

Specification for the delivery of six 'Village Atlas' type programmes, heritage trails and the development of the Discover Brightwater Eco Museum (working title: Skernopolis).

1 Introduction

- 1.1 The Discover Brightwater Landscape Partnership is seeking to appoint a provider to deliver a programme (including the delivery of training) and to prepare for publication, in print and digitally, the materials produced through the creation of six Village Atlas programmes. To work with the following villages/communities; Sadberge, Heighington, Houghton Le Skerne, Aycliffe Village, Fishburn and the local Gypsy, Roma and Traveller community in and around Darlington.
- 1.2 The contractor(s) could either be a single entity (working with or without sub-contractors) or a consortium of specialist providers. However, the lead partner or contractor will be required to accept the responsibility and risk for delivering all aspects of the contract.
- 1.3 The Discover Brightwater Landscape Partnership is seeking for the contractor to produce a series of heritage trails as part of this contract including:
 - 1.3.1 A community-led heritage trail of Great Aycliffe,
 - 1.3.2 a community-led heritage trail of Fishburn and
 - 1.3.3 to re-invigorate and re-publish the existing heritage trails in Sedgefield and/or Sadberge.

This element of the contract will require consultation with local groups who were involved in creating the original trails. Making use of the research done as part of the above mentioned Village Atlas research projects, these trails should be interactive, produced in conjunction with local people and be available both digitally (through the Eco Museum – see below) and in print. Additional heritage trails of the other villages would be welcome but no additional funding is available.

- 1.4 The Discover Brightwater Landscape Partnership is required, as part of it's funding, to put in place a legacy programme which aims to 'curate' the Brightwater area. We envisage that this project will comprise both tangible and virtual assets. Current thinking is that the Discover Brightwater website will contain functionality to enable local people and visitors to access a wide variety of data, information and resources about the geography, heritage and landscape of the area. To this end we have commissioned an animated landing page for the website to act as an element of the navigation system. The Village Atlas programme will form a key part of the development of the Eco-museum, which has been given the working title: Skernopolis.
- 1.5 As a minimum this contract will support the development of Skernopolis in three ways:
 - 1.5.1 To facilitate with local communities the creation of Village Atlases which will include both physical (heritage trails and artifacts) and virtual assets (digital resources and publications) for inclusion within Skernopolis

- 1.5.2 To support and promote the creation of heritage trails both on the ground and through printed and digital publications
- 1.5.3 To work with the Discover Brightwater team and to lead on the development of the Skernopolis project including conceptual development, funding and business planning and delivery.
- 1.6 The Bright Water 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..
- 1.7 For the successful delivery of the Village Atlas, heritage trail(s) and the Skernopolis programme Discover Brightwater seeks a suitably experienced Contractor (or Consortium) with expertise in the following areas: community engagement; community led high quality research; collaborative production of evidence and research; the editing and production of finished materials for publication both digitally and in print; business planning and funding development.
- 1.8 The work will require the appointed Contractor(s) to work with the pre-identified settlements and the Discover Brightwater team to agree a programme for each individual Atlas, trail and the formation of the eco museum. The agreed approach for each settlement should vary depending on its particular context and community interests. These may range from prehistoric activity through to Industrial Archaeology; the buildings within the settlement; biodiversity, topography, hydrology and geology.
- 1.9 At the heart of each project should be the relationship of the community to the Discover Brightwater area, exploring the way in which communities linked to the River Skerne and its surrounding rural environment and how the relationship changed over history.

2. The project(s)

2.1 A Village Atlas is designed to provide an opportunity to research, understand and record the development of a settlement. It includes oral history, maps, archaeology, historic buildings and landscapes and link these with the geology, watercourses and wildlife to help gain an understanding of how a settlement developed and what factors influenced this.

2.2 Each Village Atlas project should include a research programme which includes training for local communities and the ability to make use of the following sorts of resources:

- Local Authority Historic Environment Records
- Medieval Documents
- Archive material
- Historic Mapping
- Aerial Photography/ LIDAR coverage
- Basic Documentary Research

- Archaeological Survey
- Wildlife Surveys
- Geological Surveys
- Community engagement
- Oral and visual local history asset creation and/or collection

2.3 The end result should be the finished Atlas, produced in a format(s) agreed in writing by the Discover Brightwater team for print and/or digitally to be hosted on the Discover Brightwater Website (eco museum) and other platforms.

2.4 The Village Atlas programme needs to be delivered alongside and in collaboration, agreement and alignment with other aspects of the Brightwater programme to be delivered by the Brightwater Team and other partners.

2.5 Performance indicators and measures of a successfully delivered Village Atlas project(s), which will be reviewed quarterly will include:

- 6 complete, prepared-for-publication Village Atlas's on budget and by the agreed deadline
- At least 4 recorded and transcribed oral history projects
- At least 30 volunteers trained in research techniques and engaged in the overall projects
- At least six walks developed from information researched for the Atlas projects and at least six volunteer walk leaders. Ideally 1 per Atlas project.
- At least 180 local residents actively engaged across the 6 atlas projects, ideally with a reasonably equal spread across each individual project.
- At least 12 guided research sessions delivered
- At least 240 hours of volunteers (community members) spent engaged in the projects
- Evaluation of participants' experiences – format to be agreed with Discover Brightwater project lead and independent Evaluation contractor

2.6 Performance indicators and measures of a successfully delivered heritage trail project(s), which will be reviewed quarterly will include:

