

INTRODUCTION AND INVITATION TO TENDER

1. BASIC PURPOSE AND OVERALL FUNCTION

1.2 Project Title

Coombe Cliff Conservatory Repair and Redecoration Works

1.3 Address

Horniman Museum and Gardens, 100 London Road, Forest Hill, London, SE23 3PQ

1.4 Outline of project in general terms

Repair and redecoration of grade II listed conservatory to ensure structure is watertight and improve maintainability of structure. To include re-glazing the roof, re-opening blocked clerestory windows and renewing the decoration both internally and externally.

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:

Architect & Principal Designer

Donald Insall Associates

Structural Engineer

Conisbee

Quantity Surveyor

A J Oakes & Partners

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 to carry out sensitive repairs and redecoration to the grade II listed historic Coombe Cliff Conservatory. The works will involve the de-glazing of the upper levels of the structure, cleaning and preparation of the cast iron frame, including repairs to the frame. Redecoration of the both the internal and external frame, carefully ensuring details in the structure are not lost and that no damage is caused to the underfloor heating system. Re-glazing the upper levels of the structure, some new glazing, some retained. Structural opening up of a structural downpipe to repair blockage and the opening up of sealed clerestory windows. Scaffolding and protection will be required as the project will take place from November to March.

The effective management of health and safety risks is considered key for the successful delivery of these works.

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 2022-09-07
 - Quality Questions & Scoring Methodology
- Design Information:
 - Architectural:
 - i. HMCCC.02-SH-6000-3P-00-ScheduleofWorks
 - ii. HMCCC.02-DR-2000-4T-0-GroundFloorPlanProposed
 - iii. HMCCC.02-DR-2001-4T-0-RoofPlanProposed
 - iv. HMCCC.02-DR-2200-4T-0-ElevationAProposed
 - v. HMCCC.02-DR-2201-4T-0-ElevationBProposed
 - vi. HMCCC.02-DR-2202-4T-0-ElevationCProposed
 - vii. HMCCC.02-DR-2203-4T-0-ElevationDProposed
 - viii. HMCCC.01-RP-4000-3P-00-Appendix1-2016 Architectural Report
 - Structural Temporary Works:
 - i. 220751-CON-X-00-DR-S-1000_T1
 - ii. 220751-CON-X-00-DR-S-1001_T1
 - iii. 220751-CON-X-00-DR-S-1002_T1
 - iv. 220751-CON-X-00-DR-S-1003_T1
- Pricing Documents:
 - 01 - Schedules of Work – September 2022
 - 02 - Appendix A
 - 03 - Appendix B
 - 04 - Appendix C
 - Horniman – Form of tender
- CDM
 - HMCCC.02-HS-7000-4T-0-Health and Safety Information Pack(1.2)
 - Museum Rules for Visiting Contractors 2021
 - CDM - Site Logistics & Restrictions Map
 - Conservatory Level 3 Asbestos Survey 2022

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.

4.4 Site visits

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

Please contact **Tim Hopkins** on thopkins@horniman.ac.uk to book a site visit, which will be undertaken as group visits.

Time slots available are:

Monday 12th September 2022: 10:30am

Monday 19th September 2022: 2:00pm

Friday 23rd September 2022: 2:00pm

4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Wednesday 28th September 2022**
- Paper tender submissions (x1 copy) must be received by **noon on Thursday 29th September 2022** at the Horniman Museum and Gardens, 100 London Road, SE23 3PQ.
- A compliant tender requires tender submission in both a paper and digital format to be received by the Horniman Museum at the times detailed above.

IMPORTANT: Please note, we are anticipating a large 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 five most economically competitive tenders only.

- Tender submissions should be made electronically to Tim Hopkins (thopkins@horniman.ac.uk) followed by hard copy documents received by the following working day to Horniman Museum & Gardens, 100 London Road, London SE23 3PQ
- Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
- Shortlisted contractor interviews are scheduled for **Wednesday 5th October 2022**. 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 thopkins@horniman.ac.uk

- A recommendation to appoint will be made to the board of trustees on **Thursday 13th October 2022**. A formal instruction will occur in due course after this date.

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 Chris Whalley (A J Oakes & Partners), Aimée Felton (Donald Insall Associates) and Tim Hopkins (Horniman Museum and Gardens).

Interviews will be conducted over video conferencing software. The Horniman will provide a link if you are invited to interview.