



Tavistock Guildhall Gateway Project Interpretation Scheme Delivery Consultancy Brief

TAVISTOCK TOWN COUNCIL

Tender Deadline: 12pm on Thursday 16 August 2018

1. Introduction

Tavistock Town Council (the Council) is seeking a suitably-experienced heritage interpretation consultant to deliver an exciting heritage interpretation scheme as part of its £1.65M Guildhall Gateway Project, which is supported by a grant from the Heritage Lottery Fund (HLF).

This project will conserve and repair the Grade II* Tavistock Guildhall complex and secure its long-term future through new public uses, including as a World Heritage Site (WHS) Gateway Centre. The project will interpret and open up public access to the Guildhall's historic courtroom and police cells, offer learning and volunteering opportunities for people of all ages, and provide space for community use.

A 'one-stop-shop' will provide access to Council and other public services. This will be complemented by a visitor information point initially located in the former Tourist Information Centre adjacent to the Guildhall.

The Guildhall Gateway Visitor Centre and visitor information point will be operated by the Council's delivery partner, Tavistock Heritage Trust (THT).

The project will build on existing HLF investment in the town through its Townscape Heritage Initiative (THI) fund and return the Guildhall to its historic place at the heart of community and civic life in Tavistock. It will make a significant and long-lasting contribution to heritage-led regeneration and learning in Tavistock.

The project has received its HLF Round Two pass and is expected to receive its Permission to Start imminently. The Council now wishes to appoint at the earliest opportunity. Applications from providers with relevant skills who have previous experience of the project are welcome.

This Consultancy Brief should be read in conjunction with the accompanying Tender Response Form.

2. Background

Tavistock Town Council acquired the former Magistrates Court and Police Station in 2014 (the Guildhall Complex) from the Devon Historic Buildings Trust. The building sits within a Conservation Area and is part of the Cornwall and West Devon Mining Landscape World Heritage Site (WHS).



Tavistock retains a townscape of great interest because of its spacious streets, attractive town centre squares and prestigious 19th century buildings. The significance of the Guildhall complex, in addition to its imposing architecture and links to the ancient Tavistock Abbey, include its construction as England's first purpose-built court and police station. It is grade 2* listed.

This project will conserve and repair the premises and bring them back into active use as a combined facility providing a 'gateway' centre for information and learning about the Mining WHS combined with council accommodation and a hub/facility for access to community services.

Amongst others the Council works with, and as part of, a local partnership/community of interest called the Tavistock Heritage Advisory Forum (THAF) which includes other local authorities and partners as well as Tavistock Heritage Trust (THT), which has a shared role in the delivery of the proposed Heritage Gateway facility.

3. HLF Round Two Interpretation Design Plan

The HLF Round Two (R2) submission included an interpretation design plan worked up to RIBA Stage 3.

The interpretation scheme will be located in the former police cells and Courtroom, and will tell the fascinating story of the building and of Tavistock's wider heritage, which forms the eastern gateway to the Cornwall and West Devon Mining Landscape World Heritage Site. Agreed interpretative themes as set out in the HLF Approved Purposes are:

- Gateway to the WHS and Dartmoor mining landscape
- Development of Tavistock – architecture and buildings
- Policing and justice – personal stories and daily lives of the police and prisoners

The development of the interpretation scheme has been informed by audience testing and in close liaison with the project's HLF Mentor.

The Guildhall Gateway will complement the existing heritage interpretative provision on offer in the town at the neighbouring Tavistock Museum.

4. Scope of Work

To undertake the detailed technical design and to act as contract administrator for the construction and delivery of the HLF Round Two Interpretation Design Scheme (RIBA Stages 4-7).

Reporting to the Deputy Project Leader (client lead) in liaison with the Project Manager (responsible for overall project coordination) the role will include:



- Reviewing the HLF Round Two Scheme and proposing any minor adjustments/modifications.
- Detailed scheme design including interactives and animations.
- Storyline development and text-writing/scripting, editing and proofing for interpretative media including panels, leaflets and object labels.
- Production of artwork for graphics and multimedia.
- Refining/developing additional technical details and preparing detailed construction design plans.
- Procuring and managing off-site production and fabrication works.
- Sourcing and gaining usage clearance for high-resolution copies of images and videos as required.
- Printing of leaflets.
- Production of interpretation in alternative formats as may be required (e.g. large print, Braille, foreign languages).
- Procuring and contract administration of on-site works, including installation and testing of all elements and snagging/defect remediation.
- Liaison/coordination with the build design team consultants/contractors as necessary.
- Liaison with THT's Development Officer and the Learning & Participation Freelancer to ensure effective coordination with the Activity Plan programme and that the delivered scheme meets project outcomes in respect of people and communities.
- Ensuring supply to the client of any as built drawings, O&M manuals, warranties and maintenance agreements, guidance on preventative maintenance regime and original artwork (copyright of which to be held by client).
- Identifying and managing interpretation scheme risks.
- Providing monthly briefing reports for Project Team Meetings and attending these meetings in person on site from time to time as required.

5. Project Timetable

The indicative timetable in respect of this aspect of the project is:

HLF Permission to Start:	August 2018
Appointment of Interpretation Consultant:	September 2018
Exhibition Design, Storyline Development, Text-Writing & Graphic Design:	September 2018 – November 2019
Exhibition Fit Out Manufacture & Site Works*:	November 2019 – May 2020
Public Opening of Guildhall:	July 2020

*This assumes that on-site interpretation works will be delivered after the completion of the main build capital works, but concurrently with public realm works that will be taking place in Guildhall Square as part of the Council's separate THI programme of works.

