



ST RICHARD'S CHURCH HAM

St Richard's 60:60 – Celebrating our first 60 years and preparing for the next

QUANTITY SURVEYOR'S BRIEF

1.0 INTRODUCTION

This document provides the Tender information and Brief for the appointment of a Quantity Surveyor to support the development of St Richard's Heritage Fund project '*St Richard's 60:60 – Celebrating our first 60 years and preparing for the next*', which was granted development phase funding by The National Lottery Heritage Fund in September 2025.

The initial appointment will be limited to the Development Stage only but there will be scope for this role to be extended into the Delivery Stage, subject to satisfactory performance and receiving further funding from the Heritage Fund and other funding sources.

2.0 THE PROJECT

St Richard's church was built in 1964 as part of and in the heart of a Wates housing estate. It is an iconic building with a landmark presence forming part of Ham Riverside's identity and functioning as a religious and community space. It has many significant architectural and artistic features acknowledged by its Grade II listing and is also inseparable from the history of this neighbourhood.

Its timber hyperbolic paraboloid roof is one of the few remaining examples in the country, but the covering has failed, and the unique timber shell construction is deteriorating rapidly. The seriousness of this is evidenced by its inclusion on Historic England's Heritage at Risk Register.

The ambition of the project is to use the need to renovate the building as an opportunity to reflect on and consolidate its history, using it to interpret and equip the next stage of its life.

Capital Works:

This will begin with the preparation of a Strategic Site Masterplan for the church and surrounding land which will guide its restoration and make it sustainable into the coming decades. The first phase of this will be the essential remediation works to secure the building from risk of decay and further closures and ensure that it is restored for the benefit of the community.

We will:

- Repair the roof timber shell structure and laminated timber edge beams
- Re-cover the roof with copper-coloured zinc sheeting to restore the original appearance
- Remodel the roof rainwater run-off system and downpipes to drastically improve the flow rate
- Replace the high-level windows in the side chapel, retaining the original appearance and including more thermally efficient glazing
- Restore the side chapel, which is currently unusable due to severe rot in a roof beam, as a space for quiet reflection and prayer.

Whilst work is being undertaken to the building, we will use this as an opportunity to carry out essential improvements to better provide for existing users and cater for the increased use and demand on the building because of this project. The scope will be finalised as part of the development phase but is likely to include:

- Improving the spartan, unheated toilets to current standards
- Refurbishing the interior including enhanced lighting, upgraded electrical system, improved entrance, and redecoration.

Heritage Engagement Programme:

This programme will connect the capital work and local history with engagement opportunities, celebrating this iconic building, bringing heritage to life for visitors, and meeting community need. One of the early tasks for the Community Engagement Activity Plan Consultant will be to review the list of activities included in the development phase application.

These activities fit into three heritage themes, all relevant to our local context:

- a) Cultural heritage focusing on the church as an example of modern ecclesiastical architecture, the Dalle de Verre-stained glass windows by Henry Haig, and the legacy of the original St Richard's and St Andrew's choir, founded by St Richard's School headmaster Alan Dudeny in 1968.
- b) Community heritage, connecting with the building's location at the "Heart of Ham" riverside, including the Riverside estate, the Church of England Voluntary Aided Primary School to which the church is physically joined and areas of deprivation within the parish.
- c) Natural heritage connecting with the green space surrounding the building.

a) Cultural Heritage Activities:

Proposed activities to be reviewed and prioritised include:

- Artist in Residence to work with students on content and curation for a modular art and heritage exhibition installation
- Modular Art and Exhibition Installation where volunteers will be trained to research and write content for the exhibition material
- Heritage Building Apprentice working with the contractor, gaining vital work experience, and training and carrying out public engagement activities
- Stained Glass Installation with design / engagement focussed workshops for different groups
- Off-site Pop-up Art Exhibition and Workshop Space whilst the church is closed for the capital works to maintain engagement

- Architecture Week providing opportunities for school and university students to connect with heritage conservation work live in action and take part in STEM workshops
- Reopening celebration and Project Launch Event following the completion of the capital works
- Digitisation of the documents and photo archive held at St Richard's Church
- Pop-up School Choirs and Choir Festival where students will be trained by musical professionals to rehearse pieces for a choir festival.

