

# Invitation To Tender: AV Hardware and Stage Consultant Schedule of Service

<b>Client</b>	The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity Hastings
<b>Project Title</b>	Holy Trinity Hastings ( <i>Heritage@HTH</i> )
<b>Project Location</b>	Holy Trinity Hastings, Robertson Street, Hastings, TN34 1HT
<b>Issue Date</b>	5 <sup>th</sup> February 2026
<b>Tender Reference</b>	R3869 HTH AV Hardware Consultant
<b>Submission Deadline</b>	27 <sup>th</sup> February 2026
<b>Submission Method</b>	By email to <a href="mailto:administration@focus-consultants.com">administration@focus-consultants.com</a>

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## 1.0 Introduction

### 1.1 Purpose

Holy Trinity Hastings are seeking to appoint an AV Hardware (including Stage) Consultant to develop the AV hardware specification including a new modular stage as part of the Heritage@HTH project. The consultant will be responsible for reviewing the current AV systems, identifying which elements can be retained, which require replacement, and advising on new equipment to be procured to deliver a combined AV system consisting of both existing and new components.

The AV systems will be required for general worship and also for events, cinema screenings and concerts in the church, in line with the business plan.

The consultant will ensure all recommendations are coordinated with the Lead Designer, Contractors, and Client Teams.

### 1.2 Project Overview

Holy Trinity Hastings is an Anglican church located in the heart of Hastings and part of the HTB network. Over the past ten years, HTH has developed into a vibrant, multi-generational community with a strong focus on families, children, and young people. The church's vision is to build a community that transforms lives, families, and communities through faith and service.

The Heritage@HTH project aims to uncover and share the many stories and treasures of HTH; stories of those who shaped the church historically and those who continue to make it a dynamic place of worship and community engagement. The project seeks to enable people to connect with heritage, discover a sense of purpose, and foster pride and hope inspired by this historic building.

### 1.3 Client Core Objectives

- To ensure that the congregation, visitors, and the wider community understand and appreciate the significant role Holy Trinity Hastings has played in the development of Hastings.
- To raise the profile of HTH as one of the most important heritage buildings in the town, attracting new visitors and sharing the mission of the church through its stories, treasures, and architecture.
- To engage hard-to-reach and under-represented sections of the local community, ensuring inclusive access to heritage and opportunities for participation.

### 1.4 Client Ethos

Holy Trinity Hastings maintains a professional, respectful, and collaborative environment focused on high standards and public benefit. The project operates at pace and values clear communication, reliability, and accountability. Consultants are expected to work proactively with project team and Volunteers and to uphold inclusive and accessible practice.

All work should align with ethical standards, data protection requirements, and safeguarding expectations, and reflect HTH's role as an active place of worship and heritage site.

## 2.0 Scope of Works

There are an existing AV system and stage installed within the church. The appointed Consultant will be required to review the existing equipment with the Client, assess its condition, confirm its suitability for the use, and advise which components can be retained, refurbished, or require replacement.

Based on this review, the consultant will work with the Client Team to specify new AV equipment, ensuring that all new hardware is fully compatible with any retained equipment and operates together as a coordinated system.

The AV systems will be required for general worship and also for events, cinema screenings and concerts in the church, in line with the business plan.

Note: There are some standalone AV elements e.g. touchscreen, sound cups which will tell the story of the church as part of the interpretation strategy. All interpretation-related AV systems will be managed independently by the Interpretation Designer. The AV Hardware Consultant will not be responsible for interpretation AV, and interpretation AV will operate independently of the lighting and speaker systems. The project has a separate lighting designer.

The Consultant will be required to carry out following services.

1. Provide specification and schedules for:
  - Screens and projectors
  - Network infrastructure
  - Network distributed video and sound system
  - Stage (to be flexible and accessible)
  - Blackout blinds
  - Loudspeakers including 5.1 surround sound
  - Installation equipment
  - Bracketing and mounting systems
  - Cabling and containment
  - Structural and mounting installation requirements
  - Power and data requirements
  - Any integration required with existing church infrastructure
2. Develop detailed AV technical design, system schematics:
  - Device IDs, rack layouts, cable schedules, power/data loads.
  - Mark-up plans including plans, elevations, reflective ceiling layouts, mounting details and fixing methods including loadings.
  - Prepare General Arrangement drawings and schematics.
  - Interface requirements: power, data, HDMI/ SDI/ Other, network and control pathways.

