



RESTORING PUGIN SIGNAGE & INTERPRETATION DESIGN

BRIEF FOR 3 PACKAGES OF WORK

- 1.Design & production of welcome and interpretation signage**
- 2.Design & production of printed guides**
- 3.Design & production of family trail**



Nottingham Cathedral, North Circus Street, Nottingham NG1 5AE Registered charity no 1134449

www.stbarnabascathedral.org.uk/ www.dioceseofnottingham.uk/

1. Introduction

Nottingham Cathedral is seeking tenders for three separate packages of work to deliver its signage and interpretation needs as part of its National Lottery Heritage Fund supported Restoring Pugin project.

We want to create new orientation, visitor welcome signage and interpretation infrastructure to support the transformation of this nationally significant Cathedral to be more visitor facing and to engage visitors in its restored Pugin interior decorative scheme.

Package 1 Signage and graphics – interior and exterior signage including welcome and information panels, and overall design language following the existing Cathedral brand guidelines.

Package 2 Print for orientation and self-guiding - Design and print of guidebook (16-20 pages) and A4 orientation map/leaflet.

Package 3 Family trail – a colourful paper guide describing an engaging trail around Cathedral highlights aimed at families with children under 12 exploring together.

Consultants/designers may tender for one, two or all three packages.

2. Pugin and Nottingham Cathedral

Nottingham's Roman Catholic Cathedral was designed by Augustus Welby Northmore Pugin (1812-1852) and completed in 1844. It was consecrated as the Cathedral of the newly restored Catholic Diocese of Nottingham in 1851. At the time of its completion, it was the largest Catholic church to have been built in England since the Reformation.

In his short life Pugin was one of the most influential champions and exponents of Victorian Neo-Gothic architecture and decoration. His influence on George Gilbert Scott and William Morris is well-documented. His fame was assured through the design of the Elizabeth Tower (Big Ben) and his work on the Palace of Westminster. The Cathedral at Nottingham was one of his proudest achievements.

Pugin's 1841 design for Nottingham was a large stone built cruciform building with spire, ambulatory and chapels. He designed the exterior in the Early English style, shorn of architectural detail in order to devote budget to the lavish internal decoration of a Mediaeval church. At this time Pugin was working with Minton on the revival of the lost craft of encaustic tile-making, the results of which are in evidence at Nottingham. Here Pugin developed his vision of the importance of the chancel and screen to the sanctity of the Mass which, in turn, influenced the Oxford Movement and the development of Anglo-Catholicism. However, his dark stained glass combined with a rich but dark colour scheme (dark Prussian blue to ceilings and strong green ground on walls) resulted in an unworkably dark interior and his decorative scheme has been covered over by many subsequent paint layers. The most recent paint layer is 30 years old and redecoration of the entire interior is now overdue.

The Cathedral Church of St Barnabas is the mother church for the diocese which encompasses Leicestershire, Rutland, Lincolnshire, most of Derbyshire, and most of Nottinghamshire, with rural, coastal and inner-city areas. The Cathedral's 150 ft spire is an iconic landmark in the city centre Wellington Circus Conservation Area. Derby Road, which was open fields when the cathedral was built, is now a busy city centre street, ten minutes' walk from the Castle and the main shopping centre, and five minutes from the Old Market Square. Nottingham Playhouse Theatre and the Albert Hall concert and conference venue are adjacent. Wellington Circus, a gated green space, is situated to the rear.

