



VERSION 2: INVITATION TO TENDER (ITT)

HAMPSHIRE CULTURAL TRUST
GOSPORT MUSEUM AND ART GALLERY EXHIBITION DEVELOPMENT
A - COMMUNITY ENGAGEMENT
B - EXHIBITION INTERPRETATION
C - EXHIBITION DESIGN

SUMMARY CONTRACT DETAILS

Contract Description	Gosport Museum and Art Gallery: A - Community Engagement B - Exhibition Interpretation C - Exhibition Design
Contact Point	Caroline Johnson, Capital Project Manager, Hampshire Cultural Trust via Email: caroline.johnson@hampshireculturaltrust.org.uk
Closing Date	12:00 hours on 5 March 2021

1. INTRODUCTION

Hampshire Cultural Trust (HCT) was established as an independent charity in 2014 to promote Hampshire as a county that offers outstanding cultural experiences to both its residents and visitors.

From museums to galleries and arts centres, we manage 23 attractions across the county that were previously operated by Hampshire County Council and Winchester City Council. We run a varied programme of exhibitions, workshops, classes, events and projects for both young and old, in schools and in communities, with particular emphasis on reaching people who are vulnerable or disadvantaged and would not normally be able to access arts and culture. In addition, we care for 2.5 million objects that relate to Hampshire's rich and internationally important cultural heritage. A copy of our Annual Report and Financial Statements for the period ending 31 March 2018 can be found on our website www.hampshireculture.org.uk/.

Gosport Gallery and SEARCH currently operate from the Old Grammar School building at the top of Gosport High Street. Built in 1901, this large Grade II listed building's unique art nouveau features set it apart in the conservation area and the site is one of only two local cultural facilities serving 87,000 people. Funding has been secured to redevelop this venue by April 2022, transforming it into Gosport Museum and Art Gallery.

The new museum, measuring 91m², is a key component of the trust's redevelopment plans for the Gosport site. Alongside a new café, courtyard and community gallery, refurbished learning spaces and updated art gallery, the museum will make Gosport's rich history and heritage more visible for residents and visitors alike.

This tender invites proposals for delivery of the community engagement, the exhibition interpretation and exhibition design elements of the wider project. Through community engagement the contractor will work with a diverse cross section of the Gosport community to select the stories and develop the interpretation that make up the long-term displays in the new Gosport Museum. The resulting narrative will inform a creative exhibition design and the contractor will lead on the development and delivery of the displays and subsequently the interpretation.

This tender invites proposals from organisations, or collaborations of organisations, able to deliver on all three elements (community engagement, exhibition interpretation and exhibition design) OR the community engagement and exhibition interpretation elements ONLY or the exhibition design ONLY. In all circumstances one organisation will lead on the bid and communications with Hampshire Cultural Trust.

2. INVITATION TO TENDER

You are invited to submit a tender for the provision of services for Gosport Museum and Art Gallery Development Project managed by Hampshire Cultural Trust Limited and its subsidiary Hampshire Cultural Trust Trading Limited.

HCT's requirements are for the provision of a) community engagement b) exhibition interpretation and c) exhibition design services. The contractor is responsible for the professional delivery of each element of the contract to HCT's requirements.

The contract will run from March 2021 to March 2022 but some flexibility is required to account for the volatile nature of the Covid-environment.

3. PROCUREMENT TIMETABLE

Key event	Date	Owner
REVISED Invitation to Tender (ITT) issued	12/02/21	Project Manager
Confirm intention to tender and clarification deadline	12:00 hrs on 26/02/21	Contractor
Deadline for receiving tender proposals	12:00 hrs on 05/03/21	Contractor
Shortlisting	10/03/21	Tender panel
Tender presentations	18/03/21	Contractor & tender panel
Approval and notification of contract	22/03/21	Tender panel
Contract commencement	29/03/21	Contractor

4. BUDGET

This project is being quoted on a fixed fee basis.

The maximum budget available is £22,000 plus VAT, inclusive of travel, administration and other related expenses.

For organisations wishing to bid solely for a) community engagement with b) exhibition interpretation elements, the maximum budget available is £15,000 plus VAT, inclusive of travel, administration and other related expenses.

For organisations wishing to bid solely for c) exhibition elements, the maximum budget available is £7,000 plus VAT, inclusive of travel, administration and other related expenses.

We are seeking a total and inclusive price for the project and no other costs, except the quoted price, will be payable. The payment schedule will be as followed:

- 50% paid on sign of contract
- 25% paid at mid-way point
- 25% paid on completion of project

5. SKILLS AND EXPERIENCE REQUIRED

It is expected that the contractor will have the following skills and experience that are deemed necessary to deliver the relevant parts of the project:

- Experience of community consultation (not required for exhibition design proposals only)
- Experience of interpretation in a museum setting (not required for exhibition design proposals only)
- Experience of museum refurbishment projects (required for exhibition design proposals only)
- Experience of working collaboratively with museum staff, volunteers and other creatives
- Ability to communicate work and ideas to a variety of stakeholders
- Experience of project and time management

6. INFORMATION PROVIDED & TO RETURN

Hampshire Cultural Trust have provided the following documents to accompany this Invitation to Tender:

- Appendix 1 – Prequalification questionnaire
- Appendix 2 – Gosport exhibition development project brief (note this separates out the three elements of the tender (community engagement, exhibition interpretation and exhibition design)
- Appendix 3 – Proposed ground floor plan of building design
- Appendix 4 – HCT Brand guidelines
- Appendix 5 - FAQs

Contractors must provide the following information with their Tender. Failure to provide this information may result in your submission being disqualified.

Please confirm your intention to tender by completing and returning '**Appendix 1 – Prequalification Questionnaire**' by **12:00 hrs on 26 February 2021**. Confirmation emails are to be sent to caroline.johnson@hampshireculturaltrust.org.uk.

Tender proposals are to be submitted by 12:00 hrs on 5 March 2021 via email to caroline.johnson@hampshireculturaltrust.org.uk and are expected to include the following information:

- An outline of how you propose to deliver each element of the project according to the requirements detailed in '**Appendix 2 – Project brief**'
- Relevant experience, expertise and relevant examples of previous work
- Details of all the personnel proposed to carry out the work (if applicable)
- Your assessment of the key challenges and issues
- Project management procedures
- Timetable for delivery
- Detailed budget breakdown
- Added values, especially those that demonstrate your approach to diversity, inclusivity and environmental sustainability

Please do not provide additional attachments or documents where not requested to do so. These will not be read and will not be taken into account in the evaluation of your Tender.

7. AWARD CRITERIA AND TENDER EVALUATION

On receipt of the tender responses, a shortlist will be compiled and successful companies will be invited to proceed to the next stage. The evaluation criteria and weighting will be as follows:

Overall Award Criteria	Weighting
Quality of work proposed and understanding of the requirements	40%
Value for money	30%
Relevant experience and past performance	20%
Management skills and systems	10%

Please note we will be asking for references as part of our due diligence.

The top three scoring quotes that can mathematically win the contract will be invited to a meeting to present their proposals.

If you have any questions or require any clarification, please do not hesitate to contact Caroline Johnson via email at caroline.johnson@hampshireculturaltrust.org.uk. Questions received after the Clarification Deadline will not be answered.