**Expression of Interest for development of a Conservation Management Plan**

Expressions of Interest are sought by Crewe Town Council for the development of a Conservation Management Plan for the Railway Cottages of Dorfold Street, Betley Street and Tollitt Street, Crewe.

1. **Background**

The Railway Cottages of Dorfold Street, Betley Street and Tollitt Street, Crewe, are important survivals from the town’s early settlement. Crewe Town Council is supporting the Railway Cottages Residents Association to develop a heritage strategy and initial development plan through the delivery of a Conservation Management Plan for the forty-nine cottages.

The Railway Cottages were constructed in 1845 as a second phase of housing for the Railway Company’s workforce. Designed by John Cunningham, who had previously designed Liverpool Lime Street Station, the cottages were constructed by the Birmingham company Messers G Branson and E Gwyther. In the early 1970s the cottages were threatened with demolition, but were saved through a local campaign which resulted in them being renovated after they were awarded Grade II Listed Building status.

An external condition assessment undertaken in January 2018 highlighted the following issues that negatively impact the character of the listed buildings:

* Poor quality pointing with an inappropriate material
* Spalling brickwork
* Rotting windows
* Satellite dishes and television antenna
* Wiring to the front facades
* Peeling paint
* Damaged stone sills and plinths
* The introduction of plastic rainwater goods
* The dilapidated boundary wall to Tollitt Street
* The lack of visual harmony across the northern boundaries
* Poor quality paving

1. **Brief**

Crewe Town Council wishes to appoint an architectural conservation expert to develop a Conservation Management Plan for Dorfold Street, Betley Street and Tollitt Street, Crewe. The plan should include:

1. **An Introduction** including objectives, identification of stakeholders and definitions of site and scope.
2. **A summary of the heritage** including a narrative of the site development placing the asset in its broader social, architectural/design, ecological, landscape, archaeological, townscape, technical and curatorial context to inform significance. This section should also seek to understand the social history of the asset and the management arrangements for the asset.
3. **A condition review** including a review of the 2018 condition assessment.
4. **An assessment of significance** covering the asset as a whole and the significance of different parts of the asset. The statement should include the public realm, the external facades and the internal fixtures and fittings.
5. **Risks and Opportunities** including a clear statement of how and why the site is vulnerable and what other issues affect its long-term future.
6. **Management Policies** to support the responsible development of the asset.
7. **Maintenance Plan** including arrangements for inspection of the asset and a prioritised list of work with indicative timings and costings identified.

A more detailed explanation of this scope is available in the supporting documents.

The fee available for this work is £6,500 inc. VAT. This fee should cover all aspects of the development of the Conservation Management Plan. This should include a scoping session to finalise the brief with the client, site visits to complete assessments, sessions with stakeholders, a client session to present and discuss findings, and any required amends.

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**

The following documents are available to support the submission:

* Detailed brief requirements
* Historic England Listing
* External Condition Assessment (January 2018)
* Location Plan of the Railway Cottages
* Images of the Railway Cottages

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 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 Officer by email via [heritage@crewetowncouncil.gov.uk](mailto:heritage@crewetowncouncil.gov.uk) no later than 12pm (midday) on Wednesday 7 December 2022.

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 | Friday 18 November 2022 |
| Deadline for submission | 12pm (midday) Wednesday 7 December 2022 |
| Evaluation of expression of interest | Week commencing 12 December 2022 |
| Notification of result of evaluation | Week commencing 12 December 2022 |
| Contract signed | By Thursday 22 December 2022 |
| Initiation meeting | Week commencing 3 January 2023 |
| Contract complete | Friday 24 March 2023 |