

Spalding Gentlemen's Society – New Beginnings

Invitation to Tender: Architect-led Design Team

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1. THE BRIEF INTRODUCTION:

1.1 SERVICES REQUIRED:

SGS is seeking proposals for the provision of a range of consultancy support services for the Spalding Gentlemen's Society New Beginnings / Phase 2 project.

SGS seeks to appoint a comprehensive multidisciplinary team, consisting of:

- a. Architect / Design Team Leader
- b. Civil & Structural Engineer (see 5.2, below)
- c. Services (Mechanical & Electrical) Engineer (see 5.2, below)
- d. CDMC Principal Designer
- e. Building Regulations Principal Designer
- f. Access Specialist
- g. Acoustic Design
- h. Fire Consultancy
- i. Lighting Design
- j. Any other disciplines required to fulfil the terms of the ITT.

Bidders may wish to include additional specialists in order to deliver the project and are encouraged to do so where they consider it will add value.

The design team must include a RIBA or equivalent accredited architect in a leading role. The lead architect will need to have experience of working with historic buildings, with a broader portfolio of work. Experience of The National Lottery Heritage Fund projects and projects that involve museum, library and/or archive collections is preferred.

All sub-consultants will be directly commissioned by the lead architect as part of their design team. It would also be preferable for sub-consultants to be members of professionally recognised accreditation schemes.

The appointment will commence with reviewing the existing proposals for the project developed to RIBA work stage 1 and then developing these to RIBA 3 and beyond.

a) The National Lottery Heritage Fund Development Phase:

This phase of work will comprise the completion of RIBA work stages 1-3 and up to submission of the Heritage Fund Delivery Phase application, a Planning Application and Listed Building Consent application.

There is a break clause at the end of the Development Phase. If the Delivery Phase funding application is unsuccessful or there is an unsatisfactory consultancy review at the end of Phase 1, the appointment may be terminated.

b) The National Lottery Heritage Fund Delivery Phase:

This phase of work comprises the completion of RIBA Work Stages 4-7 and the successful delivery of the project.

1.2 SEPARATELY PROCURED SERVICES:

Other services which have been procured separately or are in the process of being procured separately for the project are as follows:

- a. Project Manager
- b. Quantity Surveyor
- c. Activity Consultant
- d. Fundraising Consultant
- e. Exhibition & Interpretation Consultant
- f. Communications Consultant
- g. Business Planning Consultant
- h. Branding Consultant
- i. Evaluation Consultant

1.3 RESPONSE OVERVIEW:

All those wishing to respond to the brief are required to submit a response as outlined below. The response should cover the following:

- Overview of your team including CVs. It should be clear who the lead contacts will be and the resource allocation for the project. Please note CVs can be included as part of the appendices and will not contribute to the final page count.
- Experience. Your response should outline your team's experience in this area including similar sites and other National Lottery Heritage Fund and museum / heritage projects.
- Methodology. Outline how you will work with SGS. This should also include a programme detailing how you will meet key milestones such as planning submission, The National Lottery Heritage Fund Mid-Stage review and delivery stage submission.

Your response should be submitted electronically, in PDF format and should be no more than 25 pages long excluding form of tender, CVs and other appendices.

2. SPALDING GENTLEMEN'S SOCIETY INTRODUCTION:

2.1 SPALDING GENTLEMEN'S SOCIETY:

Address: 9a Broad St, Spalding PE11 1TB.

The Spalding Gentlemen's Society (SGS) was founded in 1710 by Maurice Johnson 'The Antiquary' whose initial vision was to support learning and education of his local community. SGS is Britain's oldest provincial learned society and second-oldest museum making it of clear national, if not international heritage significance.

The founding ethos of the Society was '*Pro Bono Publico*' or 'for the public good' and 300 years after the Society was founded, the meaning of this phrase is once again at the very heart of the vision of the project being put forward today.

Today the SGS operates as a public-facing museum and educational charity supported by a membership of more than 360 individuals from around the world (membership being open to anyone over the age of 18). The Society is driven by a team of more than 75 regular volunteers who deliver the Society's operations, facilitated by a part-time Head of Collections & Operations and a full-time Collections & Facilities Officer.

Having been a men-only society for three centuries the Society has been on a transformational journey since 2000 responding to community demand; admitting women in 2007, gaining Accreditation in 2014 and increasing public access and engagement every year since 2016.

2.2 SGS VISION:

For more than 300 years the Society has been a beacon of Enlightenment ideals. It is Britain's oldest provincial learned society and second oldest surviving museum. Today, the Society aims to connect members, visitors and the wider public with the world through interactive engagement with the Society's collections on-site, virtually and through outreach. The Society believes that curiosity, discovery and the search for knowledge can and should be nurtured and open to all.

2.3 SGS MISSION:

The Society's mission is to support the creation and sharing of knowledge by providing access to its collections and by offering innovative social and educational projects for all people. They aim to:

- Tell the unique story of the Society, its collections and its members.
- Maintain and develop a range of public programmes that reflect the range and diversity of the collections, their members, their community and society more broadly, and are accessible to all.
- Safeguard, develop and display the collections to ensure their continued improvement and benefit for future generations.
- Provide opportunities for members, volunteers and visitors of all backgrounds, living locally or further afield, to enjoy and engage with the remarkable collections through participation in lifelong learning and creative expression.
- Provide volunteers and students with opportunities to learn new skills in collections care, research, management and conservation.

