

**BRIEF FOR LEAD ARCHITECT AND
MULTI-DISCIPLINARY DESIGN TEAM**

INTRODUCTION

The Foundation for Jewish Heritage (FJH – the Client) is seeking proposals for the provision of a range of consultancy and design support services for the Merthyr Tydfil Synagogue Project and the development of the National Lottery Heritage Fund (NLHF) Stage 2 application, and the subsequent delivery of the project on site.

THE PROJECT

FJH works to preserve and find sustainable new uses for Jewish Heritage at risk, both in the UK and across Europe. In 2019, it purchased the Grade II listed former synagogue in Merthyr Tydfil, Wales, with the vision to transform it into a Welsh Jewish Heritage Centre (WJHC). The synagogue is the most important Jewish site in Wales representing shared Jewish and Welsh heritage. At the time of acquisition, the building had been empty and derelict for 17 years, and was continuing to deteriorate, with considerable risk that it would disappear from the landscape through a careless act of vandalism.

The Project will save, restore and reimagine the building, and celebrate its history and unique perspectives through the establishment and operation of the WJHC. The Centre will provide a national cultural and educational facility, delivering a programme and providing expertise across three areas: the synagogue, Judaism and Jewish culture, and Welsh Jewish history; Holocaust education; and tolerance education.

The Centre will include space for interpretation and activities, with a programme reflecting five themes:

- **Local history.** Jewish residents, their contribution to the area's development and the cross-communal interaction.
- **Welsh history.** The history and impact of Jewish communities throughout Wales across more than 250 years, the families and their journeys, the challenges and triumphs of integrating into Welsh society.
- **Judaism.** The values and traditions of the Jewish faith and how it was and is practiced in Wales, and the religion's links to the other Abrahamic faiths.
- **The Holocaust.** Addressed from a Welsh perspective to include the pre-World War 2 Kindertransport children, refugee artists who settled in Wales, and survivors who arrived after the War.
- **Inter-cultural dialogue and social cohesion.** The Jewish encounter with wider society and the parallels with other minority experiences, addressing contemporary issues around diversity, inter-cultural understanding and tolerance.

The building itself will be both a resource centre and a community facility, and will accommodate the following:

- Exhibition space for both a permanent display relating to the Welsh Jewish story (using artefacts, oral testimonies and digital presentation), and temporary and rotating exhibitions.
- Activity space to accommodate a broad range of arts, culture and educational programmes, including classes, lectures, workshops, seminars, events and festivals.
- Provision for a school's programme to support the 2022 New Curriculum for Wales, offering tailored Centre visits, teaching materials and core themes.
- A dedicated online resource, presenting all the Jewish artefacts and materials in Welsh collections/archives, further enhanced by oral testimonies from across Wales.
- Flexible spaces that can be hired for community and commercial use to generate income.
- Visitor services potentially including retail and catering support.
- External landscaping.
- Links to Jewish heritage trails across Wales.

Further information about FJH and WJHC can be found on the following websites:

- <https://www.foundationforjewishheritage.com/>
- <https://jewishheritage.wales/>

BACKGROUND

Merthyr Tydfil synagogue was opened in 1877 and functioned as a synagogue until 1983 when the building closed due to the decline in the Merthyr Jewish community. The building was sold and used for new purposes that were not always sympathetic. The building became empty in 2004 and has remained so ever since. A new owner explored possible future uses without success. With no maintenance plan, the unoccupied building's condition quickly deteriorated, exacerbated by the rear of the site attracting anti-social behaviour and vandalism.

Cadw listed the building as being at risk, and a site visit by the Royal Commission on the Ancient and Historic Monuments of Wales in March 2017 confirmed that the building had deteriorated badly, with large holes in the roof which meant there was serious water ingress and pigeon infestation.

FJH identified Merthyr synagogue as one of the most important synagogues in Europe that was in danger. In 2019, the Foundation commissioned a condition assessment and a structural condition report. In 2020, following its acquisition, FJH commissioned urgent holding repairs, part funded by Cadw, which included roof repairs, asbestos removal, sealing up damaged windows, propping up the bowing section of the rear retaining wall, removal of pointing externally and plaster internally, repair of rainwater goods, removal of evasive vegetation, and environmental cleaning. A post-works survey identified the status of the building as improved but still vulnerable.

