

# GARDEN MUSEUM



Conservation Architect and Multidisciplinary Design Team – clarifying questions pooled

A link to the consultant brief can be accessed here: [Consultant Brief: Architect, Benton End Revived – Garden Museum](#)

This document contains 117 collated clarification questions received during the tender period.

Please note that a number of the questions address similar topics and have been submitted in different forms or with slightly different wording. In the interests of transparency and fairness, we have included all questions received and provided corresponding responses, even where this has resulted in some repetition.

Item	Question	Response
1	Should the design team assume the scope of lighting design is internal or should we consider lighting design into the grounds as well?	For the purposes of this commission, the Lighting Designer's remit shall encompass the design of both internal and, where required, external lighting schemes.  The Mechanical and Electrical (M&E) infrastructure associated with the lighting installations will form part of the Conservation Architect and Multidisciplinary Design Team's responsibilities. The Interpretation Designer will be responsible for developing and integrating any specialist exhibition,

Item	Question	Response
		<p>display, and interpretive lighting requirements as part of the wider interpretation design.</p> <p>The M&amp;E Consultant shall provide input into the coordination, servicing, power requirements, controls, containment, and integration of all lighting installations to ensure a fully coordinated and deliverable design solution.</p>
2	Environmental Specialist - what is the scope of this role? Is this ecology?	Yes, we have consultants undertaking wildlife surveys and who will be calculating Biodiversity Net Gain. They will need access to all final design plans to make accurate calculations. Please clarify separately the fee for the Environmental Specialist in the development and delivery phases of the project.
3	Please can you confirm the construction value and does this include for inflation, contingency and the landscaping works? There are different values in the Design Brief: Conservation Architect and Multidisciplinary Design Team and within the Procurement Strategy document. For the avoidance of doubt is it assumed that professional fees in the bid submission will be based on the budget of £1,501,660 ex VAT?	<p>Apologies that the budgets vary between the documents. Referring to The National Lottery Heritage Fund grant notification letter, and the QS cost plan, the budgets are as follows:</p> <p>Estimated capital construction costs are £2,015,560</p> <ul style="list-style-type: none"> <li>▪ Repair and conservation: £352,100</li> <li>▪ New building work: £1,663,460 (comprising £1,149,560 for the building works and £513,900 for external works)</li> </ul> <p>Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)</p>
4	Does the Tender evaluation / weighting in the Design Brief: Conservation Architect and Multidisciplinary Design Team (section 11) take precedence	Yes - the weighting in the section 11 of the Conservation Architect and Multidisciplinary Design Team brief overrides the weighting in the Procurement Strategy document

Item	Question	Response
	over the different Tender evaluation / weighting split and questions in the Procurement Strategy document?	
5	Will the Conservation Management Plan Heritage Consultant be preparing the Heritage Impact Assessment?	The Heritage Impact Assessment (HIA) will be prepared by the architect (or subcontracted heritage planning consultant leading the planning and listed building consent strategy,) rather than by the consultant writing the Conservation Management Plan (CMP)
6	Although we have completed and developed a number of listed building projects, we are not conservation accredited architects. We usually team up with either a conservation architect or a CARE Register Structural engineer. Would either of these be acceptable?	We have no objection to tendering consultants forming teams or partnerships; however, any response taking this approach would need to demonstrate that it doesn't lead to cost or quality implications, which can be considered as part of the tender evaluation. This approach is allowed and cost/quality will be assessed through the evaluation process.
7	We note there is a 30 page limit for the whole submission – is there a page size? Also is there a page limit for each of the questions listed in Tender evaluation / weighting section of the brief?	The entire submission is limited to 30 pages at A4.
8	We recognise this will be a very popular brief with many applicants, and that after item a) Proven experience of similar work at an equivalent level of complexity, heritage significance and conservation status the tenders will be sifted. Would it be possible to submit this (plus team structure) as 'Round 1', with successful teams being invited to submit the rest of the tender? This would avoid many teams taking on a huge amount of work preparing those questions when it may not be required. We suggest this 'Round 1' deadline could even be earlier in recognition of the lower amount of work required to complete it.	We will not be introducing a two-phase tender process and will proceed in accordance with the brief.
9	We are a firm of architects that specialises in cultural and community projects as well as the re-use of historic buildings. Our projects include successful Heritage Lottery funded work, as well as a number of projects to Grade II* listed buildings. We have RIBA conservation accreditation but not at the level of category A, specialist conservation accreditation. Does this discount us from applying?	This does not discount you from applying. The conservation accreditation levels quoted in the brief are examples of the level of accreditation we are aiming for. However, any response not meeting these accreditation levels would need to demonstrate that it doesn't lead to cost or quality implications, which can be considered as part of the tender evaluation. This approach is allowed and cost/quality will be assessed through the evaluation process.

