



ADDITIONAL INFORMATION updated 15th October 2018

Specification for Project Organiser 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. Can you confirm that the budget of £15,000 applies solely to the master-planning phase and that (if funding is secured) further funds will be available for the Project Development and the Project Delivery Phases?**

Response: The budget of £15,000 is solely for the Master-planning phase.

- 3. In Section 3 Scope of POS role, items 5 and 6 require monitoring/reporting progress and managing budget against grants; is the main one an HLF Resilient Heritage grant, or a Heritage or Enterprise Grant, or something else entirely?**

Response: The main grant being applied for is a Heritage Lottery Fund Resilient Heritage grant.

- 4. No 7 says “oversee negotiations with interested parties”...are you able to give me a bit more detail on what that might mean?**

Response: It's not possible to be more specific about interested parties until the master-planning consultation work gets underway.

- 5. No 8 includes...“write funding bids”. More detail on what is envisaged would be much appreciated, particularly with regard to whether the PO is leading on this or assisting?**

Response: The PO will assist in writing the bids for delivery.

6. No 12 says “co-ordinate submissions...for consents”. Is the PO role to ensure the consent applications are developed to a high quality and submitted on time, or to lead on their development?

Response: The PO is to ensure high quality and that they are submitted on time.

7. Linked to my questions above, in Section 5e you ask for “daily fee rates for additional work...beyond the scope of...this specification”, and before finalising my tender I would like to establish where that boundary is, if possible?

Response: The scope of work is defined by section 3 of the tender specification. Item 5e is included so this tendering process can be relied upon to commission other work if any need arises and the Trust wishes to use the same consultant.

8. And finally, the fee proposal should include “all materials, printing and distribution costs”; please confirm that this refers to the production and posting of reports etc, and does not include materials for the Public Launch event?

Response: Yes, this refers to the production and posting of reports etc as required to deliver the Project Organiser services and not to the provision of materials for the Public Launch event.

9. Section 5b asks for a fee scale percentage for the delivery phase. At this stage, do you anticipate the PO work “just” covering delivery of the Master-plan elements *within* a wider HLF project (with revenue activities such as project staff and activities managed in-house), or is the intention that the PO will cover the HLF project as a whole?

Response: The Project Organiser tender should be on the assumption that the role is responsible for organising the whole HLF project, including all revenue activities.

END