2.4 SGS VALUES:

The Society believes that:

- The pursuit of knowledge should be free and open to all.
- Openness, honesty & respectful dialogue are at the foundation of knowledge making & knowledge sharing.
- Inclusivity and accessibility must guide all the Society's working practices.
- Lifelong learning, personal development and self-discovery are fundamental parts of being human.

As custodians of the Society's collections, the Society have a responsibility to research and interpret the Society's collections and their provenance honestly and transparently, including where that provenance may be sensitive or difficult.

3. THE PROJECT:

3.1 PROJECT OVERVIEW:

The redevelopment and revitalisation of Spalding Gentlemen's Society's town-centre buildings has two phases, which are not to be confused:

- 1) Phase 1: MEND project.
- 2) Phase 2: New Beginnings project.

This ITT is associated with Phase 2 of the project ('New Beginnings') and will focus on such. However, these two phases are ultimately linked throughout and must align in a common goal, to ensure they deliver the overall client requirements and aspirations. A brief paragraph is provided on Phase 1 (MEND) below, to ensure anyone interested in the project understands the overall scheme.

Phase 1 (MEND) is currently underway, with a provisional completion date of March 2027. Phase 1 is associated with Spalding Gentlemen's Society's Grade II listed building, originally built in 1911 and later extended in the 1950s and 1960s. Due to ageing construction methods and ground conditions, these later extensions are now subsiding and placing strain on the original structure. Historic England has identified the building as being at risk and recommended the removal of the rear extensions. The project will therefore address these issues, as well as deliver accessibility improvements and upgrades to mechanical and electrical services. These essential works will help secure the building's future for generations to come. Funding has been obtained from Arts Council England's Museum Estate and Development Fund (MEND) funding scheme.

Phase 2 of the project (New Beginnings – the subject of this Invitation To Tender) will secure the SGS's internationally significant collections and bring its historic home back to life. It will put Britain's oldest provincial learned society back on a sustainable footing for the next century by re-purposing the neighbouring historic engineering works to create essential conservation, exhibition and learning space and a new collections store. The project will:

- Bring all of the SGS's collections under one roof.
- Protect and conserve the Society's atmospheric historic home whilst creating a regional centre of excellence for heritage, conservation, collections management and research in the Fenland.
- Deliver conservation, digital and research training to impact acute skills deprivation specific to Spalding and the surrounding region and grow the Society's programme of outreach and engagement for local young people, adults and the neuro-diverse community such as the Feather Teens CIC.
- Improve visibility and perception of SGS to engage with hard-to-reach audiences such as the migrant community and unemployed.

3.2 CAPITAL WORKS:

The proposed capital works will:

- Create a new accessible entrance foyer and temporary gallery space that could include a small café coffeehouse. The new entrance area will be large and light and spacious and will provide easy, level access into the 1911 building to allow visitors to move into that space as part of their visit. It will be animated by a rolling programme of temporary exhibits (see activities below) and more permanent interpretation. The

elevation will be heavily glazed to create a sense of transparency allowing passersby to see into the building; this will help to overcome the chronic issues of confusion about what the SGS is and false perceptions of what it does.

- Create a new vertical access core where the Society's historic 1911 home joins the historic engineering works. This will include a new lift that will create disabled access to the first floor of the 1911 building for the first time in its history.
- Provide a new flexible exhibition and learning space on the first floor to allow the Society to bring lectures and school visits back under its roof in an appropriately sized space. Views up into the space will be possible from the street to help overcome issues with perception and show the community clearly what goes on at the Society.
- Create conservation and digitisation studios allowing the Society to bring its busy programme of practical conservation work and training into its home. The nature of the 1911 building means that it has never been possible to undertake this work here. The proposed conservation studio will be located towards the front of the re-purposed business centre building and will be designed to allow visitors to the site to see in and observe practical conservation work taking place.
- Retro-fit the historic engineering works to create a large, high density collection store on ground floor capable of housing the Society's extensive museum, library and archive holdings (including parts of the remarkable Designated Collection) and other collections. The collection store will be located adjacent to the conservation studio and reading and research room to allow for the easy and safe movement of items between the two spaces.

3.3 ACTIVITIES:

The project also delivers a complementary Activity plan that will allow the Society to refresh and enhance its formidable programme of existing activities and supplement them with new initiatives that will help us to reach important new audiences. The project will:

- Allow the Society to increase its general opening hours at the Society's main home and maintain a gallery at Ayscoughfee Hall by providing funds for new staff and training for volunteers.
- Enable the Society to deliver a calendar of seasonal and themed events throughout the year designed to attract children, young people, families and general visitors.
- Provide the resource necessary to engage with under-represented communities in the area (such as the high concentration of eastern European migrants) including through co-created temporary exhibitions; this will help the Society to reach into these communities and foster enduring links. Building from this the project will establish links with under-represented communities to and a platform for recruiting members and Trustees from those communities to help diversify and expand the Society's governance so that is more representative of the changing local community. These links will also provide a starting point for the development of multi-lingual interpretation and training multi-lingual tour guides to ensure we are catering for the full breadth of the community in Spalding.
- Create an opportunity to allow the Society to support people in the area with low or no qualifications or skills; a group for which Spalding has an above average representation. The Society will look to expand their busy programme of conservation training to specifically target this group to provide an opportunity to gain skills and experience conservation but also digital skills, project management, research, public speaking and customers services.
- Allow the Society to consolidate and expand their role as the centre for heritage research, knowledge, engagement and education across the whole of the Fenland sub-region.

