

Measured drawings survey of buildings at Tiverton Museum

Role:	Undertaking a measured drawings survey of the buildings and site of Tiverton Museum of Mid Devon Life
Location:	Working from home and at Tiverton Museum of Mid Devon Life, Devon
Fee:	£12,500 plus VAT (to include all associated costs)
Status:	Freelance Consultant
Reporting to:	Pippa Griffith, Museum Director
Period of contract:	Fixed term, to be completed by 29/02/2024

Introduction

This brief sets out the requirements for producing measured drawings survey of Tiverton Museum of Mid Devon Life.

The plans will enable us to understand the site better, and develop our vision for the Museum including preparation of proposals for development to sustain the Museum in the future by:

Reasons for commissioning the plans

To inform and shape our development of proposals for major capital works to enhance the museum, engage more visitors and generate future income.

1. Background

1.1 Tiverton Museum is a vibrant, award-winning and much-loved museum that provides extensive displays on the history of Mid Devon; a lively events programme, including temporary exhibitions, guided walks, talks, holiday craft activities and lots more. The museum contributes to the local economy as a key visitor attraction and works closely with its local community. We offer a range of activities for schools and families and are an important resource in an area where poverty and geographical factors increase the risk of isolation. The museum makes it possible for teachers and parents to access good quality learning opportunities outside the classroom. We also provide a successful reminiscence service for older people in care and residential homes, and a monthly memory group based at the museum. The museum runs the town's Tourist Information Service and is engaged with plans to develop tourism within Mid Devon through a new venture Visit Mid Devon.

1.2 Tiverton Museum has secured a National Lottery Heritage Fund grant, for a project 'Strengthening our foundations; building our future'. The overall project includes essential development work to strengthen the organisation's resilience and determine the longer-term redevelopment plans through several strands of work, including:

- To understand the historic building better by commissioning a measured building survey, a building energy audit and Conservation Management Plan which will enable us to better care for this historic asset, and improve management of our built heritage for the long term.
- Commission architectural plans to RIBA stage 2 with environmental sustainability at the heart.

This project has two phases of impact. The first is to make essential, immediate changes to the museum by increasing volunteer capacity and significantly improve our environmental sustainability.

The second will contribute to medium term plans for a capital redevelopment project. A capital redevelopment will allow the museum to make the most of its large site to improve the visitor experience, provide space for events and activities and maximise commercial income whilst improving the building and collections care conditions. A feasibility study for this was carried out in 2018, followed by a revised concept plan in 2021. The re-development is an exciting project that will enhance our galleries and

create new areas for community events, activities and learning. We see the new Tiverton Museum as playing a major role in the regeneration of the town, enabling people to engage with Tiverton and Mid Devon's heritage through new interpretation, displays and programming that focuses on community life, past, present and future.

Current uses

The Museum is open all year. We provide a lively programme of events and exhibitions, and we pride ourselves on being a family friendly attraction. We are a Devon Records Office Service Point and a well-used local history library.

Existing Documentation

The existing documents relating to the Museum are available to inform understanding of the site, including:

- *Building Condition report 2021* by Philip Hughes Associates.
- *Asbestos Management Survey Report 2019* by G&L Consultancy Ltd
- *Building plans* from redevelopment of part of the site in 1999 (paper copies available for reference only on site)

2.1 Project brief

2.1.1 Name of project: Tiverton Museum measured survey.

2.1.2 Purpose of project

The purpose of the survey is to provide Tiverton Museum with a full set of measured drawings of all of the buildings on the Museum site.

The survey will inform maintenance of the buildings, the preparation of a Conservation Management Plan and the development of proposals for major redevelopment of the Museum site.

2.1.3 Location

The Museum was founded in 1960. In 1969 it moved to its current location in the town centre of Tiverton. The Museum buildings comprise the Tudor style former National School building of 1844, facing historic St. Andrew's Street, to which later extensions and a separate range of galleries have been added to accommodate the growing collections. The Museum was refurbished in 2001.

Tiverton Museum is based in a group of buildings on a town centre site in the Tiverton Conservation Area. The buildings comprise

- The Grade II listed (List entry number: 1384896) former National School building of 1844, which was converted into the Museum's premises after acquisition in 1968.
- Late 20th century additions to the former school including the single storey entrance foyer and reception; a 2-storey range comprising shop and visitor toilets on the ground floor and office and work spaces on the first floor; and 2-storey collection store.
- Ground floor area totals 560 sq m. First floor area totals 486 sq m.
- Late 20th century detached single-storey ranges comprising Alford Gallery (232 sq m) and Locomotive Hall (167 sq m).

