

## Questions and answers for the museum design tender

1. Has a designer or other consultant been involved at any previous stage of the project? And if so, are they eligible to bid for this stage?

As part of our Round One submission to the Heritage Lottery Fund, we approached a limited number of designers (6 in total) in November 2016, to provide an estimate of indicative costs for the project. Five designers expressed an interest, but some were unable to provide a cost estimate due to the tight timescales involved. Museum staff have undertaken more work since this time, including a review of the museum stores and developing the key themes for the new displays, now reflected in the Design Brief. The budget in the tender documentation has been, in part, informed by these initial responses, but is also based upon advice received from the SW Museums Development Officer and the Heritage Lottery Fund. The current invitation to tender has been sent to the five designers who initially responded, plus others highlighted by our research.

2. Please can you confirm that this is a design and build project and that it would be acceptable for us to carry out the production/build ourselves (we have in-house facilities to offer this)? (Of course, subject to a successful funding award)

I can confirm that the project includes design, production of all display materials and installation. We have no objection to our chosen design company carrying out the production/build of display materials in-house. Alternatively, the design company may wish to commission others to undertake this work on their behalf. All showcases and displays containing museum objects must comply with museum standard practice requirements for the control of humidity, light, heat, etc.

3. Will the client team be providing interpretation and content including all images and text writing?

I can confirm that all images and text content for displays will be provided by the museum.

4. Can you provide an indication of how the £40k design fee and £364k fit-out costs are split between the museum's interpretation/exhibition fit-out and how much of this budget would be required for the museum's stores?

The £40k design fee is the budget for stage 1 of the project – this is called the 'development' phase by the Heritage Lottery Fund (HLF). By the end of February 2018 we will need detailed proposals, plans, specification of display infrastructure, storyboards and costings. We need to submit our round 2 application to HLF by the deadline of 15th March, and this information forms a key part of what is required by HLF. The £364k is the budget allocated for phase 2 (the 'delivery' phase) which is due to commence in July 2018 (assuming we receive the round 2 pass from HLF at their June 2018 board meeting). Phase 2 will involve design & production of displays and museum fit-out. However, we are not able to commence any conversion works on the building until we have the round 2 pass from HLF, so the museum fit-out will be later in the building works schedule. We aim to complete the project and to open to the public by Dec 2019.

We have not separately costed out the stores design and fit out.

5. Is there any further briefing information/specification on what is required for the stores?

Please note that the museum storage area currently occupies a total of 77m<sup>2</sup> on the draft plans, but this will depend on whether we are able to install an additional 1st floor level behind the organ.

The SW Museums Conservation Development Officer has provided the following suggestions of what we might include in the stores:

- The old choir vestry could be fitted out with shelving/racking enclosed with glass with drawers for storage beneath on one side of the room, with a gangway for easy access to other storage areas. This would allow "Tours of the Stores" enabling the public to see the collection without risking loss or damage.
- More glassed in shelving racks to be fitted into the old vestry, plus a work top table.
- There is no room for a roller racking system in any of the proposed storage spaces to date.

6. Can you clarify whether the initial appointment for a museum designer will continue beyond RIBA 3, if the HLF round 2 submission is successful? And would a design and build approach be considered for this stage of the delivery phase?

I can confirm that the appointment will continue beyond RIBA 3, if the HLF round 2 submission is successful. The chosen designer will be appointed for the entire project, but with a break clause between phases 1 and 2.

We have no objection to our chosen design company carrying out the production/build of display materials in-house. Alternatively, the design company may wish to commission others to undertake this work on their behalf.

All showcases and displays containing museum objects must comply with museum standard practice requirements for the control of humidity, light, heat, etc.

7. Have the design fees, for taking the designs from RIBA stage 4 to RIBA stage 7, been allowed for within the phase 2 budget of £364K?

Yes, the design fees for taking the designs from RIBA stage 4 to RIBA stage 7, are included within the phase 2 budget of £364K.

8. And finally, does the total budget of £404k include the design and fit out of the museum stores and, if so, is there a budget figure allocated to it?

I can confirm that the total budget of £404k includes the design and fit out of the museum stores. We have not separately costed out the stores design and fit out.

9. Do the budget figures quoted include VAT?

Local authorities claim VAT back so all of the tenders and sums are excluding VAT.

10. Do you wish to keep any of the display materials in the current museum, to be used in the new building?

Some of the display materials could be used if they are relevant, but this is not a requirement of the new design.