



Invitation to Tender (ITT)

Aircraft Carrier Experience Upgrade

Fleet Air Arm Museum

The National Museum of the Royal Navy

RNAS Yeovilton

Ilchester

BA22 8HT

Annex A1: SCHEDULE OF WORKS

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Contents	Page No.
Part 1 – ITT	
Part 2 – Appendices Reference	
Annex A1 – Schedule of Works.	
1.0 EXHIBITION DESIGN and BUILD – SCHEDULE OF WORKS.	3
1.1 Stage 1 - Preparation, Brief and Concept (RIBA STAGE 1-2)	4
1.2 Stage 2 - Detailed Design (RIBA STAGE 3)	4
1.3 Stage 3 - Technical Design (RIBA STAGE 4)	5
1.4 Stage 4 - Construction (RIBA STAGE 5)	5
1.5 Stage 5 - Handover and Completion (RIBA STAGE 6)	6
2.0 ADDITIONAL REQUIREMENTS	
2.1 Skills	6
2.2 Budget	6
2.3 Programme	7
3.0 STAKEHOLDER CONSULTATIONS	8
Annex A2 – Exhibition Brief.	
Annex A3 – Interpretation Strategy.	
Annex A4 – Current Carrier Feedback.	
Annex A5 – Floor Plans.	
Annex A6 – Visual Record.	
Annex A7 – FAAM Narrative.	
Annex A8 – NMRN Narrative.	
Annex A9 – Carrier EQIA.	
Annex A10 – Example terms and conditions of contract.	

Annex 1 – Schedule of Works.

2.0 EXHIBITION DESIGN and BUILD – SCHEDULE OF WORKS

This schedule defines the services to be provided by the Tenderer (“the Tenderer”) and which should be included by firms invited to tender for Exhibition Design and Build for the NMRN’s upgrade of the ‘Aircraft Carrier Experience’ exhibition..

Throughout the project the Tenderer will provide the creative lead in the design of the upgrade of the ‘Aircraft Carrier Experience’ exhibition. The Tenderer will work with the Museum’s staff on all aspects of interpretation to ensure we meet target audiences’ needs.

The Tenderer will be responsible for all aspects of exhibition design and fit out. This will require frequent meetings with members of the Museum’s Project Board (and wider staff as necessary), site visits and attendance at Project Team meetings as necessary.

In compliance with CDM regulations, The Tenderer will act as Lead Designer and Lead Contractor for the project.

In addition to the schedule of outcomes listed below at each stage, the Tenderer will need to prepare agendas and presentations as necessary in advance of meetings as well as follow-up minutes.

The Tenderer will NOT be required to contact or liaise directly with the project’s funders, but will be required to provide relevant drawings, specifications or other information to the Project Lead for this purpose.

The Tender must be set out as shown on the Form of Tender.

The services fall into the following 5 stages approximating to the RIBA Work Stages noted, with specific outcomes at each stage. NMRN reserves the right to suspend or terminate the contract with the Tenderer when each stage is largely though not necessarily entirely complete and will be liable to pay for each stage as set out in the Form of Tender without claim for any further loss and expense incurred by the Tenderer. The Tenderer will be required to provide a brief written report to NMRN as each stage is completed and must not proceed to the succeeding stage until instructed to do so.

The Stages are:

Stage 1. Preparation, Brief and Concept (RIBA STAGE 1-2)

Stage 2. Detailed Design (RIBA STAGE 3)

Stage 3. Technical Design (RIBA STAGE 4)

Stage 4. Construction / Install (RIBA STAGE 5)

Stage 5. Handover and Completion (RIBA STAGE 6)

The work to be included in each stage will be as follows:

1.1 Stage 1 - Preparation, Brief and Concept (RIBA STAGE 1-2)

Within this stage the Tenderer will develop ideas into a concept design. This will include initial collection assessments and background research, working with the Museum staff to define storylines, individual theme/topic areas and consideration of visitor routes through the space. By the end of the phase there should be an itemised overview, approximate costings and a detailed schedule.

