

St Andrews Preservation Trust: New Build, Alterations & Upgrades

CONTRACTOR PROCUREMENT - PRE-QUALIFICATION STAGE



APRIL 2024



## MAIN CONTRACTOR PROCUREMENT

### PRE-QUALIFICATION STAGE

St Andrews Preservation Trust is seeking to work with a Main Contractor with experience of construction of high-quality visitor facilities on historic sites at its Museum, the St Andrews Heritage Museum & Garden. This involves the building of an environmentally sensitive exhibitions and events space within the Museum garden, the refurbishment of existing garden outbuildings into two exhibitions of reconstructed shops, and the installation of ramps at the front and rear of the existing historic building. The works also include the creation of a new porch area at the entrance, and minor refurbishment works to the existing Grade B listed building.

#### Project Background

St Andrews Preservation Trust was founded in 1937 and is a Registered Charity (SC011782) and limited company (STAPT Limited). Further information about the Trust can be found at [www.standrewspreservationtrust.com](http://www.standrewspreservationtrust.com). The Trust opened its Museum, known today as St Andrews Heritage Museum & Garden, at 12 North Street in 1982. St Andrews Heritage Museum and Garden is a unique heritage venue in the centre of St Andrews' Conservation area, based in a 17th century former fishing cottage last redeveloped in the 1960s.

The museum collection is comprised of over 27,000 artefacts of local interest, and the Museum is fully accredited under Museums Galleries Scotland's Accreditation Scheme. Situated a stone's throw from St Andrews Castle and St Andrews Cathedral, the museum comprises of a two storey house with mezzanine, an extensive garden, and a row of outbuildings that include a garden shed, two small exhibition spaces, a covered area and a research centre.

Over the next 15 months the Trust plans to redevelop the museum and garden in order to vastly improve accessibility, enhance the visitor experience and community activities, and become a more sustainable organisation.

The redevelopment will:

- Create a new 125m<sup>2</sup> exhibitions and events space with visitor toilets and staff offices.
- Ensure the ground floor and garden areas are physically accessible through the installation of ramps.
- Create a new entrance area into the museum.
- Refurbish existing exhibition spaces, including existing outbuildings and covered area, allowing for more of the collection to be displayed and enhancing the interpretation of local stories.

Site photographs, design drawings, and a site layout are attached for information.

## Project Team

Client	St Andrews Preservation Trust
Lead Consultants and Architects	Oliver & Robb Architects
Interpretative Consultants	Lateral North
Quantity Surveyor	Thomson Gray
Structural/ Civil Engineering	Dryburgh Associates
M&E Engineering	EDP Consulting

## Funders

The project is being funded by a range of external funding bodies including The National Lottery Heritage Fund (NLHF).

## Contract

The project will be traditionally procured and the contract will be the Standard Building Contract with Quantities for use in Scotland SBC/Q/SCOT (2016 Edition) by the Scottish Building Contract Committee. Contractor design portion is expected to be limited to the structural frame and mechanical and electrical engineering works. Anticipated construction budget is circa £1.1m including fit-out but exclusive of professional fees and VAT.

## Tender Process

The first stage, being the pre-qualification process, will be based solely on quality (see below). It is anticipated that no more than five contractors will be selected for the second stage, which will principally be based on price but will also include scoring of outline method statements for the most sensitive parts of the proposed construction works.

## Mandatory Qualification Requirements

Submissions **must** provide:

- Full details of their company including legal status, principal office, and location from which the project will be managed.
- Details of insurance cover.
- Health and Safety Policy.
- Equal Opportunities Policy.

Tenderers **must** confirm that:

- They are solvent with no outstanding financial judgements or overdue debts to HMRC.
- Have no pending or historic health and safety, equal opportunities, or fair pay prosecutions during the last five years.
- Have had no construction contracts terminated within the last three years for non-performance.
- They are committed to providing a fair and inclusive work environment based on positive employment policies and practices, including those set out in the Scottish Government's Fair Work First policy guidance.

## Weighted Qualifications Requirements

Tenderers will be scored on:

- Quality control procedures, including formal accreditation(s).
- Environmental Management Procedures, including formal accreditation(s).
- Their experience in the sensitive refurbishment of historic buildings.
- Their experience of working in busy Town centre environments.
- Their experience in the delivery of new exhibition / events spaces of a similar scale and scope.
- Experience of grant funded project work, in particular The National Lottery Heritage Fund (NLHF).
- The qualifications and relevant experience of staff being deployed to the project, in the event that their tender is successful.

## Interview Site Visit

Tenderers may be asked to attend an interview to discuss the quality aspects of their submission.

## Site Visit

Site visits are encouraged and can be arranged by providing at least 5 working days notice.

## Submission Deadline

Submissions should be made through the Public Contracts Scotland portal by 24<sup>th</sup> May 2024.

## QUALITY SUBMISSION

Tenderers **must** provide:

### PART 1: MANDATORY INFORMATION (PASS/FAIL)

1.1 Full details of their company including legal status, principal office, and location from which the project will be managed.

1.2 Details of public, employers, and where appropriate for CDP works Professional Indemnity Insurance (PII) cover. If a contractor does not have PII cover then set out how this will be provided, for example through sub-contractors and appropriate collateral warranties.

1.3 A copy of the company's Health and Safety Policy.

1.4 A copy of the company's Equal Opportunities Policy.

1.5 Confirmation that:

- They are solvent with no outstanding financial judgements or overdue debts to HMRC.
- Have no pending or historic health and safety, equal opportunities, or fair pay prosecutions during the last five years.
- Have had no construction contracts terminated within the last three years for non-performance.

1.6 Details of not less than two referees for projects of a similar nature undertaken in the last five years.

### PART 2: WEIGHTED INFORMATION

2.1 Details of quality assurance procedures, including accreditation(s). (5%)

2.2 Details of environmental or sustainability policies, including accreditation(s). (5%)

2.3 Previous experience of similar projects (40%)

Provide details of at least three similar projects undertaken as a main contractor in the last five years, with one of these three projects involving the refurbishment of a historic building. Particular regard will be had to archaeologically sensitive sites and sites with restrictive access.