b) Community Heritage Activities:

Proposed activities to be reviewed and prioritised include:

- Sponsored 1960's Readathon with school pupils, local adults, and Ham Library
- Intergenerational Community Café providing opportunities for different generations to come together and engage in board games, music and cooking together
- Community events such as film screenings, speaker suppers, live music, and quiz night
- Closer relationships with local charities such as Ham and Petersham SOS – supporting older people, Ham United Group - make Ham and Petersham greener, healthier, and more connected, Richmond Foodbank, Crosslight Advice and Riverbank Trust
- Wellness events such as Pilates and Yoga, as a physical exercise and support RUIL, a local charity that supports people with disabilities to live independently
- Improvement of the existing church website to make more of the building's heritage, following the Heritage Fund Guidance Notes. Including, integration with the previous 'Ham is where the heart is' project, primarily funded in 2016 by the The National Lottery Heritage Fund.

Some of these community engagement opportunities can also contribute to the ongoing sustainability of the church by generating new income streams.

c) Natural Heritage Activities

Proposed activities to be reviewed and prioritised include:

- Promenade Theatre Performance connecting to a wildlife / ecology theme
- Planting Project increasing use and diversity of the outside space and continuing to develop the area as a thriving natural habitat
- Cookery Workshops working with local green and food partners, responding to a real local need and teaching people new skills

Evening Series such as film screenings, speaker suppers, live music, and quiz nights and wellness series working with external partners

3.0 BACKGROUND

The heritage of St Richard's Church covers many themes, including:

- The concept of a church built along with a housing development, and placed at its heart in a prominent place in the townscape with landmark appearance
- Its success as a place for a worshipping community reaching out in service to the local area
- The history of its usage over the years as a unique "marquee" type space much favoured for concerts, public consultations including the tradition of hosting a Christmas fair
- Its close physical, social and operational attachment with a local school
- Its links with Kingston University (Henry Haig)
- Its pioneering spirit in terms of architectural and ecclesiastical form, the boldness and aspirations of the 60s, and the then Bishop's radical approach
- Its place in people's memories
- Its provision of generous amenity open space in the heart of a public square

Church Building:

The church was built as part of a substantial housing development on land given by the construction company Wates. It forms the centrepiece of a planned neighbourhood centre and as a significant local landmark plays an important place-making role in the local townscape. The physical connection with the adjoining Church of England Primary School is unusual and indicative of the close working relationship between the two.

The church building was designed by architect Ralph Covell who based the design on the six-pointed Star of David creating a hexagonal space for worship to bring congregation and clergy closer together, as encouraged by the Second Vatican Council. Covell deliberately created St Richard's as a flexible 'one-room church' resulting in a unique modern church which enabled both contemporary worship and more traditional liturgical services.

Artist Henry Haig:

Henry Haig was an English abstract artist, painter and sculptor, but notable predominantly for his stained-glass work. When teaching at Kingston School of Art, now Kingston University, he was commissioned to create the fourteen dalle de verre-stained glass windows at St Richard's church. He also designed the vitreous enamelled panelled doors to the sacristy, the sculpted wood, copper, and gilt processional cross and candlesticks are also Haig's work. The non-figurative designs of the windows and paintings are inspired by aspects of the life and work of St Richard.

Dalle de verre stained glass:

Derived from French, "glass slab", it is a glass art technique that uses pieces of coloured glass set in a matrix of concrete and epoxy resin or other supporting material. The technique was developed by Jean Gaudin in Paris in the 1930s. Slabs of coloured glass, 20cm to 30cm square or rectangular and typically up to 3cm thick, are shaped by breaking with a hammer or cutting with a saw. The edges of the resulting pieces may be chipped or faceted to increase the refraction and reflection effects.

Architect Ralph Covell:

Ralph George Covington Covell was an English modern architect, active during the post-war period to the early 1970s. Covell won the Ashpitel Prize in 1934 and founded his architectural practice in 1937.

