

Request for quotation:

An evaluation of the heritage and economic opportunities presented by the Must Farm archive

Must Farm Archive

SUMMARY

ITEM	CONTRACT DETAILS
Contract Title:	Proposals for the curation and display of the Must Farm and Flag Fen Excavation Archives and the future of the Flag Fen Archaeological Park: a re-examination based on the 2014 Atkins Report
Period of Contract:	11 weeks
Project Officer contact:	Jonathan Latchford jonathan.latchford1@vivacity-peterborough.com (01733) 864 661
Date and time for quotation return:	06/02/2017 at 10:00am

OVERVIEW

The aim of this commission is to identify the optimum approach for curation, interpretation, research, and visitor destination for the substantial and significant Bronze Age archive of the Flag Fen Basin. The recommendations should take into account a full range of issues that are set out in this brief, including, but not limited to, economic opportunities, regeneration and local engagement. It should build on existing work, detailed below, and refresh the recommendations reached in 2014 in light of more recent and highly significant discoveries.

In 2013, Vivacity commissioned consultants, Atkins, to explore the idea of ‘A National Museum of the Bronze Age’ in Peterborough that was based upon the extent of finds at that time, and resulted in particular from the discovery of eight Bronze Age boats. The resulting report (March 2014) considered the opportunities and potential offered by the exceptional body of archaeological evidence derived from and, in part, displayed at the Flag Fen Archaeological Park, including the group of eight Bronze Age boats excavated from the Must Farm Quarry. Although the resultant report included a Business Case and Options Appraisal, the project has not yet been taken forward. Subsequently, the excavation of the Bronze Age ‘lake village’ at Must Farm (with its rich research archive, the power to illuminate Bronze Age life and to engage the public, and unprecedented press coverage) has led to renewed debate as to how best to conserve, utilize and enhance these individually exceptional archives and the Flag Fen scheduled monument, so as to realize their collective potential.

Peterborough City Council and its partners¹, via Opportunity Peterborough, therefore wish to commission a reexamination of the conclusions in the 2014 report, taking into account the totality of the Must Farm and other relevant Bronze Age excavation archives, as well as the future sustainability of the scheduled monument at Flag Fen including proposals for a managed re-wetting of the site. This should identify the optimum single or multiple location(s) for the curation, presentation and display of the relevant prehistoric collections from Peterborough and Cambridgeshire within the Peterborough area,

¹ Organisations steering this work are as follows: Arts Council England, Cambridge Archaeological Unit, Cambridgeshire County Council, Fenland District Council, Forterra, Greater Cambridge Greater Peterborough Enterprise Partnership, Historic England, Opportunity Peterborough, Peterborough City Council, Peterborough Museum and Art Gallery, The British Museum, The University of Cambridge, Vivacity, Whittlesey Town Council.

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the future management of Flag Fen, together with the economic costs and benefits of different locations. It is anticipated that any outcomes and recommendations will be a direct and sustainable reflection of the current built environment, and the geographical and economic reality of Peterborough and its sub-region.

The review and evaluation should consist of four main elements:

1. An evidence-based and fully costed recommendation for the most appropriate means of storing the Must Farm archive in the short- to medium-term, pending the implementation of the permanent display recommended through the synergy of items 2-4 below.
2. Proposals for the optimal curation, utilization and display of all the relevant archaeological archives, in terms of public physical and intellectual access, potential for academic and educational research, site and site-development options, capital and revenue options and implications, as well as factoring in the scope for future discoveries², and long-term storage.
3. Options for the future of The Flag Fen Archaeology Park and its setting, given its status as a Scheduled Ancient Monument,
4. All Options must be set against a clearly defined economic rationale. This should include not only financial elements associated with the options themselves and their business models, but also the wider economic, socio-economic and regeneration implications for Peterborough and its sub-region, in terms of tourism and visitor-destination, business growth, job-creation, skills-acquisition and strategic fit with Peterborough's environmental aspirations and partners' objectives.

The successful consultant will need to demonstrate exceptional relevant experience in display and interpretation of archaeology, conservation, and museology at similar sites in the UK and abroad, and a strong record of accomplishment in stakeholder engagement, visitor destination and economic development. They will need to demonstrate an understanding of wetland archaeology and issues surrounding its curation, interpretation and display

The aim of the commission is to re-examine the 2014 conclusions, in the light of the Must Farm lake village excavation, to provide a quantitative and qualitative reassessment of the options, and to provide independent, expert view on the best way forward.