3. Confirm the hybrid AV approach, both retained and new equipment, ensuring system capability and integration with:
  - Base build infrastructure: power, data, containment, ventilation/ cooling, lighting.
  - Existing sound/ speaker system and new lighting controls.
  - Acoustic consideration and mitigation (if any).
  - Produce a performance specification and employer's requirements package, to include product specification, installation standards, commissioning and acceptance criteria to include witness testing plan, and O&M manual literature.
  - Confirm all proposed AV equipment is compatible with retained equipment and the newly design stage platform.
4. Provide expected cost for the supply and installation of the above stated requirements.
5. Coordinate with the Design Team (e.g. Architect, Lighting Designer, M&E Consultants, Structural Engineers), Contractors and Client Team:
  - Review and comment on contractor's technical input where applicable.
  - Review fabrication drawings and construction details for the AV system installation and the new stage.
  - Ensure that any contractor proposals remain aligned with the specification and design intent.
  - Attend site as required to carry out inspections at key work stages, including first fix, second fix, equipment installation, cabling installation, containment works, and pre-commissioning.
  - Issue written site review notes, recording observations, defect, risks and required corrective actions.
  - Liaise with all contractors on progress of works.
  - Wiring routes/ shielding to follow same routes as per lighting routes proposals.
  - Ensure no clashes for proposed installation of equipment.
  - Review contractor's commissioning test results, including cable tests, labelling, network configuration, and equipment performance checks.
  - Witness commission all AV hardware and stage installation.
  - Prepare and review the defects and snagging schedule and verify close-out actions.
  - Confirm resolution of all defects and snagging items recorded during Stage 5.

It is currently expected that the supply and installation of all the AV equipment will be carried out by a subcontractor of the main contractor carrying out wider works for the Church.

There is currently a budget for AV hardware, installation, mounting systems and associated equipment of £35,000 and £15,000 for the stage. The client team understand that this may not be sufficient to meet the requirements and are looking to fundraise for additional budget, but the consultant will need to work closely with the client team to find a scheme that balances affordability with the Church's needs.

### 3.0 Programme Summary

The table below summarises the current high-level programme for AV hardware consultation and stage design period activities. Dates are indicative and will be confirmed at inception. This summary is intended to align bidders' proposed schedules with the wider project without reproducing the full master programme.

Activity/ Milestone	Target Window/ Date
Consultant Appointment	Week commencing 16/03/2026
Kick-off workshops	Week commencing 23/03/2026
Finalised specification and design deliverables ready to tender	20/05/2026
Basebuild Contractor on site period	September 2026 to February 2028

### 4.0 Contract Term

The Contract start date is anticipated week commencing 16<sup>th</sup> March 2026 with an end date of March 2028.

The final term will be confirmed upon appointment. The consultant is expected to resource the commission to meet the programme in Programme Summary section. Any adjustments to scope or timing must be requested in writing and approved by the Client via change control.

### 5.0 Fee, Inclusions & Payment

The total budget allowance for this appointment, including expenses, is up to £10,000 (excluding VAT).

Bidders must provide:

- A fixed fee proposal within the cap, with day rate(s) and estimated days.
- Day rates for any future additional work.
- Assumptions and any exclusions.

Payment terms: 30 days.

### 6.0 Reporting & Governance

- The Project Manager will be the primary point of contact.
- Raise any risks, issues or decisions required with the Project Manager in a timely manner.
- The consultant will lead meetings and workshops as and when required, prepare agendas and issue actions.
- Secure sign-offs for all deliverables via the Project Manager.

## 7.0 Tender Submission Requirements

- **Fee Proposal** - within budget allowance of £10,000 incl. expenses and excl. VAT. Include day rates, days and options should there be any additional fees.
- **CVs** of the proposed team.
- **Relevant Experience** - to include three examples, ideally heritage/ places of worship.
- **References** from two recent Clients.

## 8.0 Procurement Timetable & Clarifications

<b>Clarification Deadline:</b>	20 <sup>th</sup> February 2026
<b>Submission Deadline:</b>	27 <sup>th</sup> February 2026
<b>Interview (if required):</b>	Week commencing 2 <sup>nd</sup> March 2026
<b>Anticipated Appointment:</b>	Week commencing 16 <sup>th</sup> March 2026

All clarification questions and submission documentation should be submitted via email to [Administration@focus-consultants.com](mailto:Administration@focus-consultants.com) by the deadlines stated in the above. Responses may be shared with all bidders.