



People's History Museum

INVITATION TO TENDER

Architectural, Lead Designer, and Contract Administration
Services

People's History Museum, Manchester

April 2026

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1. Introduction

The Museum

People's History Museum ("the Museum" or "PHM") invites suitably qualified, conservation-accredited architectural practices to tender for the provision of architectural, Lead Designer and Contract Administration services (Principal Designer for CDM 2015 purposes) from RIBA Stage 4 (Technical Design) through to project completion and handover (RIBA Stages 5–6). People's History Museum is located at Left Bank, Spinningfields, Manchester, M3 3ER.

The Museum is housed in a former hydraulic pump house which opened in 1909. Designated by Historic England as Grade II listed, it was designed by Manchester's first City Architect, Henry Price, and comprises a brick and terracotta Engine Hall featuring vast arched windows, a vaulted glass roof, colourful Pilkington Tiles and intricate metalwork.

PHM has secured funding of £2.49 million through the Museum Estate and Development Fund (MEND) to carry out urgent roof repairs to the Grade II listed Pump House building. The total project cost is anticipated to be £2.7 million. This funding underpins the full scope of works described in this ITT, including design costs and contingencies, and tenderers should note the reporting and governance obligations associated with publicly funded projects when preparing their submissions.

The successful practice will take on a technically demanding conservation project on a building of genuine architectural character and significance. For any practice with a commitment to heritage conservation and the cultural sector, this project represents a compelling addition to their portfolio.

The Scheme

The project brief was developed from a condition survey undertaken in early 2025, which identified a critical need for re-roofing due to persistent leaks causing substantial damage to the building fabric. Re-roofing and conservation repairs to the 1909 Pump House roofs will safeguard the long-term conservation of the historic fabric and maintain the building's operational functionality as a museum and public space. Without intervention, the condition of the building will deteriorate further, placing the historic fabric, the museum collections, and the long-term future of the Museum at risk.

The scheme has been developed to RIBA Stage 3 by Donald Insall Associates. Detailed drawings are available upon request. Listed Building Consent has been granted by Manchester City Council (Application number PP-14368789).

The successful practice will work collaboratively with the Museum, the design team, stakeholders and contractors to deliver the project within the approved budget, programme and quality parameters.

2. Project Overview

Project Works

The RIBA Stage 3 design has been prepared by Donald Insall Associates. The appointed practice will be required to develop and deliver the designs into a fully coordinated RIBA Stage 4 Technical Design package, including drawings, schedules, and specifications suitable for use in the procurement and construction of the works.

The appointed practice will be responsible for providing design input, technical clarification, coordination, and support throughout the construction and handover phases, including in their roles as Lead Designer, Principal Designer and Contract Administrator.

The works encompass the following elements:

Repair of Damaged Roof Structure

- Repair timber rafters and structural members affected by dry-rot and carry out structural repairs to metal trusses affected by water ingress.
- Insulate all roofs to reduce thermal loss and install modern roofing membranes.
- Install a man-safe system and compliant access ladders for future maintenance.
- Repoint high-level parapets and repair and replace coping stones where necessary to ensure a watertight condition.
- Rake out and patch-repoint high-level brickwork to the chimney and accumulator tower masonry using lime-based mortar.

Overhaul and Repair of Atrium

- Repair original fabric, including severely rotten timber framing and rusted Victorian metal casements.
- Upgrade existing glazing (much of which is cracked) to a new double-glazed system within the existing Victorian window frames and patent glazing roof system, to improve the thermal performance of the Engine Hall below.
- Restore the original opening mechanism to provide natural ventilation to the space below.

Targeted Gutter Works

- Replace lead gutters, ensuring detailing complies with current LSA standards.
- Increase gutter capacity where possible.

Works to Steel Water Tanks

- Drain, clear and inspect all four tanks and ensure drainage is functioning effectively.
- Waterproof tanks to prevent leakage into rooms below.
- Carry out any structural remedial works required to ensure the tanks are structurally sound.

High-Level and Associated Repairs

- Overhaul and repair windows to the accumulator tower to prevent water ingress.

