

## **Tender specification for Discover Brightwater Treasure trail.**

### **Discover Brightwater**

The Discover Brightwater Landscape Partnership, led by Durham Wildlife Trust, is funded by the National Lottery Heritage fund and partners include: Groundwork North East and Cumbria; Durham County Council; Darlington Borough Council; The Environment Agency; County Durham Community Foundation; Durham Bird Club; Head of Steam (Darlington Railway Museum); Historic England; Local Access Forum County Durham; Natural England; Tees Rivers Trust and Visit County Durham among others.

The Discover Brightwater Landscape Partnership will be delivering over 19 individual project workstreams between 2019 and autumn 2022. Although the primary focus of the partnership is around the wetland habitats around the River Skerne; the aim of each project is to help restore, reveal and celebrate life around the River Skerne.

### **The Treasure Trail Project (working title)**

We are seeking to appoint an artist, designer and community engagement practitioner or consortium to design, engage and work with local young people in the creation of an exciting new treasure map including newly created 'treasures' to be hidden amongst the landscape.

Discover Brightwater has already produced a series of adventure walking guides and will be producing several heritage trails over the next two years. Examples of our adventure walking guides can be found here:

(<https://www.discoverbrightwater.com/bits-and-blogs/the-great-outdoors/>). We have also been impressed and inspired by products currently on the market such as <https://marvellousmaps.com/> and <https://www.treasuretrails.co.uk/> and are seeking to produce a finished product that is fun, engaging and interactive and which will appeal primarily to families and young people. The Treasure Trail should help and inspire people to explore the landscape and natural environment together with our history and heritage.

We would like to create an adventure guide/treasure trail for the whole of the Discover Brightwater area. The finished trail must look and feel like it belongs to our family of other walks and publications. We have clear branding guidelines which must be followed. The finished trail should be designed for both electronic and print media.

The successful bidder will need to work with young people to create a series of small pieces of art work that can be hidden amongst the landscape, and which will be included in the trail which will also highlight other existing natural and built treasures within the Brightwater catchment. Some of these treasures/art works should be hidden in our newly created nature reserves, whilst some will be placed in other locations.

The exact nature and location of the treasures/art works will be dependent on our collective creative ideas and the landowner, tenant and any statutory consents required. These will need to be agreed in advance of work commencing on designing and producing the trail/art. Discover Brightwater will begin these conversations and has a separate (although limited) budget for planning consent etc. if required.

### **Resource available**

- £22,500 excluding VAT
- Help and support from Discover Brightwater and partner organisation staff where possible and relevant, for example possible access to local people through Groundwork's existing programmes of community work.

### **Project outcomes**

- One interactive treasure trail/adventure map of the Discover Brightwater area, featuring existing built and natural features to be designed for both print and to be hosted digitally.
- The creation of a minimum of nine newly created art/treasure features.
- To have included and evidenced local people in the design and making process.
- To have actively engaged a minimum of 200 children and young people and 100 adults in the process.
- To have carried out a minimum six creative sessions (engaging, designing or making).

- To attend and help deliver at least one celebration/launch event.
- To provide an initial print run of 500 leaflets.
- To work in partnership and agreement with: Discover Brightwater; Durham Wildlife Trust; Groundwork North East and Cumbria; landowners, tenants and local communities.
- Adhering to and promoting the values of Discover Brightwater and the National Lottery Heritage fund.
- Adherence to any planning or other statutory stipulations and landowner/tenant wishes.

### **Additional Criteria**

- The artist/practitioner will be required to attend appropriate meetings to report on the progress of the project, and consult with Discover Brightwater staff who will agree final sign-off for designs. An initial scoping/concept meeting will be held shortly after the tender is decided before any work commences, this is likely to be carried out virtually.
- The designer/artist will be responsible for providing structural engineering and wind load calculations as required in addition to overseeing fabrication and installation of on-site interpretative pieces.
- The designer/artist will be required to identify highway approval and planning permission requirements and support the process; Approvals to be secured by Groundwork North East & Cumbria if required.
- The artist/practitioner will be expected to work together with Discover Brightwater's partners and staff to identify, where required, appropriate locations and materials in order to develop the interpretation and create products of the best possible quality.
- The artist/actioner will be responsible for ensuring Discover Brightwater branding guidelines are followed when developing and delivering the creative interpretation project.
- There is a requirement for all materials used to be sustainably sourced and environmentally friendly.

