



Rock Hall Revival  
Invitation to Tender  
Interpretation Designer  
September 2024

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Rev	Date	Status	Initials	Description
1	23/09/2024	FINAL	NA/JA	For Issue

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# 1 Introduction

## 1.1 Introduction

- 1.1.1 Banana Enterprise Network approached Bolton Council in 2020, with the idea to bring Rock Hall back to life through a programme of Capital Works and Activity and Commercial opportunities. The Charity started work on the development of the project in January 2020 and secured initial funding.
- 1.1.2 Bolton Council have been supporting Banana Enterprise Network with the Development of the project since 2023 and the two project partners were jointly successful with an application to the NLHF in May 2023. The Development Phase of the project started in February 2024.
- 1.1.3 This document has been produced for the Procurement of the Interpretation Designer and aims to give some background information on the project, whilst also providing further information on the aims and objectives of the project to help inform the understanding of the priorities for the project.
- 1.1.4 Further detailed information is available in the supporting information

## 1.2 Background

- 1.2.1 Rock Hall is a Grade II listed building, in the Farnworth area of Bolton. It has been in a poor state of repair for many years. Previously the home of Thomas Crompton, a local businessman who owned papermills, it sits within a Nature Reserve and Country Park known as Moses Gate.
- 1.2.2 In 2020, Bolton Council advertised the building for lease under their Community Asset Transfer Policy and Banana Enterprise Network were successful in being able to move to the next stage.
- 1.2.3 This has enabled a project to be developed, which successfully received NLHF funding.
- 1.2.4 The Main Aims and Objectives of the project are as follows:
  - Create a central Community Hub connecting Moses Gate Park heritage to the wider Farnworth history.
  - Repair and Restore the Grade II listed Rock Hall.
  - Create a long term sustainable commercial offer, which will include a new café and workspaces.
  - Create a dynamic Volunteer Offer.
  - Deliver an activity/engagement programme.
  - A new Interpretation and Collections 'Policy aims to:
    - Create an archive of Local memories recorded on film and as oral histories.
    - A mapping exercise of key heritage stories between Farnworth Town Centre and Rock Hall.
    - Development of a Collections Management Strategy to help inform how the collections will be

prioritised and managed, as well as how donations of memorabilia, documents, and photographs will be managed.

1.2.5 The Heritage Themes which have been identified are:

- The Industrial history of Rock Hall/Moses Gate
- Natural heritage and the environment of Rock Hall and park
- Recreation and wellbeing in the nature reserve and Rock Hall
- Craft and heritage skills associated with the hall and park
- Heritage link to the town of Farnworth

1.2.6 The Target Audience has been identified as:

- Families
- BME Groups
- Older People

1.2.7 There are identified Sustainability Statements which can be referred to in the supporting documentation for information.

1.2.8 There is a Project Management Team and Full Design Team appointed for the capital Works.

1.2.9 There was a delay in appointing the Activity Planner, however this appointment has now taken place.

1.2.10 Activities have been progressing through the Summer and the Evaluation of these is also being undertaken.

1.2.11 Further details in relation to the *original expectations* of the Interpretation strategy, the Volunteer Strategy the Sustainability Strategy can be seen in the supporting documentation.

## 2 Project Requirements

### 2.1 Scope of Services

- 2.1.1 Banana Enterprise Network is seeking to appoint an Interpretation Consultant to work alongside Banana Enterprise Network and its partners to develop an Interpretation Strategy and support the deliver of its initial components.
- 2.1.2 During the Development Phase, the Interpretation Consultant will work closely with other members of the team, particularly the Activity Planner and the Banana Enterprise Network Operations Manager to learn about the history, the stories and the plans for the future.
- 2.1.3 This will be developed into an Interpretation Strategy, which will explore approaches to how the stories can be told most effectively in order to engage with the audiences with greater depth, attract new audiences and improve dwell time and as a result, spend per head.
- 2.1.4 Through working with the Activity Planner, there may be opportunities to test and pilot interpretive ideas during the Development Phase, with the Interpretation Consultant advising on this.
- 2.1.5 The Interpretation Strategy will be completed in order to help inform the Design Development of the Development stage.
- 2.1.6 The Interpretation Strategy will develop a small number of interpretive ideas into greater detail for implementation within the Delivery Phase. It is anticipated that the NLHF Submission will include Interpretation Proposals designed up to the equivalent of RIBA Stage 3.
- 2.1.7 The budget for Fees for the Development Phase (NLHF Stage 1) – Fees is £7,500. Given the challenging timetable, this could be reviewed as part of this Tender Process if required.
- 2.1.8 There is a break clause within the contract should the NLHF Stage 2 be unsuccessful.
- 2.1.9 In the Delivery Phase, the Interpretation Consultant will complete the design development, tendering and support delivery as the lead consultant for the interpretation works.
- 2.1.10 The budget for the Delivery Phase (NLHF Stage 2) is currently £10,500 for fees and £70,000 for works.
- 2.1.11 We are seeking individuals with a proven track record in delivering similar roles.

