

Unlocking Broomfield Park for the Community

Tender for Evaluation Consultant

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I. Historical significance of Broomfield Park

Broomfield Park is a Grade II listed park located in Palmers Green, in the London Borough of Enfield. The park features formal lakes, with a later boating pond to the north, a walled enclosure, a pavilion, and facilities including a bandstand, Garden of Remembrance, conservatory, sports courts, bowling greens, a community orchard, a children's playground, an outdoor gym, and a community cafe. Many of these have been added in the 20th century as the park was adapted to a public park.

The park's 'Dutch' style Baroque water garden is first depicted on Rocque's Map of Middlesex in 1754. It is thought the lakes to the west of the house were laid out in their current form around 1700-20 and widened after 1754 to incorporate earlier ponds to the west, which were partially infilled to create more space between the lakes and the wall. They were fed by a short straight canal, possibly via a cascade. Recent archaeological investigations have revealed a second, smaller canal under the east lawn. In recent years Enfield Council's drainage team have reconnected the lakes to the Urban Drainage system (UDS). Water flows into the historic lake system at the top and then exits from the middle lake where it then overflows into a Wetlands area which was created in 2019. The fourth water feature to the north of the chain, unlike the other three, is oval. It dates to 1910 and was constructed as a model yachting pond – now known as the boating pond. This was repaired during 2023.

The park has several listed structures including a walled enclosure, with walls dating from the C16 to C18. The east wall is Grade II* listed while the other remaining walls are Grade II. There is a pavilion built into the eastern wall that is from the early C18 and Grade II* listed. To the west of the walled garden is an area of open parkland. The original double avenues of Elm trees were destroyed by Dutch Elm disease in the 1970s. They have been replaced by newly planted Lime Trees. Broomfield Park is also a Site of Local Importance for Nature Conservation

Broomfield House, a Grade II* mansion house sits in the original walled garden. It is believed that a mansion house has stood on the site since the mid C15. The House has been subject to four major fires, in 1984, 1993, 1994 and 2019. The House has been scaffolded and behind hoardings for nearly 40 years. The last fire destroyed much of the remaining in-situ historic fabric. Fabric salvaged after the first fire has been in storage in containers and council offices. The Broomfield House Trust arranged for selected material from the Lanscroun Murals to be restored. This 'Minerva panel', which formed part of an exhibition about the park in 2018/19, will permanently be hung in the Dugdale Centre.

During 2023 Conservation Structural Engineers were appointed to assess the structural stability of the building, to determine what feasibly can be retained of the extant fabric,

And how it can be safely dismantled and memorialised. Several options were proposed, which will be explored with the community, along with potential memorialisation during the Development phase (RIBA 2/3).

2. Unlocking Broomfield Park for the Community

During the last 2 years, Enfield Council have undertaken extensive consultation with Historic England and with statutory consultees (e.g. SPAB, London Gardens Trust, Natural England, Historic England's Greater London Archaeological Advisory Service), key stakeholders (the Friends of Broomfield Park, Broomfield House Trust and Enfield Society), residents, and community groups. The vision is:

- **Broomfield Park will be a local Icon:** Broomfield Park will be a flagship park for North London, known for its historic landscape and heritage assets, natural environment, and community provision.
- **It will support vibrant communities:** Broomfield Park will provide opportunities for Enfield borough communities to thrive and learn about its history and to volunteer and participate in its upkeep and activation.
- **Prosper as a Green Environment:** Broomfield Park will inspire residents and visitors to live ecologically and sustainably, with community growing spaces and orchards, flourishing wildlife, and beautiful gardens.

The **aims of this project** which is being supported by the National Lottery Heritage Fund are to:

- Involve the community in the memorialisation of Broomfield House
- Restore the relationship of Broomfield House to the historic park and improve the condition and understanding of the archaeological and horticultural heritage of the Baroque water gardens
- Improve the legibility of the historic landscape.
- Use cutting edge heritage interpretation tools to tell the story of the historic house, park and garden.
- Co-curate a programme of inclusive activities that celebrate the historic landscape, built and natural heritage assets for Enfield's communities
- Provide a range of work experience and placement opportunities for the community.
- Encourage volunteering, participation, and ownership of the park.

The legacy of the project will be a more resilient park, enjoyed by more and a wider range of residents, and supported by more volunteers. Alongside the restoration works, the project will deliver a two-year programme of heritage engagement activities.

3. Management of the project

Enfield Council are now seeking an **Evaluation Consultant** to take the scheme from RIBA Stage I through to delivery. The development phase (RIBA 2/3) is being funded by a National Lottery Heritage Fund grant and revenue funding. The delivery phase will be funded by a delivery grant from the Heritage Fund, capital funding and a community fundraising campaign. This appointment is for the whole project, with a break clause after the development phase (RIBA 3) as delivery is dependent on securing a second grant from the Heritage Fund and fundraising.

