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Design and Build Tender Brief

Keyboard open display moveable plinths

At Home with Music

Music Gallery

Horniman Museum and Gardens

November 2018

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**1. Introduction**

The details in the Brief are provided solely to give Contractors background information to the project for the purposes of a quote for the work.

You will be expected to deliver and manage the following elements:

(i) Moveable plinth and cover design, manufacture and installation

Please provide the following information (see also section 10):

(ii) your fees for designing the plinths and delivering the construction and installation as outlined and specified in this Design Brief.

(iii) references

For the purposes of CDM you will take the role of principle designer/contractor.

**2. Background**

The At Home with Music display in the Music Gallery features domestic keyboard instruments from a period of 500 years. Three instruments currently on display will be removed to allow three recently-acquired instruments to be installed in their places. Each of the keyboard instruments will be in playing order and will be used on a regular basis, therefore each of the plinths for the ‘new’ instruments must be capable of being used both in place AND withdrawn from its display space and wheeled to another potential performance space. The plinths that carry the instruments must be of a dimension that enables them to be wheeled through the doorway into the Music Gallery Performance Space, an area immediately adjacent to the Gallery but separated from it by a glass door. A fourth plinth will be required which can be wheeled and locked into place in front of the new plinths so that a performer can be comfortably seated to play each of the instruments. This arrangement demands that all four of the new plinths be of the same height. The new plinths, since they will fit into an existing display, must closely resemble in visual style the original plinths and those that remain.

**3. Design brief**

Number of plinths required: 4

1. Chamber organ c.1790

2. 1668 virginals by Guarracino

3. 1777 square piano by Beyer

4. Attachment for other plinths, to be used to accommodate seating for the performer.

Details of the instruments can be found in appendix A, please note these are for purposes of tender only.

All the plinths must be the same height.

All the plinths must be on lockable wheels.

The plinths should resemble as closely as possible the existing plinths for the other keyboard instruments. Both design and construction should take into consideration the plinths that are to remain. Removal and disposal of the redundant plinths should be costed for, as well as making good where necessary. The glass barriers in front of each instrument must be made removable or hinged to be able to open, preferably 180◦ or more. The glass barriers must not interfere with the seating plinth or its ability to lock to the relevant instrument plinth.

All plinths must be able to be wheeled through the door to the Performance Space in the Music Gallery. A map of this space can be found in appendix B

All plinths must be designed to accommodate removable protective Plexiglas covers for the instruments. (See below). These covers can be manufactured by the chosen contractor or could be subcontracted, the process should be managed by the successful tenderer.

Protective Plexiglas Instrument Covers

Number of covers required:

3, one for each instrument

1. Guarracino virginals: cover to allow instrument to be shown with the lid raised

2. Beyer Square piano: cover to allow instrument to be shown with the keyboard cover raised and to be played without full removal.

3. Chamber Organ: cover to allow instrument to be shown with the keyboard visible rather than drawn into the instrument.

**4. Gallery details**

The plinths are situated in an existing display ‘At Home with Music’ which is part of The Music Gallery.

The notes below should be read in conjunction with the attached plans (appendix C):

A general location plan and floor plan

B lighting

C fire alarm and lightning protection

D power, data and telecom

E security layout

**5. Proposed Construction Programme**

Designs completed and approved by 4th February 2019

Plinth construction completed by 30th April 2019

Plinth installation complete by 31st May 2019

**6. Working team**

This project will be initially be managed by Kirsten Walker, Director, Collections Care and Estates in consultation with Mimi Waitzman, Deputy Keeper of Musical Instruments.

**7. Work Specification**

Outline of Responsibilities and Obligations of the Design and Build Contractor

The following list summarises the responsibilities of the Design and Build Contractor in relation to the execution of the moveable plinths and covers.

1. To design and build in accordance with this brief the work to the satisfaction and approval of the Client:

a) the layout and structure

b) all finishes throughout

c) any graphics trays or fixings

d) any special features

e) making good any existing fixtures as necessary

2. To organise and co-ordinate the duties that are to be performed by any sub-consultants and contractors and ensure the outcomes agreed by the Client are achieved.

