**Expression of Interest for Structural Assessment**

Expressions of Interest are sought by Crewe Town Council for the provision of a structural assessment in relation to Crewe Christ Church.

1. **Background**

Crewe Town Council is developing a community trust to focus on the redevelopment of redundant buildings within the town to find sustainable, appropriate new uses. The first building identified for redevelopment is Crewe Christ Church.

Crewe Christ Church was designated redundant and has stood vacant since 2013. In 2019, Crewe Town Council (CTC) received £53,000 from the Architectural Heritage Fund to support the redevelopment of the site. Through this funding CTC must establish a community trust, oversee the transfer of the asset and help the trust find a sustainable use for Crewe Christ Church. CTC is working with the Diocese of Chester, the Church Commissioners and Cheshire East Council to find a new use for the building and transfer the ownership of the asset.

1. **Brief**

Crewe Town Council wishes to appoint experts in structural assessments of historic buildings to undertake a structural assessment of Crewe Christ Church to establish:

1. The structural condition and safety of the building
2. Any necessary repair works
3. Anticipated maintenance costs

The assessment should include analysis of all structural systems and make recommendations for any further assessments. The assessment should include, though is not limited to:

* A statement of the architectural significance and construction history including an assessment of the construction “as built”
* An appraisal of the public, statutory and legal environment
* An appraisal of the physical environment encompassing inspection
  + A structural condition assessment including limitations of visual inspections
  + A description of the various structural systems
  + Descriptions of the existing condition of the various structural systems
  + Identification, location and analysis of deficiencies, questionable construction details, failed details and attempted corrective measures
  + Analyses of existing load capacity
  + Descriptions of existing conditions of non-structural components and their connection details attached to structural or other building systems whose connections failure could be hazardous or cause significant damage
  + Photo documentation including contextual views and elevations as well as representative views of deficiencies, questionable construction details, failed details and attempted corrective measures
* Recommendations
* Identification of anticipated maintenance costs

The submission should include:

* A pricing schedule including a detailed breakdown for providing the services required. Costs must be inclusive of all expense and exclusive of VAT. The prices will remain fixed for the duration of the contract.
* An outline of the process for providing the services, detail of key activity, a timetable and response times.
* Evidence of professional qualifications and knowledge for all team members
* Evidence of relevant experience on projects of comparable scale, scope and complexity.
* Evidence of insurances and indemnities.
* Contract management arrangements. Please identify contingency plans should any proposed member of the team be unable to complete this contract.
* Data Protection arrangements.
* Conflict of Interest statement.
* Terms and Conditions.
* Availability.

1. **Additional Information**

To support the submission, please find attached Expression of Interest Supporting Documentation – Crewe Christ Church which includes:

* An overview of the project
* Historical development and significance
* Details of ownership
* The process for transfer
* Restrictions on use
* Site photographs

Documentation sent to you in respect of this expression of interest, is provided on the basis that they remain the property of Crewe Town Council and must be treated as confidential. No consultant will undertake any publicity activities in relation to the contract or this expression of interest without the prior written agreement of Crewe Town Council, including agreement of the format and content of any publicity.

For further information please contact Vicky Harrison, Heritage Development Officer, via [heritage@crewetowncouncil.gov.uk](mailto:heritage@crewetowncouncil.gov.uk) or 07551 234557.

1. **Submission**

Expressions of Interest should be returned to the Heritage Development Officer via [heritage@crewetowncouncil.gov.uk](mailto:heritage@crewetowncouncil.gov.uk) no later than 12pm (midday) on Thursday 30 September 2021.

Submissions received after this time will not be considered. Submissions submitted by post, fax or other electronic means will not be accepted.

* Crewe Town Council will not be bound to accept any expression of interest and reserves the right to accept an expression of interest other than the one which is the lowest price or not to accept any expression of interest at all.
* Expressions of interest are submitted to Crewe Town Council on the basis that they are compiled at the candidate’s expense.
* Please note the canvassing of members of Crewe Town Council or of any committee, directly or indirectly, regarding the awarding of this tender, will disqualify the applicant.

1. **Timetable**

This timetable is indicative only. Crewe Town Council reserves the right to change it at its discretion.

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| **Stage** | **Date** |
| Issue of expression of interest | Tuesday 14 September 2021 |
| Deadline for submission | 12pm (midday) Thursday 30 September 2021 |
| Evaluation of expression of interest | 01 to 08 October 2021 |
| Notification of result of evaluation | Week commencing 11 October 2021 |
| Contract signed | By 22 October 2021 |
| Initiation meeting | Week commencing 25 October 2021 |
| Contract complete | Monday 31 January 2022 |