



Contemporary reordering of St Michael le Belfrey, York.



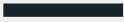
PRELIMINARY BRIEFING PAPER

Invited Design Competition
January 2019

RIBA 
Architecture.com

St Michael le Belfrey Parochial Church Council (PCC) are seeking Expressions of Interest from experienced architect-led multi-disciplinary teams for the re-ordering of St Michael le Belfrey Church in York.

The reordering of St Michael le Belfrey Church has been under consideration for much of the four decades since the revival of the Church through the ministry of David Watson. The resulting changes in the numbers and profile of the congregation together with a more modern style of worship and the availability of new technology are providing incentives and opportunities – alongside the pressing need for major building repairs – to make the building more fit for purpose in the 21st century.



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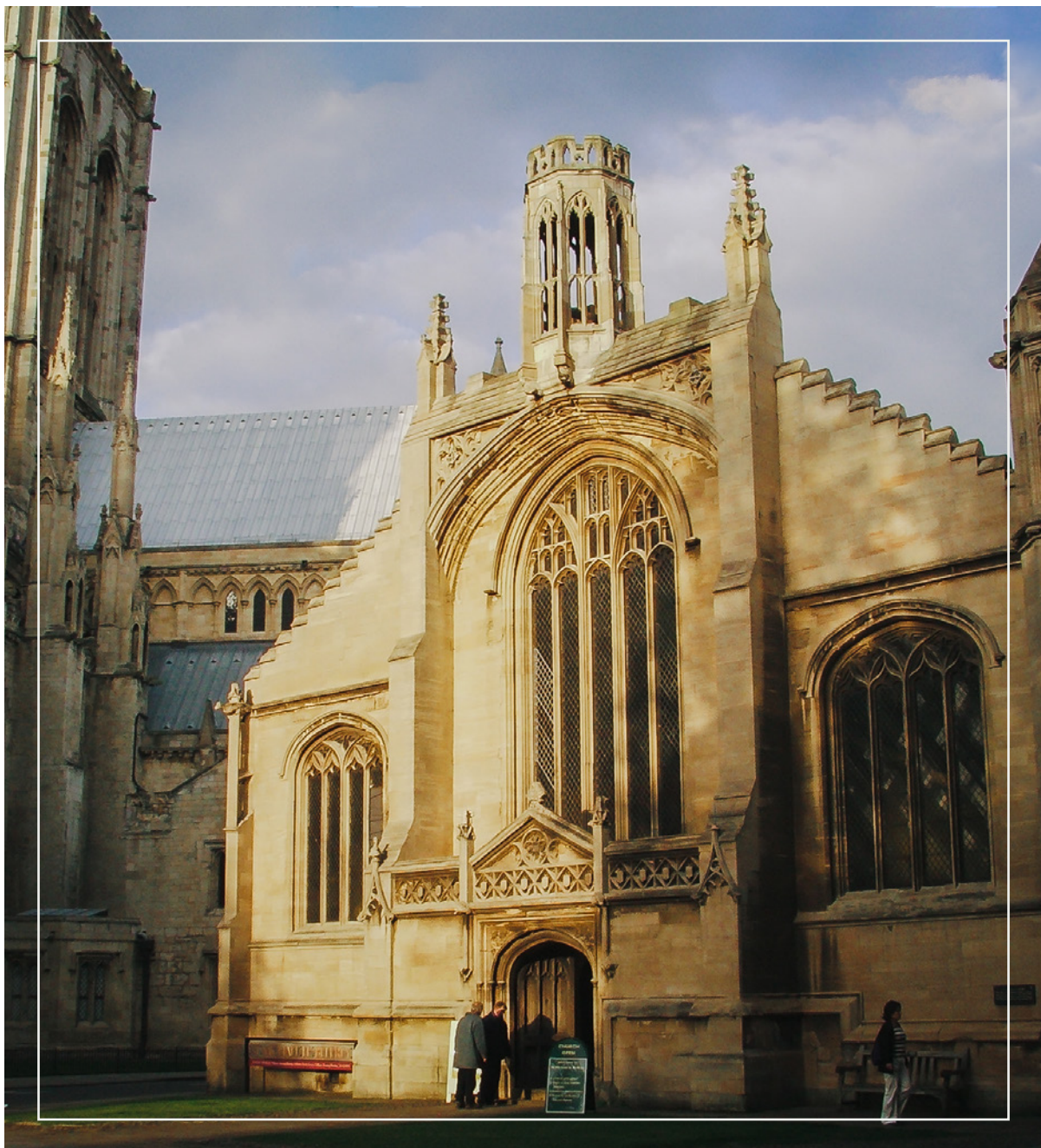
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Background

In preparation for possible reordering of St Michael le Belfrey Church a Statement of Significance and a Conservation Management Plan were drawn up in 2011, and the latest Quinquennial Inspection took place in 2014. The Inspection has highlighted the need to replace the Church roof and to dismantle and rebuild the bell tower, as well as repairing external and internal stonework. In addition, an offer has been received to remove and relocate the organ to another York parish Church, thus freeing significant internal space currently occupied by an instrument which has not been used for some 20 years and would be very expensive to repair.

