

Treasures of Blanchland Project

Architect & Design Team

Tender Specification



THE TREASURES OF
BLANCHLAND

June 2026

Role: Architect / Design Team

Location: Blanchland, Northumberland

Reporting to: Project Manager, Treasures of Blanchland Partnership

Contract: July 2026 – August 2027, with potential for reappointment for Delivery Phase

Introduction

The Treasures of Blanchland Partnership (TBP), comprising Blanchland with Hunstanworth Parochial church Council (PCC) and Lord Crewe's Charity (LCC), invite tenders for the provision of Architect and design team services, including M&E and Structural Engineers. The successful team will lead the design and response to the vision of the project in restoring Blanchland Abbey and surrounding grounds for the future as part of our National Lottery Funded Project, *The Treasures of Blanchland*. The successful team will lead the development of the design to completion of RIBA Stage 3 in support of a subsequent application for the Delivery Phase of the project. Treasures of Blanchland will reserve the right to reappoint the successful tenderer upon grant funding for full delivery of the project.

This procurement is being conducted as an open, competitive process in accordance with National Lottery Heritage Fund procurement guidance and principles of fairness, transparency and value for money.

NB This specification should be read with the *General information to accompany all specifications for services* document, which together form the Tender Brief.

About Blanchland Abbey

Blanchland Abbey, founded in 1165, is a rare survival of a Premonstratensian monastic community, established in deliberate isolation at the edge of the North Pennine moors. The 'White Canons' who settled here lived a disciplined life of prayer, labour and contemplation, choosing this remote setting as a place of quiet devotion.

Built in a transitional Norman style, the abbey was laid out in the traditional monastic form, with a church, cloister, chapter house, abbot's lodgings, and associated buildings arranged around a central courtyard. While much of the wider complex has been lost or repurposed over time, the Abbey Church of St Mary the Virgin survives as a powerful focal point within the village, retaining elements of the original 12th-century structure, whilst the broader footprint of the cloister survives in the surrounding built environment.

The present church is formed from the eastern end of the medieval abbey church, linked to the north transept. Over successive centuries it has been adapted and restored, resulting in a richly layered interior that brings together medieval, Georgian and Victorian craftsmanship. Among its most significant features is a striking 13th-century sedilia, alongside a carved circular Norman font, finely



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worked Jacobean chairs, and an unusual cast-iron Royal Coat of Arms of James I, repurposed from a fireback. Behind the altar is a fine medieval French embroidery. Fragments of medieval stained glass survive within the chancel, including a rare depiction of a Premonstratensian abbot at prayer, an intimate visual connection to the abbey's origins.

The site also offers glimpses into the ingenuity of its monastic past. During 19th-century restoration works, a system beneath the chancel was identified as a sophisticated drainage network; it is now more widely understood to have functioned as acoustic chambers, designed to amplify the voices of canons during sung worship.

Today, Blanchland Abbey Church is a Grade I listed building and the only site in the village open daily to the public, from dawn until dusk. An active Anglican Church, it remains under the care of local PCC volunteers and continues to serve both as a place of worship and as a welcoming heritage asset. The project's ambition builds on this legacy, seeking to strengthen the Abbey's role as a place of inclusive access, interpretation and sustainable hospitality for all visitors, regardless of background, belief or reason for visiting.

Project Overview

The Treasures of Blanchland Partnership is undertaking a two phase, circa £2.1M, 5 year project using citizen research, academic study, and skilled heritage conservation to unlock and share the mysteries of the Treasures of Blanchland, exploring the rich history of the village, and repair the fabric of the medieval Blanchland Abbey. This includes sensitive restoration, interpretation, and creating a sustainable future for the Grade I Abbey Church as a welcoming and distinctive heritage asset at the heart of the community.

The Treasures of Blanchland is the third phase of The Blanchland Abbey Projects - a community led heritage regeneration programme which the community began developing during 2017. The project has successfully achieved Development phase funding from the National Lottery Heritage Fund, alongside support from the Lord Crewe's Charitable Trust, amongst other funders.