The Cathedral is particularly associated with three famous Nottingham characters:

- Graham Greene, the novelist, undertook his conversion journey and was received into the Catholic Church at Nottingham Cathedral in 1926
- Bishop Willson was a Catholic priest and social reformer working in Nottingham in the first half of the 19th century. He was responsible for building the Church of St Barnabas to grow his congregation, which was later consecrated as the Cathedral. He later became the Bishop of Hobart, Tasmania where he was well known as a social reformer. His remains were removed from Nottingham Cathedral and reburied in Hobart in 2017
- Ven. Mother Mary Potter established a mission to the poor in Hyson Green in the 1870s with the support of Bishop Bagshawe. She established a school and visited the sick and dying. Her Order, the Little Company of Mary, was authorised as an Institute of Pontifical Rite by Pope Leo XIII in 1886. The Little Company of Mary still serves the Cathedral and wider community in Nottingham and has established a small museum to tell her story. The cause for her canonisation was established in 1988 when she was declared Venerable by St Pope John Paul II. The NHS health and social care centre in Hyson Green is named the Mary Potter Centre in recognition of the legacy of Mother Mary.

The Cathedral has a capacity for 700 worshippers. The Cathedral is also a parish whose congregation numbers 900 (parish mass count 2024, 720 in 2023). Annual attendance is around 75,000 at mass and 24,000 casual visitors. The Cathedral is open 7am to 7pm and offers daily Mass and all the sacraments, as well as five Sunday Masses.

As with all city centre parishes whose original congregations have mostly been displaced by shops and offices, the numbers attending and the impact of the building itself has been changing over recent years. There is a strong desire to reconnect the Cathedral with the wider city, as a landmark, as a heritage attraction, and as an oasis of peace and tranquillity, for the whole community.

The Restoring Pugin Project

In summer 2022 the Cathedral submitted a bid to The National Lottery Heritage Fund for **Restoring Pugin** – a scheme to restore the Pugin paint scheme at the east end, working in partnership with Nottingham Trent University to achieve the following goals:

1. To restore the east end of the Cathedral to Pugin's original vision for it as a neo-Gothic masterpiece.
2. To improve the skill base of the paint conservation sector by offering a paid traineeship.
3. To explain the science and art of historic paint research and conservation to a wider public via a series of events to different audiences.
4. To put the Cathedral on the heritage map of Nottingham so that the story of Pugin and the beauty of his work can become better known.
5. To promote heritage career options to young people from communities who would not normally consider them, with a focus on neural diversity and inclusion.
6. To develop a VR experience to explain the changing paint schemes of the Cathedral to a wide audience, with a focus on neural diversity and inclusion.
7. To develop a video game experience exploring the impact of different conservation interventions.
8. To train volunteers in visitor engagement and event management skills.
9. To attract a wide range of new visitors to the Cathedral.
10. To be an active partner in Nottingham and county heritage events and initiatives.

The project was awarded a Development Phase grant in September 2022. Development work to research and uncover the original paint scheme completed in September 2024. Delivery Phase funding was secured in Spring 2025. Restoration work started on site in August 2025.

Key target audiences for the Cathedral are:

1. Existing congregation, volunteers and users of the Cathedral including Friends of the Cathedral
2. Current and new residents of Nottingham including recent migrants and refugees, families with children with SEND, young people with mental health conditions in particular those exacerbated by the pandemic, socially isolated people,
3. Secondary schools in Nottingham with higher than average SEND pupils and those in areas with poor social mobility
4. Young people studying at NTU and the University of Nottingham and other young adults
5. People working in Nottingham
6. Derby Road businesses and their customers
7. Visitors to Nottingham, staying with friends and relatives and international tourists staying in the area

The Activity Plan shows that work undertaken during the Development Phase has identified more evidence and clearly defined areas where there are wider audience engagement opportunities for the Restoring Pugin project. Consultation and pilot testing has led to the project team being able to more strongly define the need within the above categories. Through partnerships with the SEND Key working team and Refugee Roots the Cathedral has an additional focus on:

- SEND families
- Refugee and asylum seeker communities.

