CONSULTANTS FRAMEWORK AGREEMENTS: WALES AND MIDLANDS
MAINTENANCE WORKS; EXISTING PROPERTIES.

Essential Function – Job Summary

The Landmark Trust have nearly 200 buildings across the country all maintained by the Historic Estates team. There are four Regional Surveyors, who between them oversee the day to day maintenance of all these properties as well as acting as client and project manager on the work required to new acquisitions.

Due to the large workload, from time to time, outside consultants are employed to assist in the preparation and administration of building works across the estate. This ranges from small maintenance work of a few thousand pounds to major refurbishment projects up to £250,000.00

The Landmark Trust are seeking architects and building surveyors who would be interested in entering into a Framework Agreement to provide architectural/building surveying services in Wales and the Midlands where we currently have 42 Landmark properties across the four regions.

The range and importance of the role is considerable. The works range from large scale repair and refurbishment projects to minor works, annual, cyclical and responsive maintenance, all carried out to the highest conservation standards.

Maintenance of Landmark’s existing portfolio is as important as its new project work and is critical to meeting the required letting income. Landmark has evolved a very particular style of presentation which has come to be recognized and sought out by its customers and which must be respected and perpetuated.

Most of the work is small scale responsive and refurbishment work to keep the properties in a good state of repair. Anyone applying for these positions should be happy to take on these small works and ensure they are able to give adequate time and resources to achieve the high quality of workmanship and detailing required to maintain buildings to the Landmark standard.

The Historic Estates department does have an in-house direct labour crafts team and there maybe occasions when planned works are undertaken by them. The Regional Surveyor will provide contact information as necessary as these opportunities arise. Financial management and supervision of the works would be required in liaison with the Regional Surveyor.

The role will be managed by the Regional Surveyor; however liaison and co-operation with other Landmark staff including Regional Property Managers, Housekeepers, Bookings and Furnishing teams will be required to minimize downtime for the lettings business. The consultant will also need to provide hands-on managerial work to achieve proper and timely execution of works on the ground. Close financial control and accountability is essential, as is proper contractual procedures to protect Landmark’s interests.

The Landmark Trust take health and safety in construction very seriously and require all their consultants to have a good understanding of all relevant health and safety legislation in particular the CDM 2015 regulations. The Building Surveyor/Architect will be expected to take on the role of Principal Designer and in some instances, the role of Principal Contractor to ensure Landmark’s compliance with the new regulations.
There are a number of managed lettings within the Landmark portfolio of properties as well as commercial (investment) properties, which from time to time, the Building Surveyor / Architect will be asked to provide professional and technical advice; prepare repair specifications and oversee repair works carried out either by the in-house direct labour crafts team or by external contractors.

Framework Set-up

It is envisaged that the Framework Agreements will be let in four areas in accordance with the attached properties map as follows:

1. North Wales
2. South Wales
3. North Midlands
4. South Midlands

You will be able to apply for a Framework Agreement in any or all areas. Note, regular site visits will be required to maintain high standards of workmanship and this should be taken into consideration when applying to work in the regional areas.

The Framework Agreement will run initially for 3 years with an option to extend the agreement for a further two years. An evaluation process will be undertaken by the Regional Surveyor prior to an extension to the Framework Agreement.

Inclusion on the Framework Agreement does not guarantee any commissions within the period. Consultants will be chosen from the list of Framework holders for each job, this will be dependent on size of the job, particular expertise and current workload of the consultant.

Key Services that you may be called on to provide

1. To inspect buildings to assess the nature and scale of maintenance necessary, including significant response maintenance issues.
2. To carry out written and measured surveys of building, often in a ‘Quinquennial report’ format; a template will be provided.
3. To assist the Regional Surveyor with establishing priorities for work on buildings so as to balance the needs of conservation and customer requirements within available budgets.
4. To help forward plan maintenance, repair and improvement programmes, managing the closure system effectively and as economically as possible for letting income downtime.
5. To develop scheme designs and specifications for planned maintenance and improvement, including drawings, specifications, contracts, site supervision and financial control.
6. To negotiate and apply for consents for Planning Permission, Listed Building Consent, SMC, Building Regulations etc.
7. Provide guidance and support to regional and property staff on maintenance and repair issues to ensure that works are carried out to the required standard and monies managed within budget.
8. To assess the restoration required for potential new works using one’s own expertise, with outside assistance as necessary, to determine scale and cost of the works.
9. Provide buildings expertise throughout the lifetime of the works to ensure that plans are carried out correctly, that quality of work is maintained and that issues are identified and resolved.
10. To obtain competitive quotations and / or carry out a tender procedure using the JCT Minor Works standard form of contract RIBA Concise Building Contract as per Landmark’s in-house procurement process.

11. Under the CDM 15 regulations, take on the role of Principal Designer and where appropriate, Principal Contractor.

12. Administer budgets effectively and efficiently, preventing overspends.

13. To develop and maintain contacts with local contractors to facilitate the carrying out of building work at Landmark properties.

14. Where essential and economic, to advise on the appointment of other building professionals.

15. Negotiate and establish sound contracts for work carried out by third parties, to ensure that Landmark’s interests in terms of health and safety, liabilities, budget, quality and time are protected.

16. To develop and maintain records of work carried out, including standardized specifications, colour schemes, mortar records, and maintenance manuals to ensure that all building work is fully documented for future reference.

17. To manage and schedule the work of the direct labour crafts team where applicable.

18. To undertake such other duties as may be reasonably required.

Skills:

- Understanding historical buildings, traditional construction details and materials
- Sympathetic design detailing to maintain the Landmark’s unique aesthetic
- An ability to design and specify within the Landmark Trust’s very particular design guidance
- Management of others – including external contractors, consultants and direct labour crafts team
- Budget Management
- Project Management
- IT Literate and confident with electronic communication, Microsoft office software including competence in Excel and Projects
- CAD competence (desirable)
- Organized
- Clear communicator, both verbally and in writing.
- Good working knowledge of traditional building contract procedures, procurement and CDM15 regulations
- A working knowledge of planning law and procedures relating to listed buildings and Scheduled monuments

Education:

- Relevant Chartered Qualification (Architect or Building Surveyor) - essential
- Building Conservation Accreditation – desirable
- Post-Graduate qualification in Building Conservation - desirable
Minimum Work Experience:

- Significant post-qualification experience, of which at least five years will include buildings conservation/repair work on a domestic scale.
- The candidate must demonstrate experience in negotiating planning permissions, listed building consents, building warrants etc.

- The candidates must have experience in traditional procurement of small domestic scale refurbishments from inspection through to completion.
- A good working knowledge of the CDM15 Regulations is required and experience of acting as Principal Designer and / or Principal Contractor on smaller projects is desirable.

Other Requirements:

- The successful candidate will be required to work from their own office, and supply all necessary equipment required to complete the work efficiently and to modern standards.
- The successful candidate must hold a current driving licence and provide their own transport to and from site.
- The applicant must hold relevant insurance; a minimum of £ 1,000,000 professional indemnity insurance (more may be required for large projects) and a minimum of £2,000,000 public liability insurance.
The Landmark Trust

LANDMARK TRUST FRAMEWORK AGREEMENT AREA MAP – WALES AND WEST MIDLANDS 2017