Item	Question	Response
10	<p>We are currently reviewing the Benton End Revived tender documentation and noted the requirement for the lead architect to hold conservation accreditation (AABC Category A / RIBA Specialist Conservation Architect / RIAS Advanced).</p> <p>As our in-house team does not currently include an architect with this accreditation, we would like to clarify whether it would be acceptable for us to appoint and include an externally appointed consultant who holds the required SCA conservation accreditation as part of our multidisciplinary team for the duration of the project.</p> <p>We would be grateful if you could confirm whether this approach would satisfy the tender requirements.</p>	<p>We have no objection to tendering consultants forming teams or partnerships; however, any response taking this approach would need to demonstrate that it doesn't lead to cost or quality implications, which can be considered as part of the tender evaluation. This approach is allowed and cost/quality will be assessed through the evaluation process.</p>
11	<p>Please can you confirm whether it is expected that the other consultants are brought on-board/included in the submission, or whether they will be appointed after, therefore only requiring information relating to the Architect at this stage.</p>	<p>It is expected that sub-consultants will be included as part of the submission and engaged under the Lead Architect's contract, with the Lead Architect being contracted directly by the client. We would expect to see the following:</p> <ul style="list-style-type: none"> <li>▪ Company profile and relevant conservation credentials (AABC Register: Architects should be listed at category A. RIBA: Architects should be listed as Specialist Conservation Architect. RIAS: Architects should be listed as Advanced)</li> <li>▪ Proposed team structure and sub-consultants; including evidence of team members' experience working in sensitive/listed settings</li> <li>▪ CVs of key personnel with their relevant Heritage Fund project delivery experience, and conservation credentials made clear</li> </ul>
12	<p>If it is required for us to submit details for the entire design team, please could you expand on what activities the Environmental Specialist is expected to carry out so we can ensure we approach the right consultant for this work.</p>	<p>We seek architects advice on any other environmental aspects required to successfully develop and deliver this project. Yes, we have consultants undertaking wildlife surveys and who will be calculating Biodiversity Net Gain. They will need access to all final design plans to make accurate calculations. Please clarify separately the fee for the Environmental Specialist in the development and delivery phases of the project.</p>

Item	Question	Response
13	<p>We are an architecture firm. Can we apply as lead architects with heritage accredited subconsultants? The brief implies we would have to form a consortium with heritage architects. Or did you have in mind that architects would be subcontracted by the heritage architect?</p>	<p>We have no objection to tendering consultants forming teams or partnerships; however, any response taking this approach would need to demonstrate that it doesn't lead to cost or quality implications, which can be considered as part of the tender evaluation. This approach is allowed and cost/quality will be assessed through the evaluation process.</p>
14	<p>To clarify our question: can an architecture firm act as lead consultant with a heritage-accredited architect as subconsultant, or does the brief require the heritage architect to be the lead?</p> <p>We want to ensure our team structure meets the submission requirements before proceeding.</p>	<p>The brief does not prescribe whether the heritage-accredited architect or the architectural practice should act as the lead consultant. An architecture firm may therefore act as lead consultant with a heritage-accredited architect appointed as a subconsultant, or alternatively teams may choose another structure if they consider it more appropriate.</p> <p>Our primary requirement is that the tender submission clearly demonstrates that the proposed team collectively possesses the necessary skills, experience and accreditations to deliver the commission. Where a consortium, partnership or subconsultant arrangement is proposed, tenderers should also demonstrate that the arrangement will not adversely affect cost, quality or delivery, as these matters will be considered as part of the tender evaluation. In practice, we would generally expect the lead consultant to be the organisation that would be directly appointed and responsible for managing and coordinating the consultant team.</p>
15	<p>We are a fairly new practice, but have decades of experience in cultural and listed building projects - is it permissible to refer to experience gained in other practices in our response to the bid?</p>	<p>Yes. CVs of key personnel must also include their relevant Heritage Fund project delivery experience, and conservation credentials made clear.</p>
16	<p>In the brief it states that our proposal can be no more than 30 pages, does this include non-content pages such as cover page, content page, divider pages etc. or are we able to have 30 pages of content, plus additional pages for the mentioned non-content elements?</p>	<p>The entire submission is limited to 30 pages at A4.</p>
17	<p>Please confirm there is no anticipated requirement for a Building Control Advisor (BCA) as part of the conservation architect and multi-disciplinary design team.</p>	<p>For the Development Phase of the Project there is no anticipated requirement for a Building Control Advisor (BCA) as part of the conservation architect and multi-disciplinary design team. It is anticipated the Client Team will directly engage a Building Control Advisor (BCA) in the Delivery Phase.</p>

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18	Please confirm that there is no anticipated requirement for a planning consultant as part of the conservation architect and multi-disciplinary design team.	There is no anticipated requirement for a planning consultant as part of the conservation architect and multi-disciplinary design team, however the lead architect will lead on completion and administering of all planning applications. The client Team will pay the relevant planning fees separately.
19	In addition to planning permission and listed building consent please itemise any other anticipated requirements for statutory consents required.	The Client Team may be required to obtain a Bat Licence through Natural England, but it is anticipated this will be managed through a direct appointment with an Ecologist with design / location input on mitigation measures via lead architect.
20	<p>In the brief on page 5, point 7) Project team, do we have to have the all the consultants already in place when applying? For reference, the list:</p> <ul style="list-style-type: none"> <li>▪ Structural / Drainage Engineer</li> <li>▪ Mechanical &amp; Electrical Building Services Engineer</li> <li>▪ Accessibility Consultant</li> <li>▪ Construction Design Management and Buildings Regulations Principal Designer</li> <li>▪ Lighting designer, including specialist exhibition lighting</li> <li>▪ AV and IT designer, including installations for the exhibition displays</li> <li>▪ Fire engineer</li> <li>▪ Acoustics specialist</li> <li>▪ Environmental specialist</li> </ul>	The Client Team would expect the consultants referenced within the tender submission to be the primary multidisciplinary team (MDT) proposed for the project. However, tenderers are not required to have all sub-consultants formally appointed at the time of submission, provided they can demonstrate that the necessary specialist expertise has been identified and will be available to support project delivery.
21	Regarding the estimated construction cost for the project is it correct to use the figures below? Capital works: £2,015,560. Repair and new build works: £1,501,660. Total: £3,517,220	<p>Estimated construction costs are £2,015,560</p> <ul style="list-style-type: none"> <li>- Repair and conservation: £352,100</li> <li>- New building work: £1,663,460 (comprising £1,149,560 for the building works and £513,900 for external works)</li> </ul> <p>Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the</p>