3. Interpretation and engagement aims and principles

3.1 Guiding principles

Research carried out during the project's Development Phase led to the following guiding principles for our interpretation and engagement activities:

- **Audience-focused:** putting visitor needs and interests at the heart of our approach
- **Faith-filled:** ensuring the Catholic faith is respected, celebrated and explained in the context of our beautiful building
- **Collaborative:** working with our partners (including but not limited to) NTU, the congregation, Refugee Roots and the Friends of the Cathedral to shape and deliver a quality and innovative programme
- **Achievable:** creating an action plan that is ambitious yet manageable within existing resources.
- **Clear and accessible:** engaging a range of diverse audiences through clear and accessible interpretation.
- **Relevant:** focusing on what makes the Cathedral special and relevant to local audiences and tourists within the wider Nottingham city offer.

3.2 Interpretation aims

The following five aims were informed by consultation with a wide range of stakeholders.

Aim 1: Create a visitor experience

Through visiting other cathedrals and religious heritage sites it is very clear that Nottingham Cathedral is at the start of its journey as a tourism attraction and this project alone cannot achieve everything the Cathedral has the potential to be. We do, however, recognise that this project is a huge step forward for the Cathedral in terms of the visitor experience, and through the delivery of this interpretation brief, alongside our comprehensive activity plan, we can deliver a quality heritage offer for all visitors.

Organisations only get the opportunity to start this journey once and set the direction of travel for all subsequent development work. This interpretation brief has been written with this in mind, and we firmly believe that the project will be the start of a long journey for the Cathedral.

Aim 2: Be sensitive and appropriate

Providing heritage interpretation within a sacred site can be challenging owing to constraints on use of space, and perceived appropriateness of fixed interpretation. With this in mind we ensured that our consultation processes included a range of key site stakeholders including the Young Catholic Adults Group, the Friends of the Cathedral and the congregation. Targeted focus groups were held with these groups, and we also held an interpretation workshop with members of the project team, Diocesan staff, the Cathedral Dean, and the Friends. Part of this process was to explain the need for appropriate and accessible interpretation, and the ways in which we can ensure a range of learning outcomes for different audiences. Following this consultation and research, some of our initial plans changed to include a focus on interpretation elements that people felt comfortable with.

Aim 3: Create welcome and orientation

During the Development Phase a common theme emerged – the need for welcome and orientation. We have collected a great deal of evidence and data that shows:

- People find the Cathedral difficult to find, signage is poor and unappealing
- Visitors find the entrance to be unwelcoming and are unsure whether they are allowed to enter

- On event days we have had to work hard to bring people in through the main Derby Road entrance as they tend to assume they can't enter that way (via the Cathedral where people may be sitting in quiet prayer).

As a result of this pilot testing and consultation, welcome and orientation now feature as key elements of this interpretation brief.

Aim 4: Be family friendly

The Development Phase revealed that there is great potential to engage and benefit family audiences. The challenge is making people feel welcome and included when they visit with children. Our pilot testing programme showed that if we offered family activities, and we got the welcome and advertising right, the Cathedral had a lot to offer for people visiting as a family group.

Aim 5: Tell the wider story of the Cathedral

One key question was explored at our interpretation workshop with stakeholders – should the interpretation focus solely on Pugin and the project, or should the wider Cathedral history be included? The evidence we collected shows very firmly that audiences, both existing and new, would like to see the story of the history of the Cathedral featured as a key element in the interpretation.

3.3 Design principles

3D design

Nottingham Cathedral is a nationally significant piece of design by AWN Pugin. All 3D design and structures are required to reflect the design and material language he created for the Cathedral, or be design neutral – adding to and not detracting from Pugin's masterpiece and vision. Where possible and affordable, local craftspeople should be used.

