



Invitation to Tender for a Feasibility Study for The Guildhall, Fore Street, Liskeard, Cornwall, PL14 3JA

Liskeard Town Council is seeking quotes from suitably qualified and experienced architects to undertake a Feasibility Study that will inform the conservation, repair, and refurbishment of the Grade 2* Listed Guildhall, located in the heart of the market town of Liskeard, Cornwall. The project has been funded by Good Growth Cornwall & Isles of Scilly Shared Prosperity Fund - Community Capacity Fund.

1. Background

The Guildhall was constructed in 1859, replacing the old Town Hall on the site that served as a court, council chamber and meat market. The 1859 replacement was designed by Charles Reeves, surveyor to the Metropolitan Police, who was responsible for a building programme of court buildings nationwide in the mid-19th century. The design is also credited to local architect Henry Rice, who as surveyor to the town would have been responsible for commissioning and overseeing construction. The building retains many of its original features on the first floor, but the ground floor has been subject to considerable change.

The Guildhall is notable for its architecture and history within Liskeard and as such the refurbishment needs to celebrate the buildings original features and rejuvenate the interior spaces in a way that is sensitive to the existing building and secures a sustainable use for its future.

The focus of the project is to: Refurbish the interior and exterior of the building; address the work identified in the Quinquennial Survey (2019) and that identified by the Risk Management Report (2023); and to work with the Council and key stakeholders to develop proposals for the repurposing of the interior, focussing on the creation of community/commercial facilities in the main hall and adjacent annex, including new fireproofed disabled access to the first floor.

2. Scope of work

The contractor should provide services to RIBA Stage 3 to include:

Concept design - setting out the architectural concept for the project. Designing proposals that align with the site information and the project brief, including the spatial requirements, and exploring the feasibility of different options, feedback from initial stakeholder consultation and undertaking a design review with key stakeholders.

Spatial coordination - further development of the concept design to include all relevant drawings. During this phase, pre-application planning advice should be obtained from Cornwall Council to gain feedback on the proposals, with further development of the scheme being undertaken prior to the project being submitted for Planning and Listed Building Consent.



Heritage - The successful architect will need to engage a specialist Heritage Consultant to undertake the detailed work required for the Design and Access Statement.

a. Further Information to be Provided by Liskeard Town Council

The Town Council can provide some historical data including drawings from the Henry Rice archive, photographs, and news articles.

b. Accessibility

The ground floor shops all have street level access from Fore Street and rear access from Pike Street, via steps and stairs. The 1st floor has access from a staircase with an entrance to Fore Street and a side access via a staircase from Pike Street which also provides access to the Clock Tower.

The Council does not consider it to be necessary to improve access to the shops or to the Clock Tower, other than such refurbishment and re-decoration as is needed. It may be that some improvements can be made to the current Clock Tower access as the last stage is via a fixed ladder. Council personnel have to climb the tower to wind the clock 3 times per week. The provision of automatic winding could also be considered to remove this task.

The Council does however seek to significantly improve the access to the first floor, consisting of the main hall (former courtroom and council chamber) and the adjacent office (formerly robing room). The feasibility study should include full wheelchair access to this floor which can also be used in the event of evacuation in case of fire or other emergency when a conventional lift would not normally be available; or an alternative means of evacuation for wheelchairs which does not rely on the transfer of a wheelchair occupier to another device. Such improved access is a fundamental requirement of this project.

c. Shops

The four ground floor arcade shops are all let to tenants and used for a variety of retail trades. Tenants also have access to the rear storage area including a cool room and toilets, all of which are in a poor state of repair and offer poor utility. Refurbishment of these common facilities is required with the ideal provision of one male toilet and basin and one female toilet and basin (suitable for food handlers) to be shared by the tenants. The 'arcade' frontage may need some refurbishment work. The Council would consider a new use for the shop units, individually or as a whole, for example, as a shared market space.

d. First Floor Tenants and Use

The first-floor rooms are currently let to a martial arts academy and an architectural practice. The future use of these spaces will be determined by the findings of the feasibility study.

e. Mechanical & Electrical Services

The electrical services are below standard and though inspected and certified, are not for example suitable for the installation of Smart meters. They are of an uncertain age and will

require a full evaluation. There is currently no artificial ventilation to the building and no other mechanical services.

