

**Horniman Masterplan Additional Q&As / clarifications 05.12.2018**

Q: What is your anticipated timescale for the project?

A: Ideally we would like the master plan development completed by the end of April 2019.

Q: The schedule of services calls for a project programme. Could a Project Manager be included in the list of consultants?

A: Yes, if you feel like you need a project manager to help with the programme then you should add them to the list of consultants you need.

Q: What is the anticipated frequency of design, progress and board meetings?

A: We would anticipate that design meetings would be held every 2 weeks, progress meetings every month and board meetings every two months.

Q: What is the approximate gross floor area of your collections store?

A: The current floor area of our store is 2,654m², however if we were going to move we would want something closer to 3,554m² to allow for expansion.

Q: Is there a CAD plan available for the whole site please?

A: We don’t have a CAD plan available but we have up-loaded a PDF of the site onto Contracts Finder

Q: Is it possible to get a site plan of your collections storage facility?

A: Unfortunately we don’t have an up-to-date site plan of our collections store site.

Q: Please outline the kind of advice and design input you expect the visitor flow consultant to provide to help us choose an appropriate specialist.

A: We have particular issues around our visitor entrance, shop and café because they were designed for circa 250K visitors a year and we are getting circa 800K now and anticipate that number growing in future. That was our main reason for including this as a potential need.

Q: Appendix 1 follows along the lines we would expect for the scope of works for the master plan itself, while 'the schedule of services' section includes elements we would expect to occur only during the piece of work following the master plan. Is it correct to view Appendix 1 as detailing the scope of works for the master plan itself?

A: Yes, you are exactly right, Appendix 1 is the document that details the scope of works that we anticipate for the master plan.

Q: Are there any milestones which are driving the indicative programme described in the brief?

A: With regard to the milestones, we have a Trustees meeting on the 22 March and it would be good to be able to present draft ideas to them at that point.

Q: Is your Business plan part of the scope? Is this for us to do or are we providing info for someone else to do this?

A: No, it is not part of the scope, we would expect you to provide information to help us with the Business plan development but it is not for you to develop.

Q: Does the Financial model refer to the capital project cost that the cost consultant is doing or is it referring to the operational financial model that someone else is doing?

A: The financial model would be developed by the Horniman with input from the cost consultant

Q: Are we correct in assuming that you are not asking us to carry out the visitor research?

A: That is correct.