THE BUILDING

Merthyr Tydfil synagogue is located in the Thomastown Conservation Area of Merthyr Tydfil and was designed by local architect Charles Taylor. It is a tall structure of snecked rubble facing stonework with ashlar bands and dressings, with a steep duo-pitch slate roof with red tiled ridges. The front elevation is gabled with three polygonal finials rising from its sloping parapet, flanked either side by shorter turrets with conical slate roofs. There is a Hebrew inscription over the door and a red sandstone dragon adorns the apex of the entrance bay pediment, a symbol of Welsh Jewish symbiosis.

The building has four floors with the first serving as the main synagogue space. The small lower ground floor was the location of a 'mikvah', which is a bath used for ritual immersion, and a stone Ark is located on the ground floor, now whitewashed, with large 10 Commandments tablets in black and gold. Both the turrets and the steeply pitched main roof are hung with Welsh slate, and the windows are set with leaded glass, the upper floors having roundels set with the Star of David furnished in coloured glass.

The structure was listed as a Grade II* building in 1978 "primarily for historic interest as the oldest remaining synagogue building in Wales built in heavy Northern Gothic style" (Cadw). However, it lost its star rating due to changes to the interior.

The building was the third synagogue location in the town when it opened in 1877, and the first purpose-built for a Jewish community that was growing as part of a general wave of migration into the UK from central and eastern Europe of Jews fleeing political turmoil and religious persecution, drawn to the Merthyr when it was Wales's largest town and a powerhouse of the Industrial Revolution. Jewish merchants, often starting as peddlers before establishing fixed shops, were well placed to serve a relatively well-paid workforce in a fast-growing town which lacked the usual amenities and shops. Although small, the Jewish community made a significant contribution to the economic, cultural and social life of the town in a range of endeavours including commerce and industry, literature and the arts, politics, academia and philanthropy.

It has been argued that the Welsh nonconformist nation adopted a 'reverential curiosity' towards the Jewish people. This has been explained as a natural affinity of two minority groups who had suffered oppression but maintained a proud sense of their own heritage, and Welsh nonconformity's perceptions of Jews as 'the people of the book', and the Welsh as one of the lost tribes of Israel.

As Jewish life disappeared from smaller Welsh towns, communal buildings were sold off and lost, which makes Merthyr synagogue one of the very few Jewish sites that remain extant, and the most important in Wales.

FJH has identified Merthyr synagogue as one of the most important at-risk synagogues in Europe. It is important to Welsh heritage and is recognised as one of the top five heritage sites in Merthyr. Saving the building has been a priority issue for the Council, and the local populace who cherish this much-loved local landmark. The building stands as an emblem of society's diverse nature and how one migrant community successfully integrated into Welsh life, delivering an important message for the Wales of today.

SCOPE OF WORK

FJH seeks to appoint a comprehensive multi-disciplinary design team consisting of, but not necessarily limited to the following:

- Conservation Architect (Lead Consultant)
- Principal Designer
- Structural and Civil Engineer
- Services (Mechanical, Electrical and Plumbing) Engineer
- Services necessary to satisfy planning and other statutory agencies

The role of the Lead Consultant will be to recruit and lead the design team to fulfil the scope of work for the Merthyr Tydfil Synagogue Project across the NLHF Development Phase (RIBA Stages 2-3) and subsequently for the Delivery Phase (RIBA Stages 4-7) at the discretion of the client. There will be a break clause ahead of the Delivery Phase, pending determination of the NLHF Round 2 application and securing of funds for delivery.

The design team will report to the Client Project Manager, and work in close collaboration with a Cost Consultant (QS) appointed separately by FJH, and with Interpretation Designers and other consultants where their scope of work informs the design process.

SCOPE OF WORK: RIBA STAGES 2-3

It is anticipated that the following services will be required across the design team for RIBA Stages 2-3. These services have been listed for key members of the design team. However, all references should be read as applying to the team as a whole, mobilising and managing the specialist disciplines as they are required to present coherent and fully integrated proposals and reports at all stages:

Conservation Architect (Lead Architect)

The Conservation Architect has overall responsibility for the scope of work across the multi-disciplinary team, and will be required to carry out the following, ensuring there is Client approval to proceed for each RIBA stage.