2.1.4 Access arrangements

The contractor may visit the site to verify the requirements of the project and facilitate the production of the fee proposal or tender, method statement and risk assessment. Access arrangements will be by appointment with the Museum Director, Pippa Griffith.

2.1.5 Health and safety statement

Contractors must ensure that all relevant safety requirements associated with the provision of survey on behalf of the client are met. The contractor's attention is brought to the need for best practice in matters of safety.

2.1.6 Copyright

The copyright of all materials generated as part of the contract is to be transferred to the client. The author of the material retains the intellectual copyright and will be identified as the author of all project documentation and reports as specified in the Copyright, Designs and Patents Act 1988 (chapter IV, section 79) with full acknowledgement in any publication of the work.

2.1.7 Contract

The conditions of contract are set out at 1.3.

2.1.8 Completeness of survey

The survey will include a site plan relating each building to the site, to other structures and to any related topographical and landscape features; floor plans; levels (outside ground, floors, sill heights, head heights, eaves height, ridge height etc); all elevations; cross sections (to be agreed); information including ceiling beams and changes in floor levels and ceiling heights; the form and location of structural features including blocked features such as doorways, windows, fireplaces and flues; services; roof structures. To also map below and above ground services.

2.1.9 Area and scale of survey

The survey will cover all buildings on site and include the curtilage of the site.

2.1.10 Delivery schedule

An outline programme for completion of the survey and issuing of the survey drawings should be provided.

2.2 Introduction

2.2.1 Client's guidance on matters concerning survey

Contractors are required to comply with the client's guidance on matters of safety and standards of work regarding historic fabric.

2.3 The contract and other documentation

2.3.1 Contract

The contract will consist of this brief and specification plus any attached documents or diagrams.

2.3.2 Method statement

A method and resource statement is to be provided by the contractor. As a minimum it must include:

- method proposed for providing survey control and the required detail;
- number of and positions of staff to be employed on project, including project leader;
- survey equipment, cameras etc to be used;
- access equipment to be used;
- lighting and electrical equipment to be used;
- any proposed alternative survey methods and their performance;
- the anticipated level of possible 3-D site completion;
- proposed output device, resolution and media;
- data retention and archiving arrangements; and
- anticipated delivery schedule.

2.3.3 Risk assessment

A risk assessment must also be supplied with the quotation or tender. Known hazards include but are not limited to:

- Limited amount of asbestos identified within the Asbestos Management Survey Report.
- Accessing roof spaces in the historic building.
- Working around the public during opening hours.

Client to provide pre-construction information.

2.3.4 Site visits

The contractor may wish to visit the site to verify the requirements of the project and facilitate the production of the quotation or tender, the method statement and the risk assessment. Where access to land not in the client's care is necessary, assistance will be provided to secure the appropriate way-leaves.

2.3.5 Calibration certificates

Copies of up-to-date calibration certificates for all relevant equipment are to be supplied with the quotation or tender.

2.4 Contractual details

2.4.1 Completion of survey

The client will seek agreement with the contractor on the extent of cover, within the acceptable limits of tolerance and method (i.e. establishing any areas that require an alternative survey

technique or that cannot be covered). Where obstructions to survey exist, the client will seek agreement about the possible extent of completion.

2.4.2 Right of rejection

The client reserves the right to reject the application of any proposed survey technique or submitted survey product.

2.5 Health and safety

2.5.1 Contractor's responsibilities for safety

Contractors must ensure that all relevant safety requirements associated with the provision of survey on behalf of the client are met during the contract period. The contractor's attention is brought to the need for best practice in matters of safety.

2.5.2 Health and Safety at Work Act 1974

Under this Act employers have responsibilities to their employees and those affected by their work (e.g. members of the public and staff on the site). The site is generally open to visitors Mondays to Saturdays.

2.5.3 Access equipment

Access equipment supplied or used by contractors or their agents must conform to the current safety standards. The contractor's attention is drawn to:

- Work at Height Regulations
- Lifting Operations and Lifting Equipment Regulations
- Provision and Use of Work Equipment Regulations

2.5.4 Electrical equipment

Where applicable, electrical equipment (the use of domestic/battery-operated equipment is not included) must meet the requirements of the Electricity at Work Regulations.

