

INTRODUCTION AND INVITATION TO TENDER

1. BASIC PURPOSE AND OVERALL FUNCTION

1.2 Project Title

Butterfly House Duty/Standby Heater Project

1.3 Address

Horniman Museum and Gardens, 100 London Road, Forest Hill, London, SE23 3PQ

1.4 Outline of project in general terms

Installation of new air handling system to the Horniman Museum Butterfly House, including gas heater battery, electrical back up heater, new gas powered back up power generator, plumbing alterations, and structural support to incorporate ductwork into butterfly display area. Working around a living collection in a prestigious public visitor attraction. Additional works to upgrade the humidification system for the music and temporary exhibition galleries within the main museum complex included.

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:

MEP Designers & Structural Engineers (Lead Designers) Harley Haddow

Principal Designer (CDM) Harley Haddow

Quantity Surveyor A J Oakes & Partners

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 (constructed 2017). 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 22/23 financial year on the 31st March 2023. To achieve this the project work must be completed by 31st March 2023.

3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor to carry out the replacement of the existing Powermatic gas fired heater in the Butterfly House, with a more robust heating system that incorporates a BMS connection for monitoring and a backup electrical heater battery in case of failure. The Butterflies in the house are very susceptible to cold weather and the existing heater has no back-up within it, and is subject to faults. The newly designed system will provide better air circulation in the space along with a back-up heater in case of mechanical failure. The works also include structural adjustments to the glasshouse frame to incorporate the new air distribution ducts. Some local plumbing work is included to remove an existing boosted water set up. And install a new gas fired backup power generator for the Butterfly House. The Butterfly House is a sensitive space full of living creatures and plants, it is governed by the Horniman museums zoo licence, so all works within the butterfly house must be done in accordance with the health and wellbeing of the living collection in mind.

Additionally the project will include for the strip out of existing ultrasonic humidifier in the music and temporary exhibition gallery AHU's, these are located within the main museum. The contractor will be asked to install a new humidification system into the AHU's.

The effective management of health and safety risks and programme is considered key for the successful delivery of these works. All works must be completed before the 31st March 2023 for funding reasons.

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, CDM information, drawings and the pricing schedule.

4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

- ITT & Evaluation
 - Invitation to Tender 2022-11-14
 - Quality Questions & Scoring Methodology
- Design Information:
 - 1-Structural:
 - i. 301045-HAH-XX-XX-DR-S-999
 - ii. 301045-HAH-XX-XX-SK-S-001-002_T01
 - iii. 310045_HH_Preliminary Specification
 - iv. 310045_HH_Steelwork - Appendix A - Corrosion Protection_
 - v. 310045_HH_Steelwork Specification
 - 2-MEP
 - i. Electrical:
 - 1. 309239-HAH-XX-XX-DR-E-06010
 - 2. 309239-HAH-XX-XX-SP-E-00001 - Electrical Services Specification-T01
 - ii. Mechanical:
 - 1. 309239-HAH-XX-XX-DR-M-05001-T02
 - 2. 309239-HAH-XX-XX-DR-M-05010-T03
 - 3. 309239-HAH-XX-XX-DR-M-05011-T03
 - 4. 309239-HAH-XX-XX-DR-M-05310-T01

5. 309239-HAH-XX-XX-DR-M-05311-T01
 6. 309239-HAH-XX-XX-SC-M-00001 - Mechanical Services Equipment Schedules-T01
 7. 309239-HAH-XX-XX-SP-M-00001 - Mechanical Services Specification-T01
 - iii. 309239-HAH-XX-XX-SP-ME-00001 - MEP Preliminaries Specification-T01
 - iv. 309239-HAH-XX-XX-SP-ME-00002 - MEP Contractor Design Portions (CDP)-T01
 - v. HH M&E Register & Issue Sheet
- Pricing Documents:
 - 01 - Schedules of Work - November 2022
 - 02 - Appendix A
 - 03 - Appendix B
 - 04 - Appendix C
 - Horniman – Form of tender
 - CDM
 - PCI - Horniman Museum, Butterfly House, Duty Standby Heater Project - Rev A 12112022
 - Museum Rules for Visiting Contractors 2021

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

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.
- 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.
- Both paper and digital tender submissions must be received by their attendant deadlines.

4.4 Site visits

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

Please contact **Tim Hopkins** on thopkins@horniman.ac.uk to book a site visit, which will be undertaken as group visits.

Time slots available are:

Wednesday 23rd November 2022: 10:00am

Monday 28th November 2022: 10:00am

4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Monday 5th December 2022**
- Paper tender submissions (x1 copy) must be received by **noon on Tuesday 6th December 2022** 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.

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 five most economically competitive tenders only.

- 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 the afternoon of **Friday 9th December 2022**. Please keep availability for this date, interviews will be held remotely using video conferencing.
- 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 answer 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

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 & Partners), Chris McLaren (Harley Haddow) 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.