- Confirm the work to date through RIBA Stage 1 including the Initial Project Brief and the NLHF Round 1 submission covering the vision, aims and objectives of the project, business plan, project budget, outline accommodation schedule and the Client's policies for environmental sustainability, inclusive design, heritage skills training and community engagement.
- Carry out an inspection of the site and a review of the design exploration to date, including a review of existing documentation and the stage one NLHF application.
- In consultation with the Client and design team members and as required, prepare detailed briefs and secure competitive quotes for site surveys, investigations and materials testing, etc. Obtain records of existing services. Arrange for the carrying out of all such surveys and investigations authorised by the Client, interpret the results and, if necessary, make recommendations to the Client.
- Undertake an Architectural Condition Assessment in the early stages of the project and produce a Condition Assessment Report.
- Produce a Heritage Assessment document in the early stages of the project.
- Prepare a Conservation Plan for the Building and Site.
- Develop the Architectural Design through RIBA Stages 2 and 3, within the approved cost, culminating in the preparation of a full set of Proposed Design Drawings and Outline Specifications for the repair and

restoration of the existing fabric and the new-build elements, to be submitted to the Client for approval, giving details of proposed specification and services.

- Prepare a 10-year Costed Management and Maintenance Plan for the Building and Site (with input from the Client Services Engineer and Cost Consultant).
- Produce a Heritage Impact Statement and Design & Access Statement prior to Planning and LBC submission.
- Produce Visual Imagery for the Proposals, including presentation quality drawings, exhibition boards and materials to facilitate RIBA Stage 3 Developed Design public consultation. Attend consultation events as required by the Client. Incorporate outcomes as agreed with the client.
- Submit Planning and Listed Building Consent Applications.
- Produce Staged Reports on completion of RIBA Stages 2 & 3 (with input from other Consultants)
- Liaise with Client Project Manager, Business Planner, Activity Consultant, Interpretation Planning Consultant, Ecologist and the other Design Consultants throughout the process.
- Provide Client with advice on suitable procurement options for Delivery Phase.
- Produce indicative programme for the progression of the design beyond RIBA Stage 3 and delivery of the works through to completion.
- Consult with Local Authority Heritage Team, Planning Authority and Cadw Historic Buildings Inspector throughout the process.
- Consult with Local Authority Building Control or Approved Inspector.
- Undertake risk assessments, to contribute to the Project Manager's risk management process.
- Give occasional presentations of the emerging proposals to the Client team and other key community groups/stakeholders.
- At various stages, meet with, and present to, the Foundation Chief Executive, Client Project Manager, Merthyr Tydfil County Borough Council, and the NLHF.
- Attend site visits and meetings as deemed appropriate. Some meeting may be on site, whilst other may be remote.
- Attendance at the mid-term review meeting with NLHF.
- Understand the implications of health and safety regulations, and provide advice and recommendations as required.
- Understand the implications of Client requirements regarding disability access, and provide advice and recommendations as required.
- Understand the implications of Client requirements regarding enhanced security for a building potentially at greater risk of damage, and provide advice and recommendations as required.
- Prepare and present such other information as might be required to complete the NLHF and other funding applications and to respond to assessor's queries.
- Obtain Client approval to proceed to RIBA Stage 4 Technical Design subject to the approval of all funding and the confirmation of the client that the project and appointment are to proceed.

Principal Designer

The Principal Designer will be required to carry out the following.

- Provide input and advice on the implications of health and safety regulations and their impact on the emerging design.
- Input into Staged Reports on completion of RIBA Stages 2 and 3.
- Liaise with Project Manager, Architect and the other Design Consultants throughout the process.
- Assist the Conservation Architect (Lead Consultant) in developing the project goals.
- Attend site visits and meetings as deemed appropriate. Some meeting may be on site, whilst other may be remote.

Structural and Civil Engineer

The Structural and Civil Engineer will be required to carry out the following.