Other Appointments will be procured separately: -

- Technical Project Manager
- Multi-disciplinary team lead by a Conservation Landscape Architect (incorporating hydraulic/water engineering, Mechanical & Electrical Engineers, Ecologist, Access Consultant, Building Control and Principal Designer)
- Conservation Structural Engineer (including civils and scaffold design)
- Quantity Surveyor
- Heritage Consultants (Conservation Management Plan)
- Curatorial advice (in respect of the salvaged materials and murals)
- Interpretation Planner & Designer
- Activity Planners
- Planning consultant
- Fundraising Consultant

4. Project Description

The project has already completed the RIBA Stage I Preparation and Briefing, and a clear client brief and cost plan have been established.

This project focuses on four areas in the 2016 Conservation Management Plan. These are Upper Lake & Walled frontage (LCA1), Middle Lake & Walled Frontage (LCA2), East Lawn adjacent to the house (LCA4) and Garden southern axis (LCA6). It will also dismantle and memorialise the Grade II* listed Broomfield House, stitching this part of the park back into the wider historical park. Structural Engineers have explored several options for dismantlement, at different levels, which will enable the retained structure to be safe, visible and be easily managed in the future. Costs are similar for each option. The final memorialisation will be developed by the Landscape Architects during RIBA 2/3 working closely with the community.

During the Delivery phase (RIBA 4+) Broomfield House will be dismantled. Additional scaffolding or a crane and cage will be required to do this due to the current condition of the scaffolding. A Level 4 recording of the dismantlement will be undertaken and potentially some

archaeological work. The house will be memorialised in some way, to be determined through consultation and co-curation with core and priority audiences. This could be the creation of a new garden, or a structure. This is seen as part of the improvements to the landscape.

The Upper and Middle lakes will be de-silted. The original boundary of the Upper Lake will be restored. Visible sections of the Middle Lake's frontage will be repointed and stone replaced. The cascade in the middle lake will be repaired and aerating equipment installed to improve water quality and ecological health. Marginal planting will be undertaken. Work may occur concurrently, or sequentially on the Lakes, depending on advice given on the impacts to wildlife.

Within the red line boundary:

- Repairs will be made to paths, the urn will be restored, heritage features reinstated and the walls repointed
- Repairs and restoration of the East lawn will be undertaken. This may include reintroducing terraces to reflect the Baroque landscape
- Replanting and reinstating borders where planting is inappropriate and been lost (but not the long border which has already been recreated by the Friends' horticultural volunteers)
- Removing trees to reinstate historic views across the park

A permanent home for salvaged parts of the Georgian staircase and panelling after the 1984 fire and fragments of the Lanscroun Murals will need to be found. This will be a critical element of the project as it will form part of the planning process and approval to dismantle Broomfield House. Interpretation will be installed to raise awareness of the Park's significance and to remember Broomfield House. Wayfinding will be improved as part of the interpretation strategy.

A two-year Activity Plan focused on wellbeing, increasing understanding of built and natural heritage, and skills development is planned. Three pilots have been planned during the Development Phase: a community archaeological dig; series of heritage health and wellbeing walks; and a project with young people to create a mural on the hoardings around Broomfield House. Their purpose is three-fold: to hear hidden voices, voices of non-park users, and trial activities. The Community Engagement Officer will commission these and support the Activity Planner with consultation. Priorities are to work with people without private gardens, older, social isolated members of the community, young people, pupils, and families to improve wellbeing, provide opportunities for learning and skills development. There is also an appetite for more traditional programming, heritage, and cultural events.

5.Scope of works – Evaluation Consultant

This brief is for an Evaluation Consultant for the Unlocking Broomfield Park project during the delivery and development phases. The scope of works is broken down into the Development and Delivery Phases:

Development Phase

- Collating baseline data from groups operating out of Broomfield Park and establishing footfall in the park through sampling at different times of the day and week working with volunteers
- Supporting the evaluation of pilot activities – a hoarding project with young people, pilot health and wellbeing walks and a community archaeology project
- Development of a Logic Model to inform other strands of work – this project sets out to meet all of the outcomes except resilience
- Preparation of an evaluation framework for the Delivery Phase that includes the completed logic model, draft research instruments, baseline data, targets, and measures of success
- Evaluating the development phase and submitting a report that meets the National Lottery Heritage Fund requirements which can be submitted with the final payment request and completion report
- Contributing relevant information into the Round 2 Application

Delivery Phase

- Working with the Interpretation designers to pilot key interpretative elements of the scheme and wayfinding.
- Developing, piloting, and refining evaluation tools that staff and volunteers can use to evaluate heritage engagement activities and the volunteering experience to learn lessons and feed back into future activities
- Evaluating projects with third parties to learn lessons for successful partnerships and projects.
- Developing templates to capture information on volunteering, footfall, heritage engagement activities etc. which can be used in the quarterly progress report submitted to the National Lottery Heritage Fund.
- Setting up a framework to evaluate digital engagement e.g., downloading of resources.
- Evaluating the economic benefits of the project.
- Developing a sampling frame, and refining questions for visitor surveys
- Interviewing Council staff, and consultants and contractors to evaluate what has gone well, less well, and lessons learnt. We anticipate having an interim report which captures data at the end of the capital works.
- Preparing a final evaluation report of the Project in accordance with National Lottery

Heritage Fund guidelines. The evaluation should answer the following questions:

- What went well?
- What went less well?
- What lessons have been learned for future projects, other heritage sites, historic parks, and the National Lottery Heritage Fund?