The PCC accordingly believe that this is the right time to proceed with reordering in conjunction with the external works which are required and the availability of the additional internal space.

The PCC is the executive committee of the parish and its members are the charity trustees. Legally the council is responsible for the financial affairs of the church parish and maintenance of its assets, such as churches and church halls, and for promoting the mission of the Church.



St Michael le Belfrey

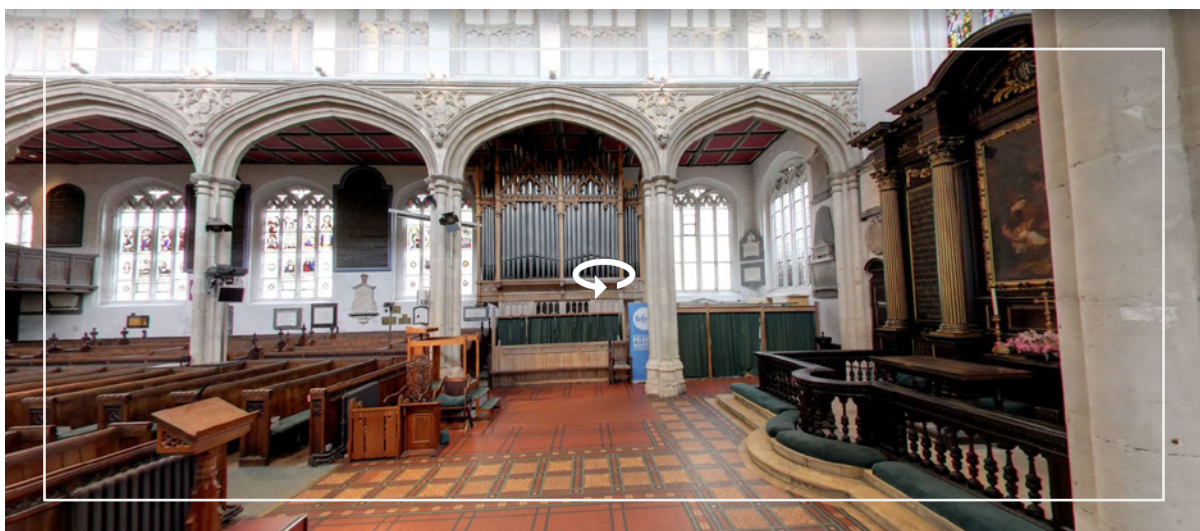
There has been a church on the site of Michael le Belfrey Church from the 8th Century. The current church is a Grade 1 listed building located in the heart of York's historic city centre and lies immediately adjacent to York Minster. It is a rare example of an English church completely re-designed and largely rebuilt in the early 16th century (1525–37), during King Henry VIII's break with Rome. The building is rectangular in form, with a nave and two aisles. John Forman, the Minster's master mason was responsible for the Tudor gothic style with renaissance influence. It was, and still is, the largest parish church in the city, originally serving a wealthy community of merchants and craftsmen. In the church are boards bearing the names of York Lord Mayors who lived within the parish, and information about Guy Fawkes who was baptised here in 1570.

Significant later additions to the building include the altar reredos ornamental screen and communion rail (1712), Squire memorial (c.1720), west gallery (1785), collegiate pews (1853), a new west end with bell tower (1867) and an organ (1881). Important stained glass includes a 14th century east window incorporated from the preceding church and other windows with dates ranging from the 16th to the 19th centuries. Although minor changes were made to open up the chancel area in the 1970's and an effective maintenance programme has been put in place, no major work has been undertaken on the fabric of the church for 150 years.

