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**REQUEST FOR PROPOSAL**

**“COACH HOUSE CAFÉ TIMELINE EXHIBITION”**



**THE OLD COACH HOUSE, HILLSBOROUGH PARK, SHEFFIELD**

RfP issued: Friday 5th March 2021

Deadline for seeking clarifications: Thursday 1st April 2021

Deadline for submissions: 9am, Monday 19th April 2021

Selection process: During April

Contract award: By the end of April

Anticipated project start date Tuesday 4th May 2021

Anticipated project completion date By end of October 2021

Clarification requests and submissions should be submitted to [steve.chu@ageuksheffield.org.uk](mailto:steve.chu@ageuksheffield.org.uk) by the stated time.

**Introduction**

Age UK Sheffield has been successful in a bid to the National Lottery Heritage Fund to redevelop a disused Grade II listed building in Hillsborough Park, Sheffield, to become a community café. The ancillary Potting Shed building will become a creative “Makers’ Shed” space and the Hillsborough Park Bowling Pavilion will also be operated by Age UK Sheffield. This campus of facilities will host a programme of activities open to the entire community, with a particular focus on ensuring accessibility for older people, people living with dementia and other long-term health conditions.

Construction work on the new facilities is intended to start in April 2021, with the aim of opening the Coach House café by the end of 2021.

**As part of this development, we are now seeking proposals from partners to deliver a range of activity projects to engage people with the heritage of the Old Coach House building, Hillsborough Park, and the wider local community.**

**About Age UK Sheffield**

Age UK Sheffield is a local charity and social enterprise which exists for the benefit of people aged 50 and over in Sheffield. We do that by providing information, advice, representation and services.

We believe our independent living services are unique in Sheffield. We are the only organisation in the city that is totally dedicated to promoting the independence of older people using a holistic, person-centred approach. We believe we have a unique offer to the city in supporting older peoples’ needs, not from the approach of a specific organisation or sector, but as a whole. We seek to understand people's needs and wants to enable them to live fulfilled later lives, and provide the support to maximise their financial, physical and mental wellbeing, and social connectedness.

**Project overview**

Our Coach House project will:

* Restore the derelict Old Coach House building as a community café;
* Restore the ancillary Potting Shed building as a Makers’ Shed;
* Enable us to take management responsibility for the Hillsborough Park Bowling Pavilion to deliver a programme of enjoyable activities.

We have two main aims for this project:

- To provide us with a beautiful resource in which to deliver dementia-friendly activities and services for older people in Sheffield

- To operate a community cafe as a new income stream which will support the delivery of our charitable work on an ongoing basis.

**About the building**

Hillsborough House and its outbuildings (including the Old Coach House) were built in 1779 as a dwelling for Thomas Steade (1728-1793) and his wife Meliscent, who had been living 250 yards to the east in Burrowlee House. The Steades were a family of local of landowners whose history went back to at least the 14th century. When built, the house stood in rural countryside well outside the Sheffield boundary. Steade named his new residence in honour of Wills Hill who at the time was known as the Earl of Hillsborough, an eminent politician of the period and a patron of the Steades.

The Coach House was built in a complemenatary Neo-classical style to Hillsborough House with polite architectural details such as the Diocletian window above the main central entrance with simple pedimented gable above the central projecting bay with half round window. Both the House and Coach House were built as a modest country estate for a respected local family in the late 18th Century. In 1993 an extension to the Coach House was built to the north to house a toilet block. These public toilets are no longer in use.

The Old Coach House sits within the Hillsborough Park Conservation Area, which consists of Hillsborough Park itself, sitting within the original boundary of the 18th Century park and garden attached to Hillsborough Hall, as well as a number of buildings which sit outside the park. It benefits from a parkland setting, which features a fishing lake, a bowling green with pavilion, and a playground. The walled memorial garden is immediately adjacent the Old Coach House.



**The activity projects**

There are six activity projects, which all have some elements of linkage with each other. The six projects are summarised in the table below, with this project highlighted in yellow.

