

Imperial War Museum
Survey - Invitation to Tender

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12 July 2017



Contract Number:
Tender Deadline:
Contact:

IWM/ASA/1754
17.00 Monday 31st July
Tom Coleman, AMR Consult Limited, 07525175220

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Section 1.0 - Overview

1.1 Introduction

Imperial War Museums (IWM) is operated by the Trustees of the Imperial War Museum, a charitable corporation established by statute.

Founded in 1917 to record the story of the Great War and the contributions to it made by the peoples of the British Empire, IWM is now the world's leading authority on conflict and its impact, telling the story of people who have lived, fought and died in conflicts involving Britain and the Commonwealth from the First World War to the present day.

Their unique Collections, made up of the everyday and the exceptional, reveal stories of people, places, ideas and events across their five museums.

IWM's five branches are:

- IWM London;
- Churchill War Rooms;
- HMS *Belfast* moored in the Pool of London;
- IWM Duxford, Cambridge;
- IWM North, Trafford, Manchester.

Each branch provides a comprehensive range of exhibitions consisting of items from the permanent collections integrated with multimedia interactive displays.

IWM is, in addition to its conventional museum role, a major national art gallery, a major national archive of written and audio-visual records, and a research centre. Activities include display, education, publishing, research, trading, conferences, as well as the acquisition, documentation, study and conservation of collections.

IWM is a non-departmental public body (NDPB) overseen by a Board of Trustees. Its sponsor department is the Department for Culture, Media & Sport (DCMS). IWM as a whole receives less than 50% of its income as grant in aid from DCMS. The grant-in-aid provides no contribution to the capital programme of development and renovation.

Further information about IWM and all of our branches can be obtained from our website, www.iwm.org.uk.

IWM is an exempt charity under the terms of the Charities Act 1993 Schedule 2 (u) and (w). As such we do not have a Charity Registration number.

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1.2 **Background and Context**

In May 2010, IWM appointed Foster + Partners to develop a spatial masterplan for IWM London to:

- rationalise and capitalise on our estate
- enable the display of more from our collections in new and engaging ways
- deliver much improved visitor facilities and services
- drive income and efficiency

The masterplan provides a framework for phased development of the IWM London site over the next 10-20 years. Phase 1 was completed in July 2014 which re-configured the atrium space and new displays, updated and improved visitor facilities including the café, shops, toilets and lifts and created new First World War galleries in time for the centenary.

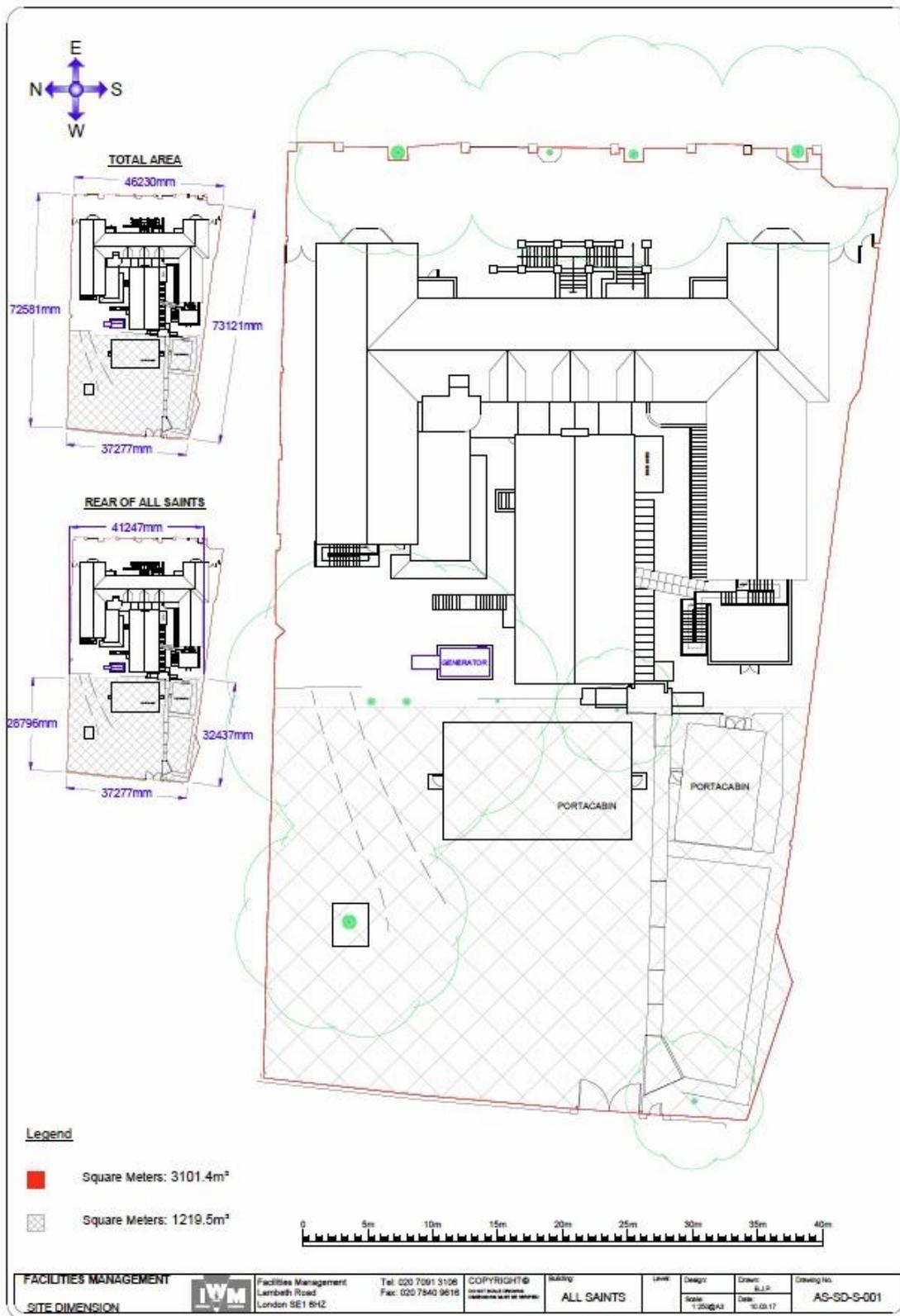
Phase 2 consists of new Second World War galleries and The Holocaust Galleries by autumn 2020. This phase will displace a number of staff and stored collections in order to open up back of house space to the public. The masterplan identified the All Saints site as the museum's corporate hub and the principal location for corporate teams. The long term aim is to leave only operational staff at IWM London.