2.5.5 Survey equipment

Survey instruments or associated laser pointing devices, which may be a hazard to people working in or visiting the site during the project, must be included in the risk assessment. Any certificates or statements from the manufacturers concerning the safety of the equipment must be included in the assessment along with any requirement for notification of 'lasers in operation' on site.

2.6 Damage to site and fabric

Care must be taken to avoid any damage to the Museum collections, buildings or site.

2.6.1 Use of ground markers

The use of nails, permanent station markers, etc is subject to approval of the mark and its location. The insertion of any mark must not be done without the permission of the client.

2.6.2 Use of surface-mounted targets

Surface-mounted targets, such as for photographic or laser scanning control, must be no larger than 200mm by 200mm and must only be fixed with an adhesive approved by the client.

2.7 Survey material supplied

2.7.1 Copyright

The copyright of all materials generated as part of the contract is to be transferred to the client.

2.7.2 Format survey material provided in

To provide pdf and dwg files of the drawings, and also 3D raw data files should be given to the client.

2.7.3 Retention of survey documentation

On request the contractor shall make available to the client all materials used for the compilation of the required survey. This material must be retained by the contractor for a minimum of seven years. As a minimum this material will include: a working digital copy of the metric survey data that forms each survey drawing or model (including formatted 2-D and 'raw' 3-D data files). The precise digital format and file type of this archive will be specified in section 3.1.

3 General performance and control of metric survey

3.1 General performance requirements

Survey techniques are required to deliver data that can be verifiably repeated. There are three aspects to the required performance of metric survey data. These are:

- measurement performance;
- feature selection performance; and
- presentation performance.

This specification is intended for the generation of base survey data, located accurately in its true 3-D position, to which specific thematic input or attributes can be added if required.

3.1.1 Measurement performance

Data capture must be by a method that can be repeated, to the appropriate order of precision, by the use of similar equipment and suitably qualified personnel. Therefore the proposed method must be fully and clearly described in the method statement.

3.1.2 Scale tolerance and point density

The precision of a survey is to be commensurate with the intended scale of presentation within the tolerances tabulated below. It is expected that surveyed data will allow repetition of a given measurement as presented on a plotted drawing within the following maximum tolerances when checked from the nearest control point.

Required maximum tolerance for precision of detail

<i>scale</i>	<i>acceptable precision (1 sigma)</i>
1:10	+/- 5mm
1:20	+/- 6mm
1:50	+/- 15mm
1:100	+/- 30mm
1:200	+/- 60mm
1:500	+/- 150mm

Required distribution of measured points

<i>scale</i>	<i>point cloud</i>	<i>digitising*</i>	<i>field survey†</i>
1:10	≤1mm	1–15mm (max 0.25m)	2–30mm (max 0.5m)
1:20	≤2.5mm	2.5–30mm (max 0.5m)	5–60mm (max 1m)
1:50	≤5mm	5–50mm (max 1m)	10–100mm (max 2m)
1:100	≤15mm	15–100mm (max 1.5m)	20–200mm (max 3m)
1:200	≤30mm	30–300mm (max 2.5m)	50–600mm (max 5m)
1:500	≤75mm	75–750mm (max 5m)	0.1–1.5m (max 10m)

* From photogrammetric model, laser scan point cloud or ortho-image.

† For example by total station theodolite (TST) or global navigation satellite system (GNSS).

In both cases where lines appear straight or detail is sparse the interval may be increased up to the maximum shown in brackets.

3.1.3 Completeness of survey

The detail and precision with which survey data is collected must be commensurate with the required scale across the entirety of the survey, whatever the method or methods employed. Survey coverage, with regard to both the extent of the survey and the completion required within that extent, is to be determined by the needs of the project. Elevations and sectional elevations shall be complete to full height unless otherwise specified. Any requirement for field completion of obscured areas by another method will be by agreement between the contractor and the client. See section 1.1.10 of the project brief.

3.2 Control of survey

The control for the survey must be reliable, repeatable and capable of generating the required coordinates within the tolerances stated. The method, network and equipment for providing survey control are discretionary; however, details of the method and equipment proposed must be included in the method statement.

3.2.1 Accuracy of site control

The maximum error in plan between permanently marked survey stations after adjustment is to be no greater than $\pm 5\text{mm}$

3.2.2 Control network

All coordinate and level values generated must be expressed in metres to three decimal places and presented in the order of easting (X), northing (Y) and height (Z). They are to be derived from a rigorously observed traverse and/or global navigation satellite system (GNSS) network to ensure that the following tolerances are satisfied, either:

(a) the horizontal closure error of any traverse shall not exceed $\pm 10\text{mm}$; the vertical closure error of any traverse shall not exceed $\pm 20\text{mm}$; or

Adjustments carried out to the observed network, including type and method of adjustment used and the results of transformations, are to be detailed in the final survey report.

