



**ADDITIONAL INFORMATION updated 16<sup>th</sup> October 2018**

**Specification for Master-planning Consultancy Services**

**1. Would there be an opportunity to visit the hall and gardens and meet to discuss the project before preparing our tender proposal?**

Response: Site visits are not essential and do not form part of the tender evaluation process but can be made if required, in which case please arrange a convenient date and time with Joanna Habart.

**2. Is there a set visitor route?**

Response: There is no existing visitor route. Developing visitor routes is a key part of the master-planning work.

**3. Will the Peel Society be staying?**

Response: The Peel Society have a five-year lease and it's expected a lease will be renewed for space on the Middleton Hall site.

**4. How does management of the Hall work and how would they be involved with any projects?**

Response: Middleton Hall is managed by a Board of Trustees with a small team of paid staff. Trustees are responsible for strategic decisions but staff do have input into these. The Board of Trustees would be ultimately responsible for the project but the day to day work would be managed by the project steering group.

**5. Who will be the steering group?**

Response: The Steering Group will comprise one or two Trustees, Heritage Site Manager, Project Organiser, one or two specialist volunteers, and augmented by consultants relevant to each stage of the project.

**6. Some notable individuals from history are referenced in connection to Middleton Hall & Gardens and the brief sets out a vision for 'A Place of Creativity' and 'A Place of Discovery'. Please can you confirm whether you have any collections material to support these narratives?**

Response: We have a limited collection but at the design stage look to ensure that our acquisitions policy is fit for purpose.

**7. Please can you give more information regarding the public and stakeholder consultation requirements of the commission?**

Response: Working with MHT identify groups and stakeholders which have not already been and would be suitable for the consultation process. For example initial work has been started with local schools and universities along with partner organisations, the local council and neighbours.

**8. Please can you confirm that we are able to submit our tender response using our own template?**

Response: Yes. will also need to use a template Tender Form issued by MHT and available on our website.

**9. Please could you supply the Middleton Hall Interpretation Plan that is referenced in the brief.**

Response: This will be provided to the successful applicant.

**10. Will the architectural team be starting work at the same time as the Master-planning Consultant?**

Response: Yes.

**11. The specification states 'Appointment of the preferred applicant is subject to successful funding applications to the Heritage Lottery Fund and Architectural Heritage Fund'. Have funding applications to these organisations already been submitted and will awards be received in time for progressing the commission as currently programmed?**

Response: Funding applications are being submitted at the end of October and if successful awards will be received in January in time for the current programme.

**12. Could you please confirm when the Architectural Design team will be appointed?**

Response: At the same time as the Master-Planning Consultants and Project Organiser.

**13. Is there an existing Conservation Management Plan, Conservation Statement or Statement of Significance for Middleton Hall?**

Response: No.

**14. Could you please outline the terms of the lease?**

Response: Fully repairing lease with current time left to run being 33 years.

**15. How much has the possibility of planning constraints been factored into the timetable of the Master-planning options, there might be some possibilities that aren't available due to planning restrictions?**

Response: Discussions with the local planning authority will form part of the Master-planning Consultant's interviews with stakeholders. Early consultation with the planning department should enable the master-planning timetable to be met.

**16. How will the timing of the commissions work? If all are appointed at the same time will the start dates be the same? The ADT will need to do drawings and surveys before the MPC can start and then their work will need to be completed before the PO can complete the rest of their work, so is the 9 months set in stone or is there flexibility?**

Response: The start dates will all be the same, there are elements of each brief that need interaction with other consultants and are reliant on the timely provision of information. There are also elements of each brief that can be undertaken without the reliance on this so we envisage that all works required can be achieved within the existing timeframe.

**17. Please define public in public launch in section 15.**

Response: Public refers to stakeholders, the general public involved in consultations will not be involved with the public launch.

**18. Results of existing consultation with existing users, can these be made available?**

Response: These will be made available to successful applicant.

**19. Has any offsite marketing/research been done?**

Response: No.

**20. Clarity requested on 'all expenses' to include all fees, travel expenses, materials, printing and distribution costs, does this include expenses for trialling specific events?**

Response: Yes.

**21. Day rate clarification, why is this needed?**

Response: If additional work outside of this brief is identified during the process then work could be commissioned without having to go back out to tender.

**22. Will there be any requirements for a branding review?**

Response: Not envisaged at this stage.

**23. Has the Trust got any specific plans in mind for the use of the Tudor Barn?**

Response: Nothing specific but we would prefer not to have any form of residential use as this doesn't allow us to fulfil our public benefit motivations as a charity.

**24. Does the master-plan cover a review of the digital strategy?**

Response: A review of the digital strategy is integral to the review of existing operations, avenues for joined-up use of the site and for the future sustainability of the site, so yes it should be covered in the master-plan.

**25. Is a full Traffic Impact Assessment required or would a statement would be acceptable for this stage of the project?**

Response: We are looking to understand the nature of the impact that increased amounts of visitors would have at this stage so an impact statement rather than assessment would be acceptable.

END