Covell partnered with Albert Edward Thurman Matthews post-war to form "Covell & Matthews". The practice expanded over the years and their work included the McCance Building, Livingstone Tower, and John Lewis store in Aberdeen.

Covell was known for his work on churches, predominantly for the Diocese of Southwark, where designed around 23 buildings starting with the reconstruction and repair of several churches damaged during the war. He often incorporated unique design elements, such as dalle de verre windows and copper roofing, into his church projects.

St Richard's Archives:

The place of St Richard's in the life of Ham in the second half of the twentieth century drawing on church archive material, memories collected by the Lottery-funded oral history project 'Ham is Where the Heart is', and local historians.

Former Head teacher and Choir Master Alan Dudeney has an archive of programmes and recordings of events the choir sang at including on BBC R2, Pebble Mill (ITV Magazine style programme) the Cliff Richard Show and the Cilla Black Show.

4.0 SCOPE OF WORK

The detailed schedule of service for the Quantity Surveyor is included at Appendix A of this brief.

5.0 PROJECT PROGRAMME AND MANAGEMENT

The development phase of the project began in October 2025. We expect this phase to last 13 months, targeting a second-round application to The National Lottery Heritage Fund for the November 2026 deadline to begin the delivery phase in July 2027. We are planning for the capital works to be complete in September 2028.

Proposed Key Milestones:

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| • Approval of Development Phase | September 2025 |
| • Permission to start | November 2025 |
| • Planning Application for Envelope works submitted | April 2026 |
| • Masterplan proposal developed | April to June 2026 |
| • RIBA 3 completed for initial phase of Internal Works | July 2026 |
| • Development Phase Review | September 2026 |
| • Delivery phase bid submission | 12 th November 2026 |
| • NLHF Round 2 decision | April 2027 |
| • RIBA Stage 4 commence | July 2027 |
| • RIBA Stage 4 complete | September 2027 |
| • Works commence on site | November 2027 |
| • On site works complete | September 2028 |

Project Management:

The PCC of St Richard's Church will be the Client. The Quantity Surveyor will report to the Project Steering Group and be managed by Focus Consultants the Project Manager for the scheme. The Project Steering Group reports to the PCC.

The Quantity Surveyor will be expected to provide regular financial update reports on the Construction works for the Project Steering Group. The frequency of which will be agreed on appointment and in line with project progress. We expect that the consultant will also attend Project Steering Group meetings and PCC meetings as appropriate.

The following other consultants are / have been appointed:

- Project Manager
- Lead Designer / Architect
- Structural Engineer
- Mechanical and Electrical Engineer
- Community Engagement and Activity Plan Consultant
- Business Plan Consultant
- Fundraising Manager
- Evaluation Consultant

6.0 BUDGET AND CONTRACT

The total budget for the Quantity Surveyor during the Development Phase is £9,300 and during the Delivery Phase is £24,000 including VAT and expenses.

We have a Development Phase budget total of £350,282 to deliver the required activities and have a Delivery Phase construction budget of £1,131,228 (excluding inflation, Client contingency and VAT) to complete the capital works.

7.0 INVITATION TO TENDER

Timeline:

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| • Invitation to Tender Brief published | 10th April 2026 |
| • Deadline for Tender submissions | 28th April 2026 |
| • Shortlisting and invitation to interview | 1st May 2026 |
| • Interviews | 5th May 2026 |
| • Successful Consultant notified | 8th May 2026 |
| • Contract commencement | From 18th May 2026 |

Tender Submissions:

Your Tender proposal should be presented in a clear manner, in sufficient detail and in a style that enables a clear understanding of the fee, services, programme and deliverables. You will set out how your work will be approached, the methodology, and any matters not covered by the brief. The proposal should include:

1. How the consultants will respond to the brief, including methodology, timetable, and milestones with particular emphasis applied to how you work with the Project Team to deliver projects to budget and how you would manage the procurement of the Main Contractor during the Delivery Stage of the scheme.
2. Brief CVs for all members of the team.
3. Details of relevant experience – three examples of recent and relevant work of similar size, scope and nature including two references from previous or existing Clients – to include all members of the team.
4. A firm fee quote and resource profile for the work (split between Development and Delivery Phase) including all relevant expenses but exclusive of VAT.

