

RIDGE

PROPERTY & CONSTRUCTION CONSULTANTS



**TENDER INSTRUCTIONS AND CLIENT REQUIREMENTS
HORNIMAN MUSEUM & GARDENS – BUTTERFLY HOUSE**
November 2016

Prepared for

Client Name

Horniman Museum & Gardens
100 London Rd
Forest Hill
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Prepared by

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1. CLIENT REQUIREMENTS:

1.1 Background:

The Horniman Museum in south east London is housed in a grade II* listed building. It holds internationally important collections of anthropology and musical instruments, as well as an acclaimed aquarium and natural history gallery – all surrounded by 16.5 acres of grade II listed Gardens offering breathtaking views across London. We have a loyal and high repeat audience generating 900,000 visits in 2015/16. This project aims to construct an additional chargeable visitor attraction.

The project is funded by a capital grant from the Department of Culture, Media and Sport, and ideally the Horniman must complete the majority of this project prior to the end of March 2017.

1.2 Butterfly House:

The northern end of the Horniman gardens includes a 1960's detached house, originally used as accommodation for the Gardens Manager and now used as storage. To support the Horniman Museum and Gardens income generation targets, we plan to demolish the 60's Lodge and install a permanent butterfly glasshouse to increase the live animal offer from the Aquarium and animal walk and generate interest in an under visited section of grounds. The planning application has been submitted and is currently within its consultation period.

1.3 Operational aspects:

The butterfly house must be capable of being open all year round. The basic layout required for the glasshouse will be two sections. The front, and smaller section being a shop and ticketing area, which should be a bright and environmentally comfortable space. The main section is intended to house the butterflies, in contrast this will be a warm and humid space to suit the optimum conditions for the butterfly inhabitants.

2. WORK PACKAGES

2.1 Demolitions:

- Notify HSE re removal of Asbestos.
- Removal of asbestos and soft strip of the Lodge building.
- Demolition of the existing lodge building, relocation/disposal of the existing sheds/structures.
- Clearance of the ground within the site curtilage and removal of all waste.

2.2 Existing services:

- Scan site area to locate and avoid damages to existing services.
- Make safe any services prior to and during the demolition works.
- The existing gas and electrical supply are those used by the current dwelling. A provisional sum had been provided for any necessary upgrades. Further information will be provided to the successful contractor.

2.3 Foundations and groundworks:

- Clearance and suitable levelling of the site.
- Retention of top soil for re-use (the Museum will provide a temporary storage space on site).
- Design of a suitable foundation – see Ground Investigation report within appendices.
- Design of a suitable drainage system with potential water recycling scheme.

2.4 Services and environment

- Heating – the system in butterfly house needs to have capacity to achieve a temperature of 30 degrees all year round. Product information for a suggested system is provided in the appendices. Tenderers should price for this system. Alternative systems should be priced in addition to this system and be offered on an optional basis.
- High humidity levels will be required within the butterfly area. The contractor should price for an optional misting system to assist with this requirement. Watering of the extensive planting will be achieved via hoses (Butterfly area only). For the purposes of this tender there should be an allowance made for the installation of 5 No internal taps and 1 external tap.
- Fans – please see the appendices attached for information of the preferred fans. 4 No are to be provided, positions will be specified at a later date.

- Ventilation – mechanically openable roof vents are required. There should be 12 in the butterfly area and 3 in the shop area. Please provide an optional cost for providing actuator controlled vents.
- Lighting is required in the shop and emergency lighting is required throughout the glasshouse. All lights are to be suitable for a high temperature and humidity environment. The cost should also include for providing the cabling and infrastructure for house lighting to the butterfly area (to be utilised for future all-year round operation).
- The contractor should make allowance for a suitable fire detection and alarm system, linked to the existing site system.
- Small power – 3 DSSOs are required within the Butterfly Area (for Puparium shed - client to provide shed). 6 No DSSOs and 6 data points are required within the shop area.

2.5 Floor

- The floor is to be finished in 500mm depth top soil over the entire butterfly area, with the shop area in a suitable ground level finish. The floor finish within the butterfly area should allow for 3 no tree pits, a maximum size of 1.5 x 1.5 m (contractor's proposals required).
- Hoggin type edged pathway – allow for 80 linear metres. Alternative proposals for the paving will be considered, but please provide a costs for both options.
- Concrete Base for 6' x 9' ft shed for Puparium (client to supply shed).

