

PRE-QUALIFICATION QUESTIONNAIRE.

PRINCIPAL CONTRACTOR
BOURNE TOWN HALL REFURBISHMENT PROJECT.



Project: Bourne Town Hall Refurbishment & Conversion Project.
Estimated contract sum: Circa £2m (*Excl. VAT – Estimated construction cost to be confirmed*).
Form of contract: JCT 2016 Intermediate Contract (with Contractors Design).

1.0 Introduction

The Bourne Town Hall Trust (BTHT - The Client) are seeking to appoint a Principal Contractor to deliver a programme of restoration and refurbishment works to the historical (Grade II listed) Bourne Town Hall in Bourne, Lincolnshire. This Questionnaire and subsequent Quality Submission document constitute an initial pre-qualification exercise. Please refer to the Summary for the scoring criteria. Bidders will be required to demonstrate competence and experience in relation to the quality and Pre-Qualification questions outlined below. Contractors must be able to clearly demonstrate the necessary skills and expertise for working on historic buildings, including Grade II listed buildings and sites.

2.0 Site Visits

Site visits will not form part of this initial stage of the procurement process. However, all contractors selected for the second stage of the procurement (ITT) will be invited to attend a formal site visit.

3.0 Building History

Bourne Old Town Hall is a Grade II listed building located in the heart of Bourne, Lincolnshire. Designed by the prominent local architect Bryan Browning and completed in 1821, the building was constructed in the classical style. It remains one of the most impressive civic buildings in the town. Originally, the first floor housed the Petty and Quarter Sessions, alternating with Sleaford, while the ground floor, known as 'The Shambles', contained open bays used as shops and a covered market. In 1890, the building became the base of Bourne's fire brigade, with the northern arch housing a horse drawn fire pump, and the market bays gradually converted into stables.

In 1900, the original copper clock face was replaced with white opal glass and illuminated by gaslights. However, in 1932, a fire broke out in the clocktower due to the gaslight mechanism being encased in timber. Despite the fire brigade's efforts, the tower was completely destroyed and was never reinstated; instead, a clock face was installed in the pediment. The fire brigade vacated the building in 1946, and the Shambles was used to store market stalls. In 1974, internal alterations were made to reduce the size of the courtroom and create a larger waiting area. The District Council took over the building in 1992, constructing a red-brick rear extension and converting the ground floor into office space, including a cash office. Many of these later modifications concealed original architectural features. The Magistrates' Court ceased operations in 2008, and the council relocated to the Corn Exchange in 2014, leaving the Town Hall vacant. It has remained unoccupied since.

The building's three-bay ashlar stone façade is a landmark in Bourne's Market Place and was described by Pevsner as being executed in a "special way". The central staircase — comprising two horseshoe flights framed by Doric columns — is a hallmark of Browning's ingenuity, reflecting both elegance and practical spatial design.

4.0 Project Background & Summary

The aim of this project is to restore, refurbish and adapt Bourne Old Town Hall into a community arts and heritage centre, securing its future while conserving its architectural and historical significance. The project is being led by Bourne Town Hall Trust, with support from local stakeholders, conservation professionals, and heritage funding bodies, including National Lottery Heritage Fund.

Central to the project is a commitment to community involvement and heritage education. An activities programme will run alongside the capital works, including:

- A research initiative into the original 19th-century subscribers whose donations funded the Hall's construction.
- A volunteer-led investigation into historic court cases, with plans to create a digital archive.
- A range of public-facing workshops, exhibitions, and performances to bring the building's heritage to life.

These activities aim to deepen local engagement, share the rich history of the Town Hall, and ensure its continued relevance for future generations.

This scheme forms part of a broader ambition to deliver heritage-led regeneration in Bourne. By bringing a historically significant building back into public use, the project will help revitalise the town centre, support local culture, and provide new opportunities for learning, creativity, and community cohesion.

The Design Team, Professional Team including Project Manager and Contract Administrator have been appointed, and Bourne Town Hall Trust now wishes to gain interest from suitable Contractors. The project is currently in RIBA stage 4, with the final stage 4 design due to complete prior to issuing the tender. The full RIBA stage 4B design documents will be shared with those invited to tender (ITT) for this project.