The Treasures of Blanchland Partnership was formed to promote and safeguard the heritage of the village of Blanchland, particularly the Abbey Church, engaging the public in the stories of the medieval foundation to the modern day. As a vibrant place of gathering, worship, and broad community activity, the Treasures of Blanchland Partnership proposes to stabilize, conserve, and secure the long-term sustainability of the Abbey Church of St. Mary's, and its landscape, whilst protecting its historic significance within the village. A central element of the project is community and visitor engagement, ensuring that the heritage and legacy of the site are fully considered as part of its future use.

The development phase will take the whole project to end of RIBA Stages 3, comprising detailed plans for the re-ordering of the church, installation of appropriate heating, lighting and AV systems, creation of welfare facilities, insertion of chaplaincy and vestry spaces, and vibrant flexible interpretation on the history of the abbey and the monastic community that created the village of Blanchland, both within and outside the Abbey itself. This is all supported by, and part of, a community archaeology and heritage project across the entire village.

Two previous projects were undertaken prior to securing funding from the National Lottery Heritage Fund (NLHF) for *Treasures of Blanchland*. These projects engaged the local community and conducted initial reports and investigations as part of the *Blanchland Resilient Heritage Project*, and the *6As of Blanchland*.

Work completed to date includes:



- Secondary desktop research into the history and heritage significance of the site
- A measured survey
- Archaeological trial investigations into the sub-floor of the Abbey, and externally to the West
- An initial structural condition report
- Initial architectural appraisal
- Acoustic Survey

(All reports will be made available to the appointed consultant, further information can be found in the General information for Briefs and Services).

Feasibility Study 2025

As part of feasibility work commissioned by TBP, Doonan Architects prepared a Quinquennial Inspection, Condition Report and Outline Cost Plan, which identifies work classed as immediate, urgent (within 18 months), necessary (within 5 years), and desirable. The estimated cost (May 2025 prices) for the repair/conservation of the existing fabric, and small extension accommodating toilets, kitchen, and interpretation, is in the region of £1.4 million.

The NLHF grant, now awarded, will enable further development work, towards submission of full delivery phase grant applications before August 2027.

As part of this phase, The Treasures of Blanchland Partnership is seeking to appoint a conservation accredited architect and design team members (where appropriate), to support the project, in advance of a further round of funding applications to support the capital delivery phase. The National Lottery Heritage Fund, and another funder/funders, will be part of this further capital phase.

The project will proceed as two phases, aligned with the funding application requirements of the NLHF:

Development Phase

- Design Team: RIBA Stages 0-3 including Planning Approval, Faculty Approval, and Listed Building Consent.
- TBP: fundraising for capital funding, community engagement
- The Quantity Surveyor will be appointed directly by TBP and will provide cost planning and cost management services throughout
- Other Consultants commissioned by TBP: business plan, interpretation, evaluation plan, activity plan

Delivery Phase

- Design Team: RIBA Stages 4-6
- TBP: delivering activities

Procurement Objectives

The Treasures of Blanchland Partnership (TBP) seeks to appoint a suitably qualified and experienced conservation-accredited Architect-led Design Team to develop proposals for the repair, conservation, adaptation and sustainable future use of Blanchland Abbey Church.

The appointed Design Team will work collaboratively with TBP, the wider consultant team, stakeholders, statutory bodies and the local community to:

- Protect and enhance the significance of the Grade I listed Abbey Church and its setting.

- Develop viable and deliverable proposals to RIBA Stage 3.
- Support the preparation of a successful National Lottery Heritage Fund (NLHF) Delivery Phase application.
- Develop proposals that improve accessibility, environmental sustainability and community use.
- Secure all necessary statutory consents required to support the Delivery Phase application.
- Ensure that the project meets the requirements and ambitions of the NLHF, including heritage conservation, public engagement, organisational sustainability and environmental responsibility.

Design Team Composition

Tenderers shall submit proposals for an Architect-led multidisciplinary team capable of delivering all services identified within this specification.