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| --- | --- | --- |
| **Service Required** | **Procurement process** | **Summary** |
| Activity 1: What’s it all about? | Delivered in-house by Age UK Sheffield | A well set-out and managed communications strategy delivered by a PR/Communications specialist that reaches out and engages local people with all aspects of the project from start to finish and records successful interactions in a way that will contribute to the proposed *Coach House Timeline Exhibition (Activity 6)*. This activity is aimed at the general public, park users and special interest groups.  At the end of it, people will have felt informed and engaged with the Restoration Project and many will have learnt about the local heritage associated with the Coach House and have been encouraged to join in with activities that will also encourage skill development. |
| Activity 2: You can leave your hat on | Delivered by Time Architects | As an integral part of the restoration project our appointed architect will deliver two ‘Hard Hat’ Talks to the general public, one at the start of works and one at an appropriate point near the end of the restoration works. This activity is aimed at the general public, park users and special interest groups.  At the end of it, people will have felt informed and engaged with the Restoration Project and many will have learnt about the local heritage associated with the Coach House and have been encouraged to join in with other activities that will also encourage skill development. |
| Activity 3: Our Hillsborough | Competitive tender | This is a Community Project to gather key local history stories related to the Old Coach House, the Walled Garden, Hillsborough Hall, Hillsborough Park and the immediate neighbourhood through a Community Project approach. This activity is aimed at local people with an interest in local history.  At the end of it people will have learnt about the local heritage and more importantly they will have developed new skills which could form a foundation for ongoing engagement with the finished exhibition. |
| Activity 4: Coach House Kids | Competitive tender | An Education/Learning Project that will create a range of renewable learning materials for both formal and informal educational use. The project will deliver a number of renewable learning resources developed from the local history research material designed to engage children from Early Years to KS2 including a Park Kids ‘Treasure Trail’, seasonally-changing café Kids Activity Box material and a National Curriculum KS2 Teachers’ Pack for use in the Park. |
| Activity 5: Meeting of minds | Competitive tender | A ‘fun/interactive’ project designed to particularly reach out to non-traditional audiences drawn from the local community and the community of park users. Whilst this is delivered as a piece of interactive community theatre the idea is also to capture participation moments by photography, film and in words with a view of allowing parts of this to also form part of the permanent ‘Timeline’ exhibition (Activity 6).  The Project detail is to be developed and managed by an appropriate local Community Theatre Company assisted by the Communication Officer (Activity 1) and any willing local volunteers. |
| Activity 6: Timeline exhibition | Competitive tender | The design, production and installation of a small, permanent exhibition largely within the Coach House Café that will utilise selected material developed during the activity projects and which helps to bring to life the history of the Coach House in context with the former Hillsborough Hall, the Victorian Park, the fourth-oldest League football club in England and the surrounding Hillsborough neighbourhood as a permanent, fully accessible project legacy. |

**Consultant Brief: Activity 6: Coach House Café Timeline Exhibition**

**Summary**

The design, production and installation of a small, permanent exhibition largely within the Coach House Café that will utilise selected material developed during the activity projects and which helps to bring to life the history of the Coach House in context with the former Hillsborough Hall, the Victorian Park, the fourth-oldest League football club in England and the surrounding Hillsborough neighbourhood as a permanent, fully accessible project legacy.

**The Brief**

We are seeking an appropriately experienced Interpretive Designer to:

* Use source material and local community feedback to select ‘best appropriate’ story lines
* Design content
* Procure all exhibition/interpretive material
* Oversee the exhibition installation in time for the formal opening of the restored Coach House
* Understand how all other activity projects will be working to produce source material including capturing community interactions and feedback
* Be able to work with others to select the stories that will make the Timeline engaging to different audiences
* Liaise with the Architect and café operator as to internal space available. Four walls have been identified as suitable for permanent exhibition use within the public café space. In addition the outdoor spaces can be considered as well and a small part of this project must incorporate the Kids ‘Treasure Trail’ around the park.