3.2.3 Coordinate system

There is no existing site coordinate system.

3.2.4 New coordinate system

If no previous survey coordinate system has been installed on site, either:

(a) the Ordnance Survey National Grid (OSNG) is to be used by means of GNSS observation. The WGS84 values are to be transformed to the OSNG using the OSTN02 transformation.

Height values are to be transformed using the OSGM02 transformation. If the control is for an image-based, laser scanning or measured building survey, a local grid with no scale factor applied is to be derived from the OSNG values. Listings of both sets of coordinates are to be supplied; or

(b) a local coordinate system is to be established. The origin is to be positioned such that all grid values will be positive. The orientation is to be either as close to grid north – defined as the direction of a grid line that is parallel to the central meridian on the OSNG – as is practicable or parallel to the principal axis of the historic building or monument being surveyed.

3.2.5 Vertical datum (height control)

The vertical datum for the survey is to be:

(a) the OS height datum. This is to be achieved by means of GNSS observation and the OSGM02 transformation; or

(b) levelled to at least two local OS benchmarks. Where disagreements are found between benchmarks the client is to be contacted to agree any necessary variations prior to the survey continuing. The most recent OS height data to three decimal places and a location description of the bench marks must be included on the data sheet and/or the title box of each drawing sheet; or

(c) an arbitrary site bench mark. Full details of the site bench mark are to be included with the permanent survey mark witness diagrams.

3.2.6 Establishment of permanent survey marks

Whether the establishment of new permanent survey marks is required is to be agreed with the client. Disturbance to the historic fabric must be kept to a minimum.

3.2.7 Witnessing of stations

Full witness diagrams are to be provided with the survey for all permanently marked stations. Witness diagram sheets must include:

- coordinate values to three decimal places as eastings (X), northings (Y) and height (Z);
- a sketch diagram and dimensions to at least three points of hard detail;
- a written description of the mark; and
- a photograph of the location.

A traverse diagram must also be provided (see sections 3.3.6 and 3.4.5).

3.2.8 Use of ground marks

Permanent or temporary ground marks are to be as non-invasive as possible and preferably existing detail should be used. The type and location of any permanent mark must be approved by the client before insertion. Nails must only be driven into a suitable material, for example earth, gravel or a mortar joint, not historic floorboards etc.

3.2.9 Use of targets on historic fabric

Where survey targets are to be applied to historic fabric, a suitable non-marking, non-destructive method of adhesion must be used subject to prior approval by the client. This must allow the removal of the targets without damage to, or marking of, the fabric. Details of the proposed method of adhesion are to be included in the method statement for the survey. The client

reserves the right to refuse application if the proposed substance is deemed to be unsuitable for historic buildings or monuments. All targets must be removed before the commission is completed; any targets still remaining after completion will have to be removed at the contractor's expense.

4.1 Measured building survey

4.1.1 Definition of measured building survey

For the purpose of this specification 'measured building survey' is defined as the supply of metric survey data pertaining to buildings and presented as plans, sections, sectional elevations and elevations.

4.2 Description of products

The survey is to be supplied as a CAD drawing in the form of plans, sections, sectional elevations and elevations presented graphically (i.e. using lines and symbols). Where necessary the graphical data should be supplemented by text annotation (e.g. description of floor covering and material, height information). The correct use of line type, line weight and layers is essential in order to present the drawing elements in accordance with architectural convention. The building subject is to be presented using an orthogonal projection (i.e. the plan, section, sectional elevation or elevation is to be shown as a parallel projection onto a horizontal or vertical reference plane as described below).

4.2.1 Plan

A view of the structure as seen in a horizontal reference plane defined by the cutline. The plan will show information above and below the reference plane unless this information is covered on another plan. The cut-line will reveal full architectural detail, deformation or displacement both at the height of cut and also above and below it. It should be made as informative as possible by cutting across door and window openings.

4.2.2 Section

A view of the internal space of the subject showing only those elements (including the thicknesses of walls) cut by a vertical reference plane.

4.2.3 Sectional elevation

A view of the internal space of the subject as seen from a plane defined by the cutline or section line and showing all detail revealed by that view. Major structural components not visible (e.g. hidden from view or in front of the cut-line) may be required to be shown by use of a dashed line.

