

## INTRODUCTION AND INVITATION TO TENDER

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### 1. BASIC PURPOSE AND OVERALL FUNCTION

#### 1.2 Project Title

Fire Strategy Consultant Tender

#### 1.3 Address

Horniman Museum, 100 London Road, London SE23 3PQ & Study Collections Centre (SCC), Dreadnought Building, Old School Close (off Millennium Way), Greenwich, SE10 0PG

#### 1.4 Outline of project in general terms

Fire risk assessments for the past two years have raised the need to investigate the state of fire stopping and compartmentation across the estate at both the London Road and SCC sites. A survey, conducted at the start of the project and based on a retrospective fire strategy produced as the initial phase of the project, will develop a risk register of areas where fire stopping is significantly degraded or non-existent.

This project will work with our Fire Risk assessors (Quadriga) and a fire stopping specialist to install specific risk reducing measures in areas identified. Whilst it is not possible to predict the findings of the initial survey, these are anticipated to be primarily around plant rooms, lift shafts, stairwells and storage areas for high value or vulnerable collections. Both stages A and B of this project must be completed before the 31st March 2023.

#### 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           | Landolt & Brown            |
| Quantity Surveyor   | A J Oakes & Partners       |
| Fire Risk Assessors | Quadriga Health and Safety |

##### 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 in March 2023.

### **3. PROJECT DESCRIPTION**

The Horniman wishes to appoint a suitably qualified consultant for the fire stopping remediation project. This project is to be broken into two parts. A and B.

Stage 'A' will involve the procurement and appointment of a suitably qualified fire safety specialist consultant (the consultant must be a chartered fire engineer, accredited with a suitable institution). A series of surveys (some may be intrusive) across our sites and the development of a fire strategy and report with prioritised recommendations. The consultant will determine an outline specification and assist the project manager and QS with the creation of a pricing schedule and site drawings for tender issue, to be issued as an open tender for contractors to price as a cost plus tender.

Stage 'B' will involve the procurement of a contractor to undertake a 'find and fix' fire stopping and remediation contract on a cost plus basis according to the compartmentation outlined in the fire strategy put together by the consultant as per stage A and with the input of the museums specialist consultants as necessary. Listed building consent, if needed, will be applied for by our consultant architect once the completion of stage 'A' and will run concurrently with the procurement of stage 'B'.

### **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 '2022-09-29 Scope of Works Fire Strategy Consultant Tender' document.

#### **4.3 Tender Contents and Instructions**

The Tender Pack comprises the following information:

1. ITT & Evaluation
  - Invitation to Tender 2022-09-29
  - Quality Questions & Scoring Methodology
  - Horniman Museum Terms and Conditions
2. Scope of Works & Pricing Document
  - 2022-09-29 Scope of Works Fire Strategy Consultant Tender
  - 1 to 1250 Site Location Plan
  - Pricing Document.
  - Form of Tender.
3. Supporting Information (Not available on the tender portal, must be requested by email to Head of Estates (thopkins@horniman.ac.uk))
  - Museum Fire Risk Assessment.
  - SCC Fire Risk Assessment.
  - Floorplans for both sites.
  - Fire Door Surveys for both sites.
  - Asbestos Management Plans for both sites.
  - 2001 Building Fire Strategy, by Allies & Morrison.
  - AHU Fire Damper survey report from 2021.

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
- Pricing Document fully priced.
- A programme for the surveys and production of the report and fire strategies 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 two sites are available to the tendering consultants.

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

Time slots available are:

**Site Visit to Main Museum, 100 London Road:** Monday 10<sup>th</sup> October 2022, 12:30.

**Site Visit to Study Collection Centre, North Greenwich:** Monday 10<sup>th</sup> October 2022, 14:30 **OR** Friday 21<sup>st</sup> October 2022, 10:30.

#### 4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Monday 24<sup>th</sup> October 2022**.
- Paper tender submissions (x1 copy) must be received by **12 noon on Tuesday 25<sup>th</sup> October 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.
- Tender submissions should be made electronically to Tim Hopkins ([thopkins@horniman.ac.uk](mailto: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 consultant interviews are scheduled for **31<sup>st</sup> October**. Invitation to interview will be sent out by **27<sup>th</sup> October**.
- Clarifications on the scope of the works may be asked by email to [thopkins@horniman.ac.uk](mailto:thopkins@horniman.ac.uk)

**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

**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.

For the avoidance of doubt, if your submission is not within the four returns that score the highest for cost, the quality responses will not be assessed, and you will only receive a score against the cost evaluation.

The Horniman Museum and Gardens reserves the right to evaluate and appoint further returns outside of the shortlisted four, if their quality submissions are deemed to be unsatisfactory.

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 (Horniman Museum and Gardens) and Quadriga Health and Safety.

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