with the Principal Contractor to monitor and maintain progress.
- In compliance with the selected contract form and construction method, collaborating with the other members of the design team, administer the terms of the Works contract during operations on site and relating to the completion of the Works.
- In compliance with the selected contract form and in liaison with the Client and other members of the design team, observe contract Change Control procedures. Adhere to the Client's authorisation levels prior to issue of Architect's Instructions.
- As Principal Designer ensure that rigorous safety policies are in place and are implemented by the Contractor and sub-contractors working on the site and that there is adequate protection for the public and others and that Health and Safety statutory requirements or regulations are fully observed.
- Ensure that rigorous quality management procedures are in place throughout the construction phase.
- Visit the site at regular intervals during the construction of the Works in order to inspect the quality of the work and to monitor progress and ensure that the Works are completed fully in accordance with the contract documents.
- Assist the Client to ensure that adequate records and photographs are available at all times throughout the construction phase, to record day to day progress of the Works.
- Inform the Client of any contractual difficulties which may arise during the course of the contract and obtain the Client's instructions.
- Liaise as necessary with the other members of the design team/QS and issue interim payment certificates in accordance with the terms of the construction contract.

RIBA Stage 6 - Use and Aftercare

- Ensure that all defects are rectified. Issue Certificates relating to the practical completion of the Works. Ensure that the Works are cleaned, tested and commissioned prior to handover to the Client.
- In liaison with the other members of the design team, organise and attend a Client handover briefing to ensure that all services and systems operations are demonstrated to the Client and End Users, and that all documentation requiring sign off at handover is completed.
- In liaison with the other members of the design team, provide the Client with a set of record drawings

and formal written guidance on the operation and maintenance of the Project and its services. Ensure that the Contractor provides all manuals and completes the Health & Safety files, in the formats required.

- Issue a list of defects to the Contractor at the appropriate time in accordance with the terms of the Works contract.
- Ensure that the Contractor rectifies the defects within a reasonable time and issue a Certificate to the Contractor when all defects have been made good.
- Liaise with the other members of the design team and QS regarding final valuation of the Works and report the final cost of the Works to the Client.
- Liaise with other members of the design team and QS and issue the Final Certificate and any other documentation required by Client in satisfying the completion requirements of funders.

Structural Engineer

Detailed design service for the following:

- Site Investigation.
- Earthworks, excavation and ground stabilisation.
- Demolition of structures.
- Foundations (including forms of piling but not the design of proprietary piling).
- Earth and/or water retaining structures (including reinforced earth).
- Ground and surface treatment (including treatment of any underground structures eg caves.)
- Local, mains, public health and land drainage, inspection chambers, sewers, interceptors, tanks, treatment works and ground dewatering.
- Paving and surfacing, road, car parks and footpaths.
- Structures in-situ or precast concrete (employing any reinforcement or other techniques).
- Structures in masonry, brickwork or blockwork (including any reinforcement or other techniques, wall ties and structural metalwork, etc).
- Structures in steelwork and metalwork whether ferrous or non-ferrous.
- Structures in timber reinforced plastics or other materials used for structures (including forms of roof truss but not the design of proprietary roof trusses).
- Soil waste and vent pipework in conjunction with the M&E Engineer.
- Such other elements as the Consultant may consider appropriate and/or the Employer may instruct.

Mechanical & Electrical Engineer

The engineering works will include all the construction and conservation works relating to the whole of the site, and the scope of services for the Engineer may include the following work elements for which the Consultant is to provide a detailed design service, if required;

- Acoustical design and treatment of the Works (control of M and E plant noise only).
- Air conditioning and mechanical ventilation services.
- Performance and control of automatic blinds and shutters – selection of blinds and shutters by others.
- Automatic controls and energy management.
- Boiler plant and auxiliaries.
- Calorifier plants.
- Cooling water services.
- Distribution mains for all services
- Exhaust, gas, treatment and flues.
- Fire protection services.
- Fuel gas and distribution fuel plant and auxiliaries.
- Heating installations.
- Hot water services.
- Lifts, hoists and escalators.
- Mechanical air-handling plant installations.
- Noise attenuation to M and E plant.
- Statutory undertakers' incoming supplies.
- Thermal insulation.
- Vibration control.
- Water filtration and treatment systems.
- Provision of service supplies for window cleaning and other external access equipment.

Electrical Work Elements

- CCTV systems.
- Earth bonding.
- Electrical distribution services.
- Electrical lighting and power installations and power installations including light fittings.
- Electrical substations and switchgear.
- Emergency lighting.
- Energy management.
- Fire detection and alarm systems.
- Floodlighting systems.

- Passive information technology systems / networks (IT strategy and hardware by others).
- Intruder detection and alarm systems.
- Lightning protection.
- Mechanical services and plant wiring.
- Security and access control systems.
- Small power distribution system.
- Statutory undertakers incoming services.
- Telephone installations and exchanges (passive network only).

Plumbing

- Services in connection with the sanitary ware – architect to specify the sanitary fittings.
- Hot and cold water installations and services.
- Distribution mains for all plumbing services.
- Public health and plumbing services.
- Soil waste and vent pipework in conjunction with the Structural Engineer.
- Cast iron and copper pipework relating to the soil waste and vent pipework in conjunction with the structural engineer.

6. Submission

6.1 Contract Value

The estimated value of Phase 1 is a total of £1.9million including professional fees and contingencies, with an estimated capital value within this of £1.35million.

6.2 Tender Evaluation

The tenders will be considered using quality and cost criteria on a 60% Cost/40% Quality basis.