- Undertake a Structural Condition Assessment and produce a Condition Assessment Report.
- Develop the Structural Design through RIBA Stages 2 and 3, within the approved cost, culminating in the preparation of a full set of Proposed Design Drawings and Outline Specifications for the repair and restoration of the existing fabric and the new-build elements.
- Assist the Conservation Architect (Lead Consultant) in developing the project goals.

- Advise on, and co-ordinate, any necessary surveys (including but not limited to ground condition, structural, underground drainage).
- Input into Staged Reports on completion of RIBA Stages 2 & 3.
- Liaise with Project Manager, Architect and the other Design Consultants throughout the process.
- Attend site visits and meetings as deemed appropriate. Some meeting may be on site, whilst other may be remote.
- Understand the implications of health and safety regulations and provide advice and recommendations as required.

Mechanical, Electrical & Plumbing Engineer

The Mechanical, Electrical & Plumbing Engineer will be required to carry out the following.

- Develop the Mechanical, Electrical & Plumbing Design through RIBA Stages 2 and 3, within the approved cost, culminating in the preparation of a full set of Proposed Design Drawings and Outline Specifications.
- Assist the Conservation Architect (Lead Consultant) in developing the project goals.
- Advise on, and co-ordinate, any necessary surveys (including but not limited to, incoming services).
- Undertake an Environmental Assessment of the Building and early Design Proposals and advise on most suitable opportunities for Sustainability and Low-Carbon Energy Use.
- Input into the 10-year Costed Management and Maintenance Plan for the Building and Site.
- Input into Staged Reports on completion of RIBA Stages 2 & 3.
- Liaise with Project Manager, Architect and the other Design Consultants throughout the process.
- Attend site visits and meetings as deemed appropriate. Some meeting may be on site, whilst other may be remote.
- Understand the implications of health and safety regulations and provide advice and recommendations as required.

SCOPE OF WORK: RIBA STAGES 4-7

If the Project receives funding for the Delivery Stage, and at the discretion of FJH, it is anticipated that the following services will be required by the multi-disciplinary team across RIBA Stages 4-7. All services should be read as applying to the Lead Consultant and the team as a whole, mobilising and managing the specialist disciplines as they are required to present coherent and fully integrated proposals and reports at all stages.

RIBA Stage 4: Technical Design

- Review the NLHF stage two award grant conditions and note the approved purposes.
- Establish and chair regular meetings with the design team and others to monitor progress and to take any action necessary to correct any deficiencies in design information.
- Circulate minutes of meetings to the Client's Project Manager and others. The minutes shall record the action to be taken to rectify any deficiencies and shall indicate who is responsible for taking that action.
- In co-operation with the design team prepare a detailed programme for the preparation of design and production information leading up to obtaining tenders for the Works. Provide a copy of the programme to the Client's representative for Client approval.
- Provide presentation quality drawings, exhibition boards and materials to facilitate RIBA Stage 4 Technical Design, public consultation. Attend consultation events as required by the Client and partner organisations. Incorporate outcomes as agreed with the client.
- Provide RIBA Stage 4 Technical Design Report and present to the Client, NLHF and other stakeholders at a RIBA Stage 4 Review meeting.
- Obtain Client approval to proceed to RIBA Stage 5 Specialist Design
- Ensure the timely exchange of design or other information between the members of the design team.
- Establish regular reporting procedures with the Client's representative, identifying those matters which require approval and, where necessary, provide assistance to obtain those approvals.
- Make recommendations to the Client on the need for specialist consultants or contractors to design, or to design and execute, any sections of the Works or for specialist suppliers to provide any materials or equipment and obtain the Client's approval and take any action necessary to implement the Client's decision.
- Co-ordinate all design work, ensure that the designs are fully integrated and are tested throughout the design phase against costs targets and planning or other controls and take any action necessary.

