

## **Trowbridge Museum Redevelopment Fit-out Contract**

### **Introduction**

Trowbridge Museum is currently being redeveloped.

As part of the works an exhibition scheme throughout the redeveloped museum has been created by a design and interpretation specialist. Trowbridge museum now require quotations suitable qualified museum fit-out contractors to build, deliver and install the exhibition scheme at Trowbridge Museum.

### **The project**

Trowbridge Museum have been working with a design and interpretation consultancy over a number of months to develop a range of exhibition displays that bring to life the original mill building, the weaving industry and the development of the town. These exhibition displays are distributed across two floors of the museum, creating an engaging and interactive visitor experience.

We are now looking for a fit out contractor with experience of working in listed buildings, museums and heritage attractions to build, deliver and install the exhibition displays to the specifications supplied by the design and interpretation consultancy.

### **Scope**

The scope of the Contract is for a supplier to build, deliver and install a range of interpretive displays at Trowbridge Museum. Smith and Jones Design Consultants will retain design responsibility at every stage of the project.

The successful supplier will be expected to work closely with the interpretation and design consultancy to fully understand the exhibition scheme that has been created and the detailed specifications that are to be followed, so the final scheme is of the highest quality and suitable for a public environment. The interpretation and design consultant will be the main point of contact throughout the delivery of this work.

The successful supplier will be expected to build the exhibition scheme to the highest standards and suitable for a museum and heritage attraction.

The displays are to be installed at Trowbridge Museum. Any fixings into walls to hold displays need to be checked with the design and interpretation consultancy, prior to any work taking place.

### **Relationships with other contractors**

We are employing an AV company to supply and deliver the AV elements of the scheme. The successful supplier will be expected to work with the chosen AV contractor, so the AV elements can be integrated into the exhibition scheme in accordance with the exhibition specifications that have been produced. Smith and Jones Design Consultants will manage the relationship between the fit out contractor and the av contractor.

We are employing a graphic supplier to produce all the graphic elements to the project. The successful fit out contractor will be expected to mount and install any graphic elements to the exhibition scheme and this should be considered at costing stage. All graphic elements will be produced by another contractor and are separate from this quotation. Smith and Jones Design Consultants will manage the relationship between the fit out contractor and the graphic contractor.

### **Project time scales**

A decision on the chosen contractor will be made by 22nd November.  
It is anticipated that the contract will be awarded on the 27th November.

The successful supplier will be required to build, deliver and install the various interpretive displays specified by the interpretation designer by 15th May 2020.

### **The response**

Please list all costings on the supplied cost spreadsheet.

Please supply a full cost for delivery and installation.  
Please supply examples of your work and references.  
Please supply suggested payment schedules.  
Quotes back by 15th November.

**Response scoring**

Responses will be scored 60% quality 40% cost. Quality is based on the quality of response, the ability to demonstrate a good understanding of the project, examples of other related work and client references.

**Full specifications for quotation**

Interested companies are to email [clare.lyall@trowbridge.gov.uk](mailto:clare.lyall@trowbridge.gov.uk) for full specifications.