

INTRODUCTION AND INVITATION TO TENDER

1. BASIC PURPOSE AND OVERALL FUNCTION

1.2 Project Title

Staff Reception and rest area refurbishment

1.3 Address

Horniman Museum, 100 London Road, London SE23 3PQ

1.4 Outline of project in general terms

This project comprises internal refurbishment and redecoration works to the staff entrance and rest areas in the grade II* listed building of the Horniman Museum & Gardens at 100 London Road. The works area will remain partially occupied throughout the works, and the project will result in an improved internal layout and refurbished work areas.

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
MEP Designers	Harley Haddow
Quantity Surveyor	A J Oakes & Partners
Principal designer	Landolt & Brown

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 21/22 financial year in March 2022.

3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor to carry out the works in two parts which includes in section 1 local relocation/modification of partitions, new kitchen and WC fittings, new floor finishes, re-lining of external walls to improve thermal performance, redecoration of wall surfaces, new suspended ceiling with integrated lighting, new doors for fire and acoustics, insulated wall linings to external walls and insulation fitted to existing timber rafters. In section 2 works, new reception desk and worktop with integrated power and data containments and lower radiators, new floor finishes behind desk, new suspended light fittings, upgraded or replacement uplighters, new bespoke storage cupboard, redecoration of walls and ceilings, secondary glazing and storage units for pigeon holes. MEP work to install a new A/C unit, mechanical ventilation system, heating system and power and data (fibre cable routing included). All works is detailed and defined in the full specification and pricing schedule.

The effective management of security, 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, window survey schedule and the pricing schedule.

4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

1. ITT & Evaluation

- Invitation to Tender 2021-10-29
- Quality Questions & Scoring Methodology

2. Design Information:

a) Harley Haddow:

- 307685-HAH-ZZ-XX-SH-E-06301 Luminaire Schedule
- 307685-HAH-ZZ-XX-SP-E-06000 Electrical Specification
- 307685-HAH-ZZ-XX-SP-M-05000 Mechanical and Public Health Services Specification
- 307685-HAH-ZZ-XX-SP-ME-00001 MEP Preliminaries Specification
- 307685-HAH-ZZ-00-DR-E-06010
- 307685-HAH-ZZ-00-DR-E-06211
- 307685-HAH-ZZ-01-DR-E-06020
- 307685-HAH-ZZ-01-DR-E-06110
- 307685-HAH-ZZ-01-DR-E-06210
- 307685-HAH-ZZ-01-DR-E-06310
- 307685-HAH-ZZ-01-DR-E-06810
- 307685-HAH-ZZ-01-DR-M-05310
- 307685-HAH-ZZ-01-DR-M-05610
- 307685-HAH-ZZ-01-DR-M-05611
- 307685-HAH-ZZ-01-DR-M-05710
- 307685-HAH-ZZ-01-DR-P-05210

b) Landolt & Brown:

- 649_Horniman Staff Reception Document Issue Sheet Tender 02
- LAB_649_SPE001_HornimanSecuritySuite_ArchSpec_R01_27.10.21_Tender
- LAB-64-DE-0307 Radio Cupboard
- LAB-649-DE-0301 Upper Level Desk Plan XX

- LAB-649-DE-0302 Lower Level Desk Plan YY
- LAB-649-DE-0303 Desk Sections
- LAB-649-DE-0304 Desk Sections 02
- LAB-649-DE-0305 Desk Elevations
- LAB-649-DE-0306 Desk Elevations 02
- LAB-649-DE-0307 Radio Cupboard
- LAB-649-PL-0001 Existing Plan
- LAB-649-PL-0100 Proposed Plan
- LAB-649-PL-0300 Proposed RCP
- LAB-649-SE-0200 Long Section AA
- LAB-649-SE-0201 Short Section BB
- LAB-649-SE-0202 Short Section CC

3. Schedules of Work:

- 01 – Schedules of Work – October 2021
- Appendix A
- Appendix B
- **Appendix C (Not uploaded to portal, can be requested via email to thopkins@horniman.ac.uk**

4. CDM (Information to Follow)

- PCI – Horniman Museum Staff Refurbishment
- PCI Appendix Delivery Logistics Site Plan
- Asbestos Survey (To follow)
- Museum Rules for Visiting Contractors 2021

5. Form of Tender Declaration.

Further information may be available to be inspected by appointment at the Employers Offices (via the Head of Estates).

For this project tenderers are particularly directed to note clause F130 in Appendix B, the preliminaries.

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 and arithmetically accurate.
- 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, within the maximum word count for each question.
- Both paper and digital tender submissions must be received by their attendant deadlines.
- A completed anti-fraud and bribery statement.
- Health and Safety information as required by clause F 550 in Appendix B of the schedules of work.

4.4 Site visits

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

Please send the minimum number of representatives possible to enable social distancing. Please contact **Tim Hopkins** on thopkins@horniman.ac.uk to book a site visit, which will be undertaken as group visits. All visiting contractors will be expected to wear a face covering and abide by social distancing guidelines.

Time slots available are:

Thursday 4th November 2021: 10:30am

Wednesday 10th November 2021: 10:30am

Monday 15th November 2021: 2pm

4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Thursday 18th November 2021**.
- Paper tender submissions (x1 copy) must be received by **12 noon on Friday 19th November 2021** 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) 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 24th November 2021**. Invitation to interview will be sent out by **23rd November 2021**.
- Clarifications on the scope of the works may be asked by email to 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 answers 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 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 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 Chris Whalley (A J Oakes), Adam Brown (Landolt & Brown) 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.