1.3 **All Saints new build accommodation**

Following a major restructure and evolving ways of working, IWM have been considering their current staff accommodation. As a result, they propose to build a new block behind the current building (there is a large yard behind) and lease the current building to others.

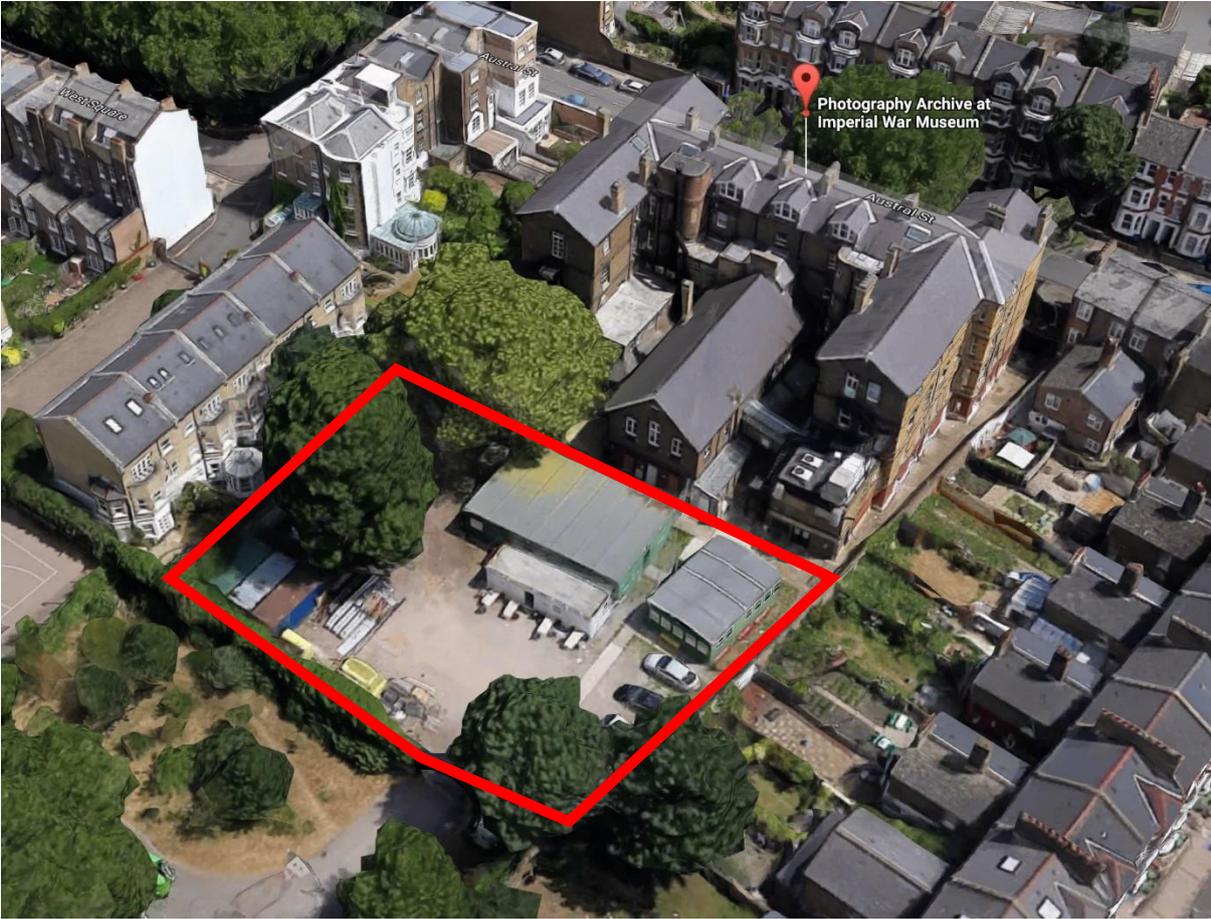
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Site map no.1 - current site showing existing All Saints Building with open yard at the rear.