2.4 Management/Delivery Team (25%)

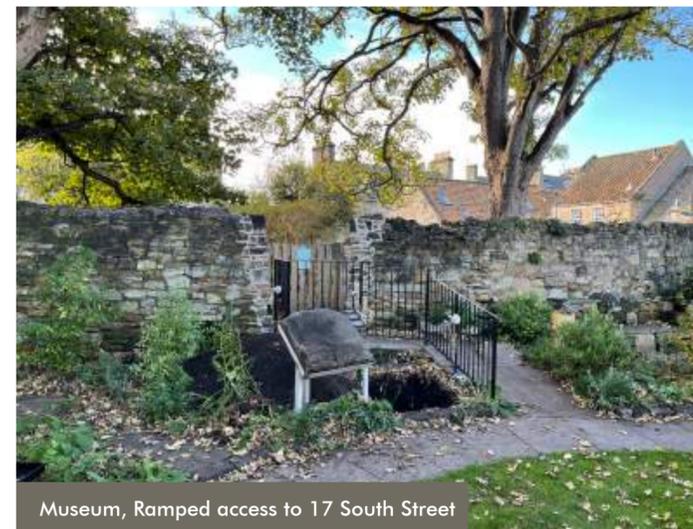
Set out your proposed project team including levels of responsibility and role in the project. Include CVs for each individual. Particular regard should be given to the projects being submitted for 2.3 above and the staff member's role on each. Knowledge of grant funded projects will be helpful.

2.5 Skills/Capability (25%)

Set out the relevant construction skills/disciplines that you will bring to the project, identifying which are in-house and which are likely to be sub-contracted. Where key elements are being sub-contracted then provide details of the relevant experience of the firms you intend to approach and how you will quality control their work.

Site photographs, design drawings & site layout

Site photographs



These proposals shall ensure that St Andrews Preservation Trust continues to be a sustainable and educational organisation, delivering the culture and history of St Andrews to the local populace and visitors alike.

These proposed alterations provide the Museum with a variety of exhibition spaces which will facilitate a variety of uses, ensuring that the Museum remains engaging, accessible, and relevant for years to come.

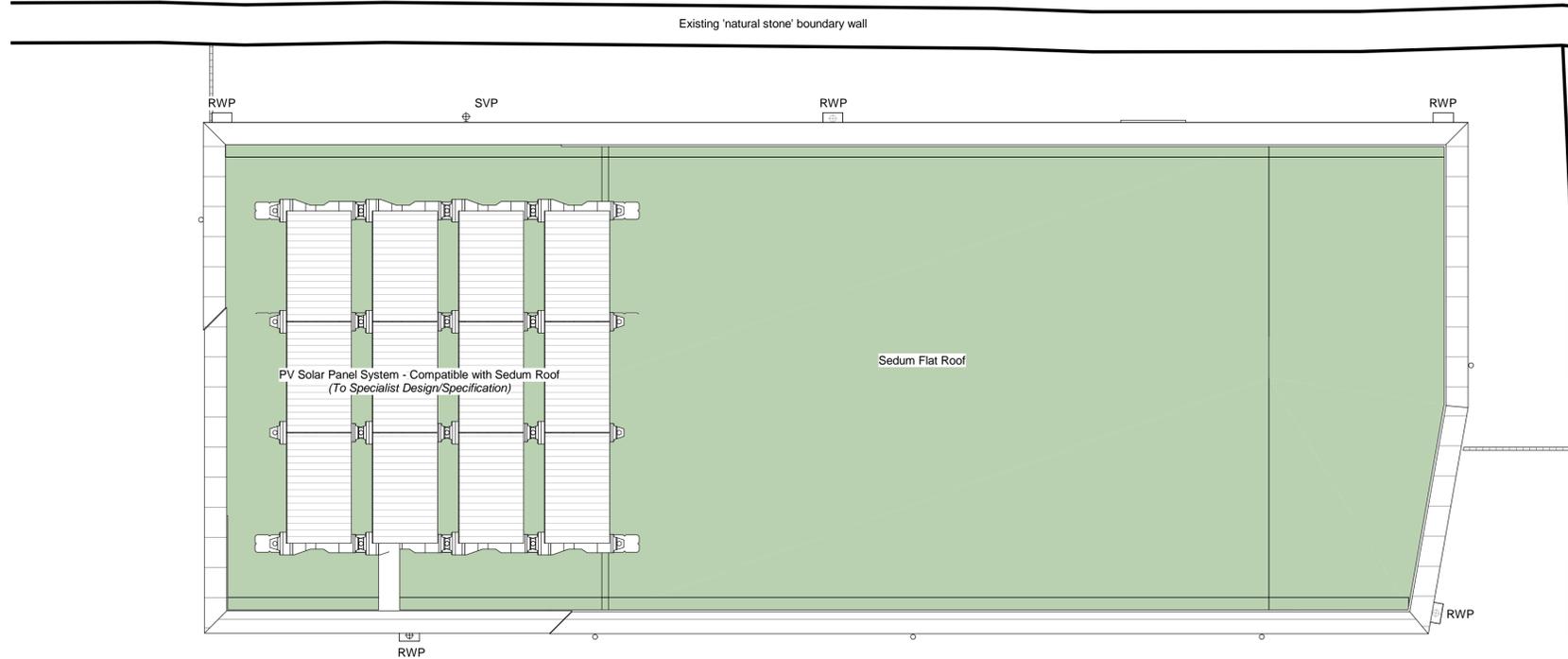
The proposed design solution for the new Meeting/Exhibition Space provides a contemporary building which honours the history of the site and its surrounding context. The renovation of the outbuildings will also transform largely disused spaces into meaningful exhibition spaces.



