



LEAD CONSULTANT

Development Phase Tender Brief

Project Management and Contract Administration

Project Title: Saving Grada for the Community

**Tender Opportunity made possible through
Development Phase Funding
From The National Lottery Heritage Fund**

Client:

Grade Ruan Parochial Church Council ("PCC") in partnership with
The Friends of St Ruan and St Grade Historic Church Buildings ("the Friends")

Project Background

Restoration and Re-roofing of the Church of St Grada and the Holy Cross, Grade, Cornwall.

The Church of St Grada and the Holy Cross (St Grade) is a Grade I listed church located in an isolated remote setting on the Lizard Peninsula. Parts of the building date from the 13th century and it was substantially rebuilt in 1862. It has no electricity or heating and is approached by a byway. The church is of historical value and treasured by the community who have raised significant funds for the church to be reroofed and restored.

The PCC and Friends are working in partnership to secure the future of the building through a comprehensive programme of restoration and community engagement. They have received Development Phase funding from the National Lottery Heritage Fund to develop this project. Other funding has already been secured from grant providers and through community efforts.

A Conservation Surveyor undertook a Quinquennial Inspection in December 2019 and from this developed a detailed schedule of works. Two tender processes have





been overseen, and a preferred contractor is in place. We wish to appoint a professional to manage and supervise the delivery of the capital works with conservation accreditation to satisfy funder requirements.

Scope of Services

The appointed consultant will act as Project Manager and Contract Administrator, working closely with the PCC, Friends and the appointed main contractor.

Services will include:

- Support during the Development Phase including updating specifications as required and updating costs with the approved Contractor
- Ensuring all permissions are in place and all ecological requirements are met
- Preparation of detailed Risk Register and Project Timetable to accompany the Delivery Phase Application
- Acting as Contract Administrator under the chosen building contract (likely JCT Minor Works with Contractor's Design or equivalent)
- Overall project management and coordination
- Chairing site meetings and providing regular progress reports to the PCC, Friends and funders
- Liaising with conservation professionals or statutory authorities if required
- Monitoring quality, timetable, budget and certifying payments
- Ensuring that works comply with all relevant statutory and heritage consents
- Providing a final report and handover documentation at project completion

Please note that funding is only available for the Development Phase – activities above relating to the Delivery Phase are not guaranteed.



Professional Requirements

Applicants must demonstrate:

- Accreditation as a conservation professional (e.g. AABC, RIBA or RICS)
- Proven experience managing the conservation of Grade I or Grade II* listed churches
- Ability to oversee both traditional building works and community-facing heritage projects
- Understanding of National Lottery Heritage Fund and other grant funded project requirements
- Strong communication skills

Project Value and Programme

- Estimated construction cost (excluding VAT and contingency): £405,000
- Contingency: 20%
- Anticipated fee for this role to be based on a percentage of the estimated construction costs
- Target commencement of Development Phase subject to funding approval: end July/August 2026
- Proposed start on site (subject to funding approval): Summer/Autumn 2027 with completion by Spring/Summer 2028

Tender Procedure

This opportunity is being advertised in accordance with National Lottery Heritage Fund procurement guidance to ensure an open and transparent process.

The tender brief is being circulated via:

- The Friends of St Ruan and St Grade website
- AABC, RIBA Conservation mailing lists and to those with Conservation accreditation on the RICS Find a Surveyor service
- The Truro Diocesan Advisory Committee register of Conservation Architects
- Local Websites and Social Media



Tenders should include:

- A brief methodology statement outlining your approach to project management
- Confirmation of relevant conservation accreditations
- Details of similar heritage or church projects
- Proposed fee as a percentage of construction costs (including any exclusions)
- Two client references.

Timescale

- Tender and Appointment for Development Phase August 2026
- Development Phase input: August 2026 – May 2027
- Delivery Phase (indicative): Summer/Autumn 2027 onwards, subject to funding approval

Selection Criteria

	<u>Weighting</u>
Relevant conservation experience including with Heritage Fund projects	35%
Understanding of the project and proposed approach	25%
Capacity to deliver within the timetable	20%
Fee proposal and value for money	20%

Submission Details

Please submit a final Tender to Brian Jenkins at the email address below. Any queries prior to submission may also be made using this point of contact.

friendsofstuanandstgrade@gmail.com