

# GARDEN MUSEUM



## Design Brief: Quantity Surveyor (QS)

Project: 'Benton End Revived' – Renewal and Reimagination of a Historic Arts and Horticultural Site

Client: The Garden Museum

Location: Benton End, Hadleigh, Suffolk

Funded by: The National Lottery Heritage Fund (the Heritage Fund)

Project Budget: £4.9 million (target), including £2.9 million from Heritage Fund

Contract Period: Development Phase, with potential for extension into Delivery Phase

## 1. Project Summary

The Garden Museum is seeking an experienced quantity surveyor (QS) to collaborate on the renewal and redevelopment of Benton End, a Grade II\* listed Tudor property with significant artistic, horticultural, and social heritage. The goal is to transform Benton End into a vibrant, accessible, and sustainable arts and learning centre, reimagining the radical spirit of Sir Cedric Morris and Arthur Lett-Haines's art school and garden legacy.

This commission covers both the Development Phase and, subject to funding and performance, the Delivery Phase of a National Lottery Heritage Fund-supported capital project.

The QS will work collaboratively with the Lead Architect, project manager, client team and multidisciplinary team, ensuring that the project is deliverable within the agreed budget envelope and in line with Heritage Fund guidelines and expectations.

## 2. Project Vision and Objectives

The redevelopment of Benton End seeks to:

- Conserve and restore the Grade II\* listed house and associated gardens structures
- Create inclusive and accessible facilities for learning, exhibitions, and residencies
- Respect and celebrate the site's layered heritage, including its significance in queer history
- Embed sustainability and environmental responsibility in all design choices
- Enable operational and financial sustainability through a mixed-use business model

### 3. Scope of Work and Required Outputs

The QS will provide full pre-contract cost planning and post-contract cost management services, including but not limited to the following:

#### Development Phase

- Review all existing surveys and reports (including Condition, Conservation, Feasibility)
- Initial cost review of existing Feasibility Study
- Develop and maintain a detailed cost plan to align with RIBA Stage 2 in line with the RICS Quantity Surveyor Scope of Services.
- Develop and maintain a detailed cost plan to align with RIBA Stage 3 in line with the RICS Quantity Surveyor Scope of Services.
- Provide cost reporting to support the Lead Architect i.e. providing/ collating cost estimates to the condition assessments and other surveys and investigations, the costed Management and Maintenance Plan and VE options.
- Attend mid-stage development review meeting including providing a cost report.
- Provide elemental cost breakdowns for the Heritage Fund Delivery Phase submission, including inflation and contingency assumptions
- Cost outline design options from consultants
- Participate in value engineering workshops as required
- Input into risk management and contingency planning
- Input into delivery phase cash flow projections
- Provide costings set out to Heritage Fund format (Capital and Activities, Contingency and Inflation)
- Alongside Lead Architect, advise on procurement strategies and delivery construction management planning in line with funder and statutory requirements
- Provide life cycle costing advice to support the wider Management and Maintenance Plan and sustainability strategy.

All of the above to assist with supporting Heritage Fund Delivery Phase documentation.

#### Delivery Phase

- Develop and maintain a detailed cost plan to align with the evolving design (RIBA Stages 4 - 7)
- Provide pre-tender estimates following detailed design
- Prepare, compile and issue tender documentation in accordance with the agreed procurement strategy.
- Manage the tender process, including issuing tender documents, responding to tender queries and clarifications, and receiving tender submissions.
- Undertake tender analysis, including commercial and compliance evaluation of tender returns.
- Prepare a tender evaluation and recommendation report, including assessment of tender submissions and recommendation for contract award.

- Manage costs and monitor change control during construction (alongside Project Manager and Lead Architect).
- Provide monthly financial reports (inc cash flow), valuations, and final account reconciliation
- Ensure all capital expenditure is auditable and funder-compliant
- Ensure the project remains within budget, including allowances for inflation and contingency
- Advise the client team on value for money and procurement best practice relating to contractors and consultants
- Maintain cost transparency across all elements of the project
- Collaborate closely with the consultant to support design decision-making from a financial perspective
- Provide clear and accessible reporting for trustees and funders
- Provide updated life cycle costing advice to support the wider Management and Maintenance Plan and sustainability strategy.
- Settle the final account with the main contractor alongside Project Manager and Lead Architect (as contract Administrator).

