



‘Transforming the Trent Valley’ Landscape Partnership Scheme

Specification for an Exhibition Trailer

Summary

Staffordshire Wildlife Trust (SWT) is looking for an attractive mobile space to exhibit the work and principles of ‘Transforming the Trent Valley’ that can be transported and used by any member of the team in all weathers.

Overview

Transforming the Trent Valley (TTTV) is a Landscape Partnership Scheme funded by The National Lottery Heritage Fund that is being delivered over 5 years between April 2019 and March 2024. Our Landscape Partnership comprises 18 Board members including statutory bodies, voluntary organisations and quarry companies from across Staffordshire and Derbyshire. We have joined together under a common vision to create wildlife-rich waterways and wetlands at the heart of a resilient, accessible, beautiful and culturally rich Trent Valley.

Staffordshire Wildlife Trust (SWT) is the lead partner and accountable body for the scheme. SWT is responsible for monitoring the outputs and outcomes of the scheme, evaluating the success of the projects and our partnership, and documenting our achievements to create exciting and informative interpretation and online media.

Background to the ‘Transforming the Trent Valley’ Landscape Partnership Scheme

Transforming the Trent Valley is an evolution of a pre-existing partnership of Staffordshire-based organisations (known collectively as the Central Rivers Initiative) with an interest in the Trent Valley. This former Staffordshire-focused landscape has expanded to include Derbyshire and a wider partnership base. Covering 200km², the landscape focuses on the River Trent and its tributaries (River Tame and River Dove) between Rugeley, Tamworth, Uttoxeter and South Derby.

TTTV is a fluvial landscape, distinguished for its sand and gravel quarries, former gravel pit lakes, wildlife-rich flood plains, pastoral farming and miles of river and canal networks. The area is both naturally and culturally rich in character and yet is under extreme industrial and developmental pressure.

The TTTV Partnership will be delivering sixteen projects that work towards achieving our vision for the Trent Valley and contribute towards our three core themes:

Connecting Communities through Action: a selection of community focused projects that encourage participation, volunteering, education, training and well-being;

River Valley Connections: projects that focus on physical access to the landscape through walking, cycling and paddling, and intellectual access through information and interpretation;

Transforming the Landscape: a range of projects that have the cultural and natural heritage of the landscape at their core looking to preserve and protect these assets for posterity. The focus is on the River Trent and its floodplain.



The partnership has a brand identity that is carried through our visual media and represents all the partners within the partnership. Our brand identity includes a distinct colour pallet and 8 icons within our logo family representing the broad scope of our project work.

Background to The National Lottery Heritage Fund Landscape Partnership Scheme

The National Lottery Heritage Fund (The Fund) Landscape Partnership Scheme programme is for schemes led by partnerships of local, regional and national interests which aim to conserve areas of distinctive landscape character throughout the UK. Grants of between £100,000 and £3million are available. The Fund supports schemes that make a lasting difference for heritage, people and communities in the UK. The Transforming the Trent Valley Partnership Scheme (LPS) is made up of 16 individual projects within a defined landscape character area. These individual projects will be integrated in a way that achieves a long-term legacy for the area.

Specification

The project team attends several regular and one-off events where the aim is to share and engage with the public. Our existing facilities are not suitable for all weathers, involve a lot of effort to set up, and do not have the aesthetic appeal that the team desires.

We are looking for a supplier to brand and furnish a second hand trailer that meets our specifications. The trailer needs to be visually attractive from the outside and provide flexible space inside that allows us to customise our interpretation to suit the event.

We require the exhibition trailer to be small enough to fit into a standard parking space, and is towable with a basic car driving licence. The trailer must have wheelchair access and ideally be able to be set up by a single person. Interior fittings should include a counter and cupboard space, a fold out table, and magnetic wall space for interchangeable interpretation. The exterior should be lightly branded, matching the colour scheme of the project. Ideally, it will also have an awning so that there is the option of hosting activities outdoors in inclement weather.

