Brief for Consultants: Farnborough Aerospace Heritage Feasibility Study

This brief is issued by Rushmoor Borough Council and Hampshire County Council to appoint a suitably qualified consultant to support our joint efforts to explore the feasibility of investing in more effective leveraging of the significant aviation heritage and associated assets in the Farnborough area.

1. **Background/Historic Context**

Farnborough led the world in aerospace science for much of the 20th century. This started with the creation of a Balloon Factory, shortly followed by the first powered flight in Britain in 1908. It then grew into the foremost location for British aviation research and development with the Royal Aircraft Establishment (RAE)

The first airborne cameras, flying clothing, high altitude 'space suits', night vision aids, head-up cockpit displays, and the first carbon fibre experiments were all developed at the RAE.

In 2001, much of the RAE site was privatised as part of the QinetiQ group spun off from the UK’s defence laboratories. The airfield itself is now owned by the Macquarrie and operated as a business airport, although the Farnborough Air Show (an industry and trade exhibition) is still held there biannually.

There are three listed buildings which contain historically important wind-tunnels. Q121 and R133 are Grade I listed and R52 is Grade II listed.

The Farnborough Air Sciences Trust (FAST) museum is in Trenchard House a 1907 Grade II\* listed building. The building is leased to the Trust by the landowners. FAST tells the story of the RAE and is run by volunteers – many are ex-RAE employees. This link with the past is incredibly valuable but will be increasingly lost as those volunteers age. The heritage of the region therefore needs to be moved onto a firmer and longer lasting footing.

A Grade II Centrifuge and a Grade II Portable Airship Hangar are also located within the area.

The wind tunnels and airship hangar are located on Farnborough Business Park which is owned and operated by Frasers Property/XLB.

FAST is currently permitted to run tours of the wind tunnels and centrifuge.

In addition, also located in Farnborough are significant literary collections associated with aviation and aerospace including:

* The National Aerospace Library based at Farnborough Business Park and owned and managed by the Royal Aeronautical Society. This library includes 30,000+ books and pamphlets, 50,000+ technical reports, 100,000+ images, etc.;
* The Aviation Collection, based at Farnborough Library, which is managed by Hampshire County Council. This comprises some 3,000 items.

There is a political ambition to promote Farnborough’s heritage assets further particularly with regard to tourism and/or education. However commercial uses also require consideration and there is a desire from the landowners to identify a sustainable future for the key heritage assets. The assets have a diverse range of characteristics and a variety of approaches used in combination may be required to achieve a sustainable future.

A full list and map of Farnborough’s key heritage assets is at Appendix 1

Further information on the FAST Museum and wind tunnels can be found at [www.airsciences.org.uk](http://www.airsciences.org.uk)

1. **Education, Skills and Career Opportunities**

Farnborough continues to be a key centre for aviation, aerospace, engineering and technology, being home to the likes of BAE Systems, Airbus, Fluor, Flight Safety International and others.

At the time of writing, Gulfstream, the major US executive jet manufacturer, is investing around £45M in Farnborough in a brand new, state of the art servicing facility which will employ up to 600 staff, which will be operational in 2020.

A partnership is developing between Gulfstream, Dassault, Airbus and Farnborough College of Technology to ensure that the future skills needs of these leading employers can be met. The College has also just secured funding for a dedicated Aerospace Innovation and Research Centre.

At the Farnborough International Air show which is staged every 2 years, Futures Day is staged every Friday which promotes to young people the vast array of career opportunities in the aerospace & defence sectors, and highlights the need for STEM related skills. See <https://www.careersinaerospace.com/events/futures-day-2018/>. The show also provides opportunities to gain international support for the project.

One potential avenue to enable the longer term viability of any new heritage related facility in Farnborough would be if it could also fulfil a permanent role to support local education and career promotion/support needs, a purpose more likely to attract funding assistance. Examples of how this has worked elsewhere and how this is relevant to Farnborough would strengthen the report and future development of the business case.

1. **Objective**

The appointed deliverer must carry-out research and consultations with local authorities, key businesses, national heritage bodies, potential education and training providers and relevant heritage or attraction management organisations.

Key stakeholders relevant to this opportunity include but are not limited to the following:

* Farnborough Airport
* Farnborough International
* ADS
* Hampshire County Council
* Rushmoor Borough Council
* Enterprise M3 LEP
* FAST
* Farnborough Business Park (Frasers)
* Farnborough College of Technology
* British Aeronautical Society
* BAE Systems
* Airbus
* QinetiQ
* Gulfstream

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The appraisal should be at a comprehensive draft stage within eight weeks of appointment, with the final study complete four weeks later.

