

## LEAD CONSULTANT ASSIGNMENT BRIEF

BNHPS Old Museum Building: Back to Life

### Introduction and Background

The Belfast Natural History & Philosophical Society (BNHPS) was founded in 1821 to promote knowledge in the arts and sciences. BNHPS is membership organisation, with the prime objective of 'the promotion of learning and research in the arts and sciences, and in history and literature'. BNHPS provides an annual lecture programme, as well as a small publications programme. It also supports research and publications about Ireland and Ulster's cultural and material environment. The Society provides a forum for debate on important cultural issues, reflecting the intellectual life of Belfast and Ireland. Currently BNHPS has approximately 130 members. [www.belfastsociety.com](http://www.belfastsociety.com)

In 1830-31 the BNHPS built the 'Belfast Museum' at 7 College Square North to support its aims, display their collections and hold meetings. BNHPS remain the proud owners of this important historic building, now known as the Old Museum Building (OMB). The OMB has been largely vacant since 2011, is on the Heritage at Risk Northern Ireland (HARNI) Register and requires restoration and reuse.

BNHPS has agreed to work in partnership with current tenants, Ulster Architectural Heritage to find options for the building's restoration and reuse.

The UAH was established in 1967, and continues to have a growing remit in promoting the historic built environment, its protection, conservation and regeneration in Northern Ireland and across the 9 counties of Ulster. Like BNHPS, UAH is a membership organisation with approximately 1000 members. UAH manages an annual events programme of over 20 events a year, with attendees of over 1500. UAH is also one of the lead publishers on architectural heritage in Northern Ireland. For over 25 years, UAH has managed the heritage at risk register for Northern Ireland in partnership with the Department for Communities, and administrates the Heritage Angel Awards for Northern Ireland, supported by the Andrew Lloyd Webber Foundation. [www.ulsterarchitecturalheritage.org.uk](http://www.ulsterarchitecturalheritage.org.uk)

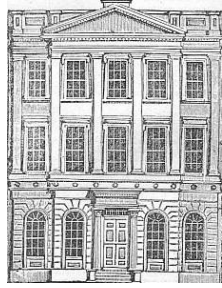
This, stage 1 of the OMB: Back to Life project is provided for by the HLF Resilient Heritage fund. The project will take place between February and September, 2019.

The Old Museum Building: Back to Life project focuses on:

- Restoration and re-use of the Old Museum Building as an engaging, and dynamic place to promote Northern Ireland's history and heritage.

This, stage 1, HLF Resilient Heritage Project focuses on 4 main outputs:

1) Architectural Sub Report: 1.1) Access Report, 1.2) Update to 'Feasibility & Review of Options', previously completed by Consarc Conservation, updated 2016; To be completed by Consarc Conservation;



2) Structural Sub Report: 2.1) Site Investigation and 2.2) Update to the structural survey previously completed by Albert Fry Associates, 2016. To be completed by Albert Fry Associates;

3) Audience Sub Report 3.1) Audience Testing and/or Focus Groups to be completed by THRIVE, formerly Audience NI;

leading to:

4) Old Museum Building: Back to Life: Stage 1 Report.

### **Objectives of the Assignment**

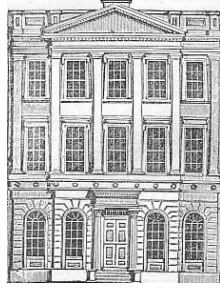
1. A review of the role, organisational structure and governance of BNHPS and UAH, particularly in the context of potential partnerships between BNHPS, UAH and other potential partners for the OMB: Back to Life Project;
2. A review of the capacity of each organisation, synergies between the two organisations and key areas of potential for growth individually and in partnership;
3. A review of previous reports and assessments relating to the OMB;
4. Consultation with external stakeholders;
5. A review and integrated analysis of separately commissioned architectural, structural and audience reports. Work directly with and coordinate between the associated 3 sub-consultants;
6. A review of key case studies in NI, UK and internationally;
7. A review and analysis of all above research, with regard to practical and financial feasibility and associated implications to propose no less than 3 outline options for the restoration and reuse of the OMB;
8. Direction on the update to the Architectural Feasibility Study & Options Appraisal, based on the above;
9. Direction on the establishment of legal partnerships and long term lease, where applicable;
10. Liaise with, and between the two organisations and legal professionals on the establishment of legal partnerships, where applicable;
11. Completion of the Old Museum Building: Back to Life: Stage 1 Report.