The 1848 bell tower is a replica of the earliest known bell tower, first depicted in 1705. The west front was thoroughly "restored" in 1867 after houses attached to the church had been pulled down. Generally, it represents what had stood earlier. The slender pillars separating the aisles from the nave have angels with shields showing Henry's crown and crossed swords or keys, which are the symbols of St Paul and St Peter. The lathe and plaster ceilings originally painted blue, probably with gold stars, date back to 1766 and cost £24. The dark marble slab in the floor of the nave is believed to have been the original altar stone from the Minster brought to St Michael le Belfrey in 1617.

The choir stalls and the pulpit were removed from the chancel in 1973. There is now a modern pulpit, and a lectern made by Thompson's of Kilburn ('Mouseman') with their trademark mouse on its plinth, and a stage area for the musicians who lead our singing. The large early-eighteenth century stone memorial at the end of the south aisle - blocking out a previous window - is of Scarborough MP Robert Squires and his wife Priscilla. The 3-manual organ, with its oak carved case was built by John Denman in 1885. Two periods of notable growth have occurred at St Michaels le Belfrey in the last 200 years. William Richardson was vicar from 1771 to 1821, whose powerful preaching urged people "to turn from sin and trust in Jesus Christ" and as a result in 1785 the gallery was built to accommodate the larger congregations.

[A 360° virtual tour of St Michael le Belfrey is available.](#)

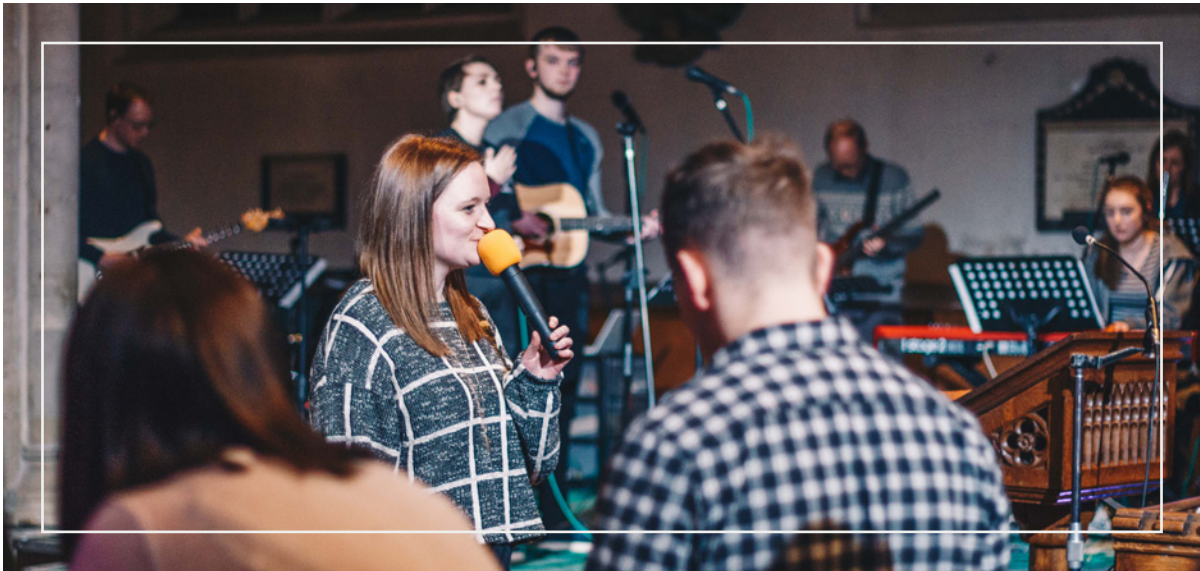


Vision Statement

Our vision for the project is to renew and enhance the historic Church building of St Michael le Belfrey in order to inspire and enable 21st century worship and mission, to meet the needs of the people we serve and assist God’s plan to transform the North of England from the heart of Yorkshire.

The mission for the building of St Michael le Belfrey is to provide a significant and attractive resource facility for engaging and welcoming people into the family of God, realising our strategic emphases of making disciples, nurturing disciples, developing leaders and planting churches.

This requires creating a space which provides an open, welcoming, accessible and warm Church environment, with a flexible interior arrangement while remaining faithful to our heritage. The reordering will seek to embrace the use of current technology to its fullest, while at the same time preserving the most significant historical and architectural aspects of the building. In this way we will blend modern practicality and versatility with beauty, and declare and encourage our values of simplicity, humility, festivity and generosity.



