

Structural Survey of a roof prior to installation of photovoltaic panels

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| Role: | To undertake a structural roof survey prior to the installation of photovoltaic panels at Tiverton Museum of Mid Devon Life |
| Location: | Tiverton Museum of Mid Devon Life, Devon |
| Fee: | £2,500 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 at the latest |

Introduction

This brief sets out the requirements for undertaking a structural roof survey (prior to applying for planning permission and listed building consent) for installing photovoltaic panels on site at Tiverton Museum of Mid Devon Life.

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).

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.

2 Objective

An experienced structural engineer to make an assessment of the roof structure to ensure the safe installation of photovoltaic panels. The proposal should cover the following:

- Site visit with inspection to determine the construction of the roof.
- To indicate what building work may be needed (if this is something you will sub contract or require the museum to arrange) in order to undertake this (eg partially exposing existing beams).
- To undertake a load check to ensure that the roof structure can hold the weight of photovoltaic panels. [It is anticipated that the panels will be installed upon the roof of the museum's Alford gallery. This is a late 20th century detached single-storey range (232 sq m)].
- To also assess the roof in relation to future additional loading of insulation.
- This survey will be undertaken prior to the museum obtaining Listed Building Consent and Planning Consent for the installation of the PV panels.
- The tender must include all associated costs (scaffolding, VAT etc) and be explicit about whether other contractors are required (eg a building company to partially expose beams).

The survey itself 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 installing photovoltaic panels and batteries. 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 structural surveys.
- Ideally experience of surveying roofs for PV panel installation.

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 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.