

Scope of Service for Site Selection and Feasibility Study

Task	Stage One - Preparation and Site Review 6th January 2014 to 31st January 2014	Review Period 3rd February 2014 to 14th February 2014	Stage Two - Feasibility Study and Report 17th February 2014 to 21st March 2014
External Consultant			
Core Objectives	Identification and review of Client's Brief and Background Information (see Section 7). Development of Project Objectives for Stage 1 - Site Review and execution of the same.		Develop the Project Objectives, Project Outcomes and Project Budget and undertake the three Feasibility Study on the selected sites. Review all site information and constraints. Include a similar Feasibility Study option on the current CALS premises at Duke Street, Chester.
Procurement	Completion of consultants project team appointments (if required).		No project specific procurement proposals required.
Programme	Finalise Project Programme for Stage 1 and Stage 2 and adjust as required following review of all information made available post appointment.		Review Stage 2 Project Programme and adjust if required. Prepare a procurement (assume D&B from Regional Framework), design and construction programme, including Stage 1 and 2 HLF funding bids to accompany the Feasibility Study.
(Town) Planning	Review selected sites against Local Plans to identify published constraints.		Pre-application discussions to determine the suitability of the Feasibility Studies and constraints on the sites selected and Duke Street.
Support Tasks	Review regional and national developments in Archives and Local study Centres, together with schedule of Standards and Guidelines set out in the Brief (see Section 7). Consider the Off-site storage option that may make a site selected for review more attractive due to site constraints/location.		Develop a feasibility proposal for the selected sites and Duke Street in conjunction with the project partners based on the Brief and national guidelines. Attend and participate in HLF funding discussions for the proposed new developments. Include funding proposals in final report in consultation with the Council's External Funding Team. Review and prepare a schedule of site specific surveys and investigations for each site and Duke Street to be undertaken at Stage 3. Prepare a option for off-site shortage, that could be applied to a suitable site, in liaison with the Council's In-house Business Planning Team. Organise, manage, facilitate and report the Risks associated with each site and Duke Street with the full project team. Include a Risk Schedule in the final report.
Sustainability	Review the Council's Sustainable Buildings Policy in preparation for the Stage 2 Feasibility Study.		Review the feasibility proposals against the Council's Sustainable Building Policy and make provision as required e.g. solar panels on south facing roofs, biomass boiler suitability etc.
Cost Planning	Review typical building costs from previous projects and published cost data in preparation for the Stage 2 Feasibility Study. Prepare a cost plan budget estimate based on the Client's minimum requirements set out in the Brief.		Prepare an elemental cost plan for each of the sites and Duke Street to support the Feasibility Study and in conjunction with the Council's Capital Delivery Team include a schedule of typical Client side costs normally excluded.
Information Exchange	Completion of Site Reviews and publication of the Stage 1 report. Stage 1 report to include three sections for insertion of information from the Council's in-house teams (see below). Consultant to liaise and co-ordinate the production of final report. Presentation of Stage 1 report.	Presentation of Stage 1 Report to both West Cheshire and East Cheshire members (allow for two separate presentations).	Completion of the Feasibility Studies for selected sites and Duke Street and publication of the Stage 2 report. Stage 2 report to include three sections for insertion of information from the Council's in-house teams (see below). Consultant to liaise and co-ordinate the production of final report. Presentation of Stage 2 report.
UK Government Information Exchange	Not required.		Not required.
Communications	Provide weekly progress report by email and attend fortnightly progress meeting(s) to be held at Duke Street - 9:00 am Thursday.		Provide weekly progress report by email and attend fortnightly progress meeting(s) to be held at Duke Street - 9:00 am Thursday.
CW&C In-house Services			
External Funding Team	Review external funding opportunities for both the Council and external partners, that may be suitable for future grant applications. Contribute to the Stage 1 Report.		Develop the proposals, including a HLF bid in conjunction with the full project team. Contribute to the Stage 2 developments and Report.
All Together Better Team			

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<p>Consultation & Communications Team</p> <p>Business Planning Team</p> <p>Communications</p>	<p>Prepare a Consultation Strategy in readiness to execute a major consultation exercise during Stage 2 for the selected sites and Duke Street.</p> <p>Contribute to the Stage 1 Report.</p> <p>Review the Service Level Agreement with Halton and Warrington Borough Councils and the provision of secondary material in Libraries.</p> <p>Develop the proposal with the Canal and Rivers Trust to transfer their archive collection to a proposed new development.</p> <p>Explore the potential of a partnership project with other organisations or Local Authorities to drive regeneration with wider economic benefits.</p> <p>Contribute to the Stage 1 Report.</p> <p>Attend fortnightly progress meeting(s) to be held at Duke Street - 9:00 am Thursday.</p>		<p>Execute the Communication Strategy during Stage 2 and contribute feedback to the Feasibility Study final report.</p> <p>Contribute to the Stage 2 developments and Report.</p> <p>Develop the SLA opportunities and options for delivery of secondary material at a local level.</p> <p>Include the proposal (if successful at Stage 1).</p> <p>Develop the proposals, including a HLF bid in conjunction with the full project team.</p> <p>Contribute to the Stage 2 developments and Report.</p> <p>Attend fortnightly progress meeting(s) to be held at Duke Street - 9:00 am Thursday.</p>