



**INVITATION TO TENDER
MUSEUM DESIGN FOR
NEWTON'S PLACE**

Tender Information and Instructions

Museum Design at Newton's Place

This is an invitation to tender for the design of the Newton Abbot Town & GWR Museum within a disused Grade II listed church in Newton Abbot. We are currently in the process of appointing all of the professional services having received a first-round pass by the Heritage Lottery Fund.

The intention is to appoint each professional service for the entirety of the project with a break clause between RIBA stage 3 and RIBA stage 4 due to the requirement to secure the full funding for the construction phase. All contracts will be with Newton Abbot Town Council.

Deliverables for the Project

Phase 1 (known as development phase by HLF)

To take and develop the existing scheme working with the architect and community feedback via the community engagement officer to achieve:

- Plans for architectural elements RIBA Stage 2 by end October 2017 for progress meeting with HLF
- Completion RIBA stage 3
- Detailed plans and proposals for capital works for Round 2 submission to HLF by end Feb 2018
- Planning permission and Listed Building Consent to be secured by end Feb 2018
- Detailed timetable and costings of delivery phase for Round 2 submission to HLF by end Feb 2018
- Development of the management and maintenance plan document to be submitted for Round 2 HLF.

Phase 2 (known as delivery phase by HLF)

- RIBA 4 to start July 2018
- Project Completion December 2019
- Delivery to agreed timings and budget as detailed in Round 2 submission

Please note that we are considering bringing the RIBA stage 4 to an earlier date i.e. within Phase 1 timings but this would be (a) if feasible within the timeframe and (b) it would be at the Town Council's risk as it falls outside of the HLF timings.

We anticipate that the museum designer will be appointed at the end of September 2017. We will require the initial concept and design to be produced by December 2017, with detailed proposals, plans and costings drawn up by the end of February 2018. This will enable us to submit our Round 2 funding bid to HLF by the deadline of 15th March 2018. We have an expected project completion date of December 2019.

Newton's Place Team Structure:

A multi-stakeholder Project Board has already been formed to oversee the project. The Working Group reports to the Project Board on a monthly basis. The Museum design team will be working with the Museum Curator and Museum team. There needs to be a close working relationship between the architect, museum designer and community engagement officer to ensure that community feedback is considered carefully through the process. We would anticipate the architect and museum designer working together from early stages to ensure that the building, the conservation of internal features and the museum design are fully integrated.

Experience, skills and knowledge:

To fulfil this role, the following experience, skills and knowledge are expected.

- Track record in museum design and interpretation
- Track record of innovation in museum design and interpretation
- Track record of community projects / working with a breadth of stakeholder groups
- Excellent communication and team working skills;
- Track record of delivery of projects on time and to budget.

Timeframe

Phase 1 is scheduled to be completed by end Feb 2018 in order to submit to HLF for Round 2. If this is not possible, please identify this within your submission.

Currently Phase 2 is scheduled with an opening date to the public of late 2019 / early 2020.

Reference documents:

1. Outline Drawings
2. Newton Abbot Town Council Procurement Strategy

Tender Instructions

a) Intention to tender

Newton Abbot Town Council has invited selected bid-writers to tender for this supply. In addition, the tender document is freely available on the Council's website at www.newtonabbot-tc.gov.uk. Organisations intending to tender should notify the Town Clerk, Phil Rowe, by email to Phil.Rowe@newtonabbot-tc.gov.uk by Friday 8th September 5pm.

b) Questions and Clarifications

Consultants / organisations may request clarification of any items in the tender documents by Thursday 14th September, 5pm. All requests must be emailed to Phil Rowe, Town Clerk, at the above address. Any clarification made by the Council in response to a request will be notified to

each consultant / organisation that has emailed their intention to tender. Any changes to the tender documents will also be shared with all potential tenderers.

c) Tender submission

Tenderers must give replies to each of the guidelines below. You should detail how you will meet or exceed the requirements. Do not assume any prior knowledge of your organisation.

d) Guidelines for Tender

In developing your proposal, please address the following:

- Describe your approach to this project and how it will meet the Museum’s aims as detailed in the brief.
- How will your experience and track record benefit the project?
- How will your proposal meet the Town Council procurement aims?
- Demonstrate that you will be able to meet the intended project timeplan (or give detailed explanation as to why it should be delayed)
- Costs including time input and rates of key personnel
- CVs of key personnel
- Proposed work schedule /timeplan

Assessment Criteria

We will use the following criteria to assess the proposal:

Criteria	Weighting
Quality of proposal to meet the project brief	70%
How your approach will meet the Museum’s aims	30%
How will your experience and track record benefit the project	15%
Demonstration of meeting deadlines and on budget	15%
Meeting Town Council Procurement aims	10%
Price	30%

Fees

Please provide a cost breakdown by phase; development and delivery.

Indicative costs for the museum design and fit out, plus museum stores design and fit out are:
Phase 1 (known as development phase by HLF), July 2017 - June 2018: £40k

Phase 2 (known as delivery phase by HLF), July 2018 - Dec 2019: £364k

Please note, however, that the museum stores are excluded from this brief. If you would also like to undertake the stores design and fit out, in addition to the museum design/fit-out work, please indicate this in your response with a separate estimate of costs.

Tender Submission

You need to submit your proposal and the complete Supplier Questionnaire.

Tenders to be submitted via email by 12pm on Friday 15th September to: Phil Rowe, Town Clerk, Newton Abbot Town Council: Phil.Rowe@newtonabbot-tc.gov.uk.

Please also send a hard copy, in plain envelopes marked "Quotation for Professional Services" to:
Phil Rowe
Town Clerk
Newton Abbot Town Council
9 Devon Square
Newton Abbot TQ12 2HN

The hard copy must arrive no later than Tuesday 19th September 2017 12pm.

All tenders will be opened in the presence of at least three people of whom one shall be the Clerk (or designated officer delegated this task) and two shall be members of the Council.

e) Shortlisting and interviews

Should interviews take place, they will be informal in nature and after brief introductions, be conducted on a question and answer basis. No preparation other than the request for quote submission will be required.

f) Timescales

Action	Date
Tender opportunity advertised by NATC	Monday 14 th August
Email intention to tender by supplier	By September 8 th 5pm
Tender questions answered by NATC	Until Thursday 14 th September 5pm
Tenders to be submitted by email (consultant)	Friday 15 th September 12pm
Tenders opened and short list confirmed (NATC)	Tuesday 19 th September
Notify successful candidates for interviews	Wednesday 20 th September

Interviews at Newton Abbot	Monday 25th / Tuesday 26th Sept
Confirmation to successful applicant	Wednesday 27th Sept
Commence	Monday 2 nd October