- Build on exploratory discussions and pilots to create a more formal programme of engagement and outreach with neuro-divergent and home-schooled children, with the elderly and for dementia groups. The Society has started to engage with these often-overlooked groups and are committed to doing more, utilising the collection to provide opportunities for learning and reminiscence.
- Enable the Society to deliver a much larger range of events and activities to engage with children, families and general interest visitors such as an expanded school's programme and Kids in Museums Takeover events and a packed calendar of fun, seasonal and themed events.

3.4 BUDGET AND FUNDING:

3.4.1 CONSTRUCTION BUDGET:

The construction budget is currently estimated to be c.£4,884,441

This sum excludes contingencies, inflation, VAT and professional fees.

3.4.2 FUNDING:

Funding for the development phase of the project is via a National Lottery Heritage Fund grant, SGS funds, Towns Fund and Welland. The delivery phase will be funded by a National Lottery Heritage Fund delivery grant and a fundraising campaign. Securing funding to enable the project to proceed is currently being undertaken. Please note there will be a significant time delay between RIBA 3 and RIBA 4. This is due to Heritage Fund delivery application assessment process. The project team will be stood down during this period. RIBA 4 onwards is subject to a successful delivery application.

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4. PROJECT STRUCTURES DURING DEVELOPMENT AND DELIVERY PHASES:

Project structure charts are set out below. Figure 1 shows project structure during the Development Phase and Figure 2 shows project structure during the Delivery Phase.

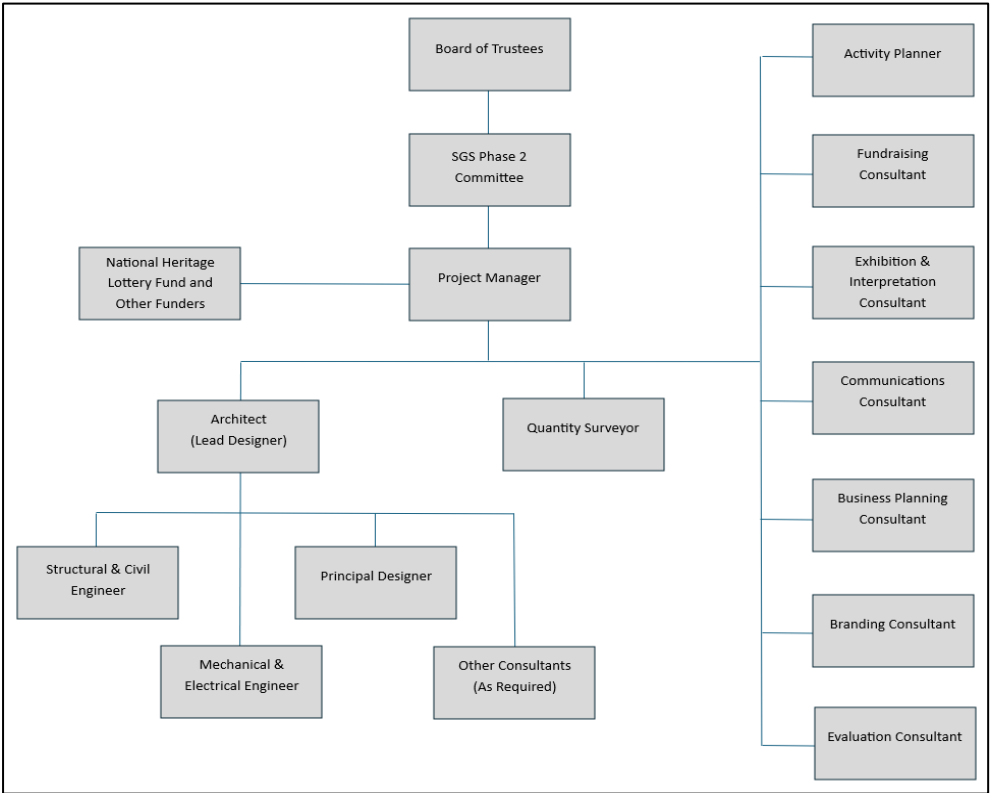


Figure 1: Spalding
Gentlemen’s Society
Project Governance
(Development Stage)