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		architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)
22	Conservation is integral to our projects, all of which are situated in highly sensitive historic contexts. We have a number of Conservation Architects (rather than Specialist Conservation Architects) in-house at the practice who have specified, detailed and overseen the conservation work of our listed projects, almost all of which are Grade I. If we can demonstrate the relevant experience of our Conservation Architects, is it necessary to have a Specialist Conservation Architect also working on the project?	No, as long as you can demonstrate conservation credentials (AABC Register: Architects should be listed at category A. RIBA: Architects should be listed as Specialist Conservation Architect. RIAS: Architects should be listed as Advanced)
23	Do you have a schedule of costs template that you would like tenderers to use when submitting their fee proposals? We assume that a standard template may assist with the comparison of submissions.	Contact the Benton End Revived Project Manager via email to arrange a for the schedule of cost template to be issued: James Mellish <a href="mailto:james@jmenvironmental.co.uk">james@jmenvironmental.co.uk</a>
24	Is a measured survey of the site available?	A measured survey of the site is available as part of the supporting appendices. A detailed internal measured building survey can be procured by the Benton End client team, if required.
25	Will a site visit be arranged for tenderers, or can visits be organised on request?	Contact the Benton End Revived Project Manager via email to arrange a site visit: James Mellish <a href="mailto:james@jmenvironmental.co.uk">james@jmenvironmental.co.uk</a>
26	Are the fee proposals requested for the lead architect (in our case architect+heritage architect) or do they have to be fee proposals for the whole MDT?	A fee proposal is expected for the entire multidisciplinary design team
27	The scope of services includes 'production of surveys', for the ITT we assume we will highlight the surveys required and gain quotes in the development phase if successful.	Yes, we would expect the lead consultant to highlight and outline specifications for the surveys required and gain quotes in the development phase. Surveys would be procured by the client team.
28	Under item 7 you identify the team, would it be acceptable for the Fire engineer to be directly appointed by the client?	Yes. This is acceptable due to insurance implications.
29	Please could all responses to the tender be made available to all tenderers?	Yes, published in this document

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30	Could you please confirm whether the appointment of a Specialist Conservation Architect is a mandatory requirement for the team, or whether a qualified Conservation Architect with demonstrable, relevant conservation experience would satisfy this requirement?	Either is acceptable, as long as you can demonstrate conservation credentials (AABC Register: Architects should be listed at category A. RIBA: Architects should be listed as Specialist Conservation Architect. RIAS: Architects should be listed as Advanced)
31	The design brief notes that the budget for capital works is £2,015,560 and the budget for the repair and new build works package is £1,501,660. Could you clarify what else is included in the capital works, other than the repair and new build works?	<p>The Estimated construction costs are £2,015,560</p> <ul style="list-style-type: none"> <li>- Repair and conservation: £352,100</li> <li>- New building work: £1,663,460 (comprising £1,149,560 for the building works and £513,900 for external works)</li> </ul> <p>Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)</p>
32	Are any measured drawings available, other than the "Topographical survey 2024"?	A measured survey of the site is available as part of the supporting appendices. A detailed internal measured building survey can be procured by the Benton End client team, if required.
33	Does the architectural team need to assemble the full multidisciplinary team at the bidding stage, or once appointed?	The architectural team will need to assemble the full multidisciplinary team at the tender stage.
34	Would that multi-disciplinary team need to be sub-contracted to the architect, rather than directly appointed by the Garden Museum?	The multi-disciplinary team will need to be sub-contracted to the architect.
35	When will the Landscape Architect be appointed?	In approximately 2 months
36	As architects, one of the options we are considering is teaming up with a heritage conservation advisor. They are not architects but they have personnel with membership of the IHBC (Institute of Historic Building Conservation). Can you confirm whether such a team would be accepted as equivalent to having an RIBA accredited Specialist Conservation architect?	<p>Yes, this is acceptable.</p> <p>Submissions should demonstrate value for money and be commensurate with the anticipated scale, complexity, and capital value of the proposed works.</p>

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		<p>The Client will assess proposals alongside quality, methodology, relevant experience, team composition, and overall suitability to deliver the project.</p> <p>We would expect to see the following:</p> <ul style="list-style-type: none"> <li>▪ Company profile and relevant conservation credentials (AABC Register: Architects should be listed at category A. RIBA: Architects should be listed as Specialist Conservation Architect. RIAS: Architects should be listed as Advanced)</li> <li>▪ Proposed team structure and sub-consultants; including evidence of team members' experience working in sensitive/listed settings</li> <li>▪ CVs of key personnel with their relevant Heritage Fund project delivery experience, and conservation credentials made clear</li> </ul>
37	<p>We understand the approximate GIA of existing buildings is 475sqm. Could you please clarify the capital works budget of £2,015,560 exc. VAT relative to the capital works costed at £2,612,427?</p>	<p>The Estimated construction costs are £2,015,560</p> <ul style="list-style-type: none"> <li>- Repair and conservation: £352,100</li> <li>- New building work: £1,663,460 (comprising £1,149,560 for the building works and £513,900 for external works)</li> </ul> <p>Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)</p> <p>In addition to the above costs there are other client fit out costs or professional fees not directly related to the capital costs</p>
38	<p>How does this relate to the budget available for the repair and new build works package defined as £1,501,660 excl. VAT?</p>	<p>See above</p>