² A summary of known and relevant archaeological sites and their significance, including the wider potential of future finds is available from the Historic Environment Record databases managed by Cambridgeshire County Council and Peterborough City Council, and Cambridge Archaeological Unit.

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CONTEXT

The fenland area between Peterborough and Whittlesey (The Flag Fen Basin) has been shown to contain a growing number of internationally important Bronze Age sites. These originated with the extensive excavation of the fen-edge settlement at Fengate, and the discovery and excavation in the 1980s of a well-preserved timber causeway and platform at Flag Fen that led from organized landscapes on the dryland edge at Fengate towards Whittlesey; discoveries leading to academic recognition and high public profile. Public interest in the Fengate site was met through the creation of the Flag Fen Archaeological Park in 1987. This is a well-established visitor destination displaying a small but important Bronze Age archive in its on-site museum, an exposed section of original causeway in a custom-built preservation hall, and the Must Farm boats as they undergo conservation. The site also contains a reconstructed roundhouse and a modern visitor centre and the park is managed to preserve the buried archaeological remains in an appropriate landscape setting. With the addition of prehistory to the National Curriculum, Flag Fen has become a magnet for school groups with demand for school bookings outstripping capacity, and all teaching materials facilitated by Peterborough Museum and Art Gallery. The site faces future challenges, including the risk of the buried archaeological remains drying out if no proactive rewetting takes place, its accessibility from Peterborough, and its financial sustainability.

The discovery and excavation of eight Bronze Age log boats from Must Farm in 2011 dramatically demonstrated the technological skills with which Bronze Age and early Iron Age communities navigated their environment. The boats are currently undergoing conservation in a purpose built facility at Flag Fen.

In 2006, limited evaluation of the Must Farm settlement hinted at the exceptional range and preservation of archaeological material, including exotic goods. When, in 2016, the palisaded platform of pile-driven timber round houses ('lake dwellings') was uncovered and removed in order to guarantee the maximum retrieval of its archaeological significance in the light of future risks to its continued physical preservation, the potential promised by the evaluation was far surpassed by the story of late Bronze Age domestic life, architecture, crafts and communication which unfolded.³ The legibility of the remains (with evidence of continental contacts and trade), their resonance with contemporary narratives of environmental change, and the sudden end of the settlement led to its popular moniker 'Pompeii of the Fens' and unprecedented national and international press coverage.

Taken together, it has become apparent that these archaeological sites and their archives represent a unique opportunity for Peterborough and its sub-region to stand on the international stage. The review should consider the needs of the heritage assets, the needs and ambitions of the Peterborough region and opportunities for regeneration, visitor attraction and economic growth, alongside the capacity of Peterborough and its venues, or potential venues, to host, house, sustain and do justice to the archaeology, taking into account the potential benefits for education, academia, research and engagement with the local population.

³ <http://www.mustfarm.com>

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SYNOPSIS

The successful consultant should produce a detailed reexamination and assessment of the existing 'Museum of the Bronze Age' study, taking account of the recent Must Farm excavations, the growing archive of Bronze Age material, and the opportunities for research and heritage-led economic benefits, including regeneration. **Primary research should be carried out only where it is necessary and has not been undertaken previously as part of any work associated with the 2014 Feasibility Study.** The review and assessment will culminate in robust and evidenced recommendations for the best-value location(s) and facilities for the archives through rigorous consideration of the four elements outlined on page 1, and detailed and evidence-based analysis of the answers to the questions below.

1 - What is the combined significance of the Bronze Age discoveries in the Peterborough locale following the Must Farm discoveries?

- A compelling description of the significance and scale of opportunities arising from the combined significance of Flag Fen, Must Farm and other discoveries:
 - In conjunction with existing assets
 - Building on, reviewing and refreshing as appropriate, the 2014 report
 - Analysis of other feasibility work relating to a Bronze Age Visitor Attraction at Flag Fen⁴
- Intrinsic and extrinsic value
- National and international visitor destination comparisons
- Opportunities for partnership working, and with whom?
- Modelling of socio-economic impacts

2 - What are the opportunities for research & education?

