



Banana Enterprise Network

Rock Hall Revival Project 2024-2027

Brief for Consultancy Support for Project Management

1. Overview

Banana Enterprise Network are working in partnership with Bolton Council and have been awarded a grant from the National Lottery Heritage Fund (NLHF) for our Rock Hall Revival Project, to renovate, restore and expand Grade 2 Listed Historic Rock Hall. The Hall is situated in a beautiful country park setting (Moses Gate Country Park) in Farnworth, near Bolton. This project will see the Hall transform into a vibrant, viable multipurpose community activity centre, visitor attraction and flagship for the regeneration of Farnworth area.

We will:

- Conserve, expand and reopen Grade II listed Hall to the public as a community space, including new interpretation, cafe etc.
- Improvements to the building via expansion at the rear, new public spaces, including a café, function room, retail and public facilities, including new accessible toilets and lift.
- Transform the Hall contributing to a revitalised Farnworth area.

2. The project

Rock Hall Revival is an ambitious project to restore, conserve and re-purpose Rock Hall into a multipurpose community focussed activity centre where our range of activities and services will enable engagement with the heritage building, landscape, collections and stories for a wide range of visitors. To meet the vision, the project will deliver the following components:

- Urgent repairs and meanwhile use to the existing building during the Development Stage
- Refurbishment of the existing building
- A new-build extension built at the rear.
- The new extension will be on three floors housing:
 - a café and a shop/exhibition space with views of the park
 - multi-purpose activity space for the informal and formal learning programmes and events such as weddings, birthdays etc.
- Interpretation in the Hall
- A vibrant activity and events programme, focused around health and wellbeing, heritage, education and the arts, will include:
 - Working with local community groups in the most deprived areas of Farnworth/Bolton to create and curate their own histories.
 - Working with new and existing partners to deliver an annual programme of activities that are inclusive to all.
 - Establishing commercial activities to generate much needed income
 - Providing apprenticeships, internships and volunteering opportunities for a wide age range
- A sustainable business model. The newly restored and expanded Rock Hall is anticipated to cost £3.4million.

3. Target audiences

The Hall will attract up to 75,000 visitors per annum. Our project audiences will live within Bolton Borough. The 3 key audiences are:

1. Families, inclusive of local Farnworth families and wider Borough of Bolton. Targeted BME families living in Moses Gate. Commercial offer for families from further afield.
2. Health and Wellbeing, inclusive of Children, young people and adults with SEND or poor mental health. People at risk of loneliness/isolation and older people.
3. Community Champions, inclusive of local history societies, environmental and conservation groups, cultural/arts groups and wider VCSE sector.

These are gaps in our current audiences, identified through market research, consultation and our NLHF initial project in 2021 and in 2022/2023. They will be the focus of the activity programme.

In addition we want to develop our Rock Hall commercial activity aimed at other audiences.

The community will be involved in all aspects of the project development, ensuring that it reflects local needs and engendering a sense of ownership and pride. Improvements will increase visitor numbers and depth of engagement, enabling the Hall to become accessible to all. Strong partnerships will support volunteering and training opportunities, provide specialist advice and create resilience for the future.

Alongside restoration works, a programme of community engagement will incorporate events and activities to rediscover, document and share the heritage of the Hall and park. The project will reconnect local people with their local park, explore and celebrate its heritage and learn about the Hall's historic past creating enthusiasm for becoming involved in Rock Hall's future development.

4. Principal Tasks

This brief sets out the requirements for a Project Management consultant to manage the delivery of the Rock Hall Revival Project, supported by the National Lottery Heritage Fund.

We seek to appoint an experienced Project Manager to oversee all elements of the project and comply with reporting requirements of the Heritage Fund, our main funder. The Project Manager will also be required to manage relationships with all funders, submit draw down requests and final reporting as specified in individual grant agreements.

