



## **ADVANCE PUBLICATION OF REPORTS**

This publication gives five clear working days' notice of the decisions listed below.

These decisions are due to be signed by individual Cabinet Members  
and operational key decision makers.

Once signed all decisions will be published on the Council's  
Publication of Decisions List.

- 1. UNLOCKING BROOMFIELD PARK FOR THE COMMUNITY** (Pages 1 - 226)

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## London Borough of Enfield

<b>Report Title</b>	Unlocking Broomfield Park for the Community
<b>Report to:</b>	Cllr Anyanwu - Cabinet Member for Public Spaces, Culture and Local Economy.
<b>Date of Meeting:</b>	<i>n/a</i>
<b>Cabinet Member:</b>	Cllr Anyanwu - Cabinet Member for Public Spaces, Culture and Local Economy
<b>Directors:</b>	Cheryl Headon – Interim Director of Parks, Leisure & Culture
<b>Report Author:</b>	Dorian Knight <a href="mailto:dorian.knight@enfield.gov.uk">dorian.knight@enfield.gov.uk</a> and Paul Gardner <a href="mailto:paul.gardner@enfield.gov.uk">paul.gardner@enfield.gov.uk</a>
<b>Ward(s) affected:</b>	Southgate and Palmers Green
<b>Key Decision Number</b>	5705
<b>Implementation date, if not called in:</b>	11 <sup>th</sup> March 2024
<b>Classification:</b>	Part I Public

### Purpose of Report

1. Following a successful National Lottery Heritage Fund application, Enfield Council has received a grant funding offer of £532,490 for the development phase of the 'Unlocking Broomfield Park for the Community' project. This report recommends accepting the grant and commencing the Development Phase of the project, including requesting authority to undertake the procurement of the project management, heritage, and design teams.

### Recommendations

The Cabinet Member for Public Spaces, Culture, and the Local Economy

- I. Authorises the Council to enter into a grant agreement with the National Lottery Heritage Fund, to commence the development phase of the project 'Unlocking Broomfield for the Community' and delegates to Cheryl Headon and Katie Smith to sign the Permission to Start form.
- II. Establish a Project Coordination Group to be chaired by the Director of Leisure, Parks and Culture.
- III. Approves that the allocation of £0.57m in the capital programme will be funded by £0.53m grant from National Lottery Heritage Fund and £35K of revenue contribution to capital.
- IV. Authorises going out to tender for: i) Technical Project Manager ii) Conservation Landscape Architect Team iii) Conservation Structural Engineers iv) Quantity Surveyor v) Heritage Consultant vi) Interpretation Designers vii) Activity Planners viii) Business Planner ix) Evaluation Consultant x) Fundraising Consultant xi) Planning Consultants and other surveys, consultants and specialist input as required to undertake this work.
- V. To delegate authority to the Director of Property to approve the appointment of consultants procured pursuant to Recommendation IV.
- VI. To note LBE to provide £35 000 of match funding spread across three financial years (2023/2024, 2024/2025 and 2025/2026) to deliver the project as approved on 1<sup>st</sup> August 2023 by the Interim Director of Property, noting that this will be charged to the Property Services revenue budget in the first instance, although in the future may be moved to a capital budget.
- VII. Approve the recruitment of a Community Engagement Officer
- VIII. To note there will be internal resourcing across the Culture, Parks, Journeys & Places, CMFM and Properties team as detailed in the report.
- IX. To note that legal advice will be sought around the restrictive covenant for Broomfield House.

**Background**

2. Broomfield Park is a Grade II listed park in Enfield with a significant and legible C18 Baroque landscape. Historic features include a chain of formal lakes, listed historic walls, gazebo, and stable yard. The west part is open parkland, crossed by a tree-lined avenue. Community facilities including an orchard, children's playground, and sports courts have been added in the C20. Broomfield House, a Grade II\* mansion sits on the East Lawn. It has been subject to at least three significant fires since 1984, destroying at least 80% of the historic fabric. The shell is supported by scaffolding and protected by a temporary roof and hoardings.

3. Broomfield House is a council owned property in the General Fund. From the point of view of the Council as Corporate Landlord, the building represents a significant liability and needs to be addressed urgently. In recent years, and particularly since the latest major fire in 2019, the remaining structure has become more unstable. The building has no roof, and upper floors have collapsed or been removed. The remaining upright elements of walls and chimney stacks are secured by a complex mess of scaffolding, with the entire structure covered by a metal sheet roof. The building is open and is affected by ongoing rain and weather erosion, vegetation growth and animal infestation, and trespassers. A scaffolding condition report undertaken by Fourways in April 2023 identified numerous failures in the existing scaffolding including corroded timber boards, highly rusted metal poles and couplers and unsecured members. Although the report said that the whole structure was not at immediate risk of collapse, it recommended the removal of the entire scaffolding and a full re-build to a design and build that was fully compliant. Such a proposal would be higher costly and impractical because the fragile remnants of the building would not survive the work and it would not address the need for a long-term solution.
4. Multiple plans for Broomfield House have been developed over the last 40 years. All have failed. A full list of past plans can be found here [Broomfield House | Enfield Council](#). In 2020 a report was commissioned by Perfect Circle to review past work and to reinitiate consultation with Historic England and the Heritage Fund on an outcome for Broomfield Park, particularly the House. The report shows it is unrealistic in both of capital costs and long-term viability to rebuild Broomfield House.
5. Instead, an option to dismantle the remains of Broomfield House and integrate the memorialised ruins into a conserved historic park was recommended as a viable and sustainable way forward.
6. The main planks of the proposal are as follows:
  - To dismantle Broomfield House, reconnecting the site of Broomfield House to the Park. Record the process of dismantlement and find a home for the most important historic fabric.
  - Memorialise the House.
  - Install interpretation and wayfinding.
  - Landscape area around Broomfield House, the East Lawn, and open-up vistas to the double tree avenue.
  - Deliver a two-year programme of inclusive activities to engage people with the heritage.
7. The 2020 report also discussed the potential development of the Stable Yard including enabling new build development and the restoration of the listed buildings. However the report identified viability and planning challenges and clearly established that there was no remit for cross-funding of Broomfield House. Following discussions with statutory parties and prospective funders, it was agreed that a project around the

Stable Yard would form a future project, and that the current project should focus on Broomfield House and the immediately surrounding part of the historic park.

8. This workstream cumulated in two important milestones for the project in 2022. First, pre-application advice was sought from Historic England in response to proposals for the removal of the remaining fabric and the memorialisation and interpretation of the site. This advice stated the very high bar that needs to be met to justify such proposals for the listed building but also importantly concluded that a case demonstrating that the criteria set out in paragraph 201 of the NPPF is capable of being made. Second, a new Expressions of Interest was submitted to the National Lottery Heritage Fund (NLHF) for a project which, for the first time, focussed on rejuvenating the historic Broomfield Park by dismantling the derelict shell of the house.
9. A Working Group was set up with officers and councillors from Enfield Council, together with members from Friends of Broomfield Park, Broomfield House Trust, the Enfield Society and Southgate District Civic Voice to shape the project and reach consensus on a new application to the NLHF. Enfield Council led on the application. The proposal was informed by input from Conservation Structural Engineers who assessed structurally safe options for dismantlement and specialist Cost consultants, who estimated the cost range of the option concluding that different memorialisation options could be achieved within a similar cost bracket.
10. Significant consultation was done in preparation of the application for the development phase. This included, over 30 staff across the Council, 4 Councillors, 6 statutory bodies, 4 key external stakeholder groups, potential partners and 1,248 members of the public.
11. As a result of this investigation and consultation, for the first time in four decades, statutory and local stakeholders, the Council and councillors all agree on the way forward - to partially dismantle Broomfield House and work with the community to memorialise it and stitch it back into the park. There are significant additional opportunities for heritage and health and wellbeing activities, skills development, new volunteering roles, and creativity.
12. The proposal would help remove the budget pressure on the council around ongoing maintenance, scaffolding and security costs and could help support investment in other council services over the long-term by bolstering the overall attractiveness and performance of the park.
13. Enfield Council submitted the grant application to NLHF in August 2023. Authorisation to submit the application as allocated £35k of Council match funded was given by the Acting Director of Property on 1<sup>st</sup> August 2023.
14. Following the NLHF's committee meeting on 13 December, Enfield Council was notified that its application had been successful and that an offer of grant funding of £532,490 for the development phase of the project 'Unlocking Broomfield for the Community' was being made. The offer letter is attached at Appendix 1.

15. The grant will enable LBE to create a shared vision for the House and Park in consultation with the local community in addition to developing project costs, resources, and timeline in advance of delivery of works.

16. Funding for the delivery of proposed specified improvement works will be sought through a future funding application

17. Accepting the National Lottery Heritage Fund round 1 grant of £550,000 and putting forward £35,000 match funding therefore represents the only viable funding model to deliver works on the house and park. The risks for not taking forward this option include severe reputational damage within the community, with the Friends Groups, the National Lottery Heritage Fund and a range of nationally significant stakeholders including Historic England, the Society for the Protection of Ancient Buildings, and the Gardens Trust.

18. The key milestones for this project are:

<b>Date</b>	<b>Milestone</b>
December 15 <sup>th</sup> 2023	NLHF decision on Funding
January 2024	Enter into grant agreement with the National Lottery Heritage Fund
March 2024	Permission to start the development phase
March 2024 – October 2025	Delivery of development phase

19. The Round 1 grant or 'development phase' is the 2nd of 3 stages. To secure funding to implement the works necessary to deliver this vision, a third stage, or a 'Round 2' grant funding application will be made to the NLHF in 2025, and if that final stage is successful, works on site should commence in 2026.

20. The development phase includes the following aims:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers.

Alongside the restoration works, the project will deliver a two-year programme of heritage engagement activities.

### Permission to Start and Procurement

21. Before work can start on the Development Phase, the Council need to acquire what the Lottery calls “Permission to Start”, this entail reaffirming the objective and costs set out at application stage and confirming provision of match funding and relevance governance to enter into the grant agreement – i.e. the authority as set out in this report.
22. A joint press release will be prepared to publicise the grant award. Throughout the Development Phase the Council will need to fully acknowledge the grant through use of the logo and in line with National Lottery guidance on any publicity or public-facing material related to the project.
23. The first task to be undertaken once Permission to Start has been received is assembling the team.
24. As laid out in detail in the application and the procurement strategy, LBE will procure all the consultants required in the first six months following the award. All roles will be procured within the National Lottery Heritage Fund and Enfield Council guidelines. All procurements with a value of £50,000 or more have to be competitively tendered, in other words openly advertised. The Council will procure on the London Tenders Portal and advertise in relevant trade press including Museum Insider, Leicester Museums Desk and IHBC. For ease of procurement, it is proposed that the consultants are procured in three *packages*: a Project Management package; a Heritage package and a Design Team package.
25. The schedule for going out to procure is detailed below.

Role	Pre Qual stage	ITT sent out	Tender due back	Appointm ent date
<b>Project Management Package</b>	n/a	Feb 2024	March 2024	April 2024
Technical Project Manager*				
Business Planner (including Management & Maintenance Plan)				
<b>Heritage Engagement Package</b>	n/a	May 2024	June 2024	July 2024
Collections Heritage Consultant				
Activity Planner (lead)				
<b>Design Team Package</b>	March 2024	May 2024	June 2024	July 2024
Multi-Disciplinary Team led by Conservation Landscape Architect*				
Conservation Structural Engineers				
Planning Consultant				
Heritage Consultant *				
Interpretation Planners and Designers				



<b>Separately Procured</b>				
Quantity Surveyor		May 2024	June 2024	July 2024
Evaluation Consultant		August 2024	Sept 2024	Oct 2024
Fundraiser Consultant		August 2024	Sept 2024	Oct 2024

26. All consultant packages will be procured based on the full value of both Development Phase and Delivery Phase work. This will ensure consistency and continuity between the phases should the Council be successful at its Delivery Phase application to the NLHF. The consultancy contracts will have a break clause meaning that retention for the Delivery Phase will be subject to successfully securing the funding for the Delivery Phase, and on satisfactory performance during the Development Phase. The Council will always have the option to reprocure the full package or individual disciplines at the break.
27. The Council team will procure the Design Team package to be led by either a Conservation Architect or a Landscape Architect for both Development and Delivery phases. This will be done through a two-stage procurement process in accordance with Public Procurement Procedure, with the those invited to tender restricted to the qualifying bidders.
28. The Council will also procure the Project Manager (PM) and sub-disciplines for both phases with a break clause.
29. The Project Manager will then lead on the procurement of the Heritage Package and any other necessary appointments.
30. A community engagement project officer will be recruited to the project at 0.5ft for an 18-month period.
31. As detailed in the application to the National Lottery Heritage Fund, in kind cost will be given to the project from teams across the council.

### **Alternative Options Considered and Rejected**

#### **Option A – reject National Lottery Heritage Fund funding award**

32. This option represents a considerable reputational, cost and liability risk.
33. In terms of the physical condition of the site, recent scaffold condition reports (2022 & 2023) have indicated internal scaffolds are no longer providing support. Floors have failed and props are freestanding. The original and new timber sole boards from 2016

are rotting and base plates corroding so they now sit on the ground. New uprights, installed to transfer load are showing signs of corrosion. Scaffolding and couplers have rusted and need to be cut off. Vegetation is taking hold of the scaffolding and it is covered in guano. The roof structing lacing and bracing no longer meets current codes of practice or guidelines and safe access requirements are not in place. Structural integrity can no longer be guaranteed. This option would leave the site dilapidated and covered in scaffolding requiring wholesale replacement.

34. This option risks very severe reputational damage both with the funders (National Lottery Heritage Fund), National Statutory Bodies (Historic England, the Society for the Protection of Ancient Buildings, the Gardens Trust, and London Archaeological Advisory Service), local Friends groups (The Friends of Broomfield Park, Broomfield House Trust, The Enfield Society, Southgate District Civic Voice etc..) and the community in Palmers Green, Southgate, and the wider borough. This option would leave Broomfield House as a remaining blight on the landscape and Broomfield Park on the Historic England 'At Risk Register.'

#### **Option B – reject match funding the proposal**

35. The National Lottery Heritage Fund will not administer funding if there is no financial commitment from the council to match fund the project. This option therefore will have the same result as option A (see above).

#### **Option C - LBE fund the proposal**

36. Not possible due to the Council's existing spending commitments and very strong controls on further borrowing. This option will therefore have the same result as option A (see above). Additionally, there is no available budget within LBE to fund the proposal.

#### **Preferred Option and Reasons for Preferred Option**

37. **Option D – Accept funding and match fund the project.**

The preferred option – Option D - is to accept the National Lottery Heritage Fund round 1 award of £532,490 and for LBE to provide £35,000 of match funding to deliver the development phase of the project 'Unlocking Broomfield for the Community.'

This option is recommended because it will have positive heritage, cultural, environmental and wellbeing outcomes as set out below. It would also remove a substantial liability on the property portfolio. Furthermore, this is seemingly the first time since the original catastrophe of the fire that all the major stakeholders are aligned in support of a proposal. Therefore, it represents the best (and possibly the last) opportunity to secure significant grant funding to address the historic house and to invest in improving and enhancing the historic park.

#### **Relevance to Council Plans and Strategies**

##### **Priority 1 – Clean and Green Places**

38. Engagement activities will be developed in consultation with the community to:

- Increase understanding of the importance of caring for and conserving Broomfield Park and connecting people to nature, including the trees, shrubs, plants, wildlife, and water features.
- Increase awareness of climate change and what individuals can do to combat it.

39. We will improve the condition and understanding of Broomfield's Baroque water garden.

40. Throughout the project we will co-curating a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities.

41. We will provide a range of work experience and placement opportunities for the community.

42. We will encourage volunteering, participation, and 'ownership' of Broomfield Park for local communities.

43. We will share information about how the project is contributing to climate change, improving the ecology in the park and recycling materials.

44. We will Enable young people to obtain John Muir awards and environmental badges awarded by uniform groups.

## **Priority 2 – Strong, Healthy and Safe Communities**

45. Project delivery will have huge impact on creating strong, safe, and healthy communities.:

46. We will involve young people, aged 14 to 25 by commissioning an artist to work with them to co-create murals that reflect their vision for the park. This will temporarily improve the Park and provide them with a creative opportunity and a space to hear their voices.

47. We will develop and pilot a series of wellbeing activities designed to cater to a diverse range of participants. These activities, ranging from walks to creative sessions, will be accessible and promote both physical and mental well-being. Our plan is to work with residents, and group, as well as promote the sessions to the wider community. Their purpose is to test demand for these types of activities, the best way of delivering them, how to promote them and to use them as a way of consulting with older people who we have already heard, do not feel they are contributing to the future vision of the Borough.

48. Our Community Archaeology project will provide hands-on experiences for residents, including families to find out more about the park's rich history, fostering a deeper connection and sense of ownership. The purpose is to find out more about the

archaeology of the park, and use engagement to find out what other activities people want for the future.

### **Priority 3 – Thriving Children and Young People**

49. We will fund a community archaeology project in the park. This community archaeology project will provide opportunities for participants to acquire hands-on experiences and a foundational understanding of archaeological practices, from excavation to the analysis of artefacts.
50. We will create a mural on the hoardings that currently surround Broomfield Park. Local young people will have the opportunity to work alongside an experienced artist(s). They will develop skills in artistic expression, design, and mural creation, while also learning about co-curation, how these types of projects can involve the local community and ensure young peoples' voices and visions can be heard.

### **Financial Implications**

#### Summary

51. This report requests approval to add £0.57m to the capital programme, funded by £0.53m of grant from the National Lottery Heritage Fund and £35k from Enfield Council as a revenue contribution to capital.
52. In addition, the report is requesting approval to enter into a grant agreement with the National Lottery Heritage fund for the development phase of the "Unlocking Broomfield for the community" project. Entering into the grant agreement will allow Enfield Council to access £532,490 of grant funding to pay for the development phase of the project.
53. A condition of the grant agreement is Enfield Council provide match funding of £35k. In addition, the Council will provide legal and tax advice, and asbestos surveys to a value of up to £23k. These are revenue contributions therefore work undertaken by other teams, there will not be any recharges to the property budget for this work. However, the nature and value of these contributions will need to be recorded and reported back to the National Lottery. The total value of Enfield Councils match funding is £35k and will be funded through a revenue contribution to capital from the property services budget.
54. The project is split into the development phase and the delivery phase. Entering into this grant agreement is for the development phase only and a separate application for the delivery phase will be submitted. The total value of the development phase is £605,490, with £23k the value of advice provided from Enfield Council in-house services and £15k coming from community fundraising and volunteers which will be added to the capital programme once secured.
55. To complete the vision for Broomfield Park another application for funding will be made to the National Lottery Heritage Fund for the delivery stage in 2025. Based on current estimates the delivery stage is expected to cost a further £4.2m. The application for funding will be for £3.7m with the Council providing £295k of match funding and the

remaining £205k from community fundraising and volunteers.

56. How the Council match funding for the delivery stage is funded has not been confirmed yet. Should the Council borrow the full amount of £295k this will incur an annual MRP cost of £11.8k and interest charge of £15.6k, a total annual financing cost of £27.4k

57. Table below summarises the total costs:

Stage	Development	Delivery	Total
Grant Status	Approved	Application Required	
Year of Grant Application	2023	2025	
<i>Funding:</i>			
Grant Amount	£0.53m	£3.67m	£4.20m
LBE Match Funding	£0.03m	£0.30m	£0.33m
Community/Volunteer	£0.02m	£0.15m	£0.17m
<b>Total Funding</b>	<b>£0.59m</b>	<b>£4.12m</b>	<b>£4.71m</b>

#### Revenue Budget Impact

58. The Council match funding will be funded from the property services revenue budget. The funding will come from the Broomfield House budget (revenue code CS0331), which is currently incurring costs of £35k a year for annual maintenance and security.

59. The budget will fund up to £11.7k a year for 3 years from 2024/25 to 2026/27. This totals £35k over the 3 years and once the project is complete there will be a saving of £35k on maintenance and security on the Broomfield House budget.

Broomfield House	2024 to 2027	2027/28 onwards	Savings
Current annual costs	£35k	£0k	£35k
Project costs	£12k	£0k	£0k
Total	£47k	£0k	£35k

60. Any maintenance requirements following the completion of the works will be managed from the existing parks maintenance budget.

