

Architectural Plans to RIBA Stage 2

Role:	Prepare architectural plans developing initial concept ideas of redevelopment of buildings and galleries at Tiverton Museum of Mid Devon Life
Budget:	£10,000 plus VAT (to include all expenses including travel)
Status:	Freelance Consultant
Reporting to:	Pippa Griffith, Museum Director, and project working group including some Trustees
Period of contract:	Fixed term, to be completed by 10/01/2025

Introduction

This brief sets out the requirements for producing architectural visualisations, and model, to RIBA Stage 2 developing initial concept ideas for the redevelopment of buildings and galleries at Tiverton Museum of Mid Devon Life.

The plans will enable our vision for the Museum including preparation of proposals for development to sustain the Museum in the future by:

- Understanding and conserving and where appropriate revealing the historic significances of the buildings and site
- Making best use of the buildings and site to enhance engagement and the visitor experience including providing multi-functional space for community events and a much more welcoming entrance.
- Redesigning the gallery spaces and visitor facilities, maximising the opportunities to reveal and interpret the historic school building and its features.
- Improving collections care conditions
- Improving the care of the historic building and associated structures including forecourt to St. Andrew's Street
- Maximising income including commercial income.

Reasons for commissioning the plans

To inform and shape our development of proposals for major capital works to enhance the museum, engage more visitors and generate future income.

1. Background

1.1 Tiverton Museum is a vibrant, award-winning and much-loved museum that provides extensive displays on the history of Mid Devon; a lively events programme, including temporary exhibitions, guided walks, talks, holiday craft activities and lots more. The museum contributes to the local economy as a key visitor attraction and works closely with its local community. We offer a range of activities for schools and families and are an important resource in an area where poverty and geographical factors increase the risk of isolation. The museum makes it possible for teachers and parents to access good quality learning opportunities outside the classroom. We also provide a successful reminiscence service for older people in care and residential homes, and a monthly memory group based at the museum. The museum runs the town's Tourist Information Service and is engaged with plans to develop tourism within Mid Devon through a new venture Visit Mid Devon.

1.2 Tiverton Museum has secured a National Lottery Heritage Fund grant, for a project 'Strengthening our foundations; building our future'. The overall project includes essential development work to strengthen the organisation's resilience and determine the longer-term redevelopment plans through several strands of work, including:

- To understand the historic building better by commissioning a measured building survey, a building energy audit and Conservation Management Plan which will enable us to better care for this historic asset, and improve management of our built heritage for the long term.
- An outline interpretation strategy to steer future improvements in managing and sharing our heritage, including significant community consultation to ensure that we do so in a meaningful way (to RIBA work stage 1).
- Commission architectural plans to RIBA stage 2 with environmental sustainability at the heart.

This project has two phases of impact. The first is to make essential, immediate changes to the museum by increasing volunteer capacity and significantly improve our environmental sustainability.

The second will contribute to medium term plans for a capital redevelopment project. A capital redevelopment will allow the museum to make the most of its large site to improve the visitor experience, provide space for events and activities and maximise commercial income whilst improving the building and collections care conditions. A feasibility study for this was carried out in 2018, followed by a revised concept plan in 2021. The re-development is an exciting project that will enhance our galleries and create new areas for community events, activities and learning. We see the new Tiverton Museum as playing a major role in the regeneration of the town, enabling people to engage with Tiverton and Mid Devon's heritage through new interpretation, displays and programming that focuses on community life, past, present and future.

Description of the Museum and site

Tiverton Museum of Mid Devon Life is an Accredited Museum. It holds one of the largest social history collections in the South West. The Museum is a Charitable Incorporated Organization with a board of Trustees and a small staff headed by the Museum Director.

The Museum was founded in 1960. In 1969 it moved to its current location in the town centre of Tiverton. The Museum buildings comprise the Tudor style former National School building of 1844, facing historic St. Andrew's Street, to which later extensions and a separate range of galleries have been added to accommodate the growing collections. The Museum was refurbished in 2001.