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3D View No.1- showing proposed site behind existing All Saints Building.



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1.4 **Client**

Name: The Trustees of the Imperial War Museum
Address: Imperial War Museums
Lambeth Road
London
SE1 6HZ

AMR Consult will be the contract manager for this contract. IWM London is a branch of Imperial War Museums. AMR Consult has IWM's authority to represent it in respect of the matters set out in this Contract.

1.5 **Project Information**

Location for All Saints new build:

Imperial War Museum
All Saints Building
Austral Street
London
SE11 4SJ

The site is approximately 1219.5 sq.m.

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Section 2.0 - Tender

2.1 Service Scope

AMR Consult is inviting submissions of quotes for survey relating to the provision of the proposed new build staff accommodation. The following surveys are required:

- Topographical
- Ground Investigation
- Measured Building (Inc. Elevations)
- Utilities and Subscan Investigation
- Arboricultural Impact Assessment
- Archaeological Desktop Survey

Please refer to attached appendices for the service scope requirements.

Please acknowledge receipt of this invitation to quote by e-mailing Tom Coleman of AMR Consult, at tom.coleman@amrconsult.co.uk or phoning 07525175220 confirming your intention to submit a quote as requested. If it is not now your intention to submit a quote, please could you provide an explanation.

Site visits are not permitted without prior arrangement with Tom Coleman. Visits to site can be arranged by contacting Tom Coleman of AMR Consult, at tom.coleman@amrconsult.co.uk or phoning 07525175220.

2.2 Putting together your Quote

You will need to review the information provided by us and carry out, at your own expense, any enquiries you need to prepare and deliver your quote. AMR Consult will not be responsible if the nature, extent or character of the services is subsequently different from that envisaged by you and AMR Consult gives no warranty and has no liability for the accuracy or completeness of the information provided.

If you require further information, clarification, have any queries or wish to request any amendments, please contact me by 1 day before the deadline. If you are proposing any amendments to the terms and conditions or the specification these must be clearly identified. Any revisions will be considered by AMR Consult but will not be binding unless expressly agreed in writing. All companies quoting will be provided with copies of any additional information, changes or clarifications. All quotes information and documents must be treated by you as private and confidential for use only in connection with the quote. You may not make any public statements or promotional activity relating to the quote process without the prior agreement of AMR Consult.

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2.3 **Submitting your Quote**

All necessary consents, licences and permissions to enable the Service to be performed must be included within your quotes.