The following disciplines must be included within the tender submission:

- Conservation Accredited Architect (Lead Consultant)
- Structural Engineer
- Building Services (Mechanical and Electrical) Engineer
- Principal Designer under CDM Regulations
- Conservation Accredited Heritage Consultant (if not provided by the Architect)

The following specialist consultants may be required during the Development Phase. Tenderers should identify how these services will be provided if required:

- Fire Engineer
- Accessibility Consultant
- Sustainability Consultant
- Landscape Consultant
- Other specialists as required

The Quantity Surveyor, Archaeological Consultant, Interpretation Consultant, Activity Planning Consultant, Evaluation Consultant and Business Planning Consultant will be appointed directly by TBP unless otherwise agreed.

The Lead Consultant shall coordinate with all consultants appointed directly by TBP.

Conservation Accreditation

The Lead Consultant shall be a suitably qualified conservation professional with demonstrable experience of leading projects involving highly significant historic buildings.

The Architect must hold one of the following:

- AABC Accreditation
- RIBA Conservation Registrant accreditation
- Equivalent recognised conservation accreditation

Tenderers must provide evidence of accreditation and identify the individual who will fulfil this role throughout the commission.

Experience of ecclesiastical projects, Faculty jurisdiction and Grade I listed buildings will be considered highly advantageous.

Scope of Professional Services

We would like to commission a conservation accredited architect with a positive track record of

delivering the restoration, interpretation, and revitalisation of listed church and/or heritage buildings to lead the design team and to work collaboratively as part of the wider Project Team.

The architect will identify opportunities for development that align with preservation and environmental goals, such as reducing the carbon footprint, whilst ensuring that the building's historical features are enhanced and celebrated.

The appointee will be required to develop proposals, plans, and recommendations as part of a project development to the end of RIBA Stage 3, whilst giving due regard to National Lottery Heritage Fund Guidance.

TBP have secured grant funding to appoint a design team who have the skills, experience, passion, and creativity to deliver an innovative and exciting design for the historic buildings and surrounds while being sympathetic to their purpose as an active place of worship. The successful Design Team will have excellent design and conservation skills, extensive experience of collaborative community projects, and experience of projects funded by multiple funders including public bodies such as the National Lottery Heritage Fund.

The costs for all aspects of the project, across both development and delivery phases, including capital repairs and adaptation, professional fees and TBP staff costs, are estimated to be in the region of £2.1 million (incl VAT).

Professional Services across the Development and Delivery Phases will comprise four principal workstreams:

- 1. Conservation Requirements** – to repair, conserve, re-instate, and adapt the structure and components of the external envelope of the Church to rework this historic building into a versatile and useful public space at the heart of the community. A conservation-accredited Architect must be included in the team.
- 2. Building Services** - To coordinate the overhaul and reservicing of the building encompassing heating, lighting, electric power, fire and security services to achieve a sustainable and cost/ energy efficient operating model for the building; this should extend to the servicing of the new facilities.
- 3. New facilities** - To design a sustainably built, Net Zero operating, accessible and flexible extension to the historic building as necessary to improve the public through-flow around the building(s), addressing the demands of community, and providing toilets, kitchen, welfare, and interpretation facilities into the church. Enhancing the amenity of the overall site, provide a destination for the local community and visitors, and ensure the economic viability of the site overall.
- 4. Consultation and Interpretation:** To work with the interpretation consultant to coordinate a cohesive and innovative interpretation of the Abbey Church, alongside the whole monastic village of Blanchland, to realise the shared vision of the community for the spaces and situate the Church as the starting point to understand the heritage value of the village as a whole.

In all of the above we require that the Design Team observes the following core principles of the project:

- Excellence in design
- Commitment to Net Zero carbon reduction design in ALL aspects of the project, not limited to construction works alone
- Commitment to conservation principles in design, materials and methodologies
- Collaborative engagement with the community during the design process
- Revitalising and enhancing the role of St Mary's as a functioning place of worship and place of pilgrimage, that is open and accessible to all

Engagement of project team, stakeholders, and the broader public

- Attendance at Project Team meetings where relevant.
- Presentation of design and layout options at a Steering Group meeting.
- Half day attendance at a public engagement event to present and discuss design ideas with visiting members of the public.

