

TENDER DOCUMENT

INSTRUCTIONS TO TENDERERS (ITT) and

CONDITIONS OF CONTRACT

**Changes in
this
document are
shown in red
text**

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Introduction

The Royal Institution of Cornwall's (RIC) mission is for the Royal Cornwall Museum to provide a welcoming, dynamic and lively cultural hub centred around its collections, that inspire people to explore, thrive and have fun.

website: <https://www.royalcornwallmuseum.org.uk/home>

The RIC is a charity that does not receive regular funding. Public support through donations and visitor income is vital to its success. The electrical upgrade project is a grant funded project as part of a Devolution Deal from the UK Government, Dept of Levelling Up Housing and Communities (DLUHC) via Cornwall Council.

The museum has a small in-house team who are supported by volunteers for day to day operations and by external consultants for support and advice for delivery of grant funded projects.

Project Contacts

Project Manager and Contract Administrator

Tim Wood, Prenn Limited, email: tim@prennlimited.com, mobile: 07968 892717

Electrical Engineer / Consulting Engineer

Mike Ainger, Kernow Services Design Ltd (KSD), email:
mikeainger@kernowservicesdesign.co.uk, mobile: 07464 605683.

Museum Staff Contacts

Jonathan Morton – Executive Director

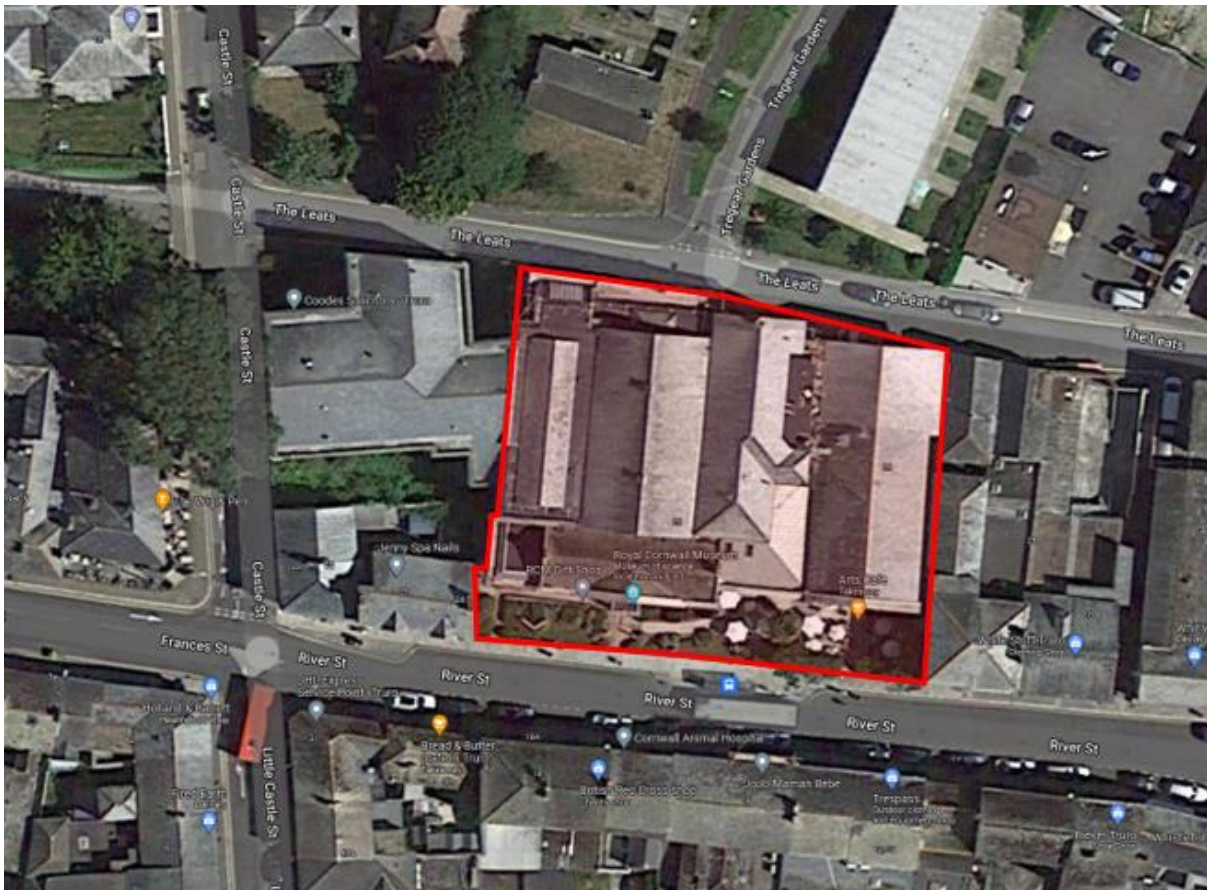
Bryony Robbins – Artistic Director

Lydia Moss – Buildings & Facilities Manager

The Museum and Its Location



Front (south) elevation. The Park and Ride bus from Langarth (west Truro) stops immediately outside with the return stop located in Victoria Square, 200 metres away.



Extent of Royal Cornwall Museum (base image source: Google)

The museum is Grade 2 listed – no statutory approvals are required for internal works.

The building has good access to the front and rear. The Leats is a cul-de-sac service road and a popular walking route away from the shopping streets from the Truro Cathedral via the opes towards Victoria Gardens.

The building abuts the public highway and has very limited private parking extending to three spaces. There are several service accesses.

Rear (north) elevations from The Leats (source: Google)



Looking west – this area can be adopted for welfare use



Looking east. Note the new electrical supply will enter the building in the area of the spiral staircase.

