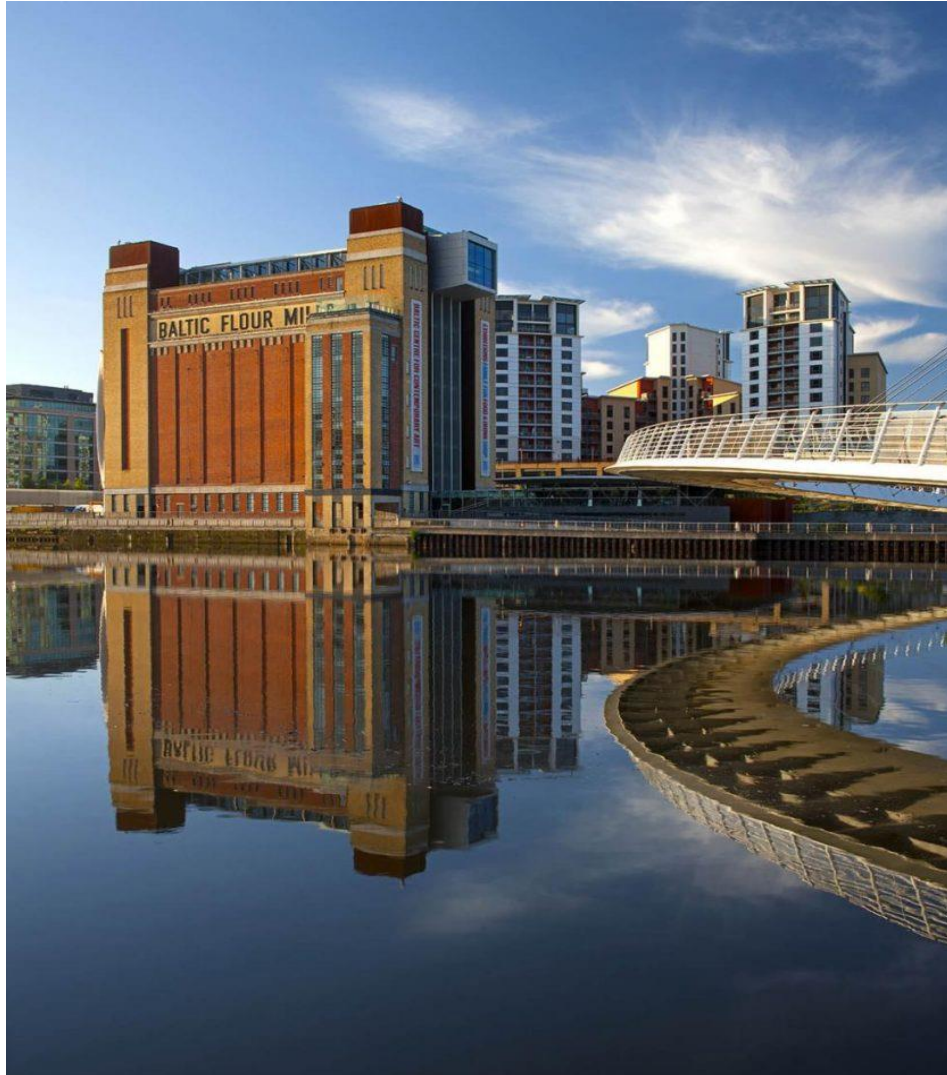


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INVITATION TO TENDER



MEP Consultant

Baltic Centre for Contemporary Art

Open Tender
August 2026

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1. Invitation to Quote (ITT)

1.1 Instructions and Information for Tenders

1. Quotes should be submitted by e-mail to olivia.jensen@oculusmanagement.co.uk by **17:00pm on 4th September**,
2. Suppliers must ensure that any other information requested as part of the quote are included in their response.
3. Quotes received after the date and time, set out in ITT Letter, may be excluded at the discretion of Baltic
4. Suppliers shall bear all their own costs and expenses incurred in the preparation and submission of the quote.
5. Baltic does not bind itself to accept the lowest or any quote.
6. Suppliers shall treat this entire ITT as confidential.
7. No quote or any part of it shall be deemed to have been accepted unless such acceptance shall have been notified to the supplier in writing by Baltic.
8. Quotes shall remain valid for acceptance for a period not less than sixty calendar days from the final date for submission.
9. All communications in respect of this ITT must be solely with the signatory on the invitation to quote letter. Suppliers are cautioned that any other communications whether or not in writing, shall not form part of any contract.
10. When requested, suppliers are to return with their quotation proof of qualification for all professional staff they propose to use for the execution of the contract.
11. It is the suppliers responsibility to familiarise themselves with the work to be performed in order that the quote will be robust.