Key Considerations

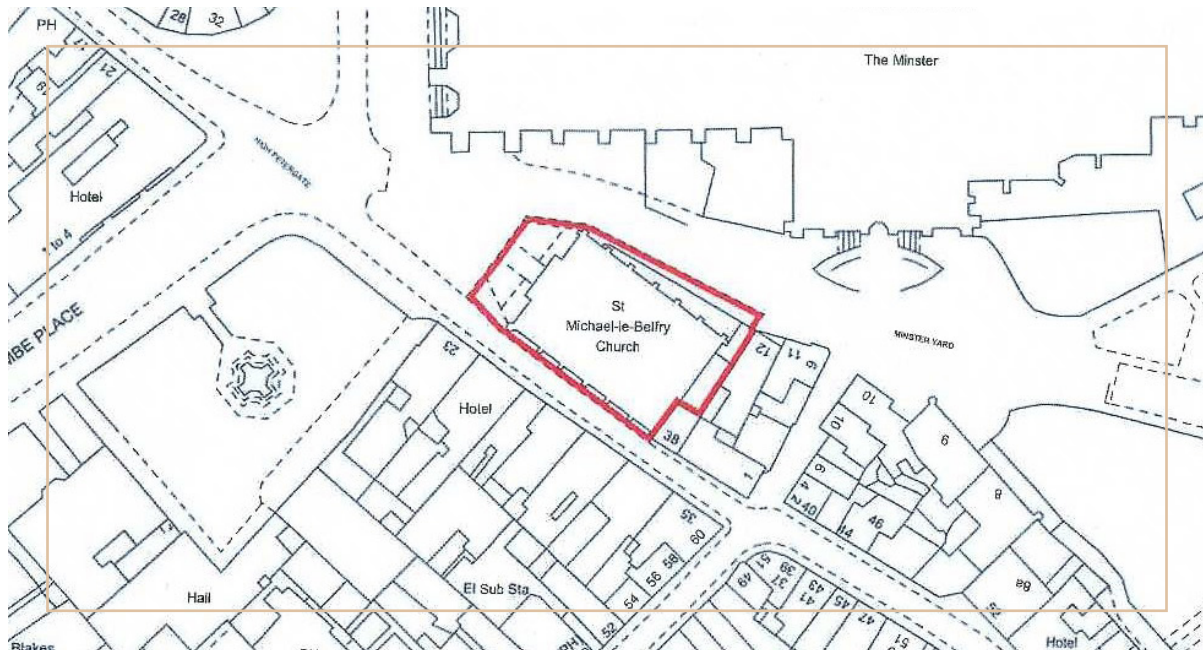
Essential works are required to St Michael le Belfrey including a new roof, rebuilding of the bell tower and external and internal stonework repairs. The existing organ will be removed freeing up much needed internal space and revealing a stained-glass window which is currently hidden, providing an opportunity for a contemporary stained-glass replacement. A more flexible internal arrangement is required to accommodate greater variety of worship with internal redecoration and removal of pews as necessary.

There is also an opportunity to explore the potential creation of a new welcome area to the west end. Providing a more spacious and inviting welcome will improve visibility of ongoing Church activities for passersby to draw in visitors. Any new exterior building must be beautifully executed and complimentary to the existing Church, enhancing the neighbouring historic area.

The PCC are keen to improve accessibility, with improved toilet and changing facilities whilst providing sufficient facilities for communion and light refreshments. There are potential opportunities to create additional useable space beneath the Church, including provision to hold small meetings/prayer sessions whilst other events take place in the Church.

Site

St Michael le Belfrey Church is situated in a conservation area next to York Minster, one of the largest Gothic churches in northern Europe.



Public Exhibition, Community and Stakeholder engagement

There are numerous stakeholders to be consulted at appropriate times throughout the design process. They can be divided broadly into the following main categories:

- † Church Members
- † Church of England Authorities
- † Local organisations with a planning or heritage interest
- † Potential external funders such as grant-making bodies for heritage projects, local businesses, visitors to the church and a range of heritage organisations such as the York Civic Trust and the York Archaeological Trust.
- † Service providers and regulatory authorities for the project works

The successful design team will need to demonstrate a commitment to and approach that welcomes involvement from the congregation, local community and stakeholders. It is the intention that the A1 Sheets submitted by each shortlisted team at phase 2 of the competition will be used for stakeholder engagement and/or anonymous public exhibition. This will be undertaken in a facilitated manner with provision for stakeholders and/or visitors to the public exhibition to comment on the design proposal presented. Comments received will be made available to the Evaluation Panel.

Budget

£3.5 million Construction budget, inclusive of Professional Design fees.

Overview of Competition Format

The competition will follow the Invited Design format.