As space and budget is limited, the exhibition will be within a Park Café, and there will be no ongoing curatorship from Age UK Sheffield to manage changing content after installation, it is expected that displays will be easy to clean, static, wall-mounted, largely visual with clear easy-to-read text and probably incorporating one AV screen capable of playing community generated ‘film’ footage, community commentary and photos past and present. This may be one aspect of the display that volunteers under the direction of the Centre Manager and Communications Officer might update from time-to-time. The exhibition to include production and installation of the Coach House Kids Treasure trail markers and the Kids Discovery Box as well (see Activity 4).

The appointment is to be made at the start of the project so that the appointee can form a relationship with the other Project Activity leaders and help to manage arising content including ensuring that all necessary source references and permissions are obtained and that photographic material that may get used is of appropriate quality.

Once there is sufficient material gathered, the appointee is expected to present to the Project Manager with an outline of the proposed exhibition for sign off before proceeding onto production and installation.

**Outputs**

One permanent exhibition incorporating a Kids Parks ‘Heritage Treasure Trail’

**Timescale**

Appointment to be made in April 2021. Exhibition to be in place for the opening of the café, which is intended to be in late-2021.

**Project Fee**

A fixed budget of £30,000 is allocated to this work. The budget available is intended to cover all costs including exhibition materials. We will be selecting a consultant who can offer the best value for this sum.

**Reporting To:**

Steve Chu, Chief Executive, Age UK Sheffield

**Instructions to bidders**

Please complete all the blank boxes in pages 8-12. Do not leave any boxes blank. If a section is not applicable or relevant to you, write “N/A” in the box.

This tender will be scored **100% on quality of proposal**.

Company information

|  |  |
| --- | --- |
| **Question** | **Your response** |
| Name of the company or sole trader submitting this information |  |
| The company’s registered address, or personal address |  |
| The company’s website address (if applicable) |  |
| Trading status (select one):   1. Pa) Public limited company 2. Lb) Limited company 3. Lc) Limited liability partnership 4. Od) Other partnership 5. Se) Sole trader 6. Tf) Third sector 7. gg) Other (please specify your trading status) |  |
| Company registration number (if applicable) |  |
| Date of registration in country of origin (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number (if applicable) |  |

Relevant experience

Please provide details of between one and three similar projects you have delivered in the past five years.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project 1** | **Project 2** | **Project 3** |
| Name of project |  |  |  |
| One-sentence summary |  |  |  |
| Which organisation did you deliver this project for and where is it located? |  |  |  |
| Please provide the name and e-mail address of a contact at that organisation who could give us feedback about your delivery of the project |  |  |  |
| What was the budget for this project? |  |  |  |

Self-certification

Please self-certify whether you have, or can commit to, ensuring the following prior to the opening of the café. Evidence may be sought at a later date.

|  |  |
| --- | --- |
| **Item** | **Your response (Yes/No)** |
| Employer’s liability insurance (£5 million) |  |
| Public liability insurance (£5 million) |  |

How you would deliver this project

In no more than 1,000 words, please describe how you would deliver this project, including:

* Your overall vision for the project;
* How you will work with us and people delivering our other activity projects;
* How you plan to allocate the budget for this project, and what supply chains you have in place to ensure good value for money;
* How you will manage this project to ensure it is delivered on time and on budget;
* The experience which you believe makes you the right person/company to deliver this project for us.

**In addition, please attach CVs of the individual/s who will work on this commission (in addition to the 1,000 words).**

If you would like, you may include a small number of illustrative documents (eg. photos, videos or website pages) with your submission, in addition to the 1,000 words.

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay, I will provide any certificates or documentary evidence required to support claims made in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand this submission may be rejected in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Contact name |  |
| Name of company |  |
| Role in company |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

**Please submit your proposal to steve.chu@ageuksheffield.org.uk by 9am on Monday 19th April 2021.**