2D design

All 2D design should adhere to the following to ensure cohesive design across all project elements:

- Consistent visual communications design - to help create a strong visual identity and easily recognisable visual language across all signage and interpretation that incorporates the Cathedral logo (and brand)
- Messaging and content – needs to highlight key points and avoid information overload; language should be inviting and accessible and avoid jargon (unless this adds to messaging)
- Clear content hierarchy – all 2D design should have a clear content hierarchy, with structure provided by titles, sub-headings and font types and sizes to guide readers through the content and make it easy and enjoyable to engage with. We have discussed the use of sans-serif fonts, but would welcome guidance on this critical aspect given the nature of the Cathedral and a suitable visual communications language
- Narrative approach – all interpretation should adopt a storytelling approach rather than just provide facts in order to be more memorable and engaging
- Use of images – there is a preference for the use of high-quality images e.g. photographs and relevant images to illustrate content and bring it to life, supported by succinct and informative captions. We do not anticipate commissioning any illustrations. We have an excellent photo library and new images are produced by the team regularly.
- Culturally sensitive – we are proud of our Catholic heritage but respect other cultural perspectives.

Above all we want visitors to feel that their experience is important to us, and that we are offering interesting and high-quality materials to support their enjoyment and learning.

4. Scope of Works

The requirements described in this brief and in our Interpretation Plan have been developed in consultation with stakeholders and audiences. However, we realise we are learners in this journey and welcome creative input and challenge to achieve the best possible results. We also anticipate some elements will change in response to as yet unknown factors.

We have divided the scope of works into **three packages**:

1. **Signage and graphics** – interior and exterior signage including information panels, and overall design language See Section 4.1 below
2. **Print for orientation and self-guiding** – (1) Guidebook (16-20 pages) and (2) A4 orientation map/leaflet. Design (within existing corporate and project style guidelines) and print. See Section 4.2 below
3. **Family trail** – a colourful paper guide describing an engaging trail around Cathedral highlights aimed at families with children under 12 exploring together. See Section 4.3 below

4.1 Package 1 - Signage and graphics

4.1.1 Overview

Our welcome signage and interpretation panel requirements are summarised in the table below. We anticipate reviewing and confirming these with the appointed designer. The appointed designer will be responsible for the design language of all the interpretation and will follow existing brand guidelines. We expect some signage can be “off the shelf” while some will need to be bespoke or customised.

We wish to include formative evaluation with end users which can be supported by the project team.

Ref	Description	Purpose	Messages
EW1	External free standing site identification sign on Derby Road - replace existing	<ul style="list-style-type: none">- Identify and announce presence of the Cathedral- Build Cathedral brand awareness	Here is Nottingham Cathedral
EW2	External welcome sign affixed to Cathedral wall at north porch (main) entrance- replace existing)	<ul style="list-style-type: none">- Encourage people to enter	Everyone is welcome Mass times
EW3	External welcome sign at south porch (rear) entrance	<ul style="list-style-type: none">- Encourage people to enter	Everyone is welcome Mass times
EW4	A Board for Derby Road pavement	<ul style="list-style-type: none">- Inform passers-by of what is on today- Encourage people to enter	<ul style="list-style-type: none">- Everyone is welcome- Something is happening
IW1 IW2 IW3	Templates for 3 no changing Information and orientation displays/posters in north porch area.	<ol style="list-style-type: none">1. Provide information on current Cathedral people and contacts2. Provide information on current and future events & activities	<ul style="list-style-type: none">- There is lots to see and do- This is an active faith community

	NB the porch has 5no decorative stone arches into which the display could fit	3. Provide initial information on heritage significance of Cathedral – Pugin - Demonstrate that there is more to learn inside	
IW4	Welcome sign to be incorporated into the new Welcome Desk NB the desk itself is subject of a separate joinery contract. The Designer will need to work with the joiner.	- Provide a clear and formal welcome - Signpost the presence of interpretation materials for self guiding	- Everyone is welcome - There is something to do
E11 E12 E13	3 no External interpretation panels near entrances and in garden	- Demonstrate that there is more to see and learn about inside - Inform users of the garden	1. AWN Pugin and Shrewsbury 2. Pugin & the Gothic revival 3. Date of construction. How and why Cathedral was built
II1 II2 II3	3 no Interior Interpretation panels in the east end	- To explain and tell the story of the paint restoration and the significance of the Blessed Sacrament Chapel and its decoration - QR codes to link to more information on website including video	1. What can you see in East Chapels 2. What can you see in BSC 3. How we researched and restored the original paint scheme
II4	1no interpretation panel for the tomb of Ven Mary Potter (north ambulatory) in collaboration with the Sisters of the Little Company of Mary and the Mary Potter Heritage Centre.	- To explain and tell the story of Ven Mary Potter - QR codes to link to more information on website	- Mary Potter is a key figure in the Catholic history of Nottingham
II5	Layered interpretation See 4.1.2 below	-	-

