



## FEASIBILITY STUDY BRIEF

- Organisation:** Dundee Industrial Heritage Ltd. (Dundee Heritage Trust)
- Role:** Feasibility Study
- Estimated fee:** £15,000 inclusive of expenses and exclusive of VAT if applicable
- Estimated duration:** c. 12 weeks
- Timetable:** Submission deadline noon Wednesday 26<sup>th</sup> June 2024  
Interviews Monday 1<sup>st</sup> July 2024  
Work commissioned w/c 8<sup>th</sup> July 2024  
Work complete end of September 2024
- Location:** Home or company based  
Must be able to travel to Dundee for site familiarisation and project meetings
- Reporting to:** Emma Halford-Forbes, Heritage Director

## **DUNDEE INDUSTRIAL HERITAGE LTD.**

### **Brief for a Consultant to compete a Feasibility Study of Verdant Works Museum.**

#### **OVERVIEW**

Dundee Heritage Trust (DHT) and its operating company Dundee Industrial Heritage Limited (DIH Ltd.) are both registered charities formed in 1985 to preserve and interpret Dundee's industrial past. As well Verdant Works Museum, one of the nation's most important textile museums, Dundee Heritage Trust has responsibility for as the internationally significant Royal Research Ship *Discovery* plus Discovery Point Antarctic Museum. Both sites are Accredited museums, 5 star rated attractions with VisitScotland, and hold collections Recognised as being of National Significance.

#### **METHODOLOGY**

The Feasibility Study will specify the methodology they plan to use to meet the aim(s) and objectives of the work in their proposal. The Consultant will work closely with DIH Ltd.'s Heritage Director to establish the exact parameters of the Feasibility Study in detail at the beginning of the process.

#### **OBJECTIVES**

The consultancy project has the following primary objectives:

- Review the current basis of operation of Verdant Works Museum to inform an understanding of the challenges it currently faces and the circumstances that have given rise to these. This should be informed by an analysis of the trading position, costs and income that have led, over the past five years, to VWM's current trading position as indicated by its budget for 2024/25.
- Identify, research and evaluate the feasibility of a series of options to increase the sustainability of VWM including (but not limited to):
  - Seasonal and/or part-week operations
  - Converting a range of spaces<sup>1</sup> for alternative use, including long and short term lets and occasional use, as offices, meetings rooms, studios and more
  - Any other opportunities to make best use of VWM's assets for income generation

The Study will:

- evidence the need for the options within the Dundee market
  - cost the options, including staff time, capital costs to develop
  - illustrate the potential income from each option
  - and illustrate timescales for each option
  - plus on-going costs for each option
- In considering these potential future options, assess and take account of the property and asset management and collections management costs, impacts and requirements (both one-off and recurrent).
  - Set out the timelines, likely critical decision points and key milestones for the implementation of each option.

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<sup>1</sup> To be identified at the beginning of the Study in consultation with DIHL team.

- Assess the risks associated with each option and consider what mitigation measures could be adopted to manage these.

### **OUTPUTS/DELIVERABLES**

- Prepare an interim report, draft final report and final report, and allow for presenting these to the Trust.

### **CONTRACT MANAGEMENT**

#### Timetable

- We expect the service commissioned w/c 8<sup>th</sup> July 2024.
- A draft final report should be submitted by end of August 2024 for review by the Trust.
- The consultant will present to the Trusts in late August/early September.
- The final report shall be submitted to the Trust by end of September.

#### Costs

The budget for this work will be in the region of £15,000 inclusive of expenses and exclusive of VAT if applicable. Payment will be on a staged basis, with an initial start-up payment of 30%, another 40% on submission of the draft final report, and the remaining 30% on submission of the final report.

#### Reporting

The contract will be managed by Emma Halford-Forbes, Heritage Director, who will approve payments on production of satisfactory work. They will also monitor progress on an ongoing basis to ensure the project deadlines are met.

### **AWARD CRITERIA**

The consultant's proposal for this project should include:

- a detailed methodology to be used in the project
- details of the staff allocated to the project including details of the lead contact and the relevant experience and competency possessed by the consultant and any other personnel who will work on the project.
- daily charging rate of individual staff involved
- full costs and expenses for the work
- a project timetable for the work
- details of two references, or client testimonials

Proposals submitted will be assessed by DIH Ltd. against the following questions:

1. To what extent does the proposal demonstrate an understanding of the issues related to this brief?
2. To what extent are the methodology and methods appropriate to the requirements set out in this brief?
3. What degree of experiences does the bidder demonstrate in order to successfully complete the work?
4. How well has the bidder structured a team/their proposal in order to successfully manage the contract and deliver the required work to budget and timetable required?

### **PROCUREMENT PROCESS**

The procurement timetable will be:

- Proposal return deadline: noon Wednesday 26<sup>th</sup> July 2024
- Clarification/Interview meetings if required: Monday 1<sup>st</sup> July 2024
- DIH Ltd. will notify bidders of our decision w/c 1<sup>st</sup> July 2024

Proposals should be sent by email to Emma Halford-Forbes, Heritage Director, at [Emma.Halford-Forbes@dundeheritage.co.uk](mailto:Emma.Halford-Forbes@dundeheritage.co.uk)