

Clarification Questions and Answers for Exhibition Design Tender

Q. Can you confirm if the budget of £25,000 mentioned in the tender invitation is for design fees?

A. Yes, it is to cover all design fees, e.g. any AV design too.

Q. Can you tell us the exhibition build budget?

A. Approx. 50k

Q. Can you expand on the way you would envisage the appointed exhibition design team to work with the Archive's in-house exhibition team? Does this team include conservation, accessibility, and construction managers?

A. The appointed design team will join the core project team working alongside our in-house expert and exhibition team. This core team will shape the visitor experience. We have in-house conservation support. We do not have construction managers – the intention is to tender the build package separately following scheme design.

Q. Are there external stakeholders in this project that we need to be mindful of?

A. Our primary external stakeholder is the visitor themselves – our hope is to attract a large number of visits to the exhibition.

Q. There are three themes for exhibition content presented in the tender package, will one option be chosen before the exhibition design team is appointed or would you require the design team to work through concepts for all three options?

A. One will be chosen and developed further.

Q. Similarly, did you want to see responses in the tender return that touch on all three themes?

A. No, we shared the paper openly as it best illustrated the options we are currently exploring. We thought it might inspire design teams in different ways – there is no expectation to present back on all three.

Q. What level of input/responsibility is expected from the exhibition design team at install stage, as mentioned in 2.1 of the tender invite?

A. It would be great to have them on hand to oversee and help finalise the installation. The hope is that most of the information will be in the technical design documents to enable a smooth build and install. That's why the tender is emphasised this way, however, we'd welcome support and involvement if it was available.

Q. Will you be sharing the questions and answers from other interested tendering teams?

A. No

- Q. Can you confirm that the available budget identified in section 2.5 of the ITT (£25,000) is for the delivery of the design services only (as described in the ITT section 2.5), and does not include the construction and installation costs of the exhibition?
- A. Yes that is correct
- Q. Assuming the response to the previous question is that the available budget is for design only, can you give an indication of the sum budgeted for the realisation of the eventual design scheme (e.g.; digital media, set-works, showcases, installation etc.)?
- A. The Build budget is approximate 50k, it is dependent on the scheme and wider programming plans all still to be confirmed. And this sum is to include any AV production.
- Q. Can you confirm that the following services are not required as part of this appointment: Project Management, Contract Administration, and Procurement?
- A. This may be better as a conversation it all depends to what level. The design team will be required to project manage their work through from concept to production ready artwork, the design team will be required to speak directly to the production team and solve any issues at production. But the production team invoice and report to TNA. There may be some procurement from the design team but lower level items, frequently design are well placed to point out useful or innovate product solutions, so we anticipate the bulk of procurement to sit with TNA. We would need to understand the specifics around your contract administration question further. The design team will not be the contract administrator for the project
- Q. Can you confirm that The National Archives will provide the following services; Research, text writing, image sourcing (in co-ordination with the agreed design scheme)?
- A. Yes we will. Our interpretation team will provide all these working alongside the design team. In the past some image sourcing has been undertaken by the design team but in general it comes from the TNA team.
- Q. The document 'Cold War Exhibition ideas and images' includes three options. Are we correct in understanding that only one of these will be taken forward and that the space is not expected to accommodate all three options? If so are you able to offer further insight as to which is the preferred option?
- A. Yes one will be taken forward for the exhibition space, most likely option 2 as that can accommodate aspects of options 1 and 3. We shared the document for two reasons, firstly to show where we are with our ideas and to see if they sparked and ideas with the designers.
- Q. You mention 'Open opportunity' and that you may invite a maximum of 3 candidates for presentation based on your evaluation – please specify, thank you.
- A. Anyone is able to submit a tender response. Once we have looked through all of the responses we might want to invite a maximum of three shortlisted companies in to talk through their submissions, to help us make our final decision. However, once we have looked through the responses we might feel that the presentation stage is not required.

Q. Can you tell me what the build budget is please?

A. The Build budget is approximate 50k, it is dependent on the scheme and wider programming plans all still to be confirmed. And this sum is to include any AV production.

As the tender states we are looking to develop a multi-layered visitor experience, plus given the nature of our collection is very text heavy, we expect AV will be an important layer to help tell our stories. However the scale and scope of the AV experience is to be determined. It is quite possible that there could be a short film, soundscape, audio tours, all or none of these things. So the appointed design team will be expected to work AV into the scheme and creatively explore its potential. This creative work is expected to be covered by the design fee.

Q. Is there an AV budget and does that include design?

A. The production of any AV items will come from the build budget.

However, it may be that as we develop the project opportunities arise that require additional AV design and production beyond the reasonable scope of the above if that happens we can explore the best way to proceed openly as a team.

Q. What is the expected budget for fit-out? This relates to the design fee available as it will dictate the breadth of the scheme to be designed.

A. We have an approximate fit out budget of 50k, design scheme depending.

Q. Will the successful designer be required to manage the fit-out contractor during RIBA 4– 7?

A. The design contractor will certainly need to communicate and collaborate with the build contractor through RIBA 4-7. Potentially this could be classed as management. As this isn't a design & build tender the financial responsibility doesn't sit with the design contractor though, currently it sits with TNA.

Q. If successful with this design tender, would we be precluded from bidding for the fit-out work separately?

A. Being successful as a design contractor does not preclude you from tendering for Build as well.

But as it stands this is not a design and build contract.

Q. Please could you clarify whether the anticipated budget of £25k is for design fees only? If so, please can you also clarify the expected fit-out budget and whether you would accept a design and build offer as we can deliver both in-house?

A. The budget of £25K is for design fees only. This is to cover what we have asked for in the ITT at this stage and the submission should address just that.

Q. Can you confirm that the available budget identified in section 2.5 of the ITT (£25,000) is for the delivery of the design services only (as described in the ITT section 2.5), and does not include the construction and installation costs of the exhibition?

A. Yes that is correct