Architectural Design Brief for the Property Located at
La Rue de la Croix au Maitre,
St Martin, Jersey. JE3 6HW (Previously) St Martin’s School

Prepared For the Parish of St Martin

Date 3rd November 2015

Prepared by HLG Associates Ltd
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1.0 Executive Summary

HLG Associates Limited ("HLG") have been instructed by St Martins Parish (the "Client"), acting for the Connètable, on behalf of the parish, to invite submissions from Jersey-based architectural practices that are interested in bidding to deliver the design services (the "Services") associated with the planned new design.

1. This document is intended for our ‘Client`s vision;’ to optimise the design process from start to finish; the course of design will be set out in particulars within this document. Referred questions will provide information on the vision of the ‘Client’; it is envisaged that the original school building will comprise a unique facility that offers a new home for the community and commercial users from its base, at the heart of St Martin’s Parish. As a part of the overall development, the school buildings may comprise of a centre or complex that offer maximum benefit to the local community.

2. HLG are acting on behalf of the ‘Client’ and therefore sought expressions of interest from the public on matters of future use for the facility, which took the form of a completed response to the survey questionnaire. The responses detailed what was preferred and the prospective ‘tenderers’ will be able to demonstrate the required expertise and experience in delivery of services to the community, on projects of a comparable scale, scope and complexity to the proposed project.

3. This document (“ADB”) provides potential applicants with some background information about the Client and the overall vision, the building, the Services, the proposed procurement process in respect of this opportunity, and the requirements.

4. All Applications must be returned in accordance with the Instructions for Responding (as described within the ADB) by no later than (............................................)
5. Following authorization of a short-list of suitable architects (the "Tenderers") in (………….), HLG will then issue the Tenderers with an invitation to tender ("ITT"), and manage the procurement process through to the appointment of a successful Tenderer (the “Services Provider”) so as to enable delivery of the Services to commence by the beginning of (………………)

6. It is anticipated that the Services Provider will develop a compliant planning application for submission to the Planning Department of the States of Jersey, within three months of the commencement of the delivery of the Services.

2.0 Project Scope

September 2015 marks the end of an era for St Martin’s Primary school. With the new primary school development located at the western part of the site having been completed, therefore leaving the original site vacant.

The Parish of St Martin now require a clear plan of action, setting out a project vision & scope to utilise this unique site to its full potential. Working with the local parish & community to find the best possible solution to welcome a new centre/complex that benefits everyone involved. The ‘Client’ has clearly stated that it presents the parish with an opportunity to regenerate the existing Primary School.

“Personally, I am very excited about the opportunities and possibilities that the project presents the Parish. I hope that you are too, and I look forward to hearing from as many of you as possible during the consultation period, Thanks for your continued support”.

Connellable Mr Michel Troquer.

The Survey provided to the public has created a key understanding of what the local community requires. The ‘Client’ has already had interest from a number of prospective industries that require the assets of the site.
3.0 - The Scope of the project includes

- All existing buildings that the site presently comprises at St Martins School
- The nursery facility
- The Caretaker’s house
- The site includes external facilities that include parking & playgrounds.
- For reference purposes relate to site map & continuing photos.

3.0 The Client Requirements

The ‘Clients’ aim is to ensure that the Parish of St Martin obtains further facilities, yet these facilities should be able to pay for themselves. From the recent survey on the change of use of the original School a large percentage of the community responded on what the solution to the existing site could be. The key considerations from the ‘Client’ are listed below.

- **Affordability**
  
  First-and-foremost, the Parish must be able to afford both any initial construction works required to alter the existing premises, and any subsequent maintenance and upkeep on the completed facility. Given this, it is likely that the end project will need to strike the right balance between developing for commercial use (that will generate some income) and community use (that will provide usable community space) is desired. Further, monies that are needed to assist with funding the construction works will need to be sourced (from either a commercial lender or possibly the States of Jersey)

- **Community Value**
  
  The Parish offers its Parishioners a high quality standard of living, and any adaptations / alterations will need to ensure that they maintain or enhance this standard. This will mean ensuring any facility is relevant (to the community) and well-used, and adds to the lifestyle of the Parishioners. The facility will need to contribute to the community spirit, and provide for future generations to enjoy.
• **Reasonable**
  The Parish is not interested in undertaking any scheme that will be disproportionate to the scale of its existing operations, or one that creates an unreasonable burden on the Parish. Therefore, suggested uses will need to be seen in the context of existing Parish life.