- Ensure that the designs for the Works fully comply with all Statutory Requirements or Regulations including, but not confined to requirements concerning Health and Safety, Planning, Fire, Building Control, etc., and take any action necessary.
- Make all necessary submissions to statutory authorities to satisfy Planning or Listed Building Consent conditions and to obtain approvals. Ensure that all utilities and other necessary services are in place both for the construction phase and for permanent operation following completion of the Project.
- Give the Client Project Manager sufficient notice of all approvals, decisions or other matters which require action by the Client and where appropriate assist the client by providing information and making recommendations.
- Ensure that life cycle costings and environmental assessment techniques are applied to the design for the Project and adopt solutions giving the best overall value for money and, where this may result in the cost limit for the project being exceeded, make recommendations to the Client and obtain instructions.
- Ensure that the specifications prepared for the Works specifically exclude the use of materials accepted as being deleterious at the time and subsequently ensure that such materials are not used in connection with the Works.
- In co-operation with the other members of the design team, complete the design of the Project up to tender stage.
- Discuss with the Client, Cost Consultant and Client Project Manager the need for site inspection staff and obtain instructions.
- Consider the most suitable options for the procurement of the Works. Advise on the most appropriate form of Contract to be used. Following discussion with the project manager and other members of the design team, make recommendations to the Client and obtain instructions.
- Advise the client on the content and assessment criteria for the Pre-tender Qualification Questionnaire. Assist the Project Manager in the implementation of the first stage selection process.
- In liaison with the other members of the design team, make recommendations to the Client on the suitability of contractors who may be invited to submit a tender for the main works and any specialist works and obtain instructions.
- In liaison with the other members of the design team, ensure that all drawings, specifications, schedules, bills of quantities or other documents necessary for the placing of contracts are completed and are fully coordinated, are in accordance with the brief approved by the Client and are available on the programmed date.
- Ensure that a pre-tender cost check is prepared based on the tender documentation and inform the Client of the result of that check.
- Agree with the Client and their Project Manager, final arrangements for the obtaining and assessment of tenders.
- Undertake risk assessments.
- Undertake value management exercises.
- As required in coordination with the Project Manager, arrange for tenders to be returned direct to the Client in accordance with the Client's tendering procedures.
- Assist the Client's Project Manager to deal with all enquiries from the contractors during the tendering period and ensure that any clarification on the content of the documentation given to a tenderer is copied to other firms tendering.
- Copy all correspondence regarding the obtaining of tenders direct to the Client and Project Manager.
- Examine tenders received and, in liaison with the Project Manager and other members of the design team, make recommendations to the Client and advise on any corrective design action which may be required if the lowest tender is higher than the approved cost for the Works and obtain the Client instructions.
- Together with the Project Manager and Cost Consultant ensure that any tender under consideration for acceptance has been subjected to an arithmetical and technical check and that any errors have been resolved in accordance with the Client procedure.
- Obtain the Client's instructions regarding the acceptance of a tender.
- Together with the Project Manager and Cost Consultant obtain the Client's approval to proceed to Stage 5 Construction.

RIBA Stage 5: Construction

- If required, and as determined by the contract and construction strategy and the appointment of contractor, undertake the role of Contract Administrator.