6.3 Site Visit

It is highly recommended that applicants visit the site before submitting a tender, in order to get a full understanding of the scale of the building, the state of the fabric, and can ask any questions about what is being proposed. A site visit can be arranged on the suggested dates below, by contacting Sarah Bentley sarah@trinitybristol.org.uk.

6.4 Procurement Timetable

The timetable for procurement is set out below:

Target Date	Activity
Friday 18 th January 2024	Brief issued
Monday 29 th Jan	Site visit day (please email to book slot)
Tuesday 30 th Jan	Site visit day (please email to book slot)
Wednesday 31 st Jan	Site visit day (please email to book slot)
Friday 10 th February, 9am	Deadline for responses
By W/C Monday 4 th March	Appointment confirmed

6.5 Submission of Proposal

Please submit your proposal by 9am on **Friday 10th February**

Please supply the following information in your proposal (including subconsultants):

- Methodology of how you would approach the project (20%)
- Details of who will be working on the project, including their experience, e.g. CVs (10%)
- Estimated fee outline; showing your daily rate, number of days spent on each task, and including all fees and expenses (60%)
- Three relevant examples of similar work / Two client references (10%)
- Details of Professional Indemnity and Public Liability Insurance
- A Form of Tender (see Appendices 4.1)

Please note:

- It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
- If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
- No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
- All tenderers shall keep their respective Forms of Tender valid and open for acceptance for 90 days from receipt.

These documents should be submitted to toby.hitchins@greenwoodprojects.com.

Any questions about the brief, or requests for further information or documentation, should also be sent to the above email address.

If you intend to tender please register your interest via the above address in order to ensure that you receive a schedule of queries and responses as they arise.

ADDITIONAL INFO & APPENDICES

1. About Trinity

Trinity Community Arts is a registered charity and for over 15 years. We are civic arts and participation specialists, providing a combined-arts offer with a focus on improving quality of life for children, young people and communities living in Lawrence Hill; among the top 10% most deprived localities in the UK (Indices of Deprivation) and one of the most ethnically diverse areas in the South West.

Winner off the 2021 Bristol Life Award for best Arts organisation, we deliver a diverse offer covering arts, community, education and heritage themes, giving opportunities for everyone to access and benefit from creativity and culture – all ages, backgrounds and circumstances. Using creative participation, cultural engagement and arts as a vehicle for learning, we help people overcome the challenges they face and take action about the things that matter to them.

As well as being one of the city's most loved live music venues - visited by 70,000+ people annually – the Trinity Centre is also a Grade II* Listed converted late-Georgian church, deconsecrated in 1976 with a protective covenant that restricts its use for community purposes. We maintain the building as a civic asset on behalf of Bristol City Council and have delivered a £2.5m building repair and renovation scheme that has transformed the space into a multidisciplinary arts hub for the city.

Over the next three years, we plan to grow our offer for Children & Young People, Communities & Artists and play a more proactive role in safeguarding civic arts spaces within Bristol, so that we may realise our aspirations as a civic arts leader within the city and the South West. [Further info can be viewed here.](#)

2. About the Community Ownership Fund

The Community Ownership Fund is a £150 million fund over 4 years to support community groups across England, Wales, Scotland, and Northern Ireland to take ownership of assets which are at risk of being lost to the community.

It forms part of a substantial package of UK wide levelling-up interventions building opportunity and empowering communities to improve their local places.

The Fund supports projects which fulfil one or a combination of the following aims. All of these are taken in context of saving an asset with the goal of community use:

- take ownership of a physical community asset at risk, such as land and buildings, which benefit local people
- renovate, repair, or refurbish an asset to make it sustainable for the long term
- set up or buy a community business
- buy associated stock, collections, or intellectual property
- move a community asset to a new, more appropriate location within the same community. This might be because a different location offers better value to continue the asset, or because the venue is in itself an asset of community value
- develop new assets where these relate to saving, preserving, or relocating a past or existing asset

Further information on the fund [can be viewed here.](#)



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3. Form of Tender

Please provide tender information in the following form and include it with your responses to the brief, above.

Project: Save Jacobs Wells Baths

Professional Service: Architect-Led Design Team

Name of Tenderer:

I/We, the undersigned, do hereby offer to execute and complete the above-mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ _____ plus VAT

Confirm figure in words: _____ plus VAT

Resources

Please state the number of days and day rates intended for the delivery and development phases in the table below:

Team	Day Rate £	No. of days
Director/ Partner		
Senior Consultant		
Consultant		
Other – specify		

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursement.

Diversity Data

Trinity recognises an inclusive supply chain and a diverse supplier base as being integral to our success. We are committed to fostering a diverse supply ecosystem that reflects the diversity of the world we live in. As such, we are keen to understand more about the project team and its diversity.

Q1. Is your company at least 51% owned/run by individuals from one or more of the following protected characteristics? (Select all that apply and specify the percentage of ownership/leader for each relevant protected characteristic):

- ☐ Women binary led _____%
- ☐ Black/global majority led _____%
- ☐ LGBTQ+ led _____%
- ☐ Disability led _____%
- ☐ Other (please specify) _____%

Q2. Do you consider the Project Team who will be working on this project to be diverse-led? Y/N

Q3. Does your company have specific programmes or initiatives in place to promote diversity and inclusion?
Y/N

Q4. Is your company recognised as diverse led by any relevant certification body? Y/N

Q5. Please provide any additional information regarding your company's commitment to diversity and inclusion:

Expenses and Disbursements

The fee offer is to include all expenses and disbursements (including printing charges).

Offer Period

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this _____ day of _____ 20__

	Tenderer to provide responses. Some are pass/fail
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date ¹	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

¹ If you do not have any of these insurances please indicate if you will purchase them if awarded the contract. If they are not applicable e.g., you are not an employer please indicate this.