• **Delivering Parish Administration**
  The Project affords the Parish the opportunity to review how the Parish delivers its administrative functions, and the present and future uses of the Public Hall. The space afforded in the existing primary school may be more suitable than that within the Public Hall for some tasks, for example; and flexible, indoor, dry (event) space with adjacent storage facilities are very helpful for hosting public events and gatherings.

• **Planning and Environment**
  The existing primary school enjoys a wonderful aspect in the Parish, and contains some listed elements on the façade and grounds. Any proposed development will need to work within these constraints, and those further constraints contained within the Island Plan.
4.0-Outline Vision Statement

The ultimate objective of the programme is to restore and renew the original St Martin`s School into a project that offers the local community a benefit whilst being able to pay for itself

‘The significant majority of residents also want the Parish to continue to lead the development and retain ownership of the site, with four out of five respondents being strongly against the Parish disposing of the site for development by others.’

Parish Hall, St Martin. “Old St Martin`s School Site.” Gov.Je. 27. http.parish.gov.je/StMartin

The response from the ‘Client’ is that the local community will be a massive contributor in the overall design of the development. The ‘Client’ wants the project to enhance community life, and offer an incentive for future developers to put back into the local community without the local community having to fund the development.

The Local Community’s thoughts (Information obtained from HLG Survey)

Below is the summary of the results collected from the survey given to the public on the change of use:

The survey also noted a preference amongst residents for healthcare-related facilities, such as a doctor's surgery, a dentist's surgery or a pharmacy. There was also good support for the provision of more child-care facilities, with many of the respondents suggesting using the site for the provision of additional nursery or crèche facilities. Less than 5% of respondents viewed the site as an opportunity for further residential development.

The Constable of St Martin, Michel Le Troquer, is pleased that the parishioners took up the opportunity to have their say on what they want to see within the completed building, and noted the significant findings arising:

“To generate over 400 responses was well beyond our expectations, and demonstrates the real interest amongst parishioners for the project and the opportunity that the existing school site presents. It’s also gratifying to note the confidence that they have in our approach to the overall development, by endorsing our decision to
want to develop the site for Parish benefit, rather than simply dispose of it for development by others."

"The brief from the parishioners has been received loud and clear: give us more valuable facilities that enhance the Parishes outstanding character and community values, but don't leave any financial burden for the Parish to pick-up later. This – and other findings – will be considered very closely by the project team when assembling the design brief."

"This project represents a golden opportunity to ensure the Parish has its administration, public hall, primary school, village green and tea room, churches, community facilities, shop and pub all located within close proximity… something no other Parish in the island can lay claim to and helping to make St Martin unique in that respect."

"I want to thank all of the parishioners that invested their time in responding to the survey. It means so much to get good feedback, and I am now looking forward to the Parish appointing designers shortly, and getting on with the next stages of this exciting project. We intend to come back to the Parish over the next six months to outline the series of viable options that respond to the parishioners preferences."

Parish Hall, St Martins. “Old St Martin`s School Site." Gov.Je.27. http.parish.gov.je/StMartin
5.0-The Site – St Martins School

Location – North East, Jersey

Ariel View of the site.
Photographic Reference

East Wing
6.0-Proposed Planning Statement

This should include the following:

- an explanation of the principles behind (and justification for) the proposed development
- an explanation of how the proposed development fits with the policies and supplementary planning documentation outlined in the States of Jersey framework
- details of any pre-application consultation activities that have been undertaken
- a list of activities that will be carried out and the likely number of people that will attend for example in clubs or meetings
7.0 - Scope of Service

Development of the original St Martins School Building

HLG will be acting as the Project Manager (“PM”) to ensure that there is cohesive planning that is used to deliver effective construction measures at the ‘Client’’s’ benefit.

HLG will provide a management team that can be used as a sounding board that will provide information to everyone involved in the project e.g. architects, engineers and the ‘Client’.

- HLG will ensure that working with the architect/engineer during the design process will give maximum value to the overall project in terms of the space utilised, local community involvement, energy efficiency, the design & appropriate procurement method, mechanical systems, structural integrity and market value.
- One of the key ‘Client’ requirements was that the project is self-sufficient, and can maintain itself. HLG will ensure by working closely with the design team & local community that the project is design led from start to finish.
- HLG will provide assistance in, working with the chosen architect in defining the ‘Clients’ needs & therefore setting the project criteria.

