



All Saints' Church PCC
Peter Wadlow
23, Rectory Gardens
Hingham
Norwich, NR9 4RG

Date: 24th February 2026

Dears Sirs

Concerning

REPAIRS, CONSERVATION AND ADAPTATIONS TO THE CHURCH OF ALL SAINTS CHURCH, WALSOKEN.
APPOINTMENT OF ARCHITECT/BUILDING SURVEYOR: INVITATION TO TENDER

Thank you for your interest in the above project and for returning the Pre-Qualification Questionnaire.

- 1) The Parochial Church Council of All Saints Church, Walsoken 'The Client' intends to commission the services of a conservation accredited architect/ building surveyor to act as lead consultant for the above, subject to the project brief (see later) for the provision of the services.
- 2) You are one of the consultants invited to submit a tender in accordance with the project brief.
- 3) Your completed tender should be sent to:
All Saints' Church PCC.
Peter Wadlow.
23, Rectory Gardens.
Hingham.
Norwich, NR9 4RG.
Email: wadlowp@btinternet.com
 - a) If your submission exceeds 10MB send via 'Dropbox', 'We Transfer' or equivalent.
 - b) Envelopes should be marked "Tenders for All Saint's Church, Walsoken – confidential".
- 4) The deadline for receipt of tenders is [Day, Date, Month, Year].
- 5) The award will be made on the basis set out in the project brief.
- 6) The client does not hereby bind itself to accept any offer.
- 7) You should treat the tender documents as confidential and restrict their circulation and distribution to a "need to know" basis within your organisation. You are required to keep your tender confidential and not divulge to anyone, even approximately, what your tender price is or will be. The sole exception to this is information you may have to give to your insurance company, or broker, to compile your tender, but you must stress to them that this information is given in strict confidence.
- 8) Should your offer be accepted, you will be notified in writing.
- 9) Please acknowledge receipt of the project brief and your intention to submit a tender.

Yours Sincerely/Faithfully,

For and on behalf of All Saints' Church, Walsoken - Parochial Church Council

Project Brief for Lead Consultant for Works at All Saints' Church, Walsoken

1) The Capital Works

The PCC is seeking an experienced lead consultant (conservation accredited architect or surveyor) to work with them to prepare up to RIBA stage 4, the renovation works, as outlined below:

- Undertake a new quinquennial inspection report using the Diocese of Ely/national proforma and to include broad estimated cost of repairs **OR** using the [2023] QI, prepare a schedule of necessary repair works to provide a feasibility level study into the desired reordering items to including.
 - Re-leading of nave roof.
 - Repair/replacement of rainwater goods above and below ground drainage.
 - High level masonry floor repairs at base of spire (possible lead on top).
 - Underpinning of the Boiler house.
 - All other required repairs, other than routine maintenance, as listed on the Quinquennial.
- Manage pre-commencement planning conditions and obtain faculty permission where required.
- Prepare drawings and a specification for the works up to RIBA stage 4 and then put the scheme out to tender.
- Subject to successful grant funding the lead consultant will then manage the project and contractors on site until successful completion (RIBA stages 5-7).
- Attend meetings with the PCC to agree the preferred way forward if required.
- Identify and advise on the work to be undertaken including timetables, professionals to be employed and an outline and costs for these services where appropriate.
- Co-ordinate a wider technical team as required (Structural Engineer, Principal Designer and other consultants as required) to deliver the contract to RIBA stage 4 and then through to RIBA stages 5-7 subject to successful grant funding.
- Entirely manage the capital works using recognised project management methodology and monitoring.

The project will be subject to successful grant applications, principally to the National Lottery Heritage Fund. It should start in early 2027 (up to RIBA stage 4) and aim to be completed by the end of 2028 unless otherwise agreed (RIBA stages 5-7).

There are risks associated with the project planning and capital works which might include:

- Insufficient grant funding available to start the capital works.
- Unforeseen works (e.g. discovery of asbestos or protected species).
- Safety and security.
- Delays in starting work with potential increases in labour/material costs.
- Requirements of Natural England regarding bats/bat roosts.
- Imposition of conditions by grant organisation(s) that require additional payment for work and/or fees.
- It is expected that further risks will be identified as part of the submission.

The lead consultant/architect/surveyor will be expected to be on site regularly to liaise with the contractors and Churchwardens once the capital works commence.



2) Tendering process

Applicants should provide a project design in response to this brief, setting out how the plan will be approached, the method of working, and any matters not covered by the brief.

To tender please submit a response to the brief, setting out:

- Organisation details including legal/contact information.
- A project plan with proposed timetable with a task including scheduled visits. OR if you do not have already have a clear project and timetable a concise methodology with indicative timescales, including numbers of anticipated visits/meetings, for all RIBA work stages.
- A fee proposal with suggested payment schedule, with clarity on VAT. Fees are required for RIBA stages 1-7 and should be broken down against each stage. The fee should include administration and project management costs and an expectation of likely expenses drawn from previous similar capital works. Day/hourly charge out rates for each team member and rates for all types of expenses should be clearly set out.
- A resource plan showing the breakdown of project stages (i.e. RIBA stage 1-4 and RIBA stage 5-7).
- Project and Risk Management arrangement – and how the administrative side will be approached, including procurement of contractors.
- A profile of your practice and, if more than one person will be involved, CVs for all proposed team members, with individual roles and responsibilities. It should be made clear who the main client contact will be and who will attend meetings. Any arrangements for subcontracting parts of the work should be made clear.
- Clarity on how the contractors will be project managed.
- Examples of relevant previous work carried out in the last 5 years. A minimum of three relevant case studies is required.
- Evidence and extent of professional insurance or indemnity cover.
- At least two referees.

It is anticipated that following appointment, initial design work will begin by ??????. Please confirm your ability to meet this start date.

Successful tenders will be selected based on:

- Understanding of the brief and context of the project.
- Skills and expertise of working on conservation heritage projects – in particular listed buildings.
- Skills and experience of working with Churches.
- A sound knowledge of the Church of England Faculty Jurisdiction System.
- Deep knowledge of conservation practices, building regulations, and planning processes relating to the historic environment.
- Communication skills both spoken and written.
- Quality of method statement and approach.
- Price (see above).
- Overall value for money.

The client does not hereby bind itself to accept any offer.



3) Timeline

The tender will be open until [????? 2026](#). Any questions should be addressed to Peter Wadlow (details below) and should be submitted no later than five days before the closing date. It is expected that bidders will be available to answer any questions their tender might raise in the seven working days after closing date.

Applicants will be informed in writing of the outcome of the tender. We will run a transparent scoring matrix for bid selection which will be available for inspection on request. Each bidder will be ranked for each criterion from strongest to least strong.

4) Interviews

The date for interviews will be the week commencing [\[Date, Month, Year\]](#) and will be held at All Saints' Church, Walsoken or via Zoom.

5) Access / Further Information

Access to the church can be arranged by contacting: Jacky Spooner

Tel: mobile 07837 252299

Email: jackyspooner@ymail.com

For any queries or questions about the process please contact:

Peter Wadlow

23, Rectory Gardens

Hingham

Norwich, NR9 4RG

Tel: 01953 851999 or mobile 07484 862 687

Email: wadlowp@btinternet.com

