

## Interpretation Design and Build for Tilbury Riverside Station

### Clarification Log

Version	2
Date of last revision	04/02/25

Question	Answer
I've accessed the project through the GOV website, however there's only one document? Is there another portal where we submit an EOI and download the tender documents?	<p>There is only one document at this stage.</p> <p>Details of submission and selection are included within the attachment in section 8, pages 4 &amp; 5. This should provide you with all the information you require.</p>
Within the delivery of RIBA 4-6, in addition to the NHLF feedback to be addressed will there be any opportunities for minor design changes / input if better ideas are suggested?	<p>The Interpretation Plan has been developed to RIBA Stage 3 with input from a wide range stakeholder during the development phase. This includes the Heritage Fund who are satisfied that the Plan will deliver their outcomes.</p> <p>As such, we are not looking to change the interpretation framework and concepts fundamentally. We will of course be open to minor tweaks and changes where this enhances the current approach as set out in the Interpretation Plan.</p>
Will we need to provide a content developer and script writer as part of the team?	<p>Yes, the Plan will require a content developer and script writer to be part of the team. There is a need for detailed and engaging interpretive content across various themes and topics, which will involve creating narratives, scripts, and interactive elements. The content developer and script writer will be essential in ensuring that the stories are told in an engaging, accurate, and culturally appropriate manner, aligning with the project's aims and objectives.</p> <p>The project will also be recruiting a freelance Heritage Interpretation Manager to mobilise volunteer Community Researchers who will work with Thurrock Museum and The National Archives to undertake research and capture oral histories. The Interpretation Designer will be required to</p>

	support and work with this Manager and volunteers as part of the content creation process.
If we are not members of the AHI, but can prove past membership would that be acceptable? Or would we need to rejoin to qualify?	<p>To ensure the highest standards of professional practice in heritage interpretation, we require all applicants for this tender opportunity to be current members of the Association for Heritage Interpretation (AHI).</p> <p>By requiring AHI membership, we want to be confident that prospective interpretation partners possess the necessary expertise, credibility, and commitment to quality interpretation that aligns with our project's vision and objectives.</p>
Museums Association: would you accept Essential membership grade or would we need to upgrade to Corporate?	Either membership would be acceptable, though as essential membership is geared towards individuals, we would need to be satisfied that all key personnel would hold such membership, as this provides us with confidence that those involved are engaged in the museum and heritage sector and follow best practice.
Case studies of a value of £1M+: could you confirm this as being total value of project? If we have projects that are just under this mark, would you consider these?	<p>We are looking for case studies that form part of a major Heritage Fund project (£1M+) with a significant interpretive element.</p> <p>If the project you wish to put forward is slightly below this threshold, that would be acceptable.</p> <p>If the case study is not a Heritage Fund project without a capital element, we would not consider it.</p>
If shortlisted to the next stage, will there be a Clarifications period with answers shared in this part of the process?	<p>We will include a clarifications period and share answers.</p> <p>We will also make the RIBA Stage 3 Interpretation Plan available to shortlisted bidders.</p>
If shortlisted, would the next stage include a creative response?	We are looking for a Interpretation Designer to translate our existing Interpretation Plan into delivery. As such, we would not be looking for a creative response.

	<p>We will instead be looking at the capacity and capability of the bidder to deliver the existing Plan within the available timescale and budget (albeit with minor tweaks where this improves the current Plan).</p>
<p>If shortlisted, would the next stage be paid?</p>	<p>Unfortunately, Tilbury on the Thames Trust does not have the resource to pay bidders for their time at the next stage. As such, all costs incurred in the preparation and submission of a bid in response to this tender are to be borne by the bidder and will not be reimbursed by Tilbury on the Thames Trust.</p>
<p>What site is it that I need to express an EOI and download the documents?</p>	<p>The document can be downloaded from the Contract Finder on the gov.uk website via:  <a href="https://www.contractsfinder.service.gov.uk/Notice/1b02643a-701f-4acf-ba5e-78f346c70dc5">https://www.contractsfinder.service.gov.uk/Notice/1b02643a-701f-4acf-ba5e-78f346c70dc5</a></p> <p>The EOI response is to follow the format set out in section 8 and sent to <a href="mailto:scott@sbsa.co.uk">scott@sbsa.co.uk</a> before the deadline (midnight 24<sup>th</sup> February 2025).</p>
<p>The tender specifies delivery of interpretation elements through RIBA Stages 4-6. Does this mean the project requires further development of the existing interpretation plan that has received NLHF approval? Will this mean no changes can be made to the existing interpretation plan?</p>	<p>The existing interpretation plan that has received NLHF approval is at RIBA Stage 3. We are requiring that the current plan is progressed through RIBA Stages 4-6 alongside the wider capital proposals. We are not looking for any major changes to the concepts, but rather that the existing plans are developed in more detail and then implemented.</p>
<p>Has a specialist interpretation/exhibition designer already worked on the project, and will they be participating in this tender? If we were to win, would we be developing another designer's work?</p>	<p>Yes, a specialist interpretation/exhibition designer worked the current plan to RIBA Stage 3. Our understanding is that they intend to participate in this tender process. If you were to win, the existing Interpretation Plan would be developed further and then implemented.</p>

Is this a design and build package, or is the expectation solely for design services?	This is a design and build package. The build element will be tendered as per NLHF procurement guidelines by the successful bidder once the Interpretation Plan is completed to RIBA Stage 4. We require this process to be evidenced to assist with our compliance with NLHF procurement requirements.
Could you confirm if any further details on the project including programme/timelines will be provided at this stage?	<p>We will share further information on programme/timelines to shortlisted companies.</p> <p>Broadly, we are anticipating that the base build works will start by September 2025 and be completed by August 2026, with a soft launch by October 2026 and a formal launch by November 2026. The interpretation development will need to fit within these broad parameters.</p>
<p>The tender requires membership of the Association for Heritage Interpretation and corporate membership of the Museums Association, along with experience delivering a £1m+ Heritage Fund project.</p> <p>– Could you clarify which members of the team need to meet these criteria?</p>	<p>We would expect the membership to apply to at least half of those involved in the team and must include the lead contractor/project manager.</p> <p>The experience delivering a £1m+ Heritage Fund project must apply to the lead contractor/project manager.</p>
Could you kindly confirm whether a designer is currently engaged in the project?	The designer is not currently engaged in the project.
Additionally, if the design is substantially complete aside from the recent comments, could you provide insight into the rationale for tendering the project to a designer rather than directly to a fit-out contractor to	The current Interpretation Plan is at RIBA Stage 3. We require a designer to work alongside the capital team (who are all currently engaged) to ensure that the interpretation proposals are fully integrated with the wider capital design. We also wish to have expertise in procuring a fit out contractor to deliver the interpretation well. This is the rationale for tendering the project to a designer on a 'design and build' basis.

incorporate these comments into the technical design drawings for delivery?	
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