

# **COMPETITION CONDITIONS - STAGE 1**

**For**

**The Selection of an Architect led Design Team  
for the repair and conversion of**

**CALVERLEY OLD HALL**

**June 2017**

# CALVERLEY OLD HALL

## COMPETITION CONDITIONS- STAGE 1

### 1 Introduction

The Landmark Trust is a charity that rescues important buildings that would otherwise be lost. We carefully restore such buildings and offer them a vibrant future by making them available for self-catering holidays. Calverley Old Hall is one of nearly 200 buildings in our care.

Located between Leeds and Bradford in the village of Calverley, the Old Hall has existed in some form since the late 12th century, reaching the height of its status and form by the mid-17<sup>th</sup> century. It is a highly evolved site: the main elements are a two-storey, largely 14th-century Solar Block; a late 15th-century Great Hall and Chapel; an early 16th-century Parlour Block, and a 17th century Lodging Block. After 1665, when the Calverley family vacated the site, it was adapted into multiple, lesser status uses.

Landmark bought the site in 1981, and converted part of it into holiday accommodation, later restoring the Chapel and weather-proofing of the Great Hall and Solar. Calverley Old Hall represents unfinished business for Landmark. Over the years, we have examined various options to bring the site back in to full and sustainable use, but none have come to fruition. We have renewed our commitment to finding a financially sustainable, holistically approached mixed-use solution that both conserves, and internally transforms, this highly significant building.

We're looking for a world-class multidisciplinary design team to work with us on this opportunity to revitalise the entire site.

The existing Landmark Trust holiday accommodation will be closed and the entire site will be developed. The Hall's most thrilling spaces will be transformed into a creative scheme providing Landmark holiday accommodation alongside partnership uses, which might include short term assured tenancy and community space.

Internally we want to prioritise recovering the volume created when the hall reached its most developed as a late-medieval manor house. We are open-minded on whether a contemporary or historical approach is taken for the scheme as a whole but wish to avoid explicit restoration. The historic fabric is to be repaired using the highest conservation standards

### 2 Competition Format

The competition will be a two stage process. The first stage will be an open invitation from which a shortlist of between 5 and 10 Architectural teams will

be selected by a Landmark Trust Jury. The core of the second stage will be an invitation to the shortlisted teams to produce a concept design and a fee proposal for the development and delivery of the project.

### 3 Timetable

<b>Closing date for the pre-qualification submission</b>	<b>12 noon 1<sup>st</sup> August 2017</b>
<b>Notification to shortlisted Architects</b>	<b>Thursday 14<sup>th</sup> September 2017</b>
<b>Briefing for ITT</b> One day event held at Calverley Old Hall to be attended by all shortlisted Architects	<b>Wednesday 4<sup>th</sup> October 2017</b> Provisionally 10 am to 4 pm
<b>Closing date for tender submission</b>	<b>12 noon 15<sup>th</sup> November 2017</b>
<b>Notification of invitation to interview</b>	<b>Wednesday 6<sup>th</sup> December 2017</b>
<b>Interviews</b> (venue to be agreed)	<b>10<sup>th</sup> and 11<sup>th</sup> January 2018</b>

**All Applicants will be required to keep the briefing and final interviews dates free.**

### 4 Contact Details

<b>Name of contracting authority</b>	The Landmark Trust
<b>Contact e-mail address</b>	calverley@landmarktrust.org.uk
<b>Postal address</b>	The Landmark Trust Shottesbrooke Maidenhead Berkshire SL6 3SW
<b>Enquiry phone number</b>	01628 512145
<b>Deadline for receipt of PQQ (UK date and time)</b>	<b>No later than Noon on 1<sup>st</sup> August 2017</b>

### 5 Stage 1 – Pre-qualification (PQ)

This is an open invitation to attract innovative designers with a flair for enhancing historic buildings and creating beautiful sensitive conversions. At stage 1 we are looking to select a shortlist of lead Architects who will then be invited to stage 2 of the competition.

All applicants must be ARB registered Architects or international equivalent, other members of the design team will need to be identified at stage 2.

The pre-qualification submission comprises two parts:

1. **Mandatory information on the applicant**  
The applicant must complete all sections the Landmark PQ available by link from the Landmark Trust website, or by application to [calverley@landmarktrust.org.uk](mailto:calverley@landmarktrust.org.uk). Alteration or personalisation of the form will result in disqualification.
2. **Introduction to the Architectural design team and projects of relevance**  
(Maximum 2 single sides of A3 as a PDF)  
Applicants should illustrate their submission with selected examples from their portfolio that are relevant to the clients work and demonstrate their ethos, commitment and experience in providing innovative and harmonious interventions within a sensitive historic environment. Applicants should distinguish between photographs of completed work and computer generated images of ongoing work or conceptual designs.

Applicants are requested not to identify themselves or their company on the 2 x A3 sheets, to enable an unbiased assessment of each application to be made. Any additional information submitted will be disregarded and may result in disqualification.

### **5.1 Stage 1 Jury**

Anna Keay (Chair):	Director of the Landmark Trust
Caroline Stanford:	Historian and Head of Engagement
Susan McDonough:	Head of the Historic Estate
Linda Lockett:	Regional Surveyor, North of England and Scotland

The Jury for the Stage 2 competition will be announced prior to the publication of the shortlist.

### **5.2 Stage 1 Selection criteria**

The Applicant must pass all the mandatory sections of the PQ.