4.1.2 Layered interpretation II5

We would like to offer layered interpretation for those who wish to explore some topics more deeply. This might provide learning opportunities for those not attracted to interpretation panels, or hard copy readable materials and therefore increase engagement from a wider range of audiences, including SEND audiences.

We are limited by budget and would like to consider the options of a touchscreen interactive or a browsing book, to be located at the west doors in the nave. We are open to other ideas, such as QR codes linking to webpages, for offering further information on the following:

- History of the diocese and Catholic emancipation/ restoration
- How the Cathedral came to be built on this site
- Changes to the Cathedral through the ages
- Life and work of Pugin
- Other Cathedral characters

4.1.3 Text and Images

The client team will provide copy and support image research. We need to commission very few to no illustrations. We will source historic images and our extensive photographic records.

We will take responsibility for copy editing but welcome the advice of the consultants.

4.1.4 Specifications

External panels need to be durable, weatherproof, with an anti-graffiti coating.

Internal panels should be located where they will draw the attention of visitors but not obstruct key views, routes or adversely impact significant liturgical locations. They should be accessible to people with a range of access needs, high quality and look permanent, but not fixed to the fabric and not intrusive.

We expect the consultant to procure the signage infrastructure and oversee its installation, working with the Cathedral Architect on detail such as fixings. Installation is included in the budget

4.1.5 Budget

Package 1 Signage & Interpretation Budget		
Ref	Design and production	
EW1	Derby Road main external sign	2000
EW2	Welcome sign north porch	1000
EW3	Welcome sign south porch	1000
EW4	A board	800
	Sub-total	4800
EI1 EI2 EI3	External interpretation panels 3no	3000
IW1 IW2 IW3	Porch panels 3 no	2000
IW4	Welcome sign for front desk	500
II1 II2 II3 II4	Internal Interpretation panels 4no	4000
II5	Browsing book	5000
	Sub-total	14500
	Images - royalties & sundries	1500
	Installation	5000
	Design language	5000
		11500
	Net total	30800
	VAT	6160
	Gross total	36960

We are open to suggestions from the consultants regarding movement between budget headings if required.

4.1.6 Timescale

We expect to work on the signage and interpretation outputs in the following order. We are aware this programme is tight and would welcome input to refining it to ensure the project realises high quality results.

- Welcome signage EW1 EW2 EW3 EW4IW1 IW2 IW3 IW4

Jan-Mar 2026	Development of design language and material language
Feb 2026	Exterior and porch welcome signage copy provided
March-May 2026	Design consulted and approved
April- June 2026	Planning permission/ HCC approval sought/ Welcome signage installed

- Exterior panels EI1 EI2 EI3

March-June	Stories/images/copy for 3no external panels discussed/consulted and agreed
June	Copy and images provided
June-July	Planning permission/ HCC approval sought
August	3 no external panels installed

- Interior interpretation II1 II2 II3 II4 II5

July- September	Stories/images/copy for 4no internal panels discussed/consulted and agreed
	NB for II4 – the panel telling the story of Ven Mary Potter, the Little Company of Mary is a key consultee
October	Copy and images provided
	NB restoration works scheduled to be complete end November
December	4 no internal panels installed
September- November	II5 Layered interpretation scoped, consulted and developed
November	Content provided
December- January 2027	II5 Layered interpretation produced and installed

4.2 Package 2 - Guidebook and orientation map

We summarise proposals for print materials for the Delivery Phase *and beyond* in the table below.