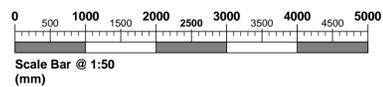
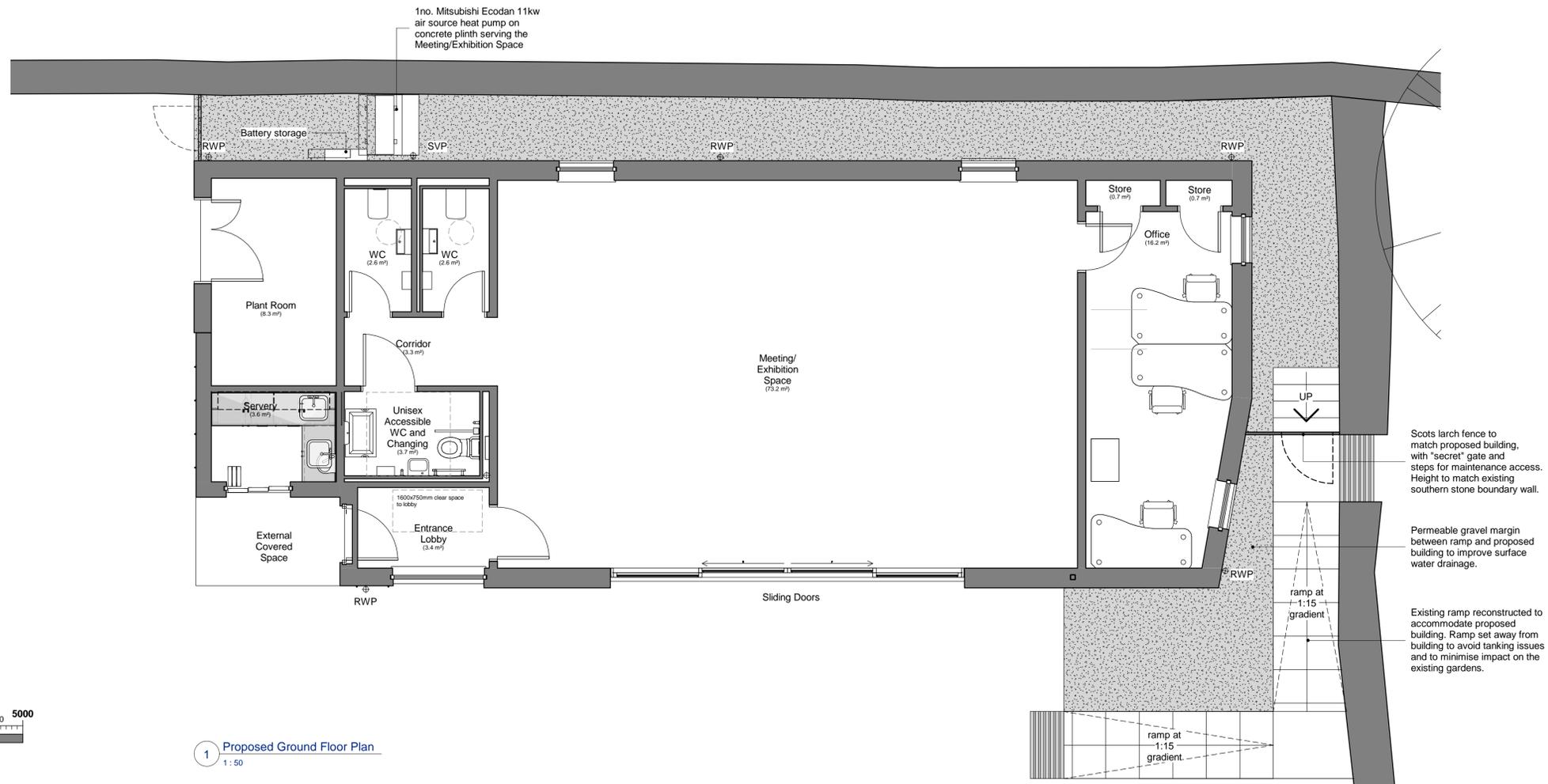
Perspective of Central Landscaped Courtyard, Meeting/Exhibition Space and Outbuildings

HEALTH AND SAFETY RISK ASSESSMENT CONSEQUENCE TABLE		Consequences				
Level/Description	1	2	3	4	5	
Almost Certain 5	5	10	15	20	25	
Likely 4	4	8	12	16	20	
Possible 3	3	6	9	12	15	
Unlikely 2	2	4	6	8	10	
Rare 1	1	2	3	4	5	

No Health and Safety Risks identified on this drawing



2 Proposed Roof Plan  
1:50



1 Proposed Ground Floor Plan  
1:50

GIFA : 124.1sq.m

A Drawing title updated & reference to previous application omitted CS 24/04/24

Rev. Description Auth. Date

REVISION

STAMP

PROJECT STATUS  
Developed Design

DRAWING TITLE  
Proposed Floor Plans  
Meeting/Exhibition Space

PROJECT  
Alterations & Standalone Exhibition Space to St. Andrews Heritage Museum at 12 North Street, St. Andrews, KY16 9PW for St. Andrews Preservation Trust

DATE CREATED 08/01/24 DESIGNER C.S. SCALE @ A1 1:50

ORIGINATOR PROJECT NUMBER  
5926

ISO DOCUMENT REF. 5926-ORA-02-ZZ-DR-A-32101 REV. A

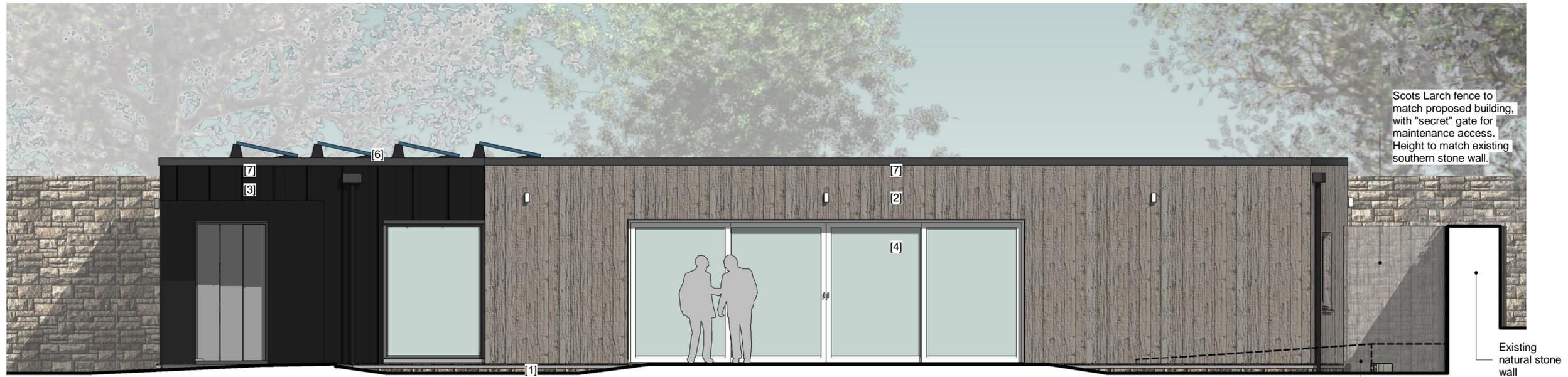
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Members: Brian A Robb David M Tibbs  
Associates: Gary D Caudrey Graeme S Gallagher

