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**Invitation to tender for Project Management Services**

**For Nature + Love:**

**The Redevelopment of Areas of the Gardens and Natural History Galleries at the**

**Horniman Museum and Gardens**

**11 November 2021**

**1. Introduction:**

The Horniman Museum and Gardens is seeking to appoint a Project Manager as part of the team being brought together to redevelop parts of our Gardens and the Natural History Galleries. The total budget for the project, including fees but excluding VAT, is circa £8,900,000. The project is due for completion in early 2026 (dependent on the availability of funding) and is the next phase of a long-term strategic plan to widen access, public facilities and increase exhibition space within the Horniman.

The Project Manager will be required to assist the Horniman Museum and Gardens with the appointment of the Lead Consultants for the Architecture Design, Landscape Design, Exhibition Design and Cost Consultant (to be managed by the Horniman). We would expect them to develop tender documentation, check SQ responses, support the shortlist and interview process and prepare tender reports

The Project Manager would be responsible for preparing and maintaining an integrated project programme for the project. It is important to note that this project is dependent on the outcome of a National Lottery Heritage Fund (NLHF) Stage 1 application which was submitted in August 2021. The result of this application will be known at the beginning of December. Development of the Nature + Love project will only progress if this funding bid is successful.

**2. Specific duties include:**

* 1. **Programme management:**
* Establish communication, meeting, reporting and approval procedures
* Develop an integrated programme for the project
* Monitor Architecture, Landscape and Exhibition Design Teams performance against programmed deliverables and Horniman requirements, ensuring that all Teams designs are fully coordinated
* Report to the Horniman on programme deviations and recommend corrective actions
* Support the Horniman in the provision of regular progress and cost reports to the NLHF and other funding bodies
* Support the Horniman in the development of their Stage 2 Heritage Grants application to the NLHF.

**2.1 Contract Procurement:**

* Manage tender development, selection and appointment of the Lead Consultants for the Architecture Design, Landscape Design, Exhibition Design and Cost Consultant
* Recommend and provide appropriate contract documents for the above appointments
* Assist in the finalisation of Consultant fee and service agreements
* Advise and recommend the most suitable procurement route for the construction contracts.
* Manage tender process, selection, tender reports and appointment of any contractors (Enabling Works, hard landscaping, building restoration and base-build fit out, Exhibition fit-out, exhibition packages including showcases, AV hardware, mount-making, etc.) required for all aspects of the project.
* Ensure that all contract documentation is appropriately agreed and signed by all relevant parties

**2.3 Contract Management** (it is anticipated that the Project Manager will act as Contract Administrator for the project):

* Set up with the Contractors a procedure for programme requirements, feedback and reporting, anticipate with the Contractor problems and resolve these to the best advantage of the Horniman
* Ensure Consultants provide the Contractors with adequate information and by the dates required
* Monitor and manage programme, cost performance and progress of the project.
* Ensure quality control procedures, testing and other performance criteria are adhered to
* Manage a strict variation control procedure
* Ensure all works are properly authorised
* Provision of regular (monthly) project reports

**2.4 Completion and Handover;**

* Develop commissioning programme to ensure all works are operational at time of completion of project
* Ensure all Operational and Maintenance manuals are completed and handover is at the stated time

**3. Selection and Contract requirements:**

**3.1 Selection criteria:**

* Demonstrable experience of the successful delivery of projects of a similar nature and scale within the last 10 years, providing case studies and references (3 projects max):**40%**
* Approach and methodology for the project: **10%**
* Approach to ensuring that sustainability considerations are embedded within the project throughout: **10 %**
* The most economically advantageous tender: **40%**

**3.2 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.

**3.3 Contract terms and conditions:**

* Our standard terms and conditions are attached for your information.

**4. Instructions for Tender Submission:**

Should you wish to tender for this project you are required to provide the following information:

* Three case studies, with references, of projects of a similar nature and scale undertaken within the last 10 years
* Your outline approach and methodology for project management throughout the project
* Your outline approach and relevant experience of working with sustainability considerations in mind.
* Names and CV’s of the proposed Project Partner/Director and key support team members including qualifications and experience
* Short method statement outlining the approach to the successful project delivery and approach to resource management
* Health and safety, environmental and equal opportunities policies
* Company accounts for the last three years
* Confirmation of insurances held
* Completed anti-fraud and bribery statement
* Company history
* A staged fee proposal including expenses for Project Management services based on the Project Timing outline at 4.3 of the Brief.

Please return the required information in writing (marked Confidential Tender) to the following address, or electronically to [kwalker@horniman.ac.uk](mailto:kwalker@horniman.ac.uk) by 12.00 on the 10 December 2021

Ms Kirsten Walker

Director Collections Care and Estates

Horniman Museum and Gardens

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For any queries about the project please contact Kirsten Walker by e-mail