- Create a new access hatch into the chimney to allow future monitoring and maintenance of the internal fabric.

Phasing

The scheme will be delivered in four phases due to the complexity of the site and the wish to retain functionality of some meeting spaces:

- Phase 1: Accumulator Tower
- Phase 2: Engine Hall and small roof above meeting room
- Phase 3: Conference Room and associated protruding asphalt roofs below
- Phase 4: Small flat roofs around service yard and water tanks.

Construction is expected to commence **November 2026**, with all spaces handed back by **Summer 2028**.

3. Information for Applicants

3.1 Invitation

PHM invites conservation-accredited architectural practices to submit a tender in accordance with this Invitation to Tender (ITT) and its supporting documents. Only practices holding current AABC (Architects Accredited in Building Conservation) or RIBA Conservation Architect accreditation, with a named accredited individual who will lead this project, are eligible to tender.

3.2 Submission

Tenders must be submitted by the means and deadline stated in Section 10. Submissions must include all information requested in Section 7.

3.3 Client Rights

PHM reserves the right to issue supplementary documentation at any time during the ITT process to clarify or amend any aspect of the ITT. All such documentation shall be deemed to form part of the ITT and shall supplement or supersede the relevant parts to the extent indicated.

3.4 Tenderer Responsibilities

Tenderers are responsible for obtaining all information necessary for the preparation of their tender. PHM will not be liable for any costs, expenses or liabilities incurred by tenderers in connection with the preparation and submission of a tender.

3.5 Clarifications

All clarification questions must be submitted in writing to the contact named in Section 10 by the clarification deadline stated in Section 6. All questions received and answers provided will be circulated to all tenderers. No clarifications will be accepted after the stated deadline.

3.6 Confidentiality

All documents provided in connection with this ITT are confidential and must not be

disclosed to any third party without the prior written consent of PHM.

3.7 Conflicts of Interest

Tenderers must declare in writing any prior involvement with PHM, with the existing design team (including Donald Insall Associates), or with any other party connected with this project. Failure to declare a conflict of interest may result in disqualification.

3.8 Evaluation and Award

Tenders will be evaluated against the criteria set out in Section 8. PHM reserves the right to shortlist tenderers and conduct interviews prior to appointment, and to not appoint any tenderer or to amend or discontinue the procurement process at any stage.

4. Scope of Services

Service Delivery

The appointed practice will act as Lead Designer and Principal Designer (under CDM 2015 and for the purposes of Building Regulations).

The appointed practice will be expected to support stakeholder engagement throughout the duration of the project, from RIBA Stage 4 through to completion. This may include engagement with PHM staff, the wider design team, statutory stakeholders, funders, and PHM's internal governance structures.

Stakeholder engagement responsibilities will include participation in regular Project Team meetings (anticipated to be held fortnightly during design and construction), preparation of progress updates, and attendance at PHM Project Board meetings if required (anticipated monthly), to support decision-making, reporting and governance requirements.

The appointed practice will deliver services across the following RIBA stages:

RIBA Stage 4 – Technical Design

- Development of coordinated technical design information
- Production of detailed drawing packages and specifications
- Coordination with structural, MEP, conservation and specialist consultants via Design Team Meetings or equivalent process
- Stakeholder engagement throughout the design process
- Compliance with Building Regulations and all statutory approvals
- Preparation of Employer's Requirements documentation if required
- Support to the cost consultant with preparation of tender documentation
- Design risk management and fulfilment of CDM Principal Designer duties
- Briefing and assisting in the procurement of other services including Quantity Surveyor, Structural Engineer, scaffolding contractor and building contractor.

RIBA Stage 5 – Construction

- Administration of the building contract (Contract Administrator role)

- Regular site inspections and quality monitoring
- Design team coordination during the construction phase
- Responding to RFIs and technical queries
- Reviewing contractor proposals, shop drawings and method statements
- Issuing instructions, certificates and formal contract correspondence.