The scoring of the Tender will be as follows:

- Methodology and response to the brief (30%)
- Relevant experience (50%)
- Cost and Resources (20%)

Responses will be scored using the following methodology:

SCORE	ASSESSMENT
0	Unacceptable (fails to meet required standard - bid will be rejected) Response supplied fails to grasp/reflect core issues and requirements
1	Poor (Fails to meet the required standard - bid will be rejected) Response supplied reflects a very limited understanding of core issues and requirements with significant concerns
2	Satisfactory Response supplied reflects understanding of core issues and requirements with minimum concerns
3	Good Response supplied reflects good understanding of core issues and requirements with additional added value and no concerns
4	Excellent Response supplied reflects an excellent understanding of core issues and requirements with significant added value

The Application Process:

We are inviting Tenders from Consultants experienced at providing cost advice on Heritage projects.

Consultants applying to undertake this piece of work are required to submit a project proposal in response to this brief by **5pm on 28th April 2026** via e-mail to steven.fletcher@focus-consultants.com

The shortlisted candidates will be asked to attend an interview on the 5th May 2026. If candidates cannot make this date they should state so in their submission.

Submissions will be assessed by the Project Manager, the Lead Designer and the Project Steering Group based on experience, quality, methodology and cost. The same assessment criteria will be applied at interview.

8.0 ADDITIONAL INFORMATION

For more information about St Richard's, visit our website at: <https://www.strichardsham.com/>

For more information on the history of the church, visit Historic England's website: <https://historicengland.org.uk/listing/the-list/list-entry/1488007?section=official-list-entry>

We can provide the following information on request:

1. Development Phase application to The National Lottery Heritage Fund
2. Detailed budget for the project

APPENDIX A – SCOPE OF WORK

Scope of Service – Quantity Surveyor

1.0 Introduction

- 1.1 The Consultant shall provide the Services described with an excellence of service as expected of a competent, professional person of the relevant discipline. The Consultant is expected to have experience in carrying out such services in relation to works of similar size, scope and nature to the proposed works.
- 1.2 This appointment is for RIBA 3-7 with break clauses at the end of RIBA Stage 3.

2.0 Scope of Service for each work stage

- 2.1 The Cost Consultant shall undertake the following duties during each and every RIBA work stage:
- 2.1.1 In relation to the total Project budget, assist the Project Manager in respect of:
- Co-ordination of end stage overall Project Cost Reports
 - Coordinating a total Project budget including construction, fees, direct costs, inflationary and contingency allowances and risk allowances
 - Cashflow of all Project costs and income
 - Monthly financial reports.
- 2.1.2 In relation to funding:
- Preparation of all Construction Cost Reports or information required for funding; applications, reporting, audits.
 - Construction Cost Reports for end stage reporting.
- 2.1.3 In relation to the Construction Cost:
- Preliminary budget estimates
 - Cost planning
 - Cost checks
 - Cashflows
 - Co-ordinating the preparation of Tender documents
 - Contract advice and support
 - Post contract monitoring of variations including change control procedures
 - Interim valuations
 - Agreeing final account.
- 2.1.4 Liaise with Client and other Consultants to prepare construction cost information in line with National Lottery Heritage Fund Round 2 application and guidance
- 2.1.5 The Consultant shall exercise all reasonable skill, care and diligence in the performance of the Services, and must notify the Client, Project Manager, other Consultants and contractor as soon as the Quantity Surveyor is aware of a matter that may adversely affect the Project or its performance.