#### Capital Budget Impact

61. There will be an addition to the capital programme of £0.57m, funded by £0.53m of external grant from the National Lottery Heritage Fund and £35k as a revenue contribution to capital from the property services budget.

62. The addition to the capital programme will be added as reflected in the table below:

	2024/25	2025/26	2026/27	Total
Capital Expenditure	£189k	£189k	£189k	£567k
<i>Funded by:</i>				
NLHF Grant	£177k	£177k	£177k	£532k
LBE Rev contribution to Capital	£12k	£12k	£11k	£35k

Total Funding	£189k	£189k	£188k	£567k
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63. The budget amounts detailed in the table above have been included in the capital programme report (KD5502) for 2024-25, approved by Council in Feb-2024.

#### Borrowing Impact

64. There is no impact on borrowing at the development stage. Should the project continue as expected and secure grant for the delivery phase, the Council will need to contribute approx. £295k to the project. How this will be funded has not been confirmed but should it be funded by borrowing this will result in £11.8k a year in MRP and £15.6k a year in interest. Total annual financing cost of £27.4k a year based on an interest rate of 5.3% over 25 years.

#### Taxation

65. VAT on costs will be reclaimed through the Councils regular HMRC returns. It is expected the Council will be able to reclaim all VAT on costs incurred for this project.

66. Within the grant letter there is an allowance of £20k for VAT. This will be used should the Council not be able to claim all the VAT back through its usual HMRC VAT returns.

67. No other known tax implications.

#### Accounting Treatment

68. Cost will be accounted for in compliance with the Councils capitalisation policy. Any costs that cannot be capitalised will be charged to the revenue budget.

69. All costs identified will contribute towards the enhancement of Broomfield House and Broomfield park, assets that are currently on the councils Asset register.

70. Costs incurred at the development stage are necessary to ensure all the necessary planning, designs and engagement allow for the construction works to be delivered meeting the desired objectives within budget and on time.

### **Legal Implications**

71. The Council has the power under section 1(1) Localism Act 2011 to do anything individuals generally may do providing it is not prohibited by legislation and subject to Public Law principles. In addition, the Council has powers and duties under the Planning (Listed Building and Conservation Areas) Act 1990. Officers must seek advice as to the planning implications of implementing the proposals within this Report,

considering the above-mentioned Act and the National Procurement Policy Framework 2023.

72. The Council must ensure that the terms attached to the grant funding are complied with. Officers must read the grant offer letter, standard terms of grant and associated guidance, and understand in particular the obligations on the Council and the circumstances in which the grant can be withdrawn or repayment required.
73. The offer letter states that the NLHF needs to be satisfied that the Council has considered whether the funding is a subsidy – and asks for copies of advice the Council has taken. This aspect needs to be looked at and advice duly taken. The Council must also ensure that compliance with subsidy control legislation is maintained throughout the project. If there is an unlawful subsidy, it will constitute a breach of the grant conditions and the Council may be required to repay the entire grant without delay together with compound interest.
74. As stated elsewhere in this Report, it is a condition that all services, supplies and works commissioned in connection with the Project are procured in accordance with the Council's procurement rules and the NLHF guidelines (which specify that all procurements with a value of £50,000 or more have to be competitively tendered). The procurement requirements are detailed in the Procurement Strategy at Appendix 1. The offer letter also requires that any building contracts contain a clause which allows the Council to retain part of the contractor's fees on practical completion of the works. If officers intend that any contracts are on different terms, they must get the NLHF's approval beforehand. The resultant contracts must be in a form approved by Legal Services on behalf of the Director of Law and Governance.
75. As flagged at the start of this Report, there is a restrictive covenant in connection with Broomfield House. Legal Services will need to be instructed to carry out a detailed review and provide advice on the options available.

### **Equalities Implications**

76. This project is expected to have a positive impact on all residents who will benefit from this initial work to develop a vision for Broomfield Park, benefit from the opportunities to learn about Broomfield Park and Broomfield house, and the health and wellbeing activities created. In particular, the project is expected to have a particular positive impact on:
  - older adults and adults with dementia, as a programme of heritage and nature themed health and wellbeing activities will be piloted aimed at adults living with dementia in the borough.
  - People who are disadvantaged due to socio-economic factors as all project activities will be free and learning material will be provided in a variety of formats to assist learning.
77. The community engagement officer recruited for this project will actively engage with all communities and work with all interested organisations during the consultation to ensure activities are tailored to a broad range of people across the community, for example care homes and dementia care providers across the borough and engagement with local schools. An independent evaluation consultant will be procured as part of this project and will monitor and review all project activities against outcomes.

78. A full EQIA has been completed by Dorian Knight on 8/1/2024.

### **Cultural Implications**

79. It is anticipated this project will have a positive impact on all residents that use the park, and the project aligns with priorities within Enfield's Culture Strategy. Particularly

- Facilitating more cultural and creative activity within opportunities in parks and open spaces
- Supporting access to culture and pathways into creative employment.
- Increasing borough-wide access to heritage and diversity of local culture.
- Improving cultural promotion and strengthening Enfield's cultural narrative.
- Nurture local skills and capacity to deliver diverse creative activity.

80. The Culture Service will seek opportunity to use Enfield's priority borough status for the NLHF and ACE to maximise impact for this project.

### **Environmental and Climate Change Implications**

81. The project is expected to comply with the Sustainable and Ethical Procurement Policy for all contracts.

82. The project should also prioritise the use of sustainable and local sourced materials and best practice technologies to reduce the embodied carbon of the project.

### **Property Implications**

83. The property implications are contained within the body of the report.

84. Property Services including CMFM and Operational Property will need to support on the release of the restrictive covenant and procurement of specialists to manage the project.

### **HR and Workforce Implications**

85. The recruitment required in relation to this project must be undertaken in accordance with the Heritage Fund's guidelines and Enfield Council's recruitment procedures.

### **Procurement Implications**

86. The procurement required in relation to this project must be undertaken in accordance with the Heritage Fund's procurement guidelines, the Councils Contract Procedure Rules (CPR's) and the Public Contracts Regulations (2015), this includes the use of the London Tenders Portal as necessary.

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## **Appendices**

Appendix 1. Procurement Strategy

Appendix 2. Offer Letter

Appendix 3. Job Description for Community Engagement Officer.

## **Background Papers**

N/A

**Departmental reference number, if relevant:**

N/A

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# Unlocking Broomfield Park for the Community

## Appendix C: Procurement Strategy and Briefs for external commissions

August 2023



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## Schedule of key appointments

<b>Role</b>	<b>Pre Qual stage</b>	<b>ITT sent out</b>	<b>Tender due back</b>	<b>Appoint ment date</b>
Technical Project Manager	n/a	4/3/2024	1/4/2024	30/4/2024
Heritage Consultant	n/a	4/3/2024	1/4/2024	30/4/2024
Multi-Disciplinary Team led by Conservation Landscape Architect	1/10/2023-15/12/2023	5/1/2024	28/2/2024	30/6/2024
Conservation Structural Engineers	n/a	8/5/2024	5/06/2024	30/6/2024
Quantity Surveyor	n/a	8/5/2024	5/06/2024	30/6/2024
Interpretation Planners & Designers	n/a	8/5/2024	5/06/2024	30/6/2024
Activity Planner	n/a	8/5/2024	5/06/2024	30/6/2024
Collections Heritage Consultant	n/a	8/5/2024	5/06/2024	30/6/2024
Evaluation Consultant	n/a	3/6/2024	1/7/2024	28/7/2024
Fundraising Consultant	n/a	3/6/2024	1/7/2024	28/7/2024
Planning Consultant	n/a	1/8/2024	29/8/2024	27/9/2024
Business Planner (including coordination of the Management & Maintenance Plan)	n/a	1/8/2024	29/8/2024	27/9/2024
Community Archaeology Project	n/a	3/6/2024	1/7/2024	28/7/2024
Artist commission - Mural	n/a	3/6/2024	1/7/2024	28/7/2024
Pilot health and wellbeing walks	n/a	3/6/2024	1/7/2024	28/7/2024

Table 1: Schedule of key appointments during the Development Phase

Quotes and briefs for the following surveys will be prepared by the Technical Project Manager working with the Design Team during the Delivery Phase. They are all expected to be less than £10k

- Topographical and Measured Survey of park and gardens
- Hydrology
- Silt
- Arboriculture
- Drainage
- Ecology and bat update
- Opening Up Works - house/lakes
- Ground Investigation
- Ground Penetrating Radar
- Lead paint survey
- Scaffolding.

# Procurement Strategy

## Introduction

All roles will be procured within the National Lottery Heritage Fund and Enfield Council guidelines.

Enfield Council has a Procurement Manual that must be followed when procuring for any good, services or works. The Contract Procedure Rules (CPRs) form part of the Council's Constitution and are mandatory. They must be applied fully and correctly to ensure value for money. The CPRs ensure that the Council is compliant to all UK legislation and Council rules. The purpose of the rules is to make sure that contract opportunities are being offered transparently, equally, and fairly, and that wherever possible we should offer opportunities to local suppliers to support the Council's plan "an economy fit for everyone".

## Process

The e-tendering portal (London Tenders Portal) must be used for all procurements over £25,000. If this portal is not being used, Council staff, as a minimum must have a:

- Written Specification
- Contract (or use PO terms and conditions – to manage risk)
- Evaluation criteria (probably only price)
- Approval to procure and award
- Signed contract at the end

## Procurement thresholds

The Procurement & Commissioning Hub (P&C Hub) must facilitate all procurements over the Public Contract Regulations (PCR) Threshold in accordance with Public Contract Regulations 2015. PCR thresholds can be seen [here](#). As of 1 Jan 2022, the current threshold for services for local authorities is £213,477 inclusive of VAT. The table below sets out the procurement thresholds for different types of procurements; how many quotes must be obtained within each bracket; what are the governance and contracting requirements. See Table 2.

<b>Estimated Total Contract Value</b>	<b>Minimum No. of Quotations</b>	<b>Procurement Method/Platform</b>	<b>Governance</b>	<b>Method of Issuing Contract</b>
Up to £25,000	1	Any, but written record must be kept	Written approval (e.g., email)	Purchase Order T&Cs
From £25,000 - £100,000 (services)	3	London Tenders Portal.  If fewer than the minimum no. of quotes obtained, approval to award must be obtained demonstrating VFM  Contract must be published in public domain	Record of Decision with Procurement Service Implications signed in accordance with SPS Scheme of Delegation	Purchase order T&Cs Standard contract only for more complex requirements
From £100,000 – PCR Threshold	5	London Tenders Portal.  If fewer than the minimum no. of quotes obtained, approval to award must be obtained demonstrating VFM  Contract must be published in public domain	If Contract award is over £500,000, must be added to the Key Decision List and a KD report with Procurement Implications	Use Standard Short Form Consultancy Contract  Contract up to £500,000, officer signature on standard contract  If Contract award is over £500,000, Standard Contract must be sealed by Legal Services
Above the PCR Threshold	Public Contract – Open Tender	In liaison with Enfield Council Procurement and Commissioning Hub  London Tenders Portal.	Key Decision report with Procurement Implications	If Contract award is over £500,000, Standard Contract must be sealed by Legal Services

Estimated Total Contract Value	Minimum No. of Quotations	Procurement Method/Platform	Governance	Method of Issuing Contract
		Contract must be published in public domain		

Table 2: Procurement thresholds (Enfield Council)

The Procurement Manual states that the Procurement requirement should tailor the insurance level accordance to the risk assessment of the potential loss that the Council could suffer in the event of a breach. The typical amounts insured are:

**Public Liability - £3m-£5m**

**Employer's Liability - £5m**

**Professional Indemnity - £1m-£3m**

The standard Short Form Consultancy Contract also includes unlimited liability in respect of losses suffered or incurred by the Council as a result of negligent performance of obligations under this Contract.

Any amendment to the indemnity clauses needs to be agreed by the Director of Finance. Financial Security checks including Company Accounts checks, a Dunn and Bradstreet Report, or other legal and financial due diligence.

### **Criteria For Evaluation**

From July 2023 EMT issued an update to Procurement Principles that must be followed until further notice

1. Social value (including sustainability) can only be given a **maximum 10%** weighting. Only to be included if there is a corresponding value to be had from the contract. Refer to Sustainable & Ethical Procurement Policy 2022-2026 document.
2. "TOMS" Social Value measurement currently suspended
3. Starting point for Evaluation Criteria is 70% price weighting.
4. Pass/Fail must only be genuine core contract requirements.
5. Indexation nothing above CPI (RPI and CPI + X% is not allowed)

Assessment weighting is split between Price and Quality. Latest guidance recommends 70% price; 30% quality, to be varied only with a strong justifiable case.

We are going to put forward a recommendation for: **60% price; 40% quality.**



Within the Quality weighting, there can be a weighting of up to 10% for Social Value, Environmental Sustainability (Climate Action), Supporting the Local Economy and Ethical Sourcing.

### Sustainability and Social Value

The Sustainable and Ethical Procurement Policy 2022-2026 was approved by Cabinet on 16 Feb 2022.

The Policy prescribes that procurements over the PCR threshold should include (a minimum) 10% evaluation weighting for Social Value. That means that suppliers seeking these major contractors will be partly assessed on their proposal to deliver additional benefits for Enfield's residents and communities. Normally, the Council will use the Social Value Portal when conducting procurements over the threshold (although this has been temporarily suspended).

The Policy sets out expectations of suppliers across:

1. Social Value and Ethical Practices, including
  - Labour and Employment practices;
  - London Living Wage;
  - Equality & Diversity;
  - Prompt & Fair Payments for SMEs, ethnic minority-owned and Enfield-based businesses;
  - Commitments to combat Modern Slavery;
  - Prevention of Corruption;
  - Sustainable Food.
  
2. Supporting the Local Economy and Local Employment, including
  - Number of workforces coming from Enfield or Enfield sub-locality;
  - Providing apprenticeships and training opportunities;
  - Providing work experience placements and careers support
  - Providing supplier chain opportunities for Enfield businesses
  - Maximising opportunities for VCSEs
  - Creates high-quality, well-paid jobs paying at least the LLW
  
3. Climate Action, including measures on
  - Carbon Emissions (Policy provides detail of assessment approach)
  - Energy (commitment for energy to be provided by low-carbon and renewable energy)
  - Travel – for delivery of goods and services, staff travel and vehicle fleet
  - Circular Economy (reuse and recycling of materials and waste)

- Purchase Goods meeting Government Buying Standards (GBS)
- Use of Water

### **Supplier Creation and Paying Suppliers**

For Contracts over £25,000:

- Complete Contract Log on London Tenders Portal
- Send Supplier Creation Pack to the Supplier (ideally through the Portal)
- Supplier to email [vendors@enfield.gov.uk](mailto:vendors@enfield.gov.uk) with completed pack.
- Once vendor set up, raise Purchase Order

For Contracts under £25,000

- Complete non-quick quote Supplier Request Form on the Exchequer Services Pages
- Send completed form together with quotation to [vendors@enfield.gov.uk](mailto:vendors@enfield.gov.uk)
- Once vendor set up, raise Purchase Order

Suppliers will be blocked on the system after 14 months of inactivity as part of fraud prevention measures.

### **Heritage Fund guidelines**

Enfield Council will also ensure that they meet the Heritage Fund's procurement guidelines by obtaining at least three competitive tenders for any services, goods or works over £10,000 (excluding VAT). A tender report will be provided explaining the process and including a scoring sheet and basis of the appointment if the lowest priced tender is not the recommended appointment.

The intention is to procure roles for both Development and Delivery Phases with a break-clause after submission of the Development Phase application. Consultants will be reappointed if funding and planning permission are secured. Break-clauses to this effect will be included in contracts.

For services under £10,000 such as surveys the team will seek quotes against detailed criteria to ensure good value for money.

For all goods, works and services worth more than £50,000 (excluding VAT) the team will provide proof of competitive tendering procedures including a tender report. In cases where we choose not to select the lowest tender we will explain our decision. This applies to the Multi-disciplinary design team but exceeds the PCR threshold. This is reflected in the programme with a pre-qualification process and tender stage.

The table below summarises the Council's intentions as to where they will advertise each role.

Roles will be advertised on several portals and social media, for example:

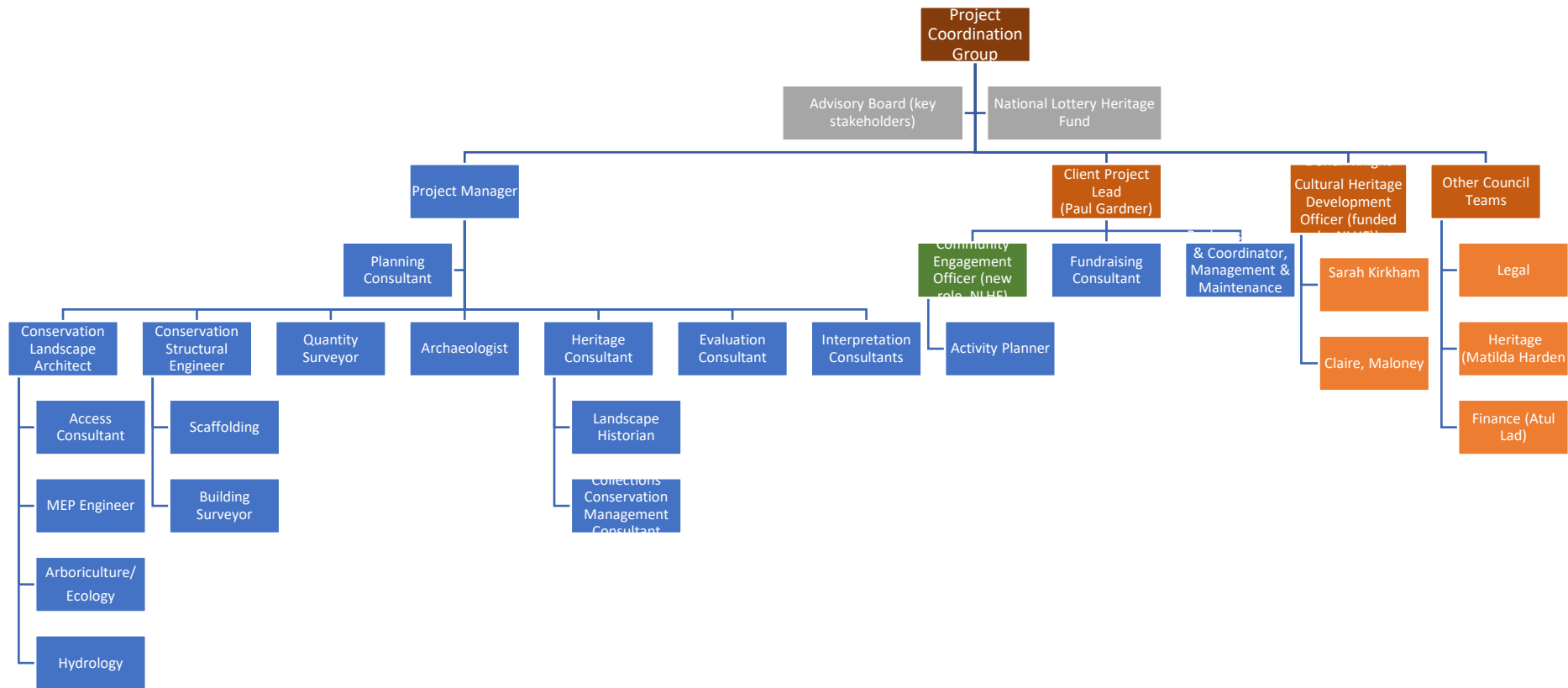
- London Tenders Portal
- Museum Insider
- The Leicester Museums Desk
- LinkedIn
- Landscape Institute Jobs Board ([www.landscapeinstitute.org](http://www.landscapeinstitute.org))
- Enfield Council Website
- IHBC

The Council will also approach recommended companies to make them aware of the tender to maximise the number of submissions.

