



Rutland
County Council



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DIGGING FOR RUTLAND; JURASSIC AND ROMAN

OPTIONS APPRAISAL AND COMMUNITY ENGAGEMENT CONSULTANT CONTRACT BRIEF

MAY 2022

REQUEST FOR QUOTATION

Closing date for the submission of Quotation
12 noon, Monday 30th May 2022

**RUTLAND COUNTY COUNCIL
and ANGLIAN WATER**

**Brief for undertaking the options appraisal and community
engagement at Rutland County Museum LE15 6HW
and Rutland Water LE15 8QL**

Background

Rutland County Council has been awarded a grant of £29,500 by The National Lottery Heritage Fund to scope the future options for two important finds, paleontological and Roman, that were made in the county in 2020-21. This contract is for an options appraisal and community engagement plan, which are significant elements of the scoping exercise.

The options appraisal will shape the future of the heritage service in Rutland, which includes the County Museum and Oakham Castle. The heritage service has successfully delivered a large heritage lottery funded capital restoration project at the Castle. As with many local-government run heritage services, operational budgets are continually being reduced and the deposition of the new finds requires a holistic plan of the use and spaces at the museum and will ultimately affect its future sustainability. The finds provide the opportunity for the service, and the wider supportive council, to enhance the heritage offer of the county and to provide a significant regeneration drive in Oakham and surrounding areas.

In November 2021, it was announced that a team of archaeologists from University of Leicester Archaeological Services (ULAS) – working in partnership with Historic England and in liaison with Rutland County Council – had unearthed a beautiful Roman mosaic, depicting the siege of Troy, said to be the most important Roman find in the UK for over 100 years. Further work has revealed the mosaic is just part of a much larger Roman Villa, previously unknown and potentially as extensive as Chedworth Roman Villa <https://www.nationaltrust.org.uk/chedworth-roman-villa>

The site has been provisionally dated to the 3rd or 4th century and has been designated as a scheduled monument by the Department for Digital, Culture, Media and Sport (DCMS). The site's restricted access means that it is unlikely to be publicly accessible in the future but an extensive number of large and small finds are likely to be deposited with Rutland County Museum.

Further information about the Rutland Roman villa can be found [here](#)

In January 2022 it was announced that the remains of a 180-million-year-old ichthyosaur from the Jurassic period had been identified at Rutland Water Nature Reserve, which is owned by Anglian Water, and managed by the Leicestershire and Rutland Wildlife Trust. The fossil, nicknamed the Rutland Sea Dragon, is over 33 feet long with a skull weighing more than a tonne.

A partnership between Anglian Water, Rutland County Council, and Leicestershire & Rutland Wildlife Trust, working with professional palaeontologists, recovered the Sea Dragon. The team hopes to display the fossil in the County once it has been fully examined and conserved, which is likely to take two to three years to complete.

The Rutland Water Palaeontology Project has been set up to manage the excavation, conservation, and interpretation of the ichthyosaur alongside research and the provision of sustainable public access. The formal partners are Anglian Water and Rutland County Council. Associate partners are the palaeontologists Dr Dean Lomax and Dr Mark Evans and [Natural History Conservation](#). Key stakeholders are the National Lottery Heritage Fund, The Pilgrim Trust, The Geologists' Association, The Palaeontographical Society, Leicestershire & Rutland Wildlife Trust, Museum Development East Midlands, and Leicester Museums & Galleries. Interest from researchers and the public is expected to be extremely high.

Further information about the ichthyosaur can be found [here](#)

This consultancy contract is scheduled for 8th June – 30th October 2022. Alongside the options appraisal, the Rutland County Museum and Rutland Water teams will be developing and delivering the community activity elements of the project.

Purpose of the contract and outcomes

The consultant should:

1. Produce a costed options appraisal report for the conservation, interpretation, research requirements and management of the two finds, identifying potential funders and outlining a road map for taking the project forward. The report should be developed in consultation with Anglian Water, Rutland County

Council, Historic England; architects; specialists including palaeontologists and archaeologists and key stakeholders, such as the National Lottery Heritage Fund and the Friends of Rutland County Museum. The report will be a supporting document for funding applications and the requirements of potential funders should be taken into account when planning the report content.

2. Produce a community engagement plan that sets out how local people, organisations, businesses, tourist visitors and stakeholders will be involved in both the development of the project through a series of activities, events, meetings and workshops, and in the long-term meaningful engagement with these heritage assets, including generating funding. This community engagement will be to inform the development of the next phase of the project and future funding bids.
3. Provide supporting information and images for Rutland County Council's application for Levelling Up funding which will include the creation of an interpretation and engagement space for these discoveries. This element of the contract must be completed by the **30th June**.
4. Supply electronic copies of the documents to the partners and present draft reports and plans to partners, council members and other stakeholders as required.
5. Complete the consultancy works by the deadline of **30th October 2022**.

Copyright

Rutland County Council and Anglian Water will hold the copyright of the reports produced.

Budget and Payments

This work is commissioned by Rutland County Council in partnership with Anglian Water with funding from the National Heritage Lottery Fund. A sum of **up to £15,000** (plus VAT), including any expenses has been set aside to cover this work (separate budgets are allocated for the architects' and ULAS' contribution). This is a tender

contract not a salaried post, so it does not include any leave, National Insurance or other benefits.

25% of the total budget will be paid on commencement of the work, 50% spread across two interim payments and the final 25% on completion of the submission and presentation of the reports.

Experience

It is expected that the consultant/s should have relevant heritage and project management experience including:

1. Developing and delivering capital development projects for historic sites and collections.
2. Working successfully with a range of heritage organisations, public and private sector organisations, and stakeholders.
3. Producing reports and giving presentations to partners, senior managers and elected members.
4. Community engagement and consultation.
5. A track record of successful funding applications and detailed knowledge of funders' requirements, objectives and ways of working.

Timescales

The timescales for the contract are as follows:

Invitations to quote sent out by: **Wednesday 11th May 2022**

Return of quotations by: **12 noon, Monday 30th May 2022**

Quotations assessed by: **Monday 6th June 2022**

Contract start: **Wednesday 8th June 2022**

The deadline for completion of the consultancy work is **30th October 2022**

Quotes

Respondents are asked to outline:

- Names and qualifications of consultant/s to be employed on the contract
- Experience of consultant/s including similar past project work undertaken
- An outline of the general approach and methodology to be taken to meet the objectives of the contract
- Project plan showing the key work for completing the contract
- Three examples of your previous work which you consider relevant to the contract
- The details of two references

And set out costs as follows:

- Total costs broken down by daily/hourly rate, number of days and type of activity

Please return your tender application to: avolanakis@rutland.gov.uk

[Ari Volanakis](#) | [Heritage Development Manager](#)

Rutland County Council

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