RIBA Stage 6 – Handover

- Management of Practical Completion procedures
- Defects management and inspection
- Review of as-built information and O&M documentation
- Assistance with Building Control sign-off.

RIBA Stage 7 – In Use

RIBA Stage 7 is not included within the scope of this appointment. However, PHM may re-engage the appointed practice on separate terms to assist with post-occupancy activities including performance review and post-occupancy evaluation following project completion.

5. Special Considerations

Relevant Experience

Tenderers should demonstrate experience in the following areas. These will be assessed as part of the evaluation criteria set out in Section 8.

- Working with museums or cultural institutions, with an understanding of the operational sensitivities involved in delivering capital works within a live venue
- Designing for environmentally controlled spaces where collections protection is a requirement
- Working on heritage or listed buildings, particularly Grade II or above
- Delivering publicly funded projects and meeting associated reporting and governance requirements
- Integrating sustainability targets — including BREEAM, Net Zero Carbon or equivalent — within a heritage context
- Accessibility and inclusive design within historic buildings
- Stakeholder engagement in cultural or public settings, including with statutory heritage authorities and funding bodies
- Working within city centre locations with constrained site access, complex logistics and limited storage.

6. Programme

Timetable

The following timetable is indicative. PHM reserves the right to amend these dates.

Milestone	Target Date
Issue of ITT	Wednesday 15 th April 2026
Clarification deadline	Tuesday 28 th April 2026
Tender return deadline	Thursday 7 th May 2026
Interviews	Wednesday 20 th May 2026
Appointment	Friday 22 nd May 2026
Stage 4 commencement	June 2026
Construction start	November 2026
Practical completion	Summer 2028

7. Tender Submission Requirements

Statement of Requirements

PHM is seeking to appoint an accredited Conservation Architect as Lead Designer and Principal Designer to lead the project from RIBA Stage 4 to completion, including all contract administration.

Submissions should be concise and easy to navigate. Tenderers are not expected to produce lengthy written responses. Instead, PHM asks for a structured submission pack comprising the five elements set out below, accompanied by the completed ITT Form appended to this document.

7.1 Company and Insurance Information

A practice profile of no more than one A4 page, confirming:

- Practice name, office location(s) and organisational structure
- Confirmation of ARB registration and RIBA chartered status
- Confirmation of AABC or RIBA Conservation Architect accreditation, including the full name and accreditation number of the named individual who will lead this project
- Confirmation that the practice holds, or will hold at the time of contract award, the following minimum insurance levels:
 - Public Liability: £10 million
 - Employer's Liability: £5 million
 - Professional Indemnity Insurance: £2 million
- Confirmation of any actual or potential conflicts of interest, details of any litigation or arbitration in the past five years, and confirmation that the practice is financially sound, supported by the last two years' filed accounts or equivalent.

7.2 Covering Letter

A covering letter of no more than two A4 pages, setting out:

- A brief statement of why your practice is well suited to this project
- Confirmation of the named Conservation Architect who will lead the project
- A description of your proposed approach to developing the Stage 3 design through to technical design and construction, including how you would manage phased delivery within a live museum environment
- Key risks or considerations identified at this stage and your proposed approach to mitigating them
- Confirmation that your practice has adequate availability to commence Stage 4 at the time stated in the programme

7.3 Portfolio of Relevant Projects

A portfolio of 3–5 comparable projects completed within the last seven years, demonstrating experience relevant to this appointment. Projects should include re-roofing or conservation repair works to listed buildings, with at least one example from a museum, cultural institution or heritage setting.

For each project, please include: project name and client, construction value, scope of services and RIBA stages delivered, and a brief description of any relevant challenges — including budget constraints, complex site logistics, or experience pertinent to the special considerations listed in Section 5.

Images and drawings are welcomed. There is no strict page limit, but submissions should remain focused and relevant.