MATERIAL SCHEDULE

- [1] Natural stone basecourse
- [2] Scots Larch vertical timber cladding
- [3] Zinc cladding
- [4] Alu-clad timber double glazed doors & screens
- [5] Powdercoated aluminium hopper and downpipe
- [6] PV solar panel system compatible with sedum roof
- [7] Zinc flashing to top of parapet

HEALTH AND SAFETY RISK ASSESSMENT CONSEQUENCE TABLE	Likelihood	Consequences				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain 5	5	5	10	15	20	25
Likely 4	4	4	8	12	16	20
Possible 3	3	3	6	9	12	15
Unlikely 2	2	2	4	6	8	10
Rare 1	1	1	2	3	4	5

No Health and Safety Risks identified on this drawing



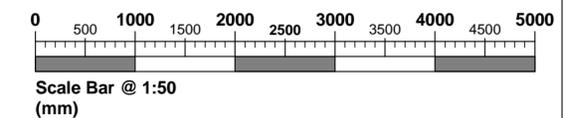
1 North-West Elevation - Meeting/Exhibition Space  
1:50



2 North-East Elevation - Meeting/Exhibition Space  
1:50



3 South-West Elevation - Meeting/Exhibition Space  
1:50



A	Drawing title updated & reference to previous application omitted	CS	24/04/24
Rev	Description	Auth	Date
REVISION			

STAMP

PROJECT STATUS  
Developed Design

DRAWING TITLE  
Proposed Elevations - Meeting/Exhibition Space

PROJECT  
Alterations & Standalone Exhibition Space to St. Andrews Heritage Museum at 12 North Street, St. Andrews, KY16 9PW for St. Andrews Preservation Trust

DATE CREATED 08/01/24 DESIGNER C.S. SCALE @ A2 As indicated

ORIGINATOR PROJECT NUMBER 5926

ISO DOCUMENT REF. 5926-ORA-02-ZZ-DR-A-33101 REV A



HEALTH AND SAFETY CONSEQUENCE TABLE	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

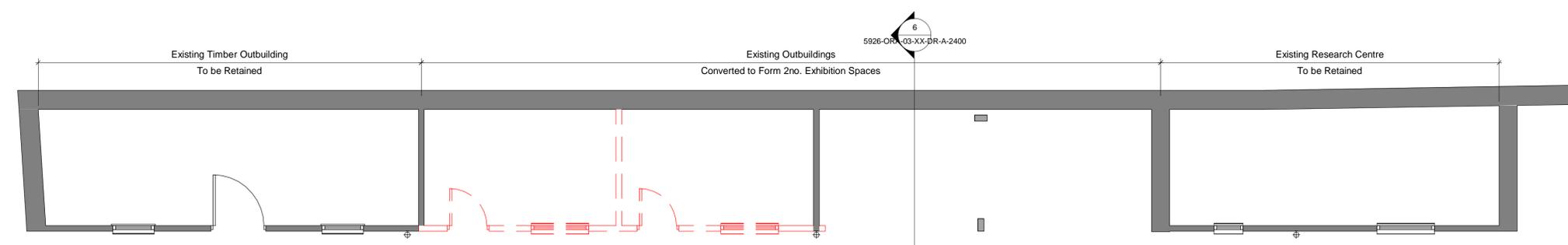
**KEY/LEGEND**

— Extent of Proposed Downtakings

Extent of Proposed Development

**Proposed Non-Residential Floor Space:**

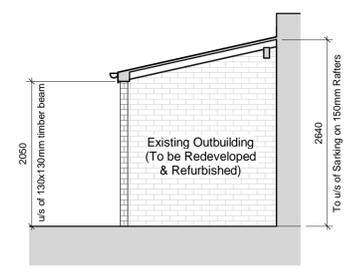
Exhibition Unit No.1: 11m<sup>2</sup>  
 Exhibition Unit No.2: 13m<sup>2</sup>  
**TOTAL: 24m<sup>2</sup>**



