



People's History Museum

INVITATION TO TENDER

Quantity Surveyor & Cost Consultant
People's History Museum, Manchester
June 2026

DATE OF ISSUE: 12TH JUNE 2026

RETURN DEADLINE: 1ST JULY 2026

PREPARED BY: BEN GROGAN

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1. ITT Instructions & Introduction

1.1 Summary Instructions and Details of Contract	
Project	Spinningfields, Leftbank, Manchester, M3 3ER
Client	People's History Museum (PHM)
Client Representative	Any ITT queries must be addressed to Ben Grogan ben.grogan@phm.org.uk
Project Scope	Repair and renewal of the roof
Proposed form of contract	RICS Standard
Estimated Construction Cost	£1.9m
Date for Practical Completion	May 2028
Current Work Stage	RIBA 4
Site visits	By arrangement with the client
Clarification deadline	Wednesday 24 th June 2026
Date for ITT return	ITT must be submitted in accordance with this document to the above email address by 12PM on Wednesday 1st July 2026. Please confirm your intention to submit an ITT response at your earliest convenience.
1.2 Introduction	
<p>People's History 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.</p> <p>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.</p> <p>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</p>	

tenderers should note the reporting and governance obligations associated with publicly funded projects when preparing their submissions.

1.3 Invitation to Tender

The Client invites Quantity Surveyors (Cost Consultants) to provide Quantity Surveying services in accordance with this Invitation to Tender.

1.4 Submission of ITTs

The ITT must be submitted by the means and date stated in the ITT documents and must include all information requested in the Form of ITT attached.

1.5 Client and Applicants responsibilities

The Client reserves the right to issue supplementary documentation at any time during the ITT process to clarify any issue or amend any aspect of the ITT documents. All such further documentation shall be deemed to form part of the ITT documents and supplement and/or supersede any part of the ITT documents to the extent indicated.

Applicants are responsible for obtaining all information necessary for the preparation of their ITT. The Client will not be liable for any costs, expenses and liabilities which Applicants incur in connection with the preparation and submission of an ITT

1.6 Confidentiality

The information contained in the ITT documents and any other documents sent to Applicants in connection with the ITT process remains the property of the Client. Applicants must treat the information as confidential at all times.

You shall not be entitled to and shall not make any claim against the Client (whether deficit or otherwise) including without limitation any claim for damages on the grounds of misunderstanding in respect of information provided or on the basis that the information provided during the ITT process was incorrect or insufficient.

Note: All questions raised and answers provided will be circulated to all interested parties / contractors.

2. Project Information

2.1 Overview

The project is currently at the start of RIBA stage 04 and has been awarded MEND funding for the re-roofing project. Please find attached the architecture tender document which includes information such as the project team and programme.

Construction cost is estimated to be £1.9m and funding is available for the roof works only. The scope of works can be summarised as:

- Stripping and re-roofing the historic pitched roofs, including repair and replacement of all structural timber, conservation of the existing Welsh blue slate and renewal of all leadwork
- Renewal of asphalt flat roofs to the water tank bases where possible and bitumen paint based patch repairs where MEP equipment prevents a full renewal

of the covering, including the existing water tanking infrastructure which is now redundant and repurposed as a roofscape to the spaces below

- High level masonry repairs to string courses, weather courses and parapets
- Masonry repairs to the chimney and accumulator tower
- Renewed rainwater strategy and roof access.

Please refer to submitted planning documents and attached documents for a proposed roof plan which sets out the scope of the proposed work

2.2 Site considerations

- Limited site access and storage
- Conservation / heritage building works (Grade II listed)
- Adjacent neighbours and busy road.

3. Scope of Services

The appointed quantity surveyor will deliver services across the following RIBA stages:

RIBA Stage 4 – Pre-construction and tender support, including:

- Assist architect with issue of soft market testing documents and evaluation of returns to feed into cost plan, programme and site logistics
- Production and issue of tender information, including full Bill of Quantities
- Issue of and management of tender process
- Lead on tender evaluation (with architect and client input) and produce tender report
- Completion of relevant construction contracts for contractor appointment
- Advice of procurement and suitable procurement routes.

RIBA Stage 5 – Construction, including:

- Monthly valuation of works
- Change control and variation assessment
- Cost reporting and cashflow monitoring.

RIBA Stage 6 - Handover, including:

- Final account agreement
- Post-completion cost reporting as required.

4. Special Considerations

Tenderers should demonstrate experience in the following areas. These will be assessed as part of the evaluation criteria set out in Section 6.

- Working with museums or cultural institutions, with an understanding of the operational sensitivities involved in delivering capital works within a live venue

- 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.

5. Programme

Timetable	
The following timetable is indicative. PHM reserves the right to amend these dates.	
Milestone	Target Date
Issue of ITT	Friday 12 th June 2026
Clarification deadline	Wednesday 24 th June 2026
Tender return deadline	Wednesday 1 st July 2026
Appointment	Friday 10 th July 2026
Stage 4 commencement	June 2026
Construction start	November 2026
Practical completion	May 2028

6. Tender Submission Requirements

6.1 Company and Insurance Information (pass/fail)
<p>Confirmation of the following:</p> <ul style="list-style-type: none"> • Company name, office location(s) and organisational structure • Confirmation of RICS chartered status • Confirmation that the company holds, or will hold at the time of contract award, the following minimum insurance levels: <ul style="list-style-type: none"> • 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 upon request.
6.2 Portfolio of Relevant Projects (25%)
<p>A portfolio of 3 comparable projects completed within the last five 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.</p> <p>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 4.</p>

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

6.3 Project-Specific Cost Management & Risk Strategy (25%)

Demonstrate your proposed approach to cost management for this project, from appointment through to completion.

Your response should include:

- How you will establish and maintain cost certainty during design development
- Your approach to managing cost risk in a heritage context with developing scope
- How cost information will be structured to support client decision-making
- How you will manage and report contingency and risk allowances

Responses must be specific to this project, its funding structure, and governance.

Response limit: 2 A4 pages

6.4 Procurement (25%)

Set out your approach to procurement and change control for this project.

Your response should include:

- Advice on procurement route(s) and packaging of works
- How you will support the tender process and contractor appointment
- Your methodology for valuation, variation assessment, and cost reporting during construction
- How you will work with the Contract Administrator and Project Manager to manage change, extensions of time, and final account processes

Responses must be tailored to an architect-led design team and a client-appointed Project Manager.

Responses must be specific to this project and procurement structure.

Response limit: 2 A4 pages

6.5 Programme, Resourcing & Capacity to Deliver (25%)

Confirm how you will resource and deliver the QS services for this project.

Your response should include for each Delivery Stage element:

- Description of services
- Proposed project team CVs and named roles
- Time allocations and day rates
- Assumptions and exclusions
- How continuity of service will be maintained
- How you will respond to programme change or funding-driven timescale pressures

Response limit: 2 A4 pages (CVs separate)

Supporting information: Team structure chart (optional, maximum 2 A4 pages)

6.6 Evaluation Criteria

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 not to select the lowest priced Tender.