There are double yellow line parking restrictions to both the front and rear of the building.

Adjacent Uses

The museum is surrounded by residential and commercial properties.

Museum Public Opening Hours

Normally the museum is open Tuesday to Saturday 10am-4pm. During holidays the museum is also open on Mondays.

Summer opening ends on 4 September 2023. The museum will also be open on Monday 23 October 2023.

The Project

The museum has its incoming electrical supply (200A) located beneath the office stairs, with inadequate and non-compliant access around the main distribution boards and switchgear. The project is to relocate and upgrade the incoming National Grid supply to 400A via the rear of the building with a new electrical room located in the existing 'Conservation Laboratory'.

The opportunity is also being taken to:

- Replace and upgrade the emergency lighting system
- Renew gallery lighting to ensure all fittings are LED type to reduce energy consumption
- Replace some lighting controls to remove obsolete equipment and increase the flexibility to control lighting

National Grid (NG) has provided a budget estimate and confirmed that a 400A supply can be provided from the existing network requiring trenching from nearby Castle Street and into The Leats at the rear of the museum. The formal NG offer is due to be received during the tender period. The offer will be accepted and payment made to arrange the new connection date which is expected in December 2023.

Working Hours

The museum will remain open during the works.

The contractor can work Monday to Friday 8am – 6pm.

Working Saturday and Sunday and extended weekday hours will be by prior arrangement only to ensure the museum can arrange staffing for security purposes.

Welfare Area

The only external space the museum has is as shown in the photograph above (Leats – looking west). This area can be used by the contractor. Any use of the highway will have to be arranged with the Cornwall Council Highways team.

Instructions to Tenderers

The tenderer is to submit any and all tender queries by 14:00 hrs on **22 September**.

All queries will be in writing and sent to the Project Manager, Tim Wood, tim@prennlimited.com, telephone: 07968 892717.

Tenderers are invited to visit the museum by contacting the Project Manager, Mon-Fri 9am-6pm. Site visits will be arranged in the week **11-22 September** 2023 inclusive.