Listed below are the guidelines that ‘HLG’ will provide

- Advising the owner of construction methods, materials, and structural components as the project plan matures.
- Budgeting and cost estimating.
- Bid packaging and co-ordination with the architect/engineer.
- Establishment of operational procedures.
- Identification of long lead time material items.
- Organization of responsibilities and work flow projections.
- Research of the labour market.
- Bid assessment and qualifying.
• Awarding of contracts.

• Contract review and execution

The applicant’s submission should include initial outline alternatives based on the supplied information garnered from the Survey. This will enable the Client to assess the submissions merits in tandem with the Fee Proposal.

8.0 - The Tendering Process

The Parish have invited a number of local-based architectural practices to submit competitive tenders. The tenders received will be evaluated in accordance with the Award Criteria below, following which, either:

a) The Parish may appoint the organisation that has submitted the highest scoring tender; or

b) The Parish may invite the practices that have submitted the highest scoring tenders to attend the interview (see below), following which the Parish may appoint the successful tenderer.

9.0 - Award Criteria

Tenders should be submitted in a single, electronic PDF format document of between 8 and 12 sides of A4 paper (including any diagrams, photos or pictures, and branding; and using minimum 11 point Arial typeface) that address the following criteria:
1. Introduction: A brief profile of the Applicant’s practice, by way of introduction to the practice.

2. Experience and Capability: Details of all recent (i.e. within the last five years) or relevant experience, including specifically three case studies (the “Case Studies”) that relate to the scope, complexity and scale of the proposed Academy development.

3. Design: a statement on the Applicant’s initial proposals for the scheme

4. Size of Appointments: a table showing the range and size of design appointments previously undertaken by the Applicant’s practice in the last five years.

5. Design Resource: a statement on the design resource (both in terms of quantity and qualifications / experience) available within the Applicant’s practice, highlighting the principal partners / directors within the practice.

6. Present / Future Workload: a statement on the present and future commitments and projects that the practice is presently committed to, and the available capacity to accommodate the delivery of the Services.

10.0-The Interview

In the event that an interview is required, the interview will be held at the offices of the Parish, and comprise representation from the Tenderer, the Parish and the Project Team. The interview will last for one hour, and comprise discussion on a series of questions that will be raised by the Parish on the tender submitted. There will be no presentations required by the Tenderer. Following the interview, the Parish will make its decision to appoint the Tenderer to deliver the services.

11.0-Submission of the tenders

Tenders to be submitted BY EMAIL ONLY, for the attention of Mr Rupert Myers at Rupert.myers@hlgassociates.com no later than ……………………..

The tenderers are to note that:

- Tenderers are to bear all costs of the tenders
- There will be no right of appeal
- All information submitted by the tenderer will be treated as confidential
# RIBA PLAN OF WORK

<table>
<thead>
<tr>
<th>RIBA Work Stages</th>
<th>Description of key tasks</th>
<th>OGC Gateways</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Preparation</td>
<td>Identification of client’s needs and objectives, business case and possible constraints on development. Preparation of feasibility studies and assessment of options to enable the client to decide whether to proceed.</td>
<td>1 Business justification</td>
</tr>
<tr>
<td>B Design Brief</td>
<td>Development of initial statement of requirements into the Design Brief by or on behalf of the client confirming key requirements and constraints. Identification of procurement method, procedures, organisational structure and range of consultants and others to be engaged for the project.</td>
<td>2 Procurement strategy</td>
</tr>
<tr>
<td>C Concept</td>
<td>Implementation of Design Brief and preparation of additional data. Preparation of Concept Design including outline proposals for structural and building services systems, outline specifications and preliminary cost plan. Review of procurement route.</td>
<td>3A Design Brief and Concept Approval</td>
</tr>
<tr>
<td>D Design Development</td>
<td>Development of concept design to include structural and building services systems, updated outline specifications and cost plan. Completion of Project Brief. Application for detailed planning permission.</td>
<td>3B Detailed Design Approval</td>
</tr>
<tr>
<td>E Technical Design</td>
<td>Preparation of technical design(s) and specifications, sufficient to co-ordinate components and elements of the project and information for statutory standards and construction safety.</td>
<td></td>
</tr>
<tr>
<td>F Production Information</td>
<td>Preparation of production information in sufficient detail to enable a tender or tenders to be obtained. Application for statutory approvals.</td>
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</tr>
<tr>
<td>G Tender Documentation</td>
<td>Preparation and/or collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained for the project. Identification and evaluation of potential contractors and/or specialists for the project. Obtaining and appraising tenders: submission of recommendations to the client.</td>
<td>3C Investment decision</td>
</tr>
<tr>
<td>H Tender Action</td>
<td>Leiting the building contract, appointing the contractor. Issuing of information to the contractor. Arranging site hand over to the contractor. Administration of the building contract to Practical Completion. Provision to the contractor of further information as and when reasonably required. Review of information provided by contractors and specialists.</td>
<td>4 Readiness for Service</td>
</tr>
<tr>
<td>J Construction</td>
<td>Administration of the building contract after Practical Completion and making final inspections. Assisting building user during initial occupation period. Review of project performance in use.</td>
<td>5 Benefits evaluation</td>
</tr>
<tr>
<td>K Construction to Practical Completion</td>
<td>The activities in italics may be moved to suit project requirements, ie: D Application for detailed planning approval; E Statutory standards and construction safety; F1 Application for statutory approvals; and F2 Further information for construction. G+H Invitation and appraisal of tenders.</td>
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<tr>
<td>L Use</td>
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<tr>
<td>L1 Post Practical Completion</td>
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</table>
The Brief & Requirements RIBA Stages A&B