The role of the consultant is to guide the Management Committee of the BNHPS, in partnership with UAH and sub consultants in the development and progression of the first stage of the Old Museum Building: Back to Life Project, and completion an Old Museum Building: Back to Life: Stage 1 Report.

Please find an outline other architect, structural engineer and audience development consultant briefs, attached in Appendices 1-3. Full details of the Old Museum Building: Back to Life Project will be made available to the successful consultant.

. The following tasks are considered the key elements of a work:

- Leading and Managing the development of the Old Museum Building: Back to Life: Stage 1 Report;



- Working with representatives from the BNHPS and UAH management committees, UAH staff, and sub consultants to develop and agree a methodology for the completion of a Stage 1: Project Report;
- Leading the review of BNHPS and UAH, purpose, activities, procedures and governance and the current management and use of OMB;
- Engaging representatives from BNHPS and UAH, and other stakeholders, as appropriate, and undertaking personally those elements that would best be managed by an independent third party, including liaison with external stakeholders as required;
- Working with other consultants: Architects, Structural Engineers, Audience Development and other professionals, as necessary, to integrate findings and consideration of separately commissioned reports into the Architectural Feasibility & Options overall project report;
- Analysing the key physical, cultural and social challenges and opportunities presented by the above research into the OMB and the work of both organisations, and how this presents, or restricts opportunities for the OMB, in the context of the work of BNHPS, UAH and other potential partners;
- Analysing key case studies in NI, UK and internationally as examples of similar buildings, used by similar organisations and how the success or failure of these examples might inform the direction of the OMB: Back to Life Project;
- Analysing the findings arising from the above research for presentation to the management committee and leading a formal and structured process by which the committee considers and agrees these findings;
- Direction on the establishment of legal partnerships and long term lease, where applicable;
- To propose no less than 3 options for the restoration and reuse of the OMB based on the findings of the reports and research;
- Completion of the Old Museum Building: Back to Life: Stage 1 Report.

### **Timetable**

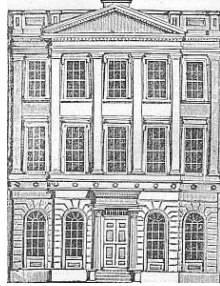
This stage 1 of the Old Museum: Back to Life project is to be completed between February and September 2019.

### **Costs**

It is envisaged that the total fee should not exceed £15,000 ex. VAT. Stage payments will be made on an agreed basis.

### **Managing the Assignment**

The project will be managed by Belfast Natural History & Philosophical Society in partnership with Ulster Architectural Heritage and will be subject to the approval of the Heritage Lottery Fund. The nominated contact person is the Chief Executive of the UAH Nicola McVeigh, 02890550213 or [chiefexecutive@uahs.org.uk](mailto:chiefexecutive@uahs.org.uk), designated administrator of the Old Museum Building: Back to Life Project. The consultant is expected to contact the nominated officer and work with her and representatives of the management committee of the BNHPS and UAH at regular intervals in the development of the project. The lead consultant will manage the successful delivery of the stage 1 report, as set out above, within the given timescale.



## Proposal to Tender

The consultant's proposal to tender for this study should include details of:

- the relevant experience and competency possessed by the consultant and other personnel who will work on the project
- the methodology to be used in the study
- full costs and expenses
- a study timetable

## Scoring Tenders

Key to the successful delivery of this assignment is, the consultant understanding of the challenge, the effectiveness of their proposed methodology and their willingness to work closely with the BNHPS, UAH and other consultants to complete the Old Museum Building: Back to Life: Stage 1 Report, as scored against the above objectives and key tasks within the allocated timescales. Accordingly, the 'quality' of approach and methodology as set out in the submission will be scored 70% and price 30%.

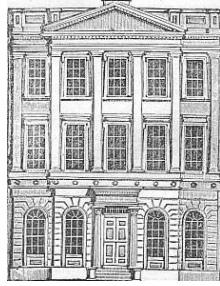
Please submit your tender to:  
Nicola McVeigh,  
Ulster Architectural Heritage,  
Old Museum Building,  
7 College Square North,  
Belfast,  
BT1 6AR.