6. Instructions to Tenderers

The Client will be Tavistock Town Council.



Consultants are invited to tender for the commission by submitting a fixed fee proposal for the production of the required work.

The Council will proceed with the approach that offers best value. This means the lowest fee bid may not necessarily be successful as due regard will be given, alongside price, to the quality of the tender, value for money, skills and experience/understanding of the brief and the proposed method for undertaking the work. We shall be applying scoring criteria to assess tenders on the basis of 40% for price; 40% for quality/experience/methodology and 20% for added value. In the event that interviews are held these will be assessed separately.

It should be noted that some aspects of the assignment are expected to require significant engagement with professional communities of interest and/or partners, notably Tavistock Heritage Trust and the Mining World Heritage Site Office.

The fixed fee bid should include all disbursements and expenses. Details are required of the daily rates of staff, proposed allocation of project staff days, and the allowances for expenses and all other anticipated disbursements based upon an expected public opening of the Guildhall in summer 2020. The consultant should also provide details of hourly rates for the supply of any additional or subsequent services to the initial commission and whether sub-contractors may be requested to be used.

The tender shall include details of any experience and qualifications of the consultant team members, including any sub-consultants or agencies that may be employed by the main consultant. A lead consultant contact must be clearly identified. It should also be noted that the lead consultant will not be allowed to sub-contract the whole or the majority of the commission without prior written consent. The Tender Response Form sets out the information which must be submitted with your application to Tender. An undertaking shall be given that the team allocated to the scheme shall remain constant, as far as is reasonably practical. A frequent turnover of staff involved with the scheme will not be acceptable. Consultants should describe in their tenders the approach that is proposed to be adopted in the execution of the commission.

A clear specification should be provided for any information that may be required from the client in order to undertake the commission. In applying for this role tenderers are confirming that they will be able to commence work within 2 weeks of appointment.

7. How to Apply

Please complete the **Tender Response Form** and include the following three appendices:

- **Appendix 1: A supporting statement** outlining the experience that will be available and exercised by you in the execution of the commission and addressing the requirements of the Scope Of Work.
- **Appendix 2: Your proposed methodology** for delivering the commission, including your proposed approach to reviewing and to finalising the detailed technical design of the HLF Round Two Interpretation Design Scheme and an outline programme.



Please also include a summary **breakdown of your fee bid** proposal to deliver this, including all expenses, contingencies and VAT if appropriate. Please specify your day rate and how many days you have included for within your fee bid proposal.

- **Appendix 3:** How you would **add value** to the project (max 500 words).

8. Tender Submission and Interviews

Tender Deadline: 12pm on Thursday 16 August 2018

Please send **two** copies of each of your Tender Response Form and three appendices to:

The Clerk and Responsible Finance Officer,
Tavistock Town Council,
Drake Road
Tavistock
DEVON
PL19 0AU

Please mark your envelope **“TENDER (INTERPRETATION CONSULTANCY SERVICES) – TO BE OPENED BY THE ADDRESSEE ONLY”**.

The tender submission must be in writing in the format of the accompanying Tender Response Form. Electronic tender submissions will not be accepted.

We will contact you within seven days following the tender submission deadline if you are required to attend an interview. If within that timescale you haven't heard from us, or we have been unsuccessful in being able to contact you, please assume that on this occasion we are unable to take your application further.

9. Fee

For guidance, the allocated budget for all fees and associated costs to deliver the scope of works outlined in Section 4 is up to £20,665. This **includes** all graphic design/artwork and design and production costs for leaflets and for alternative format interpretation (large print, Braille and foreign languages).

Please note there is a separate budget in the order of £39,000 for interpretation fabrication and construction costs, which will be procured separately and should not be included in your tender.

10. Appointment

The appointment will be made by exchange of correspondence with the Council and shall be based on the Brief and the Consultant's response to the Brief.



Appointment is dependent upon, and shall be confirmed following, receipt of the HLF's Permission to Start.

The Client may terminate the appointment at any time on payment of all the fees and expenses arising at the time of termination.

All research papers, reports, illustrative materials and project information will be passed to the Client, together with copyright on all documents and illustrations. The Consultant will be allowed to reproduce this material for reference purposes only.

It will be a condition of the appointment that the Consultant will hold the Client indemnified against any claims arising from the commission whether by neglect or otherwise, and that the Consultant should hold full Professional Indemnity Insurance. Please provide evidence of this in your tender.

Data Protection – the Client and Contractor shall both adhere to the requirements of the General Data Protection Regulation and, for the purposes of data arising in connection with the contract the contractor shall be a data processor subject to the Council's data protection policies.

For clarity the contract relates to work accompanying the delivery phase of the project.

11. Questions and Further Information

If you would like to discuss this assignment before submitting a tender please contact:

Carrie Blogg, Project Manager
01823 667465/07496 212009
cblogg@btinternet.com

or

Wayne Southall, Client Lead – Interpretation
01822 813940
wayne.southall@tavistock.co.uk

Background information, including the HLF Round Two Interpretation Design Scheme, is available from the Council's website:

www.tavistock.gov.uk/your-council/council-initiatives/guildhall-project