- 2.1.6 The Consultant shall attend meetings and visit the Site to properly progress the works to ensure the successful completion of the Project and mitigate any delays or additional costs. Meetings will include, but not be limited to the Client meeting, Project and Design team meetings and Site Progress meetings.
- 2.1.7 The Consultant shall issue monthly Project Progress Reports detailing the Project status under the following headings:
- Works Undertaken
 - Forthcoming Actions
 - Information / Decisions / Key Actions Required
 - Construction Cost report
 - Risk Issues
 - Issued Information / Design Status.
- 2.1.8 The Construction Cost Report is to be produced in a format to be agreed with the Project Manager detailing total Construction costs.
- 2.1.9 The Consultant shall be required to liaise and work in close collaboration with the Project Manager, Client, the Principal Designer and the other Consultants to maximize the Project's success.
- 2.1.10 The Quantity Surveyor will liaise closely with the Project Team to ensure clear demarcation and understanding of respective costs.
- 2.1.11 Perform the Services necessary for completion of the works in line with the Project programme.
- 2.1.12 Input into development of the master programme and Project element programmes for the Project and support the team in regularly reviewing these.
- 2.1.13 Review drawings and specification produced by the other Consultants and report on cost and programme implications.
- 2.1.14 Provide cost advice on maintenance, input into the preparation of the Management and Maintenance Plan for the Project.
- 2.1.15 Assist with risk identification and reduction strategies as well as providing costing implications for risks.
- 2.1.16 Attend and contribute to value engineering, value management, sustainability and risk management workshops and exercises throughout the Project duration.
- 2.1.17 Give to the Client reasonable prior notice of and invite them to attend all meetings called by the Consultant in relation to the Project; attend all meetings called by the Client, the Project Manager and the other Consultants in relation to the Project as appropriate/ reasonable.
- 2.1.18 Assist the Client and the Project Manager in preparing information for funders and primary stakeholders, e.g., grant draw down documentation.
- 2.1.19 Provide a pro-active cost advice service to support the Client and the other Consultants in considering the cost implications of design options/ alternatives or constructional approaches throughout.

- 2.1.20 Provide monthly construction cost reports in line with the NHLF budget headings.
- 2.1.21 The Consultant shall, if requested to do so, assist the Client in respect of any claims or proceedings made in relation to any of the other Consultants or the Contractors.

3.0 Detailed scope for each specific work stage

3.1 Developed Design (RIBA Stage 3)

- 3.1.1 Assist the Project Manager to prepare a report for the Client on the procedures to be adopted in inviting Tenders from Contractors for the Project and the contract conditions to be used.
- 3.1.2 Prepare the construction cost plan for the Project based on the design prepared by the other Consultants.
- 3.1.3 Agree the construction cost plan with the Client/Project Manager.
- 3.1.4 Provide cost information for consultation with those identified by the Client and for special presentational information to be used by the Client.
- 3.1.5 Prepare construction cost information for NLHF Round 2 bid.
- 3.1.6 Review with the Client and the other Consultants alternative design and construction approaches and cost implications.
- 3.1.7 Input into the preparation of the draft and final Management and Maintenance Plan and provide a detailed budget estimate for the maintenance works detailed.
- 3.1.8 Support the Client and Project Manager in the preparation of funding and grant draw down applications.
- 3.1.9 Advise on appropriate levels of inflation and contingency.
- 3.1.10 To the extent considered necessary, and following consultation with, and approval by the Client, in conjunction with the Lead Design Consultant, invite pre-tender quotations for major items.

Note: The following stages are subject to the successful outcome of the NLHF Second Round Bid Application.

3.2 Technical Design (RIBA Stage 4)

- 3.2.1 In conjunction with the Project Manager, lead on the discussions on the most suitable options for the procurement of the Works, make recommendations to the Client and obtain instructions.
- 3.2.2 Prepare a final construction cost plan for the Project based on the approved cost and anticipated start and completion dates. Thereafter, monitor the development of the design against that cost plan up to Tender stage.