The team intends to use the trailer in a variety of locations, such as festivals, high streets, nature reserves and visitor centres. It is therefore essential that the trailer can be easily manoeuvred into location and is both safe and lightly branded from every angle.

Flexibility is important to us. Transforming the Trent Valley is a broad scheme delivered by a partnership and therefore the trailer will need to be quickly and simply adapted to the event and the project we are promoting. Externally, the trailer will be simply branded, but should be attractive and appealing to a broad audience. Internally, we are suggesting metallic walls to allow magnetic posters and displays to be easily and neatly put up and taken down. However, please recommend an alternative approach if you feel you have a better solution. It is important that, if a better solution is not being recommended, that you can confirm the walls will enable magnetic displays (i.e. not aluminium).

We are aware that there are a number of options available to us and so are looking for a fully-costed quotation that proposes an appropriate trailer, itemises what will be provided and illustrates the final finish. We have a clear budget available for this purchase and, whilst we need to consider cost and value for money, we will also be assessing the quotations based on the quality of the proposal and how well the specification is met. Therefore, please include any suggestions we may have overlooked, further options and add value ideas that you may consider relevant.

Scope of the brief

- A light-weight trailer, not exceeding 3,500kg fully loaded, so that it can be towed under category B on a UK driving license.
- When stored, it must fit within a standard parking space.
- The trailer should be designed with practical use in mind, including cupboard and counter space and a fold out table. Please provide previous examples or details of how this could be accomplished.
- It should be simple to set-up and close down, preferably by an individual. If this is not possible, please ensure we are aware of this in your quotation.

- Accessibility is important as we engage a wide audience and so disabled access (wheelchair and people with poor vision) can safely enter the space once set-up. Please provide details on how this can be achieved. If there is an additional cost, please ensure this is clearly explained.
- The trailer should be provided with a high-quality external finish that matches our branding. We envisage a simple yet attractive design and will liaise with our chosen company about suitable colours etc. Your proposal should include details of the type of finish you are quoting for.
- Internal finish should allow for flexible displays including magnetic displays. If this is not possible, please recommend an alternative approach.
- The trailer is required by Summer 2022, so will need to be delivered by end of June 2022. Please only quote based on trailers you have available and know you can provide within the given timeframe.
- Quotes should include a breakdown of costs for interior and exterior fittings, e.g. the cost of adding an awning. The team can then prioritise their needs if the quote comes over budget.

Project budget

The maximum budget available for this work is **£13,000** inclusive of VAT.

Quotations

Quotations will be assessed based on their demonstrable value for money, speed of delivery and fulfilment of the team's needs.

Eligible quotations must include the following information:

Previous experience	Examples of previous work that has some crossover with our specification.
Specifications and scope of works	Using the specification and scope of works, discuss how you would work with us to deliver this contract.
Suggested timetable of works	How quickly are you able to deliver the trailer.
Breakdown of costs	Details on how the budget will be used against the requirements of the specification, including a spend forecast. What is your total quote?
Added value and additional offer	Will the purchase come with any maintenance benefits or guarantees?

Award criteria

Quotations that fulfil the essential requirements will be evaluated on the basis of the most economically advantageous quotation, taking the qualitative points above into consideration.

Criteria	Weighting
Total cost	50%
Demonstrate relevant previous experience	10%
Conformity with specifications	30%
Added value and additional offer	10%

Closing date

Please email your quotation and any supplementary information by **9am on Tuesday 17th May** to:

Marie Smith, Senior Interpretation Officer
 Email: m.smith@staffs-wildlife.org.uk
 cc: TTTV@staffs-wildlife.org.uk

Any questions prior to the closing date, contact:

Marie Smith
 Email: m.smith@staffs-wildlife.org.uk
 Mobile: 07496 271513

(Please note Marie works Tuesday-Thursday)