- A robust explanation of the scale of the research opportunities
- An understanding of optimum research areas, short- and medium-term:
 - E.g. but not exclusively: wetland archaeology; anthropology; geography; museology; historic climatic change
- An understanding of viable educational and/or training activities
 - E.g. but not exclusively: schools access, Higher Education training opportunities; apprenticeships; conferences/networking events
- Potential routes for research and education funding
- Potential research partners
- Assessment of business opportunities related to research and education

3 – What is the best option for any capital work, and why?

- Given the answers to 1 and 2, above, an analysis of work already undertaken on site options:
 - Reviewing, building on, and refreshing as appropriate, the 2014 report
 - Employing a robust and justified strategic approach
- Using the likely floor space requirements from the answers to questions 1 and 2, please include:
 - An assessment of all single or multi-site approaches and benefits (understanding the interactions between functions and facilities)
 - An assessment of opportunities and impacts on all of Peterborough's heritage sites⁵
 - Optimum locations and physical capacity in terms of archive, access and storage
 - Spatial planning issues including access logistics, footfall, urban regeneration, travel

⁴ All reports are available from Jonathan Latchford at Vivacity.

⁵ Liaison with Peterborough's Heritage Attractions Group is expected for this element.

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- How local areas such as Whittlesey can be included in any project planning from the outset

4 - What are the wider economic and regeneration benefits?

- A full description, with evidence and including a robust and justified monetary value, of the likely social and economic impacts on Peterborough and its sub-region, including neighbouring local authority areas, particularly Whittlesey and Fenland, arising from the answer to 3, above, including job creation (with numbers), tourism, regeneration, and new and ancillary business opportunities.

5 - What are the next steps?

- An outline of business viability, funding opportunities and potential corporate structuring to maximise the opportunities jointly (if appropriate) of visitor destination, research & education, and archaeological investigation. To include:
 - Business planning (capital & revenue)
 - Potential partners and their roles and scale of involvement
- Funding strategy (given the results from 1, 2, and 3)
- Corporate structuring (e.g. over-arching trust; company models and finance flows)

CONTENT

The full and detailed report should also include the following:

- Detailed results of the audit of facilities
- Detailed results of the demand and needs survey
- Detailed maps showing site boundaries and catchment areas of proposed locations
- Photographs of all sites assessed and catalogued i.e. GPS location, date and camera lens, with copyright approval for future use.

TIMETABLE

Invitation to quote	13/01/2017
Receipt of quotations	03/02/2017 at 12:00 NOON
Notification of interview	09/02/2017
Interview with Project Team	15/02/2017
Appointment	15/02/2017
Start-up meeting in Peterborough and detailed programme delivery ⁶	27/02/2017
Liaison with Project Officer	Weekly (not always face-to-face)
Submission of draft report	28/04/2017
Detailed presentation as well as written report to Board ⁷	12/05/2017

Timescales are crucial to this commission. The appointed contractor is expected to mobilise rapidly, and stakeholder and partner interviews must be prioritised to allow for an indicative, but objective, view on the likely direction for the way forward at the earliest opportunity. **In undertaking this commission, it is vital that the appointed contractor engages proactively with the Project Officer as the primary conduit for all communication with the Delivery Team**

⁶ The consultant will present their detailed programme for delivery of the work to the Project Delivery Team on this date in Peterborough.

⁷ Peterborough City Council will hold copyright to each final report and all presented material and retain the right to distribute the material in whole, or in part, to any organisation or individual, at no additional cost.

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OUTPUTS

The findings of the review will be presented as follows:

- 3 hard copies and 1 electronic copy of each draft report
- 8 hard copies of each final report and any appendices
- 1 copy of each report and any appendices in electronic format

Each report should include sufficient detail about the methodology used to enable the work to be reliably up-dated and/or replicated in the future to provide comparative data. Primary research data must also be included in its raw form as an appendix.

THE CONSULTANTS

Bidding consultants will demonstrate the following in their response to this brief and in interview:

- Capacity to deliver the commission given the timetable
- Appropriate experience of a commission of this type, scale and significance
- Examples of previous work
- Their methodology and approach to this piece of work
- Significant programme management experience.

Consultants must identify the key members of their team, their experience and hourly rates, allocations of time to the project, and an overall fee for the commission (see below).