In order to meet the projects aims, within the proposed timeframe, the Project Manager is required to:

- Deliver agreed outcomes within the project plan timetable and budget, consistent with the spirit and objectives of the project
- Work with our Charity to issue contract briefs and manage the selection and appointment process for external consultants
- Set up a project control system (including a dynamic risk register) to ensure clear communications between our Project Group and contractors
- Ensure the delivery of capital and activity plans are integrated
- Support the Activity Officer and Friends Group in delivering the Activity plan
- Prepare reports to each grant provider as required by them in terms of format and frequency, including for example, the mid-stage Rock Hall Revival Development Review and help us to set up everything and gather everything needed for the reviews and project meetings.
- Chair the Project Team meetings and write up minutes and action points
- Ensure compliance with the Heritage Fund guidance

Project sustainability and legacy is a key part of this role; it is important that the post holder is mindful of the need to develop sustainable resources and partnerships where practical. Part of this work will include the informal mentoring and upskilling of staff and volunteers through the development of the Project to empower and upskill staff/volunteers leading to future organisational resilience.

5. Reporting

The Project Manager will be accountable to Banana Enterprise Network and the Project Board and holds responsibility for:

- Design Team
- Activity Officer; support and management
- Evaluation support contract; recruitment, selection and management
- Designer for Interpretation e.g. digital and static outputs; recruitment, selection and management

6. Expertise and Experience

- Proven track record of managing this kind of heritage and conservation project to time and budget
- Experience of oversight of the delivery of a wide-ranging activities and interpretation programme
- Skilled at using IT for project management, collaboration and electronic communication
- Managing Heritage Fund grant funded projects (desirable)
- Experience of managing budgets and reporting to multiple funding bodies
- Experience of procurement and recruitment

7. Summary of outputs

It will also need to demonstrate in great detail how our project activity will enable us to achieve our targets and relevant NLHF Outcomes which are:-

- A wider range of people will be engaged in Heritage
- The funded organisation will be more resilient
- Heritage will be in better condition

8. Key relationships

Other work being undertaken during the development stage of our project includes the production of:

- Interpretation design
- Architectural and landscape design
- An updated Business Plan
- Digital Policy and Plan
- An updated Conservation Plan (first produced in 2021)
- Management and Maintenance Plan.
- Strategic Plan
- Activity plan

The different strands of work will be co-ordinated centrally by a Director of Operations working with the Project Manager.

Project success relies on all consultants working closely together, and the activity planners are expected to liaise with all consultants, particularly the interpretation and exhibition designers, the architectural designers and the business planners and attend a limited number of joint meetings.

9. Available documentation (for consultants that are selected for interview)

Project documents available are:

- Review of a Project Viability Study
- Initial Architectural designs
- Outline Activity Plan
- Outline Business Plan
- Conservation Plan
- Impact report from 2021 NLHF initial project

10. Requirements of the submission

Your proposal should include:

- Your approach to the project
- A resourcing statement indicating key tasks, deliverables, days, the fee for the work (split into Development and Delivery phases), and stating what experience you have that demonstrates that you can do this role. Please give as much detail as possible in terms of cost, including personnel, rates and itemised costs.
- a methodology that meets the brief.
- CVs of all personnel who will deliver the services.
- the company's track record of similar projects.
- timescale for the project.
- fees to complete the project. Please indicate a lump sum to completion and your daily rate(s).
- details of Professional Indemnity and Public Liability Insurance.
- two referees from recent projects.

We anticipate that the majority of the consultancy to be performed online via virtual meetings with some in person meetings. This should be reflected in the statement of approach.

11. Skills and experience required

- Proven track record of managing this kind of heritage and conservation project to time and budget
- Experience of oversight of the delivery of a wide-ranging activities and interpretation programme
- Skilled at using IT for project management, collaboration and electronic communication
- Managing Heritage Fund Grant funded projects (essential)
- Experience of managing budgets and reporting to multiple funding bodies
- Experience of procurement and recruitment
- Experience of and enthusiasm for working with voluntary organisations
- Experience of governance development trustee board level
- Skilled in dealing with a wide range of people (professional, volunteers, local community etc.)
- Experience of working in partnership with and coordinating the work of other staff and volunteers

Other important skills include:

- resource and finance management
- project management experience
- teamwork and relationship building
- ability to work under pressure
- management and team leading
- organisation and administration skills
- strong motivation to strive for the best possible project outcome
- excellent communication and written skills

- excellent interpersonal skills
- delivery of projects on time and to specification.

12. Management of the commission

The client for the work is Banana Enterprise Network. The commission will be managed on a day to day basis by the Director of Operations.

