**REQUEST FOR QUOTATION**

**BRIEF FOR FEASIBILITY STUDY OF NEW MUSEUM CAFÉ**

**MARCH 2018**

1. Introduction
   1. The Council is considering relocating the existing Museum Café to a new site within the building, and is seeking to appoint a suitably qualified and experienced company to provide a feasibility study into its development.
   2. This will consist of a two phase study. Firstly, to establish that the proposal is physically feasible and can meet conservation concerns of a Grade II\* listed building; and secondly, if the result of the first stage is positive to provide a solution (or options) for that proposal.
   3. You are required to submit a quotation for each of the two stages on a fixed fee based on the brief set out in this document.
   4. You are also required to provide a Qualitative Delivery Proposal setting out elements of your approach to the commission, details of your proposed team and their qualifications and relevant experience, particularly in relation to other projects of this nature especially involving cafés in Museums or other historic buildings.
   5. If successful, you will be required to enter into a contract for professional services.
2. Context
   1. Maidstone Museum is one of the largest in Kent – whether measured by the extent of the collection (the largest in the County), footfall, or the extent of the buildings. It comprises two building in the centre of the town - the carriage museum and the main museum. This brief concerns proposals at the main museum site on St Faith’s Street.
   2. The main museum, abutting the pedestrian shopping area, is one large building that comprises architectural components from Tudor times to the present century. It is, in its entirety, a Grade II\* listed building, and is located on the southern perimeter of Brenchley Gardens, which the Council owns. However, the museum has its back to the park.
   3. The museum itself is owned, operated, and funded by the Council. It is, thus, classified as a ‘Local Authority Museum’. Together, the museums have a very eclectic collection, covering a wide range of exhibits. In particular there are three collections of exceptional national importance. First, the Japanese collection of Fine and Applied Art from the Edo period (1603 to 1868). Second, the Brenchley Collection comprising objects from that local Victorian gentleman, acquired from the Pacific area (1865 to 1867). Third, the Tyrwhitt-Drake Carriage Collection comprising some 60 specimens of horse drawn transport (housed in the carriage museum, separate from the main museum building).
   4. The museum also has a very strong educational programme and welcomes some 10,000 school children a year.
   5. In June 2017 the Council prepared a ‘Maidstone Museum 20 Year Plan”, with the assistance of the Museums Strategic Board. This board comprises representatives from the sector and the Council. The plan was agreed and adopted by the Heritage, Culture and Leisure Committee.
   6. In the plan, the Council identified the provision of a new museum café as a very important project – “Improved café offer. Park location gives USP and attracts customers from park/station.”
3. Background
   1. The museum already has a café, sited in the Brenchley Room. This is a very impressive room with high ceilings. It has direct access externally (from the main courtyard) via a ramp. The café has a serving counter, display area, chiller display, coffee machine, refrigerators and covers for \_\_\_\_ people at circular tables.
   2. The Council has determined that the possibility of moving this use to another part of the museum should be investigated. The reasons include: the current café does not have a full kitchen, which reduces the scope for use; accessibility to the room for people with disabilities is poor (except from outside) requiring the use of stairs; the café is not visible to the outside of the museum; and the room is too large for its day-to-day purpose.
4. Proposed New Space
   1. The Council has identified an area at the rear of the museum, using internal and external spaces, for a re-sited café. In addition to freeing up the Brenchley Room for other museum uses and addressing the challenges that room presents, there would be the opportunity for this proposed location to access the café directly from Brenchley Gardens – “opening up the back door of the museum”. Across the gardens diagonally is sited the one of the town’s three railway stations.
   2. The indoor space is currently called the ‘Canoe Gallery’ (since it houses a large Solomon Islands’ canoe). The room is 11 metres long by 4.5 metres wide and abuts the main museum reception and shop at the east end and the outside courtyard to the west. The gallery and courtyard are separated by a glass wall and doors. At the shop end the gallery is close to modern toilets and a lift to the upper floor.
   3. The outdoor space is currently called the ‘Godiva Courtyard’. It is totally open to the elements but is bordered on three sides by 2 and 3 storey museum buildings, of brick and concrete. On the north side the area is totally open to Brenchley Gardens. Although it is an ‘L’ shaped space the length of the usable outside space is open to investigation. There is a door on the southern side into the main building. The courtyard is underutilised.
   4. All Utilities run under the courtyard linking the Canoe gallery to the staff kitchenette in the part of the building to the West of the courtyard.
   5. Both spaces are at floor level with this part of the museum, including the reception, and provide no physical accessibility issues.
   6. A ground floor plan of the area concerned is attached.
5. Objectives

In pursuing this proposal the Council wishes to:

* Provide a new quality café space within the museum.
* Provide a kitchen and service counter in the new café space.
* Construct a roof over/enclose the courtyard to facilitate this.
* Establish a direct access into the new café from Brenchley Gardens.
* Raise the visibility of the new café in the museum, from outside.
* Establish a desire line from the railway station to the museum using this new café access point (across Brenchley Gardens).
* Free up the Brenchley Room for other museum uses.

