



Rescuing and Restoring Sudbury Gasworks



INTERPRETATION SCHEME DELIVERY
CONSULTANCY BRIEF

JUNE 2020

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1 Introduction

Sudbury Gasworks Restoration Trust Ltd (SGRT) is seeking to appoint a suitably experienced Interpretation Consultant to deliver an exciting heritage interpretation scheme as part of its 'Rescuing and Restoring Sudbury Gasworks' project, which is supported by a grant from the National Lottery Heritage Fund (Heritage Fund).

The Interpretation Consultant will provide a full and complete design service for the interpretation scheme. This will include the production of artwork and graphics, detailed scheme design (including interactive and audio-visual elements) and the project management of any build and fit out aspects.

2 Background

SGRT was incorporated as a Company Limited by Guarantee in February 2014. In April 2015 it received charitable status and has since been operating as a Building Preservation Trust. The Trust has six directors and over 20 volunteers.

SGRT's charitable objectives are:

'To preserve and restore Sudbury Gasworks for the benefit of the people of Sudbury Parish, Derbyshire and of the Nation; preserving the historical, architectural and constructional heritage of the gasworks and its environment.

To promote the historical, architectural and constructional heritage of the gasworks for the benefit of the people of Sudbury Parish, Derbyshire and of the Nation.

To raise awareness and inform the public of the significance of the gasworks within the Parish of Sudbury.'

Sudbury Gasworks was built in 1874 and is attributed to George Devey (1820-1886). The building consists of a single storey structure with a tall central section and lower wings to each side. The footprint of the gasholder (dismantled in the 1930s) can be seen in adjacent grounds. The building is currently empty and derelict.

The original purpose of the gasworks was to manufacture gas from coal to supply Sudbury Hall (now a National Trust property) and certain cottages in the village. Later, the defunct gasworks was used as a smithy, and more recently as a potter's studio.

The building is owned by the Sudbury Estate and will be leased to SGRT on a 99-year term with a 30-year break clause. The gasworks is currently on the Derbyshire Dales District Council's 'Buildings at Risk' register and was one of Derbyshire Historic Buildings Trust's top 12 buildings at risk in the county.

'Rescuing and Restoring Sudbury Gasworks' will redevelop the Grade II Sudbury Gasworks to create a multi-purpose sustainable community venue, which will celebrate the history and heritage of the gasworks, and of its surrounding environment, making it accessible to people of all ages.

The project will achieve this by restoring and refurbishing the structure and site of Sudbury Gasworks; extending the building sympathetically on the footprint of the former gas holder and providing creative interpretation and new opportunities for heritage engagement.

The site is important to the community because of the potential it offers. The current village meeting room has issues that limit its use, including inadequate heating, unsuitable flooring and only basic features. It is also unlikely to be available as a public facility in the near future, due to planned change of use.

This project has stemmed from widespread community support; demonstrated through extensive public consultation with a wide range of individuals and groups. As the building sits near to the centre of the village, it is extremely symbolic to the local community.

The project, which has the support of local key stakeholders, including the National Trust, HMP Sudbury, the University of Derby and Derbyshire Historic Buildings Trust, will provide a positive solution to saving a building that is in a dangerous and decaying state.

The project vision is:

'To be a flexible, financially sustainable and accessible community facility for the people of Sudbury Parish and beyond.'

The aims of the 'Rescuing and Restoring Sudbury Gasworks' project are to:

- * Restore and conserve the George Devey designed Gas House structure and site of the unique 1874 estate Gasworks.
- * Retain and respect the distinctive 19thC architectural features and character of the Gas Works.
- * Research, document, record and archive the history of the Gasworks, involving volunteers from the local community.
- * Interpret and present its historical significance in accessible ways.
- * Make this information accessible to the local community and others, including those interested in mid 19thC industrial architecture.
- * Refurbish the Gas House, provide parking and make it fully accessible for all.
- * Enhance the surroundings to make it suitable for a diversity of users and uses.
- * Extend the building with empathy for the original structure and equip it with services and facilities to ensure future sustainability.
- * Provide a flexible community facility for the people of Sudbury parish and beyond.
- * Create a facility that will compliment and support the work of local businesses, including Sudbury Hall and the National Trust Museum of Childhood.

SGRT have now secured National Lottery Heritage Fund (Heritage Fund) Round 2 funding and the project delivery phase commenced in February 2020.

To support the Round 2 National Lottery Heritage Fund application, the following documents were produced, consistent with RIBA Stage 3:

- Architectural report, including plans and drawings
- Management and Maintenance Plan
- Project Costs
- Project timetable and risk assessment
- Activity Plan
- Business Plan
- Interpretation Plan

3 Heritage Fund Round Two Interpretation Design Plan

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

The two key spaces for interpretation will be the Retort House and the Main Hall, situated on the footprint of the former gasholder. The proposed use of the entire building will meet the twin aims of providing community benefits and creating income streams to support the ongoing maintenance of the site.