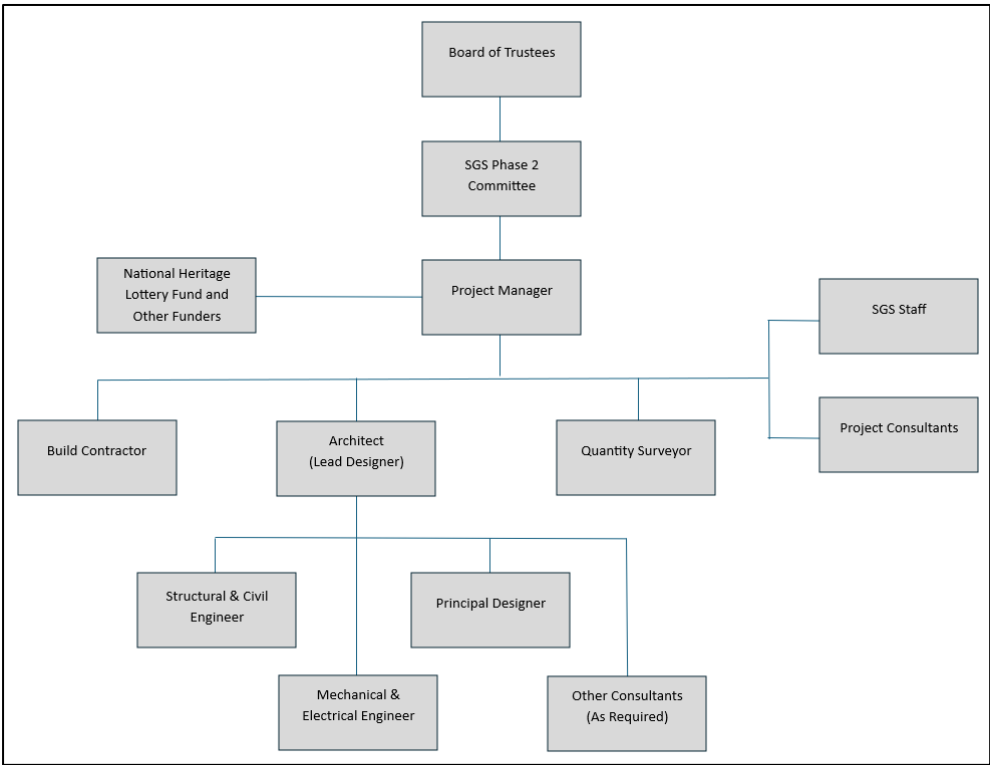
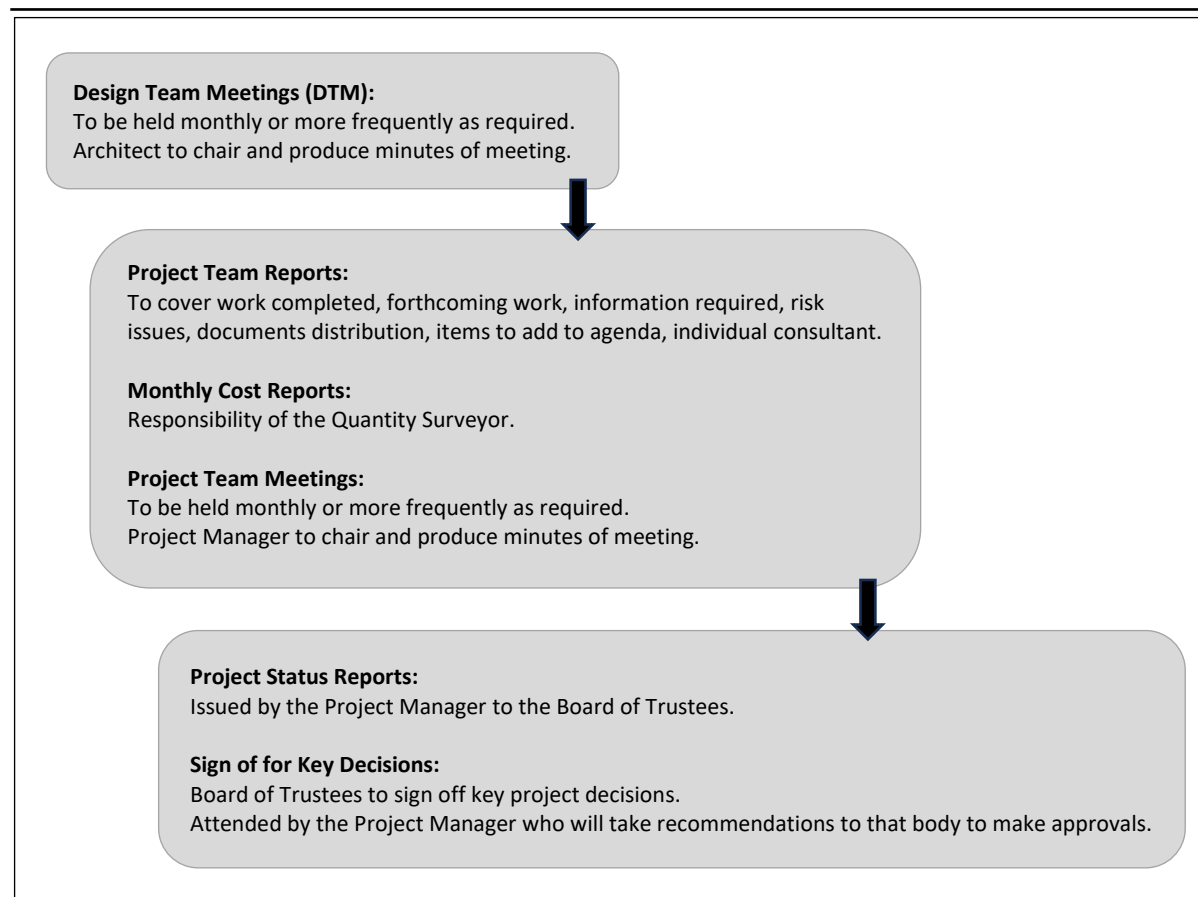


