

Developing Brief to design and fit the storage system for the new Collection Store (Room 5) at Newton Abbot Museum.

Newton Abbot Museum

12th February 2026

Client: Newton Abbot Council
Newton's Place
Wolborough Street
Newton Abbot
TQ12 1JQ

Contact Person:	Helen Smith, Project Coordinator
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Date of Issue:	Thursday 12th February 2026
Submission Deadline:	Thursday 26th March 2026
Submission Method:	By Email to the Town Clerk Phil.Rowe@newtonabbot-tc.gov.uk

1.0 Introduction to the What's in Store? Project

This is an invitation to tender from specialist museum suppliers for the supply and fit of new storage systems and the relocation of the existing store within Newton Abbot Museum which is located in a Grade II listed Victorian church in the centre of Newton Abbot (TQ12 1JQ). The project title is 'What's in Store?'

Mission Statement

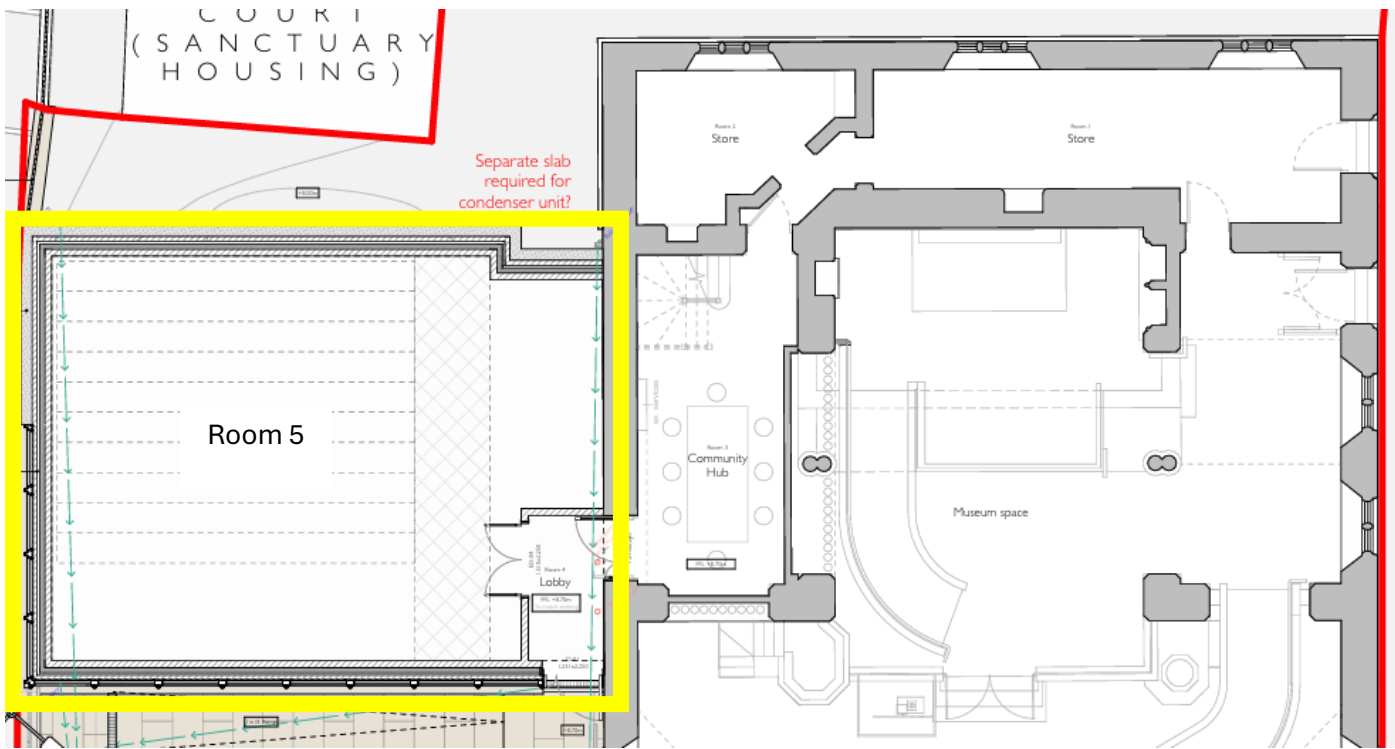
Newton Abbot Museum's *What's in Store?* project will make a fundamental change to the level of care, community access and space provided for the stored collections by building a single-story extension to the museum to house an environmentally innovative and accessible collections store. With community engagement very much at the heart of this project, a programme of engaging behind-the-scenes community activities will be delivered.

What is the project going to do?

- Construct an 88m² accessible collections store to unite the collection
- Provide step free access for all
- Double the space for the storage of the collections
- Welcome the community into the store to experience the collection increasing visitor numbers by 11% over the three-year project
- Provide the appropriate environmental conditions to care for the collection keeping the temperature between 15 and 20 degrees Celsius and humidity between 40 and 60%
- Review and reorganise the collection of 17,000 objects
- Identify and prioritise conservation requirements for the collection and commission experts
- Evaluate the project as it progresses to ensure it delivers the objectives

Room plan

Please see drawing below for the plan of the new extension to the store which will house Room 5 (outlined in yellow).