<b>Role</b>	<b>Development phase</b>	<b>Delivery phase</b>	<b>Value of contract (Development &amp; Delivery phases)</b>	<b>London Tender website (over PCR threshold)</b>	<b>Council website, Linked In, Social Media</b>	<b>Museum Insider/Leicester Museums Desk/IHBC</b>	<b>Approach long list of consultants</b>
Technical Project Manager	X	X	Over £50k		X	X	X
Heritage Consultant (Conservation Management Plan)	X		£10-£49,999		X	X	X
Multi-Disciplinary Team led by Conservation Landscape Architect	X	X	Over £50k	X			
Conservation Structural Engineer	X	X	Over £50k		X	X	X
Quantity Surveyor	X	X	£10-£49,999		X	X	X
Activity Planner	X		£10-£49,999		X	X	X
Interpretation Planners & Designers	X	X	£10-£49,999		X	X	X
Collection Heritage Consultant (Cataloguing and Assessment of Significance)	X		£10-£49,999		X	X	X
Fundraising Consultant	X		£10-£49,999		X	X	X
Evaluation Consultant	X	X	£10-£49,999		X	X	X
Planning Consultant	X		£10-£49,999		X		X

<b>Role</b>	<b>Development phase</b>	<b>Delivery phase</b>	<b>Value of contract (Development &amp; Delivery phases)</b>	<b>London Tender website (over PCR threshold)</b>	<b>Council website, Linked In, Social Media</b>	<b>Museum Insider/Leicester Museums Desk/IHBC</b>	<b>Approach long list of consultants</b>
Business Planner (including coordination of the Management & Maintenance Plan)	X		Under £10k		X	X	X
Community archaeology project	X		£10-£49,999		X	X	X
Mural hoardings projects	X		£10-£49,999		X		X
Pilot heritage, health, and wellbeing walks	X		Under £10k		X		X

Table 3: Summary of value of tenders and how they will be advertised to meet Heritage Fund and Enfield Council's requirements.



# Project structure – Enfield and professional teams

# Unlocking Broomfield Park for the Community

## ITT for Technical Project Manager

Issue Date: *[insert]*

Response Date: *[insert]*



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).



## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers.

Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Consultants are welcome to tender for more than one contract. Enfield Council are now seeking a **Technical Project Manager** to take the scheme from RIBA Stage 2 through to delivery. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from

the Heritage Fund, capital funding and a community fundraising campaign. This appointment is for the whole project, with a break clause after the development phase (RIBA 3) as delivery is dependent on securing a second grant from the Heritage Fund and fundraising.

Other Appointments will be procured separately: -

- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant
- Evaluation consultant

A Community Engagement Officer will be recruited on a fixed term role to support community engagement.

#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the

creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroun Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

During the Development Phase the Community Engagement Officer will work with the Activity Planner to commission a project to create a mural on the hoardings with young people, deliver a community programme around archaeological investigations and a series of health and wellbeing walks. These will be used as part of the public consultation to determine what memorialisation might look like. A two year Activity Plan will deliver heritage engagement activities during the Delivery Phase.

## **5. Scope of works**

RIBA Stage I Preparation and Briefing has been completed. There is a clear client brief on which the cost plan has been built.

**Scope of services – responsibilities throughout the contract are:**

- Organise and chair monthly Design Team meetings.
- Issue instructions to the Professional Team on behalf of the Council, in accordance with the terms of their Appointments.

- Ensure all members of the Project team are aware of their tasks and responsibilities. Maintain regular contact with all team members to ensure that any issues are identified with minimum delay and appropriate corrective action is taken where necessary.
- Agree Project review, approval, variation and reporting and recording procedures with the Client and the Professional Team. Implement agreed procedures.
- Liaise with the Professional Team and prepare regular/monthly quality, progress, and cost reports. Advise the Client of any decisions required and obtain authorisation.
- Check applications for payment from the Professional Team. Recommend payments to the Client.
- Obtain authorisation from the Client for additional costs where the limit of authority is exceeded.
- Check other invoices related to the Project. Recommend payments to be made by the Client.
- In liaison with the Cost Manager arrange for the preparation and maintenance of cash flow forecasts and other statements monitoring expenditure on the Project.
- Act as a champion for the project, communicating its vision to all those involved in its design and delivery and holding everyone involved to account for delivering the project vision and aims, within the constraints of programme and budget and in line with the Council's vision.
- Operate a risk management process based on a comprehensive risk register to identify, analyse, and respond to project risks. Notify the key client contact of any additional risks or non-conformance with the mitigating actions.
- Provide a written report on progress to the Council monthly (format to be agreed but to cover all aspects of the National Lottery Heritage Fund project)
- Ensure all work, files, important documents, and full records are maintained and kept securely and are up to date and ready to hand over to the Council at any time.
- Ensure all components of the project, including the heritage activities, capital works, and management and maintenance plan, are fully coordinated and consistent, so that the project is brought together as a whole with all facets complementing one another.
- Assist the Council with National Lottery Heritage Fund Progress Reports and Grant Drawdown submissions gathering all information needed to ensure both capital and activity strands of the project are reported on. Drawdowns are expected to be quarterly during Development with some monthly drawdowns during delivery.
- Maintain up to date the
  - Project Plan
  - Project Execution Plan
  - Handover strategy
  - Health and Safety Strategy
  - Stage Design Programme
  - Construction Strategy and Plan
  - Sustainability Strategy

- Prepare Project Closeout Report
- Manage Tasks listed in the Handover Strategy
- Provide updated as built drawings (as required) at completion of the project for inclusion within the health and safety file.

Additionally, specific responsibilities in particular stages include

### **RIBA Stages 2/3: Concept Development and Spatial Coordination**

- Lead the tendering process for the rest of the professional team working with the Council's procurement team. This includes taking up necessary references for each appointment and writing Tender Reports for the National Lottery Heritage Fund.
- Prepare and update a Project Execution Plan, including programmes and risk registers.
- Lead the National Lottery Heritage Fund Mid-Stage Development Review, coordinating all presentations and documents to be submitted.
- Coordinate and oversee all work to be undertaken by the Project Team to deliver the required documents for the Round 2 submission.
- Take part in the Evaluation of the Development Phase.

### **RIBA Stage 4: Technical Design**

- Advise on tendering and contractual procurement options. Prepare recommendations for approval.
- Advise on suitable tenderers for the Building Contract. Prepare recommendations for the Client's approval.
- Prepare a pre-construction report summarising the Project design, cost, programme, and risk register.
- Monitor and report to the Client on the procurement process.
- Advise on the tenderer's design and construction programmes and method statements.
- Attend pre- and post-tender interviews and prepare a tender report. Prepare recommendations for the Client's approval.
- Conduct negotiations with tenderers. Agree with the Client adjustments to the tender sum. Prepare recommendations for the Client's approval.
- Liaise with the Chair of the Project Steering Committee and advise on methods of progressing design and/or construction works prior to the execution of the Building Contract.
- Obtain confirmation that required insurances are in place prior to commencement of works on the Site.
- Prepare the contract documents for approval by the Client and deliver to the Contractor for completion.

- Procure any investigation and enabling works contracts required before the performance of the Building Contract.

### **RIBA Stage 5: Construction**

Agree approvals required under the Building Contract.

- Undertake regular Site inspections. Obtain progress and quality reports from site staff representing the Contractor.
- Agree all test certificates and statutory and non-statutory approvals required. Prepare recommendations for the Client's approval.

### **RIBA Stage 6: Handover and Close Out**

- Liaise with the Contractor to oversee preparation and maintenance of a defects administration plan, or similar management tool, to identify the roles and responsibilities of the Client and the Contractor.
- Facilitate agreement to the final account or similar financial statement from the parties to the Building Contract.
- Advise on the recovery of liquidated and ascertained damages.

### **Contract Administration – RIBA Stage 4 up to and including RIBA Stage 7**

- Inviting and processing tenders.
- Preparing contract documents for execution.
- Administrating change control procedures.
- Issuing instructions such as variations or relating to prime cost sums or making good defects.
- Considering claims.
- Chairing construction and demolition progress meetings.
- Preparing and issuing construction progress reports.
- Co-ordinating and instructing site inspectors.
- At intervals appropriate to the stage of construction visit the site to inspect the progress and quality of the works and to determine that they are being executed generally in accordance with the Building Contract.
- Following review via the change control process, and formal Client endorsement, issue all necessary instructions confirming changes to the parameters set out in the contract documentation.
- Agreeing commissioning and testing procedures.
- Oversee the commissioning and handover phase of the construction project to ensure full compliance with the contractual terms stipulated within the contract documentation.
- Agreeing defects reporting procedures.

- Ensuring that project documentation is issued to the client.
- Lead on the resolution of any dispute or claim under the form of contract. Receive all notices from the Contractor and collaborate with the whole of the professional team in assessing the impact/management/mitigation of each.
- Issuing certificates of practical completion and interim certificates.
- Keep track of, and report, any proposed contract variations that may affect costs.
- Inspect the works to identify defects/snagging works with other consultants and issue a consolidated schedule of defects/snagging works to be undertaken.
- Issuing the certificate of making good defects.
- Input into all Risk Management Workshops, and ongoing Risk Assessments.
- Attend all Client/Project Team Contractor meetings as required.
- Input fully to the project assessment and 'close out' report.

### Tender Documentation

- Advise on tendering and contractual arrangements for the Main Building Contractor.
- Prepare tender documentation in conjunction with the design team and client.
- Make initial contact with chosen contractors to obtain confirmation of their interest to tender for the works.
- Arrange delivery of documents to selected tenderers.
- Liaise with QS to prepare report on tenders with appropriate recommendations.
- Draw up forms of contract, obtain contract drawings from members of design team and prepare and deliver to both parties' contract copies of all documents.
- Taking part in the Evaluation of the Delivery Phase.

### 6. Timetable

The programme is detailed in the table below.

The **Technical Project Manager** contract will run from [insert] to [insert] with a break clause between RIBA 3 and 4, whilst funding is secured for the delivery phase of the project. Key dates for design, mobilisation, memorialisation and works to the park are provided in Table I.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025

Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

### **7. Resource Specification**

The consultant will have a track record of working successfully in the heritage sector including landscapes/parks.

The consultant should understand the project and the drivers leading to a successful scheme. They should also understand the likely challenges during the life of the project and how to mitigate them.

### **8. Deadline**

Completed tenders should be returned by 5 pm on [insert date] to [insert contact's email]. No questions will be accepted after 5 pm [insert date]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [insert date].

### **Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

### **Insurance**

The Project Manager will hold Professional Indemnity cover set at £1m, Public Liability at £3m and Employer's Liability at £5m.

### **Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:



- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

### **Evaluation criteria**

Tenders will be evaluated according to the following criteria, 40% quality and 60% price. Quality will be broken down as follows.

- Understanding of the project and response to the brief demonstrating relevant understanding in heritage and landscape/parks projects (40%)
- Methodology for delivering the project including approach to managing multi-disciplinary teams and multi-stage projects. (40%)
- Understanding of likely challenges during the project and how to mitigate them (20%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will

allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

### **Confidentiality**

The Form of Tender, the Conditions of Contract, the Specification, and all other documentation or information issued by the Directors relating to the Tender shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of Council Officers.

The documents which constitute the project and all copies thereof are and shall remain the property of the Council (whether the Council shall have charged a fee for the supply of such documents) and must not be copied or reproduced in whole or in part and must be returned to the Council upon their request. All information provided by tenderers as part of a tender return will be treated as confidential.

### **Freedom of Information**

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state if any information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act and should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the list of the exemptions provided in the Act.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Technical Project Manager

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 2 to 3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 4 to 6)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for total project (RIBA Stage 2 to 6)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

### **1. Resources**

Please state the number of days intended for the Development Phase:

Please state the number of days intended for the Delivery Phase:

### **2. Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

### **3. Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

**4. Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	Tenderer to provide responses. Some are pass/ fail
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>1</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>1</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Conservation Landscape Architect Team and associated services

Issue Date: [insert]

Response Date: [insert]



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).



## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers.

Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Enfield Council are now seeking a **Multi-disciplinary team led by a Landscape Architectural practice** to work with the beauty of the existing park, dismantle and memorialise Broomfield House, bring an unused area of this Grade II listed park back into the landscape, and retain and enhance the legibility of the historic features.

The commission is broken into two stages, to align with the National Lottery Heritage Fund's Development (RIBA 1-3) and Delivery Phases (RIBA 4+).

The core discipline is a Conservation Landscape Architect with secondary services including community consultation, Hydraulic/ water engineer, M&E Engineer, Ecologist, community consultancy services, Access consultant, Building Control and Principal Designer (CDM H&S). The latter can be provided through partnerships with sub-consultants. The Conservation Landscape Architect will lead and manage this team and be responsible for providing the sub-disciplines either themselves or procuring other to provide them. A full team should be assembled before submission with named parties delivering each of the required disciplines.

A Conservation Management Plan will be commissioned separately. Enfield Council has several teams who can provide advice, including a Watercourses Team.

The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is for the whole project, with a break clause after the development phase (RIBA 3) as delivery is dependent on securing a second grant from the Heritage Fund and fundraising.

Other Appointments will be procured separately and report directly to the client: -

- Technical Project Manager
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage 1 Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and

memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroon Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

During the Development Phase the Community Engagement Officer will work with the Activity Planner to commission a project to create a mural on the hoardings with young people, deliver a community programme around archaeological investigations and a series of

health and wellbeing walks. These will be used as part of the public consultation to determine what memorialisation might look like. A two year Activity Plan will deliver heritage engagement activities during the Delivery Phase.

## **5. Scope of works**

The Scope of Works is divided into two parts. Part one is a description of the technical design requirements that the Landscape Architect and their assembled team should deliver. Part two is a description of the other disciplines that need to be assembled and the requirements delivered as part of this commission.

RIBA Stage I Preparation and Briefing has been completed. There is a clear client brief on which the cost plan has been built.

### **Technical Design**

The team will be responsible for a full range of Landscape Design services in compliance with the Royal Institute of British Architects (RIBA) Stage Plan of Work. This includes:

#### Lake Restoration and Repairs:

The Landscape Architect will be responsible for improving the ecological health and urgent restoration and repairs of the edges of the upper and middle lakes to improve legibility of these Baroque features including the feasibility of reinstating the cascade between the two lakes.

#### Landscaping and memorialisation of Broomfield House:

The Landscape Architect will work closely with the Conservation Structural Engineer to ensure the final memorialisation of Broomfield House is integrated into the landscape. A co-curation approach, working with key stakeholders and the community to determine the best way to honour the house's history and integrating the memorial within the East Lawn is critical. The team should have expertise in community consultation. As a minimum we would expect workshops and drop in sessions for the public in the park and for the team to work with the project's Community Engagement Officer who will be delivering projects with young people, community groups and schools – to learn more about their needs, but also to ensure their voices are heard.

#### Path and Seating Improvements:

The Landscape Architect will assess the current condition of paths and seating within the red line boundary of the project and make improvements to the design more appropriate for a historic garden. This includes ensuring paths are accessible and well-maintained, and that seating is comfortable, well-placed, accessible, and sufficient for the number of park visitors.

Repairs to Listed Walls:

Repairs will be required to the park's listed walls. This includes assessing the current condition of the walls, designing the repair plan, and overseeing the implementation of the plan.

Planting Proposals:

The Landscape Architect will develop proposals for planting along the edges of the lakes and other areas within the project boundary, to reinstate and improve historical planting beds, working with the Friends of Broomfield Park and Park's team. This includes selecting appropriate plant species that align with the park's ecological and aesthetic goals, designing the planting layout, and overseeing the planting process.

Throughout all these tasks, the Landscape Architect will need to ensure that the work aligns with the park's historical significance, ecological goals, and the needs of the community. They will also need to work closely with other professionals involved in the project, such as engineers and contractors, to ensure the successful completion of the project.

The team will also need to consider the Government's Net Zero agenda and develop plans that maximise water conservation, recycling, waste reduction, biodiversity, energy efficiency, and ecologically sensitive practices.

Where requested - The Supplier shall be responsible for the provision of all necessary CAD related disciplines, covering 2 & 3D drawings/modelling for feasibility, design, construction, specifications, maintenance, and final project out turn drawings in line with industry best practice.

All designs need to be cognisant of the Government's Net Zero agenda. The project must maximise opportunities for environmental improvements and minimise environmental impacts by developing plans that maximise water conservation, recycling, waste reduction, biodiversity, energy efficiency, and ecologically sensitive practices and sustainable planting schemes. Opportunities within the project budget must adhere as near to BREEAMM principles as is possible.

**Other Disciplines Required**

**Access Consultant**

The Access consultant will provide advice throughout the RIBA stages on the landscape designs, plans for memorialising Broomfield Park, wayfinding, and interpretation scheme. They will develop an access statement for the project in consultation with the client and professional team. Scope will also include advising on: seating, travel to the site issues from local designated disabled parking and public transport, signage, lighting, use of materials and all other aspects of the site as appropriate. Liaise with the Quantity Surveyor to provide cost estimates for implementing access recommendations. Provide input and advice as necessary

and pertinent to the Consultant's discipline to enable applications for planning, faculty and building regulations approval to be made and agreed. Providing advice to the Activity Plan to ensure it is accessible to users.

### **Mechanical and Electrical and Plant Engineer**

MEP engineering input is required in respect of:

- Interpreting the GPR/Utilities survey to advise on any required removal of underground services or disconnections;
- Design any lighting requirements in and around the memorialised ruins, with particular regard to ecological impact as well as health and safety and security considerations.
- Design required drainage from the house, particularly advising on rainwater drainage away from the newly created hard foundation following dismantlement of house and infill of basement. To work closely with hydrology engineer to integrate drainage into water course/lake system in the park where appropriate;
- Any other utility or service input or design work required as instructed by the lead landscape architect.

### **Arboriculture/Ecology**

Specialist advice with respect to arboriculture and ecology will need to be provided and integrated into the design team so that these factors can be actively considered throughout the design development process. Key considerations for the arboriculturist will be proposals to remove the oak tree adjacent to Broomfield House that are likely to be necessitated by the dismantlement, removal of intrusive trees or scrubs by the lakes, and other inappropriate species (for example palm trees) that obscure the historic views, and the opportunities for planting new or replacement trees. This role will need to work in partnership with the Council's arboricultural team. With respect to the ecologist, they will commission and respond to the ecological surveys, provide advice on timing of construction activity and methodology. The area around the lakes is an important ecosystem in the park and proposals to improve and enhance the heritage aspects of the lakes (for example removing compacted vegetation to expose stonework) will need to be balanced against their ecological impact. Where possible the ecologist should promote interventions that have both positive heritage and ecological benefits, for example introducing new planting that supports biodiversity gain.

### **Hydrology**

The lakes are currently fed by an urban drainage system. They are interconnected and linked to the wetlands. Works are being undertaken to tap into the underground aquifer and pump water to fill the Boating Lake at the top of the park. The hydrologist should input into the design proposals for the lakes and explore opportunities to improve the water flow and/or

water quality in the lakes. Their input will also be essential on the de-silting of the lakes and the drainage proposals from the dismantled house.

**The Principal Designer will be expected to:**

Fulfil the role of "Principal Designer" as defined in the Construction (Design and Management) Regulations 2015 (the CDM Regulations); and perform the obligations imposed on the Principal Designer in accordance with the CDM Regulations and the Approved Code of Practice published by the Health and Safety Executive in relation to the CDM Regulations.

The duties of the Principal Designer will be carried out by competent trained person/ persons who have the relevant requisite technical knowledge, skill and understanding of the construction industry and how health and safety is managed through the design process and will be members of the requisite professional regulatory body or similar approved institution. This Service Specification shall be read in conjunction with any other specification or Project Brief as required by the Member as part of a Call-off Contract.

**Legislation and Regulations**

The roles identified in this Lot will be required to have a good current working knowledge of the appropriate Legislation and Regulations relating but not limited to Health & Safety, construction, and maintenance ecology, environment, and planning.

**6. Timetable**

The programme is detailed in the table below.

The **Conservation Landscape Architect** contract will run from [insert] to [insert] with a break clause between RIBA 3 and 4, whilst funding is secured for the delivery phase of the project. Key dates for design, mobilisation, memorialisation, and works are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028

RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## 7. Resource Specification

The Design team will have a track record of working successfully in historic public parks and landscapes. They should understand the project, the drivers leading to a successful scheme and understand the likely challenges during the life of the project and how to mitigate them.