Figure 2: Spalding
Gentlemen’s Society
Project Governance
(Delivery Stage)

4.1 PROPOSED MEETING AND COMMUNICATION STRUCTURE DURING THE PROJECT:



5. THE REQUIREMENTS:

5.1 THE BRIEF:

5.1.1 HERITAGE FUND DEVELOPMENT PHASE:

The completion of RIBA Work Stages 1-3, submission of a planning application and Listed Building Consent and up to submission of the Delivery Phase application.

- The Design Team Lead will be responsible for holding (chairing) regular Design Team meetings, which will be recorded appropriately with minutes of meetings being distributed to the design team and others as appropriate.
- Provide monthly design progress reports for submission to the Project Manager.
- Comprehensive designs: Preparation of detailed, high quality and robust designs for the repurposing of the historic engineering works and its physical integration into the Society's 1911 home to RIBA Stage 3. Designs will be progressed through the RIBA stages with the production of a report for the Society's review and sign off at the end of each work-stage with all disciplines contributing. The design report for Stage 3 will form a key part of the Delivery Phase application to the Heritage Fund. The design report will review and develop

the existing designs prepared for the project and will include all necessary information relating to structural design, services systems, site landscape, outline specifications and environmental, energy, access and any

other relevant project strategies. Please note that building control and fire survey services should be included within the comprehensive design team even where this needs to be commissioned directly by the client. The submission of a planning application and Listed Building Consent will also be required at the end of this phase and sits in the scope of this brief.

- Produce design information against the programme, and if delayed use reasonable endeavours to expedite the production of the information.
- Ensure the capital design work is fully integrated with the work of the Exhibition and Interpretation consultants and business plan
- Ensure the access consultant considers both physical access and access requirements of the Exhibition and Interpretation
- Artist's impressions: Preparation of at least two artist's impressions or visualisations to use for publicity of the project and in the round two funding application.
- Conservation Management Plan: Preparation of a Conservation Management Plan early in the Development Phase following Heritage Fund and best practice guidelines to inform the design proposals.
- Management and Maintenance Plan: Preparation of a Management and Maintenance Plan following Heritage Fund and best practice guidelines.
- Consultation: Undertake comprehensive consultation necessary to inform and develop robust designs including: statutory and non-statutory consultees, existing Members, Volunteers and Trustees, existing and potential visitors, and specific audiences identified in the Activity Plan. This will include preparation and attendance at the national Heritage Open Days festival.
- Managing surveys: Obtain and manage the provision of all surveys, reports and the like that are directly required and associated with the project. This service is to include for the direct engagement of the authors on the behalf of the client and is to ensure that the terms and conditions of the commission(s) contain sufficient guarantees/warranties to indemnify not only the client's interests but those of any contractor who may reasonably rely upon such outputs produced. The surveys, investigations and advice required are likely to include but not be limited to, to be confirmed by the design team prior to round one submission:
 - Ecology survey
 - Archaeological investigations
 - Access audit
 - Mortar and other materials analysis
 - Site investigations
 - Structural investigations
 - Builders' attendance for intrusive survey work
 - Roped/hydraulic hoist access survey
 - Asbestos refurbishment and demolition survey
 - Utilities searches, records and drawings
 - Building services survey
 - Below ground drainage survey, CCTV and CAD drawings
 - Tanker jetting to below ground drainage

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- Highways consultation
 - Completion of design, planning and costings to end of RIBA Stage 3. This includes securing statutory consents, post approval technical designs / discharge of conditions (where able to do so at this stage – see delivery phase), tender process and tender reporting.
 - Preparation of reports for regular progress meetings with the Heritage Fund, which the Lead Consultant and team members will attend as required. Drafts of all delivery phase application documentation must be prepared and presented at the Mid Stage Review, and the documentation completed in good time for the delivery phase submission.
 - Participation in formative evaluation throughout the development phase and contribution to final evaluation reporting.
 - Integration of community engagement and skills activities into the tender documentation and delivery plans (with support for pilot activities during the development phase if required).
 - Provide rationale and justification for design team changes where appropriate to support the change control process employed on the project.
 - Review costs for management and maintenance in the project business plan, also make recommendations how the plan should be updated with any new information during the project, formally adopted and published.
 - Assist the Quantity Surveyor in dealing with all design clarifications required to produce the RIBA Stage 3 Cost Plan in a timely manner and in line with the target programme.

5.1.2 HERITAGE FUND DELIVERY PHASE:

The completion of RIBA Work Stages 4-7 and the successful delivery of the project.