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39	Please clarify whether tenders should include fees for conservation architect only or for MDS services to be included?	The lead architect will need to assemble and provide fees for the full multidisciplinary team at the tender stage.
40	Please note that our professional indemnity insurance excludes Fire Engineer services. The services of a Fire Engineer will need to be procured via a separate client direct contract.	Yes. This is acceptable due to insurance implications.
41	Please clarify that there is no anticipated requirement to support any fundraising programme or applications for funding other than to the Heritage Fund as described in the Design Brief: Conservation Architect and Multidisciplinary Design Team document	Correct - no anticipated requirement to support any fundraising programme or applications for funding other than to the Heritage Fund as described in the Design Brief. The design documents produced for the Heritage Fund submission may be used as supporting evidence for other funding applications – managed by the fundraising consultant
42	Please advise what support for wider engagement activities we should allow for under this appointment? What are the expectations for community engagement activities?	The community engagement activities will be managed by the Activity Planner, as set out in supporting appendices. We would expect the lead architect to be present at one public consultation event, prior to planning application being submitted.
43	Please clarify what the project governance structure is? who are the project stakeholders,	Please refer to the Benton End Revived Business Plan May 2025 – see supporting appendices
44	Please provide a description of the project decision making process.	<p>The project's decision-making and governance structure, outlining the flow of information, recommendations, approvals, and delegated authority between the following parties:</p> <p>The Design Team and the Project Manager and Project Director;  The Project Director and the Project Board/Trustees; and  Project Manager and Project Director and The National Lottery Heritage Fund.</p> <p>And vice-versa.</p>
45	Please clarify that the conservation architect is not required to attend any board or trustee meetings or the like.	The lead architect is expected to show willing and join Board or Trustee to present final plans, if required.

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46	Please clarify what the client process for decision making, including approval of design proposals and reports is.	Design Team to Project Manager and Project Director to Project Board / Trustees and The National Lottery Heritage Fund and vice-versa.
47	The Stage 3 design is currently unknown, and therefore it is not possible to identify the scope of the project during Stages 4-7. Can we therefore caveat that the costs of services for RIBA Stages 4-7 are provided for budgeting and cost planning purposes at this stage only and will be agreed after completion of RIBA Stage 3.	Stage 4-7 fees should be based on a percentage of the anticipated capital costs.
48	What are the Heritage Funding deadlines?	Please refer to the Benton End Revived Conservation Architect and Multidisciplinary Design Team brief – see supporting appendices
49	Schedule of cost template – Do you have a schedule of costs template that you would like tenderers to use when submitting their fee proposals? We assume that a standard template may assist with the comparison of submissions.	Contact the Benton End Revived Project Manager via email to arrange a for the schedule of cost template to be issued: James Mellish james@jmenvironmental.co.uk
50	Measured Survey – Is a measured survey and point cloud information of the site available?	A measured survey of the site is available as part of the supporting appendices and will be made available at appointment stage. A detailed internal measured building survey can be procured by the Benton End client team, if required.
51	Site Visit – Will a site visit be arranged for tenderers, or can visits be organised on request?	Contact the Benton End Revived Project Manager via email to arrange a site visit: James Mellish james@jmenvironmental.co.uk
52	Access – Will the museum provide drone survey or MEWP to inspect high level fabric.	The client holds a separate survey budget for high level inspections etc. and would expect the lead consultant to highlight and outline specifications for the surveys required and gain quotes in the development phase. Surveys would be procured by the client team.
53	Amenity societies – Do you have a list of amenity societies and community groups who are likely required to be engaged.	Amenity societies. Refer to the list recommended by the Joint Committee of the National Amenity Societies. Also refer to the Activity Plan – see supporting appendices.
54	IT system compatibility – Please could you clarify the requirements for this?	Include design provision of data infrastructure, as part of M&E package.

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55	Deliverables - Please could you confirm if the project is expected to be delivered through BIM.	The Garden Museum does not implement BIM, and if required would be managed by the appointed Lead consultant.
56	<p>Budget - The procurement document (Section 9) refers to the budget overview as listed below. Can you confirm this is still valid?</p> <ul style="list-style-type: none"> <li>o Capital works £2,612,427</li> <li>o Activity programme £681,222</li> <li>o Professional fees £693,112</li> </ul>	<p>The Estimated construction costs are £2,015,560</p> <ul style="list-style-type: none"> <li>- Repair and conservation: £352,100</li> <li>- New building work: £1,663,460 (comprising £1,149,560 for the building works and £513,900 for external works)</li> </ul> <p>57Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)</p> <p>In addition to the above costs there are other client fit out costs or professional fees not directly related to the capital costs.</p> <p>Estimated delivery phase activity programme – not forming part of capital works tender - £681,222</p> <p>Professional fees – Based on tender returns.</p>
57	Please clarify the scope and extent of the civil/drainage engineering services required.	<p>The scope of the Civil and Drainage Engineering services should include the design and coordination of all external works, including the car park, access routes, hard and soft landscape interfaces, and associated surface and foul water drainage systems.</p> <p>The appointment should also encompass the design and engineering input required for external timber or metal-framed garden buildings, sheds,</p>