Tender Submission

The tenderer is to submit the following information electronically in .pdf format. No hard copy applications will be accepted:

- Tender price – see page 25 of the Specification document.
- Dayworks rates for additional works – see page 26 of the Specification document.
- Tender programme for acceptance as the first contract programme – to be submitted in .pdf and .mpp (Microsoft Project) formats.
- Insurance Policy Schedule
- Details of any specialist contractors proposed
- Details of the tenderer confirming
 - Head office address and Cornwall office address, if applicable.
 - Number of employees in UK and of those number of employees in Cornwall
 - Summary of previous work undertaken in Cornwall (max. 2 pages A4) - to demonstrate the ability to self-deliver or the presence of an established supply chain that can meet the contract dates.

Tender Dates

The tender will be issued on 4 September 2023.

The lighting information will be issued by **18 September** 2023.

The tender return date is **29 September** 2023 to be received by 14:00hrs.

The Royal Institution Cornwall will receive a recommendation for contract award from the Project Manager by **3 October** 2023 and will confirm award to the successful tenderer by email on by **4 October** 2023. The programme is critical due to the availability period for the grant funding. Delivery after the completion date would require the RIC to secure funding from its own limited financial reserves.

The planned works commencement and completion dates are as detailed below in the contract particulars.

Tender Evaluation

The tender will be evaluated on an economically most advantageous basis. Only tenderers whose tender programme complies with the contract dates will be evaluated. A local presence is preferred but not essential.

Tender Feedback

Feedback is offered to all tenderers from **9 October** 2023.

Tender Documents

Type	Name	Reference No.
Documents	This document – Instructions to Tenderers and Conditions of Contract Designer’s Risk Assessment	2023_09_18_RCM_ITT and Conditions of Contract v.1 1107 Electrical Designer Risk Assessment
	Specification, including Distribution Board Schedules	1107 Royal Cornwall Museum E Specification T2
Drawings	Existing Electrical Schematic	1107-KSD-DR-E-001 Existing Schematic T1
	Existing Distribution Layout Level 0, 1, 2, and 3	1107-KSD-DR-E-002 Existing Distribution Layout T1
	Existing Distribution Layout Level 4 and 5	1107-KSD-DR-E-003 Existing Distribution Layout T1
	Proposed Schematic	1107-KSD-DR-E-004 Proposed Schematic T2
	Proposed Distribution Layout Level 0, 1, 2, and 3	1107-KSD-DR-E-005 Proposed Distribution Layout T1
	Proposed Distribution Layout Level 4 and 5	1107-KSD-DR-E-006 Proposed Distribution Layout T1
Lighting Drawings	Luminaire Schedule	1107-KSD-DR-E10-001 Luminaire Schedule
	Basement (Level 0) Lighting	1107-KSD-DR-E10-002 Basement Lighting Layout T1
	Ground Floor (Level 1) Part 1	1107-KSD-DR-E10-003 Ground Pt1 Lighting Layout T1
	Ground Floor (Level 1) Part 2	1107-KSD-DR-E10-004 Ground Pt2 Lighting Layout T1
	Lower Intermediate (Level 2) Part 1	1107-KSD-DR-E10-005 Lower Int Pt1 Lighting Layout T1
	Lower Intermediate (Level 2) Part 2	1107-KSD-DR-E10-006 Lower Int Pt2 Lighting Layout T1
	First Floor (Level 3) Part 1	1107-KSD-DR-E10-007 First Pt1 Lighting Layout T1
	First Floor (Level 3) Part 2	1107-KSD-DR-E10-008 First Pt2 Lighting Layout T1
	Upper Intermediate (Level 4) Part 1	1107-KSD-DR-E10-009 Upper Int Pt1 Lighting Layout T1
	Upper Intermediate (Level 4) Part 2	1107-KSD-DR-E10-010 Upper Int Pt2 Lighting Layout T1
	Top Floor (Level 5)	1107-KSD-DR-E10-011 Top Floor Lighting Layout T1
National Grid Connection offer	NG email from Ellie Billings dated 15 September 2023. The museum made the advance payment for option 1 on 18 September 2023.	ref 4848720
Additional Photographs	Photos showing more detail of the proposed location of the incoming supply	2023_09_18_RCM_Additional Photographs

Historic EICR	2016 (two documents)	Visual EICR certificate and original list of works from 3 rd party EICR.
	2018	EICR Report 27-11-18
	2021	EICR Report extract 30-4-21
Asbestos	RIC Asbestos Management Policy dated 2011	
	Type 2 Asbestos Survey (by Cormac) 2008	
	Asbestos works completed (by Shield) 2011	

The Royal Institution of Cornwall has a comprehensive asbestos survey arranged to be undertaken during October 2023. Full details will be shared with the successful contractor.