Ref	Description	Purpose	Main content and themes
PI1	Free welcome and orientation leaflet (with map) A4 folded 120-150 gsm paper	<ul style="list-style-type: none">- A free of charge leaflet with a site map, signposting key locations and features- Orientation aid- Facilitates a high-quality visitor experience when guided tours are not available- Souvenir/keepsake but not sufficient to inhibit guidebook sales	<ul style="list-style-type: none">- Short explanation of Cathedral origins and design- Small Pugin bio and career highlights i.e. HoP- Map and short descriptions of key locations and features of interest e.g. nave, west doors, font, sanctuary, retro-choir, Blessed Sacrament Chapel and east chapels
PI2	Guidebook – 16-20 pages 100-130 gsm paper To be sold at £4 or £5	<ul style="list-style-type: none">- Provides a detailed description of the Cathedral and its features (front half), alongside a detailed history (back half)- Aids detailed exploration of the Cathedral and serves as a high-quality souvenir- Supports delivery of a visitor attraction offer- Supports learning and research	<ul style="list-style-type: none">- Detailed descriptions of key site features, including restored Pugin decorations, supported by high quality images and a site plan (front half)- History of Cathedral, incl. founding; diocese and Catholic emancipation/restoration; life of work of Pugin and decorative scheme for the Cathedral; people of note; references of wider reading.

4.2.2 Text and Images

The project team will discuss with the designer the visit route, key points of interest and themes for exploration, based on existing material produced by the Friends of the Cathedral for special events, and on the materials used for guided tours. The client will then provide final copy and images and support image research. We need to commission very few to no illustrations. We will source historic images from research undertaken in the project Development Phase, and our current extensive photographic records.

The client will undertake copy editing as necessary. We require two sets of edits

4.2.3 Specifications

In consultation A5 format was preferred for the guidebook and a matt paper finish of 100-130 gsm. The first print run should be 500 copies.

For the orientation leaflet A4 is preferred. We think an initial print run of 2000 and paper 120-150 gsm.

We expect the chosen printer to have appropriate credentials demonstrating a commitment to sustainability through certified materials, energy efficiency, waste reduction, and carbon responsibility e.g. FSC/PEFC.

Proofs should be supplied for easy reprinting and minor edits.

4.2.4 Budget

Package 2 - Printed Interpretation Budget		
Ref	Item	Budget
PI1	Orientation leaflet/map design & print	3000
PI2	16-20 page Guidebook - design and print	6000
	Net total	9000
	VAT	1800
	Gross total	10800

4.2.5 Timescale

PI1 Orientation leaflet

Feb- March 2026	Agreement of visit route and key highlights
April	Lay out mock up and word count guidance/ Consultation
May	Provision of draft copy
June-July	Design finalised
September	Print

PI2 Guidebook

March- April	Agreement of key sections and stories
May-June	Picture research and sourcing. Copy writing
July-August	Design and editing
September	Print

4.3 Package 3 – Family trail

4.3.1 Overview

We are seeking an appropriately experienced consultant who has devised and produced similar materials for this audience of adults learning alongside their primary school age children in an engaging and entertaining way.

We wish to include formative evaluation with end users in the process which can be supported by the project team.

We do not wish to lose sight of the Cathedral as a sacred place of worship. The trail should bring out the sacred mystery of the Cathedral and focus on the patterns, symbols and characters e.g. saints' statues, angels etc, and the functions of specific features – altar, font, sanctuary etc.

The trail will be supported by a colourful paper guide. QR codes to additional online resources could be considered.

4.3.2 Text and Images

The project team will discuss with the designer the visit route, key points of interest and themes for exploration, based partly on existing material produced in 2018 as part of an earlier project development phase. The client will work with the designer on developing copy and images and support image research. We require two sets of edits

4.3.3 Specifications

An A4 folded format is preferred but we are open to other suggestions. We think an initial print run of 2000. We expect a heavy quality paper around 150gsm

We expect the chosen printer to have appropriate credentials demonstrating a commitment to sustainability through certified materials, energy efficiency, waste reduction, and carbon responsibility e.g. FSC/PEFC.