The gasworks will be available for community use during most weekday daytimes and evenings. Two weekday daytimes each week will be set aside for conferencing/meetings and wedding and function hires will have priority at weekends. 'Drop-in' heritage visits and activities will be welcomed alongside community hires and these are most likely to happen in the retort house space, which will be able to be open whilst the bulk of the site remains securely closed.

The interpretive themes as set out in the R2 submission are:

1. Sudbury estate and village life (housing, school, Vernon Arms, church, Poor Law, public health, agriculture, Sudbury Hall and recreation)
2. Sudbury Gasworks – the building and its function
3. Gas making – the science and technology (context, economics, architecture)
4. People - the workers and those who have inhabited the space as well as the Vernon family (Sudbury Hall)
5. Memories of local people (Sudbury voices)
6. Use of the building over time, including as a base for potters
7. Conservation – rescue and restoration

Please refer to the Interpretation Plan (Headland Design, August 2019) for more details.

The development of the interpretation scheme has been informed by extensive consultation and in close liaison with the SGRT Trustees. An Interpretation Sub-Committee (comprising trustees and non-trustees) has been formed and, along with the Project Manager, will be the main point of contact for the Interpretation Consultant.

The planned target audiences for the project are:

Current audiences:

1. The local community - local residents - particularly those not already engaged with Sudbury Gasworks, or with heritage in any way, and local groups.

New, but relatively easy to reach:

2. Day trippers and tourists - it is likely that the gasworks will be able to benefit, in part, from the 5m visits to the Derbyshire Dales each year.
Sudbury also has a popular National Trust attraction, Sudbury Hall and the National Trust Museum of Childhood, which receives around 150,000 visitors each year. The Boars Head, Sudbury, provides accommodation for visitors and the village also has the added attraction of Sudbury Courtyard (opened in 2018).
3. Specialists and enthusiasts - there are a range of audiences who we know have specialized interests in the project including local history groups, industrial archaeological, academics, historians, researchers and groups and individuals with focused interested in areas of history linked to the heritage of the gasworks, Sudbury parish, Sudbury Hall and George Devey.
4. Learners (Schools, HE, FE and Adult Learners).

Target groups who are difficult to reach:

5. Audiences with specific needs such as health, mental health, older people and prisoners.

4 Purpose and Scope of Work: General Duties

The Interpretation Consultant will undertake the following general duties in connection with the appointment:

4.1 The Interpretation Consultant will exercise reasonable skill, care and diligence in the performance of the Services.

4.2 The Interpretation Consultant will comply with the responsibilities of a designer as defined by the Construction (Design and Management) Regulations 2015.

4.3 The Interpretation Consultant will attend meetings and visit site to properly progress the works to ensure the successful completion of the project and mitigate any delays or additional costs. It is unlikely that that the Interpretation Consultant will need to attend all monthly Design Team meetings, but monthly project progress reports must be submitted. The reports should include the following information:

- Design status/issued information
- Works undertaken
- Forthcoming actions
- Information/decisions/key actions required
- Risk issues

4.4 The Interpretation Consultant will be required to liaise and work in close collaboration with the Project Manager and the Interpretation Sub-Committee to maximise the project's success.

4.5 Perform the Services necessary for completion of the Works in line with the project programme.

4.6 The Interpretation Consultant will be responsible for providing indicative electrical loadings/power generation/heat generation and consumption information for any electrical items to inform the management and maintenance plan and services strategy.

4.7 The Interpretation Consultant will be responsible for ensuring full consideration of access issues in respect of the exhibition design.

4.8 The Interpretation Consultant will keep full and proper records of all key meetings and discussions and issues to the Interpretation Sub-Committee within one week.

4.9 The Interpretation Consultant will deliver the project in line with the Project Programme and report progress against the timeline throughout.

4.10 The Interpretation Consultant will assist the Project Manager in preparing information for funders and primary stakeholders.

4.11 The Interpretation Consultant will perform such other duties as may be reasonably required by the Client to secure the completion of the project.

4.12 The Interpretation Consultant will print, reproduce, or purchase all documents, drawings, maps, models, photographs and other records necessary for the proper performance of the services.