For the purposes of this contract the 'Services Contractor' and 'Main Contractor' actions or duties as detailed in the Specification are the actions and duties of the Contractor as defined in the Contract and named in the attestation on page 10 below.

For the avoidance of doubt all distribution boards are to be replaced.

The Contract

Form of Contract

JCT Minor Works Building Contract 2016. A copy of the contract can be obtained from the [JCT Online store](#) bookshop or other online outlets e.g [Construction Books.net](#). Downloadable versions are available. Follow web links highlighted, as required.

Client/Employer

The client body of the museum is the Royal Institution of Cornwall (RIC), a registered charity.

Employer's and Project Address

25 River Street, Truro, Cornwall. TR1 2SJ

Contract Administrator

Article 3: For the purposes of this contract the Contract Administrator is Tim Wood of Prenn Limited

Principal Designer

Article 4: The Principal Designer for the purposes of the CDM Regulations is the Electrical Engineer, Mike Ainger of Kernow Services Design Ltd

Principal Contractor

Article 5: The Principal Contractor for the purposes of the CDM Regulations is the Contractor

(or)	of
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Contract Particulars

Base Date	4 September 2023
Construction Industry Scheme (CIS)	Employer at the Base Date is not a 'contractor' for the purposes of the CIS.
CDM Regulations	The project is notifiable.
Framework Agreement	Not applicable
Supplemental Provisions	
Collaborative working	Supplemental Provision 1 applies.
Health and safety	Supplemental Provision 2 applies.
Cost savings and value improvements	Supplemental Provision 3 applies.
Sustainable development and environmental considerations	Supplemental Provision 4 applies.

Performance Indicators and monitoring	Supplemental Provision 5 does not apply.
Notification and negotiation of disputes	Supplemental Provision 6 applies
Where Supplemental Provision 6 applies, the respective nominees of the Parties are	Employer's nominee Jonathan Morton, Executive Director
	Contractor's nominee
	or such replacement as each Party may notify to the other from time to time.
Arbitration	Article 7 and Schedule 1 (Arbitration) do not apply
Works commencement date	9 October 2023
Date for Completion	19 January 2024 or such later date for completion as is fixed under clause 2.7
Liquidated damages	At the rate of £650 per day
Rectification Period	3 months from the date of practical completion
Interim payments – Interim Valuation Dates	The first Interim Valuation Date is 27 October 2023 and thereafter at intervals of one calendar month
Payments due prior to practical completion – percentage of the total of works etc.	95 per cent
Payments becoming due on or after practical completion – percentage of the total amount to be paid to the Contractor	97 ½ per cent
Fluctuations provision	No fluctuations provision applies.
Percentage addition for Schedule 2 (paragraph 13) (if applicable)	Not applicable
Supply of documentation for computation of amount to be finally certified	3 months from the date of practical completion
Contractor's Public Liability insurance: injury to persons or property – the required level of cover is not less than	£5,000,000 for any one occurrence or series of occurrences arising out of one event

Insurance of the Works etc – alternative provisions	Not applicable
Percentage to cover professional fees	Not applicable
Adjudication	The Adjudicator is The Royal Institution of Chartered Surveyors (RICS).

Attestation

EXECUTION UNDER HAND

As witness

the hands of the Parties
or their duly authorised representatives

Signed by or on behalf of the Employer	(signature) Royal Institution of Cornwall
in the presence of:	(witness' signature)
	(witness' name)
	(witness' address)
Signed by or on behalf of the Contractor	(signature) (company name)
in the presence of:	(witness' signature)
	(witness' name)
	(witness' address)