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		<p>ancillary structures, and other landscape-based interventions, together with their foundations, drainage connections, and associated infrastructure.</p> <p>This scope is intended to extend beyond the Mechanical and Electrical Engineer's responsibility for building drainage systems, such as rainwater goods (RWGs) and internal drainage networks, ensuring that all external drainage and civil engineering requirements are comprehensively addressed.</p>
58	Is an R&D asbestos survey available?	No.
59	Is an ecology survey available?	Yes, this will be uploaded and made available within the supporting appendices.
60	Will the site and building be occupied and/or in use when the condition assessments and related investigations are carried out?	The site and building will remain occupied by staff throughout the project. Occupation and operational requirements will be carefully coordinated with the works programme to ensure that health and safety requirements are fully complied with and that safe access and egress are maintained at all times for staff, visitors, and contractors
61	Is it acceptable for us, as AABC-registered architects, to both lead a bid and to support another bid in a consultant role?	Yes.
62	We are unable to engage a Fire Engineer as a sub-consultant because our Professional Indemnity insurance does not cover Fire Engineering or Fire Consultancy services. However, we would be happy to obtain a fee proposal and include it within our tender submission as a client direct appointment. Can you confirm whether this approach would be acceptable?	Yes. This is acceptable due to insurance implications.
63	<p>There is a discrepancy in budget allowances in different documents. Brief document:  The budget for capital works is £2,015,560 exclusive of VAT  The budget available for the repair and new build works package is £1,501,660 excl VAT</p>	<p>The Estimated construction costs are £2,015,560</p> <ul style="list-style-type: none"> <li>- Repair and conservation: £352,100</li> <li>- New building work: £1,663,460 (comprising £1,149,560 for the building works and £513,900 for external works)</li> </ul>

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	<p>The contract will contain a break clause between the two phases, if required.</p> <p>Procurement document:            Budget Overview (all costs ex VAT where applicable)            Capital works £2,612,427            Activity programme £681,222            Professional fees £693,112</p> <p>Please clarify the construction cost we are basing fees on.</p>	<p>Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)</p> <p>In addition to the above costs there are other client fit out costs or professional fees not directly related to the capital costs.</p> <p>Estimated delivery phase activity programme – not forming part of capital works tender - £681,222</p> <p>Professional fees – Based on tender returns.</p>
64	Does figure for professional fees include those to be appointed by the garden museum in 11. Briefs for Commissioned Work in the procurement document?	Yes.
65	Is there a detailed measured survey of the building? Is it of a high quality?	A measured survey of the site is available as part of the supporting appendices. A detailed internal measured building survey can be procured by the Benton End client team, if required. They will be provided in CAD / DWG.
66	<p>There is a discrepancy on tender evaluation/weighting in different documents.</p> <p>Brief document:</p> <p>a. Proven experience of similar work at an equivalent level of complexity, heritage significance and conservation status (25%). Please note this will represent the first sift and tenderers not meeting this requirement will not progress further.</p> <p>b. Details of the individuals within the proposed Consultant Team (including all subconsultants), including their roles and responsibilities,</p>	The weighting in the section 11 of the Conservation Architect and Multidisciplinary Design Team brief overrides the weighting in the Procurement Strategy document

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	<p>and relevant Heritage Fund experience. The structure of the proposed team is to be shown in a team organogram (15%). (CVs can be provided in a separate appendix).</p> <p>c. Timed and costed methodology, including any commentary on the proposed Development Stage programme (20%).</p> <p>d. Understanding of the brief, assessment of key issues and how objectives will be met according to the timeline and budget allowed (10%).</p> <p>e. Value for money/tender price (30%).</p> <p>Procurement document: Quality – overall 50% – split into three subcategories as follows:</p> <p>f. Proven experience of similar work (15%)</p> <p>f. Details of the individuals within the proposed Consultant Team (15%)</p> <p>f. Methodology (20%)</p> <p>f. Understanding of the brief (10%)</p> <p>f. Value for money/tender price (40%)</p> <p>Please clarify which weighting will be used.</p>	
67	The procurement document suggests a feasibility has been conducted. (Ptolemy Dean Architects Outline Feasibility Study (May 2023, rev. Sept 2023)) Can this be shared?	The Feasibility Study cannot be shared as part of the tender process. The study was commissioned for a specific purpose and contains information that is not being released to tenderers.
68	Will you have direct appointments with all consultants within the design team, or are you looking for one lead consultant to subcontract to the other specialists?	It is expected that sub-consultants will be included as part of the submission and engaged under the Lead Architect's contract, with the Lead Architect being contracted directly by the client.
69	Is the design expected to be accommodated within the existing building or are you anticipating an extension or new building? Does the feasibility study review this?	The design / internal layouts are expected to be accommodated within the existing building. Yes, the feasibility study reviews this.
70	Is a site visit in the next week or so a possibility?	Contact the Benton End Revived Project Manager via email to arrange a site visit: James Mellish