Planning and statutory responsibilities

- Once a preferred option has been identified, provide a set of drawings suitable for a pre-application enquiry to the Local Planning Authority, including attendance at meetings with Planning/Conservation Officers.
- Lead on or commission the LBC pre-app.
- Lead on all relevant Faculty permissions
- Following pre-app feedback, to amend or strengthen designs of the preferred option to RIBA Stage 3.

Capital works, programme and understanding of risks

- Outline proposals for the building works
- Outline specifications for the building works
- Capital works risk assessment
- Outline programme timeline for capital works

The Architect will be required to prepare the RIBA Stage 3 Design Report, coordinating and integrating the outputs of all members of the Design Team. The Architect will also be required to present the proposals to the NLHF, prior to the Delivery Phase Application.

Appointment of the design team (including the Architect) will be re-confirmed following RIBA work stage 3 at the discretion of the Treasures of Blanchland Project, following successful securing of delivery stage funding. If the commission has to be terminated, no further payment will be due to the selected consultant other than the fees due to the completion of that work stage.

PLEASE NOTE: The Client reserves the right not to reappoint the design team from one stage to the next, nor to extend any appointment from one stage to the next, and to appoint other consultants from one stage to the next, should it so choose.

Regardless of the continuation, or otherwise, of appointments, the Client will be entitled to use all documents and drawings prepared by all consultants including the Architect in executing the purposes for which they were prepared provided that:

- All fees due to the consultant have been paid
- The entitlement relates only to the site or part of the site for which the documents were prepared

Schedule of Services

The Design Team shall provide services necessary to complete RIBA Stages 0–3 and support the NLHF Delivery Phase application.

The services shall include, but not necessarily be limited to, the following.

Stage 0 – Strategic Definition

- Review existing reports, surveys and project documentation.
- Review project objectives and approved NLHF Development Phase purposes.
- Attend inception meeting.

Stage 1 – Preparation and Brief

- Site inspections.
- Review condition information and identify additional survey requirements.
- Review significance and conservation priorities.
- Participate in community engagement activities.
- Develop project brief and accommodation requirements.

Stage 2 – Concept Design

- Prepare and present design options.
- Prepare concept design proposals.
- Coordinate engineering input.
- Participate in stakeholder consultation.
- Prepare preliminary sustainability strategy.
- Prepare preliminary cost information with Quantity Surveyor.

Stage 3 – Spatial Coordination

- Develop preferred option to RIBA Stage 3.
- Coordinate all consultant information.
- Prepare planning and heritage documentation.
- Prepare statutory consent documentation.
- Support preparation of the NLHF Delivery Application.

Stage 4-6

- A break clause will be within the contract, allowing for renewal of the successful team to deliver RIBA Stages 4-6, subject to successful grant funding.

Development Phase Outputs

Treasures of Blanchland includes other outputs beyond the capital repair and restoration of the Abbey Church of St.Mary.

The following outputs are required to fulfil National Lottery Heritage Fund Approved Purposes for the development phase. Some of these outputs will be part of the Design Team scope of services, others will be commissioned by TBP or completed in-house.

- Project management structure (TBP)
- Project cash flow (TBP with input from Design Team and QS)
- Project timetable (TBP with input from Design Team)
- Detailed project cost breakdown (TBP/QS with input from Design Team)
- Buildings management and maintenance plan (Design Team)
- Community engagement and consultation process to inform design options and concept



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- design (TBP & Design Team)
- RIBA Stage 3 Design Report including community engagement, outline specification, cost report, and environmental strategy (Design Team)
- Conservation Management Plan (Design Team)
- Confirmation of submission of Planning Application and relevant Faculty permissions (Design Team)
- Access Strategy (Design Team & TBP consultant commission)
- Interpretation proposals (TBP consultant commission)
- Evaluation plan (TBP consultant commission)
- Project activity plan (TBP consultant commission)
- Operational business plan (TBP consultant commission)

Delivery phase outputs

Outputs will include completion of design development, planning approval and other statutory consents, contractor tendering, and contract administration for the construction contract. An updated cost report will be required at RIBA Stage 4, before contractor tendering, for submission to funders.