7.4 Proposed Methodology and Programme

A brief methodology statement and proposed Stage 4 programme covering the following:

Methodology	A description of your proposed approach to Stage 4 technical coordination, including how you would develop the procurement briefs for the Quantity Surveyor, Structural Engineer, scaffolding contractor and building contractor; your BIM capability and software platforms; and your approach to risk management, cost control and quality assurance throughout the design stage.
Contract Administration and CDM	A summary of how you would fulfil the Contract Administrator role during RIBA Stages 5 and 6, and how you would discharge your Principal Designer duties under CDM 2015 across both stages.
Programme	A proposed RIBA Stage 4 programme of work showing a timetable of key deliverables, your approach to technical coordination across the design team, and proposed stakeholder check-in points and sign-off gateways.
Resourcing	A resource allocation plan identifying the named individuals who will deliver each stage, their anticipated time commitment and ability to attend fortnightly Project Team meetings.

7.5 Fee Proposal

A fee proposal structured as follows:

Stage	Description	Lump Sum Fee (excl. VAT)
RIBA Stage 4	Technical Design	£
RIBA Stage 5	Construction	£
RIBA Stage 6	Handover	£
	Total	£

Contract Administration

Please separately itemise the fee for acting as Contract Administrator during the construction phase, covering (but not limited to) issuing instructions and certificates, assessment of variations and extensions of time, site inspections, and support through Practical Completion, the defects period and final account.

Day Rates

Please provide day rates for all key personnel, for use in valuing variations or additional services instructed by PHM.

Assumptions and Exclusions

Please note any key assumptions underpinning your fee (for example, assumed number of site visits per month or number of design team meetings) and any services specifically excluded.

Disbursements

Please confirm whether disbursements are included within the lump sum or charged separately. If separately, please provide an estimate.

8. Evaluation Criteria

Evaluation		
Tenders will be evaluated in line with PHM's Procurement Policy. Submissions will be assessed against both quality and affordability, using the following weighted criteria:		
Criteria	Weighting	
Relevant Experience	20%	
Technical Capability	20%	
Methodology and Approach	20%	
Key Personnel	10%	
Sustainability and Innovation	5%	
Fee Proposal	25%	
Total	100%	
Each quality criterion will be scored using the following matrix:		
Score	Performance	Judgement
5	Fully meets requirement with clear, specific evidence	Excellent
4	Meets the requirement well with minor gaps	Good
3	Mostly meets the requirement but with notable gaps	Fair
2	Partially meets the requirement	Doubtful
1	Significantly fails to meet the requirement	Poor
0	Does not address the requirement	Reject

PHM reserves the right to shortlist tenderers and conduct clarification interviews prior to final appointment. PHM reserves the right not to select the lowest priced Tender.

9. Form of Appointment

Engagement

The appointed practice will be engaged under the RIBA Standard Professional Services Contract (2020 edition or latest), or a bespoke appointment incorporating PHM amendments. The form of appointment will be confirmed to shortlisted tenderers prior to interview.

Collateral warranties in favour of PHM's funders, including the Museum Estate and Development Fund (MEND), may be required. Tenderers should confirm their willingness to provide these as part of their submission.

10. Submission Instructions

Submission

Tenderers must complete the attached ITT Form and submit all documents electronically to: **Ben Grogan** ben.grogan@phm.org.uk by no later than: **5.00PM on Thursday 7th May 2026**

Late submissions may not be considered.

All clarification questions and requests for site visits must be submitted to the above contact by the clarification deadline stated in Section 6. Responses to all clarifications will be circulated to all tenderers.

11. Confidentiality and Reservation of Rights

Confidentiality

All documents provided in connection with this ITT are confidential and must not be disclosed to any third party without the prior written consent of PHM. PHM accepts no liability for costs incurred during this process.

PHM reserves the right to:

- Not appoint any tenderer
- Amend or discontinue the procurement process at any stage
- Seek clarification on any aspect of a submission
- Negotiate terms prior to formal award.

Supporting Documents

Available Documents

The following documents are available to tenderers upon request:

- Historic Deterioration and Assessment Survey (HDAS)
- Conditions attached to Listed Building Consent (Application PP-14368789)
- RIBA Stage 3 detailed design drawings (Donald Insall Associates)

Appendix: ITT Form

To be completed and returned as part of your submission.