The nominated team should have:

- Appropriate professional qualifications and accreditations
- Experience of working in listed public parks and landscapes
- Proven track record of successfully executing landscape projects from conceptualization to completion, while involving local communities in the design process.
- Proficiency in industry-standard design software, and visualisation tools.
- Strong understanding of landscape architectural principles, including spatial planning, materials selection, plant selection, grading, and construction techniques.
- Excellent communication skills, with the ability to effectively communicate complex design ideas to both technical and non-technical audiences.
- Demonstrated knowledge and commitment to sustainable design practices and principles.
- Creativity, attention to detail, and the ability to think critically and solve problems.
- Understanding and appreciation for community engagement and the importance of incorporating diverse perspectives into the design process.

## 8. Deadline

Completed tenders should be returned by 5 pm on *[insert date]* to *[insert contact's email]*. No questions will be accepted after 5 pm *[insert date]*. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on *[insert date]*.

## 9. Fee

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.



## **10. Insurance**

The Conservation Landscape Architect team will hold Professional Indemnity cover set at £2m, Public Liability at £3m and Employer's Liability at £3m.

## **11. Tender submissions – please read carefully**

This is the Invitation to Tender that has been sent to those bidders that have passed the Qualification stage (PQQ stage) and have satisfactorily answered questions relating to their past experience, case studies and their organisation's resources and ability to undertake this commission.

The purpose of this tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## **12. Evaluation criteria**

Tenders will be evaluated according to the following criteria, 40% quality and 60% price. Quality will be broken down as follows.

- Social Value environmental sustainability, supporting the local economy and ethical sourcing (10%)
- Understanding of the project and response to the brief demonstrating relevant understanding in heritage and landscape/parks projects (40%)
- Methodology for delivering the project including approach to managing multi-disciplinary teams and multi-stage projects. (40%)
- Understanding of likely challenges during the project and how to mitigate them (10%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Conservation Landscape Architect & Multi-disciplinary team

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 2/3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 4/6)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

### **Resources**

Please state the number of days intended for the Development Phase:

Please state the number of days intended for the Delivery Phase:

### **Day Rates**

<b>Team</b>	<b>Day Rate (£)</b>
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

### **Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

### **Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>2</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>2</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Conservation Structural Engineers

Issue Date: [insert]

Response Date: [insert]



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Consultants are welcome to tender for more than one contract. Enfield Council are now seeking a **Conservation Structural Engineer** to take the scheme from RIBA Stage 1 through to delivery. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This



appointment is for the whole project, with a break clause after the development phase (RIBA 3) as delivery is dependent on securing a second grant from the Heritage Fund and fundraising.

Other Appointments will be procured separately:

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage 1 Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone

replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroun Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

During the Development Phase the Community Engagement Officer will work with the Activity Planner to commission a project to create a mural on the hoardings with young people, deliver a community programme around archaeological investigations and a series of health and wellbeing walks. These will be used as part of the public consultation to determine what memorialisation might look like. A two year Activity Plan will deliver heritage engagement activities during the Delivery Phase.

## **5. Scope of works**

RIBA Stage I Preparation and Briefing has been completed. The condition of the remaining structure and dimensions of the load bearing elements have been assessed. A methodology for fully or partially dismantling the building to memorialise the site has been undertaken; four options were costed. Key considerations were: Health & Safety of park users; sustainability; minimal maintenance; retaining legibility of the building to allow understanding of its significance and setting in the Park.

This brief is to provide Structural and Civil Engineering services in compliance with the Royal Institute of British Architects (RIBA) Stage Plan of Work. This will include:

- Assessing the fabric of the building and scaffolding to establish the overall structural stability of the remains of the building since the last assessment

- Procure and manage a Building Surveyor with experience of listed and historic buildings and of demolition projects.
- In coordination with the Building Surveyor, produce the design proposals and specification for the careful dismantlement/partial demolition of the ruins and for the complete removal of the existing scaffolding.
- Advising on memorialisation to integrate the remains back into the landscape and what partial dismantlement is possible against agreed criteria
- An assessment of the structural stability of the cellar, and implications for future of above fabric and access, hydrology, and future drainage
- Advising on floor and wall finishes
- Feeding into the design process to minimise management and maintenance costs of structure which is memorialised e.g., types of capping to be used
- Identifying opportunities for skills development
- Identifying opportunities for learning from dismantlement
- Feeding relevant information into the management and maintenance plan and planning applications

Attendance at Design Team meetings and the Mid Stage Review will be required.

## 6. Timetable

The programme is detailed in the table below.

The **Conservation Structural Engineers'** contract will run from [insert] to [insert] with a break clause between RIBA 3 and 4, whilst funding is secured for the delivery phase of the project. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028

RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## 7. Resource Specification

The consultant should understand the project and the drivers leading to a successful scheme. They should have experience of dismantling historic buildings and understanding the likely challenges during the life of the project and how to mitigate them.

## 8. Deadline

Completed tenders should be returned by 5 pm on *[insert date]* to *[insert contact's email]*. No questions will be accepted after 5 pm *[insert date]*. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on *[insert date]*.

## 9. Fee

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.

## 10. Insurance

The Conservation Structural Engineers will hold Professional Indemnity cover set at £1m, Public Liability at £2m and Employer's Liability at £3m.

## 11. Tender submissions – please read carefully

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.

- a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
  - Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## **12.Evaluation criteria**

Tenders will be evaluated according to the following criteria, 40% quality and 60% price. Quality will be broken down as follows.

- Understanding of the project and response to the brief demonstrating relevant understanding in heritage and landscape/parks projects (40%)
- Methodology for delivering the project including approach to managing multi-disciplinary teams and multi-stage projects. (40%)
- Understanding of likely challenges during the project and how to mitigate them (20%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Conservation Structural Engineer

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 2/3)  
Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_ plus, VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 4/6)  
Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

### **Resources**

Please state the number of days intended for the Development Phase:

Please state the number of days intended for the Delivery Phase:

### **Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

### **Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

### **Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_



	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>3</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>3</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g., you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Quantity Surveyor

Issue Date: *[insert]*

Response Date: *[insert]*



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers.

Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Consultants are welcome to tender for more than one contract. Enfield Council are now seeking a **Quantity Surveyor** to take the scheme from RIBA Stage I through to delivery. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant

and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is for the whole project, with a break clause after the development phase (RIBA 3) as delivery is dependent on securing a second grant from the Heritage Fund and fundraising.

Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroun Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

During the Development Phase the Community Engagement Officer will work with the Activity Planner to commission a project to create a mural on the hoardings with young people, deliver a community programme around archaeological investigations and a series of health and wellbeing walks. These will be used as part of the public consultation to determine what memorialisation might look like. A two year Activity Plan will deliver heritage engagement activities during the Delivery Phase.

## **5.Scope of works for a Quantity Surveyor**

The Council is now seeking a Quantity Surveyor with a track record of working successfully in the heritage sector, including historic parks, with water features, and listed buildings. They should also understand the likely challenges during the life of the project and how to mitigate them.

The Quantity Surveyor will take on the role of the cost manager for the development and delivery phases. Responsibilities throughout the contract are:

- Monitor expenditure against the Cost Plan, maintain it up to date and prepare regular Cost to Completion estimates and updated cash flow forecasts.
- Provide cost reports for end of stage reporting.
- Provide the Project Manager with advice on contractual claims.
- Maintain regular contact with the Project Manager and attend regular project and management meetings as shown on the meetings schedule.
- Participate in the Risk Workshops.
- Advise on insurance responsibilities and liaise with Client's insurance advisers
- Advise on warranties.
- Advise on bonds for performances.
- Assist in defining the project budget.
- Preparing tender pricing documents.
- Estimating the cost of variations.
- Completing the final account.

Additionally, specific responsibilities in particular stages include:

### **RIBA 2/3**

- Monitor design development against approved cost targets and continue that monitoring up to tender stage.
- Provide such cost advice on alternative design solutions up to tender stage as is necessary and ensure that the final solutions adopted are within the overall cost for the Project approved by the Council
- Prepare a final cost plan for the Project based on the approved cost and the anticipated start and completion dates and, thereafter, monitor the development of the scheme design against that cost plan up to tender stage and report any anticipated challenges to allow modifications. Advise on cost implications of any changes to the brief.
- Undertake value engineering exercises in conjunction with other consultants as appropriate to eliminate unnecessary costs and ensure alignment with the budget.
- Consider the most suitable options for the procurement of the Works and following discussion with other consultants, make recommendations to the Project Manager and Council and obtain instructions.
- Obtain drawings or other necessary information from the other members of the Design Team and prepare schedules or other documents necessary for the placing of contracts.
- In liaison with the other members of the Design Team, make recommendations to the Council on the suitability of firms who may be invited to submit tenders for the Works and any specialist works and obtain instructions.
- In liaison with the other members of the Design Team, ensure that all schedules, or other documents necessary for placing of contracts are completed and fully coordinated, are in accordance with the brief approved by the Council and are available on the programmed date.

- Ensure that a pre-tender cost check is prepared based on the tender documentation and inform the Council of the result of that check.
- Agree with the Council final arrangements for the obtaining of tenders.
- In liaison with the other members of the Design Team, invite tenders from contractors included on the list approved by the Council and arrange for tenders to be returned
- Carry out an arithmetical and technical check of the contractors priced documents prior to producing a tender report for the Council
- In liaison with the other members of the Design Team, report on the tenders received, make recommendations, and advise on any corrective action which may be required if the lowest tender is higher than the approved cost for the Works
- Obtain decision regarding the acceptance of a tender (on basis a Round 2 grant is secured)
- In liaison with the other members of the Design Team, provide the Council with documents necessary for entering into the Works contract (subject to Heritage Fund approval]
- Prepare a final cost plan required for the Round 2 submission.

#### **Delivery Phase - RIBA Stages 4 and 5**

- Prepare a Bill of Quantities
- Check contractor's tenders for accuracy, advise on errors and qualifications and if necessary negotiate and report on appropriate recommendations
- Visit the site at such intervals as are necessary to be fully aware of all matters that could affect the cost of the works.
- Throughout the course of the Works contract, liaise with the Contractor and, as necessary, with others, to ensure that settlements of all accounts for the Works are achieved within the stipulated period.
- Alert the Project Steering Committee, the Conservation Landscape Architect, and the other members of the Design Team to the possibility of receiving claims from the Contractor and, if such claims are submitted, keep the Project Steering Committee and others fully informed at all stages.
- If instructed and in co-operation with the other members of the Design Team concerned, evaluate claims, and make recommendations.
- As requested by the Project Steering Committee or by the Conservation Landscape Architect, provide estimates of cost of proposed variations to the Project.
- Prepare recommendations for interim payments to contractors, subcontractors, and suppliers in accordance with the contract requirements.

#### **Delivery Phase - RIBA Stages 6 and 7**

- Prepare a final account or accounts for the Contractor and any specialist Sub-contractors in accordance with the terms of the contract.



- Provide a detailed statement of final cost to the Conservation Landscape Architect and the Project Steering Committee.
- Make recommendations for final payment.

Assist the Conservation Landscape Architect as required to prepare a project review / assessment and close-out report.

## 6. Timetable

The programme is detailed in the table below.

The **Quantity Surveyor** contract will run from [insert] to [insert] with a break clause between RIBA 3 and 4, whilst funding is secured for the delivery phase of the project. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

Development Activity	Dates
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## 7. Resource specification

The Quantity Surveyor will have a track record of working successfully with historic buildings, historic parks, and landscapes. They should understand the project, the drivers leading to a successful scheme and understand the likely challenges during the life of the project and how to mitigate them.

The nominated team should have:

- Appropriate professional qualifications and accreditations
- Experience of working in listed public parks and landscapes
- Proven track record of successfully costing landscape projects from conceptualization to completion
- Excellent communication skills, with the ability to effectively communicate costs

### **8. Deadline**

Completed tenders should be returned by 5 pm on [insert date] to [insert contact's email]. No questions will be accepted after 5 pm [insert date]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [insert date].

### **9. Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

### **10. Insurance**

The **Quantity Surveyor** will hold Professional Indemnity cover set at £1m, Public Liability at £3m and Employer's Liability at £5m.

### **11. Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.

- b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
  - Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## **12.Evaluation criteria**

Tenders will be evaluated according to the following criteria, 40% quality and 60% price. Quality will be broken down as follows.

- Understanding of the project and response to the brief demonstrating relevant understanding in heritage and landscape/parks projects (30%)
- Approach to the commission and methodology for delivering the project. (30%)
- Relevant skills and capability as demonstrated through team CVs (30%)
- Understanding of likely challenges during the project and how to mitigate them (10%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

1. It has not done any of the acts on the Non-Consideration of Form or Tender,
2. all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
3. it has full power and authority to enter into the Contract.
4. it is of sound financial standing, and
5. its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Quantity Surveyor

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 2 to 3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 4 to 6)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

### **Resources**

Please state the number of days intended for the Development Phase:

Please state the number of days intended for the Delivery Phase:

### **Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

### **Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

**Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>4</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>4</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Heritage Consultant (Conservation Management Plan)

Issue Date: [insert]

Response Date: [insert]





## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Enfield Council are now seeking a **Heritage Consultant** to prepare a Conservation Management Plan for Broomfield Park and the extant heritage features within its boundary. The Heritage Consultant will be a landscape historian or incorporate a landscape historian expertise in their team. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a

delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is only for the Development Phase.

Other Appointments will be procured separately. Consultants are welcome to tender for more than one contract.

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant
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#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroom Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

During the Development Phase the Community Engagement Officer will work with the Activity Planner to commission a project to create a mural on the hoardings with young people, deliver a community programme around archaeological investigations and a series of health and wellbeing walks. These will be used as part of the public consultation to determine what memorialisation might look like. A two year Activity Plan will deliver heritage engagement activities during the Delivery Phase.

## **5. Scope of works**

RIBA Stage I Preparation and Briefing has been completed. A Heritage Consultant is now required to update a Conservation Management Plan and Gazetteer which meets the requirements of the National Lottery Heritage Fund and supports design, interpretation, and activity planning strands of work. Enfield Council's team has been working closely with the Historic England team during the last two years. They formed an Advisory Group of key stakeholders including the Friends of Broomfield Park, The Broomfield House Trust, Southgate District Civic Voice, The Enfield Society and Local Councilors. Visits to the site were organised for statutory consultees. The appointed Heritage Consultant must actively consult with these stakeholders during the preparation of the Conservation Management

Plan, coordinating with the rest of the professional team who will also be undertaking consultation.

There is a body of extant material which can be drawn upon:

- Drury Partnership (2009)
- Conservation Management Plan (Donald Insall, 2016)
- Publications produced by the Southgate District Civic Voice
- Archaeological Reports
- Film held on several websites
- Online material e.g., Broomfield House Trust

The Consultant will be expected to review these resources, and identify, as yet other unknown sources of information. We believe Historic England may have some material in their archives.

This consultancy will interface with the following during its production:

- Surveys and investigative work
- A community archaeology project will be delivered. Any new information from this should be incorporated
- Designs and approach to the restoration of the landscape, memorialisation of Broomfield House, the East Lawn, upper and middle lakes and interpretation
- The management and maintenance plan
- Heritage engagement activities

A separate tender is being advertised for a Consultant to assess fabric salvaged after the 1984 fire – parts of the Georgian staircase, panelling and Lanscroom murals. They will re-catalogue, photograph, assess the significance of the material and make recommendations for future storage. They will also support Enfield Council on finding long term storage solutions for the salvaged material.

Due to the inter-relationships with the other strands of work a draft version of the CMP must be produced by *[insert date]*.

The appointed consultant will be responsible for the final publication of the Conservation Plan and will provide:

- 2 bound colour copies
- a version that can be saved digitally
- High quality resolution graphics and photographs

The format of the hard copy with photographs and illustrations set out within the text will need to be agreed with Officers at Enfield Council. The gazetteer and other supporting information should be provided in bound appendices.

Enfield Council will own the copyright of the plan and it should be made publicly available.

## 6. Timetable

The programme is detailed in the table below. This appointment is only for the Development Phase. The **Heritage Consultant** contract will run from [insert] to [insert]. Key dates are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025

## 7. Resource Specification

The Heritage Consultant(s) will have:

- A track record of developing conservation management plans as part of major National Lottery Heritage Fund projects.
- Experience of consultation with statutory stakeholders and the general public
- Exceptional communication skills – both written and verbal, excellent research skills, and a strong attention to detail.
- A knowledge of historical landscapes is essential, and of Baroque landscapes is preferable

## 8. Deadline

Completed tenders should be returned by 5 pm on [insert date] to [insert contact's email]. No questions will be accepted after 5 pm [insert date]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [insert date].

## 9. Fee

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

## **10. Insurance**

The Project Manager will hold Professional Indemnity cover set at £1m, Public Liability at £1m and Employer's Liability at £1m.

## **11. Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## **12. Evaluation criteria**

Tenders will be evaluated according to the following criteria, 40% quality and 60% price. Quality will be broken down as follows.

- understanding of the project (20%)
- methodology and approach, including public consultation (60%)
- knowledge of historical landscapes, including the Baroque period (20%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment

table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the



Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Heritage Consultant - Conservation Management Plan

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 2/3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

### **Resources**

Please state the number of days intended for the development Phase:

### **Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

### **Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

### **Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>5</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>5</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Collections Heritage Consultant – Cataloguing and Assessment of significance

Issue Date: *[insert]*

Response Date: *[insert]*



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices – parts of the Georgian staircase, panelling and fragments of the Lanscroun Murals. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric,

And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Enfield Council are now seeking a **Heritage Consultant** to catalogue the salvaged material, assess its significance and find a long-term storage solution. The development phase (RIBA

2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is only for the Development Phase.

Other Appointments will be procured separately. Consultants are welcome to tender for more than one contract.

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultant – Conservation Management Plan
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroun Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House.

Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

## 5. Scope of works

RIBA Stage I Preparation and Briefing has been completed. A Heritage Consultant is now required to:

- Read the conservation reports prepared for the Council on the condition of the salvaged material in 2013 and conservation report when the Minera was restored in 2018. These will be made available.
- Assess the condition, catalogue and photograph parts of the Georgian staircase and paneling which were salvaged from the first fire in 1984. They are stored in containers in the Stable Yard in Broomfield Park.
- Assess what might be of significance and salvageable from the ruins of the House when it is dismantled.
- Visit the Clavering's storage site in Edmonton to catalogue and assess the condition of the remaining fragments of the Lanscroun Murals and staircase. We know from



previous reports that some of the packaging might need repairing, an improved cataloguing system be created and potentially some of the boxes unpacked. Due to their fragility only the top layer has been investigated twice during the last 40 years.

- Speak to relevant museums and collectors to investigate the acquisition and/or storage of the salvaged materials – both the containers and Claverings storage will soon become unavailable. Historic England have said a long-term solution is required to fulfill the requirements of the NPPF.
- Work closely with the Heritage Consultant updating the Conservation Management Plan and Gazetteer from 2016. This will focus on the park, more than the House, which has been subject to another fire since it was produced.
- Outputs will be:
  - A new catalogue with photographs, using past material where possible
  - A statement of significance of the salvaged material
  - Recommendations for storage and transfer
  - Support for the team de-listing or listing in their own right the salvaged material (depending on their significance)

Reports must be produced documenting the work undertaken and recommendations.

## 6. Timetable

This appointment is only for the Development Phase. The **Heritage Consultant** contract will run from [insert] to [insert]. Key dates are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025

## 7. Resource Specification

The Heritage Consultant(s) will have:

- A track record of developing conservation management plans as part of major National Lottery Heritage Fund projects.
- Experience of consultation with statutory stakeholders and the general public
- Exceptional communication skills – both written and verbal, excellent research skills, and a strong attention to detail.

- A knowledge of historical landscapes is essential, and of Baroque landscapes is preferable

### **8. Deadline**

Completed tenders should be returned by 5 pm on [insert date] to [insert contact's email]. No questions will be accepted after 5 pm [insert date]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [insert date].

### **9.Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

### **10.Insurance**

The Project Manager will hold Professional Indemnity cover set at £1m, Public Liability at £1m and Employer's Liability at £1m.

### **11.Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.

- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## 12. Evaluation criteria

Tenders will be evaluated according to the following criteria, 40% quality and 60% price. Quality will be broken down as follows.

- understanding of the project (20%)
- methodology and approach, including public consultation (60%)
- knowledge of historical landscapes, including the Baroque period (20%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## **APPENDIX A: Form of Tender**

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Heritage Consultant – Cataloguing and assessment of significance of the collection

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 2/3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

**Resources**

Please state the number of days intended for the development Phase:

**Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

**Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

**Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
--	---

Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>6</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

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<sup>6</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g., you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Interpretation Planning and Design Services

Issue Date: [insert]

Response Date: [insert]



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).



## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Enfield Council are now seeking **Interpretation Designers** to take the scheme from RIBA Stage I through to delivery. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is for the whole project, with a break clause after the development phase

(RIBA 3) as delivery is dependent on securing a second grant from the Heritage Fund and fundraising.

Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Activity Planners
- Planning consultant
- Fundraising Consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage 1 Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroon Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

During the Development Phase the Community Engagement Officer will work with the Activity Planner to commission a project to create a mural on the hoardings with young people, deliver a community programme around archaeological investigations and a series of health and wellbeing walks. These will be used as part of the public consultation to determine what memorialisation might look like. A two year Activity Plan will deliver heritage engagement activities during the Delivery Phase.

Consultation with the public prior to the Round 1 submission received 1,248 responses. There was a preference for interpretation panels, events, and self-guided trails, with c. 20% of respondents also very interested in the use of QR panels and audio trails.

Underpinning all elements of the project is inclusiveness – for example uncovering rich stories that are representative of the community and ensuring that interpretation can be accessed by all members of the community.

There is a wealth of research about the local area, Broomfield House and Park including:

- (i) Conservation Management Plan and Gazetteer (2016) Donald Insall Associates. A new Plan is being commissioned as part of this project.

- (ii) Broomfield House Trust website (<http://www.broomfieldhouse.org/>) has links to videos including a film of the restoration of the Minerva, part of the Lanscroom Murals
- (iii) Palmers Green Tales, walk in Broomfield Park (2018)  
[https://www.youtube.com/watch?v=IjLSXZjUj\\_I](https://www.youtube.com/watch?v=IjLSXZjUj_I)
- (iv) Videos of Broomfield Park e.g., in the 1960s  
(<https://www.youtube.com/watch?v=-Sz3l4L-uno>)
- (v) Video of exhibition in Dugdale Centre (2018/19)  
<https://www.youtube.com/watch?v=a5igoHCZgw0>
- (vi) *Southgate Celebrates the Coronation of Queen Elizabeth II* (1953) is available as a DVD from the Southgate District Civic Trust website
- (vii) Brindle, S (1994) *Broomfield: An Illustrated History of the House and Garden* illustrated by Geoff Bone and Richard lea
- (viii) *Southgate - A Glimpse of the Past* (originally 1950) and *Southgate - A Half Century of Change* (2000) – both DVDs available from the Southgate Civic Voice - the former has footage of the house and the lakes.

## 5. Scope of works

RIBA Stage I Preparation and Briefing has been completed. There is a clear client brief on which the cost plan has been built. This brief is to provide **Interpretation Planning and Design** services in compliance with the Royal Institute of British Architects (RIBA) Stage Plan of Work.

### Development Phase: RIBA 2/3

- Draw on the Conservation Management Plan and other sources of information to develop an Interpretation Plan:
  - Identifying key themes, sub-themes and storylines, and potential resources to illustrate these,
  - Identifying learning, behavioural, and emotional outcomes of the interpretation
  - Undertake consultation with potential audiences and key stakeholders to test themes and design ideas
  - A framework that identifies potential resources to illustrate these.
- We are expecting the consultant to work with key stakeholders, involving volunteers where possible, drawing on already recorded and new memories. The Community Engagement Coordinator will help recruit research volunteers, if required.
- Develop a Concept Design to meet the needs of visitors
- Prepare a walk-through identifying key points where interpretation will be placed, and schematic designs to RIBA Stage 3 that are inclusive, improve flow through the park and are accessible for the project's audiences
- Present the designs at the mid stage review with the National Lottery Heritage Fund

- Liaise with the Access Consultant to ensure that designs are inclusive
- Liaise with the Business Planner to ensure that future costs related to interpretation e.g., maintenance and renewal are included.
- Coordinate with the rest of the team to ensure interpretation is included in any planning applications.
- Advise on the cost of implementation and work with the Quantity Surveyor and client to ensure the proposed design is affordable e.g., approaching companies for quotes. Identify any additional costs and services required during delivery, RIBA 4+.
- Ensure that the interpretation design / signage adheres to a set of brand guidelines which can also be used across digital platforms and marketing.
- Develop briefs for any work over £10K to be commissioned during the delivery phase.

#### **RIBA 4 +**

- Develop the designs to RIBA 4 and present them to the client and National Lottery Heritage Fund (if requested).
- Provide script writing services. We are expecting the appointed consultant to write, or sub-contract the writing of all text for the panels.
- Work with the Evaluation Consultant to formatively test designs
- Liaise with the Quantity Survey and Project Manager and refine briefs for fabricators. The Project Manager will be acting as Contract Administrator
- Identify and manage sub-consultants, the fabrication and installation of interpretation **and wayfinding** working with suppliers

## **6. Timetable**

The programme is detailed in the table below.

The **Interpretation Planning and Design** contract will run from [insert] to [insert] with a break clause between RIBA 3 and 4, whilst funding is secured for the delivery phase of the project. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026

<b>Development Activity</b>	<b>Dates</b>
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## **7. Resource Specification**

Enfield Council is seeking a design studio that can demonstrate the following:

- at least 5 years' experience of developing and delivering interpretation schemes at heritage sites, including parks
- experience of delivering interpretation and wayfinding in outside spaces
- strong graphic design skills
- script writing skills
- experience of innovative inclusive design
- with a strong network of trusted suppliers
- ability to be flexible and work collaboratively with the rest of the professional team and core stakeholders including Historic England, the Friends of Broomfield Park, Broomfield House Trust, The Enfield Society and Southgate District Civic Voice.

## **8. Deadline**

- Completed tenders should be returned by 5 pm on *[insert date]* to *[insert contact's email]*. No questions will be accepted after 5 pm *[insert date]*. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on *[insert date]*.

## **9. Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.

## **10. Insurance**

The Project Manager will hold Professional Indemnity cover set at £1m, Public Liability at £2m and Employer's Liability at £3m.

## **11. Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## **12. Evaluation criteria**

Tenders will be evaluated according to the following criteria, 40% quality, and 60% price. The quality criteria are broken down as follows:

- Understanding of the project (25%)
- Approach to the commission (40%)
- Relevant skills and expertise as demonstrated through team CVs (25%)
- Understanding of likely challenges during the project and how to mitigate them (10%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3

or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the



Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Interpretation Planning & Design Services

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 1- 3)  
Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_ plus, VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 4+)  
Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

**Resources**

Please state the number of days intended for the delivery and development phase

**Day Rates**

Team	Day Rate (£)	Development (days)	Delivery (days)
Director/ Partner			
Senior Consultant			
Consultant			
Other – specify			

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

**Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

**Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>7</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>7</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Activity Planner

Issue Date: [insert]

Response Date: [insert]



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

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The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Consultants are welcome to tender for more than one contract. Enfield Council are now seeking an experienced **Activity Planner** to develop an Activity Plan and Action Plan during the Development Phase of this project (RIBA 2/3), which is being funded by a National Lottery Heritage Fund grant and revenue funding.

Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Planning consultant
- Fundraising Consultant
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#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

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During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

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Within the red line boundary:

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During the Development Phase the Community Engagement Officer will work with the Activity Planner to commission a project to create a mural on the hoardings with young people, deliver a community programme around archaeological investigations and a series of health and wellbeing walks. There are separate budgets for these projects. These will be used as part of the public consultation to determine what memorialisation might look like.

A two year Activity Plan focused on wellbeing, increasing understanding of built and natural heritage, and skills development is planned. Three pilots have been planned during the Development Phase: a community archaeological dig; series of heritage health and wellbeing walks; and a project with young people to create a mural on the hoardings around Broomfield House. Their purpose is three-fold: to hear hidden voices, voices of non-park users, and trial activities. The Community Engagement Officer will commission these and support the Activity Planner with consultation. Priorities are to work with people without private gardens, older, social isolated members of the community, young people, pupils, and families to improve wellbeing, provide opportunities for learning and skills development. There is also an appetite for more traditional programming, heritage, and cultural events.

## **5. Scope of works**

RIBA Stage 1 Preparation and Briefing has been completed. There is a clear client brief on which the cost plan has been built. This appointment is only for the Development Phase. The scope of works required is:

- To build upon the work undertaken to refine the core and priority audiences



- To undertake extensive consultation to assess demand and need of Enfield residents, charities supporting them, schools, and training providers to inform the development of a 2 year Activity Plan
- To use the pilot projects as a way of consulting with audiences whose voices are not always heard
- To work with the Cultural Development Team to maximise opportunities for linking this project with their work across the Borough, learning and sharing best practice
- The development of a 2 year Activity Plan which meets the requirements of the National Lottery Heritage Fund and the following appendices (these may expand during the development phase):
  - A summary of the consultation findings
  - Briefs for any commissions during the Delivery Phase
  - Role descriptions for staff during the Delivery Phase
  - Volunteer role descriptions, induction and other relevant policies required by the Heritage Fund
- Work with the Evaluation Consultation to ensure baseline data has been collected and a robust evaluation framework has been developed which is appropriate for evaluating interpretation and heritage engagement plans, including volunteering
- Liaise with the Business Planner to ensure the two documents are synchronised
- Feed relevant sections into the Round 2 Application form, seeking relevant information from the professional team.
- Attend the Mid Stage Review meeting
- Provide relevant information to support fundraising applications

## 6. Timetable

The programme is detailed in the table below. The **Activity Planning** contract will run from [insert] to [insert]. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
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Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027

<b>Development Activity</b>	<b>Dates</b>
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## **7. Resource Specification**

The Council is seeking an experienced Activity Planning consultancy that can demonstrate the following:

- at least 5 years' experience of developing and delivering Activity Plans for heritage sites, including parks which were successful at Round 2 (first time)
- experience of developing activity plans of a similar size / scale (£250K+)
- experience of working with a range of audiences
- ability to be flexible and work collaboratively with staff in Enfield Council, a new Community Engagement Officer, Park volunteers and the rest of the consultant team
- knowledge and experience of the National Lottery Heritage Fund's priorities and processes
- willingness to actively consult with the target audiences in Broomfield Park, the local area and online.

## **8. Deadline**

Completed tenders should be returned by 5 pm on *[insert date]* to *[insert contact's email]*. No questions will be accepted after 5 pm *[insert date]*. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on *[insert date]*.

## **9.Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.

## **10. Insurance**

The Activity Planners will hold Professional Indemnity cover set at £1m, Public Liability at £1m and Employer's Liability at £3m.

## **11. Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## **12. Evaluation criteria**

Tenders will be evaluated according to the following criteria, 40% quality, and 60% price. The quality criteria are broken down as follows:

- Understanding of the project (25%)
- Approach to the commission (40%)
- Relevant skills and experience demonstrated through team CVs (25%)
- Understanding of likely challenges during the project and how to mitigate them (10%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Activity Planning Services (Development Phase)

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 1 to 3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

**5. Resources**

Please state the number of days intended for the development phase:

**6. Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

**7. Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

**8. Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>8</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>8</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Business Planning and Coordination of the Management & Maintenance Plan

Issue Date: *[insert]*

Response Date: *[insert]*





## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Consultants are welcome to tender for more than one contract. Enfield Council are now seeking a **Business Planner**. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may

occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroun Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

A two year Activity Plan focused on wellbeing, increasing understanding of built and natural heritage, and skills development is planned. Three pilots have been planned during the Development Phase: a community archaeological dig; series of heritage health and wellbeing walks; and a project with young people to create a mural on the hoardings around Broomfield House. Their purpose is three-fold: to hear hidden voices, voices of non-park users, and trial activities. The Community Engagement Officer will commission these and support the Activity Planner with consultation. Priorities are to work with people without private gardens, older, social isolated members of the community, young people, pupils, and families to improve wellbeing, provide opportunities for learning and skills development. There is also an appetite for more traditional programming, heritage, and cultural events.

## **5. Scope of works – Business Planner and Coordinator, Management & Maintenance Plan**

This appointment is only for the Development Phase. RIBA Stage I Preparation and Briefing has been completed. There is a clear client brief on which the cost plan has been built. The Council is seeking an experienced Business Planner who can also coordinate the Management & Maintenance Plan. An outline Business Plan was prepared to support the Delivery Phase (Round 1) application.

We are seeking to appoint a consultant and/or small consultancy who can demonstrate the following:

- Experience of developing business plans, marketing strategies and management and maintenance plans for heritage projects of a similar size and scale, including plans for public sector projects.
- Ability to be flexible and work collaboratively with Enfield Council staff, rest of the consultant team and Friends of Broomfield Park to understand, and develop an operational model, management and maintenance plan, and budget.
- Ability to work collaboratively with the Activity Planner to avoid duplication of information.
- Knowledge and experience of the National Lottery Heritage Fund priorities and processes.

The scope of works required includes:

- Working with the Evaluation Consultant who has been tasked with collecting baseline data, including footfall through the park.
- Identifying opportunities for income generation, complementary to those of the Friends of Broomfield Park and Park's Department
- Updating the market analysis and visitor projections in the current Business Plan, working alongside the Activity Planner to avoid duplication.
- Developing the Business Plan in the context of Council and wider strategies.
- Developing financials, and assumptions to reflect work undertaken during the development phase.
- Working with the Project Manager and QS to ensure the operational budget is synchronised with the project cash flow, to support a Round 2 application
- Preparing a marketing strategy and implementation plan to support the delivery of the project.
- Preparing role descriptions for any new roles.
- Ensuring the business plan is synchronised with the Activity Plan.

### **Coordination of the Management & Maintenance Plan**

- To coordinate the development of a costed draft management & maintenance plan for Broomfield Park which meets the requirements of the National Lottery Heritage Fund. Specialist consultancies will be required to provide relevant information to feed into this document. The Quantity Surveyor will support by providing cost information.
- Work in partnership with key stakeholders to identify key responsibilities, to feed into the Management & Maintenance and Business Plan.

- Work with the Activity Planner and Friends of Broomfield Park to identify any new volunteer roles required to deliver the Management & Maintenance Plan.
- To feed the costs from the final version of the management and maintenance plan into the business plan for the Round 2 submission.

## 6. Timetable

This appointment is only for the Development Phase. The **Business Planning** contract will run from [insert] to [insert]. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
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Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## 7. Resource Specification

The Council is seeking an experienced Business Planning consultancy that can demonstrate the following:

- at least 5 years' experience of developing and delivering Business Plans for heritage sites, including parks of a similar size/scale
- ability to be flexible and work collaboratively with staff in Enfield Council, the Friends of Broomfield Park, and other key stakeholders
- knowledge and experience of the National Lottery Heritage Fund's priorities and processes

## 8. Deadline

Completed tenders should be returned by 5 pm on [insert date] to [insert contact's email]. No questions will be accepted after 5 pm [insert date]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [insert date].

### **9.Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

### **10. Insurance**

The Business Planners will hold Professional Indemnity cover set at £1m, Public Liability at £1m and Employer's Liability at £3m.

### **11. Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

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## 12.Evaluation criteria

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- Understanding of the project (25%)
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The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$



Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

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Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

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### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Business Planning and Coordination of the Management & Maintenance Plan

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 1 to 3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

**9. Resources**

Please state the number of days intended for the development phase:

**10. Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify _____	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

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The fee offer is to include all expenses and disbursements (including printing charges).

**12. Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>9</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>9</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Evaluation Consultant

Issue Date: [insert]

Response Date: [insert]



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Consultants are welcome to tender for more than one contract. Enfield Council are now seeking an **Evaluation Consultant** to take the scheme from RIBA Stage 1 through to delivery. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is

for the whole project, with a break clause after the development phase (RIBA 3) as delivery is dependent on securing a second grant from the Heritage Fund and fundraising.

Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant

#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone

replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroon Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

A two year Activity Plan focused on wellbeing, increasing understanding of built and natural heritage, and skills development is planned. Three pilots have been planned during the Development Phase: a community archaeological dig; series of heritage health and wellbeing walks; and a project with young people to create a mural on the hoardings around Broomfield House. Their purpose is three-fold: to hear hidden voices, voices of non-park users, and trial activities. The Community Engagement Officer will commission these and support the Activity Planner with consultation. Priorities are to work with people without private gardens, older, social isolated members of the community, young people, pupils, and families to improve wellbeing, provide opportunities for learning and skills development. There is also an appetite for more traditional programming, heritage, and cultural events.

## **5.Scope of works – Evaluation Consultant**

This brief is for an Evaluation Consultant for the Unlocking Broomfield Park project during the delivery and development phases. The Activity Plan will be delivered over 2 years. The scope of works is broken down into the Development and Delivery Phases:

### **Development Phase**

- Collating baseline data from groups operating out of Broomfield Park and establishing footfall in the park through sampling at different times of the day and week working with volunteers



- Supporting the evaluation of pilot activities – a hoarding project with young people, pilot health and wellbeing walks and a community archaeology project
- Development of a Logic Model to inform other strands of work – this project sets out to meet all of the outcomes except resilience
- Preparation of an evaluation framework for the Delivery Phase that includes the completed logic model, draft research instruments, baseline data, targets, and measures of success
- Evaluating the development phase and submitting a report that meets the National Lottery Heritage Fund requirements which can be submitted with the final payment request and completion report
- Contributing relevant information into the Round 2 Application

### **Delivery Phase**

- Working with the Interpretation designers to pilot key interpretative elements of the scheme and wayfinding.
- Developing, piloting, and refining evaluation tools that staff and volunteers can use to evaluate heritage engagement activities and the volunteering experience to learn lessons and feed back into future activities
- Evaluating projects with third parties to learn lessons for successful partnerships and projects.
- Developing templates to capture information on volunteering, footfall, heritage engagement activities etc. which can be used in the quarterly progress report submitted to the National Lottery Heritage Fund.
- Setting up a framework to evaluate digital engagement e.g., downloading of resources.
- Evaluating the economic benefits of the project.
- Developing a sampling frame, and refining questions for visitor surveys
- Interviewing Council staff, and consultants and contractors to evaluate what has gone well, less well, and lessons learnt. We anticipate having an interim report which captures data at the end of the capital works.
- Preparing a final evaluation report of the Project in accordance with National Lottery Heritage Fund guidelines. The evaluation should answer the following questions:
  - What went well?
  - What went less well?
  - What lessons have been learned for future projects, other heritage sites, historic parks, and the National Lottery Heritage Fund?

The Evaluation Consultant will be required to provide short updates on progress each month, and to contribute to quarterly National Lottery Heritage Fund progress reports throughout the Project. They will attend some of the monthly project team meetings to obtain data.

## 6. Timetable

The programme is detailed in the table below.

The **Evaluation Consultant** contract will run from [insert] to [insert] with a break clause between RIBA 3 and 4, whilst funding is secured for the delivery phase of the project. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## 7.Resource Specification

The Evaluation Consultancy must be able to demonstrate the following:

- at least 5 years' experience of evaluating large-scale National Lottery Heritage Fund projects (at least £2.5 million) through to completion
- experience of evaluating a range of programmes using different methodologies
- practical experience of, and access to tools such as Survey Monkey
- commitment to evaluation that encourages a reflective approach to activity
- strong report writing and presentation delivery skills
- ability to be flexible and work collaboratively with Council staff, consultant team, Friends of Broomfield Park and other volunteer and groups operating out of the Park.
- knowledge and experience of the National Lottery Heritage Fund's priorities and processes

## **8. Deadline**

Completed tenders should be returned by 5 pm on [insert date] to [insert contact's email]. No questions will be accepted after 5 pm [insert date]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [insert date].

## **9.Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

## **10.Insurance**

The Evaluation Consultant will hold Professional Indemnity cover set at £1m, Public Liability at £2m and Employer's Liability at £1m.

## **11.Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.

- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## 12.Evaluation criteria

Tenders will be evaluated according to the following criteria, 40% quality, and 60% price. The quality criteria are broken down as follows:

- Understanding of the project (25%)
- Approach to the commission (40%)
- Relevant skills and ability as demonstrated team CVs (25%)
- Understanding of likely challenges during the project and how to mitigate them (10%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## APPENDIX A: Form of Tender

Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Evaluation Consultant

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 1- 3)  
Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 4+)  
Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

**Resources**

Please state the number of days intended for the delivery and development phase

**Day Rates**

Team	Day Rate (£)	Development (days)	Delivery (days)
Director/ Partner			
Senior Consultant			
Consultant			
Other – specify _____			

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

**Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

**Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>10</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>10</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Fundraising Consultant

Issue Date: *[insert]*

Response Date: *[insert]*





## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

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The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

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- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
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The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Enfield Council are now seeking a **Fundraiser**. The delivery phase of the project will be funded by a grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is to raise the partnership funding for the project so that it can move through into the delivery phase.

Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

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- Removing trees to reinstate historic views across the park

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## **5.Scope of works – Fundraiser**

This brief is for a Fundraising Consultant to support Enfield Council with raising £100,000 of partnership funding to support their application to the National Lottery Heritage Fund for £3.675 million in November 2025. This is when the Round 2 application to the National Lottery Heritage Fund will be submitted and at least 95% of the match funding will need to be secured. Should Trusts be identified as potential funding sources there is a charitable trust through which these could be applied for on behalf of the Council.

The scope of works includes:

- writing a Case for Support, which will form the basis of all fundraising messaging

- writing a short script giving a brief overview of the project and the need to raise funds which can be used to support approaches to private donors, local businesses, and Trusts
- producing a shopping list of opportunities for aspects of the project which funders may want to support and, identify which potential funders or donors could be approached for which opportunity
- undertaking further research on trusts and foundations and grant giving bodies to ensure any applications meet their funding guidelines – we anticipate these spanning heritage, natural heritage, wellbeing, and healthy lifestyles
- Drafting applications to grant giving bodies, public sector, and other funders
- Develop, launch, and manage a community fundraising campaign, including preparing messaging
- Working with Council Officers to ensure all donors are thanked and acknowledged appropriately
- working with the Council to produce a policy on any donor acknowledgments
- attending regular meetings to update on progress.
- Writing and coordinating the Round 2 application form for Enfield Council

## 6. Timetable

The **Fundraising** contract will run from [insert] to [insert]. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

Development Activity	Dates
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

## 7. Resource Specification

The Fundraising Consultant will have a track record of successful fundraising in the heritage or environmental sector(s) working with public sector organisations. They should have experience of creating and executing community fundraising campaigns and identifying potential Trusts, and grants in the private and public sectors. The successful person will have exceptional communication skills – both written and verbal, excellent research skills, a strong attention to detail and extensive knowledge of the fundraising market. They should also understand the likely challenges during the life of the project and how to mitigate them.

## **8. Deadline**

Completed tenders should be returned by 5 pm on [insert date] to [insert contact's email]. No questions will be accepted after 5 pm [insert date]. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on [insert date].

## **9.Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed £INSERT excluding VAT. This must include all expenses.

## **10.Insurance**

The Fundraising Consultants will hold Professional Indemnity cover set at £1m, Public Liability at £1m and Employer's Liability at £1m.

## **11.Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
  - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
  - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## 12.Evaluation criteria

Tenders will be evaluated according to the following criteria, 40% quality, and 60% price. The quality criteria are broken down as follows:

- Methodology and approach to running successful community fundraising campaigns (25%)
- Knowledge and approach to applying to charitable trusts and public funds for historic park projects, and projects with health and well-being outcomes (25%)
- Proposed methodology for writing Delivery Phase applications including to the National Lottery Heritage Fund and demonstratable understanding of what is required (25%)
- Understanding of the project (25%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **I3.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and
- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## **APPENDIX A: Form of Tender**



Please complete this form and include it with your responses to the questions above.

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Fundraising Consultant

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 1 to 3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

**13. Resources**

Please state the number of days intended for the Delivery Phase:

**14. Day Rates**

Team	Day Rate (£)
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

**15. Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

**16. Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
--	---

Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>11</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

---

<sup>11</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

## ITT for Planning Consultants

Issue Date: [insert]

Response Date: [insert]



## **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## 2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## 3. Management of the project

Enfield Council are now seeking a **Planning Consultant** to support them with their planning applications. This phase of work (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. The programme is critical as the Delivery Phase application must be given in by November 2025 as there is an

expiry date of 2 years from when the award was made (December 2023). Submissions are only possible four times a year.

Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Fundraising Consultant
- Evaluation consultant

#### **4. Project Description**

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II\* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone

replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroon Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

A two year Activity Plan focused on wellbeing, increasing understanding of built and natural heritage, and skills development is planned. Three pilots have been planned during the Development Phase: a community archaeological dig; series of heritage health and wellbeing walks; and a project with young people to create a mural on the hoardings around Broomfield House. Their purpose is three-fold: to hear hidden voices, voices of non-park users, and trial activities. The Community Engagement Officer will commission these and support the Activity Planner with consultation. Priorities are to work with people without private gardens, older, social isolated members of the community, young people, pupils, and families to improve wellbeing, provide opportunities for learning and skills development. There is also an appetite for more traditional programming, heritage, and cultural events.

## **5.Scope of works – Planning Consultant**

RIBA Stage 1 Preparation and Briefing has been completed. There is a clear client brief on which the cost plan has been built. Advice was sought from Historic England's London Advisory Board in April 2022. Enfield Council is now seeking a planning consultant with experience of complex heritage planning applications to work with the Enfield and professional team to submit a formal pre-planning application for the 'Unlocking Broomfield House for the Community' project (as described in Section 4) in preparation for Listed

Building Consent. The House also has a covenant on it. They must ensure full consultation has occurred with statutory and community stakeholders.

The second step is to lead a full planning application, ensuring the decision is made before the National Lottery Heritage Fund's London and South East Committee decide on the Round 2 (Delivery Phase) application. The Planning Consultant will need to ensure that the Council has fulfilled the requirements of the National Planning Policy Framework for the dismantlement of a listed building and in relation to any architectural remains of the building which may be retained (at a different location, to be determined). Advice on design guidance around memorialisation of the dismantled building works to the park, and interpretation will also be required to ensure it meets acceptable standards of design, protects listed features, ecology and is in keeping with the setting.

General duties throughout the commission will include:

- Keeping Enfield Council and Historic England Officers up to date with progress
- Working with the professional team to ensure full consultation has occurred
- Advising on planning issues related to archaeology, ecology, dismantlement of historic buildings and works to trees and the landscape
- Providing regular updates on progress and attending project team meetings as required

## 6. Timetable

The programme is detailed in the table below. The **Planning Consultant's** contract will run from [insert] to [insert]. Key dates for design, mobilisation, memorialisation and works to the park are shown below.

<b>Development Activity</b>	<b>Dates</b>
Development Grant Award & Permission to Start	February 2024
Tendering of professional team (pre-qualification for the Landscape Architects will begin at risk during assessment)	October 2023 – Sept 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	November 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029



<b>Development Activity</b>	<b>Dates</b>
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

\* Subject to a Round 2 grant from the National Lottery Heritage Fund.

### **7.Resource Specification**

The consultant will have a track record of working successfully in the heritage sector, working with a range of clients, including the public sector. The consultant should understand the project and the drivers leading to a successful scheme. They should also understand the likely challenges during the life of the project and how to mitigate them.

### **8.Deadline**

Completed tenders should be returned by 5 pm on *[insert date]* to *[insert contact's email]*. No questions will be accepted after 5 pm *[insert date]*. It is the Tenderer's responsibility to ensure that they are received on time. Clarification interviews will be held on *[insert date]*.

### **9.Fee**

Cost accounts for 60% of the score.

The fee for the Development Phase of work must not exceed *£INSERT* excluding VAT. This must include all expenses.

### **10.Insurance**

The Planning Consultants will hold Professional Indemnity cover set at £1m, Public Liability at £5m and Employer's Liability at £10m.

### **11.Tender submissions – please read carefully**

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
  - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.
  - b. If you are tendering for more than one Lot ensure each response is a separate document.
- A priced offer in the format request.
  - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
  - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.

- c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
- d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorised individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorised partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

## 12.Evaluation criteria

Tenders will be evaluated according to the following criteria, 40% quality and 60% price. Quality will be broken down as follows.

- demonstrable skills and ability to provide planning and specialist listed building advice for historic building and landscape/parks projects (50%)
- understanding of the project (30%)
- understanding of likely challenges during the project and how to mitigate them (20%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
<b>Unacceptable:</b> either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
<b>Poor:</b> fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
<b>Weak:</b> barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
<b>Satisfactory:</b> demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
<b>Good:</b> demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
<b>Excellent:</b> demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

The tenderer who submits the lowest overall price will receive the full score of 60% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula:

$$\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 60$$

Abnormally low or high bids distort evaluation of tenders and where the Council feels that a bid falls into one of these categories the tender will be asked to explain or clarify their bid. This includes the discounting of daily rates.

Please note the following:

### **13.Preparation of Tender**

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

### **Non-consideration of Form of Tender**

The Council reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. The Council may also refrain from considering any Form of Tender if it is not in accordance with the Form and Conditions of Tender, or the Tenderer does not provide all the information required or attempts to make variation or alterations to the Form of Tender, Conditions of Contract, or the Specification.

### **Tenderer's Warranties**

In submitting a Tender, the Tenderer warrants that:

- It has not done any of the acts on the Non-Consideration of Form or Tender,
- all information provided is true, complete, and accurate in all respects including details of previous projects being presented as examples,
- it has full power and authority to enter into the Contract.
- it is of sound financial standing, and

- its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

## **APPENDIX A: Form of Tender**

*Please complete this form and include it with your responses to the questions above.*

**Project:** Unlocking Broomfield Park for the Community

**Professional Service:** Planning Consultant

**Name of Tenderer:**

I/We, the undersigned, do hereby offer to execute and complete the above mentioned professional services in strict accordance with the Schedule of Services for the following lump sum fee:

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the development phase (RIBA Stage 1 to 3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

£ \_\_\_\_ plus, VAT (delete if VAT not applicable) for the delivery phase (RIBA Stage 1 to 3)

Confirm figure in words: \_\_\_\_\_ plus VAT (delete VAT if not applicable)

### **Resources**

Please state the number of days intended for the Delivery Phase:

### **Day Rates**

<b>Team</b>	<b>Day Rate (£)</b>
Director/ Partner	
Senior Consultant	
Consultant	
Other – specify	

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified. All day rates are to be based on a 7.5 hour day and are to include allowance for disbursements.

### **Expenses and Disbursements**

The fee offer is to include all expenses and disbursements (including printing charges).

### **Offer Period**

This tender/ offer is to remain open for a period of 90 days from the date fixed to the return of tenders.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	<b>Tenderer to provide responses. Some are pass/ fail</b>
Name of firm or company	
Postal address	
Registered address (if applicable)	
Company number (if applicable)	
Please indicate if you are: a sole trader, partnership, Public or Private Limited Company or other type of organisation	
Main contact	
Contact telephone number	
Contact email address	
Please indicate your level of Employer's Liability Insurance, the policy number and expiry date <sup>12</sup>	
Please indicate your level of Public Indemnity Insurance, the policy number and expiry date	
Please indicate your level of Professional Indemnity Insurance, the policy number and expiry date	
Signature of authorised person	
Name of authorised person	
Capacity in which signed	

<sup>12</sup> If you do not have any of these insurances, please indicate if you will purchase them if awarded the contract. If they are not applicable e.g. you are not an employer, please indicate this.

# Unlocking Broomfield Park for the Community

ITT for an Artist to work with young people to curate a mural on the hoardings around Broomfield House, in Broomfield Park

Issue Date: [insert]

Response Date: [insert]



## 1. Introduction

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park was once the garden of Broomfield House, a Grade II\* mansion house that has stood since the mid-15th century. The House has been subject to several fires since 1984 and has been scaffolded and behind hoardings for nearly 40 years. This commission will create murals on these hoardings.

## 2. Historical significance of Broomfield Park

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and

council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, and how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

### 3. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation to develop this project. The vision is:

- **Broomfield Park will be a local icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers.



Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

### **3. Brief for artist**

Enfield Council is now seeking an experienced artist specialising in murals to engage local young people aged 14 to 25 years with the *Unlocking Broomfield Park for the community* project. Consultation has shown that people want a temporary solution to the hoardings, until the proposed restoration works are undertaken. We also want young people involved in the Park's future. This builds on work already being undertaken in Enfield through the Curate Enfield Town commissions.

The selected artist will work with the young people to create murals that celebrate the historical significance of Broomfield House and Park and reflect their vision and aspirations for the Park. The murals will be created, or mounted on existing hoardings around Broomfield House and will remain in place until Broomfield House is dismantled, probably 2 years.

#### **The objectives of the commission are:**

- Engagement: Engage at least 50 local young people aged 14 to 25 years in the Broomfield Park project, helping them to understand and appreciate the historical significance of Broomfield House and Park.
- Creation: Work with the young people to create murals that celebrate the historical significance of Broomfield House and Park and reflect their vision and aspirations for the project.
- Installation: Install the murals on the current hoardings around Broomfield House, ensuring they are durable and weather resistant.
- To involve young people, whose voices are not normally heard – through the commission we will create opportunities for them to feedback on plans.

#### **Considerations include:**

- The Friends of Broomfield Park are an active group of residents who work closely with the Council's Park team to maintain the park. Close communication with them is important.
- Designs will need to be discussed and signed off with the Community Engagement Coordinator and other council officers.
- We want this commission to be co-curated, actively engaging with local young people who are representative of communities living around and using the Park.

#### **Fee:**

The fee for this project is £15,000. This includes all materials, fabrication, workshops, and installation costs. We expect the artwork to have a lifespan of 2 years.

#### **How to Respond:**

Artists interested in this opportunity should submit the following:

- **Artist Statement:** A brief statement outlining your interest in this project, your experience working with young people, and your approach to creating murals that engage with history and community aspirations. Give details of any co-workers. (1 page)
- **Portfolio:** Examples of previous work, particularly any projects that involved community engagement or the creation of murals. Please tell us what your role was, the budget and key stakeholders. You may include links to websites and online coverage (2 pages)
- **Proposed Approach:** A brief outline of your proposed approach to this project. This should include how you plan to engage with the young people, how you will incorporate their ideas and aspirations into the murals, and any initial ideas you have for the mural designs. How you will engage with the wider community / users of the park during the commission. (2 pages)
- Any additional support which is required.
- **Timeline:** A proposed timeline for the project, including key milestones such as workshops, design development, and installation.
- **Budget:** A proposed budget breakdown, showing how the £15,000 + VAT fee will be allocated. If any maintenance will be required please highlight this. If you need any additional support tell us what this is.
- Evidence of appropriate insurances.

Your application must be no longer than six A4 pages.

### **Deadline**

Please submit your response by [insert date].

### **How to submit your response**

Submissions should be sent to [insert email address] with the subject line "Broomfield Park Project Artist Submission".

### **Selection progress**

The selection will be undertaken internally, in liaison with key stakeholders including Friends of Broomfield Park, Friends of Broomfield House Trust, Council Officers and Young Public Art Champions. Shortlisted applicants may be invited to attend an interview or conference call to present their proposal in more detail.

### **Evaluation criteria**

Applications will be judged on the following criteria:

- Experience and track record (30%)
- Plans for engaging young people (50%)
- Value for money and feasibility (20%)

To ensure a fair and transparent process, questions and answers that are relevant to all will be shared. If you have any access needs and would like some assistance with your proposal, please contact [*insert Community Engagement Officer's email address*].

**Images and further site information:**

All projects will need to be weather, fire and graffiti resistant, accessible and consider possible anti-social behaviour issues. Accompanied sites will be available at a mutually agreed time. If you have any questions about the brief or commission, please email [*insert community engagement officer's email address*].

Placeholder:

*Insert picture of house/hoardings before it is sent out.*

# Unlocking Broomfield Park for the Community

## Brief to develop wellbeing activities in Broomfield Park

Issue Date: [insert]

Response Date: [insert]



## **1. Introduction**

Broomfield Park, a Grade II listed park in Palmers Green, Enfield, is a site of historical and ecological significance. The park, once the garden of the Grade II\* listed Broomfield House, features a chain of four formal ponds, a walled enclosure, a pavilion, and various facilities. This project offers a unique opportunity to develop, promote, and lead a series of pilot walks for the local community to learn more about the park's historical significance, engage in physical exercise, and improve their health and wellbeing.

## **2. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ

historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric, And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

### 3. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation to develop this project. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers.

Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

#### **4. Scope of Work**

The appointed specialist will be expected to:

- Develop a series of at least 8 activities during the development phase of the project. These could be walks, creative activities or mindfulness. They should be designed to engage participants about the historical significance of the park, promote physical exercise, and improve health and wellbeing.
- Engage with at least 80 local people. Activities/walks should be inclusive and accessible to a diverse range of participants.
- Promote the activities/walks to ensure maximum participation and inclusion. This could involve working with local community groups, schools, and other organisations, as well as using social media and other promotional channels.
- Evaluate their success, gathering feedback from participants and learning lessons. We want somebody who will be reflective, learning, and refining delivery during this phase so we have an effective model for the Delivery Phase of the project.
- Assess the demand for such activities in the local area and make recommendations for how they could be structured and promoted in the future.

Support will be provided through the Community Engagement Coordinator. The consultant should also work closely with the Activity Planner.

#### **5. Deliverables**

The individual/company will be expected to deliver:

- A detailed plan for the activities and/ pilot walks, including routes, themes, and promotional strategies.
- Regular updates on the progress of the activities/walks, including participant numbers and feedback.
- A final report at the end of the development phase, summarising the success of the activities and walks, lessons learned, and recommendations for the delivery phase.

#### **6. Fee:**

The fee for this project is £5,000. This includes all development work, delivery, administration, and marketing.

#### **7. How to Respond**

Interested parties should submit a proposal outlining:

- Their experience and qualifications in community engagement and health promotion.
- Their understanding of the project and its objectives.
- Their proposed approach to developing, promoting, and leading the pilot walks.
- Their proposed approach to evaluating the walks and making recommendations for the future.
- A proposed timeline for the project.
- A detailed budget breakdown.

## 8. Deadline

The deadline for proposals is [insert deadline here]. Proposals should be submitted to [insert contact details here].

## 9. Evaluation

Your tender will be evaluated based on the following criteria:

**Understanding of the Project (20%).** We will assess your understanding of the project and its objectives. This will be evaluated based on your proposal's introduction and the approach you've outlined for the project. We're looking for a clear demonstration of your understanding of the historical significance of Broomfield Park, the importance of community engagement, and the role of the pilot walks in promoting physical exercise and improving health and wellbeing.

**Experience and Qualifications (30%):** We're interested in your track record of successfully delivering similar projects and your ability to engage diverse groups of people. Please provide specific examples of relevant projects you've worked on and CVs of your team.

**Proposed Approach (30%).** To developing, promoting, and leading the pilot activities will be evaluated. We're looking for innovative and effective strategies for engaging the local community, promoting the walks, and ensuring they are accessible and inclusive.

**Timeline and Budget (20%).** We're looking for a realistic and well-justified timeline that aligns with our project schedule, and a detailed budget breakdown that demonstrates value for money. Please ensure your budget includes all costs associated with the project, including any materials, promotion, and evaluation.

Tenders will be scored out of 100, with the weightings indicated above. The highest scoring tender that demonstrates the best value for money will be selected. Please note that we reserve the right to consider other factors, such as the sustainability of your proposal and your ability to deliver within the project timeframe, in our final decision.



# Unlocking Broomfield Park for the Community

## ITT to deliver a Community Archaeological Dig in Broomfield Park

Issue Date: *[insert]*

Response Date: *[insert]*



### **I. Historical significance of Broomfield Park**

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20<sup>th</sup> century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II\* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II\* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II\* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric and how it can be safely dismantled and memorialised. Several options were proposed, which

will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

## **2.Unlocking Broomfield Park for the Community**

During the last 2 years, Enfield Council have undertaken extensive consultation to develop this project. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
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The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

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The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two year programme of heritage engagement activities.

## **3.Brief for community archaeology project**

We are now seeking a community focused Archaeology company who can co-design a project in partnership with our Lead Conservation Landscape Architect, Heritage consultant, Community Engagement Officer, and key stakeholders. The purpose of the commission is to design and deliver a publicly focused archaeology dig that will:

- Reveal previously unknown information about Broomfield Park, by organising a small dig.
- Talks and activities to raise awareness of and give people a greater appreciation of the historical significance of the park
- Opportunities for individuals to develop archaeological skills, from excavation to analysis of findings
- Create opportunities to consult with a range of people about plans for the memorialisation of Broomfield Park, restoration of the landscape and interpretation.

