



'The European Agricultural Fund  
for Rural Development: Europe  
investing in rural areas'.



## **Tender for Whitehead Village Outdoor Signage, to include- Heritage & Wellbeing Walking Trail, Welcome Signs & Visitor Orientation**

### **TERMS OF REFERENCE**

Carrickfergus Borough Council is seeking tenders for the development, design, production, implementation and installation of outdoor signage to comprise the following-

- **A Heritage Trail incorporating a Wellbeing Walking circuit**
- **Welcome Signs**
- **Navigational Fingerposts**

## **1. FOREWARD**

- 1.1 Please include, where appropriate, any supporting documents – marking clearly on all enclosures the name of your company.
- 1.2 Reference to “the Council” means Carrickfergus Borough Council
- 1.3 Reference to “the Company”/ “the Tenderer” means the Tendering Company
- 1.4 The Council is not bound to accept any tender or award any contract.
- 1.5 Detailed proposals must be returned together with all supporting documents not later than 4pm on Wednesday 1 February.

## **2. BACKGROUND & PROJECT AIM**

Whitehead is a pretty seaside village on the east coast of County Antrim. It lies almost midway between the town of Carrickfergus with its medieval castle and the busy port of Larne. It is a Victorian Railway village with a well preserved Conservation area and is home to the Railway Preservation Society of Ireland (RPSI) and the County Antrim Yacht Club (CAYC), Whitehead has a population of 3,711(2001 census figures NISRA)

Following public consultation in relation to the Whitehead Village Masterplan, analysis revealed that the layout of the village is such that it can be difficult for a newcomer to navigate, especially with the railway line forming a barrier through the centre. In addition, many of Whitehead’s historical treasures are difficult to locate and/or are not identified with appropriate signage or interpretation for residents and visitors.

To address these issues it is planned that this project will provide a suite of interpretive panels that will offer information on key historical areas and areas of interest throughout the trail. ‘**The Whitehead Heritage & Wellbeing Walking Trail**’ will include a heritage trail around the village including the commercial centre. In addition to the trail, a number of these key areas will be selected to have **Welcome Signs** installed to highlight their location to residents and improve visitor orientation. Finally, **Navigational Fingerposts** are required to aid travel throughout the village and ensure that key areas of interest can be located with ease.

The main aim of the overall project is in line with Carrickfergus Borough Council's aim of 'improving the quality of life for all and making Carrickfergus an attractive place to live, work, invest and spend leisure time'. The interpretative panels will promote the heritage and culture of the Village and will create a sense of civic pride. It will promote a sense of well being and healthy lifestyle. There is also an opportunity to create a stronger link between the heritage areas and the commercial centre to increase economic development by encouraging visitors to browse shops and dine in the cafes and restaurants as part of their visit.

### **3. REQUIREMENT**

Carrickfergus Borough Council wishes to appoint a suitably qualified company to facilitate the process of developing, designing and installing outdoor signage as detailed in the specification (4) Tenderers should illustrate a track record of bringing similar projects, particularly in the public sector, to completion on time and within cost.

### **4. SPECIFICATION**

- In implementing the Heritage & Wellbeing Walking Trail, a full service is required to include an orientation plan, development of script and design of graphics (images will be provided by Council), manufacture and supply of units and complete installation, including all necessary statutory approvals. This should comprise 10-12 interpretive panels in key heritage locations and areas of interest, linked into a walking trail, including the following-

*Opening panel/ Castle Chichester/ Promenade, Old Bandstand & Lido & White Harbour/ Train Station/ Blackhead Path/ Yacht Club/ Boat House & Coastguard Station/ Local Churches / Aerodrome Site / Closing Panel*

*Other suggestions may be considered by Council.*

**NB.** A section of the Heritage & Wellbeing Walking Trail's interpretive panels should include a marker indicating how far the visitor has walked between sites and from the beginning of the trail as well as a brief narrative on the benefits of outdoor activity. This should be incorporated to complement the overall design of the panel.

- Welcome signs are required at approx 5 of Whitehead's key visitor attractions.