Phase 1

Pre-Qualification via Expression of Interest

Phase 2

Submission of Design concepts in response to an outline brief with accompanying tender return

Competition Timetable

Key dates, which may be subject to alteration, are as follows:

A C T I V I T Y	D A T E (E S T I M A T E D)
Competition Launch	Mon 07 Jan 2019
Deadline for Questions	Wed 30 Jan 2019
Deadline for Receipt of Expression of Interest	Tues 19 Feb 2019 at 14:00
Evaluation of Expression of Interest Submissions	Thurs 28 Feb 2019
Shortlist Notified & Notification to unsuccessful applicants	Wed 06 Mar 2019
Design Brief Issued to Shortlist	Thurs 07 Mar 2019
Site visit and Briefing Session	Tues 12 Mar 2019
Deadline for Questions	Tues 02 Apr 2019
Response to Questions	Tues 09 Apr 2019
Submission of tenders	Tues 07 May 2019 at 14:00
Public Consultation	w/c 13 May 2019
Tender evaluation commences	w/c 20 May 2019
Clarification Interviews	w/c 27 May 2019
Notification of Result	w/c 3 June 2019
Public Announcement of Result	w/c 3 June 2019

Appointment of the preferred team will be subject to approval from the Impact Project Board, under delegated authority from the PCC. The PCC reserves the right not to proceed beyond the competition stage in the event that no one scheme meets the requirements and aspirations in respect of the project. All honorarium payments will however be paid as indicated.

General Notes



How to obtain a Unique Registration Number

In order to be considered for the project, candidates must submit a compliant Expression of Interest. Candidates who intent to submit an EoI must register to receive a Unique Registration Number (URN) by completing the online form at:

ribacompetitions.wufoo.com/XXXX

RIBA Competitions will issue a URN [B#] to interested parties within two working days of submitting the online request form.

Eligibility

Expressions of Interest are invited from architect-led teams internationally which should also include the services of a structural engineer, building services engineer, conservation architect and quantity surveyor as a minimum, together with any other specialists the applicant considers may be necessary to service the contract. The architect will act in the role of Lead Consultant. As per the Construction (Design and Management) Regulations 2015, the design team should include provision of an organisation or individual with sufficient knowledge, experience and ability to perform the role of Principal Designer with responsibility for co-ordination of Health and Safety during the pre-construction phase. The PCC wishes to appoint a Lead Consultant who understands the complexity of the challenge and assembles a multi-disciplinary design team who can deliver the vision for the completion of the St Michael le Belfrey Project.

The lead applicant firm must include an architect who has the right to practice in the country where he/she is qualified or in the country where he/she currently resides or practices. UK-based applicants should therefore be registered with the Architects Registration Board (ARB) with overseas-based applicants registered with an equivalent regulatory body. Architects with more limited experience in the delivery of relevant projects may wish to consider collaborating with another practice, but the proposed delivery arrangement should be clearly articulated in the submission return.

Commitment

This is a call for Expressions of Interest only. The PCC is not bound to accept any offer resulting from it. Nothing in this Preliminary Briefing Paper is to be construed as implying commitment by the PCC that it will award a contract. Any expenditure, work or effort undertaken is accordingly a matter solely for the commercial judgement of the Applicant.

Disclaimer

Applicants are responsible for obtaining the information which they consider necessary in connection with the Competition and must form their own judgement on its validity and suitability. Each Applicant must make its own independent assessment after making such investigations. The subject matter of this Preliminary Briefing Paper shall only have a contractual effect when it is incorporated into the express terms of an executed contract.

The PCC is not obliged to accept any submissions or enter into any contract pursuant to the Competition and reserves the right in its absolute discretion to withdraw from or terminate the process set out in this Preliminary Briefing Paper at any time, for any reason and without prior notice to the Bidders and at its sole discretion re-invite proposals on the same or any alternative basis.

The PCC does not make any representations or warranties (express or implied) or accept any liability or responsibility (other than in respect of fraudulent misrepresentation) in relation to the adequacy, accuracy, reasonableness or completeness of the information in this Preliminary Briefing Paper or any part of it (including but not limited to, any loss or damage arising as a result of reliance by the Applicant on the information or any part of it).

Format of Expression of Interest Document

Expressions of Interest should comprise no more than 19 single sides of A4 (or double-sided equivalent) not counting a contents page, formatted as below:

FRONT COVER

The front cover should bear the name of the lead architect practice, proposed consultant firms from other required design disciplines, together with the Unique Registration Number [B#] issued by RIBA Competitions.

