

**History of Place / M Shed, Bristol:
Exhibition Fit Out Brief and Scope of Work
04 August 2017**

Rev1 issued 08 August 2017

1. Overview

Screen South is seeking an exhibition fit out contractor to provide services comprising:

- exhibition fit out including fabrication and install of:
 - o setworks and joinery
 - o graphics (including panels, wall graphics and graphics applied to glass)
 - o tactile models and tactile interpretation
 - o one simple interactive station
 - o glass/acrylic casing
- coordination of setworks with the other elements (graphics, models, interactive, glass/acrylic casing, use of showcases & stock walls provided by M Shed)
- coordination and installation of AV hardware (AVH) including sound and screens
- power & data connections for AVH & interactives
- mounts for AV hardware
- basic mountmaking (folded acrylic book & document mounts)
- **Painting of one large wall to a specified colour and returning it to the original red after exhibition de-install**
- Provision of samples including:
 - o 300x300mm sample of painted MDF for the worktop)
 - o A3 graphic samples
 - o One model sample

Not in scope:

- Object handling and install will be done by M Shed
- AV software will be provided separately
- AV hardware will be purchased separately but the contractor should coordinate install and power supply
- Braille booklets will be provided separately

2. Location of works

The exhibition will be located in the Window on Bristol Gallery at the M Shed, Bristol. This space is frequently used for temporary exhibitions, and is housed within a permanent gallery. The space is on the first floor and lift access is available.

3. Description of exhibition/background information

The History of Place exhibition at M Shed, Bristol, is one of three exhibitions to be mounted across the UK telling the story of disabled people and the built environment. The other two exhibitions will be located at the Museum of Liverpool, and the Victoria and Albert Museum in London.

History of Place is an HLF funded project dedicated to telling the stories of deaf and disabled people and how their lives intersect with heritage buildings. In Bristol, the focus of the exhibition is on the Guild of the Brave Poor Things – a social centre devoted to people with disabilities that ran from 1896 until 1987. The Guild was a pioneering enterprise, providing many people with a place they could call their own at a time when spaces for disabled people were rare. The Guild building, which still stands in Bristol’s Old Market, is also hailed as being one of the earliest “purpose built” buildings, featuring a number of details that made it easier to access from street level.

The exhibition dedicated to this story will itself be an exemplar of accessible design, and has been designed to accommodate the needs of as many people as possible. Attention to accessibility throughout will be critical.

History of Place is being delivered through the Accentuate programme, one of Screen South’s portfolio of programmes. Accentuate provides opportunities for deaf and disabled people to participate and lead within the cultural sector. Screen South is a not-for-profit Creative Development company operating in the wider creative and cultural community. Screen South delivers and leads innovative projects across screen-based media and the wider heritage, cultural and creative industries.

Please see attached appendix of drawings and briefs to fully understand the scope of the exhibition.

4. Client liaison

The exhibition contractor will report to the Head of the Accentuate Programme, in consultation with the History of Place curator and the History of Place 3D and graphic designers. The contractor will also be expected to liaise with the Exhibitions Manager at M Shed especially around issues relating to install and site access.

Esther Fox, Head of the Accentuate Programme and lead for History of Place Exhibitions

Francesca Lashmar, History of Place project manager

Sarah Pollard, History of Place 3D designer

Charlotte Kingston, History of Place curator

Lai Couto, History of Place graphic designer

Karen McDonald, Exhibitions Manager, M Shed

5. Budget

The available budget is £18,000-20,000 for all works.

We welcome responses from the tenderers as to how we can make the best use of the budget, and are open to discussing cost saving measures.

6. Tender requirements

Please provide:

1. Three sample projects (20%) – these should date from the last five years and be of similar scale, type/complexity and budget.
2. Team (20%) – please provide details of who you will be presenting as the team, including details of any sub-consultants you may be including
3. Brief methodology (20%) – a brief statement of how you will achieve the project to the timeframe and budget available
4. Fee proposal (40%) – please provide your fee proposal with breakdowns. As we are looking for the most cost-effective solution, the lowest priced tenderer will automatically receive the full percentage of marks available.
5. Any questions you may have (0%) arising from the tender documentation that we can consider as part of your response

7. Programme

Tender Issue 01.08.17

Tender Returns: 14.08.17

Skype Interviews as necessary: 16.08.17

Contractor Appointment: 16.08.17

Opening: 14.10.17

8. Tender submission

Please send completed tender applications as a digital PDF marked for the attention of Esther Fox to:

Email: info@screensouth.org

Subject Heading: AHOP Exhibition Fit Out Contractor Tender Return