Environmental Sustainability

The Design Team shall demonstrate how environmental sustainability principles are embedded throughout the project.

Proposals should include:

- Re-use and repair of existing fabric wherever practicable.
- Reduction of operational carbon emissions.
- Consideration of embodied carbon impacts.
- Energy-efficient building services.
- Climate resilience.
- Sustainable materials selection.
- Biodiversity enhancement where appropriate.
- Support for the project's long-term Net Zero aspirations.

Accessibility and Inclusion

The Design Team shall develop proposals that improve accessibility and inclusion for all users while respecting the significance of the historic environment.

Tenderers should demonstrate experience of:

- Inclusive design.
- Access improvements within historic buildings.
- Balancing accessibility requirements with conservation principles.
- Engagement with diverse audiences and stakeholders.

The project shall be developed with regard to the Equality Act 2010 and relevant best-practice guidance.

Stakeholder Engagement

Tenderers should demonstrate how they will support inclusive design and equitable access.

Tenderers should also address:

1. Local engagement
2. Skills / apprenticeships
3. Community benefits

Tenderers should demonstrate previous experience of projects funded by the National Lottery Heritage Fund or comparable heritage funding programmes.

Tenderers should identify how they will support TBP in preparing information required for the NLHF Delivery Phase application and achieving Permission to Start for the Delivery Phase.

Planning and Statutory Consents

The Design Team will be responsible for preparing and coordinating all planning, listed building consent and faculty application documentation required to support the Development Phase and Delivery Phase funding applications.

Programme

Completion date is currently targeted for June 2029. The table below shows proposed set of project milestones and dates, noting that these may be subject to change.

These dates are aligned to the programme for working through the NLHF grant application process. The appointment is divided into Phases 1&2 with a break clause, in case full funding is not achieved and the delivery phase cannot progress.

Project milestone	RIBA Plan of Work Stage	Date
Phase 1 - Development	RIBA Stages 0-3	
Confirmation of appointment of design team	0 Strategic Definition	End July 2026
Review of project documentation and initial site visit	1 Preparation and Briefing	August 2026
Stakeholder engagement and community consultations to identify design options, and to agree preferred option for development	1 Preparation and Briefing	September 2026
Concept Design development	2 Concept Design	Jan – Feb 2027
TBP - approval of concept design proposals & budget costs	2 Concept Design	February 2027
Design development & presentation of RIBA Stage 3 Design and Cost Reports	3 Spatial Co-ordination	March-April 2027
TBP Phase RIBA Stage 3 approval and Sign-Off	3 Spatial Co-ordination	June 2027
Break – Design Team ‘stand down’ until TBP receive Permission to Start delivery phase from funders		
TBP submit NLHF Delivery Phase funding application		August 2027
TBP receive Permission to Start from NLHF		November 2027



Phase 2 - Delivery	RIBA Stages 4-6	
Confirmation of approval to proceed to Stage 4	4 Technical Design	December 2027
Stakeholder engagement		Feb/March 2028
RIBA Stage 4 Design Complete	4 Technical Design Complete	March 2028
TBP approval of RIBA Stage 4 Design Report & pre-tender Cost Report update. Sign-off		March 2028
Preparation of tender documents and contract package		March-April 2028
Procurement of contractor*		April – May 2028
Construction Contract commencement	5 Manufacturing and Construction	July 2028
Handover and commissioning of systems including final certifications	6 Handover	April 2029
Client fit out (if necessary)		Jan – May 2029
Building opens - soft		June 2029
Building opens - official		TBC
TBP complete project evaluation	7 Use	End 2029
End of defects period and payment of retention	7 Use	July 2030

*All procurement must be carried out to best-practice standards to fulfil the criteria of public funding; competitive, fair and transparent, providing clear value for money.