2.4 **Documents you need to return**

- I. Completed Fee details in Schedule 2 of IWM Survey Appointment plus a fully itemised breakdown of the quote sum, hourly and fixed rate costs per level of staff member and any additional costs or fees.
- II. A completed Suitability Assessment.
- III. A Providers' Proposal incorporating:-
 - a. key dates or programme for services, to include gearing up time, time on site and provision of documents/reports.
 - b. a method statement setting out your approach to delivering the services to meet the objectives and requirements of the Scope.
 - c. a statement of the skills, expertise, services and resources at your disposal which you believe demonstrates your ability to perform the services, including staffing details and structure and proposed Providers Representative.
 - d. details of your quality assurance systems, internal policies and procedures (e.g. equal opportunities policies) and health and safety at work record during the past 3 years.
 - e. details of the insurance arrangements you would propose to put in place.
 - f. any proposals to sub-contract any part of the services.
 - g. three references from organizations with a recent direct knowledge of your work;
- IV. If appointed, a provider will be required to provide copies of your last 3 years audited accounts (if a company) and statements of annual work force, overall turnover and turnover in respect of the services being quoted for the past 3 financial years.

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2.5 **How to return your documents**

You must submit your quote submission electronically or provide 1 copy of a USB Memory Stick. If any documents are unprintable you will be required to provide 3 hard copies.

Your price in Schedule 2 and Providers' Proposal be **delivered by e-mail to tom.coleman@amrconsult.co.uk** no later than **17.00 Monday 31st July**.

Where quotes are hard copy delivered by courier or any method other than by external mail, they must be delivered to AMR Consult, 2 Lant Street, London SE1 1QR during normal working hours and a receipt obtained.

Any Quote submitted after that date may not be considered. Your quote will remain valid for acceptance by AMR Consult for 90 days from submission.

2.6 **Quote Evaluation Methodology**

This section details the methodology that will be used for assessing each Quote Submission responding to this Invitation to Quote.

The contract will be awarded to the most economically advantageous quote evaluated as described in this methodology.

The evaluation comprises of 2 stages:

- Stage one - compliance
- Stage two - price

Stage one will be scored on a pass/fail basis. Stages two shall be scored out of 100.

2.7 **Evaluation of Quotes**

Stage one - compliance

Quote Submissions will be subject to an initial compliance check to confirm that they:

- a) have been submitted on time,
- b) are completed correctly and in full,
- c) meet all the requirements of the Invitation to Quote

AMR Consult may reject any Quote Submission that fails the initial compliance check and any rejected Quote Submissions may not be subject to the detailed Stage two evaluations.

Quote Submission must submit method statements pertaining to the service. These method statements, once approved by AMR Consult, will be incorporated into the Contract as the Consultant's planned way of working/operating throughout the Contract Period.

Quote Submissions must respond in full to the Suitability Questionnaire. These questionnaires will be reviewed by AMR Consult and any found to be incomplete may not be subject to the detailed Stage two evaluations.

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Quote submission must also include details of 2 references for similar services undertaken within the last 12 months. These will only be taken up for the company to be appointed.

Stage two - Price criteria

Priced documents will be examined in order to detect any computational errors. Where an examination reveals an error or discrepancy between these prices and the overall quote figure, this will be addressed using Alternative 1 or Alternative 2 of the JCT Tendering Practice Note 2012.

Price Evaluation criteria will be out of 100.

The Quote with the lowest price will receive the maximum points available. Each remaining ' price will be awarded a score based on the percentage difference between their price and that of the most competitive price.

An example of the methodology which will be applied is included below:-

$$\frac{(\text{Supplier's quote sum} - \text{Lowest quote sum})}{\text{Lowest Quote sum}} = \% \text{ adjustment}$$
$$100 \text{ Points} - (100 \times \% \text{ adjustment}) = \text{Price Score}$$

Note: All scores achieved will be taken to two decimal places and rounded up or down for each criterion.

2.8 **Abnormally low quotes**

AMR Consult will scrutinise very carefully any Quote that contains a price which appears very low (having regard, amongst other things, to the prices submitted in the other Quote submissions received). AMR Consult reserves the right to reject any Quote Submission that is abnormally low.

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2.9 **Final selection and recommendation**

Scores will be used to rank the quotes submissions.

2.10 **Tie Break**

Quote submissions that are equal will be judged on the most economically advantageous quote having relevant experience, ability to provide the services to the appropriate standard, and value for money.

If following your quote submission there are any material changes to the information you have provided you must advise AMR Consult promptly in writing.

2.11 **Quote Award**

AMR Consult may award a contract for all or part only of the services. AMR Consult reserves the right to cancel the quote process at any point and will not be liable for any cancellation costs incurred by any companies. Any contract will be awarded to the most economically advantageous quote. If your quote is accepted we will notify you in writing and a contract between us is made then and becomes binding. In addition at the request of AMR Consult a formal contract will be executed.

2.12 **Terms and Conditions**

Upon selection the chosen contractor will be required to sign and return terms and conditions. Please see appendix G.