



**SEA GALLERIES
MERSEYSIDE MARITIME MUSEUM**

**GALLERY GRAPHICS
SCHEDULE OF WORKS**

Item Ref	Description	Rate	£
1.	<p>SCHEDULE OF WORKS</p> <p>This specification must be read in conjunction with the appendix documentation included with the tender package</p>		
2.	<p>PROGRAMME</p> <p>The programme for these works to be outlined by the Fit-Out Contractors works programme. The Graphics contractors programme to be coordinated and interfaced with the delivery of the Fit-out works. Graphics contractors to be appointed 21 October. The Artwork for Phase 1 and 2 graphics to be supplied to the Graphics contractor by 25 November 2019.</p> <p>Phasing of graphic install to be determined by the Fit-Out programme of works. Please note some elements will need to be delivered and installed on site early, due to the order of the build and how the graphics interface with the wall structures.</p> <p>All graphics apart from labels to be complete and installed on site by 7 February 2020 and all snag works to be completed w/c 10 February. The formal site handover back to the client team will take place Tuesday 18 February, no later.</p> <p>Following the site handover, on Tuesday 18 February, object and label installation for the gallery will commence w/c 24 February for a period of three weeks.</p> <p>Gallery to open to public on 27 March 2020.</p>		
3.	<p>GENERALLY</p> <p>As requirement of CDM Regulations 2015, the Fit-Out contractor will be the main contractor and the Principal contractor for all works and will be responsible for all site management during the 10-week onsite programme of works. This includes the coordination and site management of all NML direct appointed contractors on site such as the Graphics Contractor.</p> <p>The Graphics contractor will be required to provide relevant H&S information/RAMS documentation to the Principal contractor to include in the Construction Phased Health & Safety plan for the site.</p> <p>It is the responsibility of the Graphics contractor to visit site and do a walk round of the site with Jenny Green (Senior Project Coordinator or Lee Kenyon – Graphics Designer) to discuss the full remit of the works, discuss the programme of works, key milestones within the programme, and discuss all matters relating site logistics.</p> <p>Contractors to ensure they have included for all works necessary to complete the works whether or not specifically referred to in the below Schedule of Works.</p>		

	The contractor to include in submission rates for all tools and equipment required for proper execution and completion of the works [Including Steps, access scaffold and MEWP].		
4.	<p>SITE ESTABLISHMENT/SEGREGATION</p> <p>Site hours:</p> <ul style="list-style-type: none"> Site working hours will be Monday to Friday 8.00am – 6.00pm If the any contractor under the responsibility of the Fit-Out contractor (Principal contractor) wishes to operate outside of these hours, then prior approval must be given by NML Estates Department, at least 48 hours noticed to be provided. The venues opening hours to the public are 10.00am to 17.00pm, seven days a week. All contractors must avoid or minimise activities with high level of noise or vibration during the above operating hours. <p>Site Access:</p> <ul style="list-style-type: none"> Access to the site will be either via side of the Maritime Museum by the Good Lift entrance or via the staff entrance. Contractors should access the building and report/sign in at the museum Controlroom. Contractors will be required to obtain a contractor pass from MMM Controlroom and will be required to wear this ID pass at all time. The route to site will be via the staff entrance, up the staircase to the mezzanine level, across to the other side of the building to staircase 4, up the stairs to 2nd floor, which bring you out into the Titanic gallery. Site entrance is located within the middle gallery, gallery B. Refer to Existing Hoarding and Site Access Dwg NML 101-01 and MMM Internal Site Access Routes Plan (Appendix K). Security of the hoarding is the responsibility of the Fit-Out Contractor (Principal Contractor) and will always be managed and will contain a secure locking system in place, to ensure public do not enter onto the site. As the contractor's route to site will be via an existing public gallery (Titanic Gallery), the Fit-Out contractor (Principal Contractor) will be responsible for putting in place necessary measures/protection when materials/tools are being transported through existing gallery (Titanic), this is to protect existing cases; corner of displays or gallery floors do not get damaged. Delivery of all materials and tools to site will need to be delivered, off-loaded and relocated to site between the hours of 8am – 10am. Once materials/tools have been delivered and offloaded, contractors' vehicles will need to be relocated either to the site compound or to public parking on/around the waterfront. Refer to MMM Site Location Plan & Compound dwg NML 100-01 (Appendix K). Materials to be relocated or removed from the site and disposed of in the skip provided at the side of museum, between the hours of 8:00-10:00am or 17:00-18:00pm when the venue is closed to the public. <p>Site Welfare and Site Compound:</p> <ul style="list-style-type: none"> Site Welfare facilities will be provided within the venue. Within the building, contractors will be able to use the staff toilet facilities located on the mezzanine level. Access to toilets will be via staircase 4, to the mezzanine level. Site compound re. site parking will be situated on the graving docks, which is located on the Museum of Liverpool site. Parking of approx. 8 spaces has been allocated and provided. The Fit-Out contractor (Principal Contractor) is responsible for the management of the 		