The project scope & client requirements; the tenderers can draw on information obtained from the survey & other resources that will determine the overall design of the project. We have spent time, to a level where the broad concepts have been agreed, although the ‘Client’ has not decided on the future design, there is a clear vision of what the ‘Client’ requires.

2. The Service

Dimensional Site Survey

The planning & design will be going out to tenderers to provide a number of options to the ‘Client’. The architects will be required to work with the ‘Client’ & ‘HLG’ on a design-led procurement basis to ensure the overall project vision is achieved.

2.1 Feasibility Stage (R.I.B.A. Stage C)

‘HLG’ expects the tenderer to have a budget that is within the `Client`s` requirements, The stage should involve a detailed development of architectural strategy & sketch scheme that draws upon the ‘Client`s` requirements relating to the overall project vision, whilst holding preliminary discussions with the planning department to establish feasibility of the proposals, working with ‘HLG’ as the `PM` & the appropriate structural engineers to establish the broad budget construction costs.

2.2 Planning Application Stage (R.I.B.A. Stage C/D)

The required service of the chosen applicant including the Planning Application would include the following.

- The Development of the feasibility scheme in response to any further comments the ‘Client’ may have including comments from all involved with the design process.
- Investigation into existing services.
• Preparation of drawings and specifications necessary for an application in respect of the Jersey Planning Law. It must be anticipated that the final drawn material should include: A Photographic schedule and survey information of the existing site & buildings, including plans, elevations and sections. These include:
  • A Location Map.
  • An existing site plan.
  • A Proposed site plan
  • Proposed elevations and sections.
  • CAD/BIM rendered 3D images of the proposals
  • A comprehensive design statement identifying and explaining the architectural approach
  • A rudimentary waste management strategy

2.4 Bye Laws Stage (R.I.B.A. Stage D/E)

For the project to start, certain aspects need to be addressed in accordance with the Building Bye Laws application. The following aspects should be addressed:

• Meetings with ‘HLG’ and engineers to ensure the project design falls within the Building Bye Laws.
• Meetings with the structural engineer to confirm final proposals and to enable the preparation from the engineer’s calculations for below ground drainage and other systems that require a Bye Law application.
• Confirmation of outline specifications for mechanical and electrical installations, working in conjunction with the M&E engineer if appointed.
• Liaison with the Building Control Authorities
• Preparation of SAP calculations (energy in use) as required.
• Preparation of drawings & specifications necessary for an application in respect of Building Bye laws. It needs to be anticipated that drawn information for this stage should include:
  • Location Map
  • Existing Site Plan
• Proposed site plan that shows existing site constraints, services & drainage run.
• Proposed floor plans showing elements of construction detailing, fire resistance, waterproofing, acoustic control etc. All of the above are required by Building Bye Laws.
• Proposed floor plans showing schematic mechanical and electrical layouts. Sections that show the existing makeup of the building, developed from the Planning issue but detailing further construction information that includes any roof details to a required level of Building Bye Law acceptance.
• Preliminary information and specifications for windows & doors sufficient for a Bye Law Application.