3. To ensure that all creative aspects of are fully integrated and compatible with the main gallery.

4. To ensure that the design and specifications of the project comply with the relevant statutory regulations regarding Health and Safety and fire safety and emergency escape requirements and to this end, before final working drawings are produced to supply plans and details of materials to be used for approval by the Client, local authority Fire Officers and any other relevant statutory body. To attend with the Client any meetings which may be requested by such statutory bodies to clarify proposals before final approval. To comply with all requirements of the CDM Regulations 2015 and the Health and Safety at Work Act 1974.

5. To ensure that the design and specifications of the Project comply with regulations regarding wheelchair access and that due consideration is given to the needs of all visitors, including children, those with disabilities, learning difficulties, the visually impaired or hard of hearing. To ensure that the design is safe and accessible to all and in accordance with the Disability Discrimination Act.

6. To ensure that the design and specifications of the Project produce plinths which are easy to maintain and use.

7. To prepare a final snagging list before Practical Completion and to supervise the work required to deal with all outstanding snags within one month or as soon as practical thereafter in co-ordination with the Client.

8. Work to programme

9. Work within agreed budget

**8. Other Considerations:**

1) 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

2) Horniman Site rules for contractors should be noted and are attached as appendix

3) The Museum will remain open and intends to operate normally while work is carried out in the gallery space.

4) The Horniman Museum has a rigorous Conservation Policy and it is essential that designers make appropriate time in the schedule for material testing and off gassing of all appropriate material. Please see appendix

5) Horniman terms and conditions attached

6) Only FSC approved timber should be used

7) Waste should be removed from the site in a timely and responsible manner

**9. Tender Information**

**Purpose of tender process:**

The purpose of this tender process is to enable the selection of an experienced contractor.

In order that the Horniman has the correct information from which to select, comparability of information is important. Tenderers are requested to include all of the following information within their tender submission. Failure to submit any information may result in your tender being rejected.

The Tender response should include the following:

• Your approach to the project, how you will work with us.

• Your experience ideally with similar organisations to ourselves

• Your proposed team

• Your design and build programme

• An indicative resource schedule

• Your fee and fee structure

• Three relevant references that we could contact

**Tender evaluation:**

As a public organisation responsible for the expenditure of public monies, the Horniman seeks value for money in all its contracts. Keen pricing for this tender is anticipated and the Horniman will be seeking the most economically advantageous tender taking into account the following evaluation criteria:

Evaluation Criterion Percentage Weightings

Approach to the project, how you will work with us 30%

Relevant experience in the design and build of

exhibition set works and display plinths 15%

Proposed team and resource schedule 10%

Programme 5%

Fee offer and Time Rate Charges 40%

**Submission of Tenders:**

Tenderers should submit one hard copies of their tender and one copy on memory stick, in English, by no later than 12.00 on 10 December 2018 to:

Kirsten Walker, Director Collections Care and Estates, Horniman Museum and Gardens, 100 London Rd, Forest Hill, London, SE23 3PQ

Tenderers must ensure that their submission arrives on time. We regret that tenders received after this deadline will not be considered.

**Interviews:**

Tenderers may be invited to attend an interview to discuss their tender. If required these will be held at Horniman Museum and Gardens on 19 December 2018.

Your team should include the main staff members that have been nominated to undertake the project as stated in your tender.

**Tender Response:**

Horniman Museum and Gardens will inform unsuccessful tenderers of the reason for the selection on the basis of the tender selection criteria.

**Tender Programme:**

This tender is to be awarded under the following programme:

Issue Tender information 19 November 2018

Tender Return Date 10 December 2018

Tender Evaluation 11 – 14 December 2018

Interviews 19 December 2018

Confirm Appointment 7 January 2019

Set-up Meeting wc 7 January 2019

**Client contact information:**

If you have any questions about this tender brief or wish to make a site visit, please contact Kirsten Walker, Director Collections Care and Estates at [kwalker@horniman.ac.uk](mailto:kwalker@horniman.ac.uk) or 0208 291 8695.