Within this stage the Tenderer will work with the team to create:

- Detailed Interpretive Plan
- Detailed Design Brief
- Outline Plans: layouts and visitor flow diagrams
- Conceptual design response
- Schematic General Arrangement plan
- Concept sketches, mood boards and visuals
- Graphic styling and hierarchy
- Itemised, but not detailed, schedule of Work
- Itemised cost plan of approximate costs
- Prepare the Project Programme.

1.2 Stage 2 - Detailed Design (RIBA STAGE 3)

Within this stage the Tenderer will develop the concept design into a detailed design. This will refine plans for the exhibition space and create a schedule list of all types of display items: collection items, graphics items, media ideas. It will detail the AV & IT hardware and software requirements, interactive and lighting requirements and identify any Health and Safety implications. This will allow the Tenderer to create a detailed itemised costing and detailed implementation schedule

Within this stage the Tenderer will:

- Prepare design development drawings, sketches and visuals
- Prepare detailed General Arrangement plans
- Agree requirements for service installations, provide information on weights and sizes of exhibits

- Produce Outline exhibit specifications and schedules including related electrical installations
- Produce Itemised graphics schedule
- Create AV & IT Storyboards
- Obtain prototypes if relevant
- Prepare finalised text and lo-res images
- Prepare detailed implementation schedule
- Produce detailed itemised cost plan

1.3 Stage 3 - Technical Design (RIBA STAGE 4)

Within this stage the Tenderer will prepare the drawings and specifications for all aspects of the exhibition fit out.

Within this stage the Tenderer will:

- Prepare detailed design intent drawings
- Produce detailed exhibit specifications and schedules
- Produce detailed graphics schedules
- Prepare information packages for the selection of sub-contractors
- Compile hi-res images
- Prepare phased manufacture and installation schedules
- Select specialists and contractors

1.4 Stage 4 - Construction (RIBA STAGE 5)

This stage is the on-site installation of the exhibition through the tenderer's in-house manufacture or the selection of suitable specialists and/or suppliers: It will include, where necessary, managing the process of contractors' construction off-site which may require visits to their premises. The Tenderer will be responsible for quality control and providing key samples for the Museum Project Team's approval. The Tenderer will then manage installation on-site, monitoring defects and ensuring contractors put these right.

Within this stage the Tenderer will manage the exhibition fit out, including but not limited to:

- Erect a work compound on site (location to be determined, but for costing purposes, assumed to be on the flight deck at a location to be agreed).
- Provide appropriate hoarding/interpretation to work compound (it should be noted that the compound is to be erected on and we must allow visitors transit through and

around the flight deck during any and every part of the works – **route key to wayfinding**).

- Review and approve construction drawings prepared by constructors and suppliers
- Strip Out and Prepare any area's for development, limited work can be completed by the Museum team.
- Review samples and prototypes
- Review off-site manufacture
- Oversee and Review on-site fabrication and installation
- Commission and test the installations and obtain relevant certificates
- Assist the client in agreeing valuations and interim payments
- Work with the client to show that all work is satisfactory and that the Certificate of Practical Completion can be issued
- Prepare the CDM Health and Safety File.

1.5 Stage 5 - Handover and Completion (RIBA STAGE 6)

This stage will conclude the project and will include: final inspections and defects correction, any training, handover, and management during, and at the end of, the twelve month defects liability period.

We expect you to create and hand over:

- As-built drawings and maintenance manuals
- Post-handover defects monitoring procedures

2. ADDITIONAL REQUIREMENTS

2.1 Skills

The Tenderer should have:

- A proven track record of developing large scale museum exhibitions.
- Experience of working closely alongside client teams (curatorial, learning and conservation staff) to deliver a well-coordinated and outstanding final scheme.
- Understanding of and empathy for the key themes as outlined in the exhibition brief
- Experience of fulfilling the role of Lead Designer and Lead Contractor under CDM2015.

2.2 Budget

The overall budget for all elements of the project, including design and build, and procurement of all items including but not limited to exhibition equipment, lighting,

displays, transport, interpretation of is £650k. The budget of 650k must include a contingency.

Although the Museum is expecting to be challenged on these thresholds, we would expect submissions to be developed with the following budget forecast and prioritisation: -

Approx. 15% - Design Spend

Approx. 15% - Project Resourcing Spend

Approx. 70% - Build Spend

Any such challenge must be made with clear justification and rationale.

