

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

Role	Pre Qual stage	ITT sent out	Tender due back	Appoint ment date
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.

Estimated Total Contract Value	Minimum No. of Quotations	Procurement Method/Platform	Governance	Method of Issuing Contract
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 Contact 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 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
- 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:

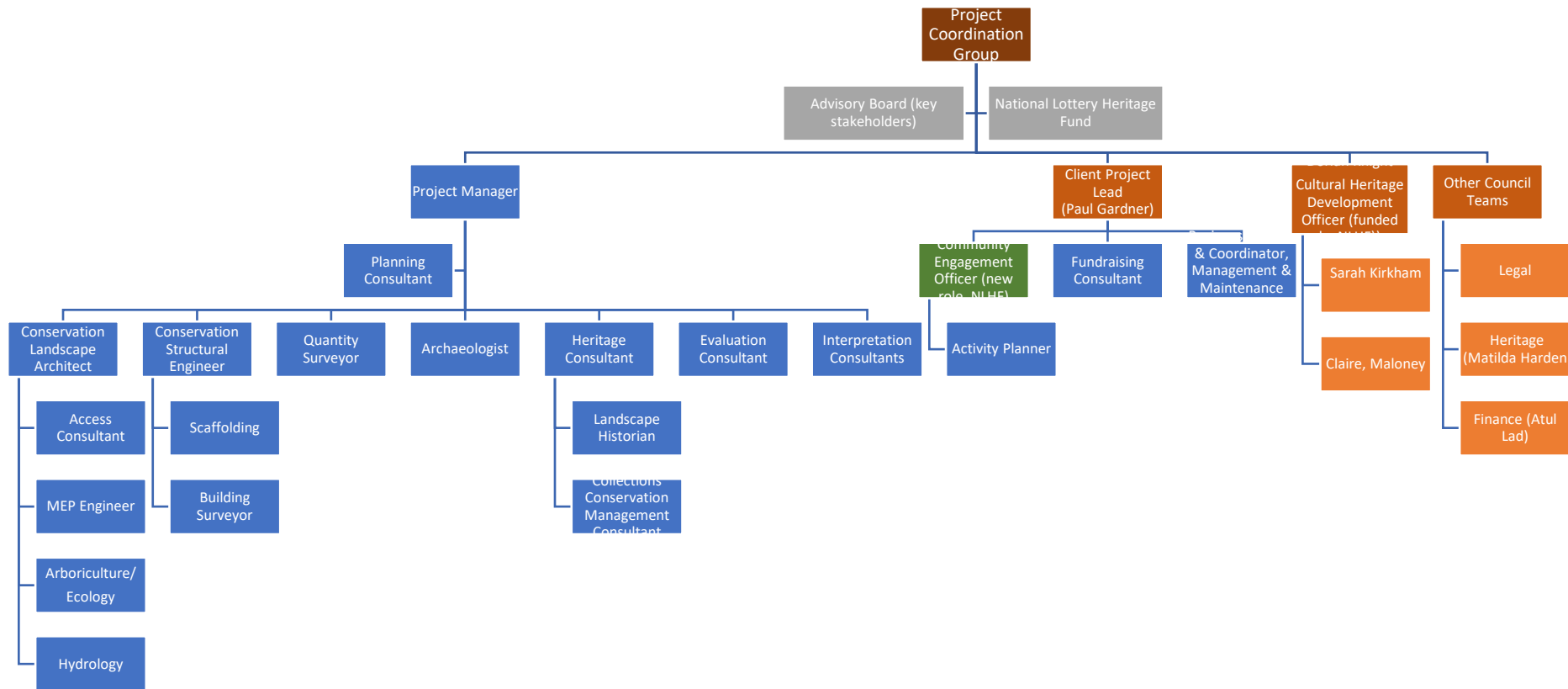
- London Tenders Portal
- Museum Insider
- The Leicester Museums Desk
- LinkedIn
- Landscape Institute Jobs Board (www.landscapeinstitute.org)
- Enfield Council Website
- IHBC

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

Role	Development phase	Delivery phase	Value of contract (Development & Delivery phases)	London Tender website (over PCR threshold)	Council website, Linked In, Social Media	Museum Insider/Leicester Museums Desk/IHBC	Approach long list of consultants
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

Role	Development phase	Delivery phase	Value of contract (Development & Delivery phases)	London Tender website (over PCR threshold)	Council website, Linked In, Social Media	Museum Insider/Leicester Museums Desk/IHBC	Approach long list of consultants
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 20th 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.

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 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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 ¹	
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	

¹ 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 20th 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.

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 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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

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__

	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 ²	
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	

² 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 20th 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.

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 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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__

	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 ³	
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	

³ 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 20th 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 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 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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__

	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 ⁴	
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	

⁴ 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 20th 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
- 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

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 Lanscroun 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.

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

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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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__

	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 ⁵	
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	

⁵ 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 20th 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 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.

5. Scope of works

RIBA Stage 1 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 Lanscroon 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 Gazeteer 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.

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

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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council’s basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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: 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__

	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 ⁶	
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	

⁶ 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 20th 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 Gazeteer (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
- (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.

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

Development Activity	Dates
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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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__

	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 ⁷	
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	

⁷ 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 20th 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 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
- 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. 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.

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
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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.
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- 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.
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- Understanding of the project (25%)
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- 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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:

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

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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__

	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 ⁸	
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	

⁸ 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 20th 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.

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 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:

- 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%)
- Demonstrable skills in business planning, marketing strategies and management and maintenance plans 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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: 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.

11. Expenses and Disbursements

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__

	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 ⁹	
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	

⁹ 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 20th 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.
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- 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.
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- 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)
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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.

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 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council’s basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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__

	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 ¹⁰	
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	

¹⁰ 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 20th 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 **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.

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 – 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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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__

	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 ¹¹	
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	

¹¹ 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 20th 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.

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

Development Activity	Dates
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
Unacceptable: 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
Poor: 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
Weak: 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
Satisfactory: demonstrates how the Council’s basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: 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
Excellent: 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

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__

	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 ¹²	
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	

¹² 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 20th 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 20th 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]*



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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