- At least 2 new heritage trails completed
- At least 1 refreshed existing trail
- At least 60 adults engaged in local heritage
- At least 60 children engaged in local heritage
- At least 60 individual volunteers engaged
- At least 3 local community involved

2.7 Performance indicators and measures of a successfully delivered Eco Museum will include:

- Materials from all Village Atlas's and heritage walks to be available digitally in a format compatible with the Discover Brightwater website / Skernopolis platform

- At least 1 facilitated conceptual workshop to further develop the Skernopolis concept
- The creation of an agreed business, funding and development plan outlining a sustainable model for Skernopolis to be signed off by the Discover Brightwater team and Heritage Fund case officers. As a target, Skernopolis should aim to help attract an additional 100,000 visits per year to the Brightwater area representing a potential £2 million per annum value to the local economy. The model would also demonstrate how assets created during the Brightwater project could be utilised by other partners and form part of a wider archive of local history and heritage.

Notes and observations

3.1 Two village Atlases have already been commissioned and delivery is underway, they are taking place at Bishop Middleham and Sedgfield.

3.2 Other heritage and treasure trails in the area are being developed or existing ones refreshed as part of the Discover Brightwater led projects.

3.3 The Discover Brightwater Landscape Partnership will be delivering 19 individual project work streams between 2019 and autumn 2022. The primary focus of the partnership is around the wetland habitats around the River Skerne.

3.4 Attendance at a series of timely project meetings will be required by the contractor(s).

3.5 Branding is established for Discover Brightwater, Groundwork North East and Cumbria, Durham Wildlife Trust and the National Lottery Heritage Fund and contractors(s) will need to comply with these at all times throughout all projects.

3.6 All projects need to be as engaging and accessible as possible, the national average reading age is 9 but they also need to demonstrate academic rigor and be delivered professionally and to a high standard. The projects should have people at their heart, they need to be led by local communities.

3.7 Please note the copyright of all original Village Atlas materials and heritage trails produced under this contract will reside with Groundwork on behalf of the Brightwater Landscape Partnership. Eco museum copyright will reside with appropriate partners within the Brightwater Project.

4 Resource

A maximum amount of £85000 excluding VAT is allocated to the delivery of these 6 Village Atlases and the initial development of the Skernopolis concept. It is anticipated that some training and resource can be shared across all of the Village Atlases

A maximum of £20000 excluding VAT is allocated to the research and production of the heritage trails, this is to include work to enable it to be digitally hosted as part of the eco museum and may incorporate work towards hosting other resources as part of the eco museum. The cost is also to include an initial print run of 500 copies and the trails to be made available to Discover Brightwater and other partners to re-produce printed copies in the future and should include any physical infrastructure needed ie way markers or plaques if required. (Please note any cost for permissions i.e planning would not need to be included in this amount)

5 Procurement Process

5.1 Selection of the consultant/provider – The successful consultant(s) will be selected on the basis of their written response to the brief and if needed an interview. The decision will be made by the Brightwater Team. A pre-tender submission meeting is available on request before 26th March 2020.

5.2 The decision will be made taking the following into account;

- a) Known or past performance 10%
- b) Quality of products or service 50%
- c) Value for money 30%
- d) Environmental implications 5%
- e) Health and safety implications 5%

5.3 Budget – should cover the full period, broken down for spend each quarter and should be inclusive of travel, incidental expenses and VAT. It is anticipated that delivery and all projects need to be completed no later than August 2022.

5.4 Timetable – Below is an indicative timetable for this appointment. This is subject to change.

Brief issued	10 th February 2020
Deadline for submission of quotes	31 st March 2020
Pre-tender submission meetings on an individual basis with consultant	Before 26 th March 2020
Possible presentation of short listed providers	Friday 3 rd April 2020
Appointment of consultant	By Friday 17 th April 2020
Inception meeting and agreement of approach	Before end of May 2020
Implementation of programme	Tbc during discussions with appointed contractor. All work to be completed by August 2022
First quarterly review of programme	tbc

5.5 Communication and contact – The lead contact for this project is:

Name and Title: Sarah Barton, Training and Community Manager

Address: Discover Brightwater, Room G22, Flexspace Business Incubation Centre, Durham Way South, Newton Aycliffe, DL5 6XP

Telephone: 01325 327341

Email: sarah.barton@groundwork.org.uk

5.6 All submissions must be returned to the lead contact for this project via post or email clearly marked 'Tender: Village Atlases, Heritage trials and Eco Museum' by midnight on the 31st of March 2020.

5.7 Groundwork North East and Cumbria are leading this project and payments will be made by Groundwork North East and Cumbria, upon an invoice being provided. Normal payment terms are 30 days following receipt of invoice.

6 Submission Requirements

6.1 Consultants wishing to quote for this work are asked to submit a proposal outlining the following;

- A description of the approach to the requirements of the brief, highlighting key issues, proposed methodology and a response to the brief.
- The roles and responsibilities of the consultant or consultant team and any sub-contractors.
- A breakdown of the programme, key stages and areas of work with an indicative delivery schedule for completing the work
- Evidence of previous experience of similar projects to include brief case study and client references
- CV's of key staff
- A breakdown of total fees, costs and VAT, including day/hourly rates and number of days allocated to each element of the work.

6.2 The document should be submitted by post or email to;

Name and Title: Sarah Barton Training and Community Manager

Address: Discover Brightwater, Room G22, Flexspace Business Incubation Centre, Durham Way South, Newton Aycliffe, DL5 6XP

Email: sarah.barton@groundwork.org.uk

6.3 All late submissions after the 31st March 2020 will be disregarded.