5.0 Proposed Project Scope

The following are a summary of the main scope of works proposed for the project:

- Comprehensive conservation and refurbishment of the building's historic fabric, including:
 - Restoration of the original limestone façade.
 - Repair of the 200-year-old slate roof.
 - Removal of unsympathetic 20th-century additions.
 - Replacement of obsolete mechanical and electrical systems.
- Full reconstruction of the clock tower, destroyed in 1932, based on available historical evidence, to restore the building's original profile and civic symbolism.

- Reconfiguration of internal spaces to support cultural and community use, including:
 - The former courtroom converted into a flexible performance and exhibition space, with retractable seating to accommodate theatre, cinema, workshops, and receptions.
 - The ground floor Shambles reimagined as a licensed bar and informal performance area.
- New accessible facilities, including:
 - A lift and new staircase to the first floor.
 - Accessible WCs.
 - Kitchen and bar facilities to support events and generate operational income.

6.0 Supporting documentation

To assist tenderers with their understanding of the project and the proposed works, we include the following documents as appendices:

1. Site location plan
2. Building photographs
3. Planning pack drawings (GA's and Elevations)

7.0 Current Delivery Programme

The Pre-Qualification document forms part of the overall tender documentation.

Activity description	Anticipated Dates (subject to change)
Tender Stage 1 – PQQ documents released	w/c 15 th September 2025
Tender Stage 1 – PQQ return date	10 th October 2025
Tender Stage 2 – ITT documents released	w/c 20 th October 2025
Tender site visits	w/c 27 th October 2025
Tender queries deadline	14 th November 2025
Tender Stage 2 – ITT submission due	21 st November 2025



Post tender interviews (if required)	w/c 1 st December 20205
Appoint contractor	w/c 15 th December 2025
Construction start-on-site	January 2026 (post a period of mobilisation)
Construction Period	Circa 12 months (tba with appointed contractor)

8.0 **Procurement Process – Tender Stage 1 (PQQ)**

Your response should be submitted no later than **noon / 12.00 pm on 10th October 2025**. The Client reserves the right to reject any responses received after this deadline. Upon receipt, the Client will evaluate all submissions in accordance with the scoring matrix outlined below.

Contractors are required to submit their Pre-Qualification Questionnaire (PQQ) in electronic format to Ryan Thorpe – ryan@chanaprojects.co.uk and copied to – peter@chanaprojects.co.uk.

9.0 **Supplier acceptability**

Each bidder must answer and return the following questions in full.

Bourne Town Hall Project: PQQ Standard & Project Specific Questions		
1.0	Company Details	Response
1.1	Company name.	
1.2	Company registration number.	
1.3	Address of registered office(s).	
1.4	Address of office from which this project will be managed (if different from above).	

2.0	Economic / Financial Standing	Response
2.1	Are you registered for VAT? If so, please provide registration number.	
2.2	Is your organisation (please indicate the option that applies): i) a public limited company ii) a limited company iii) a limited liability partnership (LLP) iv) other (please specify).	
2.3	Please provide company registration number.	
2.4	Name and address of the parent company or companies, if applicable. Would the parent company or companies be willing to provide a parent company guarantee? Please supply an organisational structure chart.	
3.0	Finance	Response
3.1	Provide details of the company's annual turnover and profit before tax for each of the past three financial years.	
3.2	Provide details of the levels of insurance currently held by the company, specifying whether the limits are on an aggregate basis or per claim. For each policy, kindly indicate the applicable excess and provide copies of the relevant documentation: - Public Liability Insurance - Employers' Liability Insurance - Professional Indemnity Insurance - Contractor's All Risks Insurance	

3.3	Provide details of the company's target turnover, as well as turnover already secured, for the financial years ending 2025 and 2026.	
3.4	Have any of the company's directors, within the past five years, been involved in a business that has entered administration, liquidation, or any other form of insolvency proceedings?	
4.0	Quality	Response
4.1	Does the company hold any third-party accreditations? If so, please provide full details.	
4.2	Does the company have a Corporate Responsibility policy, or separate policies addressing key Corporate Responsibility matters? If so, please provide a brief summary of each.	
4.3	Is the company a member of any environmental organisations? If so, please provide details.	
4.4	Provide details of any accreditations currently held by the company (e.g. ISO 9001, ISO 14001), etc., where applicable.	
5.0	Sub-Contractors	Response
5.1	Outline the procedures your company has in place for assessing the competence of sub-contractors, including their Health and Safety capabilities.	