2.6 Glass house:

- Freestanding glass house.
- All steel components are to be galvanised. Frames are to be finished in white powder coating.
- BS5502, Design classification 1.
- 12m x 20m footprint. Maximum height 4.3m. Shop area to be located at one end to be approx. 4m x 12m. Butterfly area, located at the back to be 16m x 12m.
- 4mm toughened glass to the butterfly area.
- Polycarbonate/solid/suitable partition separating the butterfly house area from the shop, to the frontage. Please provide options for full glass and part-polycarbonate/solid panels.
- Polycarbonate/solid panels are to be considered to the shop area, to make the space more comfortable and fit for purpose (walls only). Please provide options for full glass and part-polycarbonate/solid panels.
- Entrance doors. Double manual sliding doors with hold back function (minimum width for single door is 1.2m), with security lock.

- 2 no internal doors (minimum width 1.2m) in partition to create an 'in' and 'out' to the butterfly house, to have a slide back function for close off. Doorways are to have vertical hanging plastic strip curtains.
- Netting – allow IN50 netting to be fitted to inside of butterfly area. To encapsulate the whole space. Sealing will be required around any plant or structures.
- Rainwater harvesting system to be provided via guttering and water butts – and to be accessible to staff. Guttering and down pipes to be galvanised powder coated steel.
- Please refer to the drawings in the appendices for further information.

2.7 Externals:

- Areas are to be planted up and landscaped by the Client. Additional works if required will be notified to the selected contractor shortly after appointment for quotation.

2.8 Site Welfare arrangements

- The client will provide a suitable site welfare facility including WCs, rest areas and office space.

3. TENDER REQUIREMENTS:

3.1 Programme

- Tender returns due – 12th December 2016
- Interviews – from 15th December 2016
- Planning outcome – 9th December 2016
- Appointment – 19th December 2016
- Notifications of asbestos removal to HSE - 19th December 2016
- Site available for start of works – 3rd January 2017
- Sectional completion of the glass house – 31st March 2017
- Commissioning – 31st March - 17th April 2017
- Practical completion – 17th April 2017.

Due to funding constraints it is vital that sectional completion of the glass house is reached on or before 31st March 2017. All contractor programmes must be compliant in this respect.

3.2 Interviews:

Up to three companies will be shortlisted to attend interviews on 15th December 2016. At this stage we will require tenderers to clarify all aspects of their tender, and particularly give an indication of the possible method of foundations and drainage.

3.3 Conditions:

Bidders should note that the Client is not bound to accept the lowest or any tender submitted.

The contract for the works will be the JCT Intermediate Building Contract with Contractors Design 2011, with amendment for the 2015 CDM regulations update.

A bond may be required depending on the preferred tenderers financial status.

3.4 Planning

The outcome of the planning application is due on 9th December. Additional items may be required by planners under condition, these will be dealt with as variations to the contract.

3.5 Party wall:

It is currently assumed that there will be no excavations within 6m of the existing residents on Horniman Drive so a party wall notification is not envisaged. This will be subject to the contractor's foundation design.

3.6 Scoring scheme:

Tenders will be assessed as follows:

Price	40%
Quality	20%
Programme	20%
Design	20%

3.7 Tender queries

Tender queries are to be submitted to Ruth Wells - Project Manager: rwells@ridge.co.uk . For the period from the 21st-9th December 2016.

3.8 Site visits

Escorted site visits will be available by appointment between the 28th-9th December. Please contact rwells@ridge.co.uk for further details.

3.9 Submission details

Tenders are to be submitted via post to arrive by 5 pm on Monday 12th December 2016, to the following address;

For the attention of Tim Hopkins – Estate Manager

The Horniman Museum & Gardens
100 London Road
Forest Hill
Lewisham
London
SE23 3PQ

Please provide 1 hardcopy and a CD/USB copy with your submission.

We suggest that all bidders obtain proof of posting as late tenders will not be considered.

Please ensure that you include with your submission the completed pricing document and all of the further information requested in 3.10 below.

3.10 Supplementary information to be provided with tender:

- A technical statement (no more than 1 A4 page), indicating the proposed foundation method and floor details to FFL, including drainage details.
- Product details for the proposed glass house.
- Proposed contract programme.
- Company accounts for the last three years.
- Confirmation of insurances held.
- Company history.

- CVs/details of the proposed team.
- Examples of two relevant projects.
- Names, addresses and telephone numbers of two referees.
- All information and signed statements requested in the pricing document.
- H&S policy.
- Environmental policy.