* Assess the value of Farnborough’s aerospace heritage and associated assets from a national and international context
* Engage with local organisations and get an understanding of their hopes and expectations and how these might fit within an overall project.
* Explore with appropriate organisations the options and opportunities for the heritage assets and their future use, the scope for collaboration and support.
* Reference relevant local plans and strategies

If found feasible through the study:

* Make recommendations for future siting, use and development of heritage, commercial and education asset(s) and the facilities and service provision required
* How this would work with online and social media presence to raise the profile of the attraction, provide educational support and to create demand to visit in person. This is likely to be an important part of any final outcome.
* Suggest ways of funding development through grants, commercial operations or other means
* Suggest what business model(s) the assets should utilize for their optimum benefit and sustainability, for example, private organisation, community run, social enterprise etc. An outline roadmap showing phases of development, key milestones and potential timescales would be helpful.

1. **Skills Required**

* Understanding, knowledge and experience of the aviation/aerospace, heritage, commercial and education sectors.
* Experience of the development of major heritage and education projects
* Experience of projects requiring wide and complex stakeholder engagement including communities
* Proven track-record in the evaluation, delivery or management of heritage interpretation and the ability to understand its economic, educational, cultural and community benefits.

1. **Please include the following costs in your quote for this work**

* An initial inception meeting with project team and two progress meetings
* Travel and expenses for consultation with interested parties
* Any other relevant expenses as deemed necessary by the applicant

1. **Scoring of Bids**

The following scoring criteria will be used to assess the bids:

* Ability to meet the specification and needs – as assessed using written submission (45%)
* Ability of the proposed team to successfully manage the project (30%)
* Innovative and creative thinking (15%)
* Cost and demonstration of value for money as per price schedule (10%)

Each of the Quality sections within this submission will be scored based on the method detailed below:

|  |  |
| --- | --- |
| Exceptional demonstration of the relevant ability, understanding & skills required to provide the service with evidence to support the response, where appropriate. Demonstrates added value. | 5 – Excellent |
| Good demonstration of the relevant ability, understanding & skills required to provide the service with evidence to support the response, where appropriate. | 4 – Good |
| Satisfactory demonstration of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with evidence to support the response, where appropriate. | 3 – Satisfactory |
| Contains minor shortcomings in the demonstration of the relevant ability, understanding & skills required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 – Minor Reservations |
| Satisfies the requirement but with considerable reservations of relevant ability, understanding & skills required to provide the services, with little or no evidence to support the response. | 1 – Serious Reservations  Submissions which receive a ‘1 – serious reservations’ will not be considered further |
| No response provided. | 0 – no score – Fail  Submissions that ‘Fail’ will not be considered further |

1. **Timescale**

* Quotes for this work should be submitted by noon on 20 April 2020
* The project team may wish to interview some or all of the consultants invited to tender. These interviews are planned to take place week commencing 27 April 2020
* A draft proposed timetable should be included with the submission.

1. **Submission of Proposals**

It is important that consultants describe their proposals, including their experience, clearly and in a manner which will enable officers to judge their cost effectiveness and ability to undertake the commission.

The submission should provide a detailed CV and relevant experience of all members of the team who will undertake the preparation of the study. Collaborative bids will be accepted, and the submission should clearly state the tasks to be undertaken by the individual members of the team, the days allocated to those individuals broken down by task and the day rate charged by the consultants.

Consultants should itemise the expenditure attributable to each stage of the work. Any assumptions made by the consultant in their costs should be stated clearly in their proposal.

Proposals should be submitted via the portal no later than noon on 20 April 2020.

For further information please submit questions and queries via the South East Business Portal no later than noon 8 April 2020 to allow for answers to be disseminated to all interested parties in a timely manner.

Although price will be a material factor, the ability of consultants to deliver a cost-effective solution will be fundamental and so the lowest tender may not necessarily be accepted. An indicative budget of up to £30000 inclusive of all fees and expenses (but exclusive of VAT) has been earmarked for this study.

Payment will be staged in arrears against achievement of agreed milestones.

1. **Conditions of Appointment**

The chosen consultants will be appointed on a fixed price contract (inclusive of all research costs but exclusive of VAT). Payment will be made by instalment, in arrears, as the work progresses, with 20% being retained for payment upon satisfactory completion of the final report. In accordance with Rushmoor Borough Council’s procurement policy, the contract will allow for the study to be terminated should the progress and quality of the work prove to be unsatisfactory.

The consultant will be required to assign over copyright of the study and all supporting reports and papers.

The project team reserve the right not to appoint if consultants’ proposals do not meet expectations.

1. **Appendix 1**

Map of Farnborough aerospace heritage assets.

**Form of Tender**

**UNCONDITIONAL AND IRREVOCABLE OFFER TO RUSHMOOR BOROUGH COUNCIL**

***Re: Invitation to Tender dated 19/03/2020 for Farnborough Aerospace Heritage Consultants***

To: Rushmoor Borough Council

Council Offices

Farnborough Road

Farnborough

Hampshire

GU14 7JU

Having read and carefully considered the Invitation to Tender together with all of the documents listed and supplied therewith:

1. We offer to provide the services for the below sum(s):

in words:………………………………………………………………………………

in figures: £…………………………………………………………………………...

in accordance with the Pricing document.

We confirm that if our Tender is accepted we will, upon demand, sign a formal contract documentation if required.