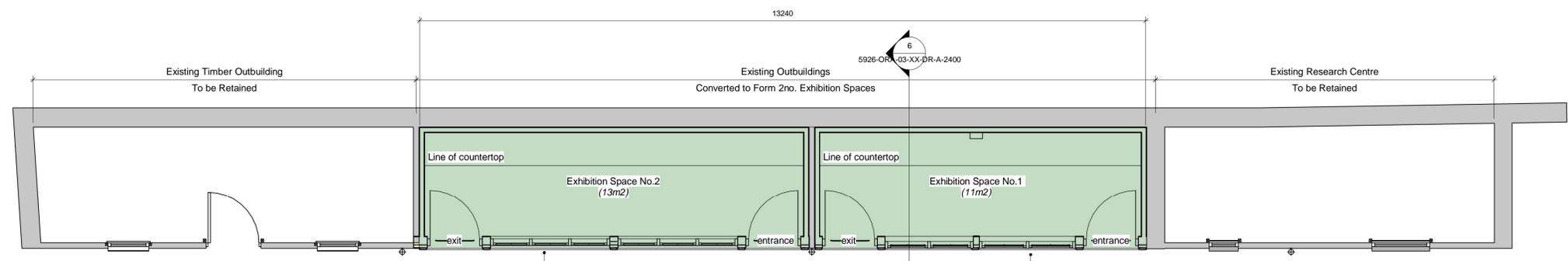
1 Ground Floor Plan - Existing  
1:50



2 Front Elevation - Existing  
1:50

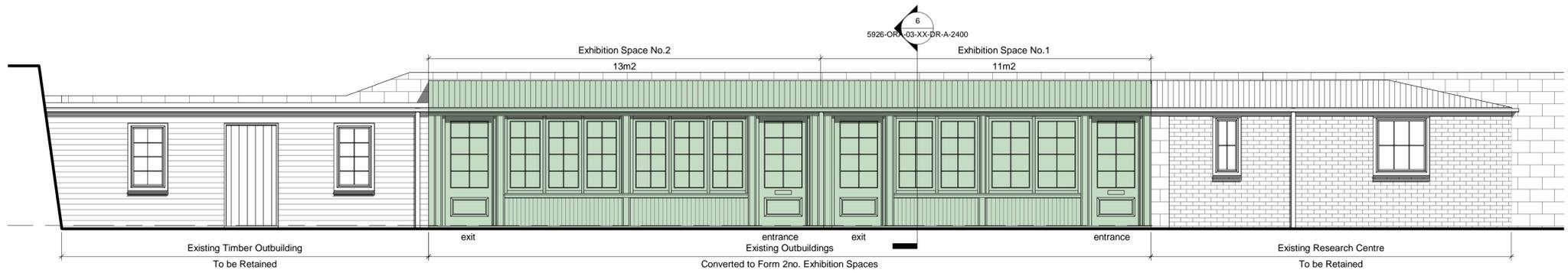


3 Existing Section  
1:50

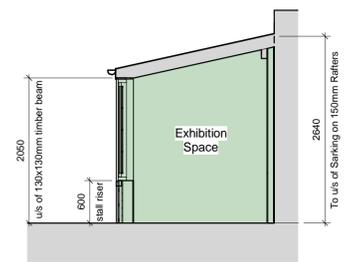


4 Ground Floor Plan - Proposed  
1:50

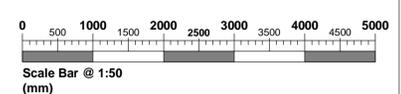
Traditional style shop fronts with painted timber doors & windows to match existing style with 600mm high stall riser with vertical timber cladding and decorative timber mouldings



5 Front Elevation - Proposed  
1:50



6 Existing Section  
1:50



Rev.	Description	Auth.	Date
B	Admin Update	KA	14/08/23
A	General Update for Planning Submission	GDC	17/11/21

REVISION

STAMP **PLANNING**

PROJECT STATUS  
Developed Design

DRAWING TITLE  
Existing and Proposed General Arrangement Layouts

PROJECT  
Alterations & Standalone Exhibition Space to St. Andrews Heritage Museum at 12 North Street, St. Andrews, KY11 9PW for St. Andrews Preservation Trust

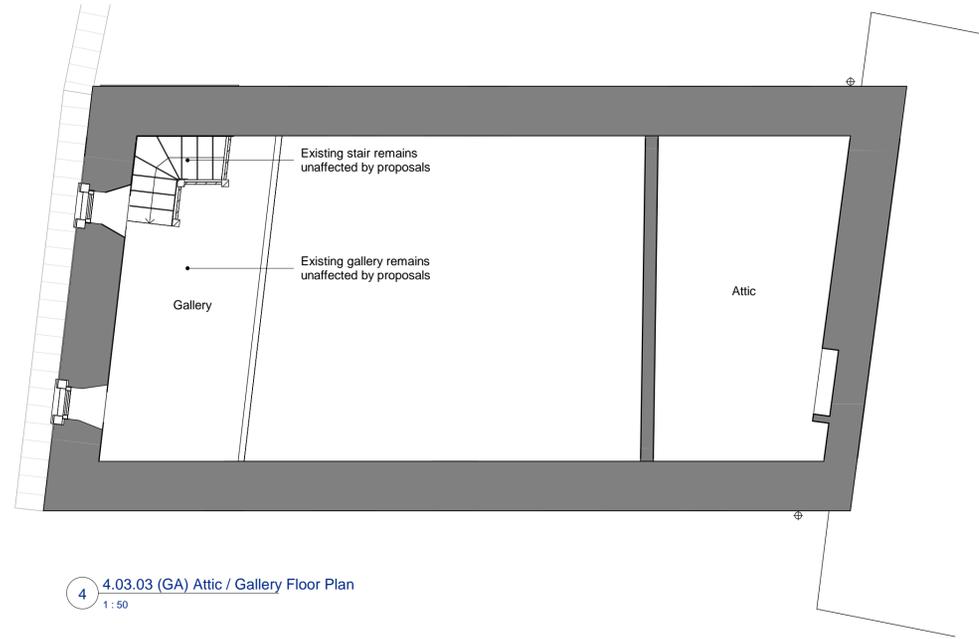
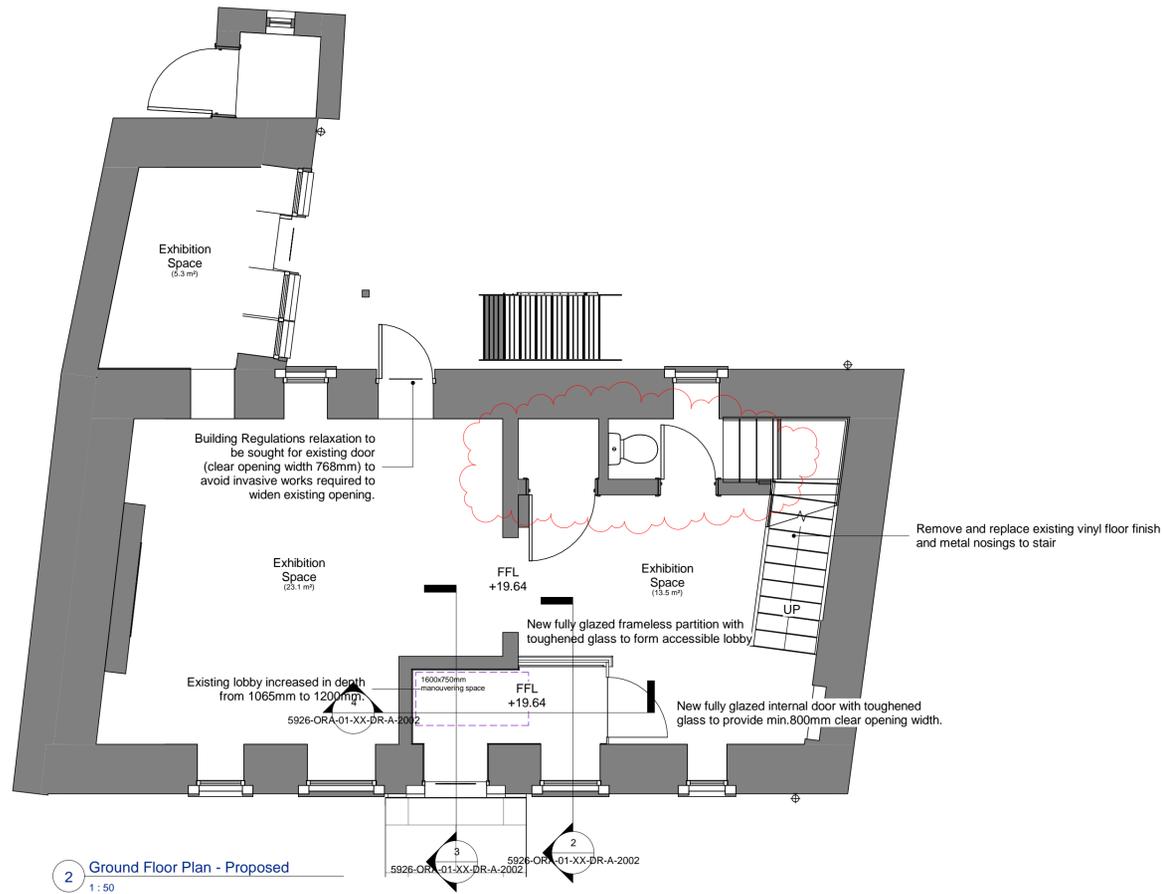
DATE CREATED 11/11/21 DESIGNER GDC SCALE @ A1 1:50