DECLARATION AND CONFIRMATION OF INSURANCES HELD FORM

The editable version of the Declaration and Confirmation of Insurances held form (issued by RIBA Competitions on registration) should be duly completed and incorporated immediately after the contents page. As well as asking the lead architect firm to confirm the level of insurance protection held by the organisation, this form also asks applicants to confirm that none of the grounds for mandatory or discretionary exclusion referred to under Section 57 of The Public Contracts Regulations 2015 apply to the organisation, see:

http://www.legislation.gov.uk/ukxi/2015/102/pdfs/ukxi_20150102_en.pdf

BRIEF INTRODUCTION AND MOTIVATION FOR APPLYING

A (**maximum x1 single side of A4**) commentary outlining the practice's approach to design, preliminary thoughts about the St Michael le Belfrey Project, motivation for applying and any specialist skills it would be able to bring to the project.

TEAM COMPOSITION

A brief introduction (**maximum x1 single side of A4**) should be provided to outline the lead architect firm's experience, together with brief CVs (**maximum x2 singles sides of A4**) for members of the practice that would be responsible for leading, developing and potentially delivering the design concept. Projects undertaken at a previous practice may be included but the role in developing and delivering the scheme (design team leader, project architect etc.) must be clearly outlined.

The anticipated delivery arrangement should be clearly articulated, with specific delivery arrangements if the project is remote from the firm's principal location. If a collaborative approach with another architect firm is proposed, the anticipated delivery arrangement should likewise be clearly articulated.

A4 SUMMARY SHEET OF CONSULTANT TEAM

A4 summary sheets with CV's of identified consultant (**x1 single side of A4 maximum per required firm**) should be provided for each of the principal consultant firms who would form part of the proposed design team. Details should be provided of any previous projects on which the proposed consultant firms have collaborated.

RELEVANT PROJECTS DELIVERED BY THE LEAD ARCHITECT FIRM

Illustrative case studies (images with explanatory supporting text) should be provided for two projects (**maximum x2 single sides each**), from either the public or private sector, that are relevant to St Michael requirements. These projects should demonstrate the character and experience of the lead architectural practice and relate to projects that have **reached completion over the previous ten years**.

Any images featured within the submission should be clearly annotated to explain to which projects they refer. A distinction should be clearly made between photographic images of completed projects and computer-generated visualisations.

Applicants should consider the relevance and relative merits of projects within their firm's portfolio, together with the selection criteria against which these will be assessed.

Whilst the inclusion of an ‘incomplete’ project (i.e. a project that is on, or about to commence on site) as one of the illustrative case studies would not deem the submission unacceptable, it may, depending on the stage that it is at, limit the ability of its qualities to be appraised. Similarly, whilst applicants may elect to include projects that reached completion over more than the stipulated ten-year limit, their inclusion may limit the current technical and professional ability of the applicant to be appraised.

In addition to representative illustrations and sketches, the following information should be provided for each case study:

- † Client name;
- † Project completion date;
- † Anticipated and final duration of the project;
- † Anticipated and final budget;
- † Relevance of the project or design approach to the St Michael le Belfrey project;
- † Additional explanatory notes if the duration and/or final budget exceeded the original projections.

PROFESSIONAL CAPABILITY OF LEAD ARCHITECT FIRM

One of the case studies presented in response to **Section XXX** or an additional case study should be expanded upon to demonstrate experience of:

- † Experience of designing projects which have acted as transformative catalysts for the operation of the services contained within them and the creation of high quality internal and external spaces.
- † Experience of working with a similar client body and/or Place of Worship*
- † Experience of working in Conservation areas and with listed buildings in sensitive contexts to secure planning permission;
- † The lead architect’s design process, ethos and methods of working in developing the proposal from design concept through to project completion.
- † Experience of successful stakeholder and community engagement throughout the design process.

This is primarily intended to be a graphic response. Brief explanatory notes may also be provided to further explain the rationale and drivers behind the final realised design, The expanded case study should be presented on up to a maximum of **x3 single sides of A4**.

* The inclusion of a project that would not qualify as experience of working with a similar client body/place of worship as the expanded case study would not deem the submission unacceptable however it may not be deemed as relevant by the panel.



DETAILS OF PAST CLIENT CONTACTS FOR REFERENCE PROJECTS

For the two reference projects shown in response to Section XXXX, please provide the project title, organisation name, contact name and details (to include e-mail address and telephone number). Please ensure that your nominated referees are prepared and available to provide references if requested. References may be taken up prior to confirmation of the shortlist or the final interviews. The Evaluation Panel may also elect to visit reference projects and/or speak to clients/occupiers of the buildings prior to confirmation of the winning team.