2.0 Planned use of the new Store

Room	Proposed new collection content
Room Five	<ul style="list-style-type: none"> As much roller racking as we can fit in the space Space for existing Picture racking from Room 3 to be fitted in the store Plan chests x 2 Archaeology Paintings – 1 x very large framed paintings height – 123.5cm x width 213.5cm and 1 = height – 140cm x width 119cm Wooden objects Entomology collection – please note – will need to pay attention to the air circulation because of chemicals used in preservation – not to be stored on roller racking to minimise vibrations Costume Space for Photographs – in existing filing cabinets x 2 Large metal objects - Model trains x 3 Coins Metal objects

3.0 Background information

Room	Work activities in the room	IT / Power connections required	Security	Lighting
Store entrance			Mag lock Security door and CCTV	External lighting for the ramp and stairs
New Five	Occasional access to collection to access, clean and move items Group tours – supervised access	4 x double sockets locations on drawing (hoover / cameras / laptops	Lockable door and mag lock	New: General lighting suitable for a museum store operated by a switch (not auto) locations on drawing

Room 5 - New Furniture / Kit Supplied by store fit out contractor	Room 5 - Existing Furniture / Kit Existing to be moved by store fit out contractor
<ul style="list-style-type: none"> • Roller racking • Hanging space for costume • 2 x new additional Plan chest with top used for resting items 	<ul style="list-style-type: none"> • Move all existing picture racking from room 3 into Room 5

Site Information

Location - Newton Abbot Museum, TQ12 1JQ

Site Area – see attached drawings.

Key Site Features/Constraints:

- Access via car park directly outside the building.
- Door widths and heights indicated on drawings

Reference Documents:

- Architectural plans and renders, M&E drawings

4.0 Schedule of Services Required:

To design, supply and fit the storage system in Stage One - the new Collection Store.

Experience, skills and knowledge:

- Track record in working with museum collections / storage systems for sensitive objects.
- Track record of community projects / working with a breadth of stakeholder groups (required for architect).
- Excellent communication and teamwork.
- Track record of delivery of projects on time and to budget.

5.0 Client Requirements and Expectations

1. The storage contractor is expected to work collaboratively with the Client, key stakeholders (Council and museum staff, Project Board, community groups, funders), and any other appointed consultants (Project Coordinator, Community Engagement Officer, Marketing Consultant).
2. Regular and transparent communication is vital, including formal progress meetings and clear reporting.
3. We require strict adherence to agreed budget limits throughout the design process.
4. The ability to meet agreed project deadlines and milestones.
5. Implementation of robust quality assurance and control procedures.
6. Proactive identification and mitigation of design and project risks.

6.0 Tender Requirements

a) Intention to tender

Newton Abbot Town Council has invited selected bid-writers to tender for this supply. In addition, the tender document is freely available on the Council's website at www.newtonabbot.tc.gov.uk. Organisations intending to tender should notify the Town Clerk, Phil Rowe, by email to Phil.Rowe@newtonabbot-tc.gov.uk before **Thursday 26th February 2026**.

b) Questions and Clarifications

Consultants / organisations may request clarification of any items in the tender documents by **Thursday 12th March 2026**. All requests must be emailed to Phil Rowe, Town Clerk, at the above address. Any clarification made by the Council in response to a request will be notified to each organisation that has emailed their intention to tender. Any changes to the tender documents will also be shared with all potential tenderers.

c) Tender submission

Tenderers must give replies to each of the guidelines below. You should detail how you will meet or exceed the requirements. Do not assume any prior knowledge of your organisation.

d) Guidelines for Tender

In developing your proposal, please address the following:

- How will the project be delivered successfully through your experience in
 - heritage /conservation work in the last 5 years
 - meeting tight deadlines and staying on budget
- How will your proposal meet the Town Council procurement aims
- Costs including time input and rates of key personnel
- Proposed work schedule /time plan
- Any installation requirements that will affect the build contract (i.e. roller racking)
- Please provide at three references for your previous projects

Assessment Criteria

We will use the following criteria to assess the proposal:

Criteria	Weighting
Quality of the proposal to meet the client brief:	60%
• Museum work track record	30%
• Delivering to time and budget	20%
• Meeting town council procurement aims	10%
Price	40%

Tender Sum

Please provide a cost breakdown and allow a £6,000 contingency for client variations within the price.

Tender Submission

You need to submit your proposal and complete the Supplier Questionnaire.

For all other services: Tenders to be submitted by **5pm on Thursday 26th March 2026** to: Phil Rowe, Town Clerk, Newton Abbot Town Council by email: Phil.Rowe@newtonabbot-tc.gov.uk.

Please send a hard copy, in plain envelopes marked “Quotation for Professional Services” to:

Phil Rowe
Town Clerk
Newton Abbot Town Council
Newton’s Place
Wolborough Way
Newton Abbot
TQ12 1JQ