Fee and Contract Arrangements

Payments will be made quarterly in arrears, based on progress against agreed milestones aligned to RIBA Stages.

Tenderers are required to submit:

- A lump sum fee for delivery of the Development Phase (RIBA Stages 0–3).
- An indicative percentage fee for Delivery Phase services (RIBA Stages 4–6).
- A breakdown of fees by discipline and by RIBA stage.
- A schedule of hourly rates and assumptions.

Fee proposals should be proportionate, deliverable and represent value for money within the context of a National Lottery Heritage Fund–supported project.

The Client reserves the right to seek clarification on any aspect of the fee submission.

The appointment will include a break clause at completion of RIBA Stage 3, with continuation to

Delivery Phase (Stages 4–6) subject to:

- Securing of external funding; and
- Satisfactory performance of the appointed team during the Development Phase.

Insurance Requirements:

It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. * Please note this requirement is not applicable to Sole Traders. Please confirm in your submission whether you already have, or will obtain prior to the commencement of the contract, the levels of insurance cover indicated below:

- Employer's Liability Insurance at £5million (where applicable)
- Public Liability Insurance at £2million
- Professional Indemnity Insurance at £2million

Tender Submission Requirements

Submission of tenders shall be no later than midday on the 24th July 2026, two weeks after the invitation to tender is published. The tender shall be delivered in PDF format by email to **enquiries@blanchland.org**

No claims will be considered if arising out of failure to study the details contained herein or to obtain such information, and no tender shall be conditional upon the availability of labour, equipment, invoices or any other facilities required to be provided by the Consultant or contractors in the performance of the contract.

Tenders received after the date and time stated above, or not strictly in accordance with these instructions, may be disregarded.

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of the tender.

If Tenderers have any queries or requests for further information, and to organize a site visit, please contact **Chris Ferguson** (enquiries@blanchland.org) in advance to arrange your visit. Clarification questions must be submitted by 15th July 2026.

Responses will be shared with all tenderers to ensure a fair and transparent process.

No alterations or qualifications to any of the invitation to tender documents shall be made unless they have been notified in writing by the Treasures of Blanchland Partnership.

The Treasures of Blanchland Partnership does not bind itself to accept the lowest or any tender.

Tenderers shall treat the invitation to tender documents as confidential and restrict their circulation and distribution to a 'need to know' basis within the Tenderer's organisation / team.

Tenderers shall not disclose their tender in whole or in part to any third party prior to either the award of a contract by the Treasures of Blanchland Partnership or receipt of notification that the tender has not been accepted.

No tender, nor any part of it, shall be deemed to have been accepted unless such acceptance shall have been notified to the Tenderer in writing by the Treasures of Blanchland Partnership. It is the Tenderers' responsibility to become familiar with the history of the Blanchland Abbey Projects, the work to be performed, contract conditions, location of work, programme and all

other matters requiring consideration in order that the tender will be firm and comprehensive.

The appointment will be based on RIBA professional services contract, incorporating Newcastle Diocese standard terms.

Tenders must remain valid for a period of 90 days from the submission deadline.

Tenderers must declare any actual or potential conflicts of interest in relation to this project or the Treasures of Blanchland Partnership.

Tenderers must not canvass or attempt to influence any member of the client or project team. Any such action may result in disqualification.

Tender Submission Requirements

Tenderers shall submit:

Quality Submission

- Understanding of the Brief
- Appreciation of heritage significance.
- Understanding of project objectives.
- Understanding of NLHF requirements.
- Detailed methodology for creating final RIBA 3 plans and documents for submission to NLHF Delivery Phase
- Proposed approach.
- Community engagement strategy.
- Sustainability approach.
- Risk management approach.
- Programme.
- Relevant Experience
- Two to four comparable case studies completed within the last ten years.
- At least two projects involving heritage assets of comparable significance.
- Project Team
- Organisation chart.
- Roles and responsibilities.
- CVs of key personnel.
- Confirmation of conservation accreditation.
- References
- Two client references.
- Details of any interviews, information, materials required from TBP

