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## THE APPOINTMENT OF AN ARCHITECT / SURVEYOR

### 1. General

- 1.1 The appointment of an architect or surveyor, either to undertake a Quinquennial Inspection or to plan and direct works, is an important part of every PCC's responsibility. A good relationship between the PCC and the person appointed is crucial to the building up of a successful partnership for everyone – and the church fabric!
- 1.2 The nuts and bolts of the legal background and the appointment of an architect or surveyor are clearly explained in guidance issued by the Church Buildings Council, which is available on the ChurchCare website at [http://www.churchcare.co.uk/images/Guidance\\_Notes/Q-Report.pdf](http://www.churchcare.co.uk/images/Guidance_Notes/Q-Report.pdf). Every PCC will find it useful.
- 1.3 The Heritage Lottery Fund (HLF), and other grant providers awarding public monies, are required to follow strict procurement rules if public funds (i.e. a grant from the Heritage Lottery Fund's Grants for Places of Worship and the government's Listed Places of Worship Grant Scheme (for the reclamation of VAT)) will contribute over 50% of the total funding – even if the project is phased over a number of years: -

- **Fees up to £10,000** Tendering is not formally required but PCCs need to demonstrate good value for money or best value
- **Fees of £10,000 - £50,000** Tenders are required for services by a professional adviser (usually a church architect) with proper advertisements
- **Fees over £50,000** Proof of competitive tendering (including advertisement in the European Journal) will be required

**N.B.1** Tendering will apply to both the lead professional (architect / surveyor) and also the contractor

**N.B.2** Best value does not mean that the PCC has to accept the lowest tender submitted. Other factors will influence whether that or another tender represents best value for money for the PCC.

**N.B.3** Provided that the Architect / Surveyor for the Quinquennial Inspection is appointed by Competitive Tender the HLF will accept that process as also being for the Lead Consultant for any grants submitted within the quinquennium (five-year period).

More information can be found at:  
[www.churchcare.co.uk/images/Guidance\\_Notes/Procurement.pdf](http://www.churchcare.co.uk/images/Guidance_Notes/Procurement.pdf)

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- 1.4 As PCCs won't know the fee level until the project has progressed sufficiently, the DAC would encourage PCC to appoint the QI Architect / Surveyor as well the architect / surveyor for one-off projects (e.g. alterations or a re-ordering &/or extension) by competitive tender so that, regardless of the fees to be incurred, the PCC can prove that they have sought best value for the money they are spending.
- 1.5 The DAC would also like to encourage PCCs who are appointing an architect / surveyor for the Quinquennial Inspection to consider adopting the same procedure.
- 1.6 The appointment process needs to be as transparent as possible. Consequently, the PCC needs to be careful that at no stage before the appointment is finally made that the impression is given, whether intentionally or unintentionally, that the outcome is in any way pre-judged.

## **2. Appointing an Architect / Surveyor to undertake the Quinquennial Inspection**

- 2.1 The architect or surveyor appointed to undertake the Quinquennial Inspection must be approved by the Diocesan Advisory Committee for the Care of Churches (DAC). The DAC maintains a Register of Architects and Surveyors who have expressed an interest in undertaking Quinquennial Inspections within the Diocese of Leicester, which can be:
  - Obtained from the DAC Secretary
  - Downloaded from [www.leicester.anglican.org/dac/architects/](http://www.leicester.anglican.org/dac/architects/)
- 2.2 Individuals (not practices) can apply to be included on the Register but only those who meet the necessary criteria in terms of training and experience are admitted. The Register applies only to the undertaking of Quinquennial Inspections.
  - N.B.1** The registration process **does not consider** whether or not an architect / surveyor is capable of undertaking alterations to a church.
  - N.B.2** It is not a requirement of being added to the Register that the architect or surveyor be on one of the Conservation Registers (i.e. AABC, RIBA or RICS) but being so registered is strongly encouraged.
  - N.B.3** The fact that an architect / surveyor has been included on the Register **does not mean** that a competitive tendering process has been undertaken – it merely indicates that they have the qualifications and experience necessary to undertake Quinquennial Inspections. Each PCC is responsible for making its own appointment of an architect / surveyor, which needs to be separately approved by the DAC.
- 2.3 If the PCC wishes to appoint a suitably qualified and experienced architect / surveyor whose name is not currently on the List, they will have to apply to the DAC Secretary for approval **before** they undertake the Inspection.
- 2.4 When the PCC appoints an Inspecting Architect or Surveyor, the DAC Secretary must be informed, **in writing**, so that the DAC's records can be kept up to date.

### 3. Appointing an Architect or Surveyor by Competitive Tender for the Quinquennial Inspection and Remedial Works

3.1 As the remedial works flagged up as urgent (i.e. within two years of the Inspection) may be eligible (particularly for structural works), the DAC would encourage PCCs to appoint the Quinquennial Inspecting Architect or Surveyor by Competitive Tender so that if a grant application has to be made, this part of the process has already been completed.