4.2.4 Elevation

A view of a facade or wall of the subject as an orthographic projection.

4.2.5 Acknowledgement of funding

The plans must include NLHF logos / stamps as laid out in the document 'Acknowledging Your Grant'.

4.3 Control for measured building surveys

4.3.1 Control of survey data

The control of measured building surveys is to be achieved principally by use of an adjusted traverse network and must meet the performance described in section 2.2. However, this may be supplemented by the use of control methods suited to graphical survey techniques to achieve the necessary distribution of control points. The use of such techniques must be highlighted in the method statement and included in the survey report.

Appropriate orders of control

The provision of survey stations by a method without full rigorous observation (e.g. the extension of a ground traverse to upper-level floor plans) is unacceptable.

4.3.2 Local datum

Local datum points must be transferred from the site vertical datum by an appropriate method such as surveyors' level or theodolite observation and recorded on the drawing as:

- a vertical datum plotted at metre intervals; or
- a reference datum line marked with the datum value; and/or
- annotation of detail with recorded height.

Heights on floor plans

Where plans for more than one floor level are required, the heights shown for each floor must be given relative to a single datum. Multiple arbitrary datum points for each floor must not be used.

4.3.3 Accuracy of survey data

The plan position of any well-defined detail shall be accurate to $\pm 0.3\text{mm}$ rmse at the specified plan scale when checked from the nearest survey control station.

To verify the achievement of the specified tolerances, the following may be required:

- booked data showing directly measured dimensions;
- coordinate data and their provenance, where dimensions between points have not been directly measured.

4.3.4 Precision of detail measurement

The precision of detail measurement is to be as specified in section 2.1.2.

4.4 Drawing content

4.4.1 Detail required

Elevations are to be at 1:50. Plans and sections are to be at 1:50 Sectional detail is to include eaves, sills, lintels, sashes etc.

4.5 Drawing convention

4.5.1 Curved features

Curved features should be presented either:

- unwrapped so as to provide a true-to-scale representation; or
- as an orthogonal view.

The method proposed for any required unwrapping of data must be outlined in the method statement.

4.5.2 Depiction of cut-line (plan and section)

The cut-line(s) must be shown with a line weight of a thickness determined by the output or plot scale.

Sections and sectional elevations

The cut-lines of any sections or sectional elevations should be clearly shown on either:

- the accompanying plan; or
- a key plan.

The line must include arrows showing the direction(s) of view (Fig 5.3).

Building footprint

The contact lines between the building and the ground (also known as the ground line, when visible in elevation) must be shown with a lighter line than the cut-line. The visibility of the line will depend on the wall, its inclination and the required scale.

The building footprint is to be shown

4.5.3 Use of symbols

Symbols may be used as tabulated below. Level and dimension values are to be shown to two decimal places throughout.

item	scale	size on plot	symbol
door swing	1:20	full extent of swing	shown as an arc
	1:50	open at 90° or 45°	
levels	1:20 and 1:50	2mm cross, text 2mm plot height	cross with value to top right
step direction		text 2mm plot height	arrow pointing up direction of run, labelled 'up'
glazing detail		0.25mm line	single line on centre of window frame; frame beads omitted
room height		text 2mm plot height	enclosed in an ellipse
window/door opening height		text 2mm plot height	small upward and downward pointing open arrow heads
window/door soffit/lintel height		text 2mm plot height	small upward pointing open arrow head

window/door sill/threshold height		text 2mm plot height	small downward pointing open arrow head
roof survey – direction of fall			arrow pointing down slope
windows and doors	1:100	repetition of a single measured type permitted	

4.5.4 Point density and line quality

Point density and line quality is to be in accordance with the performance specified in Section 2.

4.5.5 Use of 'best profile'

The depiction of architectural forms requires special attention to the detail of functional openings such as sills, door openings, splays, mullions, plinths etc. Mouldings must be shown as completely as possible, with the 'best profile' shown. Where a profile of a damaged or eroded moulding can be derived with certainty it should be shown 'as complete' with the cut-line profile shown as a dashed line.

4.5.6 Assumed detail

Assumed detail should be presented using dashed lines, clearly indicated and on a separate layer. If detail is absent from a drawing, then the space is to be annotated with an explanation (e.g. 'no access', 'obscured at time of survey' etc).