- In liaison with the other members of the design team, provide the Client with drawings or other documents necessary for entering into the contract.
- Undertake risk assessments.
- Undertake value management exercises.
- Provide such assistance as the Client's Project Manager may require in order that they can agree a detailed programme for the Works with the Contractor which specifies completion by the agreed date.
- Attend meetings with the Contractor or with others.
- Chair regular meetings with the design team to review design information and monitor the distribution of that information to the Contractor and the other Consultants as may be necessary and circulate minutes of the meeting to the Client's representative and to the other Consultants. The minutes shall record the action to be taken and shall indicate who is to be responsible for taking that action.
- Until completion of the Project, continue reporting to the Client and Project Manager in accordance with procedures established under Stage 3.
- In compliance with the selected contract form and construction method, collaborating with the other members of the design team, administer the terms of the Works contract during operations on site and relating to the completion of the Works.
- In compliance with the selected contract form and in liaison with the Client and other members of the design team, observe contract Change Control procedures. Adhere to the Client's authorisation levels prior to issue of Architect's Instructions.
- Support the Project Manager to ensure that the Cost Consultant maintains cost management procedures in order to ensure financial control and issues monthly cost reports to the Client's representative.
- Until completion of the project, report to the Client Project Manager at monthly intervals on the progress of the Works.
- In conjunction with the Principal Designer ensure that rigorous safety policies are in place and are implemented by the Contractor and sub-contractors working on the site and that there is adequate protection for the public and others and that Health and Safety statutory requirements or regulations are fully observed.
- Ensure that rigorous quality management procedures are in place throughout the construction phase.
- Attend regular meetings with the Contractor and the other members of the design team as necessary to monitor the progress of the Works and the production of design information to the Contractor. Provide written reports and monitoring statements as required to satisfy the requirements of the funding bodies and support the Client Project Manager and Cost Consultant in making interim grant claims.
- Visit the site at regular intervals during the construction of the Works to inspect the quality of the work and to monitor progress and ensure that the Works are completed fully in accordance with the contract documents.
- Assist the Client to ensure that adequate records and photographs are available at all times throughout the construction phase, to record day to day progress of the Works.
- Inform the Client of any contractual difficulties which may arise during the course of the contract and obtain the Client's instructions.
- Liaise as necessary with the other members of the design team and Cost Consultant and issue interim payment certificates in accordance with the terms of the construction contract.
- Together with the Project Manager, inform the Client four weeks prior to the anticipated date of completion of the Works. Assist the Client through the provision of documentation to obtain appropriate insurance ahead of handover and to support any legal transactions.
- Ensure that all defects are rectified. Issue Certificates relating to the practical completion of the Works.

RIBA Stages 6-7: Handover, Use and Aftercare

- Ensure that the Works are cleaned, tested and commissioned prior to handover to the Client.
- Attend a Client handover meeting and ensure that the End User understands and accepts the building condition at practical completion. Make arrangements for monitoring and, if necessary, rectification of defects during the Defects Liability Period and ensure that the Client understands the process.
- In liaison with the other members of the design team, organise and attend a Client handover briefing to ensure that all services and systems operations are demonstrated to the Client and End Users, and that all documentation requiring sign off at handover is completed.
- In liaison with the other members of the design team, provide the Client with a set of record drawings and formal written guidance on the operation and maintenance of the Project and its services. Ensure that the Contractor provides all manuals and completes the Health & Safety files, in the formats required.

- Issue a list of defects to the Contractor at the appropriate time in accordance with the terms of the Works contract.
- Ensure that the Contractor rectifies the defects within a reasonable time and issue a Certificate to the Contractor when all defects have been made good.
- Liaise with the other members of the design team and Cost Consultant regarding final valuation of the Works and report the final cost of the Works to the Client.
- Liaise with other members of the design team and Cost Consultant and issue the Final Certificate and any other documentation required by Client in satisfying the completion requirements of the NLHF and other funders.

CONSULTANT SPECIFICATION

The Conservation Architect must have the following.

Essential

- Listed on the RIBA Conservation Register at Specialist Conservation Architect level, the AABC Register at category 'A', or the RIAS Register at Accredited or Advanced level.
- Proven project management experience with track record of leading and managing a project design team to time and budget, with excellent planning and organisational skills.
- Demonstrable knowledge and experience of heritage projects in respect of listed buildings, and in the delivery of NLHF projects
- Experience of procurement and recruitment.
- Skilled at using IT for project management, collaboration and electronic communication
- Excellent interpersonal skills, with the ability to work with a wide range of people (professionals, volunteers, local communities).
- Excellent written and oral communication skills.
- Ability to work under pressure.

Desirable

- Welsh language skills
- Understanding of the Jewish experience in Wales

TIMETABLE

The procurement timetable will be:

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| ▪ Tender advertised: | 08/03/2023 |
| ▪ Tender submissions by: | 12pm (noon) Monday 10/04/2023 |
| ▪ Interviews with shortlisted candidates: | Week Commencing 17/04/2023 |
| ▪ Appointment made: | Week Commencing 24/04/2023 |
| ▪ Commencement: | Week Commencing 01/05/2023 |

Note there is a degree of flexibility regarding commencement and startup, but a rapid mobilisation is anticipated given NLHF Delivery Phase timeframes.

The Foundation for Jewish Heritage will inform applicants of the outcome of the process via email. All correspondence will be handled by the Foundation Chief Executive and the Project Manager.