Proofs should be supplied for easy reprinting and minor edits.

4.3.4 Budget

Proposed budget to include concept, design (based on existing design language) and print: £3000 net of VAT.

4.3.5 Timescale

Feb- May 2026	Discussion/ consultation / agreement of visit route and key highlights
June	Lay out mock up
July	Design finalised
September	Print

5. Project management

5.1 Client team

The project will be managed by the Restoring Pugin Project Manager and a small working group comprising:

- Cathedral Dean
- Project Manager
- Engagement Manager
- Historical Consultant
- Cathedral Architect (not including print)

5.2 Client-side resources

Several client-side resources are available to support delivery of the project.

- We have an in-house historical consultant/copy writer. This person will research and prepare draft text for all content. This will need to be copy edited as required
- An image research assistant. One of the project's Heritage Assistant's is also responsible for image research and clearance. This resource is available to the appointed consultants.
- The Project Manager and Engagement Manager have experience in this area and will be undertaking continuing consultation e.g. on accessibility of language
- There is an Evaluation Consultant on the team
- We are working with Nottingham Trent University on a series of digital outputs for the website and interactives.
- The Cathedral commissioned a new website in 2022 alongside a logo and branding guidelines / brand book which must be followed as appropriate.

5.3 Other considerations

- **Additional information.** We are happy to explore the use of QR codes to link to additional content and resources.
- **Heritage Fund credit.** It is an important requirement to credit The National Lottery Heritage Fund support on all elements of welcome and interpretation included within this brief
- **Consultation.** We expect the appointed designers to undertake consultation with end users to test content formats and ideas. This is indicated in the timetable for each work package. Support in organising this will be available from the project team including our Evaluation Consultant

6. Tendering process

We seek written tenders from suitably qualified designers setting out:

- Response to the brief - **stating clearly which package(s) you are tendering for**
- Methodology including key milestones and inputs required from the client for each package
- Relevant experience of interpretation in historic sites and churches, including a client list and two references
- CVs/qualifications of consultant(s) who will be carrying out the work
- Itemised costs for design and production, including any comment on the budget
- Day rates and day allocations for each consultant
- Proof of professional indemnity insurance.

Additional information available on request:

- Interpretation Plan
- Brand guidelines

Consultants wishing to visit the Cathedral in advance of their submission should make contact with the Dean Cathedral@dioceseofnottingham.uk

Tenders should be returned by 5pm Tuesday 6th January 2026 to Jane Hellings, the Restoring Pugin Project Manager projectmanager.cathedral@dioceseofnottingham.uk copied to Cathedral@dioceseofnottingham.uk

Tenders will be scored as follows:

Response to the brief including understanding of the Catholic context 10%

Relevant experience including client list and references 30%

Qualifications and CVs of proposed team 20%

Methodology & response to budget 20%

Price 20%

Assessment criteria

Excellent	Demonstrates clearly how all the requirements will be fully addressed to deliver excellent outcomes.	5
Good	Demonstrates how most of the requirements will be addressed to deliver good outcomes	4
Satisfactory	Demonstrates how basic requirements will be addressed to deliver acceptable outcomes	3
Weak	barely demonstrate how requirements will be addressed to deliver acceptable outcomes	2
Poor	fails to demonstrate how basic requirements will be addressed, giving rise to concern that acceptable outcomes will not be delivered	1
Unacceptable:	either no answer provided or the answer fails to demonstrate key requirements will be delivered	0

The tenderer who submits the lowest overall price will receive the full score of 20% available for the financial evaluation. Remaining bids will be awarded a score proportionate to the lowest priced bid according to the following formula: $\text{Score} = (\text{lowest bid received} / \text{bid price}) \times 20$

Interviews will be held in early January if necessary.