4.5.7 Use of text

Text is only to be used if the information needed cannot be displayed as a graphic component of the drawing. Use of text is restricted to:

- annotation of direction of steps;
- description of material and services using appropriate abbreviations;
- values of spot heights, room heights etc;
- notification of restrictions to survey (see section 5.5.6);
- as required by Section 3.

The text height is to be 2mm at the plot size.

The text style is to be Arial

Text is to be positioned on the drawing such that it is:

- aligned with the sheet edge if possible;
- aligned with large linear objects;
- as close as possible to the object described;
- not overlapping or breaking plotted lines; and
- preferably to the upper right of the object described.

If the upper right default position causes text to be in conflict with detail or other text, it is to be placed elsewhere in the following order of preference:

- 1 upper left
- 2 lower left
- 3 lower right
- 4 rotated at default position to avoid clash

4.5.8 Overhead detail on plans

The survey will require the depiction of the principal features of overhead structures such as vaults, beams, gantries, ceiling details, high level windows, roof lights, etc. The annotation 'at high level' or '(at HL)' can be used to indicate detail above the plan height if it is not clear from the plotted lines alone.

Vaults, at 1:50 scale, should be shown by a plot of the rib lines, with imposts and bosses in outline. A single dashed line indicating the centre line of the rib may be used at 1:100 scale.

Overhead detail is to be:

- (a) recorded in 3-D and plotted at true height; or
- (b) plotted in 2-D congruent with all other plan detail

4.5.9 Floor detail on plans

Plans at 1:50 scale are required to show the following floor details:

- changes in floor treatment;
- changes in floor level;
- steps: the line of tread noses (continuous) and risers (dashed, if undercut); and
- flagstones etc, depending on scale.

Fixings to walls and floor as seen on the cut-line (hinges, sockets, niches etc) should be shown in a line thickness greater than that used to depict all other detail.

4.5.10 Treatment of staircases on plans

The required convention for the depiction of stairs is to show the plan as seen from the cut-line and to use a break line to show the interruption of the plan, (Fig 5.5). Where stairs include detail such as half landings between floors that would not otherwise appear on a drawing, an inset plan is to be used. Overhead detail is to be shown as required by section 5.5.8.

Levels on steps and stairs should be shown either:

- (a) on each landing (i.e. at the top and bottom of each flight); or
- (b) on all treads.

Stairs are:

- (a) to be annotated with numbers to each tread; and
- (b) annotated with 'up' arrow as described above (5.5.3); or

4.5.11 Services

Large components such as radiators, exposed pipe-work, shafts, ducts etc must be shown in full detail. Smaller components may be indicated by standard symbol and/or annotation. The following services details must be shown and annotated with service type:

- large fittings only;
- pipe-work;
- rainwater goods;
- duct-work;
- electrical fittings (in elevations only).

Electrical wiring and fittings are to be shown on plans.

4.5.12 Levels

Levels must be shown relative to the vertical datum as specified in Section 2.

Levels must be located at the following locations where applicable:

- thresholds;
- either side of door openings;
- centre of each room;
- in each corner of each room;
- interior sills;
- exterior sills on centre of sill boards; and
- lintel soffit.

The heights of window and door openings shall be either:

- (a) as indicated by soffit/lintel and sill heights; or
- (b) shown as an opening height.

Floor to ceiling heights are required for each room and are to be shown enclosed in an ellipse.

4.5.13 Roof survey

Roof survey drawings should be presented with the roof cover off. The roof must be shown in plan, i.e. looking straight down.

5. Tenders/ fee proposals

5.1 A fee proposal including expenses and disbursements and VAT should be provided.

5.2 An outline programme for completion of the survey and presentation of the survey drawings should be provided.

5.3 A method statement and risk assessment should be provided.

5.4 The consultant should provide details of full insurance cover.

5.5 A proposal to undertake this project should include:

- Credentials for the company and all those who will have input into the work.
- Examples of similar projects undertaken.
- A methodology of how you propose to meet the requirements of the brief.
- A programme indicating how you would deliver the project and key dates for tasks.
- A costing breakdown.

5.6 Timetable

- Closing date for tenders is 01/12/2023
- The candidates will be shortlisted by the Director and the Trustees.

- The work will be commissioned by 18/12/2024
- The work should ideally begin by 08/01/2024
- The report should be presented to the Museum by 29/02/2024

Please email applications to Pippa Griffith, Director at director@tivertonmuseum.org.uk. For an informal chat please contact Pippa on 01884 256295.