	<p>designated site compound re. contractor parking. If there is no availability within the compound, there is public parking in and around the Liverpool waterfront. The Fit-Out contractor (Principal contractor) will be responsible for allocation of contractor parking within the compound. NML client team and MoL Operational team will require details such as company/name/vehicle information of contractors parking within the site compound. NML will not be able to provide additional parking outside the designated compound.</p>		
5.	<p>GRAPHICS INFORMATION</p> <p>General Information:</p> <ul style="list-style-type: none"> • Full Gallery layout has been provided with the tender documentation, please ref to the drawing General Arrangement Plan NML 01 (Appendix K). The new gallery is spread over two gallery areas, these are labelled gallery A and B on the General Arrangement Plan, NML 01. • Gallery A is 376sqm and gallery B is 260sqm. Majority of the new exhibition wall structure within both gallery spaces will be 2.9metres high, and a proportion of the walls structure will be sloped and angled. The wall structures have been designed to be angled and sloped in areas to maximise wall space for the gallery content and interpretation. <p>Transportation and Delivery of Graphics to site:</p> <ul style="list-style-type: none"> • Prior to transportation/delivery of the graphics, the client expects the Graphics contractor to carry out quality check. If graphics arrive to site damaged or not to agreed standard, client will not take receipt. Graphic contractor will be expected to reproduce graphic(s) at no additional cost to the client, and in coordination with the Fit-Out contractors programme of works, to ensure there is no programme delay is occurred. • The Graphics contractor is expected to provide necessary protection of all graphics during transportation to site. Edges/corners to be protected during transport. • The Graphics contractor will be responsibility for the delivery of all graphics materials to site. Graphic contractor to oversee the delivery of all graphic materials to site on the 2nd floor and obtain a signature by a member of the project team. A delivery schedule will be required prior to goods arriving on site. • The Graphic contractor is be responsible for the removal and disposal of all graphic packing materials from site. Site must be left clean and clear following works. <p>Graphics Approach and Requirements:</p> <ul style="list-style-type: none"> • The graphic approach for the gallery, has given each section of the gallery a different colour identity, so visitors can differentiate between the different sections and subject matters in and around the gallery. • The graphic approach for the gallery includes a mixture of wall vinyl images directly applied to exhibition wall structures, graphic panels, exterior/interior case labels, interactive graphic panels, case background graphics and wayfinding. 		

	<ul style="list-style-type: none"> The Graphics contractor will be responsible for providing a solution to reduce/eliminate edges of graphics coming away or being exposed, where visitors can pick and damage the graphics. All exposed edges on graphics to be rounded off, removing all sharp edges and corners. Graphics contractor will be required to provide proofs of all graphics for client sign-off, prior to graphics going to print. For any in case graphics or labels, materials which don't appear on NML Approved Materials List (Appendix L) will need to go through a process called 'Oddy Testing'. Any new materials suggested for the production approach of level 5 graphics should be providing in the tender response along with specification sheet in order for testing to take place. Graphics which feature inside a Display Cases or Vitrine will need to meet the conservation requirements of the display case and vitrine performance specifications as outlined in Appendix (L). 		
6.	<p>GRAPHICS SCOPE OF WORKS</p> <p>Level 1 – Large Panels: Introduction panels, high end quality finish, which is durable, robust, that can be easily cleaned. Panel design has an angled approach. These large introduction panels will be white, with a clean text print. Edges of large panels should be finished in a way the public/visitors cannot pick or damage. Panels to be directly fixed to wall with minimal clearance. All exposed corners / edges to be rounded off, no sharp corners to be present.</p> <p><i>For full details on Level 1 panels please refer Gallery visuals for Intro, Work, Campaigning and Environment, Life on Board and Liners & Leisure (Appendix K), Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£
	<p>Level 2 – Section Panels Section panels, high end finished required. Panel design has an angled approach, the top of the panel is wider than bottom section and contains a 2-layer feature. The second layer feature includes an image in the top corner and a solid coloured fin in the bottom corner. The main layer is the layer which contains the panel text, this will be printed onto a dark background and in some places include an additional image.</p> <p>Graphic to be a full colour print to front face of panel, with no exposed edges. The panel to be constructed from a durable/premium material substrate in one piece, the main layer section to have a deeper in depth than the 2nd layer section. The colour edge on the panel will be one colour and will reflect the pantone colour for the relevant section of the gallery.</p> <p>Edges of large panels should be finished in a way the public/visitors cannot pick or damage. Panels to be directly fixed to wall with minimal clearance. All exposed corners / edges to be rounded off, no sharp corners to be present.</p> <p><i>For full details on Level 2 Section panels please refer to Gallery visuals for Intro, Work, Campaigning and Environment, Life on Board and Liners & Leisure (Appendix K), Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£

