



Consultant Brief and Invitation to Tender for the Discover Rye Harbour project Interpretation Implementation Plan

Introduction

Sussex Wildlife Trust (SWT) wishes to appoint a consultant to work with SWT staff to implement the Interpretation Plan for the Discover Rye Harbour project.

Background

Sussex Wildlife Trust is a registered charity and the leading conservation charity covering East and West Sussex as well as being part of the network of 46 Wildlife Trusts across the UK. We directly manage 33 nature reserves and take a landscape approach to conservation by working with landowners and local communities to improve sites for wildlife. Sussex has an extensive coastline and marine conservation and advocacy are also an important part of our work. We are supported by 34,000 members and we encourage people of all ages to take part in education programmes, events and volunteering, where we give them the skills and understanding to contribute to wildlife conservation.

Sussex Wildlife Trust, together with the Friends of Rye Harbour Nature Reserve (a registered charity which has been closely involved in developing and funding the project) has collaborated on significantly improving the visitor offer at Rye Harbour Nature Reserve through the design and construction of a new Discovery Centre to be completed in 2019.

At over 1100 acres, Rye Harbour Nature Reserve is one of Britain's most important conservation sites. It is a rare, coastal landscape of outstanding geological, biological, cultural and heritage value on the unspoilt coastal boundary of East Sussex and Kent. A mosaic of interlocking shingle ridges, saltmarsh, intertidal grazing, reed-beds and saline lagoons, it is home to some 4,275 species of plants and animals, including more than 200 rare or endangered birds and mammals. Reflecting this importance, it enjoys a spectrum of national and international protections: the whole Reserve is a Site of Special Scientific Interest, most of it a Special Protection Area, and large areas Special Areas of Conservation. It is also recognised as a Ramsar site, providing the highest international protection for wetlands. A place of great historical importance, it also contains a rich heritage of military fortifications spanning the 16th, 19th and 20th centuries, landmarks to its ever-changing coastline.

Rye Harbour Nature Reserve is already a popular destination for visitors and local residents out for a walk. However, it is widely recognised that many visitors do not engage in any other activity and when we had a small information room available, the majority did not visit it to find out more information about the Reserve, its conservation, or the wildlife it contains. The new Discovery Centre represents a huge opportunity to engage people in learning about their natural heritage.

Discover Rye Harbour is a dynamic new 3 year project funded by the National Lottery Heritage Fund. It has been designed to transform the way people engage with the rich natural heritage of both Rye Harbour Nature Reserve and the wider Sussex region. Based at the new Discovery Centre, the project will provide an exciting year-round programme of displays, activities, volunteer opportunities, events, education and training for all ages and conservation research projects, engaging nearly 400,000 visitors in the Reserve each year. It will:-

1. Engage new and existing audiences of all ages and capabilities in the reserve's unique wildlife, landscape, habitats and thousand-year history to encourage lifetime interest in heritage.
2. Promote habitat and wildlife conservation through a more extensive, sustainable programme of volunteering.
3. Build future generations of wildlife conservators through enhanced education and learning programmes.
4. Enhance access to the Reserve to enable people to better understand and explore nature in the wild.
5. Develop new income streams to increase the financial resilience of the Reserve.

For further information visit: <https://ryeharbourdiscoverycentre.org.uk/>

The Commission

The brief

SWT has achieved a Round 2 pass from the National Lottery Heritage Fund and we are ready to appoint consultants to take the lead on managing the implementation of the Interpretation Plan for Discover Rye Harbour. The consultants will work closely with the project team and complete the RIBA design stages and project manage the interpretation to delivery/installation phase. They will create all information to develop tender drawings and specifications to enable a contractor to be selected and work with the Project Team to manage the procurement of contractors in accordance with procurement regulations. The contractors would project manage the fit-out contractor to completion and through the defects liability period.

If you are interested in tendering for this contract then please contact Emma Forward (contact details below) and you will be sent a copy of the Discover Rye Harbour **Interpretation Plan** which details all the elements which have been planned for and will need to be delivered.

Tender information

The tender should include the following:

- Confirmation of the consultants' methodology, programme and timescales to complete the Interpretation Plan.
- Details of relevant experience of delivering Interpretation Plans for heritage visitor centres, especially for National Lottery funded projects, including design experience and supplier procurement experience.
- Two references.
- A fixed –price quote of overall costs including daily rates for all team members (inc. VAT if applicable), any production costs for final documents and any expenses.
- Confirmation that the consultant has the capacity to complete the work within the brief in the time span indicated, and an explanation of each person's responsibilities and any sub-contracting parts of the work.
- Insurance details. (Minimum limit of indemnity for employers and public liability insurance is £5,000,000. Persons providing quotations who do not hold the required level of insurance cover may indicate the cost of obtaining this additional cover and this will be added to the total cost of the quoted price for comparison purposes.)

Timescale

The work will need to be carried out between January 2020 and April 2020 when the Discovery Centre is fully open to the public and beyond during the defects liability period.

Tender evaluation / weighting

The chosen consultants will be selected based on:

- Proven experience of similar work in project management and design
- Ability to complete the job on time and on budget
- Value for money

Tender budget

- This commission will be funded as part of the delivery phase of the Discover Rye Harbour Project. Those wishing to bid for this work should be aware that the available budget will be no more than £30,000 (incl vat) for professional fees for the consultant and the budget for the costs of the on-site interpretation including vat, installation and all costs no more than £200,000.

Outputs

SWT will require final outputs to be the installation of interpretation as per the Interpretation Plan together with templates and designs. SWT will own the copyright.

Submission of tenders and contacts

For technical queries please contact Sam Roberts, Communications Officer samroberts@sussexwt.org.uk

Completed tenders will need to reach us by 5pm on Wednesday 27th November 2019, via email. Tenders must be marked "Discover Rye Harbour Interpretation Plan Implementation Tender" and sent to Emma Forward, Head of Facilities & Premises

Email: emmaforward@sussexwt.org.uk

Short-listed candidates will be invited to attend a presentation and interview process. Date TBC.