#### 4. Key Deliverables

- Detailed cost plan for RIBA stage 2
- Detailed cost plan for RIBA stage 3
- Elemental cost breakdowns
- Fully costed outline design options
- Regular financial reports
- Tender analysis and reports.

#### 5. Project Team, Collaboration and Interfaces

The appointed QS will collaborate with:

- Building (Lead) Architect (and multidisciplinary team)
- Landscape Architect
- Interpretation Design Consultancy
- Conservation Management Planner
- Activity Planner
- Business Planner
- Evaluation Consultant
- Fundraising Consultant
- Project Manager
- Client team, local volunteers, and community groups
- Any other heritage advisors to ensure consistency with listed status

#### 6. Timeline

Development Phase: April 2026 – August 2027

Milestones:

- By August 2026: Majority of consultants recruited and begin work on project
- By September 2026: QS tenders assessed
- By October: QS appointed and begins work on project
- December 2026: Client review and sign-off for RIBA stage 2
- March 2027: Development Phase Review with the Heritage Fund
- May 2027: Client review and sign-off for RIBA stage 3
- August 2027: Delivery phase application submitted
- December 2027: Decision from Heritage Fund

**Delivery Phase: 2028 – 2031**

## 7. Budget

- The overall project cost is £4.9 million and capital works cost is £2,015,560 excl VAT
- The fee available for the Quantity Surveyor is a maximum of £15,000 for the Development Phase (RIBA stages 1-3) and will be a percentage of capital cost for the Delivery Phase (RIBA stages 4-7)
- Fees should align with appropriate benchmarks for projects of this scale and complexity

## 8. Submission Requirements

Please provide the following to the Project Manager, James Mellish, via james@jmenvironmental.co.uk by **5pm on Friday 31st July 2026** (in no more than 20 pages):

Please provide:

- Company profile and relevant credentials (RICS)
  - At least one and up to three examples of comparable projects (preferably Grade II\* or equivalent)
  - CVs of key personnel
  - Methodology and approach to delivering the scope
  - Proposed team structure and sub-consultants
  - Fee proposal for RIBA Stages 1–3 (set out in section 7), inc. attendance at design team, and development phase review meetings
  - Outline fee proposal for RIBA Stages 4–7 (set out in section 7), inc. attendance at design team meetings
  - Confirmation of insurance. Professional Indemnity cover at least £5 Million. Public Liability/Employer Liability Insurance at least £5 Million (as applicable.) Or please confirm that you would obtain this level of cover if appointed.
- Clarifying questions should be submitted to james@jmenvironmental.co.uk by **5pm on Friday 17th July 2026**. All questions submitted by the deadline will be responded to directly, and published here once the deadline has passed.

## 9. Tender evaluation / weighting

Selection of the successful tenderer will be based on:

- a) Proven example(s) of recent, similar work at an equivalent level of complexity and heritage significance **(15%)**. Page limit of 6 sides of A4, including any supporting imagery. Please note this will represent the first sift and tenderers not meeting this requirement will not progress further
- b) CV including previous roles and responsibilities, and any relevant experience not covered by the above. **(15%)**. Page limit of 2 sides of A4 per team member CV, including any supporting imagery
- c) Methodology, including any commentary on the proposed Development Stage programme **(20%)**. Page limit of 4 sides of A4, including any supporting imagery
- d) Understanding of the brief, assessment of key issues and how objectives will be met **(10%)**. Page limit of 4 sides of A4, including any supporting imagery
- e) Value for money **(40%)**

## 10. Decision making process

Tenders will be assessed and moderated by members of the Garden Museum Senior Management Team and at least one trustee.

Shortlisted candidates may be invited to interview.

A final evaluation report with a recommended appointee will be submitted to The National Lottery Heritage Fund for approval.

## 11. Appendix

'Benton End Revived' Procurement Guidelines; containing further information and appendices relevant to the project