Item	Question	Response
		james@jmenvironmental.co.uk
71	Can we see plans/ list of areas for information?	The Musson Report Page 27 shows the ground floor plan from Roger Balmer. The Whitworth Condition Survey outlines hand draw sketches of the three floors. Also refer to the brief for design requirements.
72	Please could we see images/dimensions/areas of the Coach House?	See supporting appendices.
73	Is it possible to see the pre-app advice around parking and change of use to-date?	This documentation will be issued to the appointed architect.
74	To help obtain a fee proposal from an acoustic consultant, could you clarify the primary role you expect them to undertake and the scope of acoustic services required?	To accommodate design of acoustic treatment for a multi-use space: <ul style="list-style-type: none"> <li>- Learning and workshop rooms</li> <li>- Museum standard exhibition and interpretive space</li> <li>- Five or six en-suite bedrooms for residential courses and commercial hire</li> <li>- Accessible visitor, staff and volunteer welfare facilities &amp; offices</li> <li>- Provision for commercial aspects for visitors such as food, beverage &amp; retail</li> </ul>
75	Does 30 pages include appendices (CVs)?	The entire submission is limited to 30 pages at A4.
76	Can existing drawings of the house be circulated. If you were able to even just issue the existing floor plans that would be most helpful	The Musson Report Page 27 shows the ground floor plan from Roger Balmer. The Whitworth Condition Survey outlines hand draw sketches of the three floors.
77	Would a copy of the NLHF award letter be able to be circulated or at least the section referring to Approved purposes or Outcomes	See supporting appendices – containing the approved purposes.
78	A copy of the Feasibility Study on which the positive NLHF award was based would greatly benefit our understand of your needs. Failing that if at least the section that explains the Garden Museums brief along with the 'Recommendations' established from the Feasibility Study to allow us to understand such things as: <ul style="list-style-type: none"> <li>▪ Provision for residential spaces</li> <li>▪ Use for teaching and/or workshops including numbers of people</li> <li>▪ Level access and/or insertion of a lift</li> </ul>	The Feasibility Study cannot be shared as part of the tender process. The study was commissioned for a specific purpose and contains information that is not being released to tenderers. <p>However, the Client Brief and supporting tender documentation have been prepared to set out the project's requirements / tender brief, objectives, constraints, and anticipated scope of works. Tenderers should therefore base their proposals on the information provided within the tender package.</p>

Item	Question	Response
	<ul style="list-style-type: none"> <li>▪ Ideal amount of space and needs for the following: Permanent exhibition, Shop, Reception, Temporary exhibitions etc.</li> <li>▪ Any minimal consideration regards parking or travel plan arrangements</li> </ul>	<p>At this stage, the project remains subject to the development and testing of design options by the appointed consultant team. As such, no fixed locations have been established regarding residential accommodation, teaching and workshop capacities, accessibility interventions (including the potential provision of a lift), the quantum of space allocated to exhibitions, retail, reception, and visitor facilities, or parking and travel arrangements beyond the information contained within the brief.</p> <p>Tenderers are expected to demonstrate how they would approach the review, validation, and development of these requirements through the design process, working collaboratively with the Client, stakeholders, and funding partners to establish an appropriate and deliverable solution.</p>
79	<p>At this point it would be good if you were able to confirm in a bit more detail the overall timetable/strategy regards the tendering and appointment of both the Landscape architect and Interpretation Design Consultancy which are two key components of this project. Ideally both will be appointed within the next two months???</p> <p>and incorporated into the design team.</p>	<p>The remit of the Landscape Architect is limited to the design and specification of the soft landscape elements of the project, including planting, habitat enhancement, and associated horticultural works. Responsibility for the design and coordination of all hard landscape, external structures, access routes, paving, boundary treatments, and other built landscape elements rests with the Architect and multidisciplinary design team.</p> <p>The remit of the Interpretation Designer is to develop, design, and coordinate the project's interpretation strategy and associated visitor-facing interpretive content, including exhibitions, displays, information wayfinding, graphics, digital media, and other interpretive interventions required to support the project's heritage, learning, and engagement objectives.</p> <p>Both appointments will be made within the next two months and incorporated into the wider design team.</p>

Item	Question	Response
80	<p>Which of the following documents will be made available to tenderers during the bid period:</p> <ul style="list-style-type: none"> <li>- Building Condition Survey (2021)</li> <li>- Musson Conservation Statement and Statement of Significance</li> <li>- Ptolemy Dean Architects Outline Feasibility Study (May 2023, rev Sept 2023)</li> <li>- Garden Significance Reports</li> <li>- Existing topographical and measured surveys in PDF/CAD format?</li> </ul>	<p>All of them except the <i>Ptolemy Dean Architects Outline Feasibility Study (May 2023, rev Sept 2023)</i> which was mentioned in an early draft of the procurement document but which cannot be shared as part of the tender process. The study was commissioned for a specific purpose and contains information that is not being released to tenderers.</p> <p>See supporting appendices for the other documents.</p>
81	<p>We note a topographical survey has been carried out by Alpha Surveys but has a measured digital building survey, utilities surveys and drainage surveys also been undertaken which will be shared to the successful tenderer or should tenderers allow for procuring some of these within their fee proposal?</p>	<p>A measured survey of the site is available as part of the supporting appendices. A detailed internal measured building survey can be procured by the Benton End client team, if required.</p>
82	<p>Dr Menuge's 2020 report and site visit refer to architect's drawings; are these available at the tender bid stage?</p>	<p>All available documents are set out in the supporting appendices.</p>
83	<p>Has any intrusive investigation been undertaken to date (timber condition, structural investigations, asbestos surveys, services surveys, opening-up works etc.)?</p>	<p>A small amount of intrusive and roof repairs were carried out in 2024/25. The client holds a separate survey budget for high level inspections etc. and would expect the lead consultant to highlight and outline specifications for the surveys required and gain quotes in the development phase. Surveys would be procured by the client team.</p>
84	<p>Will the Conservation Management Plan be sufficiently advanced to inform RIBA Stage 2 design development from project commencement, and can an anticipated completion date be confirmed?</p>	<p>Yes. A draft will be available by autumn 2026 and ongoing dialogue is expected with the author of the CMP and Conservation Architect and Multidisciplinary Design Team</p>
85	<p>Is there an agreed Schedule of Accommodation, area schedule, or feasibility layout which identifies the anticipated size of:</p> <ul style="list-style-type: none"> <li>- Exhibition space</li> <li>- Learning space</li> <li>- Residential accommodation</li> <li>- Offices</li> <li>- Retail and catering</li> </ul>	<p>All available documents are set out in the supporting appendices in written form.</p>

