

GARDEN MUSEUM



Consultant Brief: Project Manager, Benton End Revived

Project: 'Benton End Revived' – Renewal and Reimagination of a Historic Arts and Horticultural Site

Client: The Garden Museum

Location: Benton End, Hadleigh, Suffolk

Funded by: The National Lottery Heritage Fund (the Heritage Fund) thanks to National Lottery players

Project Budget: £4.9 million (target), including £2.9 million from Heritage Fund

Contract Period: Development Phase, with potential for extension into Delivery Phase

1. Project Summary

The Garden Museum is seeking an experienced Project Manager to lead a team of consultants on the renewal and redevelopment of Benton End, a Grade II* listed Tudor property with significant artistic, horticultural, and social heritage. The goal is to transform Benton End into a vibrant, accessible, and sustainable arts and learning centre, reimagining the radical spirit of Sir Cedric Morris and Arthur Lett-Haines's art school and garden legacy.

This commission covers both the Development Phase and, subject to funding and performance, the Delivery Phase of a National Lottery Heritage Fund-supported capital project. The Project Manager will collaborate closely with the client, stakeholders and wider consultant team throughout.

2. Project Vision and Objectives

The redevelopment of Benton End seeks to:

- Conserve and restore the Grade II* listed house and associated gardens structures
- Create inclusive and accessible facilities for learning, exhibitions, and residencies
- Respect and celebrate the site's layered heritage, including its significance in queer history
- Embed sustainability and environmental responsibility in all design choices
- Enable operational and financial sustainability through a mixed-use business model

3. Project Manager Role and Responsibilities

The Project Manager will be responsible for the overall co-ordination, management, and delivery of the project to time, cost, and quality standards, in line with the Heritage Fund funding framework.

Key Responsibilities:

- To prepare procurement reports for the Heritage Fund
- Act as the day-to-day project lead and primary contact between the Garden Museum (client) and the consultant teams
- Develop, maintain, and update the Project Programme and Risk Register
- Co-ordinate activities and outputs across all workstreams, ensuring seamless collaboration among:
 - Building Architect and Multidisciplinary Design Team
 - Landscape Architect
 - Quantity Surveyor
 - Conservation Management Planner
 - Interpretation Designer
 - Activity Planner
 - Business Planner
 - Evaluation Consultant
 - Fundraising Consultant
- Manage project reporting, including:
 - Monthly progress reports
 - Budget monitoring and cost control
 - Risk and issue management reports
 - Funders' updates (including Heritage Fund reporting requirements)
- Manage and monitor all procurement processes to appoint contractors and consultants in line with public and charitable procurement guidelines
- Facilitate internal and external meetings, including board briefings, design team meetings and funder reporting
- Ensure all project outputs comply with Heritage Fund standards, conservation best practice, planning and listed building requirements, and accessibility and sustainability goals
- Support the preparation of quarterly reports and payment claims to The National Lottery Heritage Fund and facilitate quarterly review meetings
- Support the preparation and submission of reports to other external funders of the project as required
- Co-ordinate and contribute to the final Heritage Fund Delivery Phase application and all appendices

- Prepare a Project Execution Plan to be submitted with the final Heritage Fund Delivery Phase application
- Support the lead architect in liaising with statutory authorities (Planning, Building Control, Heritage Officers) as necessary
- Management of change control
- Working with the QS to settle the final account with the main contractor

4. Skills and Experience Required

- Proven track record of managing complex capital heritage or arts projects, preferably Heritage Fund-funded
- Experience working with Grade II* listed buildings and conservation-led projects
- Strong financial management skills, including forecasting, reporting, and risk management
- Experience co-ordinating multidisciplinary teams
- Excellent communication and stakeholder engagement skills
- Familiarity with Heritage Fund Heritage Grants processes, guidance, and expectations
- Knowledge of sustainability standards and inclusive design principles
- Relevant project management qualifications (e.g., APM, Prince2) are desirable

5. Project Timeline

- **Development Phase: April 2026 – December 2027**

Milestones:

- By June 2026: Project Manager appointed to project
- By July 2026: All consultants recruited and begin work on project
- December 2026: Client review and sign-off for RIBA stage 2
- March 2027: Development Phase Review with the Heritage Fund
- May 2027: Client review and sign-off for RIBA stage 3
- August 2027: Delivery phase application submitted
- September 2027: Final Development Phase payment claim made
- December 2027: Decision from Heritage Fund

- **Delivery Phase: 2028 – 2031**

Milestones:

- Apr – Jun 2028: Preliminary works
- Mar 2029: Repair and Conservation work completed
- Mar 2030: New works and installations completed
- Mar 2030: External works completed
- Q4 2029/30: Commercial activity begins
- By June 2030: Full re-opening

- Mar 2031: Project reporting and celebration events

6. Budget

- The project's overall target budget is £4.9 million, inclusive of VAT.
- The Project Manager's fee is up to £25,000 for the Development Phase and £80,000 for the Delivery Phase exclusive of VAT. The contract will contain a break clause between the two phases.
- The above includes all travel and expenses. The expectation is that the Project Manager will be based on site.

7. Deliverables

- Full project programme and risk register; to include the organisation of risk workshops with the team at appropriate times to incorporate capital and non-capital elements
- Monthly project status reports for the client
- Contribute to quarterly project reports and payment claims for submission to the Heritage Fund
- Procurement strategies and documentation
- Support Heritage Fund Delivery Phase submission documentation
- Project Execution Plan covering the Delivery Phase
- End of Development Phase report and evaluation input

8. Application Requirements

Please supply the following by **5pm on Monday 27 April 2026**. Responses should be sent to bentonend@gardenmuseum.org.uk.

Clarifying questions should be sent to bentonend@gardenmuseum.org.uk by **5pm on Monday 13 April 2026**.

- Illustrated examples of recent, similar work at an equivalent level of complexity and heritage significance
- CV for yourself and any associates who will work on the project
- Fee proposal for Development Phase and indicative fee for Delivery Phase
- Outline methodology and approach
- At least two references from comparable heritage or arts capital projects

- Confirmation of insurance (minimum £ 1million Professional Indemnity and £1 million Public Liability insurance, and £1 million Employers Liability cover (if applicable), or ability and willingness to obtain)

9. Tender evaluation / weighting

Selection of the successful consultant will be based on:

- a) Proven example(s) of recent, similar work at an equivalent level of complexity and heritage significance (15%). Page limit of 4 sides of A4, including any supporting imagery. **Please note this will represent the first sift and tenderers not meeting this requirement will not progress further**
- b) CV including previous roles and responsibilities, and any relevant experience not covered by the above. (15%). Page limit of 2 sides of A4, including any supporting imagery
- c) Methodology, including any commentary on the proposed Development Stage programme (20%). Page limit of 4 sides of A4, including any supporting imagery
- d) Understanding of the brief, assessment of key issues and how objectives will be met (10%). Page limit of 4 sides of A4, including any supporting imagery
- e) Value for money (40%)

10. Decision making process

Tenders will be assessed and moderated by members of the Garden Museum Senior Management Team and at least one trustee.

Shortlisted candidates may be invited to interview if any clarification is required.

A final evaluation report with a recommended appointee will be submitted to The National Lottery Heritage Fund for approval.

11. Appendix

'Benton End Revived' Procurement Guidelines; containing further information and appendices relevant to the project.

Benton End Revived is made possible by The National Lottery Heritage Fund and National Lottery players.