We expect a commissioning meeting, regular attendance at project team meetings, regular communication throughout the project and a monthly progress report.

13. Date of submission and timescale

The closing date for submissions is **19th April 2024**

The submission should be emailed to Jayne Allman (Jayne@Bananaenterprise.co.uk)

The interview date is to be confirmed.

The start date for the project consultant will be immediate once selected.

The completion date for the project is **February 2025**

14. Fee

The project budget for this role is a total of **£75,000** excluding VAT but including all expenses.

This fee is to cover both the Development Phase and Delivery Phase of the project.

Note: There will be a break clause, which can be activated on completion of the Development Phase and pending the award success of a Delivery Phase grant.

If you apply, please split the fees into Development and Delivery Phases.

NB. The total cost of the Rock Hall Revival Project is anticipated to be £4.5m (Development and Delivery Phases).

The Development Phase cost is £0.75m of which £0.4m is anticipated to be Capital Works and repairs costs.

The Delivery Phase cost is £3.75m of which £3m is anticipated to be Capital Works costs.

Payment of fees

Instalments of fees

Payments will be made on accounts submitted in accordance with the instalments agreed and set out in the letter of appointment (probably on a monthly basis but to be determined) and must be relative to actual work completed.

Inclusive fees

Fees submitted shall be deemed to be inclusive of minor agreed additional services, and all expenses and disbursements associated with the completion of the project.

Abnormal expenses and additional services

These will be reimbursed in accordance with the letter of appointment, providing they could not have been foreseen at the time of instruction.

We look forward to receiving your lump sum quotation for fees for this feasibility stage together with a proposal for future fees to take the project through to completion.

15. General Conditions

BEN retains the right not to select any practice and all costs associated with the preparation of tender responses and proposals to this Invitation to Tender are the responsibility of the practices choosing to participate in this bidding process.

If appointed, bidders should note that any requirements which might necessitate variation to agreed fee proposal (i.e. through additional work, etc.) must be brought to the attention of BEN immediately and must always be agreed in writing prior to undertaking said variation. If variations are not brought to the attention of BEN and agreed in writing prior to undertaking, it will be assumed costs incumbent are included in bidders original fee proposal.

It is implicit in this commission that if the works do not proceed beyond a certain stage due to lack of funding, or for whatever reason, the Consultant's commission will not continue beyond this point. The Consultant will not be entitled to an additional claim for fees, should the project not proceed.

Tender Clarification

BEN reserves the right to seek clarifications from tenderers if it is deemed necessary to enable a full understanding of the response. Following the evaluation of the response the leading tenderer, BEN reserves the right to interview prospective consultants if further clarification is required, in particular with key personnel allocated for execution of the commission.

If there are any changes to the tender information arising, BEN reserves the right to re-evaluate the bid on the basis of any key changes.

Appointments

All consultant appointments will use the BEN Tender Response document. A copy of this document is included in the appendix to this document. No amendments to these terms will

be accepted. All tenders for this project are to be submitted on the basis of the consultant working to these terms and conditions.

Appointments will be direct between BEN and the named consultants. Where any consultants use/appoint sub-consultants, their performance falls under the individual consultant's responsibility.

Confidentiality

The contents of this document together with all other information, materials, specifications or other related documents provided by Banana Enterprise Network shall be treated at all times by tendering consultants as confidential information.

Consultants shall not disclose any such information, materials, specifications or other related documents to any third parties or any other part of its group or use any such documents and materials for any purpose other than for the preparation and submission of a response to this document. The tendering consultant must seek the approval of Banana Enterprise Network project manager before providing this document or any other information, materials, specifications or related documents to any third parties.

The consultant shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and shall not disclose them or any part of them to any other person or party.

The tendering consultant shall not publicise the existence of this opportunity without the prior written consent of Banana Enterprise Network.

Banana Enterprise Network in turn confirms that it will treat all information provided to it by the tendering consultant as confidential and further confirms that such information shall not be disclosed by it to any third parties other than its advisers and consultants. All intellectual property rights in this document and all materials provided by Banana Enterprise Network or its professional advisers unless

specifically stated otherwise are and shall remain the property of Banana Enterprise Network and are protected by copyright.