ORIGINATOR PROJECT NUMBER 5926

ISO DOCUMENT REF. 5926-ORA-03-XX-DR-A-2400 REV. B

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HEALTH AND SAFETY RISK ASSESSMENT CONSEQUENCE TABLE		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Possible	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Rare	1	1	2	3	4	5



GIFA : 97.4sq.m  
(excluding gallery)

B	Proposed works to ex. WC omitted & note re new partition at vestibule omitted	CS	17/04/24
A	Updated to Billing issue	CS	29/03/24
Rev	Description	Auth	Date
REVISION			

STAMP  
**BILLING**

PROJECT STATUS  
Technical Design

DRAWING TITLE  
Existing Museum - Proposed Floor Plans

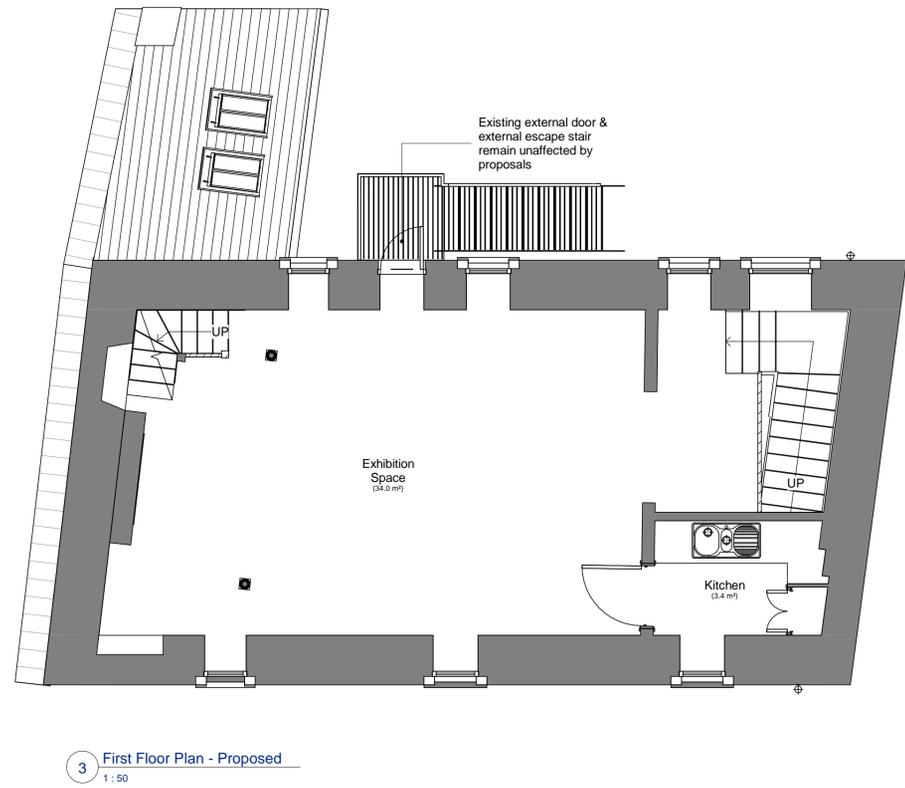
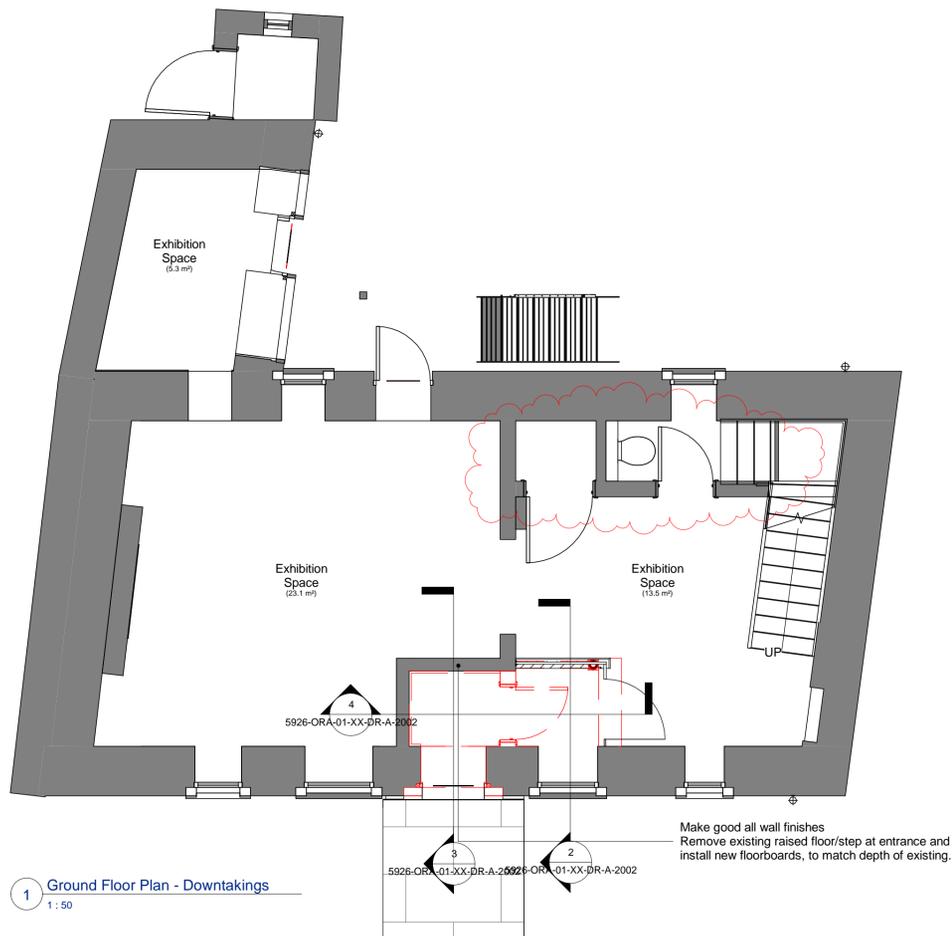
PROJECT  
Alterations & Standalone Exhibition Space to St. Andrews Heritage Museum at 12 North Street, St. Andrews, KY16 9PW for St. Andrews Preservation Trust