1. Scope and Nature of Services Required

**Phase 1:** Structural and planning analysis of the creation of a new café in the space identified, which will include the provision of roofing and enclosure to the current Godiva courtyard. This must cover conservation matters; given the existing museum building is Grade II\* and any work will therefore require endorsement from Historic England.

Thus, establish if the proposal is feasible in principle.

**Phase 2:** Assuming the response to phase 1 is positive, detailed analysis into the architectural and structural aspects of the proposition – the roofing of the courtyard and connectivity with the existing building, provision of a new entrance from Brenchley Gardens, and ground levels both inside and outside the proposed café. These may include options. Proposed materials must be specified.

Space planning analysis to show how the café should be laid out to maximise the space and number of covers. This is to include the location and dimensions of a kitchen and service counter, and an estimate of the covers.

Financial analysis to be undertaken to determine the capital cost of the proposal (or options).

1. Range of Expertise Required

* Architectural and Structural
* Planning and Conservation
* Internal Space Planning
* Café Operation
* Museum Understanding
* Cost Consultancy

1. Outcomes
   1. The phase 1 study report must be submitted and, if positive, agreed by the Council before phase 2 work is undertaken.
   2. The phase 2 report must include all aspects of the study, but in particular:

* The roofing/enclosure of the Courtyard.
* The provision of an entranceway from Brenchley Gardens, including the approach.
* The linking of the two spaces – internal and external.
* Space planning of a new café – to include the location of kitchen and service counter, extraction arrangements and number of covers.
* Access to utilities.
* Cost of works, including a breakdown of assumptions and exclusions.

These may include options.

* 1. A PowerPoint presentation of the final report, delivered to the Council.
  2. An electronic copy of the report in pdf format must be provided to the Council at the completion of the project.
  3. A project that is delivered on time, and in accordance with the specification.

1. Programme

The outline timetable for delivery is:

|  |  |
| --- | --- |
| **Date** | **Activity** |
| Thursday 29 March 18, 5:00pm | Deadline for submission of quotation and responses to be emailed to [dawnhudd@maidstone.gov.uk](mailto:dawnhudd@maidstone.gov.uk) |
| Monday 9 April 18, 2:30pm | Inception Meeting |
| Monday 30 April 18 | Draft Phase 1 report |
| Wednesday 2 May 18 2:30pm | Meeting to review Phase 1 |
|  | If proceeding to Phase 2: |
| Wednesday 30 May 18 | Draft Phase 2 report |
| Friday 8 June 18 | Final reports issued, plus presentation to Council |

Payment will be made at the following intervals:

* 25% on issue of Phase 1 Report
* 25% on issue of Phase 2 Draft Report
* 50% on submission of final report

1. Process

The evaluation of quotations will be based on 70% quality and 30% cost.

You must confirm that you have current Professional Indemnity Insurance with a minimum of £2,000,000 liability and that it will be maintained as required by the terms and conditions of appointment.

You must submit with your quotation a Qualitative Delivery Proposal, addressing the questions in the following table, which sets out how you will meet the qualitative requirements of the Council.

|  |  |  |  |
| --- | --- | --- | --- |
| No | Question | Weighting | Marks  1-5 |
| 1 | Provide a statement outlining the proposed methodology and how the objectives and the scope of the commission will be met. | 30% |  |
| 2 | Provide details of your experience delivering similar projects. | 30% |  |
| 3 | Provide CVs for the key individuals in your proposal and their roles. | 15% |  |
| 4 | Provide details of your resource allocation and team structure, including a breakdown of person hours and hourly rates for architectural, structural and planning analysis, Space planning design, and costings. | 15% |  |
| 5 | Provide your project management and reporting arrangements, demonstrating your ability to meet the proposed timetable. Please include an outline work programme with key milestones. | 10% |  |

1. **Offer**
2. Having examined the scope of services, we offer to carry out the service in accordance with these documents over a period to be determined between us.
3. The offer made within this quote will remain valid for a period of 60 days.
4. We understand you are not bound to accept the lowest or any quote you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this quote.

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| --- | --- |
| Project: | Feasibility Study of New Museum Cafe |
| Fee proposed: | £ |
| Quotation submitted for and on behalf of: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Email: |  |
| Contact Name: |  |
| Signature: |  |
| Date: |  |

Any queries regarding the quotation process, the proposed contract, or the specification should be emailed to [dawnhudd@maidstone.gov.uk](mailto:dawnhudd@maidstone.gov.uk).

**Your completed quotation should be submitted by email to** [**dawnhudd@maidstone.gov.uk**](mailto:dawnhudd@maidstone.gov.uk) **no later than 5:00pm on Thursday the 29th March 2018.**