



Invitation to Tender:
Professional services for Museum and Estate
Development Fund (MEND) grant-funded repair
works to Middleport Pottery

August 2026

1.0 Overview

Re-Form Heritage (<https://re-form.org/>) is a charity based in Stoke-on-Trent which transforms historic buildings at risk for the benefit of the local and wider community.

The charity is in the process of making an application to the Arts Council for Museum and Development Fund (MEND) Round 6 grant to support a scheme of repairs at Grade II* listed Middleport Pottery, Port Street, Stoke-on-Trent, ST6 3PE. The works will address back-log maintenance issues, previously the responsibility of the principal tenant and now falling to Re-Form Heritage.

The scope of repairs will include roof and rainwater goods, doors and windows, exterior walls and interior spaces as well as some limited works to services.

Re-Form Heritage now invite tenders for a design team, either a single practice or a collective of different practices, to undertake works from RIBA 3 onwards. The design team should cover the services below, with one member being designated project lead, coordinating the different elements of the design team and liaising with Re-Form Heritage.

- Conservation Architect
- Quantity Surveyor,
- Structural Engineer;
- Principal Designer (CDM services)

Following receipt of tenders a preferred design team will be identified, with confirmation of appointment subject to grant award.

Application to the grant will be made by 4th September 2026, with grant award made by the end of March 2027 and repair works to be undertaken between 1st April 2027 and 31st March 2030.

The deadline for submission of tenders for a design team is 5pm on Friday, 21st August 2026.

2.0 Methodology

The scope of repair works will be based on the provided outline scope of works and should follow conservation best practice. Middleport Pottery is a large, tenanted site so the phasing of works will be of particular importance in minimising disruption to business activity and this should be accounted for in programming based on information supplied by Re-Form Heritage.

3.0 Outputs and Deliverables

1. Timeframe requirements
 - All works must be completed to allow commencement of repair works in April 2027 and completion by 31st March 2030;
 - Programming of works should account for any tenant access requirements.
2. Work standards and execution
 - All works must follow conservation best practice;
 - The design team are to undertake works following on from RIBA 3 including preparation of technical drawings and detailed specifications, tender document preparation and appraisal, contract administration and production of cost reports.
3. Documentation and monitoring
 - Re-Form Heritage should be provided with copies of all drawings, specifications, valuations and any other relevant documentation for their records;
 - Re-Form heritage should be provided with regular updates including the identification of any key areas of risk or change;
 - The design team may be required to attend meetings with or supply information to the grant funders (Arts Council with support from Historic England).

4.0 Management

We expect work to begin in April 2027 and to be completed by 31st March 2030. The estimated value of the contract for repair works is £550,000.

Re-Form Heritage oversight and coordination will be maintained by the Heritage Officer and Maintenance Manager.

Appointment can be made by means of letters of appointment and/or bidders' Terms and Conditions, subject to agreement by Re-Form Heritage. In the instance where a bid from a collective is put forwards, it is anticipated that appointment would be made to each individual practice forming that collective. It is anticipated that payment intervals would be monthly.

5.0 Award criteria

We expect proposals for carrying out the work to include:

- Evidence of experience delivering conservation repair works on historic buildings of comparable scale – please provide 3 examples with explanation of the works undertaken;
- Proof of conservation accreditation;
- Outline of design team structure;
- A breakdown of costs for each component of the design team per RIBA work stage;
- An estimated timeframe, for example in the form of a Gantt chart, for carrying out the project;
- Proof of Valid Professional Indemnity Insurance of £1,000,000 and Valid Public Liability Insurance of £5,000,000. Employers Liability Insurance: £5,000,000.

Proposals will be assessed against the criteria and weightings set out below.

Quality – 60%

Assessment of quality will take into account:

- Experience, skills, and team capacity;
- Quality and accuracy of tender response;
- Project timeframe.

Experience, skills and team capacity, and quality and accuracy of response will be assessed using a consistent 0-6 scoring scale. Project timeframe will be assessed quantitatively using a predefined formula that rewards shorter, deliverable programmes.

Price – 40%

Assessment of cost will take into account the overall cost of the project.

Cost will be assessed proportionately using a numeric formula, with scores calculated objectively in relation to the lowest priced tender.

Mandatory Eligibility Requirements

The following requirements are mandatory conditions of eligibility.

- Proof of valid insurance, in accordance with the requirements set out in this Invitation to Tender;

Mandatory eligibility requirements will be assessed on a pass/fail basis. These requirements will not contribute to the overall score but must be met before an appointment can be made.

The appointment will be made to the bidder achieving the highest overall score for quality and cost, subject to meeting mandatory eligibility requirements.

6.0 Procurement timetable

Proposals should be sent to Zoe Sutherland, Heritage Officer at Re-Form Heritage and the main point of contact for this tender, via email at zoe.sutherland@re-form.org, by 5pm on Friday 21st August 2026.

Tenders will be assessed following the submission deadline, and shortlisted bidders will be invited to interview on Wednesday 26th August. Selection of a preferred design team will be confirmed by Friday 28th August 2026.

If bidders require reasonable adjustments to support their participation in this process, they are encouraged to contact Re-Form Heritage in advance of the submission deadline. Contact in the first instance: andrew.emery@re-form.org

7.0 List of supporting documents

The following documents are supplied as part of this Invitation to Tender:

- Condition survey
- Outline scope of works / estimated costs
- Outline project programme