

Project Brief

Expressions of Interest

Tender for Consultancy Services

Royal Perth Hospital Heritage Precinct
Signage Project



Closing date: 5pm Friday 26th February 2021

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This consultant brief was prepared by an officer of the National Trust of Western Australia

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Introduction:

The National Trust of Western Australia [the National Trust] seeks expressions of interest from suitably experienced consultants to design and prepare the content for a series of signs within the Royal Perth Hospital Heritage Precinct.

The National Trust aspires to awaken the community to the value of heritage. It is a statutory authority that works under an Act of Parliament, and is also recognised as a not for profit, community based organisation and a registered charity. The National Trust works both for Government and for the community.

Background:

The National Trust of Western Australia obtained the management order for the Royal Perth Hospital Heritage Precinct (RPHHP) in 2013 which is part of the greater Royal Perth Hospital complex [Place Numbers 2047, 2049, 2048 and 4289 on the State Register of Heritage Places]. The Royal Perth Hospital is a major institution in the Western Australian community and has made a significant contribution to the history and development of the city. The RPHHP buildings are currently leased to the Department of Health for various medical related purposes. The future use of the precinct by the Department is currently unknown while it considers the long term plans for the future of the Hospital overall.

The RPHHP comprises the following buildings (see the location plan on the following page):

- H Block – Ainsley House
- K Block – Kirkman House
- M Block – Administration Building
- N Block – Colonial House
- P Block – Milligan House
- L Block – Former Kitchen

The RPHHP is situated in the historic eastern end of the city, bounded by Wellington, Hill, Hay and Barracks Streets. The area is dominated by Victoria Square and St Mary's Cathedral and is home to a range of key government and religious institutions. Over recent years, the area's urban fabric has declined and several buildings have become vacant or underused. The recent refurbishment of several historic buildings and the activities of not for profit community organisation, Historic Heart of Perth Inc, have helped position the RPHHP as a key part of the revitalisation ambitions for the East End precinct.

A key stakeholder is the Royal Perth Hospital Heritage Society comprising people with a great interest in the history of Royal Perth Hospital and its heritage buildings. The Society is keen to feature signage within the Precinct that identifies the key heritage buildings and their significance.

In 2020 an Interpretation Strategy was commissioned for the RPHHP and Historic Heart of Perth Inc. Among the recommendations is that interpretive signage be commissioned for the RPHHP.



Project Aims:

The National Trust wishes to provide a well-considered experience for those who work in and visit the Precinct that will contribute to their understanding of the heritage values associated with it. Through connecting audiences with stories it is possible to reveal unexpected insights into a place and its people that many have not previously considered or otherwise take for granted.

The signage project will support the National Trust's work in communicating the values of the RPHHP to the community, increase community engagement and understanding, and build strong partnerships with the Royal Perth Hospital and other organisations with interests in the Precinct.

Project Scope:

The consultants will:

- review existing signage styles within the RPHHP
- prepare content and design signage for the RPHHP based on the National Trust's existing standard signage suite and taking into account the National Trust's brand guidelines, suitable for both extended text and graphic content and including both National Trust and partner logos
- allow for one precinct sign and one sign for each of the six heritage buildings. Each sign to comprise text of up to 200 words including the building name, date of construction and summary descriptive content about the history and heritage of each building
- identify signage locations, prepare construction drawings and specifications for final artwork
- obtain three quotes for fabrication and installation of the signs

The consultants will be required to consult closely with key stakeholders: Royal Perth Hospital, Historic Heart of Perth Inc and the Royal Perth Hospital Heritage Society.

The tender may be extended to include project management of the signage fabrication, obtaining all necessary approvals and supervising the installation.

Copyright:

Copyright of all original material produced during the course of the project will remain with the National Trust of Western Australia. Permission to use already copyrighted material must be obtained and appropriately acknowledged. Further publication or distribution of all or part of the document must receive prior permission from the National Trust.

Project Timing:

This project will commence as soon as possible on appointment and will be due for completion by the end of April 2021.

Insurance Requirements:

The consultants are expected to hold Professional Indemnity Insurance to the value of \$5 million and Public Liability Insurance to the value of \$10 million.

Key References:

Mulloy Studio et al. (2020) *Royal Perth Hospital Heritage Precinct + Historic Heart of Perth Interpretation Strategy*, unpublished report

Block (2020) *Brand Hierarchy Review*, unpublished

Wren Design (2018) *Brand Guidelines: National Trust of Western Australia*, unpublished document

Ronald Bodycoat (2011) *Royal Perth Hospital Heritage Precinct, Perth, Western Australia: Conservation Plan*, unpublished report

Project Budget:

It is expected the project, for which this brief applies, will be carried out within a budget of \$10,000 +gst inclusive of all fees, travel and disbursements.

Form of Contract:

National Trust short form contract for consultancy/contract services. NOTE: Payment terms are 30 days from acceptable completion of work being invoiced.

Information Required:

Submissions should demonstrate the applicant's knowledge, expertise and experience in projects of this nature, particularly in relation to heritage places.

Submissions must be limited to 10 pages and will be evaluated against the following criteria:

1. Response to the brief and proposed approach to the project
2. Understanding of the tasks and outcomes, particularly in relation to the requirements of heritage places
3. Value for money

The following details must be included within the submission:

- Name of the consultants, business address and relevant contact details
- Details of services offered
- Availability for work within the identified timeframe
- Confirmation of total fee including travel and other disbursements
- Hourly rates for any additional works outside the agreed scope
- Names and contact details of two referees who have had recent dealings with the consultant for similar work
- Levels of professional indemnity and public liability insurance and the name of the company that holds the policy

Submissions:

All submissions should be clearly marked 'RPHHP Signage Project' and submitted no later than 5pm Friday 26th February 2021 at the following address:

National Trust of Western Australia
The Old Observatory
4 Havelock Street
WEST PERTH WA 6005
Email: trust@ntwa.com.au

Email proposals received by the nominated closing date and time will be accepted provided that they are completed, signed, legible and include all necessary information required to be submitted as part of the proposal.

Project Manager:

Ms Sarah Murphy, Manager Interpretation and Collections

Telephone: 9321 6088 Email: sarah.murphy@ntwa.com.au

The Trust acknowledges its properties are situated on Aboriginal land across the state and recognises Aboriginal people remain the cultural and spiritual custodians of their land and continue to practise their values, languages, beliefs and knowledge. The Trust is committed to working with Aboriginal people to ensure these practices are recognised and included in the conservation and interpretation of its properties, and that Aboriginal people are consulted and involved in the development of Trust projects and programs.