2.3 Programme

We wish to continue to have the current flight deck open and accessible as long as possible in to the project. The current 'Island Experience' and 'Experience Chamber' remains closed following COVID restrictions.

The Museum would prefer to consider a phased plan to upgrade elements of the Island Tour and Experience Chamber to enable them to open prior to any flight deck closure (even if only for a day or two). The exact timescale for this can be discussed, although the Museum is keen to offset disappointment amongst visitors during the install period by having one of the existing flight deck or upgraded 'Island Experience' and 'Experience Chamber' open throughout 2022.

A 'soft' opening of some of these upgraded elements could be opened in April / May 2022 with the entire upgrade and overall experience complete by July 2022.

2.3.1 We would like tenderers to expand upon the programme and display a Gantt chart style programme to detail steps and key deliverables for this project. This is integral to demonstrate that the timeline has been understood and can be delivered.

The programme is challenging but is essential to meet the museum's main summer operating season. Interested parties will need to demonstrate an ability for accelerated design development and effective management of installation, for example by using as much advanced prefabrication as practical.

Stage	Outline Expectation
Stage 1. Preparation, Brief and Concept (RIBA STAGE 1-2)	End of November 2021
Stage 2. Detailed Design (RIBA STAGE 3)	End of December 2021
Stage 3. Technical Design (RIBA STAGE 4)	End of January 2022
Stage 4. Construction / Install (RIBA STAGE 5)	Feb – March (Island and Exp Chamber?), Apr – Jun other areas.
Stage 5. Handover and Completion (RIBA STAGE 6)	July 2022 (latest)

3. STAKEHOLDER CONSULTATIONS

This is a key project for NMRN with a high degree of funding secured. The successful Tenderer will be expected to report regularly to a Project Board made up of the Museum's Executive and Team Members, and to present design proposals at key gateways within the design process to stakeholders.

- 3.1** The Project Board is expected to be made up of the following individuals. (Please refrain from contacting individuals direct during the tender stage. Questions relating to tender specifics should be directed to marc.farrance@nmrn.org.uk. (1.7.3. – Main ITT Document).

Name	Title	Role	Site	Comments
Trudie Cole	Head of Programming and Visitor Engagement	CRO	NMRN	Main Feed into Program Board. Will advise on both interpretation and access requirements (the former until FAAM Interpretation Officer appointed).
Marc Farrance	General Manager	Project Manager	FAAM	Project Managing the Design and Build / holding appointed contractors to account. Mobilising TeamFAAM.
Ioannis Ioannidis	Senior Public Programming Manager	Project Team	NMRN	Interpretation, Programming and Tender Advice.
Elliott Bailey	Programming Manager	Project Team	FAAM	Interpretation and Programming local Lead.
Andrew Haslock	Facilities Manager	Project Team	FAAM	Supervision of Contractors Working Onsite and Small Scale Preparatory Works.
TBC	Head of IT	Project Team	NMRN	IT advice but specific input to AV sourcing and forward maintenance planning.
TBC	Fundraising / Partnerships	Project Team	NMRN	Looking at added value and partnerships.
David Morris	Senior Conservator	Project Team	FAAM	Advice on Large Object Moves / Content / Storytelling / Collections Resource

Hannah Mayhew	Visitor Research and Evaluation Manager	Project Team	NMRN	Important to look at feedback for current experience as well as how we gauge feedback on any upgrades made. Hannah has already done some work on this.
Paul Dickinson	Management Accountant	Project Team	NMRN	Finance Input - Managing Project Fund, Cash Flow.
Fiona Taylor	Curator	Project Team	FAAM	Content / Storytelling / Collections Resource.
Anna Taylor	Visitor Experience Manager	Project Team	FAAM	Staff Liaison, Interim Orientation, FOH Messaging.
Rachel Dinsdale	Campaign Manager	Project Team	NMRN	PR, Campaign Manager - Soft Launch PR, Hard Launch Campaign.
Rachael Casey	Business Support Asst.	Project Team	FAAM	Project Board Minutes and Actions.