

Building energy audit

Role:	To undertake a building energy audit at Tiverton Museum of Mid Devon Life
Location:	Tiverton Museum of Mid Devon Life, Devon
Fee:	£4,167 plus VAT (to include all associated costs)
Status:	Contractor
Reporting to:	Pippa Griffith, Museum Director
Period of contract:	Fixed term, to be completed by 13/05/2024

Introduction

This brief sets out the requirements for undertaking an energy audit of all of the buildings at the site of Tiverton Museum of Mid Devon Life. This will enable any short term improvements to be made through operational changes. It will also enable us to plan for zero carbon master planning as part of future building plans.

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 make capital changes to our building to reduce our electricity consumption (with positive outcomes both for environmental sustainability and financial resilience). This work will include installing solar panels, completing the upgrading our lighting to LEDs (and installation of motion sensors in all gallery areas so the lights only come on as needed).
- 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 redevelopment 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.

About the building:

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, converted into the Museum's premises after acquisition in 1968. (We have already talked to the local Conservation Officer about installing panels).
- Late 20th century additions 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 Objective

An experienced contractor is required to provide an energy audit at Tiverton Museum of Mid Devon Life. The museum wishes to reduce its carbon footprint through immediate operational changes on site, but also to plan for zero carbon within future building plans. The audit should take the following into account:

- The buildings' characteristics including comfort conditions, thermal overheating and energy efficiency.
- Electricity and gas usage including lighting, heating, ventilation, and electrical appliances.
- To include an assessment of the most suitable technology to reduce heating costs, and to make recommendations to incorporate into future plans for the building.
- Structural design including insulation and air leakage.
- Any recommendations should take into account that the main museum building is Grade II listed.
- The tender must include all associated costs of the audit.

The audit will inform future building plans by enabling us to monitor improvement through modelling proposed plans as we go and monitoring improvements to the energy performance of the building. The final report must include NLHF logos / stamps as laid out in the document 'Acknowledging Your Grant'

3 Selection Criteria/ Consultant Skills

The contractor should be experienced with a proven track record in undertaking energy audits. If subcontractors are going to be used their experience and knowledge must be included in the tender document.

We require demonstrable understanding and experience in:

- Undertaking site visits and providing energy audits for small businesses.

- Experience of working on historic buildings.
- Setting and delivering realistic programme of works on time and to budget.
- For the work to be certified under the Microgeneration Certification Scheme.

4 Timetable

- Closing date for tenders is 11/03/2024
- The candidates will be shortlisted by the Director and the Trustees.
- Appointment will be made by 28/03/2024
- The work should take place as soon as possible, by 13/05/2024

5 Costings and payment schedule

The tender costs should include travel and all other costs associated with the work.
Payment schedule to be agreed in advance.

6 Proposal

Your proposal to undertake this project should include:

- Credentials for the consultant/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.
- Details of two referees for whom you have done similar work.

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