- Comprehensive designs and costings: Preparation and implementation of detailed, high quality and robust designs and costings to RIBA Stage 7. This will include management of the scheme on site. Please note that building control and fire survey services should be included within the comprehensive design team.
- Detailed and Technical design development of proposals to RIBA Stage 4.
- Conservation Plan: Update the Conservation Plan developed during the Development Phase following National Lottery Heritage Fund and best practice guidelines.
 - Prepare/oversee Conservation Management Plan- Please note this can be provided by a sub consultant but must be stated in the tender how this will be approached.
 - Consult with key stakeholders.
 - Identify risks to the heritage, including disasters such as fire, flooding, theft, and vandalism.
 - Propose how risks can be mitigated through design or the management and maintenance plan.
 - Develop an action plan and costs which identify what needs to be maintained and managed, showing resources e.g., Staff, volunteers and budget, and any necessary skills required.

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- Input into the overall main development programme and risk register as prepared and led by the Project Manager.
 - Work with the team at SGS to establish a plan for the site to remain open and minimise impact on income and visitors.
 - Management and Maintenance Plan: Update the Management and Maintenance Plan developed during the Development Phase following National Lottery Heritage Fund and best practice guidelines.
 - Managing surveys: Obtain and manage the provision of all surveys, reports and the like that are directly required and associated with the project. This service is to include for the direct engagement of the authors on the behalf of the client and is to ensure that the terms and conditions of the commission(s) contain sufficient guarantees/warranties to indemnify not only the client's interests but those of any contractor who may reasonably rely upon such outputs produced.
 - Ensuring all pre-construction planning conditions have been discharged and all consents are in place for the work.
 - Design and site inspection to successful handover (RIBA stages 5 and 6).
 - Support for and participation in community engagement and skills activities.
 - Commissioning and post completion services and reporting as required by the client and funding bodies.
 - Participation in formative evaluation throughout the delivery phase and contribution to final evaluation reporting.
 - Preparation and/ or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project.
 - Identification and evaluation of potential contractors and/or specialists for the project alongside the QS.
 - Participating in Interviews for potential contractors for the work, with SGS and the Project Manager, and to provide advice to SGS on such matters.
 - To obtain and assess tenders for the works and the provision of a detailed, clear recommendation report to SGS with appropriate reasoning for the recommendations made.
 - Ensure change control process is clear and well managed to reduce delays and cost implications.
 - Assisting in management of the building contract through to Practical Completion including undertaking regular inspections, reviewing against the specifications and the construction programme and responding to Design Queries as they arise.
 - Provision to the Contractor of further information as and when reasonably required.
 - Prepare 'As-constructed' information.
 - Assisting SGS during the initial occupation period

5.2 Suggested Consultants:

Works are currently underway at the Society's neighbouring Grade II listed building, as outlined in Section 3.1. As a result, both the M&E Consultant and the Structural/Civils Consultant have developed a strong understanding of the building, along with embedded skills and knowledge aligned to the overall project objectives, with both phases being closely interlinked.

Accordingly, the clients suggests that you may wish to consider the following consultants for appointment and management by the lead architect as part of the design team:

- M&E: Illuminous Consults (Michael Barham) - <https://www.illuminous-consulting.com/>
- Structural/Civil Engineer: York Sills (Robert Webster) - <https://www.yorksills.co.uk/>

5.3 PROGRAMME:

The anticipated project programme is as follows (though this is subject to change and may vary depending on individual funders' requirements):

Action:	Dates
Project Start-Up Meeting	October 2025
Procurement of Consultants / Wider team	January 2026 – March 2026
RIBA 2 Design	February 2026 – April 2026
RIBA 3 Design	July 2026 – October 2026
NHLF Mid Stage Review	November 2026
Submit Planning Application	December 2026 – January 2027
Round 1 Submission	February 2027 (TBC)
Final Heritage and Evaluation Report Submission	February 2027
Round 2 Notification	June 2027
RIBA 4 Design Package	November 2027 – February 2028
Main Contractor Tender	April 2028 – June 2028
Site Works Commence	September 2028
Handover	June 2029
Project End – Final Reports	October 2030 – December 2030

6. TERMS OF CONTRACT:

The form of contract that SGS proposes to use is the RIBA Standard Agreement 2010 (2015 Revision). The contract will be split into two stages as follows:

Stage One: Development: Provision of design services to RIBA 3.

Stage Two: Delivery phase: Provision of design services RIBA 4-7.

The contract may be terminated at the end of each stage of work. Progress will be reviewed after the completion of each stage of work and subject to satisfactory performance by the Lead Architect and other consultants and

securing the necessary funding to enable the next stage of work to proceed, the Lead Architect will be formally instructed to proceed to the next stage. This will be applicable to the briefs for all other Lots.

6.1 PAYMENT OF FEES:

SGS will make monthly payments throughout the project, to be signed off by the Project Manager in accordance with the programme in 5.2 above.

6.2 INTELLECTUAL PROPERTY:

Any intellectual property created or which vests in any designs produced, documents issued, or other material released will remain with SGS. All drawings will be issued as PDF and DWG format. SGS reserves the right to reproduce and distribute such material as necessary to support the Project and its work generally.

