

7 September 2015
KD/2015.00367.000/09

Tendering Contractors

Dear Sirs

**Colne Valley Museum
Refurbishment Works**

We have pleasure in inviting you to submit a bona fide tender for the above project.
All tender documents can be downloaded from the National Contract Finder website.

Storah Architecture:

- Drawings 15-033-01, 02B, 03B, 04B, 05G, 06G, 07C, 08, 09A, 10 and door schedule

Renaissance (Structural Engineers):

S001, S005, S006, S007, S008, S010, S050, S051, C100 (Rev T01)

Allcad (M&E Consultant):

- Drawings AD322 E01, E02, E03, E04, M01, M02, M03, M04 and specifications SE01, SM01

BCS Chartered Surveyors (QS):

- Specification for Colne Valley Museum Refurbishment Works for Colne Valley Museum

AHR Building Consultancy (Project Manager):

- Form of tender, tender labels

AHR Building Consultancy (Principal Designer):

- PCIP
- Designer Risk Assessments (Storah, Renaissance, Allcad)

The following reports are also included to support the above information:

- Trace Basements - Tanking Recommendations
- Tersus - Asbestos Refurbishment Survey
- Lanes for Drains – Drainage Survey
- Trace Remedial Building Services – Survey Report Timber Inspection
- Helix Report and Specification - to follow

In addition to the above documentation the submitted tenders will also be assessed on the following criteria:

1. Previous Experience with Conservation Projects/ Listed Buildings (10 marks)
2. Local Knowledge and Experience (5 marks)
3. Previous Experience with HLF funded projects (5 marks)
4. Previous Experience in working with volunteers/ community projects (5 marks)

Building Consultancy

5. Previous experience with Museum projects (5 marks)
6. Financial Checks (pass/fail)

Please do not exceed the maximum of one A4 page per question.

The valuation weightings for the tenders will be 70/30, price/quality. Further details of the scoring mechanism can be made available upon request.

In preparing your tender you are asked to note the following requirements:

1. The tender is to be returned, fully priced and returned in two unmarked envelopes (inner and outer, using a tender return label on each envelope, to AHR Building Consultancy Ltd, Norwich Union House, High Street, Huddersfield, HD1 2LF.
Faxed tenders will not be accepted under any circumstances and will be discounted from consideration immediately.
2. The tender return date is **12 noon, Friday, 2 October 2015**. Tenders returned after this date will not be considered.
3. The envelopes must not be marked in any way by the contractor.
4. Tendering is based on the provisions of JCT Practice Note 6 (Series 2) 'Main Contract Tendering'.1998 Alternative 2.
5. Arrangements to inspect the site are to be made through Mrs Janet Jobber on 07754 489 499 or via email at janetjobber@hotmail.com
6. The price is to be on a fixed price basis for the duration of the contract and the contract period is to be based on 16 week construction phase with anticipated start on site on 5 November 2015.
7. Liquidated and ascertained damages will be imposed, refer to Schedule of Works.
8. All work included within the Schedule of Works and/or indicated in the drawings and are to be included in the tender.
9. The contractor and all sub-contractors should note that drawings issued as .PDF files should be printed/plotted on the correct paper size, as indicated on each drawing, within the title block. Drawings should not be scaled from and must be printed/plotted with Page Scaling set to None.
10. The contractor's attention is drawn to the Schedule of Works section, which sets out the requirements for the recycling of strip out, excavated and waste materials on this project, along with the Schedule of Works section, which sets out the requirements to consider use of materials from sustainable and/or recycled sources.
11. Amendments made by the Contract Administrator in writing before the date of receipt of tenders shall be deemed to be incorporated in the text of the Specification and the receipt of notice of such amendments shall be acknowledged in writing by the tenderer and the Specification duly amended.
12. Tenders shall be submitted on the condition that the Contract Administrator or his duly appointed representative may, after the opening of tenders, discuss verbally or in writing with any tenderer any details of the documents relating to the proposed contract prior to formal acceptance of a tender without in any way committing the Employer to accept such a tender.
13. The Employer shall not incur any liability or expense in respect of tenders submitted and shall be at liberty to reject the whole or any of the tenders or to accept such one or any modification of any one as he may decide.

14. Arrangements to inspect the site are to be made via the contacts confirmed above and any queries in relation to the tender document or project are to be made through AHR Building Consultancy Ltd.
15. The contractor and all sub-contractors must include for complying with all Regulations, Acts and Conditions as required for construction work and the employment of labour, and in particular with the Health & Safety at Work Act 1974.
16. The contractor is to allow for acting as Principal Contractor for the works as outlined in the pre-construction Project Information Pack issued as part of the tender documentation.

Should you have any queries then please do not hesitate to contact the undersigned.

You are strongly recommended to visit the site as no payment can be made for additional items of work due to lack of knowledge.

Yours faithfully

Katrin Dietrich, Dipl.-Ing. MArch
Associate Director
For and on behalf of AHR Building Consultancy Ltd

Enc

Cc: Mrs Janet Jobber, Colne Valley Museum
Mr Steve Brook, BCS
Mr Andrew France, AHR Building Consultancy