4.13 The interpretation services to be provided and the associated fixed fee proposal will include for the provision of the following services:

- Interpretation specialist
- Specialist graphic designer(s) to produce graphic panels, signage and digital wallpaper sections
- Selection, sourcing and installation of AV/IT elements
- Delivery co-ordination, layout planning/design and installation of interpretive elements

For purposes of clarity, the following elements and actions will be supplied by the client:

- Provision of assets for an AV presentation and soundscape audios
- Sourcing of appropriate 'set dressing' (retorts etc.) with input from the Interpretation Consultant. Fees should be included for the purchase and fitting of these items. The client has liaising with a number of contacts regarding the 'props' for the Retort House
- Text for graphic panels. The Local History Group will be leading on the research and preparation of the text. The Interpretation Consultant will be expected to provide advice relating to the suitability of any text produced. The Interpretation Consultant should provide a separate cost for copy editing.
- The development of Brand Guidelines is a separate appointment

5 Purpose and Scope of Work: Specific Services

5.1 The R2 outline interpretive design proposals are available on request. They include concept designs for the Retort House and the Main Hall. The Interpretation Consultant will be required to review the Heritage Fund R2 scheme to fully understand opportunities for interpretation and to provide their creative response to the plan, especially in the light of Covid-19, to ensure that it is fit for purpose and remains flexible long term.

5.2 Seek confirmation of interpretive approaches and agree guiding principles for how information is presented and how visitors to the gasworks will engage with the heritage. Work creatively with all those involved to understand the opportunities and constraints of the project.

5.3 Oversee the development of the Interpretive Design response, ensuring that the design can be delivered within the approved project cost plan parameters and timescales.

5.4 Work with the Interpretation Sub-Committee to ensure the proposals meet the requirements and agreed practices of accessibility, particularly for the hard of hearing, partially sighted, those suffering mental illness and physical disability.

5.5 Make recommendations on the development of the branding guidelines (this is a separate commission). Produce and install 3 no. wall mounted outdoor signs.

5.6 Suggest and agree with the Local History Group the areas of research that they will be undertaking, and the amount and type of information required for the outputs.

5.7 Provide advice on access, acoustics, audio-visual and computer hardware requirements. Source and install the AV/IT related aspects of the scheme.

5.8 Manage any off-site production and fabrication works.

5.9 Source and gain usage clearance for high-resolution copies of images as required.

5.10 Ensure that all interpretation can be used, cared for and maintained by volunteers.

6 Project Timetable

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

Appointment of Interpretation Consultant:	By 10 th August 2020
Interpretive Design:	July 2020 - September 2021
Interpretation fit out manufacture and site works*:	October 2021
Public opening of Sudbury Gasworks:	November 2021

* This assumes that on-site interpretation works will be delivered after the completion of the main build capital works.

7 Instructions to Tenderers

The Client is Sudbury Gasworks Restoration Trust Ltd.

Consultants are invited to tender for the commission by submitting a fixed fee proposal for the production of the required work. SGRT 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. The assessment of quality will consider written information provided by the tenderer in relation to the specific requirements as set out within the Tender Document.

The fixed fee bid should include all disbursements and expenses.

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. An undertaking shall be given that the team allocated to the scheme shall remain constant, as far as is reasonably practical.

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 two weeks of appointment.

8 Budget and Fee

The total budget available for this assignment is up to **£36,150 (excluding VAT)**. The allocated budget is for all fees, installation costs, graphic design/artwork and production costs associated with the Delivery Phase interpretive outputs.

A payment schedule will be agreed at the start of the contract.

9 How to Apply

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

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 Works.
2. Your proposed **methodology** for delivering the commission, including your proposed approach to reviewing and to finalising the detailed technical design for the Heritage Fund R2 Interpretation Plan and providing an outline programme. Please also include a summary **breakdown of your fee bid** proposal, using the table provided, making clear the design and project management fee associated with the work.
3. How you would **add value** to the project (max.1000 words).

An additional portfolio of recent and relevant work should be submitted to support your tender submission (no more than 10 pages). This should include photographic evidence of your work.

10 Tender Submission and Interviews

Please email your Tender Response Form and three appendices to Lucy Godfrey, Project Manager (lucy.godfrey@rocketmail.com) by 5pm on the 27th July 2020.

We will contact you within seven days following the deadline if you are required to attend an interview.

Any questions regarding this Brief should be emailed directly to Lucy Godfrey by midnight on the 14th July 2020. For all questions of material significance, both the query and the response will be communicated in a suitably anonymous form to all who have requested tender information. All responses will be issued by midnight on the 17th July 2020.

Indicative Timetable

Tenders released	30 th June 2020
Deadline for questions	14 th July 2020 (midnight)
Deadline for responses to questions	17 th July 2020 (midnight)
Deadline for tenders	27 th July 2020 (5pm)
Potential interview date (indicative and if required)	w/c 3 rd June (via Zoom)
Appoint by (indicative)	7 th August 2020
Contract starts	10 th August 2020

11 Appointment

The appointment will be made by exchange of correspondence with SGRT and shall be based on this Brief and the consultant's response to the Brief. The Client may terminate the appointment at any time on payment of all the fees and expenses arising at the time of termination. All illustrative materials and other 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 SGRT's data protection policy.