*Blackhead Path & Promenade/ Recreation Grounds and Castlevue Community Centre/ Train Station/ New Jubilee Wood*

- In addition to the Heritage & Wellbeing Walking Trail, having identified key areas of interest in the town, navigational fingerpost signs should be designed and installed in approx 5 key areas of the village to aid visitor orientation towards key areas in and around the village and commercial centre (*locations for Tenderer to propose*)
- The scheme should be designed to complement and promote the village's heritage and compliment existing signage. Interpretive panels should include text, graphics and 6 partnering logo (shown on cover page) Full colour is requested unless otherwise directed.
- All text, design and artwork are to be approved by Carrickfergus Borough Council. Final proofs are to be provided and signed off before manufacture.
- Copyright of content of units to be assigned to Carrickfergus Borough Council.
- Exact locations and number of units proposed must be agreed by Council and may be subject to change from consultation. This should take account of permission from landowners and any other statutory requirements.
- Tenders should give **BOTH** an itemised cost breakdown of all signage units included in the proposal including full specification of each type of signage to be supplied, as well as a total overall price for the whole tender. ALL PRICES QUOTED ARE TO BE EXCLUSIVE OF VALUE ADDED TAX.
- Please provide a list of partner companies or sub contractors.

## **5. CARRICKFERGUS BOROUGH COUNCIL'S CORE IDEOLOGY AND ENVISIONED FUTURE IS HIGHLIGHTED IN ITS CORPORATE PLAN 2011 -15**

### ***5.1 Corporate Vision and Objectives***

#### ***5.1.1 Vision***

*The Borough of Carrickfergus will be a vibrant, healthy and prosperous place with an excellent quality of life for all to live, work, visit and invest in.*

#### ***5.1.2 Civic Leadership and Governance***

*Building on the civic pride that we enjoy within the Borough*

#### ***5.1.3 Health, Leisure and Wellbeing***

*Seeking to promote co-operation between Council and those involved in community activities*

#### ***5.1.4 Sustainable Environment and Communities***

*Ensuring that we all enjoy the benefits of a clean, healthy lifestyle within safe and supportive communities*

**5.1.5 Economic Development, Tourism and Prosperity**

*Building a prosperous future with our business community and attracting new economic opportunities*

**5.1.6 Corporate Service Delivery**

*Ensuring that we are an effective, fit for purpose organisation to enable effective service delivery*

**5.1.7 Core Values**

1. Customer Focused in all that we do
2. Leadership through partnership & collaboration
3. Valuing and Developing Our People
4. Open and transparent

***This project strategically references the links to Council's strategic vision for regeneration in the Borough.***

**6. CONTRACT INFORMATION**

- Insurance of the works, public and employees liability shall be the responsibility of the Contractor until the works are officially handed over to the Council.
- The selected Tenderer must establish and monitor effective communication lines to report regularly and directly to Carrickfergus Borough Council as required.

**ADDITIONAL INFORMATION TO BE SUPPLIED**

- The period of guarantee relevant to materials and workmanship should be stated in the tender.
- A specimen design of each type of point should be included with the tender.
- Tenders should include details of two examples of similar completed contracts with location and contact details.
- The tender should include a proposed timetable for the completion of the project, including design, manufacture and installation by **April 2012**.

**OTHER INFORMATION**

- Tenders will be assessed against the following criteria: methodology and timetable, addressing the brief/proposed design solutions, relevant experience, and value for money.

- Further information regarding this tender may be obtained by contacting – Stacey Miller, Carrickfergus Borough Council 028 9335 8000  
[stacey.millar@carrickfergus.org](mailto:stacey.millar@carrickfergus.org)

## **SCORING**

<b>Criteria</b>	<b>Weighting</b>
Timetable	10%
Relevant experience	20%
Addressing the brief/proposed design solutions	30%
Value for money	40%

## **RETURN OF TENDERS**

- Tenders should be returned:

FAO- Stacey Millar  
Carrickfergus Borough Council  
Museum & Civic Centre  
11 Antrim Street  
Carrickfergus  
Co. Antrim  
BT38 8DG

They should be clearly marked “TENDER FOR WHITEHEAD HERITAGE & WELLBEING TRAIL & VISITOR ORIENTATION” and arrive no later than-

## **WEDNESDAY 1 FEBRUARY @ 4PM**

The Council shall not necessarily accept the lowest or any tender. Late applications will not be accepted.