

INTRODUCTION AND INVITATION TO TENDER

1. BASIC PURPOSE AND OVERALL FUNCTION

1.2 Project Title

Fire Stopping Works – Measured Term Contract

1.3 Address

Study Collection Centre, Dreadnought Building, Greenwich Peninsula, SE10 0PG & Horniman Museum, 100 London Road, SE23 3PQ

1.4 Outline of project in general terms

The principal objective of the work is to improve passive fire protection in the SCC building, which is a Victorian school building used for storage of historical artefacts, and the main Museum, which is Grade II* Listed and is a major public attraction.

The works required can be summarized within four distinct work streams: fire doors, fire stopping, fire-resisting glazing and loft sub-division.

1.5 Project Organisation and Responsibilities

1.5.1 The Professional Project Team

The professional team responsible for the successful design and delivery of the project is as follows:

Ridge	Consultant Fire Engineers
A J Oakes & Partners	Consultant Quantity Surveyor

*Please note the successful contractor will be appointed as both **Principal Contractor** and **Principle Designer** under the CDM 2015 regulations.*

1.5.2 The Client

The Client is The Horniman Public Museum and Public Park Trust. Its Board of Trustees is responsible for strategic decisions.

Management of the project on a day to day basis is delegated to the Head of Estates with support from the Capital Project Board. This board will also have a direct involvement in the Client approval process for the project. The Capital Project Board is comprised of three trustees and the following Horniman employees:

Nick Merriman	Chief Executive Officer
Paula Thomas	Director of Finance and Corporate Services
Kirsten Walker	Director Collections Care and Estates
Tim Hopkins	Head of Estates

2. BACKGROUND

The Horniman Museum and Gardens is a grade II* listed museum with a world class Natural History, Anthropology and Musical instrument collection. Set within 16 acres of stunning grounds that also house an Aquarium, Animal Walk and Butterfly House. The Horniman connects us all with global cultures and the natural environment, encouraging us to shape a positive future for the world we all share

The projects are funded by a capital grant from the Department for Digital, Culture, Media and Sport, the Horniman must spend the money prior to the end of the 22/23 financial year on the 31st March 2023.

3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor who can demonstrate competence by virtue of third-party certification against a recognized competency scheme for passive fire protection. These may include the following schemes:

- LPS 1531.
- Q-Mark by BM Trada.
- FIRAS Certification.
- IFC Certification.

The contractor must be able to demonstrate certification by a recognized scheme and must commit to deliver the works in accordance with the Scheme requirements.

The contractor will design and deliver all works in accordance with their relevant Scheme accreditation.

The sites are fully operational, occupied and staffed storage facility that houses the majority of the museum's collection and a museum open to the public. As such, extreme care is required when working within the building and around the stored collection. Paying particular attention to mitigating the impact of dust, debris, water, accidental damage and safe systems of work especially around the moving and use of ladders and access equipment.

The effective management of health and safety risks and programme is considered key for the successful delivery of these works. With all work to be completed before the 31st March 2023. The fixed term element of the contract is to allow for further remedial works in the following year.

4. INVITATION TO TENDER, TENDER CONTENTS and INSTRUCTIONS

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

4.2 Scope

Scope and Objectives of the project can be found in the Specification, CDM information, drawings and the pricing schedule.

4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

- ITT& Evaluation
 - Invitation to Tender 2023-01-31
 - Quality Questions & Scoring Methodology
- Design Information & Client requirements:
 - Horniman Museum - Fire stopping works v1.1

- CDM & Health and Safety:
 - Museum Rules for Visiting Contractors
- Pricing & Contract Documents:
 - 01 - Tender documentation – January 2023 (Pricing Schedule)
 - 02 - Tender documentation - Appendix A
 - 03 - Tender documentation - Appendix B

Further information may be available to be inspected by appointment at the Employers Offices (via the Head of Estates).

For your tender return to be considered as compliant, you are required to return the following;

- Form of Tender duly signed
- Tender Sum Analysis (Pricing Document) fully priced.
- A detailed programme for the works with critical path and associated information required.
- Evidence of your insurances, VAT registration and UTR –
- Three references of recent relevant works.
- Details of your company history and profile, including financial information and environmental policy
- A completed quality assessment questionnaire.
- Both paper and digital tender submissions must be received by their attendant deadlines.
 - Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using Tender documentation (Pricing Schedule)

Confirmation of receipt of tenders can be sent if requested.

4.4 Site visits

Site visit and accompanied walk round of the works areas are available to the tendering contractors.

Please contact **Adele Harrington (Project Co-ordinator)** on aharrington@horniman.ac.uk to book a site visit, which will be undertaken as group visits escorted by a representative of the Collections Manager at the SCC, Lee Drage.

Time slots available for the SCC site visit:

- Tuesday 7th February 10.30 am
- Monday 13th February 10.30 am

Site visits to The Horniman Museum can take place anytime during the museums opening times. The areas are open to the public and supervision is not required.

Please contact **Adele Harrington (Project Co-ordinator)** If you require orientation around The Horniman Museum site on aharrington@horniman.ac.uk

4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Wednesday 15th February 2023.**
- A compliant tender requires tender submission all of the required information to be submitted in digital format to be received by the Horniman Museum at the time detailed above.

IMPORTANT: Please note, we are anticipating a number of responses to this tender opportunity. Therefore the adjudication panel will be undertaking a two stage scoring method. All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 60% of the total score available). Once

these have been assessed we will then undertake the quality assessment and scoring for the four most economically competitive tenders only.

- Tender submissions should be made electronically to Adele Harrington – Project Coordinator (aharrington@horniman.ac.uk)
- Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
- Shortlisted contractor interviews / clarification meetings are scheduled for **Monday 20th February 2023**. Please keep availability for this date, interviews will be held remotely using video conferencing.
- Clarifications on the scope of the works may be asked by email to aharrington@horniman.ac.uk clarifications will be published on the portal for all tendering contractors to see.

Please Note: We will not accept tender submissions from companies who have not undertaken a site visit.

- Visits to the facilities or projects provided by the companies submitting tenders may be required prior to the award of the tender.
- Tender clarification questions and answer will be grouped together and published weekly on the contracts finder website throughout the tender period. It is strongly recommended you sign up for updates from contracts finder so you are always aware when clarifications or updates are made to the tender.

5.0 Tender Assessment

The tender returns will be assessed on the following weighting:

60% Cost

40% Quality

(Please ensure a completed set of quality assessment questions is provided, the questions can be found in the Quality Questions & Scoring Methodology document)

Assessment will be undertaken by Tim Hopkins (Head of Estates)

Interviews will be conducted over video conferencing software on **Monday 20th February 2023**, please keep this day available for a virtual interview / clarification meeting. The Horniman will provide a link if you are invited to interview.