The appointed consultants will need to be reflective and prepared to change or adapt to meet the needs of the community.

### Fee

The fee for this project is £30,000 + VAT. This must include all equipment, gazebos, staff time and reports. Should there be any finds, the Museum Service will support the recording and storage of these. The Community Engagement Officer will promote the dig and activities.

### How to Respond:

Please submit your tender response addressing the following:

- **Demonstrate your understanding of the project's objectives and scope.** This includes the archaeological significance of the area, the importance of community engagement, and the potential impact of the project on the local community and environment.
- **Approach to the Project:** Outline your approach to the project, including how you plan to engage the community, manage the archaeological dig, and handle post-excavation activities. We are particularly interested in how you plan to make the project accessible and engaging for community members of all ages and abilities.
- **Experience and Qualifications:** Provide details of your team's experience and qualifications, particularly in relation to community archaeology projects. Include case studies or examples of previous projects that demonstrate your team's ability to deliver a project of this nature.
- **Resources:** Detail the resources you have available to carry out this project. This includes both human resources (e.g., archaeologists, community engagement specialists, support staff) and physical resources (e.g., archaeological equipment, gazebos, and other facilities).
- **Health and Safety:** Outline your approach to health and safety, including how you will ensure the safety of all participants during the dig and any post-excavation activities.
- **Sustainability:** Describe how you will ensure the project is carried out in an environmentally sustainable way. This includes minimizing the impact on the local environment and considering the long-term sustainability of the project.

- **Budget and Timeline:** Provide a detailed budget and timeline for the project, including any assumptions or dependencies. The budget should include all costs associated with the project, including staff costs, equipment costs, and any other relevant expenses.
- **Legacy and Impact:** Discuss the potential legacy and impact of the project, including how the findings will be shared with the community and how the project will contribute to the local area's cultural and historical understanding.

Your application must be no longer than 20 A4 pages.

### **Deadline**

Please submit your response by *[insert date]*.

### **How to submit your response**

Submissions should be sent to *[insert email address]* with the subject line "Broomfield Park Community Archaeology Submission".

### **Selection progress**

The selection will be undertaken internally, in liaison with key stakeholders including Friends of Broomfield Park, Friends of Broomfield House Trust, The Enfield Society and Council Officers. Shortlisted companies may be invited to attend an interview or conference call to present their proposal in more detail.

### **Evaluation criteria**

Applications will be judged on the following criteria:

- Experience and track record (30%)
- Plans for engaging the community (50%)
- Value for money and feasibility (20%)

To ensure a fair and transparent process, questions and answers that are relevant to all will be shared.

*Attachments:*

*List out Archaeology reports available*

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13th December 2023

Our Ref: NL-22-00076

Paul Gardner  
London Borough Of Enfield  
Civic Centre  
Silver Street  
Enfield  
EN1 3ES

Dear Paul

## Unlocking Broomfield Park for the Community

Congratulations! We're happy to tell you that your *Application* has been assessed, and I am pleased to confirm that we will offer you a Development Grant of up to £532,490. This is 88% of the total approved Development work cost of £605,490 towards the Development Phase of the above *Project* which is set out in the *Approved Purposes* below.

The percentage above is your *Grant Percentage*. As your Approved Project Costs include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the *Project*. We describe this as the *Payment Percentage* and for your *Project* this will be 92.5281065%. More information on this can be found within the [Receiving a Grant guidance](#).

### Your Development Grant Contract details

Your Grant Contract is made up of:

1. *Grant Notification Letter*,
2. *Standard Terms of Grant*,
3. *Any Additional Grant Conditions*,
4. *Signed Permission to Start Form*.

Project Reference Number: NL-22-00076

Grant Amount Awarded: £532,490.

Grant to be paid to:

London Borough Of Enfield of:

London Borough Of Enfield, Civic Centre, Silver Street, Enfield, EN1 3ES

## Your Project

### What your project will do

*Approved Purposes* summarise your *Project* described in your *Application*. We will monitor your progress against the following *Approved Purposes* which we agreed to support:

### Approved Purposes

- 1 Appointment of Community Engagement Officer
- 2 Appointment of design team
- 3 Surveys
- 4 Designs to RIBA Stage 3 (or equivalent)
- 5 Planning & listed building consent
- 6 Detailed costs
- 7 Consultation
- 8 Pilot 1 – Programme of heritage, health and wellbeing activities
- 9 Pilot 2 - Community archaeology project
- 10 Pilot 3 – Hoardings project
- 11 Development of partnerships
- 12 Curatorial catalogue
- 13 Activity Plan
- 14 Management and Maintenance Plan
- 15 Evaluation

### What the money is for

The attached Appendix 1 sets out the Approved Project Costs to which the National Lottery Heritage Fund has agreed to contribute, along with any partnership funding.

If you spend less on your *Project* than the Approved Project Costs, we will reduce the final *Grant* payment. The amount will be in proportion to our *Grant* contribution.

### When we pay the Grant

We will pay you the *Grant* subject to you complying with:

- the *Standard Terms of Grant* set out in Appendix 2,



- the *Additional Grant Conditions* set out below, if applicable,
- the conditions and requirements set out in the document entitled *Receiving a Grant*.

### **Additional Grant Conditions**

In addition to our *Standard Terms of Grant* you must observe the following *Additional Grant Conditions* in respect of the *Development Phase* of your *Project*. None

### **What your organisation must do**

- agree to follow a whistleblowing process to report if the dignity, safety, security and well-being of end-users is not met,
- behave ethically by following the [7 principles of public life](#) and make sustainable choices to reduce your Projects impact on the environment,
- follow the [government Code of Conduct](#) that sets out standards of behaviour for people or organisations that receive government grants,
- agree to send us digital images of the Project, with the agreed relevant permissions,
- take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms and conditions and Standard Terms of Grant and to give us the rights granted to us under them.

### **Subsidy Control**

We need to be satisfied that you have considered whether our funding is a subsidy – and ask for copies of advice you have taken.

### **Grant Expiry Date**

You must complete the *Approved Purposes of your Development Phase* and submit your *Completion Report and Final Payment Request form* and *Evaluation Report* by 5th December 2025.

### **Term of the Grant Contract**

The *Development Grant Contract* will last for two years from the date of this letter.

The following documents define the *Project* for which the *Grant* is offered:

1. This letter,
2. Your *Application* dated 17th August 2023,
3. Documents submitted by you in support of your *Application* including all correspondence we have sent you and all correspondence we have received from you.

### **Withdrawal of the Grant**

We may withdraw the *Grant* if:

- You have already started work on the *Development Phase* of your *Project* before we have given you our permission to do so,
- You do not start work on your *Project* within six months of the date of this letter,
- Your *Project* does not pass the *Development Phase Review*. If your *Project* is rejected at this point we will withdraw the remainder of the *Development Grant*,
- If the Grant Expiry Date has passed or the *Development Phase* exceeds the two years, and we do not consider that a convincing case has been made for an extension.

## How we will work with you during your Development Phase

### What does a Development Grant mean?

A *Development Grant* means that we believe that your *Project* has potential to deliver high-quality *Outcomes* and value for Lottery players' money.

Your *Application* will have been in competition with other supportable projects, so a *Development Grant* is recognition that we value your proposals and want to have the opportunity to assess them in detail in your *Delivery Phase Application*.

A *Development Grant* does not guarantee that you will receive a *Delivery Grant*. We receive more requests for *Delivery Grants* than we can support and will only be able to fund the strongest high-quality bids, so your *Delivery Phase Application* will still be in competition for funding. The total costs of your *Project* may change during your *Development Phase*, but if there is any significant increase in your grant request in the *Delivery Phase Application* this may have an impact on our judgement of the value for money your *Project* offers.

### Your Project's Development Phase

You will need to develop your *Project* in line with the proposals set out in your *Application* and the key points to be addressed during the *Development Phase* set out below. We will contact you shortly to arrange a start-up discussion for your *Development Phase*, where we will agree a timetable for progress reporting, grant payment requests and the likely submission of your *Delivery Phase Application*. More information on this can be found within the *Receiving a Grant* guidance.

## Develop your Delivery Phase Application

**The deadline for us receiving your *Delivery Phase Application* is 5 December 2025.** If we have not received your full *Delivery Phase Application* by then, your *Development Phase* will have lapsed and you will need to start a new *Development Phase Application* if you wish us to consider your *Project* again.

### Development Phase Review

During the *Development Phase* we will ask you to report on progress against these and on how you are doing in preparing the documents that you need for your *Delivery Phase Application*. This will help us to understand how well your plans

are advancing and alert us to any issues affecting the timing of your *Delivery Phase Application* submission.

We will undertake a formal review of your progress when you have developed outline costs, which is known as a *Development Phase Review*. This will usually be when your outline proposals are ready and the timing of the review will be discussed at your start-up meeting.

Following this review, we will normally ask you to continue developing your *Project* for the *Delivery Phase Application*. If we raise serious concerns about the viability of your *Project*, if it has changed significantly in terms of the *Outcomes* and *Approved Purposes*, or if your costs and grant request have increased significantly and we consider they no longer represent value for money, we may fail your *Development Phase Review*. If you fail your *Development Phase Review* you will not be able to proceed with your *Project* or submit a *Delivery Phase Application*.

## What you need to do next

You should now read:

- [Receiving a Grant](#),
- Appendix 2: [Standard Terms of Grant](#).

You are required to:

1. obtain our *Permission to Start the Project*,
2. submit *Progress Reports* at intervals agreed at *Permission to Start*,
3. request your *Grant*,
4. provide a *Completion Report and Final Payment Request* form and an *Evaluation Report* when you have finished your *Project*,
5. procure goods, works and services in accordance with the [Receiving a Grant guidance](#).

## Obtaining Permission to Start your Project

We will only give you our *Permission to Start* when certain pre-conditions, defined in the [Receiving a Grant guidance](#), have been satisfied. You will need to complete and submit the *Permission to Start* within **six** months of the date of this letter. We will email you within five working days of this letter, when you can start completing it along with guidance on how to do it.

For us to pay your *Grant* by bank transfer (BACS), we need to see a copy of a recent bank statement (from within the last three months), or a cheque a paying-in slip for the relevant account, showing the bank's name and address. We will ask for this when you provide your bank details at the next stage. We will let you know when and how to do this.

We wish you every success with your *Project*. Please contact me if you have any queries after reading this letter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'J. P. [unclear]', written over a horizontal line.

Lesley McCarthy  
Senior Investment Manager

## Appendix 1: Approved Project Costs

### Development costs

Cost Heading	Description	Cost	Vat	Total
New staff	Community Engagement Officer, 0.6 FTE, 18 mths @ £35k.	£34,125	£0	£34,125
Professional fees	Curatorial Cataloguing fees £14k  Heritage Consultant (CMP) £15k  Design Team led by Conservation Landscape Architect (12.5%) £103k  Conservation Structural Engineer incl. civil & scaffold design (4.5%) £27,502  Project Manager (4 days/mth x 18 mths) £43,200  QS (3%) £20,414  Activity Planner £19,250  Interpretation Designers £20k  Business Plan/M&M Plan Coordinator £10k  Evaluation Consultant £7,500  Planning Consultant £12k Fundraiser £15k	£319,866	£12,795	£332,661

	<p>Envt. Assessment £4900</p> <p>Archaeology watching brief £3k</p>			
Opening-up works / Surveys	<p>Topo &amp; measured survey; hydrology; silt; archaeology/trial pits; arboriculture; drainage; ecology; ground investigation; ground penetrating radar; lead paint, asbestos; condition survey scaffold. Opening up works - House &amp; Lakes</p>	£63,000	£2,520	£65,520
Capacity Building Activity	<p>Training for the Friends of Broomfield Park - to be based on Skills Audit</p>	£2,000	£80	£2,080
Recruitment	<p>Community Engagement Officer role</p>	£500	£20	£520
Other costs (development phase)	<p>Licenses £2k</p> <p>Planning/listed building consent £10k</p> <p>Community Archaeology project £30k</p> <p>Pilots: mural hoardings; heritage &amp; health; and wellbeing walks £20k</p> <p>Vegetation clearance £1k</p>	£63,000	£2,520	£65,520
Contingency	<p>15% (n.b all VAT assuming can recover 80%)</p>	£72,374	£2,690	£75,064

Non-cash contributions	Enfield Council - legal, VAT advice, Comms support (asbestos £3k under surveys)	£20,000	£0	£20,000
Volunteer time	Friends of Broomfield Park (500 hrs) supporting consultation, attending meetings, pilot projects, research.	£10,000	£0	£10,000
Total Costs		£584,865	£20,625	£605,490

## b) Development Phase income

### Development income

Income Heading	Description	Secured	Total (£)
Local authority	Revenue funding	Yes	£35,000
Other Fundraising	Community fundraising (The Enfield Society)	No	£5,000
Non cash contributions	Enfield Council - legal, VAT advice, Comms support, Asbestos survey	Yes	£23,000
Volunteer Time	Friends of Broomfield Park (500 hrs) supporting consultation, attending meetings, pilot projects, research.	Yes	£10,000
Grant			£532,490
Total Income			£605,490

## c) Delivery Phase costs

### Capital costs

Cost Heading	Description	Cost	Vat	Total
Preliminary works (e.g scaffolding, preliminaries, pre-construction archaeology)	Dismantlement of Broomfield House; preliminaries (15% main contractor works); Main Contractors OH&P	£500,000	£20,000	£520,000

	10% of dismantlement.			
Repair and conservation work	Upper & Middle lakes - remove silt & repair walled frontage; East lawn adjacent to Broomfield House - landscape; works to Garden Southern axis; landscaping; replanting shrub & flower boarder (+ 15% prelims & 10% Main Contractors OH&P for these works)	£1,352,000	£54,080	£1,406,080
Other capital work	Memorialisation of Broomfield House, interpretation, way finding, acknowledgement of Heritage Fund; transportation of salvaged material from site	£210,000	£8,400	£218,400
Digital outputs	New web pages, linked to Council site to enhance interpretation	£25,000	£1,000	£26,000
Other costs (capital)	Level 4 Recording Survey	£30,000	£1,200	£31,200
Professional fees (capital)	Conservation Landscape Architect (12.5%); Conservation Structural Engineers (4.5%); QS (3%); Project Manager (1 day pw x 15 mths); Memorialisation/interpretation designer; archaeology; ecology & bat survey updated; building regs; discharge of planning conditions	£363,809	£14,552	£378,361



Total Costs		£2,480,809	£99,232	£2,580,041

**Activity costs**

Cost Heading	Description	Cost	Vat	Total
New staff	Community Engagement Coordinator (0.5 FTE x 2 yrs) x £35k + 30% on costs	£54,600	£0	£54,600
Training for staff	Allowance for Community Engagement Coordinator (£1k p.a)	£2,000	£80	£2,080
Paid training placements	To be determined during Devt Phase	£20,000	£800	£20,800
Training for volunteers	To be determined by skills audit e.g. inclusion, dementia and mental health awareness	£10,000	£400	£10,400
Travel and expenses for staff	Staff travel for outreach. Laptop. Mobile phone x 2 yrs	£2,950	£118	£3,068
Travel and expenses for volunteers	Allowance for travel, equipment	£1,000	£40	£1,040
Event Costs	4 heritage/cultural events in the Park @ £1k or 8 x £5k - to be determined during Development Phase	£40,000	£1,600	£41,600
Equipment and materials (activity)	Activity boxes; creative workshops; bug hunting kits; portable mic	£15,000	£600	£15,600
Other costs (activity)	Allowance e.g. to continue heritage & health and wellbeing walks	£15,000	£600	£15,600

Professional fees (activity)	Costumed interpreters; storytellers; Horrible History type theatre to bring heritage alive to the community	£20,000	£800	£20,800
Total Costs		£180,550	£5,038	£185,588

**Other costs**

Cost Heading	Description	Cost	Vat	Total
Recruitment	Community Engagement Coordinator	£500	£20	£520
Publicity and promotion	To promote events, memorialisation of Broomfield Park through social media, posters, banners	£10,000	£400	£10,400
Evaluation	Evaluation Consultant to support CEO with data collection + summative report	£15,000	£600	£15,600
Contingency	Construction contingency (17.5%); Design Devt Contingency (10%); Activity Contingency (5%)	£685,153	£27,406	£712,559
Inflation	Tender price (20%)	£521,272	£20,851	£542,123
Increased management and maintenance costs (maximum five years)	Allowance for increased costs related to interpretation, memorialisation; lake management	£10,000	£400	£10,400
Non-cash contributions	Legal advice; HR & Comms support; Watercourse/drainage team	£20,000	£0	£20,000
Volunteer time	Friends of Broomfield Park & new volunteer roles (2,000 hrs x £20	£40,000	£0	£40,000

	hr during 2 year Activity Plan			
Total Costs		£1,301,925	£49,677	£1,351,602

#### d) Delivery Phase income

##### Delivery income

Income Heading	Description	Secured	Total (£)
Local authority		No	£275,000
Other Fundraising	Community fundraising	No	£100,000
Increased management and maintenance costs (maximum five years)	Allowance for increased costs related to interpretation, memorialisation; lake management	No	£10,000
Non cash contributions	Legal advice; HR & Comms support; Watercourse/drainage team	No	£20,000
Volunteer Time	Friends of Broomfield Park & new volunteer roles (2,000 hrs x £20 hr during 2 year Activity Plan	No	£40,000
Grant			£3,672,231
Total Income			£4,117,231

## Appendix 2: Standard Terms of Grant

### National Lottery Grants for Heritage

Standard Terms for Development Grants of £250,000 to £5 million

#### Definitions we use:

'we', 'us', 'our' – the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund).

'you', 'your' – the organisation(s) awarded the *Grant* as set out in the *Grant Notification Letter* and any organisation which agrees to be joint grantee and to comply with the *Grant Contract*.

**Additional Grant Conditions** – any additional grant conditions set out in the *Grant Notification Letter*.

**Application** – your completed *Application* form and any documents or information you send us to support your request for the *Development Phase* of the *Project*.

**Approved Purposes** – the *Approved Purposes* summarise the *Project* described in your *Application* which comprises the *Development Phase*.

**Approved Usage** – how you said you would use the product of the *Development Phase* to further the *Project* to the point of submission of your *Delivery Phase Application* (allowing for any changes that we may have agreed up to the release of any of the *Grant*).

**Completion Report** – the form you must submit with your final payment request once the *Project* is complete and no later than 3 months of completing the *Project*.

**Development Phase** – the *Approved Purposes* involved in progressing the *Project* to the point of submission of your *Delivery Phase Application*, including the production of designs, plans, and other documents.

**Development Phase Review** – formal review of the progress of the *Development Phase*.

**Delivery Phase** – the implementation of the capital and/or activity phase of the *Project*.

**Delivery Phase Application** – your application for grant funding for the *Delivery Phase* of the *Project*.

**Digital Outputs** – all material with heritage content created in or copied into a digital format by or for you in connection with the *Project*.

**Evaluation Report** – the report you must send us before we pay the last 10% of the *Grant* telling the story of the *Project*, its achievements and lessons learned.

**Grant** – the amount set out in the Grant Notification Letter for the *Development Phase*.

**Grant Contract** – made up of the

- *Grant Notification Letter*,
- *Standard Terms of Grant*,
- *Any Additional Grant Conditions*,
- *Signed Permission to Start Form*.

**Grant Expiry Date** – the date by which you must complete the *Approved Purposes* as set out in the *Grant Notification Letter*.

**Grant Notification Letter** – our letter confirming our *Grant* to you for the *Development Phase*.

**Other guidance** – all other guidance relevant to the *Project* on our website including:

- [Activity plan](#) or [Area action plan](#)
- [Conservation Plan Guidance](#)
- [Evaluation Guidance](#)
- [Good Practice Guidance](#)
- Management and Maintenance Plan Guidance
- [Procurement Guidance](#)
- [Understanding your Heritage](#)
- [Viability and Development Appraisal Guidance](#)

**Outcomes** – we describe the difference we want to make with our funding through a set of nine Outcomes. Outcomes are changes, impacts or benefits that happen as a direct result of the *Project*. All of the projects we fund will achieve one or more of these Outcomes.