6.3 CONDITIONS OF TENDER:

This ITT is to be used by the organisations invited to submit a Tender to SGS and any other parties required for preparing the Tender as described, and for no other purposes.

6.4 CANCELLATION:

SGS reserves the right to cancel the tender process at any time. SGS is not liable for any costs resulting from any cancellation of this tender process, or for any other costs incurred by those invited to submit tenders or their advisors.

6.5 ACCEPTANCE:

SGS is not bound to accept the lowest price, or any tender submitted.

6.6 COMPLIANT TENDERS:

SGS requires all tenderers to submit a compliant tender which must satisfy all the requirements of this Invitation to Tender. SGS reserves the right to reject or disqualify a Tender return where the Tender response is submitted

late, is incomplete, contains false or misleading information or fails to meet SGS submission requirements in this ITT.

6.7 VALIDITY:

All tenders shall constitute offers and shall remain valid for a period of 2 months from their submission date. Submission of a tender assumes acceptance of this requirement.

6.8 CONFIDENTIALITY:

This ITT and associated information made available by SGS is done so on condition that it is treated as confidential by the tenderer and its advisors and is not copied or reproduced, nor used other than as envisaged in the ITT in order to permit a tender to be formulated. The information which the tenderer considers is confidential information should be clearly marked as such in the tender or where it is provided in advance of the tender at the time of provision.

The obligations of confidentiality in this paragraph shall not extend to any matter which the tenderer can show:

- A. is in, or has become part of, the public domain other than as a result of a breach of the obligations of confidentiality under this Invitation; or
- B. was independently disclosed to it by a third party entitled to disclose the same; or
- C. is required to be disclosed under any applicable law, or by order of a court or government body or authority of competent jurisdiction.

All documents developed as part of the project will be confidential. SGS will decide on its release and distribution. The Consultant may not distribute without prior consent from SGS.

6.9 COPYRIGHT:

The Consultant must clear the copyright for any images, illustrations or other material used and gain express permission from SGS for its use.

6.10 INFORMATION:

This ITT is made in good faith and, whilst all reasonable care has been taken, no warranty is given as to the accuracy or completeness of the details contained in it and any liability or inaccuracy or incompleteness is therefore expressly disclaimed by SGS.

6.11 COSTS:

Tenderers will be responsible for all their own costs in relation to negotiating and submitting a tender.

6.12 PUBLICITY:

Tenderers may not produce or procure any publicity in relation to this Project other than with the prior written agreement of SGS as to the fact of publicity, its content its timing.

6.13 CANVASSING:

Canvassing by a tenderer means the offering of any inducement or reward to any member or officer of SGS or to any person acting as an advisor to SGS or anything that would be a breach of the Prevention of Corruption Acts. Canvassing shall lead to disqualification of the tenderer without prejudice to any civil or criminal liability which may be incurred.

6.14 COLLUSION:

Any tenderer who fixes or adjusts the amount of his tender in accordance with any agreement or arrangement (other than with a member of its own expressly disclosed consortium) or enters into any agreement or arrangement to refrain from tendering or to tender at above or below a particular amount shall be disqualified without prejudice to any civil or criminal liability which may be incurred.

7. TENDER INFORMATION REQUIREMENTS:

7.1 TENDER AND APPOINTMENT PROGRAMME:

Outputs:	Timetable:
ITT Issued	15/01/2026
Date for Site Visits	TBC
Final Dates for Queries	06/02/2026
Final List of Queries Issued	11/02/2026
Closing Date for Tenders	13/02/2026
Anticipated Shortlisting Notification	25/02/2026
Anticipated Interview Requiring Presentation	TBC
Anticipated Contract Award	TBC

7.2 SITE VISITS PRIOR TO TENDERING:

Prospective tenderers are invited to arrange a site visit, should they wish to do so, before submitting a quotation for the work.

Please contact Greenwood Projects Ltd via email at: tenders@greenwoodprojects.com

7.3 CLARIFICATIONS:

All clarifications / tender queries to be submitted in writing via e-mail to the procurement administrator: Greenwood Projects Ltd via email at: tenders@greenwoodprojects.com

Please stipulate if a query is commercially sensitive and should not be shared with other tendering parties. All other queries and responses will be collated and issued to all tendering parties on a weekly basis concluding with a final tender query schedule being issued on 11th of February 2026.

7.4 TENDER DOCUMENTS:

Tender Responses should include the following:

1. Relevant experience
2. Qualifications and experience of the proposed team, including CVs
3. Approach to the consultancy
4. Price
5. Form of Tender
6. Copies of Insurances

7.4.1 ASSESSMENT CRITERIA:

Tenders will be evaluated according to the following four criteria:

1. **Relevant experience.** Please provide three case studies from completed projects that have been undertaken within the last five years. These should demonstrate the team's experience of working with listed buildings, and museums and projects of a similar size. They must also demonstrate your team experience of working on The National Lottery Heritage Fund/Historic England funded projects. Please ensure that your case studies reflect the scope of works, whole team's experience and, if possible, how these individuals have worked together previously (25%).
2. **Qualifications and experience of the proposed team, including CVs** (maximum five). Your response should identify all the professional staff it is proposed should work on the Commission, with supporting CVs listing qualifications and relevant experience. It should identify the fees to be charged, broken down by the staff involved with estimated hours of involvement per staff member. For each stage of the project please indicate clearly who will be responsible for the project, particularly on-site during the delivery phase (20%).
3. **Approach to the consultancy** including details of communication with the client. The tenderer should provide a project delivery statement in response to this brief, setting out (25%):