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2. Project Particulars

Baltic Centre for Contemporary Art: Infrastructure Upgrade

Contract Duration: September 2026 – December 2028

Reporting to: Project Board

Location: Baltic Centre for Contemporary Art, Gateshead

Contract Type: External Consultancy, MEP Consultant

Project Budget:

ACE CFF Grant: £3.6m

Match Funding: £0.75m

Total Programme Value: £4.35m

2.1 Project Overview

BALTIC Centre for Contemporary Art is undertaking a programme of critical infrastructure replacement works to address end-of-life building systems that present operational, compliance and business continuity risks. The project includes the replacement of:

- Existing Building Management System (BMS)
- Existing Chiller Plant
- Existing Lighting Controls and Emergency Lighting Systems (including review of the current upgrade proposals developed by Arup and integration requirements with the wider project).
- Associated infrastructure, controls, networking and integration works

The existing systems have exceeded their design life and are increasingly unreliable, creating significant risks to building operations, exhibition delivery, environmental control, visitor safety and statutory compliance. The project forms a key part of BALTIC's long-term resilience strategy and supports the continued operation of one of the UK's leading contemporary arts institutions.

BALTIC has already commissioned Arup to develop proposals for the lighting and lighting controls upgrade. The appointed MEP Consultant shall take account of the work completed to date and shall not duplicate existing design work. The primary requirement is to review the proposals, provide independent technical assurance, identify any concerns and ensure coordination and integration with the replacement BMS, chiller plant and wider building systems.

The works are intended to:

- Restore compliance and operational reliability.
- Improve environmental control within galleries.
- Support future exhibition and loan requirements.
- Improve energy efficiency and reduce carbon emissions.
- Reduce reactive maintenance costs.

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- Improve operational resilience.
- Support BALTIC's future cultural programme and 25th Anniversary ambitions.

2.2 Project Team

The project team currently comprises:

- Client: BALTIC Centre for Contemporary Art
- Project Manager
- MEP Consultant (subject of this appointment)

The MEP Consultant will act as the lead technical consultant for the project and will be expected to work collaboratively with the Project Manager and Quantity Surveyor throughout the development, procurement and delivery of the works.

2.3 Scope of Services

The MEP Consultant shall provide full mechanical, electrical, public health and controls engineering services necessary to develop the project from inception through procurement and construction.

Existing Systems Review

Undertake a review of all existing systems within the project scope including:

Building Management System

Review the existing Johnstones BMS and associated control infrastructure, including:

- Existing software and hardware architecture.
- Condition and suitability of field devices.
- Existing plant integration.
- Alarm and monitoring functionality.
- Opportunities and constraints for replacement.

Chiller Plant

Review:

- Access and maintenance
- Existing chillers and associated equipment.
- PSSR compliance requirements.
- Plantroom arrangements.
- Distribution systems.
- Existing operational and maintenance issues.

Lighting Systems

Review:

- Existing Luxmate controls.
- Emergency lighting systems.
- Existing lighting installations.

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- Gallery lighting requirements.
- Compliance issues and replacement requirements.
- The lighting upgrade proposals, drawings and specifications prepared by Arup.
- Integration requirements between the proposed lighting systems and the replacement BMS.

The consultant shall undertake an independent technical review of the proposals developed to date and identify any risks, omissions, compliance concerns, coordination issues, operational considerations or opportunities for improvement prior to design approval and procurement.

A Condition and Options Report shall be produced identifying risks, constraints and recommendations associated with the proposed lighting upgrade works and their integration with the wider project.

Design Development

Develop a coordinated design solution for the replacement of all systems within the project scope.

BMS Design

Develop a new open-platform BMS solution that:

- Integrates all relevant building systems.
- Provides full alarm and fault monitoring.
- Supports remote access and reporting.
- Provides energy monitoring capability.
- Supports future expansion and flexibility.
- Improves operational visibility for the Facilities Team.

Chiller Design

Develop replacement chiller proposals that:

- Comply with current legislation.
- Improve energy efficiency.
- Improve plant resilience.
- Reduce maintenance requirements.
- Maintain stable environmental conditions within galleries.
- Integrate fully with the new BMS.

Lighting Systems Review and Coordination

The consultant shall review the lighting designs, specifications and associated proposals prepared by Arup and shall:

- Assess compliance with current standards and statutory requirements.
- Review suitability for BALTIC's operational and exhibition requirements.
- Review emergency lighting proposals.
- Review lighting controls strategy and integration requirements.
- Review maintainability and lifecycle considerations.

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- Identify any technical, operational or coordination risks.
- Make recommendations for amendment where necessary.
- Ensure compatibility and integration with the proposed replacement BMS and associated building systems.

The consultant will not be required to undertake a full redesign of the lighting scheme unless deficiencies are identified that necessitate design changes.

Sustainability and Operational Performance

The MEP Consultant shall ensure the design supports:

- Reduced energy consumption.
- Reduced carbon emissions.
- Improved plant efficiency.
- Whole-life value.
- Planned preventative maintenance strategies.
- Reduced reliance on reactive maintenance.

The consultant shall provide estimated energy and carbon savings associated with the proposed solutions and support BALTIC's wider sustainability objectives.

Gallery Environmental Requirements

A key project objective is the restoration of reliable environmental control within gallery spaces.

The MEP Consultant shall:

- Define environmental design criteria.
- Establish temperature and humidity performance requirements.
- Identify any specific requirements for exhibition spaces.
- Ensure systems are capable of supporting future exhibition and loan agreements requiring stable environmental conditions.

