



## **SELBY ABBEY: The Origin Stories**

### **Interpretation design services: design and build**

#### **Scope of services**

##### **1.0 INTRODUCTION**

Selby Abbey: The Origin Stories is a transformational £1.5 million initiative funded by The National Lottery Heritage Fund. Running from June 2025 to October 2027, the project will secure the future of our Grade I listed Abbey through vital restoration and a wide-reaching public engagement programme.

##### **2.0 BRIEF TO CONSULTANT**

Selby Abbey is seeking interpretation and design services to provide the detailed design and production of our interpretation plan.

The interpretation designer will be part of our specialist external project team, working closely with the Project Manager to ensure that all of our interpretation plan is delivered in time and to budget.

##### **3.0 FEE**

The maximum fee for this work is £25,350 ex VAT, to include all expenses incurred such as travel and subsistence.

This includes fees for 3D design, graphic design, illustrations, build / production, content development, design and build project management and transport.

#### **4.0 SCOPE OF SERVICES**

We are seeking an interpretation designer to deliver the following:

- Produce detailed technical drawings / specifications of interpretative elements
- Review and confirm design costs
- Manage the budget for interpretation and wayfinding
- Develop all graphic interpretation, applying Selby Abbey's branding guidelines where appropriate
- Develop the detailed graphic design and production of the wayfinding scheme, using the graphic design assets developed during the project development phase
- Manage the procurement of production services, adhering to National Lottery Heritage Fund requirements
- Manage and oversee the production / build of all interpretative elements
- Liaise with the Architect and main contractor / garden sub-contractor about the production, transport and installation of the graphic design elements of the Monastic Garden
- Liaise closely with the Operations Manager about the installation / introduction of interpretation within the Abbey
- Liaise closely with the Volunteer Co-ordinator and Community Engagement Co-ordinator regarding content development, image research and licensing, credits etc.
- Attend monthly project meetings during the contract period.
- Ensure compliance with National Lottery Heritage Fund guidelines throughout.

#### **5.0 MANAGEMENT AND WORKING RELATIONSHIPS**

The project delivery phase is being managed by our Project Manager. As project lead, they intersect with the Selby Abbey Origins Project Steering Group made up of representatives from Selby Abbey PCC and Selby Abbey Trust.

The Project Manager will make relevant connections to other consultants working on the project where appropriate to ensure maximum sharing of knowledge. The Interpretation Designer will also be expected to work closely with our Operations Manager, Volunteer Co-ordinator and Community Engagement Co-ordinator.

The Interpretation Designer will be expected to attend monthly project team meetings (remote) during their contract.

The consultant will need Public Liability Insurance to the value of £5 million and Public Indemnity of £1 million. If these are not already in place, the consultant should undertake to obtain them ahead of the commencement of the contract.

This contract will begin 1<sup>st</sup> November 2025 and end 31<sup>st</sup> December 2026.

#### **6.0 AWARD CRITERIA**

To tender for this work, please send a proposal including:

Your approach to delivering the scope of services

A CV which details your relevant experience to date, and for each consultant if more than one

Two brief case studies of similar work delivered

The allocation of days between members of the team (if applicable)

The daily charging rate of each consultant

An example timescale for carrying out the project

An overall budget.

Proposals submitted will be assessed by against the following questions:

To what extent does the proposal demonstrate an understanding of this brief?

To what extent are the methodology and methods appropriate to the requirements set out in this brief?

What degree of experience does the bidder demonstrate to successfully complete the work?

How well has the bidder demonstrated the ability to complete the required work to the budget and timetable required?

A provisional interpretation plan is available on request from [originspm@selbyabbey.org.uk](mailto:originspm@selbyabbey.org.uk)

## **7.0 PROCUREMENT PROCESS**

Proposals should be sent via email to [originspm@selbyabbey.org.uk](mailto:originspm@selbyabbey.org.uk)

Proposal return deadline: 17:00 Sunday 19<sup>th</sup> October 2025

Selby Abbey will notify bidders via email of our decision week commencing Monday 20<sup>th</sup> October 2025.

## **8.0 METHOD OF APPOINTMENT**

A letter of appointment will be issued on the basis of the approved response to this brief and will include a final payment schedule, conditions of appointment (e.g. production of insurance documents etc.) and reporting timetable. The consultant will indicate acceptance by signing a copy and returning to the client.