



Graphics & Build Package Interpretation panels for Old Town Hall Arts Centre and Community Hub

1. Project Overview

The Old Town Hall is positioned in the marketplace at the centre of Bourne, a small market town located on the A15. The town is situated on the Fen Margins, 22 miles from Grantham, 11 miles west of Spalding and 15 miles north of Peterborough.

Built in 1821, the Old Town Hall has resided over community life in Bourne for over 200 years. The building's classical Georgian architecture has been celebrated as an example of ingenious design in the face of limited space. Unable to build outwards, prominent Lincolnshire architect Bryan Browning turned his focus inwards. He recessed the building's horseshoe flight of stairs and framed them with two Doric columns, creating what Nikolaus Pevsner described as the 'most impressive civic building in Bourne'.

Notably, the Old Town Hall has been supported by the local community from its inception. A substantial sum of money raised to build the hall in 1821 came from donations made by 123 members of the public, all of whom are known by name thanks to the donor board displayed in the old courtroom.

Interpretation at the Old Town Hall will inspire visitors to connect with the building's rich heritage and uncover previously untold stories as they explore. The interpretation will take visitors on a trail of discovery, sharing the stories of the Old Town Hall, its occupants and local community through creative, unexpected and imaginative delivery methods that reflect the building's new identity as an Arts Centre and Community Hub.

Make Things Happen Ltd. invites suitably qualified suppliers to tender for the **Graphics & Build package**, which includes the design, production, and installation of graphics and the associated build/fixings required to mount or frame these elements.

The appointed contractor will ensure all works are compliant with UK standards, accessible to all visitors and coordinated with AV installations where applicable.

2. Scope of Works

The scope includes:

- Design, production, and supply of interpretive graphics, wall panels, and signage
- Production and supply of sample graphics based on supplied artwork
- Fabrication and installation of frames and mounts necessary for graphic elements
- Coordination with AV systems and physical installations for seamless integration
- Ensuring all works meet heritage, safety and accessibility requirements
- Provision of samples for approval prior to any production
- Production of technical drawings where required for contractor design portion components
- Compliance with British Standards for materials, structural support and signage
- Provision of maintenance guidance and post-installation support
- Note: Build elements are limited to the physical structures required to support or mount graphics. Full construction work is not included.

Please see Appendix i) **OTH Outline Specification_Stage 4_July 2026** – with particular attention to the first tab which outlines the detailed criteria to be met.

3. Technical and Performance Requirements

- Materials must be robust, durable, and suitable for high-traffic public environments
- Graphics must comply with accessibility standards (colour contrast, legibility, tactile elements if applicable)
- Frames and mounts must support the weight and dimensions of graphics safely, using appropriate fixings
- Works must comply with UK standards, including:
 - CDM Regulations 2015
 - BS EN standards for materials and finishes
 - Building Regulations where relevant
- Contractor should advise on optimal materials, substrates, adhesives and fixing methods to ensure longevity and safety
- The contractor must provide artwork files for approval, installation drawings, technical specification for fixing, maintenance and cleaning guidance for inclusion in the Operations and Maintenance Manual

The following drawings outline the requirements;

- Appendix i)_OTH Outline Specification_Stage 4_July 2026
- Appendix ii)_MTH_Stage 4_Tender Issue_July2026

- Appendix iii)_MTH_Stage 4_GA Plans_Tender Issue_July2026

The contractor is responsible for reviewing the performance and technical specifications outlined in this brief and proposing a fully compliant, integrated solution. Any deviations or enhancements to the stated specifications must be clearly identified and justified.

4. Budget

- £ 26,000 (ex VAT)

5. What to include in your tender proposal

Material Approach – please outline your interpretation of the brief, including:

- Your proposed approach to the brief
- Any initial material and fixing ideas
- Sustainability considerations

Production Process & Workflow – include a clear overview of:

- Your step-by-step workflow
- Estimated timeline with milestones
- Communication plan and main point of contact

Team & Experience

- Relevant portfolio examples
- Relevant case studies
- Team members involved and their roles

Budget Breakdown – your proposal should include:

- Total project cost
- Itemised breakdown
- Optional add-ons
- Payment schedule (if different to the proposed)

Assumptions, Risks & Requirements – please outline:

- What you will need from us to begin the project
- Any assumptions that affect cost or timeline
- Potential risks or challenges

6. Timeline & Milestones

- Start Date: September 2026
- Site visit and survey: September 2026
- Supply fabrication information for sign off: October – November 2026
- Build: November 2026 - February 2027
- Installation: April 2027

7. Tender submission deadline – Wednesday September 9th

Suppliers may submit questions in writing to the Project Lead. Responses will be shared with all tenderers to ensure fairness.

8. Evaluation of tenders – tenders will be judged equally against the following criteria:

- 70% quality
- 30% price

With quality scoring based on:

- Approach to delivery of the specification 40%
- Skillset and relevant experience of project team 30%
- Project Management 20%
- Methods of communication and engagement 10%

9. Contact Information

- Project Lead: Bebhinn Burke
- Email & Phone: bebhinn@makethingshappendesign.com
- Preferred Communication: email and scheduled video calls