

# RIDGE

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PROPERTY & CONSTRUCTION CONSULTANTS



**TENDER INSTRUCTIONS AND CLIENT REQUIREMENTS  
HORNIMAN MUSEUM & GARDENS – COOMBE CLIFF  
CONSERVATORY**

November 2016

Prepared for

**Client Name**

Horniman Museum & Gardens  
100 London Rd  
Forest Hill  
London  
SE23 3PQ

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 upgrade its Victorian Conservatory, currently used for a number of events and activities, to make it useable all year round.

The project is funded by a capital grant from the Department of Culture, Media and Sport, and must be completed by the end of March 2017.

### 1.2 Coombe Cliff Conservatory

In April 2016 a report was commissioned by Donald Insall Architects to ascertain options for infrastructure and repair works to the 1898 Coombe Cliff Conservatory. The ambition is to improve the infrastructure and environmental conditions within the conservatory to increase the months that it can be hired for events. The package of recommendations being implemented involves the refurbishment of the mechanical and electrical services provided to the conservatory and a number of other aesthetic and functional upgrades. Please refer to the work schedules for a complete scope of works to be included. These works will have an impact on the day to day running of the Horniman and will require effective contractor management to co-ordinate around the museums requirements and the major Anthropology collection re-display project happening in the South Hall (African Worlds Gallery).

## 2. TENDER REQUIREMENTS:

### 2.1 Programme

- Tenders issued – 28<sup>th</sup> November 2016
- Tender returns due – 12<sup>th</sup> December 2016 – 5 pm
- Interviews – from 15<sup>th</sup> December 2016
- Appointment – 19<sup>th</sup> December 2016
- Site available for start of works – 3<sup>rd</sup> January 2017
- Completion of works – 31<sup>st</sup> March 2017

This programme is subject to listed building approval. We are currently awaiting advice from the Lewisham Planning Department, but this is anticipated to be received shortly.

### 2.2 Interviews:

Up to three companies will be shortlisted to attend interviews on 15<sup>th</sup> December 2016. At this stage we will require tenderers to clarify all aspects of their tender, and particularly give an indication of their method for protection of this heritage asset during the works.

### 2.3 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.

### 2.4 Planning

The outcome of the listed building consent is due imminently. Additional items may be required by planners under condition, these will be dealt with as variations to the contract.

### 2.5 Scoring scheme:

Tenders will be assessed as follows:

Price	40%
Quality	40%
Programme	20%

### 2.6 Tender queries

Tender queries are to be submitted to Ruth Wells - Project Manager: [rwells@ridge.co.uk](mailto:rwells@ridge.co.uk) . For the period from the 28<sup>st</sup>-9<sup>th</sup> December 2016.

## 2.7 Site visits

Escorted site visits will be available by appointment between the 28<sup>th</sup>-9<sup>th</sup> December. Please contact [rwells@ridge.couk](mailto:rwells@ridge.couk) for further details.

## 2.8 Submission details

Tenders are to be submitted via post to arrive by 5 pm on Monday 12<sup>th</sup> 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 2.9 below.**

## 2.9 Supplementary information to be provided with tender:

- 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, completed price schedules and signed statements required from the tender documents.
- H&S policy.
- Environmental policy.

## 2.10 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.

### 3. LIST OF APPENDICES:

All appendices can be downloaded from:

<https://www.dropbox.com/sh/s9dqb1vdnsn887m/AADN2Zf6rSiZVdYFI4YMAqpLa?dl=0>

#### 3.1 Drawings

- Donald Insall Architects 1000 series:
  - Ground Floor Plan – 1000 rev C
  - Roof Plan – 1001 rev C
  - Ground Floor Plan – 1002 rev C
  - Elevation A – 1200 rev C
  - Elevation B -1201 rev C
  - Elevation C -1202 rev C
  - Elevation D – 1203 rev C
  
- Donald Insall Architects 2000 series:
  - Proposed Ground Floor Plan – 2000 rev E
  - Proposed roof plan – 2001 rev D
  - Proposed Elevation A – 2200 rev D
  - Proposed Elevation B – 2201 rev D
  - Proposed Elevation C – 2202 rev D
  - Proposed Elevation D – 2203 rev D
  
- Donald Insall Architects 3000 series:
  - DG01 as Existing – 3000 rev C
  - DG01 as Proposed – 3001 rev D
  - DG02/DG04 as Existing – 3002 rev C
  - DG02/DG04 as Proposed – 3003 rev D
  - DG03 as Existing – 3004 rev C
  - DG03 as Proposed – 3005 rev D
  - Mechanical and Electrical Cupboards – 3006 rev C
  - Door Mouldings – 3007 rev B
  - Service Trench Details – 3009 rev C
  - Services Trench Grilles – 3011 rev C
  - Proposed Tile Floor Plan – 3012 rev C

- Proposed Radiators – 3014 rev B
- Proposed Tile Floor details – 3015 rev C
- Hoarding Plan – 3016 rev A
- Services Cupboard – 3017 rev A
- DG01 Portico Floor Details – 3018
  
- Donald Insall Architects 5000 series:
  - Proposed Ground Floor Plan – 5000 rev D
  - Proposed Ground Floor Plan – 5002 rev D
  - Proposed Elevation A – 5200 rev D
  - Proposed Elevation B – 5201 rev D
  - Proposed Elevation C – 5202 rev D
  - Proposed Elevation D – 5203 rev D
  