6.0	Health and Safety	Response
6.1	Confirmation of your company's Health & Safety accreditations and any other relevant licenses or certifications.	
6.2	Provide the name and qualifications of the individual within the company who holds ultimate responsibility for Health and Safety, as well as for providing health and safety advice.	
6.3	Does the company have Health and Safety compliance procedures in place, such as permit-to-work systems, operational manuals, or similar? Please provide brief details and, where possible, sample documents.	
6.4	Provide a brief description of how the Construction Phase Health and Safety Plan will be developed prior to the commencement of works.	
6.5	Does the company have a Health and Safety policy? If so, please provide a copy.	
6.6	Has the company been served with any HSE enforcement or prohibition notices within the past three years? If yes, please provide details.	
6.7	Outline the company's accident record over the past five years, including the number of fatalities, major injuries, other RIDDOR-reportable accidents, Accident Frequency Rate,	

	and Accident Incident Rate. Additionally, provide details of the company's accident investigation and reporting system.	
6.8	How is health and safety monitored at site level?	
6.9	Provide details of any specific policies and procedures relating to hazardous materials and/or operations, such as asbestos management.	
6.10	Provide a brief outline of the company's Health and Safety induction procedures for personnel, subcontractors, and visitors.	
6.11	Please specify who within the company provides health and safety assistance in accordance with Regulation 7(1) of the Management of Health and Safety at Work Regulations 1999.	
7.0	General Enquires	Response
7.1	Are you currently engaged in any business activities with the Bourne Town Hall Trust (BTHT) or any affiliated entities? If yes, please: • List the relevant companies or organisations involved. • Describe the nature of each relationship. • Identify your primary point of contact within each organisation. • Confirm the duration of the relationship. • If you are currently providing services to	



	BTHT, please also state the annual revenue generated from this engagement.		
8.0	Project Specific Questions		Weighting
8.1	Relevant Experience	Please demonstrate relevant experience of working on similar Heritage projects, Listed Buildings or restoration projects. Works must include examples of works two grade II listed buildings and projects with a similar scale and value (circa £2m). Provide examples of 3 No. (three) previous projects along with names and contact details of references that can be contacted. At least 2 No. (two) project must relate to restoration and or conservation work undertaken by the tendering contractor on a grade II/II* listed building. <u>All</u> examples must be on listed or scheduled buildings. (Case studies limited to 2 No. A4 pages each).	50% (pass fail see below)
8.2	Community Benefit & Liaison	If appointed to the project, please outline the following as far as you understand of the project at this stage: • Opportunities for engagement with the local community. • The potential to engage or employ local direct labour, locally based sub-contractors and suppliers. What you could commit to as part of your tender (if successful in the PQQ stage) in regard to the above. (Response limited to 2 No. A4 pages).	20%
8.3	Programme	Confirm your ability to comply with the procurement programme set out within this document and please set out any key programme risks you foresee, which the client team should be mindful of. (Response limited to 2 No. A4 pages).	10%
8.4	Health, Safety & Logistics	What do you foresee as the main health, safety and logistic issues relating to the site / project and, how do you propose to address them on this project. (Response limited to 2 No. A4 pages).	20%

10.0 Evaluation criteria

Score	Rating	Description
0	No Response	No proposal has been received. The response is unacceptable.
1	Unacceptable	A proposal at this rating: Builds very little or no confidence that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures. Builds very little or no confidence that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.
2	Poor	A proposal at this rating: - Raises serious reservations that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures. - Raises serious reservations that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution. Note: a response at this rating includes reservations which cannot be resolved with the Tenderer pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.
3	Acceptable	A proposal at this rating: - Confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures. - Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies. - Note: an acceptable response may include minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.

4	Good	A proposal at this rating: • Builds confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures. • Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies. • Note: a good response may include a small number of minor reservations that can easily be resolved with the Tenderer. • pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.
5	Excellent	A proposal at this rating: • Builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures. • Provides an excellent approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies. • Note: an excellent response should not include any reservations.

11.0 Summary

The responses provided in the project specific questions will be assessed by an Evaluation Panel and the appropriate score will be agreed by consensus to provide a total score. This score will be the basis of the decision-making process. The Client reserves the right to challenge any information provided in response to the questions and request further information in support of any statements made therein.

As a reminder, it is crucial the tenderer evidences their ability, skills and experience of working on grade listed buildings.

Thank you.

Chana Projects Limited

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