DATE CREATED	DESIGNER	SCALE @ A1
12/11/23	C.S	1:50

ORIGINATOR PROJECT NUMBER  
5926

ISO DOCUMENT REF.	REV.
5926-ORA-01-XX-DR-A-2001	B

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HEALTH AND SAFETY RISK ASSESSMENT CONSEQUENCE TABLE		Consequences				
Significance	1	2	3	4	5	
Almost Certain	5	10	15	20	25	
Likely	4	8	12	16	20	
Possible	3	6	9	12	15	
Unlikely	2	4	6	8	10	
Rare	1	2	3	4	5	

**Proposed Rear Ramp**  
Proposed ramp will not be fully compliant with Building Regulations but justification is sought on the basis of this being an alteration/betterment to an existing listed building.

Existing rear access to garden has

- 70mm step down at door threshold,
- small level platt to bottom of ramp (c.500mm deep),
- uneven ramp at average 1:14 gradient (c. 1:6 to bottom half of ramp)
- 150mm step up at top of ramp

Proposed rear access to garden will be

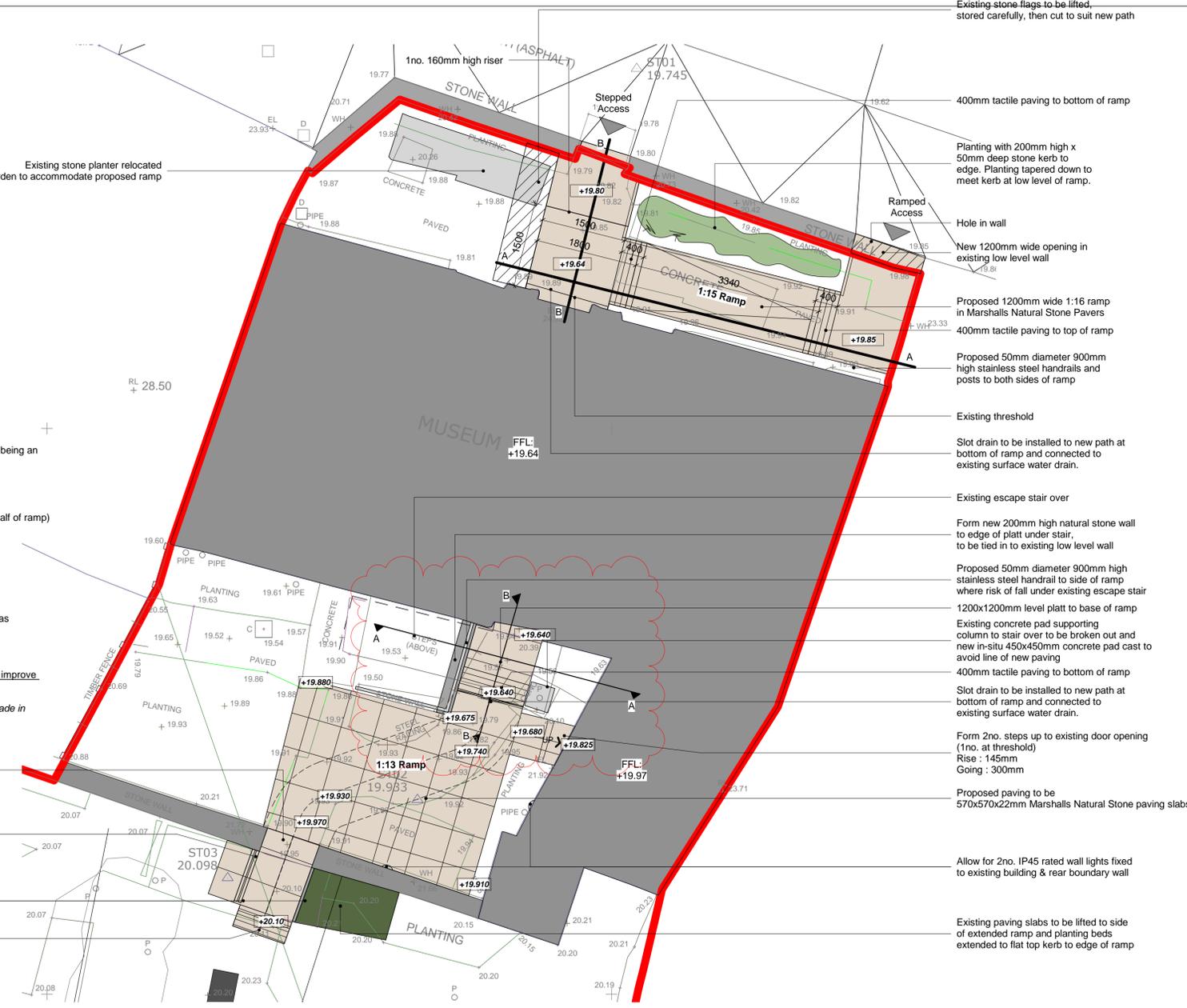
- Level access at door threshold
- 1.2m level platt at bottom of ramp
- new ramp at consistent 1:13 gradient
- Step at top of ramp omitted.