Freedom of Information

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state if any information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act, and should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed, but will be examined in the list of the exemptions provided in the Act.

16. Copyright and intellectual ownership of produced material

The consultant will own all intellectual property rights relating to the material they produce, but they will grant BEN an irrevocable, royalty-free, non-exclusive, non-terminable licence to use and reproduce the material for any purpose whatsoever related to the project and the property at which the project is being carried out. Such licence shall carry the right to grant sub-licences and shall be freely transferable to third parties.

Further details are contained within Banana Enterprise Network 'Short Form Professional Appointment' document, included within the appendices of this document.

17. Assessment Criteria

A selection panel comprising representatives from BEN/Project Board/Bolton Council will assess the responses to the invitation to tender using the following criteria:

Submissions received will be assessed on a price / quality basis as described below:

- Submissions which exceed the fee budget will be not be considered further.
- Scores will then be awarded on the basis of 60% quality and 40% cost.
- The lowest cost will receive 40%. The cost of each submission will then receive a proportion of the 40% on a pro rata basis. Therefore, if the lowest cost is £8000 and another cost received is £12,000, the £8000 quotation will receive 40% and the £12, 000 quotation, being 1.5x the lowest, will receive 26.7% ($12000 / 8000 = 1.5$, $40 / 1.5 = 26.7$).
- Quality scores will be awarded on the basis of 30% for the proposed team, based on CV's provided and 30% for the firm's relevant experience, based on previous project examples provided.

The highest scoring quotation will be the one which can demonstrate work on similar projects by a capable team for the most commercially advantageous fee.

Banana Enterprise Network reserves the right not to accept the lowest priced or any other tender received.

18. Terms and conditions

Insurance - The consultant will hold Professional Indemnity cover set at £5m, Public Liability for £5m and Employer's Liability at £10m. The consultant will ensure that their sub-contractors also hold relevant insurance at the same levels commensurate with the risks.

Confidentiality - The Form of Tender, the Conditions of Contract, the Specification, and all other documentation or information issued by BEN relating to the Tender shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting contract and shall

not be disclosed in whole or in part to any third party without the prior written consent of Banana Enterprise Network (BEN).

Project Governance - Banana Enterprise Network will be the employer for the commission.

The commission will be managed by Banana Enterprise Network with the support of a Project Board with representation from the local Council and Steering Group community.

Tender submissions – please read carefully

The purpose of the tender response is to enable BEN to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company and additional appendices that have not been requested will not be considered.

It is the Tenderer's responsibility to ensure all fees, rates and prices 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 for 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 by BEN for 90 days from receipt.

Signatures should be of appropriately authorised individuals for example, where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorized partners or by an individual if they are a sole trader. Signatures can be scanned.

Evidence of appropriate insurances must be attached with the tender. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

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 requirements of the 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 Form of Tender.

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

Tenderer's Warranties

In submitting a Tender, the Tenderer warrants that:

- all information provided is true, complete and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and

- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

19. Confirmation of intention to return a tender

Please reply to jayne@bananaenterprise.co.uk to acknowledge receipt of this document and confirm your intention to submit a tender by the date stated above.

20. Further information

Contact: Jayne Allman, Banana Enterprise Network Jayne@bananaenterprise.co.uk

PERSON SPECIFICATION

The below criteria will be used for selection and should be evidenced in a CV, letter of application and interview.

Attributes	Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> • A demonstrable track-record of delivering major capital based projects to a very high standard • Experience in leading and delivering complex projects with multiple external stakeholders • Experience of managing NLHF and publicly funded projects • Excellent track record of sound financial management. • Experience in developing PR and communications strategies for projects, covering a variety of media and stakeholders • Experience of managing or working with volunteers 	Letter of application CV Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • A highly developed level of written communication. • Excellent communication and interpersonal skills. • Exceptional time management and organisational skills • Keyboard skills and experience of using Microsoft software, particularly Word & Excel. 	Letter of application CV Interview
Attitude & Motivation	<ul style="list-style-type: none"> • Highly motivated with the ability to drive the project forward and maintain high standards. • Friendly, helpful and can-do attitude. • The drive to take ownership of any particular task and see it through to completion. 	Letter of application Interview