Item	Question	Response
	- Storage and back-of-house accommodation	
86	Are the proposed five to six en-suite bedrooms intended primarily for Residential courses, Holiday accommodation, Artist residencies or a combination of uses?	Combination of all uses. Final spec to be determined as part of the RIBA stage works and in collaboration with the business planner.
87	Has a target visitor capacity been established for; Peak daily operation, Events Learning activities and Residential programmes?	Current visitor capacity is c30. Also refer to the Activity and Business Plans – in supporting appendices
88	Is there an expectation that catering facilities will support only light refreshment provision or commercial-scale food service operations?	A mix of both – Final spec to be determined as part of the RIBA stage works and in collaboration with the business planner.
89	The brief references museum-standard exhibition spaces and GIS-standard display requirements for high-value loans. Can the client confirm: - Required environmental standards (temperature and humidity ranges)? - Security standards? - Whether Government Indemnity Scheme accreditation is an aspiration or a requirement?	This will be further developed as part of the RIBA stage design with input from Garden Museum Staff and Interpretation design consultant. Government Indemnity Scheme accreditation is an aspiration.
90	Has an Interpretation Designer already been appointed, and if not, what programme is anticipated for that appointment?	The appointment will be made within the next two months.
91	To what extent should the design team include specialist exhibition environmental design and showcase infrastructure within the base fee?	The design team should include provision for relevant M&E containment. Specialist shows casing, lighting and digital outputs to be advised as part of Interpretation design
92	Are there specific collection lenders whose requirements are already known and should be considered at this stage?	This will be further developed as part of the RIBA stage design with input from Garden Museum Staff and Interpretation design consultant. Government Indemnity Scheme accreditation is an aspiration.
93	Has any pre-application engagement already taken place with: - Babergh District Council, Historic England, Amenity societies, Suffolk County Archaeology?	Babergh District Council
94	Can any known planning, heritage or archaeological risks identified through previous studies be shared with tenderers if available?	See risk register – set out in the supporting appendices in written form.
95	We note the last Statement of Significance & Conservation Statement	Yes, into a full Conservation Management Plan.

Item	Question	Response
	produced by Jeremy Musson was undertaken in 2020, is there an intention for this to be updated?	
96	Are the stables excluded from the conservation/project brief? We note in Jeremy Musson's report that Morris later had a studio in an outbuilding to accommodate a number of students. The report also refers to the three first floor rooms forming one L-shaped studio or classroom.	The stables are excluded from this commission, but the repair and reordering of the adjacent Coach House is part of the capital works plan.  Yes – The report also refers to the three first floor rooms forming one L-shaped studio or classroom.
97	Does the reference to 'Integrate and sensitively adapt spaces created by the East Anglian School of painting and Drawing' also include rooms used for 'lodging'? Dr Menuge's report focuses on the use as classrooms.	This forms part of the internal re-ordering – all part of the Architects brief to offer design solutions.
98	Have any of the items in section 3.7 of Dr Menuge's report been undertaken to date, or have instructions for their undertaking been given directly by the client (refer to item 1.3 above)?	Items listed in 3.7 are in further development as part of a separately commissioned Conservation Management Plan.
99	Is the landscape architect already appointed, and if not, when do you envisage an appointed being made?	The Landscape Architect will be appointed in approximately 2 months. They will be responsible for soft landscape only, everything else is under the remit of the architect brief.
100	Can the client clarify the division of responsibility between the Buildings Architect and Landscape Architect, particularly regarding: - Accessibility routes, Visitor arrival strategy, Car parking, External services, Wayfinding and External lighting	All items listed will form part of the Buildings Architect, except for - Soft landscape – via the landscape architect - Interpretation wayfinding – via the Interpretation design.
101	The procurement brief references renewal of wider gardens and woodland gardens beyond the walled garden project. Could the anticipated extent of landscape intervention be clarified?	Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)
102	Does the client have specific sustainability targets or benchmarks that should be achieved (e.g. operational carbon reduction targets, renewable energy targets, NABERS, Passivhaus principles, LETI guidance, etc.)?	To be advised by architect and agreed at contract appointment.

Item	Question	Response
103	Has any preliminary energy strategy work been undertaken?	No.
104	Are there any constraints relating to existing utility capacity, drainage or foul water infrastructure currently known?	None currently known. To be investigated as part of RIBA design stages
105	Can the client confirm the anticipated construction procurement route. The brief notes that the architect will support contractor selection and subsequently act as Contract Administrator. Is therefore a traditional procurement route currently anticipated?	None currently known. To be investigated as part of RIBA design stages alongside QS.
106	We note the target project budget of £4.9m. Is there an anticipated contract value range for the main works package following recent cost reviews? The documents refer to differing capital works figures (circa £2.0m within the Architect and MDT Brief document and £2.6m within the Procurement document PTS are referenced). Could the client confirm the current approved capital works budget and contingency allowances?	<p>Total project budget of £4.9m</p> <p>The Estimated construction costs are £2,015,560</p> <ul style="list-style-type: none"> <li>- Repair and conservation: £352,100</li> <li>- New building work: £1,663,460 (comprising £1,149,560 for the building works and £513,900 for external works)</li> </ul> <p>Of the £513,900 allocated to external works, only £75,000 relates to soft landscaping. The remainder covers site preparation, drainage, paths and surfaces, fencing and walls, external fixtures and services, and ancillary buildings. As such, some of these elements may fall within the scope of the architect and wider design team, with potential overlap with the landscape architect's responsibilities (to be tendered for separately.)</p> <p>In addition to the above costs there are other client fit out costs or professional fees not directly related to the capital costs.</p> <p>Estimated delivery phase activity programme – not forming part of capital works tender - £681,222</p> <p>Professional fees – Based on tender returns.</p>