1. We agree that this Tender shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of 90 days from this date.
2. Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
3. We understand that the Council is not bound to accept any tender it receives and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

6. We declare that no current or former Councillor or employee of the Council is a director or, in the case of partnerships, is a partner or holds 20% or more of the shares or interest in the business.

**Any tenders received after the closing date and time of 12:00 20 April 2020 will only be considered in exceptional circumstances.**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director/Secretary

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS TENDER IS A FIRM PRICE TENDER INSOFAR AS RATES OF WAGES AND PRICES OF MATERIALS ARE CONCERNED. FLUCTUATIONS IN RESPECT OF ANY INCREASED OR DECREASED STATUTORY CONTRIBUTIONS DUE TO GOVERNMENT MEASURES SINCE THE DATE OF TENDER WILL BE ADJUSTED.

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Tender Opened

Time ..................................………………. Date ....................…………………….…

Signature ....................…………………... Signature ...................……….................

Designation ...................……………….... Designation ........……………..................

**Tendering (Collusion) Certificate**

**TO: RUSHMOOR BOROUGH COUNCIL**

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering WE CERTIFY THAT:-

1. The Tender submitted herewith is a bona fide Tender intended to be competitive.

2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

3. We have not done and we undertake that we will not do any time before the hour specified for the return of the Tenders any of the following acts:-

(a) communicating to a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);

(b) entering into any agreement with any other person that they shall refrain from tendering or any arrangement as to the amount of any Tenders to be submitted; and

(c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tenders or proposed Tenders any act or thing of the sort described above.

In this Certificate:-

1. "Person" includes any person and any body or association corporate or incorporate.

2. "Any agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

DATED this day of 2020

…………………………………………………………………………………………………..

SIGNED (as in Tender)

duly authorised to sign

for and on behalf of ...........................................

1. **Basic Company Details**

The information requested below **must** be provided

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **BASIC DETAILS OF YOUR ORGANISATION** | | | | |
|  | Name of the organisation in whose name the quotation would be submitted: | |  | | |
|  | Contact name for enquiries about this quotation: | |  | | |
|  | Job Title: | |  | | |
|  | Company Address:  Post Code: | |  | | |
|  | Telephone number: | |  | | |
|  | Fax number: | |  | | |
|  | E-mail address: | |  | | |
|  | Website address (if any): | |  | | |
|  | Company Registration number (if this applies): | |  | | |
|  | Charities or Housing Association or other Registration number (if this applies). Please specify registering body: | |  | | |
|  | Date of Registration: (if this applies) | |  | | |
|  | Registered address if different from the above:  Post Code: | |  | | |
|  | Are you registered for VAT?  If so, please provide Registration number: | |  | | |
|  | Is your organisation: | i) a public limited company? | | |  |
| ii) a limited company? | | |  |
| iii) a partnership | | |  |
| iv) registered charity | | |  |
| v) other (please specify) | |  | |
| 1.14b | Are you acting as the lead organisation for a consortium? | | | Yes/No | |
| 1.15 | Please confirm whether or not you have formed, or are forming a consortium for the purpose of this requirement. | | |  | |
| 1.16 | If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give their company name(s) and address(es). Please provide this information in a separate annex at the end of this document | | |  | |
| 1.17 | If you have answered "Yes" to Question 1.15, please confirm the structure of the Consortium (e.g. One Legal Entity, Lead Organisation on behalf of the consortium, External Non-Delivering Organisation). | | |  | |
| 1.18 | Name of (ultimate) parent company\*\* (must be provided if you wish a financial assessment to be undertaken on the parent company rather than your own); | | |  | |
| 1.19 | Companies House Registration number of parent company\*\* (must be provided if you wish a financial assessment to be undertaken on the parent company rather than your own). | | |  | |

\*\*This confirms your commitment to obtain a Parent Company Guarantee prior to contract award, if the Council deems this necessary.Evidence of the commitment will be requested as part of the quotation invitation process (if your firm is short-listed) and be a ‘Pass/Fail’ requirement of the evaluation process. If your organisation is unable to provide the evidence at that point or to subsequently furnish the Parent Company Guarantee, the Council will be unable to proceed with the contract award.

1. **Insurance**

|  |  |  |
| --- | --- | --- |
|  | **INSURANCE** | |
| 1.30 | Does your organisation hold Employer’s Liability of not less than £5 Million? | Yes/No |
| 1.31 | Does your organisation hold Public Liability of not less than £10 Million? | Yes/No |
| 1.32 | Does your organisation hold Professional Indemnity of not less than £1 Million? | Yes/No |
| 1.34 | If the answer is **“No”** to any of the above please confirm whether you would be willing to take out the appropriate level of insurance cover ? | Yes/No |

1. **Health and Safety Questionnaire**

|  |  |  |
| --- | --- | --- |
| **HEALTH & SAFETY** | | |
| 1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes / No |
| 2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes / No |
|  | Response: | |
| 3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes / No |

**END**