	<p>Level 3 Sub-Section Panels: Sub-section panel to carry additional information for the gallery. Panel design has an angled approach, the top section of the panel is wider than bottom section and contains a 2-layer feature. Panel to be a solid substrate and feature a similar fin design at the bottom as level 2 panels. Any level 3 sub-section panels featuring images can be produced on a substrate to level 1 panels. Edges of large panels should be finished in a way the public/visitors cannot pick or damage. Panels to be directly fixed to wall with minimal clearance. All exposed corners / edges to be rounded off, no sharp corners to be present.</p> <p><i>For full details on Level 3 Sub-Section panels please refer to Gallery visuals for Intro, Work, Campaigning and Environment, Life on Board and Liners & Leisure (Appendix K), Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£
	<p>Level 3 – Large Format Images: These are large background images for the gallery and are to be produced as one piece of wallpaper, no joints or seams. Print quality to be premium/high and all exposed edges should include corner protectors. These large formatted images to be directly applied to exhibition wall structures, prior to other build taking place in front.</p> <p><i>For full details on Level 3 Large formatted images please refer to Gallery Visuals for Intro, Work, Campaigning and Environment, Life on Board and Liners & Leisure (Appendix K), Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£
	<p>Level 4 – Interactive description panels: The gallery will include 7no. new tactile interactives around the two galleries. The tactile interactives will vary in size and scale, some will be mechanical, and others will have electronic elements. Concept ideas of the 7no. tactile interactives have been put together by the client team, refer to Tactile brief and Concept design visual (Appendix M). The Graphics contractor will be responsible for the production of all interactive description panels for each of the interactives</p> <p>Detail of panel requirements for tactile interactives will be confirmed on appointment. Provisional sum has been allocated within the tender for this element of work. On appointment Client team will provide confirmed details of panels. The appointed Graphics contractor will be asked to cost for works as per requirements. This element of work will go through a Change Control process, provisional sum will be omitted at start of contract and revised cost will be submitted.</p> <p><i>For further information on Level 4 Interactive Panels please refer to General Arrangement Plan NML-01 (Appendix K) for location of each tactile interactives and the Concept design visual for each tactile interactive (Appendix K).</i></p>		£