It should be emphasised that the Bye Law drawings are not construction drawings. The design team should prepare a further set of construction drawings, details and specification information to tender the work and to enable the actual brief itself.

2.5 Production (Tender) Information Stage (R.I.B.A. Stage E/F)

The following services are to be provided:

• Further liaison with the ‘Client’ to finalise specification details.
• NBS Construction Specification covering all elements of the construction work
• Liaison with the structural engineer and coordination of their work into the scheme
• M&E engineer appointment
• Liaison with HLG to finalise the pre-tender cost estimate
• Site drawings preparation of information and proposed existing site constraints, service runs and external work proposals that cross reference to specific details as necessary.
Proposed floor plans at scale 1:50 detailing elements of construction, internal drainage layouts, fire proposed design, acoustic barriers, waterproofing all correlating to proposed design.

Proposed floor plans at 1:50 showing refined electrical and services layouts, developed to larger scale details where necessary.

Elevations at 1:100 or 1:50 scale of proposed buildings showing construction information, and detail cross references.

Sections at scale 1:5 showing key elements and junctions of construction.

Construction schedules for external windows and doors.

WC & bathroom layouts

Selection of sanitary appliances

Tiling layouts

Landscaping design

Details of specification for internal fixtures including furniture.

Interior design/decorative advice or specifications and other basic finishes

External drainage information (provided by the structural engineer)

2.6 Tender Documentation (R.I.B.A Stage G)

The key areas that need to be obtained during this stage are:

- Preparation and collation of the tender documentation in satisfactory detail allowing tender or tenders to be obtained.
- Development of any Preliminary sections as required

2.7 Tender Action (R.I.B.A. Stage H)

This stage to include the following.

- Identification and evaluation of potential tenderers, that coincide with ‘HLG’ and other consultants.
- Gaining and appraising tender documentation received in conjunction with ‘HLG’ and other consultants.
2.8 Mobilisation (R.I.B.A Stage J)

This stage to include the following.

- Assisting ‘HLG’ in letting the Building Contract and appointing the contractor
- Assisting ‘HLG’ in the issue of contract documentation to the contractor

2.9 Construction to Practical Completion (R.I.B.A. Stage K)

The following is included during this stage:

- Provision to the contractor of further information as and when is required
- Review of information provided by contractors and specialists
- Undertaking a snagging inspection prior to practical completion

2.10 After Practical Completion (R.I.B.A. Stage L)

This stage involves:

- Making final inspections

3.0 Programme

The submission of the Planning Application date needs to be decided, below is a guideline of the construction programme. It should be referred to the RIBA plan of work.

<table>
<thead>
<tr>
<th>Task</th>
<th>Date:</th>
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<tbody>
<tr>
<td>1. Submit Planning Application</td>
<td></td>
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<tr>
<td>2. Receive Planning Permission</td>
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<tr>
<td>3. Submit Bye Laws Application</td>
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<tr>
<td>4. Receive Bye Laws Application</td>
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<td>5. Receive Bye Law Approval</td>
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<tr>
<td>6. Tenders out</td>
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<tr>
<td>7. Tenders Received</td>
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<tr>
<td>8. Commence Construction</td>
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</tbody>
</table>
4.0 Fee Proposal/Conditions of Engagement

It is envisaged that the fees will be based on the construction costs

At this current moment no fees have been discussed for the budget of construction that will be prepared by ‘HLG’ in accordance with the client. Each individual element within the programme will be given costs in accordance with the RIBA Plan of Work.

It is essential that any items not included, such as presentations to the Planning Department, dealing with objections and the like are recorded.

A schedule of rates for disbursements should be included in the proposal.

5.0 Interim Payment of Fees

The architect’s fees should be rendered on completion of various work stages, the process should be clearly set out and planning & bye law fees would be expected to be submitted prior to the submission of the applications.

It would be expected that there would be interim monthly payments during the Construction Stage.

6.0 Abandonment of Work

If the work becomes abandoned for whatever reason, the architect’s fees would be paid in accordance with the current work stage of the project.

7.0 Professional Indemnity Insurance

Confirmation of possession of Professional Indemnity Insurance to the value of £5,000,000 for each and every claim is required.

Abbreviations

ADB – Architectural Design Brief

CM – Construction Manager

PM – Project Manager