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## **Statement of Requirement**

### **1. Introduction**

- 1.1 The Covered Market ("the Market") has been at the heart of Oxford's city centre since its foundation in 1774. It has always been in public ownership, with Oxford City Council ("the Council") the freeholder and operator since the start of the 20th century. Its significance spans heritage, culture, and commerce, as one of only a handful of 18th century covered markets in England which has been continuously trading (bar any enforced pandemic closures). The Market will be celebrating its 250<sup>th</sup> Anniversary in 2024.
- 1.2 The Council has appointed a leading multi-disciplinary consultant team to review and deliver a masterplan and essential works programme for the Covered Market from RIBA stage 2 to completion. To support this work, the Council is looking to commission the services of a Fire Engineer. The consultant will need to demonstrate experience in working with multi-disciplinary teams including heritage, planning, building and services works. This experience should also include experience in working in a live retail environment.
- 1.3 This outline brief provides additional detail to enable the bidder to be properly informed and sets out the criteria intended to cover the services to be provided by the Fire Consultant/ Engineer.
- 1.4 The successful consultant will need to review the outline brief, and the information sent, visit site and define the scope of services required for the project.
- 1.5 The consultant is to note that an initial fire engineering appraisal to RIBA Stage 2 has been completed and the proposed services are for RIBA Stage 3 and 4 only. A copy of the Stage 2 report is not yet complete but will be available on commencement of the contract.

### **2. Site introduction**

- 2.1 The Covered Market is an existing Grade II listed public building in Oxford. It consists of several covered avenues around blocks of shops. It is a one storey building across the main publicly accessible areas and goes up to two storeys above shop units. There are a range of leaseholder uses: retail, produce and food and beverage. The market is locked outside of trading hours.
- 2.2 Opening onto Market Street are separately managed public WCs (with different opening hours to the market).
- 2.3 There are currently four exits north onto Market Street.
- 2.4 There are four entrances onto the High Street which are located under buildings owned by All Souls (aisles 1, 2 and 3) and Lincoln College (aisle 4).
- 2.5 All Souls are undertaking work above the market on the high street side and escape from their building discharges into these market exits.
- 2.6 The Varsity club stair also discharges into aisle 1.
- 2.7 There is one exit via Golden Cross to the west with small shop units discharging onto it but which does not form part of the current masterplan.

April 2025

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- 2.8 There is a service yard accessed from Market Street and from within the western edge of the Market.
- 2.9 There is a basement under a part of the market to the north, this is for trader access only and is used for storage and preparation.
- 2.10 **Planning Context**
- a) The site is located within the City Centre Archaeological Area and the Central Conservation Area and has a high level of historical significance. The site is located within Flood Zone 1.
  - b) The Covered Market is a grade II listed building recorded on the National Heritage List for England list entry 1380159. The official list entry is here:  
[THE COVERED MARKET, Non Civil Parish - 1380159 | Historic England](#)
- 2.11 **High Street Development**
- c) All Souls College has submitted a planning application, reference 24/00957/FUL and an application for Listed Building Consent, reference 24/00958/LBC, to redevelop and revitalise their properties at 8-15 High Street adjacent and overlapping the Market proposals. Both the planning and listed building consent applications are available here:  
  
[24/00957/FUL | Partial demolition of rear structures and roof structures. Erection of new rear extensions and associated roof terrace. Change of use of ground floor of No.12 High Street \(Use Class E\) to ancillary academic accommodation \(Use Class F1\). Alterations to retail shop frontages. Upgrade and improvements to the Covered Market. Alterations to roof structure and reinstatement of the internal ground floor of 12 High Street. Replacement fenestration. Provision of level access, cycle stores and bin stores. | 10 - 15 High Street And Part Of Covered Market Market Street Oxford Oxfordshire OX1 3DZ](#)  
  
[24/00958/LBC | Development and refurbishment of no.10-15 High Street including partial demolition of rear structures, the erection of new rear extensions and associated roof terrace, internal refurbishments and alterations to provide workspace for staff and Fellows, seminar space and ancillary facilities. Refurbished retail shop frontages and internal shop areas. Upgrade and improvements to passageways to the Covered Market. Removal of fabric in 10-11 High Street, and 12 High Street, conservation and modification of the roof structure and reinstatement of the ground floor of 12 High Street. Removal of modern structures to the rear of 13-15 High Street, and partial demolition of roof structure, to permit construction of extension with roof terrace. Sundry new openings across the site, replacement of all windows, with associated thermal and sustainability upgrades. New cavity drain system in the basement across all buildings, and localised underpinning where required. New foundations beneath No.10-12 where new structure is to be introduced above. Alterations to passageways to the Covered Market. | 10 - 15 High Street And Part Of Covered Market Market Street Oxford Oxfordshire OX1 3DZ](#)
- 3. The Requirements**
- 3.1 The Project requires the appointment of a Fire Consultant/ Engineer in relation to the Oxford Covered Market masterplan including essential works.
- 3.2 **Fire Consultant/Engineer Scope**