- a. How the work outlined will be approached, methods of working and providing additional detail about any pertinent matters not covered in the brief.
 - b. Additional surveys, consultations, etc. where they are thought necessary.
 - c. Any proposed variations from the list of tasks explaining why.
 - d. A schedule of excluded items and limitations; and
 - e. Confirmation of proposed team members and their specific responsibilities.
4. **Price.** The tenderer who submits the lowest overall price will receive the full score of 30% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 30$$

Abnormally low or high bids distort evaluation of Tenders and where SGS feels that a bid falls into one of these categories, the Tenderer will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

SGS will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality Evaluation Assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at SGS discretion. Please note we will not be accepting percentage requests and expect tender responses to provide a detailed cost response outlining the day rates of team members involved and their allocated days for the full team.

Assessment Criteria	Score
Unacceptable: either no answer is provided, or the answer fails to demonstrate that any of the SGS key requirements in the area being measured will be delivered.	0
Poor: fails to demonstrate how the SGS basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
Weak: barely demonstrates how the SGS basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
Satisfactory: demonstrates how the SGS basic requirements in the area being measured will be addressed so as to deliver acceptable outcomes against the project brief.	3
Good: demonstrates how most of the SGS requirements in the area being measured will be addressed so as to deliver good outcomes against the project brief.	4
Excellent: demonstrates clearly how all of the SGS requirements in the area being measured will be fully addressed so as to deliver excellent outcomes against the project brief.	5

7.5 DEADLINE:

Completed Tenders to be returned to Greenwood Projects Ltd by email at: tenders@greenwoodprojects.com by the 13th of February 2026.

Please note no clarification questions will be accepted after 6th of February 2026.

All tender returns to be provided in a PDF format and documents to follow the structure/chronology as stated above within 'Assessment Criteria'. Please note all clarification requests and the final submission should be titled 'Spalding Gentlemen's Society, Phase 2 - Design Team ITT' to ensure they are easily identified.

7.6 PREPARATION OF TENDER:

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent and character of the Conditions of Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time prior to seven working days before the date for receipt of tenders. This will allow time for to prepare a response to all Tenderers by five days before the tender deadline and for all Tenderers to incorporate the clarification prior to the tender deadline.

7.7 NON-CONSIDERATION OF FORM OF TENDER:

SGS reserve the right not to award the contract to the highest scoring, lowest priced or to any Tenderer; and reserve also the right to accept any of the same in whole or in part. SGS may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to vary or make alterations to the Form of Tender, Conditions of Contract or the Specification.

7.8 SHORT- LISTING AND INTERVIEW:

After the initial assessment using the criteria above, the top three responses will be invited to an interview.

Those short-listed will carry forward their total mark out of 100 to the next stage. Then a maximum of a further 50 marks will be available, 10 for the presentation and 40 for the responses to questions. Please bring the actual team who will be undertaking the work to the interview. The scoring rationale used in determining those marks will be as above.

7.9 STANDARDS OF WORK:

The Project Manager is responsible for monitoring the work of the Design Team, in terms of time spent and costs incurred, to ensure that the design services up to and including the completion of the works to RIBA 7 are delivered on schedule and within budget.

SGS must be notified in writing as soon as unforeseen costs or delays are predicted.

The Architect should note that unsatisfactory work which does not follow the Project Scope (or any variation agreed with the SGS), or which is not submitted according to the above timetable and/or output requirement may compromise the project. If this is the case, a proportion of the consultant's fee may be withheld until any defects are rectified.

7.10 INSURANCE COVER:

The Successful tenderer will be required to hold Employer, Public Liability and Professional Indemnity Insurance of a minimum of £5,000,000. This is a pass / fail criterion.

Details of insurance and of Health and Safety policies should also be provided as part of the tender response.

7.11 CREDIT CHECKS:

Credit Checks will be undertaken on all short-listed tenderers.

7.12 PROPOSED PRICE STATEMENT:

If you are successful, the prices quoted will be entered into the contract documents.

Appendix 1: Form of Tender

Please complete this form and include it with your responses to the questions above.

Project: Spalding Gentlemen's Society – Phase 2 / New Beginnings

Professional Service: Design Team Services

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 for the development phase (The completion of RIBA Work Stages 1-3, submission of a planning application and Listed Building Consent and up to submission of the Delivery Phase application)

Confirm figure in words: plus VAT

£ plus VAT for the delivery phase (RIBA Stage 4 to completion)

Confirm figure in words: plus VAT

Resources:

Please state the number of days and day rates intended for the Development and Delivery stages

Team	Development Phase (RIBA Stage 3)		Delivery phase (RIBA Stages 4-7)	
	Day Rate £	No. of days	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.

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	

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.

Capacity in which signed	
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