Front Cover	Maximum 1 single sheet
Declaration	Maximum 1 single sheet
Brief Introduction and Motivation for Applying	Maximum 1 single sheet
Team Composition including CVs for Lead Consultant	Maximum 3 single sheet
A4 summary sheets of consultant team	Maximum 6 single sheets
Relevant Projects delivered by the lead architect firm (maximum 2 projects)	Maximum 2 single sides per project Maximum 4 sheets
Professional capability of lead architect firm (maximum 1 project)	Maximum 3 Sheets
Total	Maximum 19 sheets

Submission instructions for the Expression of Interest Document

The Expression of Interest must be submitted in English. Any financial data provided must be submitted in or converted into GBP Pound Sterling. Where official documents include financial data in a foreign currency, a pound sterling equivalent must be provided.

The EoI document should be submitted as a PDF via the RIBA Competitions digital submission portal (RIBASubmit). A total upload limit of 20mb will be available, but candidates are requested to keep file sizes as small as practicable whilst ensuring that the information presented is readily legible. A secure link for this purpose will be sent to the email address entered into the online registration form used to request your Unique Registration Number.

The file name should consist of the URN [B#] assigned by RIBA Competitions, together with the name of the architecture firm:

URN#_Architect Firm Name_EoI.pdf

Any other appended files should follow a similar file-naming protocol.

Candidates are strongly advised to familiarise themselves with RIBA Competitions' digital submission portal and allow sufficient time for their Expression of Interest to successfully upload in advance of the deadline. The portal system will not allow material to upload after the deadline has expired.

Deadline for receipt of EoI Returns

The deadline for receipt of the EoI Returns is 14:00 Tues. 19 Feb 2019. The Client and RIBA Competitions will not be responsible for an EoI returns delayed, lost or otherwise damaged or corrupted during transmission, however so caused. Late submissions will not be accepted without prior authorisation.

Changes to the Expression of Interest response

The Applicant must confirm whether there has been any material change in relation to the information submitted at the Expression of Interest phase. Where some material change has occurred, the Applicant must provide updated equivalent information to that requested in the Preliminary Briefing Paper.

The PCC reserves the right to disqualify any Applicant where there is a material change to any aspect of its response to the Expression of Interest if such Applicant has failed to notify the PCC of such change or, having notified the PCC, the PCC considers the effect of the change is such that the basis of the evaluation for the purpose of selecting potential participants, the Applicant would not qualify.

Conflicts of Interest

In accordance with Regulation 24 of the Public Contract Regulations 2015, the client may exclude the Supplier if there is a conflict of interest between the client and the Supplier or a member of the consortium or a key sub-contractor which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff member have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the competition.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the client, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine premarket engagement carried out by the PCC should not represent a conflict of interest for the Supplier.

Evaluation Summary

The objective of the selection process is to assess the responses to the Preliminary briefing paper. Responses will be used in the evaluation process to determine teams' qualification for inclusion to proceed to the next phase of the competition. Each submission will be evaluated in the same manner as per the methodology outlined in this section.

Economic and Financial Standing

St Michael le Belfrey PCC will reserve the right to ask lead consultants to provide information to demonstrate their economic and financial standing if they are Invited to proceed to Phase 2 of the competition.

It is anticipated at this stage that, on appointment, the successful architect team will be required to have or obtain Professional Indemnity Insurance cover of GBP £3m in respect of the project. Candidates who do not currently hold the required Professional Indemnity Insurance cover will, if shortlisted, be asked to separately identify within their phase 2 submission any additional costs in increasing their Professional Indemnity cover to the required level.

Phase 1 Selection Criteria

The Evaluation Panel will appraise the Expression of Interest returns against the following criteria:

SELECTION CRITERIA

AS EVIDENCED BY

Overall experience and balance of the design team, including proposed key personnel responsible for leading, developing and potentially delivering the design concept, together with proposed consultants from the other required design disciplines

Ability to design and deliver projects of architectural distinction of a similar complexity, scale and/or budget to the St Michaels le Belfrey project.

Experience of designing projects which have transformed how a building is used and the quality of the internal spaces in particular via a combination of refurbishment works and new build elements

Experience of working with listed buildings and of designing appropriate building solutions within conservation areas or other sensitive contexts to secure planning permission

The Lead applicant's design process, ethos and methods of working in developing the proposal from design concept through to project completion.

