

WallCAP

Invitation to Tender: Hadrian's Wall Village Atlas

1. Introduction

The Hadrian's Wall Community Archaeology Project (WallCAP) at Newcastle University wishes to appoint an individual or team to develop, implement, and publish a Village Atlas for Hadrian's Wall, to be complete by 1 Sept 2022.

The Village Atlas should follow generally established methods and formats, focussing a six historic villages and townships located along the length of Hadrian's Wall. The aim is to enhance interpretation and appreciation of the long-term history of these settlements to achieve a better understanding of the landscape for local communities and visitors. The appointed individual/team will work in conjunction with WallCAP staff.

2. Brief for Consultants

WallCAP, based in the McCord Centre of Newcastle University, is funded by the National Lottery Heritage Lottery Fund (NLHF) to deliver a three-year project linked to capital investment in the conservation of heritage for the Hadrian's Wall World Heritage Site and complete a program of activities to better research and understand the monument in the landscape. The activities focus on developing an improved awareness and involvement of existing and new audiences on the changing, sometimes fragile state of heritage and how heritage is incorporated into their own communities. The majority of activities are planned around two major strands: Heritage At Risk (HAR) and Stone Sourcing and Dispersal (SSD). These strands are supported by secondary strands consisting of training activities, public events and engagements, and development and use of digital resources. Full details of these strands, target audiences, and planned activities can be found in the Activity Plan, which can be provided on request.

There are six (6) historic villages and townships that have been identified as suitable to provide geographic parity across the Hadrian's Wall corridor: Byker (Newcastle, east); Benwell (Newcastle, west); Heddon-on-the-Wall (Northumberland); Gilsland (Northumberland & Cumbria); Walton (Cumbria); Bowness-on-Solway (Cumbria).

It is expected that the same basic method will be applied to each village, such that there is a framework for presentation and comparison along the Wall but while also allowing for the

bespoke history of each village to also be acknowledged. In this regard, the work is likely to focus on the historic township, but also include the named village and adjacent stretch of Hadrian's Wall, even if it is not within the township.

The content should be able to communicate the landscape and architectural history and development of the community up to *circa* 1900.

3. Outputs and Content Guidance

The appointed individual or firm (the consultant) is expected to deliver the content, design, and implementation of community engagements/consultations, in collaboration with WallCAP staff, and deliver the final publication of the village atlas. This will include production of text and images, as well as coordination of design, printing, and delivery of the reports in digital and hardcopy forms.

Ideally, each village report can be published individually in a small print run (of approximately 30-50 each) as well as a larger combined monograph that contains the reports of each village and some interpretative overview (print run also of 30-50).

4. Budget and Indicative Timescale

A budget of not more than **£50,000** (including VAT) is allocated for this contract, including reasonable expenses such as travel and costs attached to community and consultation events. Payments can be scheduled according to an agreed timetable, but the client (Newcastle University) will withhold the final 25% until satisfactory completion of the contract.

The tender should include the cost for 3rd-party or commissioned work, such as publication of the final reports.

Key milestones for delivery include:

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| • Tender submission deadline | 10 January 2022 |
| • Appointment of consultant | 21 January 2022 |
| • Agreed concept development | 11 February 2022 |
| • Sign-off on reports | 1 August 2022 |
| • Publication/dissemination of reports | 12 September 2022 |

5. Project Management, Communication, and Resources

The consultant will need to liaise with WallCAP Project Manager and Volunteer Coordinator regularly. All aspects of the project are expected to be managed by the consultant, with additional information and data provided via WallCAP. Funding is provided via Newcastle University, and the contract must comply with the university's terms and conditions.

6. Publication and Copyright

The final products/reports will be considered the intellectual property of individual authors, be that the consultant(s) and/or community volunteers, in line with standard copyright practice.

It is anticipated that no licences or proprietary software will be necessary for functionality of the work. Copyright permissions may be required for publication/printing of some archives or images.

7. Bidding Requirements, Process, and Award

Consultants interested in the project should submit the following:

1. An outline of the proposed approach to complete each village atlas, and content of the final reports.
2. Track record of the bidder delivering similar or related work.
3. Details of key personnel to be involved.
4. Costs to be charged (indicating VAT separately, as appropriate) and day rates of all personnel involved. Additional charges, e.g. equipment, production of materials, sub-contractors, should be itemised.

WallCAP and Newcastle University will award this contract according to the following criteria:

- Price (30%) – consisting of overall price (10%), transparency of costings (10%), and cost relative to output (10%)
- Experience (20%)
- Approach and methodology (30%)
- Timeliness of delivery (10%)
- Adherence to University tender terms and conditions (10%)

Consultants are referred to the University's terms and conditions:

<https://www.ncl.ac.uk/media/wwwnclacuk/business/files/terms-conditions-purchase-services.pdf>

It is expected for appropriate reports to be finished by 1 August 2022, so as to leave sufficient time for printing/publication to be completed in September 2022.

Bids will only be considered if they are received by email by the WallCAP Project Manager, Rob Collins, not later than **12pm Monday 10 January 2022**. Emails should be marked "Hadrian's Wall Village Atlas Consultancy".

Dr Rob Collins
WallCAP Project Manager
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Armstrong Building
Newcastle University
Newcastle upon Tyne NE1 7RU

Email: robert.collins@newcastle.ac.uk

Informal enquiries can be made to Rob Collins via email. At request, a meeting can be held via telephone or videoconference.

8. Payment

25% of the consultant's fee will be payable on commission. A further 50% will be paid at agreed stages of the evaluation and 25% on completion of the contract.

9. This brief can be made available in alternative formats if required.