

Burrs Country Park

Brief to Architects – Options Study

August 2019

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# 1 Introduction

## 1.1 Introduction

- 1.1.1 Bury Council are working with Friends for Burrs Country Park and other existing user groups to bring about community-management at Burrs Country Park. It is intended for Friends of Burrs Country Park to ultimately take responsibility of all assets within the Burrs Country Park boundary and manage the site as such.
- 1.1.2 Working with partners including Proffitts Investing in Communities, Brandlesholme Residents Association and Friends of Burrs Country Park (made up of a mix of user groups and individuals) Bury Council are considering what options exist for physical assets in the Park (through conditions survey and feasibility studies) and working with the existing voluntary groups that work from within the Park to become more resilient to give Burrs Countryside Park a viable future.
- 1.1.3 To that end an application to the Heritage Fund was submitted recently. Funding was secured from Heritage Fund leading to this commission of an Architect to conduct an initial options appraisal for the main 'Activity Centre' and the neglected high ropes area.
- 1.1.4 Bury Council wishes to seek submissions from suitably qualified Architects to facilitate (RIBA Stage 2) estimated costings and agreed concepts / outline scope of works to lead to and support a HLF Stage 1 application for any intended capital works that follow.

## 1.2 Background

1.2.1 Burrs Country Park is located at Woodhill Road, Bury, Lancashire BL8 1DA



1.2.2 Burrs Country Park is a key priority for the town and over the next 15 years partners of Burrs are working towards Burrs becoming a 'destination park' which is both a regional attraction and forms a key element of the town's burgeoning tourism portfolio. Please click on this [link](#) to the Burrs Country Park Strategy for further background and information. The strategy was approved by the Councils Cabinet on the 10th of June 2015 as a non-statutory material planning consideration to guide the future development of the site and provide support to the implementation of individual projects.

1.2.3 Burrs is a complicated and diverse park and it was identified at an early stage that in order to deliver the improvements outlined in the strategy that a mixture of Council funding, Section 106 investment and external funding would be required and that a number of different external funders would need to be involved.

1.2.4 The first element looked at was the built heritage and history. As a result an approach was made to the Heritage Fund (HLF) who advised an application should be made to their Resilient Heritage Fund small grants.

1.2.5 The main elements of the Heritage Fund - Resilient Heritage Fund bid are:

### Covered by this brief

- Bringing the parks buildings into the modern world - remodelling options for the currently empty activity centre building and the neglected high ropes area.

**Covered by a separate brief for your information** – this work will be an important consideration for the Architects brief

- Developing a new business model for delivering sustainable canoeing and outdoor activities following the closure of Burrs Activity Centre Ltd.
- Business mentor to assist stakeholders in increasing their capacity and resilience in the future. This will include an overall site business plan to move Burrs towards community-management by the Friends of Burrs or a similar group.
- Updating existing management information including the Green Flag Management Plan
- Fact finding and learning from case studies on other sites.
- Skills audit and training for the Friends of Burrs group and other stakeholders in order to increase capacity in preparation for self-management.

1.2.6 Partners of Burrs are working towards a voluntary led self-management model. The work produced will fully inform the self-management group (Friends of Burrs Country Park) of the current condition of the 'Activity Centre' asset and therefore its value and liability - in the short to medium term, the feasibility including potential costs and options available to them as the group make decisions in terms of future funding applications and generating income utilising the assets available to them.

### **1.3 Information to be Provided by the Client**

1.3.1 The following information will be provided to the successful consultant.

- Existing base plans – elevations and floor plans
- Application to Heritage Resilient Fund
- Built Heritage Management Plan 2007
- Ordnance survey

## **2 Required Outputs**

2.1.1 Architectural services will include for the allowance of a measured survey to be undertaken to support the preparation of the condition survey and feasibility studies as detailed below:

- Feasibility Study for changes to the old / empty 'activity centre' building including outside space – neglected high ropes area. Please note a successful café has recently been established in part of the building.

The following output is required:

RIBA Stage 2 Design Report detailing the following for the building:

- Introduction
- Background & Authorship
- Summary Statement of Significance incl. outline of history
- SWOT Analysis
- Options Appraisal leading to Preferred Option
- Budget Cost estimate for preferred option, to include contingency and inflationary allowances in line with funder expectations
- Budget Management and Maintenance costs for each preferred option
- Artists Impression for preferred option
- Plan and elevation drawings for each option (scaled hand drawn drawings acceptable)
- Plan and elevation drawings for the preferred option (to be to a greater level of detail than the option drawings)
- Conclusions and Recommendations

2.1.2 The options to be considered are to be developed in consultation with the project steering group.

2.1.3 It is expected that meetings will be periodically attended to update the steering group on progress / seek decisions / feedback on emerging work. A commencement meeting / final presentation will also be required. The Architect will be required to undertake multiple site visits, hold preliminary discussions on the options with Bury Borough Council parks, planning and regeneration team staff and to attend such other ad hoc meetings as might be reasonably necessary to complete the commission.

2.1.4 All work produced must recognise and account for the intention to seek further funding under streams such as the HLF, with the information provided in the final report optimised to support such applications.

### 3 Timescales

3.1.1 Responses are due back by email no later than .....30.08.19..... to ..... martin.proffitt@proffittscic.com

3.1.2 Timescales for the process are expected to be as follows, but are subject to change as the process develops:

Tender Issue: 09.08.19  
 Tender queries deadline: 26.08.19  
 Tender return deadline: 30.08.19  
 Tender decision and notification: 11.09.19  
 Survey commences: 20.09.19  
 Commencement Meeting with Architect: 20.09.19  
 Survey complete: 15.12.19

3.1.3 Please note that timescales for delivery are approximate and the Architect is expected to be flexible should timescales alter. No additional charges will be accepted if timescales alter.

## 4 Project Governance

4.1.1 Friends of Burrs Country Park will be the employer for the commission.

4.1.2 The commission will be managed by Bury Council with the support of a steering group with representation from the Friends of Burrs Group and Bury Council.

4.1.3 Any queries relating to this document are to be sent by email to [martin.proffitt@proffittscic.com](mailto:martin.proffitt@proffittscic.com) no later than 26.08.19.

## 5 Budget & Fees

5.1.1 A budget for fees has been established due to the availability of funding. Fees (including expenses) at this stage can be no more than **£3400.00 inclusive of any VAT**.

## 6 Submission Criteria

6.1.1 The following information is required as part of the submission:

- Hourly rate vs items of work fee quotation and resources schedule
- Schedule of hourly rates that would apply if additional work were to be instructed
- CV's of key staff members to work on the project (incl. sub-consultants)
- Project Sheets for a maximum of 3no. comparable projects undertaken in the last five years

## 7 Assessment Criteria

7.1.1 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 practice's relevant experience, based on the project sheets provided.
- 7.1.2 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.
- 7.1.3 Friends of Burrs and partners reserves the right not to accept the lowest priced or any other tender received.