



Invitation to Tender (ITT)

Contractor: Museum Exhibition Design and Build Services

Sir Donald Gosling Victory Gallery Redevelopment:

'HMS Victory: the Nation's Flagship'

PART 2: SCHEDULE OF WORKS

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Part 10 – Example Terms and Conditions of Contract

Part 11 - Supporting Information.

- o NMRN Master Narrative
- o Key artefact listing – items will be available to view on a site visit
- o Val Billing, 'Panorama of the Battle of Trafalgar', 1999
- o Conservation Management Plan: HMS Victory
- o Conservation Programme Plan: HMS Victory
- o Script for existing audio tour of HMS Victory

Part 2 – Schedule of Works

1.0 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 Services for the NMRN’s exhibition ‘HMS Victory: the Nation’s Flagship’.

Throughout the project the Tenderer will provide the creative lead in the design of the new permanent exhibitions in the Sir Donald Gosling Victory Gallery. The Tenderer will work with the Museum’s Heritage Directorate 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 Team (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 Director 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 (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 procurement and 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 procure 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 across the forward entrance to the gallery).
- Provide appropriate hoarding/interpretation to work compound (it should be noted that the compound is to be erected on or immediately after 2nd December 2019, prior to the contractor mobilising to site in February 2020)
- Review and approve construction/shop drawings prepared by constructors and suppliers
- Review samples and prototypes
- Review off-site manufacture
- 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 £1.1m ex VAT

2.3 Programme

We wish to close the existing exhibition gallery on 1 December 2019. New exhibition and interpretation to be fully open to our visitors by 31st March 2020. The Museum team will project manage the strip out of existing fixtures and any base build work and plan to handover over the gallery space for installation by 1st February 2020.

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.

3. STAKEHOLDER CONSULTATIONS

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