3.2 The appointment should be made on the basis of an agreed: -

- Fee for the Inspection and Report
- Percentage fee for any remedial works that may be required

This would have the advantage of guaranteeing to the appointed architect / surveyor that they will be asked to specify and direct the works required in the light of the Quinquennial Inspection. By so doing, the DAC hopes that architects / surveyors will find the undertaking of QIs more attractive and also that the “free” advice that architects / surveyors often give to PCCs will be, at least to some extent, taken into account rather than taken for granted.

3.3 To make an appointment this way, the PCC will need to advertise that they wish to make such an appointment so that architects or surveyors can express their interest in being considered. The Heritage Lottery Fund (HLF) has agreed that placing an advert in the following places will be deemed to have met this requirement: -

- Advertising for Professionals page of the Churchcare website [www.churchcare.co.uk/churches/advertising-for-professionals](http://www.churchcare.co.uk/churches/advertising-for-professionals) - there is a form to complete, which can be found on the website along with the details of how to submit it. There is no charge for advertising here.
- Diocesan website (at no cost) – please send a copy of the form you are sending to Churchcare to the DAC Secretary who will: -
  - Put it on the website ([www.leicester.anglican.org/dac/appointment-adverts/](http://www.leicester.anglican.org/dac/appointment-adverts/)) – an exemplar of a successful advert may be found at the end of this document
  - Email all the approved architects flagging up the fact that the advert has been posted

3.4 It is quite acceptable, provided the advertisements are placed, for the PCC to send a copy of the advert to particular architects or surveyors so that they have an opportunity to express an interest.

**N.B.** The letter must not be capable of being interpreted as implying that they will be especially favoured.

3.5 After the expressions of interest have been received, they need to be sifted and shortlisted carefully checking their qualifications, experience, references and that they are on one of the following Conservation Accreditation Registers: -

AABC ([www.aabc-register.co.uk/](http://www.aabc-register.co.uk/))

RIBA ([www.architecture.com/JoinTheRIBA/ConservationRegister/ConservationRegister.aspx](http://www.architecture.com/JoinTheRIBA/ConservationRegister/ConservationRegister.aspx))

RICS ([www.rics.org/uk/join/member-accreditations-list/building-conservation-accreditation/](http://www.rics.org/uk/join/member-accreditations-list/building-conservation-accreditation/))

3.6 The shortlisted architects / surveyors should then be invited to visit the church and meet members of the PCC before they submit a tender for the Quinquennial Inspection and the remedial works. They will need to see the previous QI Report.

**N.B.** All the information submitted as part of the tendering process needs to be treated with total confidentiality and not divulged to anybody (and that includes other tenderers).

- 3.7 If, having followed this procedure, the PCC decides to appoint an architect / surveyor who is not on one of the Conservation Accreditation Registers, and then needs to apply to HLF or other grant bodies, the HLF have advised me that: -
- the **lead professional** (usually an architect or a surveyor) for the grant application (i.e. the one who will be directing the works that will be ) **must be**: -
    - On the one of the conservation registers i.e. AABC, RIBA or RICS
    - Appointed by competitive tender

If the QI Architect / Surveyor is not on a Conservation Register, the PCC would be entitled to use that architect / surveyor to administer the tendering process for the appointment of the lead professional for the grant application works.

#### **4. Appointing an Architect or Surveyor by Competitive Tender for 'one-off' projects, e.g. alterations or a re-ordering and/or extension**

- 4.1 Architects and surveyors for these sorts of projects do not need to be on the Diocesan Approved List for the purposes of Quinquennial Inspections. Theoretically, they may not need to be conservation accredited – unless the PCC is intending to at least partly fund the project through grants as some private grant making trusts will require this as a condition. However, in reality, and especially for works to churches that are Listed Grade I and Grade II\*, the use of a conservation accredited architect / surveyor is likely to produce a far better outcome.

- 4.2 If a PCC is seeking to appointing an architect / surveyor to undertake a specific project, such as a re-ordering or an extension, PCs should be aware that whilst most architects / surveyors should be competent to do the inspection and report, that does not guarantee that they have the wider vision and flair to produce really good designs for new work in Listed Places of Worship. Consequently, PCCs will need to run a separate appointment process along the same lines as set out above.

- 4.3 Shortlisted architects / surveyors will need to: -

- Visit the church and meet members of the PCC
- Be provided with drafts copies of the: -
  - Statement of Significance
  - Statement of Need
  - Options Appraisal

before they submit their tender

- 4.4 Submission of the tender will probably be best done through an interview process. This will probably take the form of inviting each of the tenders.

**N.B.** All the information submitted as part of the tendering process needs to be treated with total confidentiality and not divulged to anybody (and that includes other tenderers).

