



Lister Drive
Liverpool
L13 7HH

Phone: 0151 254 1394
Email: gaynor.williams@listersteps.co.uk
www.listersteps.co.uk

11th February 2020

Background

Founded in 1997 Lister Steps provides an excellent range of childcare services to over 750 Tuebrook children each week; led by a well qualified Board and senior management team drawn from its founders and staffed by local people. Lister Steps is an established Charity trading as a Social Enterprise; we are a successful, financially sustainable business with social principles.

In 2016, we were awarded £3.95 million from the National Lottery Heritage Fund to restore & re-purpose the Grade 11 listed Lister Drive Library. Construction work began in April 2019 and the regenerated building will enable us to relocate our existing childcare & family support services and provide an extended range of opportunities for our community. The Old Library will bring people together to learn new skills, volunteer, socialise & make new friends, study, develop enterprise and celebrate & party. The Old Library is scheduled to open Summer 2020. More information about our work to date and plans for the future can be found at <https://listersteps-theoldlibrary.weebly.com/>

Purpose of the brief

Lister Steps are looking for a creative design practice that will support us in the design, manufacture and installation of engaging heritage interpretation in The Old Library.

Our interpretation should be interesting & accessible to a diverse group of visitors & multiple stakeholder groups. It must tell the story of this cherished Grade II listed building, its place in the history of our local area and its role in the lives of our community over the years.

We envisage the interpretation to take on various forms including static, printed, permanent displays and temporary, changeable, pop-up structures, alongside blank templates that will enable us to develop new content in the future whilst retaining a consistent design theme that complements our existing marketing & brand. We would also like to explore the use of digital technology and interactive elements to ensure that the information is accessible and inclusive for a wide range of visitors.

Prospective Tenderers are encouraged to visit the site by pre arranged appointment, please contact Gaynor Williams on 0151 2541394 or Gaynor.williams@listersteps.co.uk

Main Tasks and Responsibilities

1. Hands-on engagement with the project team at Lister Steps to understand our values, aims and the rich information we have gathered to date on our development journey
2. Understanding the role of heritage interpretation within a multi-use community building and being creative & innovative in delivering this in varied ways throughout the public areas
3. Leading the design process to produce interpretation options that are sensitive to and complement the look & feel of the building and our brand, as well as conforming to listed building regulations
4. Working with and advising the Lister Steps project team on the structure and presentation of the written content we provide
5. Project managing the design, manufacture & installation of the heritage interpretation in The Old Library
6. Supporting the legacy of The Old Library by providing the relevant tools & templates that will enable Lister Steps to develop new interpretation content in the future with local volunteers
7. Providing an evaluation report outlining the thinking & decision-making processes behind the design and how this was shaped by the project vision and the needs of our local community

Key Competencies

1. A provable track record in high-quality design & delivery capability in heritage interpretation
2. Ability to understand & interpret client needs
3. Ability to work on a multi-stakeholder project
4. A sensitivity to the detail and regulatory issues presented by the re-use of a listed building
5. An understanding of community based social enterprise, heritage restoration and regeneration, and the requirements of National Lottery Heritage Funded projects
6. Capacity to meet project deadlines and deliver outcomes on time and within budget
7. Willingness to travel to site in Liverpool L13 as required

Submission of tenders

1. Tenders to be submitted by email to gaynor.williams@listersteps.co.uk or a hard copy sent for the attention of Gaynor Williams, CEO Lister Steps, Old School Site, Lister Drive, Tuebrook, Liverpool L13 7HH.

2. If, on checking the Tender documents, errors of extension or addition are discovered, the Tenderer will be given the opportunity of confirming their offer and amending the Tender to correct such errors.
3. Tenderers are required to return the following information;
 - a) Project methodology and programme – short, succinct and practical in nature.
 - b) Submit fixed lump sum price inclusive of all expenses (exclusive of VAT).
 - c) Full resource programme identifying input of various grades of staff to each set of duties.
 - d) CVs of relevant staff members.
 - e) 3 recent examples of relevant installations you have delivered
 - f) On no more than two sides of A4 indicate why Lister Steps should employ the tendering firm/organisation.

Programme

| | |
|--|--|
| Deadline for the return of completed tenders | Tuesday 10 th March 2020 9.00am |
| Shortlisting complete | Friday 13 th March 2020 |
| Interview | Monday 23 rd March 2020 |
| Contract Award | Friday 3 rd April 2020 |
| Installation complete | Monday 3 rd August 2020 |

Tender submissions will be scored according to quality (60%) and cost (40%).

Quality of submissions will be scored against:

- Ability to deliver against key competencies
- Project methodology and resourcing
- Understanding of the brief

We look forward to your response.

Yours sincerely

Gaynor Williams
CEO Lister Steps