April 2025

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- a) Please be required to review and complete your scope of work however, we anticipate that the scope includes:

**b) RIBA Stage 3**

- i. Baseline review and report on the fire engineering report to RIBA 2 (by others) and to agree scope
- ii. Review of existing fire-related systems including fire detectors, sounders, fire escape lighting and sprinklers, existing fire escape strategy and occupancy assumptions and rooftop maintenance access and fire escape.
- iii. Review of adjacent projects and buildings where their fire escape route cross through the Covered Market boundary. Information will be provided by the client as well as your own on-site review.
- iv. Review of fire implications of the proposed works: Define issues for coordination and surveys required.
- v. Develop and coordinate the fire strategy/fire design implications with design team, attending fire workshops and Design Team Meetings (meetings to be not more than monthly during Stage 3.
- vi. Liaise with Fire Department on changes and fire safety during phased works whilst market and shop units remain open and continue trading.

**c) RIBA Stage 4:**

- i. Develop and coordinate the technical fire strategy/fire design implications with design team attending fire workshops and Design Team Meetings.
- ii. Assist and prepare fire strategy information for Building Regulations and Fire Department Approvals.
- iii. Define strategy for fire-safety review throughout the works and to ensure compliance during construction

**d) Generally**

- i. The Fire Engineer will be required to undertake services in accordance with the RIBA Plan of Work for Fire Safety.
- ii. The Fire Engineer is to allow for monthly co-ordination meetings to be managed and reported by the PM Lead. The Fire Engineer is also to include for key stage reporting.

**e) Information and briefing**

3.3 Included in the Appendix is the following information:

- Appendix A – Programme
- Appendix B - Existing Ground Floor Plan
- Appendix C - Proposed Ground Floor Plan

3.4 Information on existing systems, fire escape strategy can be provided on request.

3.5 The Architectural team are happy to meet to explain the proposals and overlapping landownerships.

**4. Form of Contract**

4.1 The form of contract for the consultant appointment is included in Appendix E.

April 2025

- 4.2 For the purposes of the quotation the form of Building Contract is proposed to be the JCT Standard Building Contract and to include for sub-contractor's design for specialist services and including warranties. The exact form of contract to be agreed by the PM/CA team in consultation with OCC.

## **5. Contract period**

- 5.1 This contract is indicatively programmed to commence on 26<sup>th</sup> May 2025 for a period of 20 months from Contract commencement with the option for the Council, in its entire discretion, to extend the Contract by a further period of 3 months up to a maximum contract period of 23 months.

## **6. KPIs/SLAs**

| KPI No.                     | Category                             | Description   | Measure/Target                                    |
|-----------------------------|--------------------------------------|---|---|
| <b>Delivery and Quality</b> |                                      |   |   |
| 1.                          | Reporting                            | Monthly reporting to inform the team and as required to meet the overall project programme  | 100%  |
| 2.                          | Response to requests for information | Respond within 5 working days to requests for information to include required information wherever practically possible and to meet the project programme | 100%  |
| 3.                          | Quality                              | Client Satisfaction Survey  | 95%   |
| <b>Cost</b>                 |                                      |   |   |
| 4.                          | Electronic Invoicing / Credit Notes  | Accuracy of Invoicing   | 100% of invoices correct after valuation approval |

## **7. Councils Corporate Priorities**

- 7.1 The Council's ambition is for Oxford to continue to be a city that is a world-leading centre of research, innovation and science and a thriving place for independent businesses. We will nurture strong, inclusive communities and be a welcoming and supportive place for people from all backgrounds to work, live and visit. In line with this, our aim is to support strong, fair and sustainable economy through this project. The Council's Corporate Priorities from 2024-28 are to;
- i) Good, affordable homes
  - ii) Strong, fair economy
  - iii) Thriving communities
  - iv) Zero carbon Oxford
  - v) Well-run council

April 2025

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- Appendix A - Programme**
- Appendix B - Existing Ground Floor Plan**
- Appendix C - Proposed Ground Floor Plan**
- Appendix D - OXTOMS**
- Appendix E - Form of Contract**