The Evaluation Consultant will be required to provide short updates on progress each month, and to contribute to quarterly National Lottery Heritage Fund progress reports throughout the Project. They will attend some of the monthly project team meetings to obtain data.

6. Timetable

The programme is detailed in the table below.

The **Evaluation Consultant** contract will run from November 2024 to December 2028 with a break clause between RIBA 3 and 4, whilst funding is secured for the delivery phase of the project. Approximate key dates for design, mobilisation, memorialisation and works to the park are shown below. Please note this timetable is subject to change.

Development Activity	Dates
Development Grant Award & Permission to Start	February 2024
Tendering of professional team	February 2023 – April 2024
RIBA Stage 2 – Concept Design	May – December 2024
Mid Stage Review	February 2025
RIBA Stage 3 – Spatial Co-ordination	March – Oct 2025
Submission of Delivery Phase application (Round 2)	March 2025
Permission to Start Delivery Phase *	June 2026
RIBA Stage 4 – Technical Design	July – December 2026
RIBA 4 Design sign off by Heritage Fund	February 2027
RIBA Stage 5 – Mobilisation, dismantlement of Broomfield House, memorialisation, and improvements to the Park	July 2027 – June 2028
RIBA Stage 6 – Handover	July 2028
RIBA Stage 7 – Rectification period	July 2028 - June 2029
Delivery of 2 year Activity Plan	November 2026-October 2028
Evaluation and wrap up of project	July 2026 – December 2028

* Subject to a Round 2 grant from the National Lottery Heritage Fund.

7. Specification

The Evaluation Consultancy must be able to demonstrate the following:

- at least 5 years' experience of evaluating large-scale National Lottery Heritage Fund projects (at least £2.5 million) through to completion
- experience of evaluating a range of programmes using different methodologies
- practical experience of, and access to tools such as Survey Monkey
- commitment to evaluation that encourages a reflective approach to activity
- strong report writing and presentation delivery skills
- ability to be flexible and work collaboratively with Enfield Council staff, consultant team, Friends of Broomfield Park and other volunteer and groups operating out of the Park.
- knowledge and experience of the National Lottery Heritage Fund's priorities and processes

8. Deadline

Completed applications should be returned by **midday on 28th October midday** to wesley.pemberton@enfield.gov.uk It is the Tenderer's responsibility to ensure that they are received on time.

9.Fee

The fee for the Development Phase of work must not exceed £7, 500 excluding VAT. This must include all expenses.

The fee for the Delivery Phase of work must not exceed £15, 000 excluding VAT. This must include all expenses.

10.Insurance

The Evaluation Consultant will hold Professional Indemnity cover set at £1m, Public Liability at £2m and Employer's Liability at £1m.

11.Tender submissions – please read carefully

The purpose of the tender response is to enable Enfield Council to evaluate your understanding of our requirements, the suitability of your proposed approach and experience and skills of your team. Your response should consist of the following:

- A written response to the evaluation criteria below.
 - a. Ensure your responses relate to the project brief. Do not include generic information. Any general marketing material about your company or additional appendices that have not been requested will not be considered.

- An outline of costs including the number of days you would expect to spend on the project.
 - a. It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.
 - b. If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price or withdraw the tender.
 - c. No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.
 - d. All tenderers shall keep their respective Forms of Tender valid and open for acceptance by Enfield Council or 90 days from receipt.
- Signatures of appropriately authorized individuals e.g., where the tender is a Limited Company, by a Director; where it is a Partnership, by two authorized-partners or by an individual if they are a sole trader. Signatures can be scanned.
- Evidence of appropriate insurances. All consultants should have Public and Professional Liability and Companies Employer's Liability if they have employees.

Please ensure that it is clear from your submission who would be doing the work.

12.Evaluation criteria

Tenders will be evaluated according to the following criteria:

- Understanding and approach to the project (25%)
- Relevant skills and ability (25%)
- Understanding of likely challenges during the project and how to mitigate them (25%)
- Value for money (25%)

Council Officers will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at the Council's discretion.

Assessment Criteria	Score
Unacceptable: either no answer is provided, or the answer fails to demonstrate that any of the Council's key requirements in the area being measured will be delivered.	0
Poor: fails to demonstrate how the Council's basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would not be delivered against the project brief.	1
Weak: barely demonstrates how the Council's basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the project brief.	2
Satisfactory: demonstrates how the Council's basic requirements in the area being measured will be addressed to deliver acceptable outcomes against the project brief.	3
Good: demonstrates how most of the Council's requirements in the area being measured will be addressed to deliver good outcomes against the project brief.	4
Excellent: demonstrates clearly how all the Council's requirements in the area being measured will be fully addressed to deliver excellent outcomes against the project brief.	5

Please note the following:

13.Preparation of Tender

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time **prior to seven working days** before the date for receipt of tenders. This will allow time to prepare a response to all tenderers by five days before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline. Any queries about the tender should be directed to Wesley Pemberton wesley.pemberton@enfield.gov.uk