- Hoare Lea – mechanical services:
  - 0001 Mechanical Services layout – T2
  - 0003 Mechanical Services, Schematic – T2
  
- Hoare Lea – electrical services:
  - 0001 Electrical Services, Low Level Power and Distribution Layout – T2
  - 0002 Electrical Services, High Level Power and Distribution Layout – T2
  - 0001 Electrical Services, Lighting and Fire Alarm Layout – T2

### 3.2 Work schedules

- Donald Insall - HMCCC- Schedule of Work Rev C

### 3.3 Specifications

- Donald Insall - HMCCC SPECIFICATION
- Hoare Lea - HMCCC - MEP Specification - Volume 1 – Preliminaries
- Hoare Lea - HMCCC - MEP Specification - Volume 2 – Particulars
- Hoare Lea - HMCCC - MEP Specification - Volume 3 – Reference
- Hoare Lea - HMCCC - MEP Specification - Volume 4 – Appendices

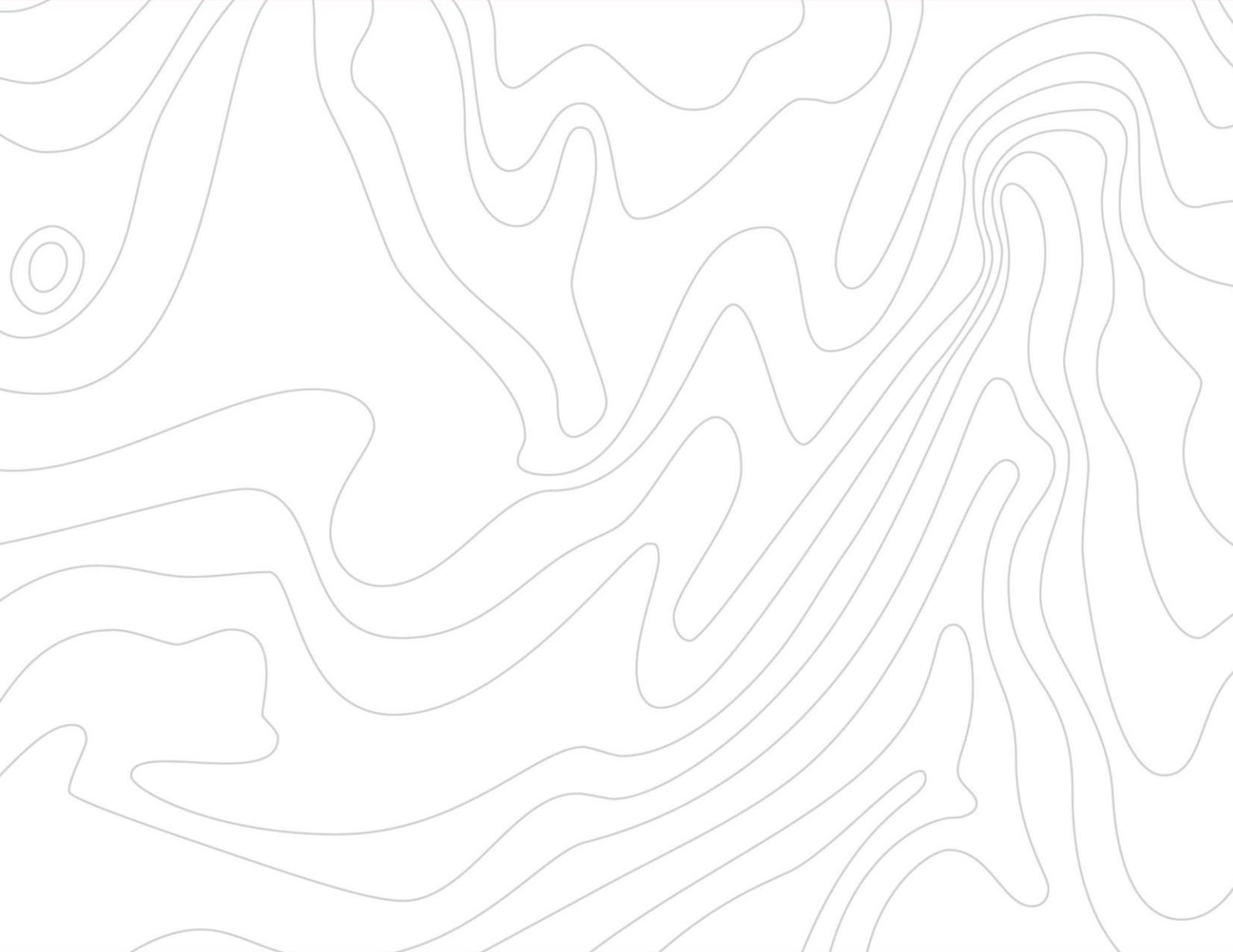
### 3.4 Pricing documents

- Sawyer Fischer (QS):
  - 1822 Draft Contract Particulars – DRAFT

- 1822.07 Sections 2-5.pdf
- 1822.07 Sections 2-5.xlsx
- 1822.07.Cover Sheet.pdf
- 1822.07.Fly & Index.pdf
- 1822.07.FoT.pdf
- 1822.07.Section 1.pdf

### 3.5 Other tender documents

- Conisbee – existing storm water drainage report.
- Conisbee - Summary of Structural and Civil Engineering Aspects of refurbishment works.
- Pellings – Pre-construction Information ref PCIP Conservatory (22.11.16) FINAL



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