f. Deleterious materials

Asbestos is contained within the building and the Asbestos Management Survey (2017) will be made available. Removal of all asbestos should be considered as a part of the refurbishment works.

g. Toilet and Washing Facilities

There are limited facilities currently available in addition to the facilities for shop tenants. There is a unisex toilet and a changing room (currently part of the gym) and a separate toilet adjacent to the office on the first floor. Ideally the Council would also like to incorporate a Changing Places facility (or at the minimum a disabled toilet) to serve the first floor and further toilets may be required for the new community space. The plumbing and waste services will need to be planned into the building in such a way that they do not detract from the interior spaces and the external facades.

h. Fire Alarm

There is a Fire Alarm system in place which has recently been upgraded, but further upgrades will be required as the layout is changed. The Council has a nominated Fire Risk Assessor who is approved by the Council's buildings insurer.

i. Decoration

Overall decoration should take account of the Council's colour pallet, but this should not be taken to exclude other colour pallets which may be more effective when used in the building. The decoration should include as far as possible materials suitable for an historic building. The Council is keen to restore the walls in the main hall by removing the inappropriate modern paint coating (this is also contributing to the build-up of condensation).

j. Windows, Lights and Ventilation

The existing sash windows and attic lights are to be repaired and refurbished to bring them back into serviceable condition so they can be used to ventilate the main hall. Other ventilation should also be considered to resolve the current problem with condensation and mould contagion.

k. External

While the exterior of the building is scaffolded for repairs a DOFF clean should be considered. The roof and rainwater goods should be inspected but are generally considered to be sound with the exception of a few slipped slates.

l. Sustainability

Consideration should be given to the buildings overall energy performance, including improved insulation, energy efficient lighting and heating. The building does not currently have an EPC



rating. The building will also need to generate income to meet or at least substantially contribute to its running costs and future uses must take this into consideration.

3. Knowledge and experience

Liskeard Town Council is keen to work with architects who are specialists in the conservation, repair, and enhancement of historic buildings. Contractors will be asked to provide examples of similar projects they have worked on as well as evidence of engagement with stakeholders including councillors, tenants, businesses, organisations, and the local community.

4. Site Visits

A site visit is highly recommended for any prospective contractors to familiarise themselves with the building and its context in the heart of Liskeard. The Facilities Manager is available to meet contractors at a mutually agreeable time by arrangement. Please contact Jacqui Orange, Facilities Manager at facilities@liskeard.gov.uk or 01579 345407 / 07926 571882.

5. Tender clarifications and further information

Any queries should be directed to Jacqui Orange, Facilities Manager at facilities@liskeard.gov.uk or 01579 345407. Any request for clarification considered to be of material significance will be published anonymously with the response on the Town Council's website 'Tenders' page.

6. Contract Price

The budget for the contract is estimated to be **£20,000 to £30,000** excluding VAT. Pricing must be fixed and inclusive of all overheads, general risks, and obligations. All items are to be individually priced, expressed to two decimal places. The contractor must bear all costs associated with undertaking the Feasibility Study including site visits, attendance at meetings, etc. All pricing should be exclusive of VAT. Quotations should remain open for an initial period of 60-days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed. Further information regarding the Council's Financial Regulations can be found at <https://www.liskeard.gov.uk/key-documents/financial-information/>

7. Timetable

Issue Invitation to Tender	29 November 2023
Deadline for return of tender	12noon 2 January 2024
Evaluation of tender responses	4 January 2024
Council meeting/Award of Contract	9 January 2024
Contract Start Date	10 January 2024
Contract Completion	10 May 2024



8. Construction (Design & Management) Regulations 2015 (CDM 2015)

The contractor will be responsible for complying with the CDM 2015 Regulations

<https://www.hse.gov.uk/construction/cdm/2015/designers.htm>

9. Receipt of Tenders

The deadline for receipt of tenders is **12noon Tuesday 2 January 2024** . Tenders may be submitted electronically to townclerk@liskeard.gov.uk and the subject line should clearly state

“CONFIDENTIAL TENDER - GUILDHALL FEASIBILITY STUDY 2023” or via post to Mr S Vinson, Town Clerk, Liskeard Town Council, 3-5 West Street, Liskeard, Cornwall, PL14 6BW. The envelope should be clearly marked **“CONFIDENTIAL TENDER - GUILDHALL FEASIBILITY STUDY 2023”**.