E: [chiefexecutive@uahs.org.uk](mailto:chiefexecutive@uahs.org.uk)  
T: 02890 550 213

If sending by email it is advised to call the above number to confirm receipt.

**Deadline for receipt of tenders is Friday 25<sup>th</sup> January 2019 at 5pm. Tenderers may be invited to interview.**

**Date of brief**  
January 2019.



## **Appendix 1: Outline of Architecture Sub Consultant Brief:**

### **To be completed by Consarc Conservation.**

#### **Objectives of the Assignment**

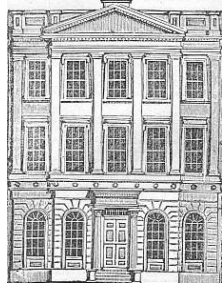
The objectives of the architectural assignment are 2 fold. 1) Access Report and 2) Update to 'Feasibility & Review of Options', previously completed by Consarc Conservation, 2016 as follows:

##### **1) Access Report:**

- 1.1) A review of the access requirements at the OMB;
- 1.2) A review of conservation best practice and minimum 5 no. case studies of access solutions in similar grade A listed buildings in Northern Ireland;
- 1.3) An options appraisal for access to the OMB, including considerations of conservation best practice, planning policy, regulations for disabled access;
- 1.4) Propose optimum solution(s) for balance of conservation and access based on the above, and the buildings designation as a Grade A listed building.

##### **2) Update to 'Feasibility & Review of Options', previously completed by Consarc Conservation, 2016:**

- 2.1) Integration of access report into the 'Feasibility & Review of Options';
- 2.2) Integration of the updated structural report into the 'Feasibility & Review of Options';
- 2.3) Integration of architectural options arising from the above and the audience report, as advised by lead consultant into the existing Architectural 'Feasibility & Review of Options';
- 2.3) Update outline plans and costings in the existing Architectural 'Feasibility & Review of Options' report accordingly, in correspondence with architects and lead consultant, who will be working respectively on structural sub report and overall Old Museum Building: Back to Life Stage 1 Report.



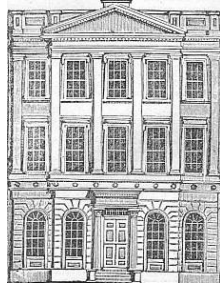
## **Appendix 2: Outline of Structure Sub Consultant Brief:**

**To be completed by Albert Fry Associates.**

### **Objectives of the Assignment**

The objectives of the structural assignment are as follows:

- 3) Undertake visual inspection of the building and review Building Control Records of existing structure and fabric;
- 4) Procure Site Investigation Works aimed at examining existing foundation arrangement and nature of ground supporting the foundations;
- 5) Provide report and analysis of Site Investigation works including feasibility for reduction of existing basement level to achieve usable accommodation within basement;
- 6) Provide description of structural works necessary to allow basement floor level to be reduced;
- 7) Carry out review of structural survey, and integrate into update to 'Feasibility & Review of Options' in correspondence with architects and lead consultant, who will be working respectively on architectural sub report and overall Old Museum Building: Back to Life Stage 1 Report.



### **Appendix 3: Outline of Audience Sub Consultant Brief:**

**To be completed by THRIVE, formerly Audience NI.**

#### **Objectives of the Assignment**

1. A review of the OMB, BNHPS and UAH, present audience status in consultation with the 2 organisations, the lead project consultant, a number of external audience stakeholders;
2. A review of the context of audience opportunities/capacities. Consideration of this in relation to other sub reports: architectural, structural, and the potential/parameters for audiences for example re: physical access;
3. A review of key case studies in NI, UK and internationally;
4. Audience development SWOT for OMB. Opportunity and challenges to audience and development;
5. Identify priority audience targets, segmentation and grouping;
6. Work with UAH and BNHPS to help test audience opportunities/hold focus groups;
7. Develop a brief for potential audiences/customers experiences/products to be tested in stage 2;
8. Audience options appraisal potential as a venue for the promotion of history and heritage into the future, with reference to the above;
9. Completion of the Old Museum Building: Back to Life: Audience Sub Report.