Item	Question	Response
107	Within the Project Team, Collobration and Interfaces section of the brief can the client confirm which specialist consultants have already been appointed and which are still expected to be procured by the lead consultant team?	<p>The appointed conservation-accredited architect will lead a multidisciplinary team including (but not limited to):</p> <ul style="list-style-type: none"> <li>▪ Structural / Drainage Engineer</li> <li>▪ Mechanical &amp; Electrical Building Services Engineer</li> <li>▪ Accessibility Consultant</li> <li>▪ Construction Design Management and Buildings Regulations Principal Designer</li> <li>▪ Lighting designer, including specialist exhibition lighting</li> <li>▪ AV and IT designer, including installations for the exhibition displays</li> <li>▪ Fire engineer</li> <li>▪ Acoustics specialist</li> <li>▪ Environmental specialist</li> <li>▪ In partnership with the Landscape Architect; assess the need for, and if needed procure, additional specialist consultants to support the planning application such as ecologists (bat specialists already engaged) archaeologists and transport consultants</li> </ul> <p>And collaborate with the following consultants appointed by the client</p> <p>(Garden Museum):</p> <ul style="list-style-type: none"> <li>▪ Conservation Management Plan Consultancy – appointed.</li> <li>▪ Project Manager - appointed</li> <li>▪ Quantity Surveyor - yet to be appointed.</li> <li>▪ Landscape Architect - yet to be appointed.</li> <li>▪ Builder and surveyors - yet to be appointed.</li> </ul>

Item	Question	Response
		<ul style="list-style-type: none"> <li>▪ Interpretation Design Consultancy - yet to be appointed.</li> <li>▪ Activity Planner - appointed</li> <li>▪ Business Planner - under tender evaluation</li> <li>▪ Evaluation Consultant - under tender evaluation</li> <li>▪ Fundraising Consultant - under tender evaluation</li> <li>▪ Client staff, volunteers and community groups – N/a</li> <li>▪ Any other heritage advisors to ensure consistency with listed status - TBC</li> </ul>
108	Does the client envisage appointing an interior designer for the interiors to define a certain interior atmosphere?	Yes, possibly as part of the delivery phase.
109	Should tenderers include costs for managing and coordinating all specialist consultants identified within the brief, including ecology, archaeology and transport consultants if required?	Only as part of the appointed conservation-accredited architect led multidisciplinary team. Other consultants will be managed by the Project Manager but integrated into the design process.
110	Does the client anticipate the CDM & BRPD Principal Designer roles to be undertaken by a separate consultant as opposed to the Lead Architect team throughout both phases or can the Lead Architect also carry out this role?	This could be a separate consultant as opposed to the Lead Architect team or the Lead Architect can also carry out this role.
111	We assume interviews will form part of the evaluation process, if so, is there an anticipated timetable for interview dates?	Currently scheduled for 20, 21 and 22 July at either the Garden Museum or Benton End.
112	The timeline section references consultant appointment by July 2026, while other documentation references August 2026 commencement. Which programme should tenderers assume when preparing resource allocations?	Please refer to the timeline in the Architect brief.

Item	Question	Response
113	Can the client provide an anticipated schedule of stakeholder engagement events, community consultations and Heritage Fund review meetings for fee planning purposes?	The community engagement activities will be managed by the Activity Planner, as set out in supporting appendices. We would expect the lead architect to be present at one public consultation event, prior to planning application being submitted. Please refer to the timeline of key dates in the Architect brief for Heritage Fund development phase review meetings that require architect attendance.
114	What level of involvement is anticipated from the Benton End Board, Gardens Committee and wider stakeholder groups during design development and decision-making?	<p>The community engagement activities will be managed by the Activity Planner, as set out in supporting appendices. We would expect the lead architect to be present at one public consultation event, prior to planning application being submitted. The project's decision-making and governance structure, outlining the flow of information, recommendations, approvals, and delegated authority between the following parties:</p> <p>The Design Team and the Project Manager and Project Director;  The Project Director and the Project Board/Trustees; and  Project Manager and Project Director and The National Lottery Heritage Fund.</p> <p>And vice-versa.</p>
115	Is there a target fee budget or professional fee allowance allocated to the Architect and MDT within the overall professional fees budget?	<p>Tenderers are invited to propose an appropriate fee based on their assessment of the project requirements, scope of services, programme, and associated risks. Fee submissions should demonstrate value for money and be commensurate with the anticipated scale, complexity, and capital value of the proposed works.</p> <p>The Client will assess fee proposals alongside quality, methodology, relevant experience, team composition, and overall suitability to deliver the project.</p>
116	Should fee proposals include attendance at all Heritage Fund review meetings, or only those specifically identified within the programme?	Those specifically identified within the programme.

Item	Question	Response
117	Can the client confirm what IT systems compatibility it is expecting where this is referred to within section D of point '3. Scope of Work'?	The design team should include provision for relevant M&E containment. Specialist shows casing, lighting and digital outputs to be advised as part of Interpretation design. This client also hosts a Cloud Based IT system, but this does not form part of the capital works package / design requirement.

END