Commercial Submission

- Lump sum fee for Development Phase.
- Percentage fee for Delivery Phase (indicative).
- Breakdown by discipline.
- Schedule of hourly rates.
- Assumptions and exclusions.
- Backup arrangements if any of the allocated staff become unavailable to complete the work
- The project manager and lead contact (if different)
- The allocation of days between members of the team
- The daily charging rate of individual staff involved



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- A timescale for completing the work and bid with key milestones

Please provide a table showing:

- costs including expenses; including and excluding VAT
- days allocated and day rate per employee including and excluding VAT
- any additional resource requirements

Tender Response Format

- Maximum 20 pages excluding CVs.
- Maximum 500 words per case study.
- Maximum 500 words methodology statement.
- Font size minimum 11pt.

Evaluation Criteria

Criterion	Weighting
Understanding of Brief and Project Context	25%
Methodology and Approach	25%
Relevant Experience and Team Capability	30%
Price and Value for Money	20%

Understanding of Brief

Assessment will include:

- Understanding of heritage significance.
- Understanding of ecclesiastical context.
- Understanding of NLHF requirements.
- Understanding of project risks.

Methodology

Assessment will include:

- RIBA Stage 3 delivery approach.
- Community engagement.
- Sustainability.
- Accessibility.
- Risk management.

Experience and Capability

Assessment will include:

- Comparable heritage projects.
- Ecclesiastical projects.
- Listed building experience.
- Experience of NLHF-funded projects.
- Relevant qualifications and accreditation.

Price

Assessment will consider:

- Overall value for money.
- Resource allocation.
- Fee realism.
- Transparency of pricing.



Each criterion will be scored on a scale of 0–5:

0 = No response / unacceptable

1 = Poor

2 = Limited

3 = Satisfactory

4 = Good

5 = Excellent

Scores will be weighted according to the percentages given.

Interview Stage

TBP reserves the right to invite shortlisted tenderers to interview.

Interviews will be scored using the following criteria:

Criterion	Weighting
Understanding of the Project & Heritage Context	20%
Methodology and Approach & Stakeholder Engagement	25%
Relevant Experience and Team Capability	20%
Design & Problem-Solving Approach	20%
Deliverability & Risk Management	15%

Each criterion will be scored on a scale of 0–5 in accordance with the scoring definitions set out in this document.

Scores will be weighted and combined to form the overall interview score.

The interview score will contribute **20% of the total evaluation score**, with the remaining **80% derived from the written tender submission**.

Interview dates are provisionally anticipated w/c 20th July 2026.

Costs and Expenses

Applicants are solely responsible for their costs and expenses incurred in connection with the preparation and submission of the tender response, and any future stages of the selection, and evaluation process. Under no circumstances will TBP, or any of their advisers, be liable for any costs or expenses borne by the applicant or any of its advisers in this process.

Right to Reject and/or Disqualify

TBP reserves the right to reject or disqualify an applicant where:

- the response is submitted late, is incomplete, contains false or misleading information
- the application fails to meet TBP's submission requirements defined herein or as otherwise notified to applicants prior to the deadline for submission of the tender responses;
- the applicant is guilty of serious misrepresentation in relation to its application and/or the process.



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Right to Revisit the Evaluation

TBP reserves the right to revisit the evaluation if after completion of the evaluation:

- new information emerges which gives TBP reason to doubt the basis of the original pre-qualification and shortlisting; or
- in relation to a consortium of applicants, a member of the consortium changes.

TBP also reserve the right at a later stage of this process to ask for evidence as to the claims made by and information provided by the applicants pursuant to this tender.

TBP reserves the right to:

- cancel the tender process at any stage; and/or
- amend the terms and conditions of the tender process.

Data Protection

TBP, as a data controller, is committed to protecting your personal data. When you submit information in response to an invitation to tender this may include personal data, as defined in data protection law. We process this personal data for the purposes of evaluating submissions, creating contracts with the successful supplier and ensuring contract requirements are met.