

1. Introduction

Tilbury on the Thames Trust (TTT) wishes to appoint an Interpretation Designer to deliver the proposed exhibits and installations at Tilbury Riverside Station through RIBA stages 4-6 on a Design and Build basis.

The total budget for interpretation design and delivery (including all professional fees and mark ups) of £549,515 + VAT. The interpretation contract is anticipated to start in April 2024 and run until practical completion and handover in September 2026, dependent on the capital build works programme.

The project has been made possible with the generous support of the National Lottery Heritage Fund, and the Towns Fund.

Please note: This PIN is a call for competition. TTT will be proceeding directly to tender stage, with a shortlist selected from responses to this notice. Details of the information required as part of an Expression of Interest is included in section 8.

2. 'Back on Track' – The Project

'Back on Track' is the project undertaken by Tilbury on the Thames Trust to repair and celebrate the Grade II* Tilbury Riverside Station which forms part of the historic port and cruise Terminal located on the Thames Estuary. The project is funded by the National Lottery Fund, and the Towns Fund.

The Riverside Station (which closed to rail traffic in 1992) will sit at the heart of a reinvigorated river front, with a new event & community spaces, 'creative let' workshops for local makers & entrepreneurs, along with improved landscaping, visitor facilities and café.

The project will also celebrate Tilbury's unique heritage, both through a purpose-built exhibition space to be housed in the former ticket office, and through events, interpretation and community grant making. As the arrival point of the Empire Windrush, Tilbury will be central to national conversations about our multicultural identity as we approach the 75th and 80th anniversary of Windrush in 2023 and 2028.

3. Scope of Works

The interpretation designer will be responsible for delivering all exhibition and interpretation elements to our requirements through RIBA stages 4-6. This will be based on the existing Interpretation Plan (developed to RIBA stage 3) which both Tilbury on the Thames Trust and the National Lottery Heritage Fund have agreed and formed part of the

funding submission. We are not looking to fundamentally review or change the existing Plan.

We believe the current RIBA stage 3 Interpretation Plan will deliver an exciting and engaging scheme and is part of the NLHF approved purposes for project delivery. However, we expect the appointed consultant team to review any NLHF 'permission to start' feedback and make revisions as needed.

Please note the incumbent designer will be able to tender for this commission should they wish.

The Interpretation Plan includes the following concepts:

- External themed orientation and signage.
- Platform numbers and locomotive outlines on the north facade.
- Footprint stories with QR codes linking to personal stories.
- Themed flags and bunting created by the community.
- Platform entrance graphics and immersive AV experiences.
- Interactive exhibitions in the Ticket Office.

The Interpretation Designer would lead on the content development and manage all the sub-contractors needed to deliver the Interpretation Plan, supplemented by material sourced by volunteer Community Researchers as part of our Activity Plan delivery.

4. The Client

Tilbury on the Thames Trust (TTT) is a successful community organisation, with a board comprised of representatives from the Port of Tilbury, local business and local people. Their vision, approved in 2019 is:

"By 2030, we will celebrate the restored Grade II Cruise Terminal and Railway Station complex, an architectural gateway on the Thames with cultural significance for trade, military and migration. We will safeguard the heritage for the future by working collaboratively with the Port of Tilbury, community and commercial users. Local people and partners will be part of our story through leisure and skills development opportunities that anchor the Cruise Terminal complex within our community, whilst positioning it as the fulcrum of the River Thames."*

Our mission is as follows:

- To secure resources and work in partnership for the restoration and celebration of the Grade II* Terminal complex
- To combine community and commercial uses to realise a fully utilised Grade II* Terminal complex
- To support people into work through skills development opportunities and community activity
- To celebrate the global connections at the Cruise Terminal as a culturally significant part of the national story

5. Tilbury Riverside Station

Designed by Sir Edward Cooper, Tilbury Riverside Railway station, along with its baggage hall, ticket office, and floating landing stage were completed in 1924. Owned by the Port of London Authority, the complex closed in 1990, but re-opened in 1995 for leisure cruise use.

The Riverside Station, including floating landing stage, Tilbury, Essex is listed at Grade II* for its architectural interest, and because of its historical association with the arrival in 1948 of the SS Empire Windrush.

The Riverside Station closed to rail traffic in 1992.

Further details on the building can be found at the official list entry, number 1111547

The project will be undertaken within the confines of a busy commercial port, and there will be a requirement to liaise with Port personnel, and coordinate works accordingly.

6. The Project Team

The client has appointed an experienced professional Design Team to guide the capital aspects of the project, which has been developed to RIBA Stage 3.

- Architects – Pringle Richards Sharratt
- Project Quantity Surveyors – Greenwood Projects
- Project Manager – Heritage Works
- Structural Engineers – Alan Baxter Associates
- M&E Consultants – SVM

The Interpretation Designer will be required to work closely with this team to ensure integration of the interpretative aspects into the overall scheme.

The Interpretation Designer will also work closely with a Heritage Interpretation Manager (to be advertised separately) who will work with volunteer Community Researchers to source existing research with support from the National Archives and collect new oral histories to support the content development.

7. The Interpretation Designer

We are looking for an Interpretation Designer who can demonstrate competence and experience in the development and delivery of Interpretation Plans in a National Lottery Heritage Fund context.

The following requirements are essential:

1. Membership of the Association for Heritage Interpretation
2. Corporate Membership of the Museums Association
3. Demonstrable experience of Interpretation Design and Delivery for £1M+ Heritage Fund projects as part of a multi-disciplinary project team

8. Submission & Selection

The Interpretation Designer is to be appointed under a restricted procedure, with a tender shortlist drawn from responses to this PIN.

Expressions of interest should be submitted to scott@sbsa.co.uk no later than midnight 24th February 2025.

The Expressions of Interest should include:

- Confirmation of Membership of the Association for Heritage Interpretation
- Confirmation of Corporate Membership of the Museums Association
- Three case studies demonstrating comparable experience of Interpretation Design and Delivery for £1M+ Heritage Fund projects as part of a multi-disciplinary project team

Following assessment, a maximum of five prospective Interpretation Designers will be shortlisted. The Interpretation Plan will be made available to the shortlisted candidates to inform their submissions.

Invitations to tender will be issued on 28th February 2025, with a 35 calendar day period for completion and return. Tenders will be assessed against price (20% of mark) and quality (80% of mark).

Following assessment, candidates may be asked to interview, following which the successful candidate will be appointed. Expected start would be mid April 2025.

9. Questions

Any queries should be directed to Scott Sullivan via email – scott@sbsa.co.uk