This proposal will not be fully compliant with Building Regulations as 4.2.10 - Ramp should be max. 3m long at 1:13 gradient 4.3.12 - Landing to ramp should be 1.5m long.

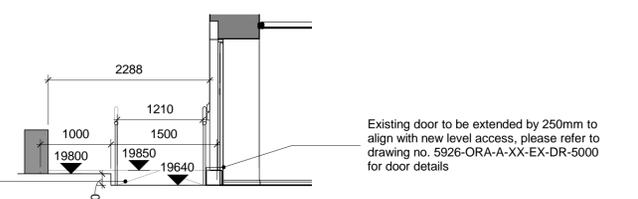
It is therefore proposed that although not fully compliant, the omission of existing steps at the top & bottom of the ramp will improve accessibility to the rear garden.

(This proposal also generally aligns with the recommendations made in ESL Services accessibility audit dated June 2023)

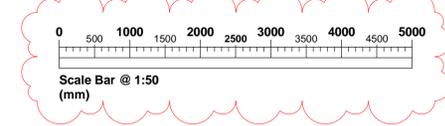
1 Proposed External Ramps - Plan  
1:50



2 Section A-A  
1:50



3 Section B-B  
1:50



Scale bar added	CS	29/03/24
Tactile paving indicated to ramps	CS	27/03/24
Slot drain noted to front door	CS	07/02/24
Rear ramp proposals updated	CS	20/12/23
Admin Update	KA	14/09/23
Drawing amended for Planning submission	MW	26/11/21
Ramps amended to accommodate chrome handrails. Additional notes added regarding stone kerbing to front ramp and low level wall between ramps to rear.	MW	22/11/21
Rev	Description	Auth Date

STAMP **BILLING**

PROJECT STATUS  
Developed Design

DRAWING TITLE  
Proposed Ramps - Plans & Sections

PROJECT  
Alterations & Standalone Exhibition Space to St. Andrews Heritage Museum at 12 North Street, St. Andrews, KY16 9PW for St. Andrews Preservation Trust

DATE CREATED 16/11/21 DESIGNER MW SCALE @ A1 1:50

ORIGINATOR PROJECT NUMBER 5926

ISO DOCUMENT REF 5926-ORA-XX-EX-DR-A-2000 REV. G

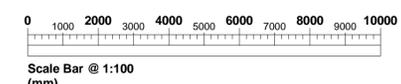
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HEALTH AND SAFETY RISK ASSESSMENT CONSEQUENCE TABLE	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5



**Site Boundary**  
Development Boundary  
721.5m<sup>2</sup> / 0.07Ha / 0.18 Acres



Rev	Description	Auth	Date
D	Updated for 'Billing' issue		28/03/24
C	Drawing updated, sheet size and scale amended.		17/11/23
B	Admin Update.		14/08/23
A	Footpath amended.		26/11/21

REVISION

STAMP **BILLING**

PROJECT STATUS  
Developed Design

DRAWING TITLE  
Existing Site Layout/ Topographical Survey

PROJECT  
Alterations & Standalone Exhibition Space to St. Andrews Heritage Museum at 12 North Street, St. Andrews, KY16 9PW for St. Andrews Preservation Trust

DATE CREATED 05/11/21	DESIGNER MW	SCALE @ A1 As indicated
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ORIGINATOR PROJECT NUMBER  
5926

ISO DOCUMENT REF. 5926-ORA-XX-EX-DR-A-1002	REV. D
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HEALTH AND SAFETY RISK ASSESSMENT CONSEQUENCE TABLE	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

**Site Boundary**  
Development Boundary  
721.5m<sup>2</sup> / 0.07Ha / 0.18 Acres

- Existing Paving Retained
- Proposed Paving
- Proposed Bound Gravel
- Downtakings

Rev	Description	Auth	Date
E	Levels to new build entrance updated, notes to external works updated, restrictions to site access noted	CS	22/04/24
D	Updated for billing issue	CS	20/03/24
C	Proposed ramp to rear of existing museum amended. Notes and graphics updated	LS	18/03/24
B	Floors of previously approved exhibition space indicated, amendments to existing outbuildings omitted	CS	08/01/24
A	Updates in client comments and to reflect amended exhibition space proposals	CS	05/12/23

STAMP  
**BILLING**

PROJECT STATUS  
Technical Design

DRAWING TITLE  
Proposed Master Site Layout

PROJECT  
Alterations & Standalone Exhibition Space to St. Andrews Heritage Museum at 12 North Street, St. Andrews, KY16 9PW for St. Andrews Preservation Trust

DATE CREATED 29.11.23	DESIGNER C.S	SCALE @ A1 As indicated
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ORIGINATOR PROJECT NUMBER 5926
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ISO DOCUMENT REF. 5926-ORA-XX-EX-DR-A-41004	REV. E
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