Particular consideration shall be given to maintaining conditions suitable for high-profile exhibitions and sensitive artworks.

Cost Management and Value Engineering

The MEP Consultant shall work collaboratively with the Quantity Surveyor to:

- Develop costed design solutions.
- Support cost planning exercises.
- Identify value engineering opportunities.
- Consider lifecycle costs alongside capital costs.
- Ensure designs remain within the approved budget.

All recommendations shall consider whole-life value, energy consumption, maintenance requirements and operational resilience.

Procurement Support

The consultant shall prepare information suitable for contractor procurement, including:

- Design reports.
- Performance specifications.

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- Equipment schedules.
- Technical specifications.
- Employer's Requirements where required.
- Tender drawings and supporting documentation.

The consultant shall also:

- Review tender submissions.
- Respond to technical queries.
- Assist with contractor evaluation.
- Provide technical recommendations to the Project Manager and Client.

Construction Phase Services

During the construction phase the consultant shall:

- Attend design and progress meetings.
- Review contractor submittals.
- Review shop drawings and technical proposals.
- Respond to Requests for Information (RFIs).
- Undertake periodic site inspections.
- Monitor quality and compliance.
- Witness testing and commissioning.
- Support snagging and practical completion activities.

Handover and Soft Landings

The consultant shall:

- Review commissioning records.
- Review operation and maintenance manuals.
- Review as-built information.
- Support Facilities Team training.
- Verify system performance against design intent.
- Support post-completion fine tuning of systems where required.

2.4 Key Deliverables

The MEP Consultant shall provide:

1. Existing Systems Condition and Options Report
2. Lighting Design Technical Review Report (including review of Arup proposals and recommendations for approval, amendment or further development).
3. MEP Design Strategy Report.
4. Energy and Sustainability Assessment.
5. Concept Design Package.
6. Developed Design Package.
7. Cost Plan Design Information.
8. Procurement Documentation.
9. Tender Review Reports.
10. Construction Monitoring Reports.

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11. Commissioning Strategy.
12. Witnessing and Commissioning Reports.
13. Handover and Performance Validation Report.

2.5 Critical Success Measures

The appointed consultant will be expected to demonstrate that the completed project:

- Replaces all obsolete systems.
- Achieves statutory compliance.
- Provides reliable environmental control.
- Restores operational resilience.
- Supports future exhibition requirements.
- Delivers measurable reductions in energy consumption.
- Reduces reactive maintenance expenditure.
- Provides a maintainable, future-proof solution for the next phase of BALTIC's operation.

For a fee enquiry, I would also add a requirement for the consultant to identify any surveys, intrusive investigations, controls specialists, lighting specialists or manufacturer support required as part of their fee proposal, so you receive a fully inclusive price from the outset.

2.6. Outline programme

Task	Start	Finish
Appointment of MEP Consultant	Sept 26	Sept 26
Design Phase	Sept 26	Feb 27
Procurement	Feb 27	March 27
Manufacturing	April 27	July 27
Contract Phase	Aug 27	Dec 28
Completion	Dec 28	Dec 28

2.7. Required Skills & Experience

- Experience delivering complex capital or M&E infrastructure projects
- Experience of managing projects in operational buildings
- Experience working in cultural or heritage environments
- Experience in working with collections and curatorial teams
- Experience in working directly with external funders
- Experience in managing public engagement activities
- Knowledge of Baltic and local context of the site
- Strong knowledge of CDM 2015, construction procurement, and building services.
- Excellent communication and stakeholder management skills.
- Ability to manage multiple contractors and maintain programme discipline.
- Competence in financial tracking, risk management, and reporting.

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- Ability to lead delivery under time pressures and in live public environments.

2.8. Working Arrangements

- On-site presence at Baltic required throughout delivery
- Monthly Project Board meetings, plus ad-hoc strategic meetings where required.
- Project Manager to provide their own equipment and professional insurances.

3. Supplier Submission Requirements

3.1 Submission Requirements

Suppliers are required to complete and return appendix A, supplier submission.

Suppliers should provide evidence of how their skills and experience meet the brief, confirm how they intend to approach the project and complete it within the limited timeframe, including details about obtaining required access.

3.2 Pricing Requirements

The pricing schedule in appendix A should be completed in full. All prices should be exclusive of VAT. All sums and rates shall be fixed and firm for the contract term and be fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses (excluding overnight stays), of all kinds including printing costs, telephone calls and travel/subsistence expenses necessary for the completion of the Services.

3.3 Proposals will be evaluated on the following basis

- Skills and experience (30%)
- Locality to site (10%)
- Proposed methodology and approach (20%)
- Fee bid (40%)

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4.0 Appendices

4.1 Appendix A

Supplier Submission

Please provide

- Examples of relevant experience as outlined in section 2.7 (minimum of 2, maximum of 4)
- Details of locality to site
- Proposed methodology and approach
- Total fee bid (including expenses)
- Day rate for any additional time

Description	Fixed Fee
Total Professional Fees (including expenses)	£
Day Rate for additional allowance	£