It is anticipated that the development phase will be for a period of 14-16 months from commencement. Time allocation may change month by month as project demands fluctuate, therefore a flexible working approach will be required.

TENDER SUBMISSION DETAILS

This tender is being managed through Sell2Wales. All enquiries, questions and clarifications should be submitted through the Sell2Wales portal. Tender submissions should be made through the Sell2Wales portal,

or emailed directly to the Client at enquiries@jewishheritage.wales (emails to specify 'Lead Architect and Design Team Tender' in the subject line).

Tender submissions should address the criteria for appointment as set out below. As part of any submission, tenderers should also confirm that they are not bankrupt, the subject of an administration order, are not being wound up, are not the subject of a petition presented for the sequestration of their estate, have not had a receiver, manager, or administrator appointed and are not otherwise apparently insolvent. They should also declare that no person engaged will have been convicted of conspiracy, corruption, bribery, or money laundering, that they have not been convicted of a criminal offence, committed an act of grave misconduct, related to the conduct of their business or profession, and that they have fulfilled obligations relating to the payment of taxes.

Tenderers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Tender and all other stages of the selection and evaluation process.

FJH reserves the right to make an appointment in accordance with its assessment of the tenders received, to make no appointment and/or to seek clarification from tenderers as part of the process. FJH may offer a site visit and clarification meeting during the tender period and/or seek clarifications of tenders following submission. Requests for a site visit should be made to the Chief Executive of FJH and the Client Project Manager at the aforementioned website.

ASSESSMENT AND EVALUATION CRITERIA

The contract shall be awarded to the most economically advantageous tenderer on the basis of 60% quality and 40% price.

Quality Assessment

The bids will be assessed against the criteria below. Items 1, 2, 3 and 4 will be scored as equally weighted criteria and will account for 60% of the overall evaluation. Items 5 and 6 will be marked as pass/fail and any submission not presenting the required information will be failed:

1. Understanding of FJH brief.
2. Proposed methodology.
3. Demonstration of knowledge within this field; specifically in relation to heritage projects in respect of listed buildings, and NLHF project experience.
4. The degree of experience, and how well the tenderer has structured a team to manage and deliver the scope of work within the budget and timetable required.
5. Demonstration of relevant and formal accreditation. Note that tenderers must include on their team specialists accredited by inclusion on the register of Architects Accredited in Building Conservation or the RIBA Conservation Register.
6. Statement of confirmation of capacity and ability to deliver the required outcome within the time available.

You are required to supply the information listed below to enable evaluation of the bid:

- a) A response of not more than 800 words to each of items 1, 2, 3 and 4 above, referencing previous experience where appropriate.
- b) CVs and contact details for each member of the team to be assigned to undertake the role, including a short summary demonstrating their suitability, qualifications and experience – including any specialist skills, added value or access to such skills and/or services at short notice.
- c) Details of public, employers and professional indemnity insurance. Certificates are not required at this stage but may be requested prior to contract.
- d) Details of three referees for work of a similar nature. These will not be scored, but may, by agreement with yourselves later, be used for verification purposes prior to contract if required.

Price Assessment

Tenderers are required to submit prices across the both the Development and Delivery Phases as detailed in the Scope of Work, as follows:

1. **Development Phase**

For the Development Phase, tenderers are required to submit a lump sum fee proposal, together with a breakdown of the day rates of any personnel who will be involved in the project and the number of days allocated to each person. All costs shall be fully inclusive of all staff, sub-contractor costs and attendance at minimum monthly meetings with the project team, and should include expenses and disbursements. Prices should be exclusive of VAT.

2. **Delivery Phase**

Tenderers are required to provide an indicative fee proposal based on a percentage of total capital construction costs for the project, which are estimated at £1,421,497 excluding VAT.

The price assessment will be based on prices for both the Development and Delivery Phases. Prices submitted will be assessed on the basis that the lowest price submitted will receive full marks, with each other price scoring marks adjusted in relation to the amount by which the submitted tender is in excess of the lowest tender.

Phased payments will be at agreed stages of the contract.

WELSH JEWISH HERITAGE CENTRE

FOUNDATION FOR JEWISH HERITAGE