**Permission to Start Form** – the form you submit to us requesting permission to start the *Project*.

**Permission to Start** – our written confirmation that you may start the *Project*.

**Programme Application Guidance** – the document setting out the scope of the programme and how to apply.

**Project** – the purposes we have approved as set out in the *Application* (taking account of any changes we and you have agreed in writing up to the date of our decision to award you the *Grant* and any changes that we tell you about in the *Grant Notification Letter*). These purposes are sometimes described as *Approved Purposes* and include you getting and using partnership funding as set out in the *Application* and how you said you would use the *Property* (if any).

**Project Completion Date** – the date of the letter we send you letting you know that the *Project* is recorded as complete.

**Property** – any property that you buy, create, receive or restore, or property that is otherwise funded by the *Grant* including *Digital Outputs*, intellectual property rights and any documents that you produce or order as part of the *Project*.

**Receiving a Grant** – the guidance we publish to explain how we will pay the *Grant*, monitor the *Project* and agree changes to the *Grant*.

**Standard Terms of Grant** – the standard terms set out herein.

**Term of the Grant Contract** – means the duration of the *Grant Contract* set out in the *Grant Notification Letter*.

### **Achieving the Approved Purposes**

1. You must use the *Grant* only for the *Approved Purposes*, unless you get our approval beforehand.
2. You must not start work to achieve the *Approved Purposes* before *Permission to Start*.
3. You must achieve the *Approved Purposes* and make your final *Grant* drawdown by the *Grant Expiry Date*.
4. You must use the product of the *Development Phase* only for the *Approved Usage* during the *Term of Grant Contract*.
5. As well as these *Standard Terms of Grant*, you must follow the *Additional Grant Conditions* (if any) set out in the *Grant Notification Letter*, address any issues we identify in the course of monitoring, and meet the requirements set out in the *Programme Application Guidance*, *Receiving a Grant*, the guidance we have about acknowledging your grant on our website, and any other guidance published on our website which is relevant to the *Project*.
6. You must carry out the *Approved Purposes* in line with current best practice in your area of heritage and to a standard that is appropriate to a project of importance to the national heritage. You must have appropriate policies and procedures in place and act in accordance with them at all times to help you comply with any relevant law government requirement and best practice including but not limited to data protection, freedom of information, equal opportunities, employment law, harassment and bullying and safeguarding vulnerable people.
7. You acknowledge that the *Grant* comes from public funds. You must continue throughout the *Approved Purposes* to ensure the *Grant* is compatible with subsidy control law meaning:
  - a. the law embodied in Chapter 3 (Subsidies) of Title XI of the new Trade and Cooperation Agreement agreed with the EU on 30 December 2020;  
or
  - b. any domestic law which replaces such subsidy law or the World Trade Organisation Agreement on Subsidies & Countervailing Measures, the Northern Ireland Protocol and any other World Trade Organisation or Free Trade Agreement that applies to your project.
8. You must maintain appropriate records of compliance with subsidy laws and must take all reasonable steps to assist us to comply with any requirements and respond to any subsidy control challenge or investigation(s) instigated by

the European Commission (or its domestic successor) into the *Grant* or any equivalent regulatory body as the case may be.

9. In the event that the *Grant* is deemed to be unapprovable subsidy, this constitutes a breach of our *Standard Terms of Grant* and you will be required to repay the entire *Grant* without delay together with compound interest from the date on which the unlawful subsidy was at your disposal until the date of its recovery.

### **Project monitoring**

10. You must give us any progress reports, financial or other information and records we may need from time to time on the *Grant*, the *Property* (if any), the *Approved Purposes* (and achieving them) and the *Approved Usage*.
11. You must allow us (or anyone we authorise) to have any access we may need to:
  - a. inspect the *Property* and any work to it;
  - b. monitor the conduct and progress of the *Approved Purposes*; and
  - c. monitor the *Approved Usage*.

In these cases we will give you notice. You will report on the progress of the *Project* at times agreed with us.

12. We may ask you to provide proof that you have taken action to reduce the risk of fraud. We may ask you to let us examine your accounting processes and procedures to check the effectiveness of anti-fraud measures.
13. We will monitor the progress of the *Project* and will carry out checks during, at and after the end of the *Project* to confirm that it is delivering the outcomes expected. If we (or anyone we authorise) make any recommendations on the matters set out in paragraph 11, you must take those recommendations into account when meeting your obligations to us.
14. You must take appropriate steps to monitor your own success in achieving the *Approved Purposes* and in using the product of the *Development Phase* for the *Approved Usage*. On completing the *Project*, you must submit your *Evaluation Report* before we will release the final *Grant* payment.
15. You must provide us with the web address or addresses (URL/s) of the site or sites that will host your *Digital Outputs* for the specified length of time, and update these if materials are relocated. For projects where materials are located across a range of sites, the URL of an online index page is required.

### **Procurement**

16. Before you start any phase of the work needed to achieve the *Approved Purposes*, you must put in place all necessary contracts with appropriately qualified contractors and professional advisers to allow you to finish that phase of the work. Building contracts must contain a clause which allows you to retain part of the contractors' fees on practical completion of the works. If you want any contracts to be on different terms, you must get our approval beforehand.

17. If the *Approved Purposes* involve buying goods or services or getting work done, you must carry out a tendering exercise in line with the requirements set out in the *Receiving a Grant* and Procurement Guidance available on our website.

### **Property**

18. You must keep any objects or fixtures that form part of the *Property* in a physically secure and appropriate environment.
19. You must tell us, in writing, within five working days about any significant loss or damage to the *Property*.
20. You must arrange for the general public to have appropriate access to the *Property*. You must make sure that no person is unreasonably denied access to the *Property*.

### **Publicity and acknowledgement**

21. All grant recipients must acknowledge our support publicly and make it clear the funding has been made possible thanks to National Lottery players. Your acknowledgement must be prominent, visible and proportionate to the size of grant.

Acknowledgement includes, but is not limited to, displaying our 'Made possible' stamp or logo prominently in your project, and using the message 'Thanks to National Lottery players'.

All grant recipients must acknowledge our support publicly for the duration of the grant contract. Where permanent or long-lasting spaces, places or items (in-person or virtual) have been created, permanent acknowledgement should be used.

We also ask recipients with publicly accessible space to provide special access and/or offers for National Lottery players as part of National Lottery Open Week.

Full details on how to acknowledge your funding, and use of The National Lottery Heritage Fund branding within your project and across your communications are available on [our website](#).

To support our work to promote National Lottery funding and demonstrate the value of heritage, we may ask you to contribute to publicity activities and share learning from your project.

We expect you to let us know about milestones and other newsworthy aspects of your projects, so that we can consider opportunities for joint publicity.

Our communications team may also request your involvement in UK national, country and/or regional PR. This will require you to provide photographic/film assets and a spokesperson for quotes and interviews.

We expect you to amplify any stories in the media via your website, social media and other relevant platforms and networks.

22. Photographs and film footage really help us maximise the reach and impact of our funding through the media. Please share with us any high-quality imagery you produce in your project. If your imagery includes people, you



must gain their permission (or that of parents or guardians for children under 16) before you submit them to us. You agree to ensure that you have the written consent of the copyright owner of any assets you send to us so that we may use any of them to represent the project across our own digital channels and in the media. It is a condition of grant that all digital outputs produced with grant funding, including photographs, are shared under our default open licence (Creative Commons Attribution 4.0 or CC-BY 4.0), except where an agreement has been put in place. You can find out more about our licensing requirement on our website: [Digital guide: working with open licences | The National Lottery Heritage Fund](#)

## Digital outputs

23. You agree to:

- a. grant us a non-exclusive, royalty free licence to use, copy, keep and disseminate the Digital Outputs as we see fit and to grant sub-licences of the same kind for the *Term of the Grant Contract*;
- b. apply a [Creative Commons Attribution 4.0 International](#) (CC BY 4.0) *Open Licence* or equivalent, to all grant funded *Digital Outputs*, with the exception of code and metadata, and not including public domain assets or non-original digital reproductions of public domain assets (see below).
- c. clearly identify and apply Creative Commons 0 1.0 Universal ([CC0 1.0](#)) Public Domain Dedication, or equivalent to:
  - i) code and metadata created in the course of the project; and
  - ii) Public domain assets or non-original digital reproductions of public domain assets
- d. obtain and maintain in force all authorisations of any kind required for you to apply the relevant Open Licence or Public Domain Dedication (CC BY 4.0 or CC0 1.0).
- e. contract to the effect that any creation by you or on your behalf of material which forms *Digital Outputs* is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner agrees that material may be shared under a CC BY 4.0 *Open Licence* or equivalent.;
- f. ensure that the *Digital Outputs* are kept up-to-date, function as intended and do not become obsolete before the twentieth anniversary of the *Project Completion Date*
- g. comply with these *Standard Terms of Grant* in relation to the digital files that make up the *Digital Outputs* for the Term of the Grant Contract. For the avoidance of doubt, this includes ensuring free and unfettered online access to the *Digital Outputs*. You must not release your project's Digital Outputs on other terms without our prior written consent.

## Grant payment and repayment

24. We will, up to the *Grant Expiry Date*, pay you the *Grant* or any instalment of it in line with these *Standard Terms of Grant* and the procedures explained in *Receiving a Grant* as long as:
  - a. the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and
  - b. we are satisfied that you are achieving (and will continue to achieve) or have achieved the *Approved Purposes* in line with these *Standard Terms of Grant* and that you are spending the *Grant* in proportion to any other funds you receive from other sources for the *Approved Purposes*.
25. You acknowledge that the *Grant* is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.
26. You must repay to us immediately any *Grant* that we have paid you (and we will stop any future instalments of the *Grant*) if:
  - a. you no longer operate, or you are declared bankrupt or placed into administration, receivership or liquidation;
  - b. you have, in our opinion, given us fraudulent, incorrect or misleading information;
  - c. you have acted negligently in any significant matter or fraudulently in connection with the *Approved Purposes* or the *Approved Usage*;
  - d. any competent authority directs the repayment of the *Grant*;
  - e. there is a significant change in your status;
  - f. you knowingly withhold information that is relevant to the content of your *Application*;
  - g. you do or fail to do anything that brings us or the National Lottery into disrepute, or which we consider for any reason puts public funds at risk, or we terminate or suspend any other grant we have given you;
  - h. you fail to make good progress with the *Project* or are unlikely in our view to complete the *Project* or achieve the *Outcomes* agreed with us;
  - i. you fail the *Development Phase Review*; or
  - j. you fail to keep to any of these *Standard Terms of Grant*.
27. If you achieve the *Approved Purposes* without spending the full amount of the *Grant*, you must pay back the part of the *Grant* you have not spent. We will treat you as spending the *Grant* in proportion to other funds you were due to receive from other sources for the *Approved Purposes*.

28. If you receive money in some way as a result of you not following these *Standard Terms of Grant*, you may have to pay us immediately a share of the net proceeds if that share is more than the amount we would otherwise be entitled to under paragraph 27.

### **General terms**

29. You may not, and must not claim to, transfer the *Grant* or any rights under these *Standard Terms of Grant*.
30. You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these *Standard Terms of Grant* and to give us the rights granted to us under them.
31. If there is more than one of you, any liability under these *Standard Terms of Grant* will apply to you all together and separately.
32. We may rely on any of our rights under these *Standard Terms of Grant* at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these *Standard Terms of Grant*.
33. If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these *Standard Terms of Grant* if we (or anyone we authorise) give it to you in writing.
34. Any notice, request or other document we or you send to each other under these *Standard Terms of Grant* shall be in writing and shall be deemed to have been given if personally delivered by hand or post (first class postage pre-paid) to the address for service of the relevant party. If hand delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5 pm on any working day they shall be deemed received on the next working day) and if posted all such communications shall be deemed to have been given and received on the second working day following such posting. Or, delivered by email to one or more email addresses as notified in advance by the relevant party to the other party.
35. Any documents you need to send us under these *Standard Terms of Grant* are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.
36. The *Term of the Grant Contract* will last for the period set out in the *Grant Notification Letter*.
37. These *Standard Terms of Grant* cannot be enforced by anybody other than you or us.
38. Our staff, Trustees and advisers cannot give you professional advice and cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding you are still fully responsible for every part of your Project, your business and

the decisions about it. We will not be responsible to anyone else who may take, or threaten to take proceedings against you.

39. You must tell us in writing as soon as possible if any legal claims are made or threatened against you and/or would adversely affect the Project during the period of the Grant (including any claims made against members of your governing body or staff concerning the organisation).
40. You must tell us in writing as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, H M Revenue & Customs or any other regulatory body.
41. We reserve the right to introduce new requirements, guidance and/or Additional Conditions and to amend these Standard Terms.

## JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Community Engagement Officer

Present Grade: n/a

Dept: Strategic Property Services

Service/Section/Team: Strategic Property Development

Reports to (title): Principal Development Manager

*This is a 0.5 FTE position, fixed term for 18 months. There may be the opportunity for an extension, subject to a successful Delivery grant from the National Lottery Heritage Fund.*

### Purpose of the Role:

To lead on Community Engagement activities as part of the Development Phase of the “Unlocking Broomfield Park for the Community” heritage project. The postholder will be embedded in the project team, collectively responsible for developing a project to memorialise Broomfield House, conserve and enhance the historic Broomfield Park and deliver interpretation and outreach to different audiences to engages with the project and the heritage. The role of the Community Engagement officer will be to lead on the public-facing activities that will promote the project and its objectives to both Enfield residents and the widest possible audience, who visit and enjoy Broomfield Park.

The key outputs of the role will be to: (1) manage and oversee the production of an Activity Plan which will be submitted as part of the Round Two NLHF application and delivered alongside the park and building delivery project, (2) be responsible for coordinating and delivering the Community Pilot Activities during the Development Phase, (3) actively engage with communities and the public across different platforms and forum to inform, consult and involve them in the project (4) connect with new stakeholders; education, leisure and cultural partners; civic and heritage organisations and other groups to find partners for delivery of activities and to broaden the impact of the Activity Plan.

Carry out all duties ensuring compliance with all relevant legislation and Council policies and procedures.

### Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

Budgets within the Activity Plan specified for specific projects.

2. Structure Chart:

See attached – *placeholder*

## 3. Number of direct reports:

None.

## 4. Nature of reporting relationship between post holder and line manager:

Reports directly to Principal Development Manager (Client Project Lead for Unlocking Broomfield Park for the Community). Is required to manage workload effectively and to meet outcomes with minimal direct management input.

## 5. Any other relevant statistics:

The 'Unlocking Broomfield Park for the Community Park' project has been made possible by a Development Grant from the National Lottery Heritage Fund project. Delivery of the project will be dependent on securing a second grant. The Activity Plan will form an essential part of that application.

<b>Key Accountabilities:</b>
------------------------------

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

<b>Accountabilities</b>	<b>Anticipated level of time H = High M = Medium L = low</b>
1. Responsible for being familiar with the historical significance of Broomfield Park and Broomfield House	H
2. Ensure that all engagement activities respect and highlight the Park's historical and archaeological heritage	H
3. Actively engage with statutory and local stakeholders ensuring regular communication and collaboration.	H
4. Ensure that the voices of young people, especially those not typically heard, are actively included in the development of the project through co-curation opportunities	H
5. Ensure all pilot projects align with the project's vision and objectives, and work towards leaving a legacy of a more resilient park that is enjoyed by a diverse range of residents and supported by more volunteers.	H
6. Work with artists and consultants to deliver pilot projects. Oversee the community archaeology project and installation of murals on hoardings around Broomfield Park, working with colleagues to ensure all Council requirements are in place.	H
7. Support the promotion of pilot activities and consultation to maximise participation from all members of the community	M
8. Report to the Project Design Meetings, Broomfield Park Advisory Board and other relevant bodies on progress.	M

9. Encourage volunteering, work experience, placement opportunities and participation in all aspects of the project.	M
10. Work with the Activity Planner and Evaluation Consultant to collect baseline data, monitor participation and gather feedback to inform the project	M
11. Procure and manage the Activity Planner and supervise production of the Activity Plan for Unlocking Broomfield Park project	L
12. Support the Interpretation Designers by facilitating opportunities for consultation with all members of the community	L
13. Stay up to date with funders' requirements, and best practice in heritage engagement and volunteering.	L
14. Prepare authority reports and secure approvals for procurement, expenditure and decisions within workstream	L
15. Maintain records to ensure all data and information is accessible to Council Officers for the Delivery of the project.	L
16. Any other duties reasonably requested by management.	L
17. Carry out all accountabilities in compliance with Health and Safety, and the Council's Policies and Procedures.	L

#### Key Relationships (Internal and External):

##### Internal:

- Operational Property (Strategic Property Services)
- Museums, Arts & Culture (Cultural Service Department)
- Parks Service (Parks and Open Spaces)
- Heritage Team (Strategic Planning and Design)
- Members, Ward Councillors.

##### External:

- Friends of Broomfield Park
- Members of Broomfield House Trust
- Enfield Society
- Members of the public
- Local charities working with the public
- Local schools and uniform groups

#### Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

**Health and Safety:**

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

*Corporate Health and Safety Responsibilities*

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director, or Director of the Council.

**Information Security:**

To protect the confidentiality, integrity, and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

**Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people, and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.



All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

## PERSON SPECIFICATION

**Job Title: Community Engagement Officer****Grade: SO2****Department:** Strategic Property Services **Team:** Strategic Property Development

<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>	<b>HOW TESTED</b> Application – A Test – T Interview – I
<p><b>Job Specifics – Skills, Experience, Knowledge, Behaviours</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated interest in and understanding of the historical and archaeological significance of heritage sites, especially parks and landscapes.</li> <li>2. Proven track record in community or stakeholder engagement within a heritage or cultural context. Demonstrated ability to effectively engage diverse age groups, especially young and older communities.</li> <li>3. Ability to effectively collaborate with a broad range of stakeholders, including young people, artists, and community organisations. Exhibits openness, honesty, and respect in all interactions.</li> <li>4. Experience in organising, managing, and delivering pilot projects and co-curated activities. Demonstrated ability to lead community consultations with diverse stakeholders.</li> <li>5. Familiarity with and application of best practices in community engagement and volunteer management. Demonstrated adaptability based on feedback and evolving project needs.</li> <li>6. Proven experience in collecting, analysing, and leveraging feedback or evaluation data to steer project direction and outcomes.</li> <li>7. Strong commitment to fostering positive, collaborative relationships with stakeholders. Demonstrated ability to work in a team-oriented environment and share knowledge.</li> <li>8. Strong organizational and planning skills with a keen attention to detail. Proactive problem-solving approach with the flexibility to adapt to changing circumstances.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Prior involvement or familiarity with projects supported by the National Lottery Heritage Fund, understanding their specific requirements and objectives.</li> <li>2. Knowledge of the local Enfield area and communities.</li> </ol>	<p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p>

<p><b>Behaviours</b></p> <p>Appropriate behaviours are key to the delivery of our vision for Enfield.</p> <p>We want staff who will work collaboratively, flexibly, and constructively, and exhibit this ethos in all their dealings with residents, colleagues, and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;</p> <p><b>Takes Responsibility</b> We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.</p> <p><b>Is Open, Honest and Respectful</b> We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.</p> <p><b>Actively Listening and Learning</b> We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.</p> <p><b>Working Together to find solutions</b> We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.</p> <p><b>Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.</b></p>	A/I
<p><b>Competencies:</b></p> <p><b>Candidates: Please ensure you address these competencies in your responses to the essential and desirable (if applicable) criteria above.</b></p> <p><b>Management information:</b> If applicable, please choose a maximum of 6 most important competencies for the role from either the <u>(Staff Competency Framework (up to SO2) or Leadership Competency</u></p>	A/I

<p><b>Framework (PO1&amp;above) and list here in ranked order. Candidates will be asked to address these when making their application.</b></p> <ol style="list-style-type: none"> <li>1. Customer focus</li> <li>2. Deliver service performance</li> <li>3. Political awareness and context</li> </ol>	
<p><b>Qualifications &amp; Professional registration criteria</b></p> <p><b>Candidates: Please ensure you address these qualifications in your responses to the essential criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.</b></p> <ol style="list-style-type: none"> <li>1. Educated to degree level</li> <li>2. Must have at least 3 years of community engagement experience</li> </ol>	<p><b>A</b> <b>A</b></p>
<p><b>Special requirements</b></p> <p><b>Candidates: Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.</b></p> <p><b>None</b></p>	