### 2.2 Other Consultants

- 2.2.1 The following consultants are already appointed by Banana Enterprise Network:
  - Project Management – Naomi Atherton Limited
  - Architect led Design Team - Buttress Architects

- Heritage Project Officer – Dani Gaines
- Evaluation Consultant – Ste Lingard
- Activity Planner – Haley Sharpe

## 2.3 Meetings and Reporting

- 2.3.1 The Interpretation Consultant will attend an inception meeting to be held on site.
- 2.3.2 It is expected that the Interpretation Consultant will attend regular monthly meetings, both on site and on Teams.
- 2.3.3 The Interpretation Consultant will attend the National Lottery Heritage Fund Development Phase Review and attend meetings associated with key milestones, such as the issue of the Development Phase Interpretation Strategy.
- 2.3.4 The Project Manager requires a Monthly Report each month. A template to be provided. This will include updates against the Programme and a financial monitoring sheet, which the Interpretation Consultant is expected to complete.

## 2.4 Other Conditions of Appointment

- 2.4.1 The Interpretation Consultant, in accepting this commission, agrees to licence the copyright on all materials produced in support of the project to Banana Enterprise Network and its project partners. Banana Enterprise Network shall be entitled to use said materials as they see fit and without limitation.
- 2.4.2 All work produced must support both the Charity and the funders requirements. All work should be shared with partners as directed by the Charity.
- 2.4.3 The appointment will be subject to a break clause on completion of the Development Phase, such that, in the event our Delivery Phase application is unsuccessful, the commission will not be taken any further.
- 2.4.4 The Consultant is expected to comply with the National Lottery Heritage Fund's Acknowledgement Guidance within all of their outputs.
- 2.4.5 A draft Contract is available for review, if required.

### 3 Timescales

3.1.1 Timescales for the project are expected to be as follows, but are subject to change as the process develops:

Brief available:	24th September 2024
Return of quotes:	15th October 2024
Appointment of Interpretation Consultant:	1 <sup>st</sup> November 2024
Commencement of contract:	2 <sup>nd</sup> November 2024
Completion of contract:	TBC – Programme under review. (Currently end Feb 2025)

3.1.2 Responses are due back in a single bound pdf by no later than 5:00pm on 15th October 2024 to Jayne Allman (Jayne@bananaenterprise.co.uk).



## 4 Project Governance

- 4.1.1 Banana Enterprise Network will be the employer for the commission. The main contact will be Jayne Allman.
- 4.1.2 The commission will be managed by Banana Enterprise Network.
- 4.1.3 Invoices shall be sent to Banana Enterprise Network for payment.
- 4.1.4 Any queries relating to this document are to be sent by email to Jayne Allman (Jayne@bananaenterprise.co.uk). no later than 15<sup>th</sup> October 2024.

## 5 Budget & Fees

5.1.1 The total budget for the commission is:

- Development Stage – NLHF Stage 1 £7,500 plus VAT
- Delivery Stage – NLHF Stage 2 £10,500 plus VAT

5.1.2 Payment will be made in instalments to be agreed.

## 6 Submission Requirements

6.1.1 The following information is required as part of the submission:

- Lump sum fee quotation, broken down for the Development Phase and the Delivery Phase.
- Schedule of hourly rates that would apply if additional work were to be instructed.
- CV's of key staff members to work on the project.
- Case Studies for a maximum of 3no. comparable projects undertaken in the last five years.
- Brief methodology (no more than 2 sides of A4 in total) describing the Interpretation Consultant's approach to the commission.

6.1.2 Banana Enterprise Network reserves the right to undertake clarification meetings with some or all the tendering consultants, should it be considered necessary. The assessment may be moderated based on clarification meetings, should they be required.

6.1.3 Clarification queries may also be raised on the above basis.

## 7 Assessment Criteria

7.1.1 Submissions received will be assessed on a price / quality basis as described below:

- Submissions which exceed the fee budget will not be considered further.
- Scores will then be awarded on the basis of 70% quality and 30% cost.
- The lowest cost will receive 30%. The cost of each submission will then receive a proportion of the 40% on a pro rata basis. Therefore, if the lowest cost is £8000 and another cost received is £12,000, the £8000 quotation will receive 30% and the £12,000 quotation, being 1.5x the lowest, will receive 20% ( $12000 / 8000 = 1.5$ ,  $30 / 1.5 = 20$ ).
- Quality scores will be awarded on the basis of up to 15% for the proposed team, based on CV's provided, up to 15% for the consultant's relevant experience and up to 30% for the methodology.

7.1.2 Quality will be scored as follows:

Value for Money 10%

Personnel 15%

Experience 15%

Methodology 30%

7.1.3 The highest scoring quotation will be the one which can demonstrate work on similar projects by a capable team for the most commercially advantageous fee.

7.1.4 Banana Enterprise Network reserves the right not to accept the lowest priced or any other tender received.