- 3.2.3 On the basis of the drawings and documents prepared by the other Consultants prepare preliminaries, schedules of rates and other pricing documents for inclusion in the Tender enquiry documents. Assemble invitations to Tender for review by the Project Manager, the other Consultants and the Client. Prepare pre-tender estimates for works packages to check the adequacy of the budget and assist the team in re-aligning aspirations where necessary.
- 3.2.4 Prepare a pre-tender cost check based on the Tender documentation and inform the Client of the result of that check.
- 3.2.5 Invite Tenders from contractors included on the list approved by the Client and arrange for Tenders to be returned in accordance with the Client tendering procedures.
- 3.2.6 Analyse the Tenders and programmes received in collaboration with the other Consultants and assist the Project Manager to report to the Client with recommendations for acceptance.
- 3.2.7 Carry out an arithmetical and technical check of the contractors' priced documents prior to producing a Tender report to the Client.
- 3.2.8 With the Project Manager, interview tenderers (where appropriate in conjunction with the other Consultants) and agree prices with the tenderers as authorised by the Client.
- 3.2.9 In liaison with the other members of the Project Team, report on the Tenders received, make recommendations to the Client and advise on any corrective action which may be required if the lowest Tender is higher than the approved cost for the Works and obtain the Client instructions.
- 3.2.10 Prepare the contract documents for the Main Contractor appointment, including any Collateral Warranties required.
- 3.2.11 Advise the Client on the commercial and general risk implications associated with any clarifications, exclusions and qualifications in the bids received from the tendering parties and suggest mitigating measures as appropriate.
- 3.2.12 Assist the Client, the other Consultants and the Contractors in the selection and appointment of specialist sub-contractors and suppliers prior to commencement of works on Site.

3.3 Construction (RIBA Stage 5)

- 3.3.1 Report to the Client on the anticipated construction cash flow.
- 3.3.2 Undertake risk assessments and provide inputs to the Project risk register. Cost the construction risk register and update when reasonably required by the Client, and for the monthly cost report.
- 3.3.3 Undertake value management exercises.
- 3.3.4 In collaboration with the other Project Team members, assist the Contract Administrator in administering the terms of the Works contract during operations on site and relating to the completion of the Works.

- 3.3.5 Attend the regular meetings with the Contractor and other members of the Project Team. Provide advice on the cost position of the construction works relative to the overall cost of the Works approved by the Client and recommend any corrective action which may be necessary.
- 3.3.6 In liaison with the other members of the Project Team, exercise all reasonable skill, care and diligence to ensure that rigorous post contract cost control procedures are established to ensure financial control covering the issue of instructions which vary the Works, formal Change Requests, uninstructed potential changes arising from design development post contract, and early warning reporting of potential changes raised by either the Client, Project Team or Contractor. Issuing construction cost reports to the Project Manager on a monthly basis.
- 3.3.7 Visit the site at such intervals as are necessary to be fully aware of all matters which could affect the cost of the Works and keep appropriate records.
- 3.3.8 Produce monthly financial statements on the construction works or at such other intervals to be agreed, showing the current financial position of the works and a forecast of the cost at completion and submit directly to the Project Manager, and copy to the Client and the other Consultants on the Project Team.
- 3.3.9 Value work in progress including the adjustment for variations in accordance with the Works contract and make recommendations to the Project Manager or direct to the Client as applicable.
- 3.3.10 Throughout the course of the Works contract, liaise with the Contractor and, as necessary, with others to ensure that settlements of all accounts for the Works are achieved within the stipulated period.
- 3.3.11 Alert the Client, the Project Manager and the other members of the Project Team to the possibility of receiving claims from the Contractor. If such claims are submitted, keep the Client and others fully informed at all stages.
- 3.3.12 If instructed, and in co-operation with the other members of the Project Team concerned, evaluate claims and make recommendations.
- 3.3.13 Advise on the desirability of making payment for off-Site goods and materials. Assist the other Consultants in valuing the same.
- 3.3.14 Advise on all insurance matters arising in relation to the Project and assist the Contractors in the submission of and settlement of any claims pursuant to such insurances.

3.4 Handover (RIBA Stage 6)

- 3.4.1 Prepare a final account or accounts for the Contractor and any specialist sub-contractors in accordance with the terms of the contract.
- 3.4.2 Provide a detailed statement of final cost to the Project Manager and the Client.
- 3.4.3 Make recommendations for final payment.

3.5 Post Occupancy (RIBA Stage 7)

- 3.5.1 Within 12 months of handover, participate in a workshop review of the Project to assess Project Performance, agree lessons learned, and also positive/negative aspects of the design and construction that will contribute to improvements on future Projects.