	<p>Level 5 – Case Labels, In- Case Graphics, Rail Labels</p> <p>Case Labels: In cases will require a solution which shows the label at an accessible height and angle. Graphics contractor to source suitable label holder. We will require a variety of sizes, depending on requirements of the case display.</p> <p>In Case Graphics: Panels to be wrapped around free issued substrate. Any in case Level 5 graphics would need to be wrapped around a free issued backboard substrate. The backboard substrate will be free issued to the Graphics contractor by Fit-Out contractor.</p> <p>For any in case graphics or labels, materials which don't appear on NML Approved Materials List (Appendix L) will need to go through a process called 'Oddly Testing'. Any new materials suggested for the production approach of level 5 graphics should be providing in the tender response along with specification sheet in order for testing to take place.</p> <p>Graphics/labels which will be featured inside a display cases or vitrine, will need to meet the conservation requirements of the display case and vitrine performance specifications as outlined in Appendix (L).</p> <p><i>For full details on Level 5 Case Labels, Case Graphics and Rail Labels to Gallery Visuals for Intro, Work, Campaigning and Environment, Life on Board and Liners & Leisure (Appendix K), Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£
	<p>Level 6 - External Labels</p> <p>External labels will be a standard rectangle and require a wrapped solution around a durable substrate. These would be applied direct to the wall.</p> <p>Rail Labels: The gallery will feature appropriate use of authentic ship railings to separate the visitors from open display objects. The labels for these objects will be situated on these railings. A suitable approach is required which allows for a robust label to be produced and mounted to the railings. Fixing and label to be suitable for permanent gallery display. Graphics contractor to liaise Fit-Out contractor for design solution to fit label to railing.</p> <p><i>For full details on Level 6 External Labels please refer to Gallery Visuals for Intro, Work, Campaigning and Environment, Life on Board and Liners & Leisure (Appendix K), Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£
	<p>Level 7 – Wall Quotes</p> <p>Wall quotes are high level quotes. These will be typically cut vinyl and applied direct to wall. A matt or low sheen finish and vinyl must be high tac. These will be installed at height and directly to exhibition wall structures, prior to other build taking place in front.</p> <p><i>For full details on Level 7 Wall Quotes please refer to Gallery Visuals for Intro, Work, Campaigning and Environment, Life on Board and Liners & Leisure (Appendix K), Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£

	<p>Authentic Materials</p> <p>For the production approach In and around the gallery we would like to include for several authentic nautical materials which can be directly printed and applied to the main gallery wall structures. One of our ideas is to have a metallic wall print which would include authentic rivets to be fitted into the wall and on top of the printed graphic in order to mimic the side of a ship.</p> <p><i>For full details re. Authentic Materials please refer to the Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£
	<p>Liners & Leisure Posters</p> <p>Produce a selection of posters advertising cruise liners above a vitrine case, displaying a ship model. Posters to be produced on black Foamex, and displayed forward using a suitable rod system. Posters to be displayed as though they are a floating display. Posters to be mounted to boards and installed above the case. Installation approach will need to be discussed and coordinated with Fit-Out contractor.</p> <p><i>For full details re. Liner & Leisure Posters please refer to the Graphic Production Approach (Appendix N), Graphics Schedule (Appendix M) and Graphic Elevations (Appendix P).</i></p>		£
	<p>Wayfinding</p> <p>New wayfinding in and around 2nd floor of Maritime Museum will be required to update venue information regards new Sea Galleries display. Full list of wayfinding requirements will be confirmed upon appointment of Graphics contract. Graphics contractor responsible for the production and installation of all wayfinding requirements</p> <p>Provisional sum of £5,000 has been included in the tender to cover the requirements for wayfinding. On appointment Client team will provide confirmed details of Wayfinding. The appointed Graphics contractor will be asked to cost for works as per requirements. This element of work will go through a Change Control process, provisional sum will be omitted at start of contract and revised cost will be submitted.</p>		£
7.	<p>PROVISIONAL SUM</p> <p>Allow for the Provisional Sum of £2,000 (Two Thousand Pounds Only) for Tactile Interactive Description Panels</p> <p>Allow for Provisional Sum of £5,000 (Five Thousand Pounds Only) for Wayfinding requirements</p> <p>Allow a Contingency Sum of £5,000 (Five Thousand Pounds Only) for any unforeseen works that may found to be required once works are underway. This sum will be expended or deducted at the discretion of the Client</p>		<p>£2,000</p> <p>£5,000</p> <p>£5,000</p>
8.	TOTAL		£

TENDER SUMMARY SHEET

1	Preliminaries	£
2	Level 1 – Panels	£
	Level 2 – Section Panels	£
	Level 3 – Sub Section Panels	£
	Level 4 – Tactile Interactive Graphic Panels	£
	Level 5 – Case labels, Case Graphics	£
	Level 6 – External Labels and Rail Labels	£
	Level 7 – Wall Quotes	£
	Authentic materials	£
	Posters	£
3	Provisional Sum – Wayfinding	£5,000
	Provisional Sum Tactile Interactive graphics	£2,000
4	Contingency	£5,000
5	TOTAL	£

THIS FORM MUST BE COMPLETED AND RETURNED TOGETHER WITH THE TENDER