The selection of the shortlist will be judged on the content of the A3 sheets. The jury will consider a range of factors including:

- Experience of creating new interventions in existing buildings
- A demonstration of respect for existing buildings and historic fabric
- Examples of contemporary or traditional interventions that enhance and complement rather than overshadow the existing
- Originality and quality of designs
- Work from an individual practice which can provide all the necessary design skills or a collaboration between complementary practices

### **5.3 Stage 1 submission method**

The pre-qualification submission consisting of a completed PQ and two A3 sheets are to be emailed to [calverley@landmarktrust.org.uk](mailto:calverley@landmarktrust.org.uk) before 12 noon 1<sup>st</sup> August 2017. The original signed declaration should be sent by post and received no later than 4<sup>th</sup> August 2017.

All applications will be acknowledged within 5 working days of receipt, if you do not receive an acknowledgement please telephone the historic estate department at the Landmark Trust. Applicants will be responsible for ensuring their submission has been received by The Landmark Trust. The Landmark Trust will not accept liability for an Applicant's failure to follow up their submission's progress in the process or for submissions that are mislaid. The sending of an email should not be relied upon as having been received. Follow ups should be by telephone to the historic estates department at The Landmark Trust. A record should be kept of the time, date and person spoken to.

### **5.4 Site visits**

No site visits are permitted during stage 1, photographs of the site are available on the website and at <https://landmarktrust.photoshelter.com/galleries>

## **6 Stage 2 – Invitation to tender/ concept design competition**

Shortlisted Architects will be required to attend a briefing day at Calverley Old Hall, when they will be introduced to the detailed requirements of the competition brief, and have the opportunity to look around the buildings and meet the Landmark Trust team. From the information given at the briefing day the Architects will then be asked to prepare their stage 2 entry. The submission will consist of the following:

- A conceptual design submission
- Details of the proposed design team and their working methodology
- A statement of design philosophy
- Cost estimate
- A fee Tender

A full brief and details of stage 2 will be issued to shortlisted applicants prior to the briefing day.

## **7 General Conditions and information**

### **7.1 Completion of forms**

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly #N/A^.

## **7.2 Honoraria for the competition**

Each shortlisted team that submits a valid stage 2 presentation will be awarded an honorarium of £2,000 + VAT. The Landmark Trust undertakes to pay the honorarium within two months of the conclusion of the competition.

## **7.3 Post competition requirements**

The winning team will be expected to enter into an RIBA agreement for full services in accordance with the fee bid submitted in stage 2 of the competition.

The Landmark Trust have a tight programme for this project. The winning team will be required to start work within 1 month of the notification of results and will then have 1 month to finalise the conceptual design. Full details of the programme will be provided to shortlisted applicants prior to the stage 2 briefing.

If the winning team is unable to meet the Landmark Trusts timetable or are unwilling to enter into the agreement, the Landmark Trust reserves the right to appoint a new professional team.

## **7.4 Sub-contracting arrangements and Consortia**

The Applicant will be required to act as;

- Architect
- Lead Consultant
- Principal Designer under the CDM Regulations 2015

The Applicant will be required to provide an appropriately qualified team at Stage 2 of the competition including;

- Conservation Accredited Architect
- Quantity Surveyor
- Structural Engineer with Conservation Accreditation
- Building Services Engineer

The team should be capable of providing services covering RIBA works stages 0 to 7. We would welcome applications from collaborative partnerships.

The Landmark Trust can only contract with a legal entity. If you wish to submit a bid as a consortium, and your consortium have not set up together as a partnership or company, one member of the consortium must act as the applicant (lead member). If you are successful, the Landmark Trust will enter contract with the lead member for the services. The Landmark Trust will also pay the lead member for the provision of the services. It is therefore essential for the members of the consortium to agree how each member will be reimbursed for their work.

## **7.5 Notification of results**

The applicants for each stage will be notified by email of the results by the days set out in the timetable above. If you do not hear from the Landmark Trust by the notification date please contact the Landmark Trust Historic Estates department on telephone number 01628 512145.

No feedback will be given for stage 1 applications. Any requests for feedback on stage 2 applications must be received within 1 month of results notification.

## **7.6 Publicity**

The results of both stages will be published once all the applicants have been notified.

The applicants must not release any information or designs for publication to any third parties until the results have been officially announced by the Landmark Trust. Any publicity prior to the completion of the competition and publication of the results is strictly by approval of the Landmark Trust. Applicants should note that by entering the competition they are expected to honour the request for confidentiality to prevent information being leaked to the press or other applicants before an announcement has been made.

All stage 2 competition design entries will be published on the Landmark Trust website immediately following the announcement of the competition results.

The Landmark Trust reserve the right to publicise the competition, any design submissions and the results of any promotional activity, including through social media channels, they see fit. Illustrations of any design or section of the design, either separately or together with other designs, may be used without cost. Authors will be credited and recognised in all associated media and publicity.

## **7.7 Language**

All submissions at all stages in the competition are to be made in English.

## **7.8 Copyright**

The author of the submitted design will retain copyright in accordance with the Copyright, Designs and Patents Act 1988. The client however will have a licence to copy and use the designs only for purposes related to this project.

## **7.9 Disqualification**

Submissions shall be excluded from the Competition:

- If a Competitor shall improperly attempt to influence the decision;
- If received after the latest time stated for receipt;

- If, in the opinion of the Judging Panel, it does not fulfil the requirements of the Competition Brief;
- If any of the mandatory requirements of the Competition Brief or Conditions are disregarded.

#### **7.10 Funding**

The project relies on part funding from the Heritage Lottery Fund (HLF). There will be a period of delay between the development and delivery phases for the HLF to make their decision. The development phase is dependent on the grant requirements being met.