3.11 Contract award:

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. LIST OF APPENDICES ATTACHED:

4.1 Drawings

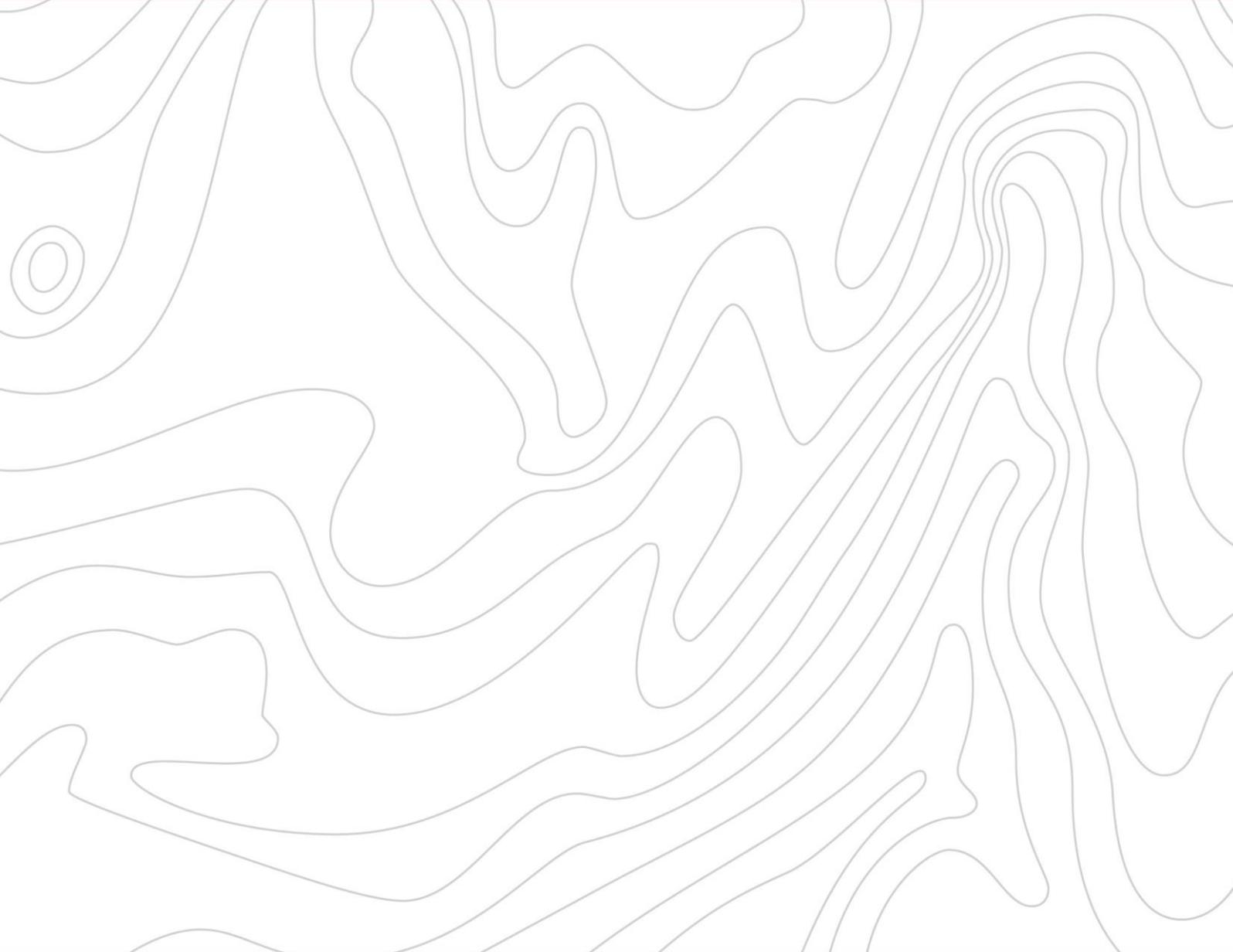
- HMBH_1000_Setting as Existing
- HMBH_1001_Roof Plan as Existing
- HMBH_1200_Elevations as Existing
- HMBH_2000_Setting as Proposed
- HMBH_2001_Roof Plan as Proposed
- HMBH_2200_Proposed Elevation – please note the drawing show a single external door. A double external door is required as specified above.
- HMBH_3000_View from North
- HMBH_4001_Location Plan
- HMBH_4002_Block Plan
- HMBH_5000_Setting Demolition

4.2 Product information

- Fans – please access the following link:
http://www.simplycontrol.co.uk/shop/ventilation/5_42_0_143/simply_control_stainless_steel_extract_fan.aspx
- Heater specification (see brochure attached) – the relevant units are as follows (2 to be purchased): Product ID: CPxG60/UF/409/GA. LV CPx GAS 60kW UF HEATER, Front Flued Appliance + MC200V3 controller unit and ancillaries.

4.3 Further information/reports

- Design and Access Statement - Part 2 (by Donald Insall Architects).
- Desktop study and Ground conditions report
- Initial Landscaping Strategy (Topographical survey)
- Asbestos survey
- Existing Services information
 - UK power networks
 - Sub site – location of underground services and drains
 - Skelly & Couch – electrical, water, CCTV and data



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