FEE PROPOSAL AND FINANCIAL ARRANGEMENTS

We request that consultants submit a fee proposal for this work, including a schedule of fees broken down, as outlined above, into fixed fees for each part of the commission. This should also include indicative costs for face-to-face meetings with the Project Officer and Delivery Team. At this stage, as it is not possible to determine the number of meetings consultants will be required to attend throughout the process, consultants are therefore asked to provide a cost per meeting, so we may estimate a range of costs. Fee Proposals should include all disbursements and expenses. Payment will follow completion of agreed stages.

PROJECT TEAM

The selected contractor is required to maintain open channels of communication and to liaise regularly with the Project Officer, Jonathan Latchford, on all matters and through him access the Delivery Team and the Programme Steering Board. The Delivery Team report to the Programme Steering Board. The consultant will be expected to attend Delivery Team and Steering Board meetings to feedback on the assessments and development of each report when requested.

Delivery Team membership:

Cambridgeshire County Council
Historic England
Opportunity Peterborough
Peterborough City Council
The University of Cambridge
Vivacity

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Programme Steering Board membership:

Arts Council England

Cambridge Archaeological Unit

Cambridgeshire County Council

Fenland District Council

Forterra

Greater Cambridge Greater Peterborough Enterprise Partnership

Historic England

Opportunity Peterborough

Peterborough City Council

Peterborough Museum and Art Gallery

The British Museum

The University of Cambridge

Vivacity

Whittlesey Town Council

QUERIES

Any queries relating to this quotation request must be sent to Jonathan Latchford no later than 5pm on Friday the 27th of January 2017.

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COMPLIANCE

All quotations returned should comply in every respect with the requirements of this request for quotation.

PROCUREMENT POLICY

The council reserves the right not to award this contract to the lowest or any offer and the council will have no liability for failure to consider any quote.

The council reserves the right to award the contract for which quotations are being invited in whole, in part, or not at all.

The council must keep offers open for acceptance for a period of three calendar months from the date fixed for return.

CONTRACT

The contractual terms required by Peterborough City Council is recommended in Short Form Agreement.

INSURANCE

Peterborough City Council will insist upon the successful bidder complying with the insurance obligations as required:

Employers Liability Insurance (as required by law)

£ 2 million Public Liability Insurance

£ 500,000 Professional Indemnity Insurance

Bidders must state that they are insured to the required levels, or confirm that they will procure it if successful. Failure to provide this confirmation may result in the quote being rejected.

CONFIDENTIALITY

The contents of this Request for Quotation are confidential and must be used only for submitting a quotation.

FREEDOM OF INFORMATION

Peterborough City Council is subject to the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This means that, subject to certain exemptions, an individual may request access to any information held by Peterborough City Council may disclose the information sought. This may include information on a Request for Quotation or details relating to the quotation process.

If you consider that, any specific information supplied by you is either commercially sensitive or confidential in nature, please clearly state this in your submission and mark it as such. You must also give us the reasons for the sensitivity or confidentiality. Block marking of whole submissions is not acceptable. Please note, however, that the Council may still be required to disclose such information in accordance with FOIA or EIR.

The council will endeavor to consult with you prior to making its decision on whether to disclose under FOIA or EIR information you have identified as commercially sensitive or confidential.

If you are unsure as to Peterborough City Council's obligations under FOIA and EIR regarding the disclosure of commercially sensitive or confidential information, please seek independent legal advice.

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EVALUATION CRITERIA

Tenders will be evaluated based on the criteria set out below and on price (80%/20%) subject to reaching a minimum quality threshold.

	Criteria	Aspect of weighting	Marks awarded
Q1	Outline your understanding of project brief, issues and requirements.	15%	15 marks
Q2	Outline your knowledge of relevant guidance and best practice.	5%	5 marks
Q3	Outline and give examples of your experience in the preparation of similar studies and strategy	20%	20 marks
Q4	Outline and give examples of your robustness of the proposed study methodology, including an indicative engagement strategy.	10%	10 marks
Q5	Outline and give examples of your evidence of a clear and achievable project plan and programme which demonstrates effective project management arrangements.	15%	15 marks
Q6	Provide roles and responsibilities of Study Team personnel – relevance of qualifications and experience; relative contributions towards preparation of the study; and hourly rates and costs.	5%	5 marks
	Interview/Presentation Experience Delivery Timeline Attendance by proposed project team members	10%	10 marks
	Cost	20%	20 marks to lowest quote, with the other marks allocated on a % based on their proximity to the lowest bid.
	Total	100%	Marks 100