- 4.5 If, having followed this procedure, the PCC decides to appoint an architect / surveyor who is not on one of the Conservation Accreditation Registers, and then needs to apply to HLF or other grant bodies, the HLF have advised me that: -

- the **lead professional** for the grant application (i.e. the one who will be directing the works that will be ) **must be**: -

- Listed as / Registered on one of the following: -
  - ❖ Register of Architects Accredited in Building Conservation (AABC) at Category A
  - ❖ Specialist Conservation Architect (SCA) or Conservation Architect (CA) of the Royal Institute of British Architects (RIBA) Conservation Register

Those listed as *Conservation Registrant* are not deemed by the HLF to have sufficient suitable experience

  - ❖ A Chartered Building Surveyor listed on the Royal Institution of Chartered Surveyors (RICS) Building Conservation Register
- Appointed by competitive tender

**N.B.** Failure to comply with **BOTH** of these criteria is likely to result in the PCC's application to the HLF being unsuccessful

If the QI Architect / Surveyor is not on a Conservation Register, the PCC would be entitled to use that architect / surveyor to administer the tendering process for the appointment of the lead professional for the grant application works.

## 5. Questions the PCC needs to ask before appointing an architect or surveyor

5.1 In order to try and help PCCs avoid confusion and misunderstanding, the DAC has drawn up a list of questions which are suggested as a basis for finding out more about the architect/surveyor and the cost of her/his professional services. These are only suggestions (and much more information is outlined in the CCC's booklet) but the Committee hopes that these will give the PCC a confident base-line from which to approach sometimes rather sensitive issues.

### 5.2 *About the Quinquennial Inspection Report*

- Is your inspecting architect/surveyor on the List of Inspecting Architects and Surveyors? (If not, the individual cannot undertake Quinquennial Inspections until they have been so approved by the DAC)
- The PCC is responsible for paying the architect's fee. It is appropriate to ask your inspector: -
  - What is the fee for the Inspection and Report?
  - Does the fee include out of pocket expenses such as prints, photocopies and mileage/travelling?
  - Does the fee include the architect/surveyor meeting with the PCC to present the report and discuss questions/queries arising from it?
  - Are fees and expenses subject to VAT?

### 5.3 *About architectural services generally*

- Will fees be based on the RIBA conditions of engagement forms?
- On what basis will the architect's fee be calculated e.g. percentage of total cost of works or on a rate per hour basis?
- What is the percentage fee?
- What is the rate for time charge?
- Do fees include out of pocket expenses and, if not, what are considered to be out of pocket expenses and how are they charged?

## Advisory Committee for the Care of Churches of the Diocese of Leicester

- Are fees and expenses subject to VAT?
- Are fees charged for initial consultations?
- How are fees to be calculated if a project is aborted before completion?
- Are additional fees incurred for amendments/revisions to design proposals once these have been drawn up in detail?
- Does the fee include: -
  - Liaising with the DAC, English Heritage, Planning Authority etc.?
  - Assisting the PCC with grant applications, insurance notification etc.?
  - Measured Surveys

### 5.4 *Particular projects (if appropriate)*

- What are the Health and Safety implications of this work?
- Do the CDM Regulations apply to this work?
- Does the fee include the services of a Planning Supervisor? If not, will the Planning Supervisor charge an additional fee?
- What other professional disciplines are likely to be involved {e.g. structural engineer, heating/lighting consultants, quantity surveyors, archaeologist, conservator(s)?} and what are their fees?
- When will fees be invoiced?
- What happens if the project is to be grant aided by the Heritage Lottery Fund (HLF)?
- Are you personally an approved member of the Register of Architects Accredited in Building Conservation (AABC), RIBA Conservation Register, RICS Building Conservation Register?
- If, in the course of works, additional work is found to be necessary: -
  - How will the fees for the additional work be calculated?
  - What might that mean for any grant awarded by the HLF and others?

## Exemplar Advertisement

### All Saints Church, Cossington, Leicestershire

The services of an architect with conservation accreditation (AABC – cat A or similar), ideally with knowledge of Heritage Lottery Fund grants, are needed at All Saints Church, Main Street, Cossington, Leicestershire LE7 4UU. Works relate to Repair works to floor, internal re-ordering and construction of a new single storey extension to provide kitchen, toilet and meeting facilities on Grade II\* Listed village church. Associated works to electrics, heating, lighting and AV equipment. The purpose is to achieve a multifunctional community facility.

Please reply giving your contact details to – “Name & Address” to be invited for tender.

The closing date for expressions of interest is 31 July 2013. It is anticipated that tenders will be required by a closing date of 31 August 2013.

Proposed dates for interview – 20<sup>th</sup> and 23<sup>rd</sup> September

If you have any queries, please contact Name, at the above address or via email – ?@?; or by telephone on ?