

## Overview

Chichester Community Development Trust (CCDT) wishes to appoint a contractor to quote for the design and install of performance light and sound within the Chapel and exhibition space. This will support an HLF Stage 2 bid for the redevelopment of Graylingwell Chapel, a Grade 2 listed building, originally constructed as part of a large Victorian asylum built in the late 1800s. CCDT is a community focused organisation working with residents across Graylingwell Park and Roussillon Park, Chichester. It seeks to empower people by developing skills and supporting projects that create local opportunities, employment and build community spirit. CCDT also owns and manages community buildings and land, safe-guarding these important spaces for the community, and reinvesting profits to create long-term economic, social and environmental benefits. The chapel is not consecrated and it is not intended that the restored building will be used as a spiritual space. The aspiration is for the building to tell the story of Graylingwell, with appropriate facilities to support this approach. It is important that the redeveloped chapel is able to operate as a multifunctional space, capable of comfortably accommodating a wide spectrum of uses.

## Project aims

- To create a high quality first impression and experience for visitors to Graylingwell Chapel
- To improve visitor navigation and circulation around the Chapel and site
- To be accessible to a wide range of audiences

## Strategy

- The aim is that Graylingwell Chapel can be enjoyed as either as a structured experience, with people visiting each of the key features, or as an unstructured experience where features can be enjoyed individually, for example events and performance.

## Method of working

The selected contractor will work with the Project team and relevant CCDT staff to:

- Inform a new approach to the project to deliver the spec for performance lighting and sound with the project team, particularly the project architects and Project Coordinator.
- Consult with audiences and stakeholders (including the Steering Group) and other on the proposals and amend the designs and plans if applicable.
- Produce detailed draft and design plan including visuals
- Review draft plan with the project team and relevant CCDT steering group and staff before finalising plans.

## Objectives/ Deliverables

The project requires a consultant to provide design and specification information associated with the following:

- Provide Full Mechanical Design Works for the performance light and sound
- Provide Mechanical Performance Specifications and Scope of Works
- Provide specifications for performance light and sound
- Identify Sustainable Solutions for the project
- Delivery reports on Building Management & Control Systems
- Ensure all compliant mechanical installations comply with Building Regulations

### **Responsibilities**

The appointed company will at all times ensure:

- Compliance with Health & Safety at Work Act and be able to show proof if required.

The appointed company will also:

- Provide all equipment necessary to carry out the agreed contract
- Show a willingness to reduce impact on the environment.

### **Copyright**

CCDT reserves the right to use or publish any part of the documents in association with the development of the Graylingwell Chapel scheme.

### **Budget**

Your fee proposal should be presented in a clear manner, in sufficient detail and in a style that enables a clear understanding of the fee, services, programme and deliverables.

### **Evaluation - Tender Process and Timetable**

Interested parties will provide a proposal in response to this brief. This will set out how their work will be approached, the methodology, and any matters not covered by the brief. The proposal should include:

- How you will respond to the brief, including methodology, timetable and milestones
- Details of relevant experience of delivering work and contracts on similar schemes
- A firm quote for the work including all relevant expenses

The scoring of the tender will be as follows:

Methodology and response to the brief	Relevant experience	Cost
30%	50%	20%

### **Contact Details**

Please email any questions regarding the brief and the completed tender to Clare de Bathe, Director, Chichester Community Development Trust; [clare@chichestercdt.org.uk](mailto:clare@chichestercdt.org.uk).

**Closing Date: 31<sup>st</sup> December 2021**