## **Deadline**

- To be installed and ready to launch on the last weekend of April 2022.
- Delivery of the engagement part i.e. design and making with local people to ideally be carried out between March and September 2021, enabling the possibility of engagement to take place both within school holidays and term time.
- Ideally the project will be delivered by mainly face to face delivery if possible but due to Covid, and to reach the numbers required, some virtual engagement may be needed. All proposals need to include a Covid safe delivery plan, that is compliant with Brightwater's partners' requirements, detailing what can be delivered if no face to face delivery can be carried out.

## **Operational Management**

The successful consultant will be appointed by Groundwork NE & Cumbria on behalf of the Discover Brightwater Landscape Partnership, as the lead organisation on the Treasure Trail project. Operational issues will be handled by Sarah Barton, Training and Community Manager for Groundwork NE & Cumbria on a day to day and contractual basis.

## **Application process**

Please apply via email to [sarah.barton@groundwork.org.uk](mailto:sarah.barton@groundwork.org.uk). Quotes should include the following, where appropriate:

- Organisation identity, including contact details, company Registration number, date of registration and VAT Registration number (if applicable). Please provide these details for each member of any consortium bid.
- Evidence that the organisation/consultant has appropriate public liability and indemnity insurance with at least £1million cover.
- A short consideration of how you would meet the ambition of this project including an indicative programme of works.
- Full costings covering each of the specific outputs listed in the minimum expected outputs section and including a comprehensive breakdown with regards to: research and consultation; design and planning; fabrication; installation & printing.
- A daily rate or rates for key members of the team so it is clear how much time each will allocate to this project within the budget outlined above.
- A copy of up-to-date CV(s)
- Name and contact details for two referees
- Up to five relevant examples of projects which you have previously managed with similar aims to this

**All quotes must be received by 12 noon on the 8<sup>th</sup> of December 2020.**

We are aiming to get back to all applicants before the Christmas break, a pre start meeting with the successful applicant will take place in early January 2021 digitally.

Quotes will be reviewed by the Discover Brightwater Team.

Artists/practitioners may be invited to attend an interview with Discover Brightwater partners prior to appointment.

### **Tender and Payment**

Tender prices must quote VAT separately

The tender should quote the full amount for the whole contract but should also cost out separately specific output areas including the breakdown of research and consultation/design and planning/fabrication/installation.

**Partnership/Consortium approaches to this work are allowed however no part of the work may be subcontracted without the prior knowledge and agreement of Discover Brightwater.** Please include any details of subcontractors in your quote.

### **Criteria for evaluating the Tender Documents**

The following criteria (in no particular order) will be used to evaluate the tender documents:

- Value for Money (40%)
  - Research, consultation and engagement
  - Design and Planning
  - Fabrication
  - Installation
- Innovative approaches to the project (20%)
- Relevant Experience/company resilience, evidence of corporate Social Responsibility including a progressive approach to sustainability – including adherence to our ‘Environmental Requirements for Suppliers and Core Services Contracts’, employment of apprentices from the local community, Health and safety implications. (30%)
- Evidence of connection to the Landscape Partnership area (10%)

## Termination

- Either party shall be entitled forthwith to terminate this agreement if:
- Either party commits any breach of any of the provision of this agreement capable of remedy and fails to make such remedy within 28 days after receipt of a written notice giving full particulars of the breach and requiring to be remedied;
  
- Either party makes any voluntary arrangement with its creditors or becomes subject to an administration order;
- Either party goes into liquidation;
- Either party ceases or threatens to cease to carry on the business
- Groundwork may terminate this agreement in the expiry of 28 days' notice given in writing.

**If you have any questions or require any clarification, please call Sarah Barton at Groundwork NE & Cumbria on 07587635411 or email [sarah.barton@groundwork.org.uk](mailto:sarah.barton@groundwork.org.uk)**