Evaluation Panel

NAME	AFFILIATION
Matthew Porter	Vicar and Chair of PCC, St Michael le Belfrey
James Webster	Chair of Impact Project Board and PCC Member, St Michael le Belfrey
Ben Burns	Treasurer and PCC Member, St Michael le Belfrey
Daniel Brooks	PCC Member, St Michael le Belfrey
Rob Hill	Facilities Manager, St Michael le Belfrey
Roger Holmes	PCC Member, St Michael le Belfrey
Gillian Shepherd	Project Manager, St Michael le Belfrey
Keith Williams	Keith Williams Architects acting as the RIBA Adviser
Hannah Rylatt*	RIBA Competitions (observer only)

* An RIBA Representative will not score but will attend the meeting to document the process and provide procedural support.

Phase 2 – Design Concepts

Shortlisted teams will be invited to proceed to the design phase of the competition based on the scoring set out above. It is anticipated that this will involve:

- † A site visit and open briefing session to include a presentation from the client team
- † Submission of up to 3x A1 Boards to illustrate the possible design approach, together with an accompanying short design report, including an indicative cost estimate and fee proposal (to cover all proposed consultants)
- † Clarification Interviews: The process will conclude with a clarification interview with participants making a presentation to the Evaluation Panel. The purpose of the interviews will be to provide design teams with an opportunity to present their proposals as tendered, and to enable Evaluation Panel members to seek clarification on any issues that are un-clear from their initial appraisal of tender return.

Technical Panel

A technical panel will review the phase 2 submissions and provide guidance to the evaluation panel, the technical panel is expected to comprise of:

NAME	AFFILIATION
Guy Hanson	Design & Sustainability Manager, City of York Council
Diane Green	Inspector of Historic Buildings and Areas, Historic England
Keith Halliday	Buildings Adviser to York Diocesan Advisory Committee (DAC)
Peter Pace	Inspecting Architect for St Michael le Belfrey

Award Criteria

The competition seeks to select a preferred team on the basis of design, value and potential deliverability within the anticipated budgetary constraint.

Details of the Award Criteria will be included in the Phase 2 Design Brief and supporting documents, but are expected to include:

- † Overall quality & architectural distinction of the design concept, including appropriateness of proposed response to the site, its constraints & opportunities
- † Understanding of client expectations, brief and ability to work in partnership with the client team
- † Ability to successfully engage local communities and stakeholders
- † Capacity to manage and deliver the project within budget and on programme
- † Submission of a competitive fee proposal & team structure

Honoraria

It is anticipated that up to 5 teams will be invited to the design phase of the competition. Each tendering architect firm who submits a compliant tender for the competition phase and gives a clarification interview presentation will receive an honorarium payment of GBP £7,000 (+VAT). The Client will undertake to make the honorarium payments within 30 calendar days of the clarification interviews and on receipt of Invoice. No payments will be made in respect of the EoI phase.

Post Competition Commitment

The winning team will provide services identified in the RIBA scope of works for stages 1 to 7 and shall fulfil the role of Principal Designer (CDM Regulations, 2015).

The architect shall appoint all sub-consultants necessary to complete all the phases of the project including design development, planning application, tender design information and construction.

The RIBA Stage 1-3 appointment will be on a lump sum fee basis which is to include for all disbursements for all aspects of the project other than Local authority Building Regulations and Planning Fees. RIBA stages 4-7 will be a percentage of the £3.5m construction cost which is inclusive of project design fees.

St Michael le Belfrey PCC have funds in place to take the project to RIBA Stage 3, with further fundraising to follow.

The form of construction procurement is yet to be determined.

Publicity

Participants will be required to maintain confidentiality throughout the procurement process and not identify themselves; the names of short-listed participants; or the names of successful or unsuccessful bidders; or release any design proposal images etc. to any third parties or media outlets until after an official announcement has been made.

Once any anonymity restrictions or embargoes have been lifted, authors of all proposals will be duly credited and recognised in all associated media publicity.

Enquiries

The competition is being managed by RIBA Competitions. Members of the Evaluation Panel and Client body representatives should not be solicited for information as this may lead to disqualification from the competition. All queries relating to the Expression of Interest phase should be submitted via email to riba.competitions@riba.org and contain The Belfrey in the 'subject' header line. Candidates should refer to the Competition Timetable regarding the latest deadline by which to raise queries.

The intention will be to make advice arising from queries received available to all Candidates via the email address entered into the registration form, where doing so is in the interest of maintaining transparency and fairness in the procedure and would not constitute a breach of commercial confidentiality.





RIBA Competitions

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