Tiverton Museum is based in a group of buildings on a town centre site in the Tiverton Conservation Area. The buildings comprise

- The Grade II listed (List entry number: 1384896) former National School building of 1844, converted into the Museum's premises after acquisition in 1968.
- Late 20th century additions including the single storey entrance foyer and reception; a 2-storey range comprising shop and visitor toilets on the ground floor and office and work spaces on the first floor; and 2-storey collection store.
- Ground floor area totals 560 sq m. First floor area totals 486 sq m.
- Late 20th century detached single-storey ranges comprising Alford Gallery (232 sq m) and Locomotive Hall (167 sq m).

Current uses

The Museum is open all year. We provide a lively programme of events and exhibitions, and we pride ourselves on being a family friendly attraction. We are a Devon Records Office Service Point and a well-used local history library.

Existing Documentation

The consultant should take account of existing documents relating to the Museum that are available to inform the plan, including:

- *Tiverton Museum Feasibility Study May 2018* by West Waddy ADP.
- *Initial Concept paper 2021* by Thread Architects.
- *Building Condition report 2021* by Philip Hughes Associates.
- *Measured Building drawings 2024* by Levett Surveying Ltd, commissioned as part of this funded project.
- *Building Energy Audit 2024* by Up Energy, commissioned as part of this funded project.
- *Conservation Management Plan 2024* by Purcell, commissioned as part of this funded project.
- *Interpretation Strategy 2024* by Culture Force, commissioned as part of this funded project.
- *Results of the community consultation about the visitor experience and initial concept for redevelopment 2024* by Culture Force, commissioned as part of this funded project.

2 Objective and Outcomes

An experienced architect is required to develop visualisations and at least one model for the redevelopment of the museum site, taking into account the documentation listed above, and a briefing meeting with the museum team.

3. Output

The plans will respond to the results of recently commissioned work, including:

- Celebrate the museum's historic building.
- Make better use of the whole area that the museum occupies.
- Address negative impacts of the current layout and design.
- Develop clear proposal for the opportunities within the site, with minimal intervention to keep costs realistic.
- To build on proposals in *Initial Concept Paper 2021* including improved welcome and orientation, improved circulation around the site, creation of new learning and event spaces.
- To discuss possibilities of phased (and scalable) approach with museum team which may be necessary for funding the redevelopment.

The plans will be used to meet NLHF requirements for a development stage application and must include NLHF logos / stamps as laid out in the document 'Acknowledging Your Grant' .

Provide an in-person presentation of the draft plans to Trustees and Staff and to ensure they have a full understanding of proposal.

4. Selection Criteria/ Consultant Skills

The lead consultant/contractor should be an experienced project manager with a proven track record in producing Architectural Plans to RIBA stage 2. If subcontractors are going to be used their experience and knowledge must be included in the tender document.

We require demonstrable understanding and experience in:

- Conservation architects with experience of working with small museums or heritage sites,

- Previous National Lottery Heritage Fund funded projects
- Team working with museum staff

5. Timetable

- Closing date for tenders is 9AM 09/09/2024
- The candidates will be shortlisted by the Director and the Trustees.
- Interviews will take place between 01-04/10/2024
- The work should ideally begin by 21/10/2024
- The report should be presented to the Museum by 10/01/2025

6. Costings and payment schedule

The tender costs should include travel and all other costs associated with the work.

Suggested payment will be 25% upon appointment, 50% for the first draft and 25% on receiving the final report and presentation

7. Proposal

Your proposal to undertake this project should include:

- Credentials for the company and all those who will have input into the work.
- Examples of similar projects undertaken.
- A methodology of how you propose to meet the requirements of the brief.
- A programme indicating how you would deliver the project and key dates for tasks.
- A costing breakdown.
- Details of two referees for whom you have done similar work.

Please email applications to Pippa Griffith, Director at director@tivertonmuseum.org.uk. For an informal chat please contact Pippa on 01884 256295.