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EXHIBITION AND GALLERY SPACE REFURBISHMENT

FAQ Document

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1. Change Log

V1	25/06/2018	Initial questions logged	PE

2. Frequent Questions

1. Has a designer or other consultant been involved at any previous stage of the project? And if so, are they eligible to bid for this stage? **No designer has been engaged; the design will ideally be produced in the shortlisting stage and then refined with interaction from the curatorial team post award.**
2. Is the client providing interpretation and content including all final text and images? **Initially the first stage determines skill, ability and relative indicative merit – the short listed second stage will request a full mock up and design brief, with content, images and flavor text suggested by curatorial. Post award the exact content will be agreed prior to engagement.**
3. Can you confirm that the £72k is inclusive of design fees, exhibition build and installation? And does this figure exclude VAT? **£72k is the full and final figure, including design fees, build, install and taxes.**
4. How many parties are expected to be shortlisted to ITT stage? **Depending on the quality of first stage submissions we anticipate three to five would be taken through to a short list stage.**
5. Can the PQQ document be provided in editable format please? **An editable version of the PQQ documentation has been attached to this email.**
6. Please can you clarify the description in the 'involved parties' section – is there another design team currently involved in designing an adjacent space? If so, is there no requirement for the designs to be complementary? **Another design and build is being conducted in the main reception and entrance / orientation space therefore there may be times when internal resources / use of entrances / storage space etc must be shared with another design. In no way are the two projects intended to have any cross over. The two spaces are divided by a wall and walkway; the two spaces have no requirement to be complementary; they are being treated as separate and individual projects.**

