



## INTRODUCTION AND INVITATION TO TENDER

---

### 1. BASIC PURPOSE AND OVERALL FUNCTION

#### 1.2 Project Title

External Paths Resurfacing Project

#### 1.3 Address

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

#### 1.4 Outline of project in general terms

External pathway project encompassing general path, roadway and edging strip renewals, de-paving of bandstand terrace, and resurfacing of main pedestrian and vehicle route 'the avenue'. Localised soakaway remedials, installation of ducting runs, groundwork for external water pipes, clock tower and London Road gate re-bedding of subsidised paving, areas of path removal and repair of nature trail steps and gates. All done within a grade II listed garden, working sensitively around existing trees and the visiting public.

#### 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:

Principal Designer	Conisbee
Civil & Structural Engineers	Conisbee
Quantity Surveyor	A J Oakes & Partners
Arboriculturist	Temple

##### 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. 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 31<sup>st</sup> March 2023.

### 3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor to carry out repair works to external paths and roads encompassing general path and roadway renewals, resurfacing of bandstand terrace, avenue and the museum main entrance ramp, which are three of our most visible and popular walkway and viewing points, this work also includes the partial de-paving of the bandstand and replacement with CEDEC, localised soakaway remedials, clock tower and London Road gate re-bedding of subsidised paving, night walk resurfacing, path removal and the re-installation of two sets of steps providing access to our nature trail. This work also includes for the installation of new bollards, adaptation and renewal of edgings and the groundwork associated with new cable ducting routes and HDPE water pipework for standpipes around the estate.

Logistics to entrance ways and ensuring access to all areas will be key as the works are taking place during our busiest time of year during February Half term. Commencing January through to March 31<sup>st</sup>, the works must be completed by 31<sup>st</sup> March 2023 due to funding constrictions.

The effective management of health and safety risks is considered key for the successful delivery of these works.

### 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 2022-12-13
  - Quality Questions & Scoring Methodology
- Design Documents:
  - 221062 - Horniman Museum - Path Project 2022 - Issue 5
  - 221062-CON-XX-00-DR-C-1000-P2-Proposed Drainage Layout
  - 221062-CON-XX-00-DR-C-1600-P2-Drainage Construction Detail
  - 221062-CON-XX-00-DR-C-2000-P2-Proposed Levels Layout
  - 221062-CON-XX-00-DR-C-4000-P3-Proposed Surface and Edging Layout
  - 221062-CON-XX-00-DR-C-4600-P2-Construction Details
  - 221062-CON-XX-00-DR-C-5000-P2-Works Extent Plan
  - 221062-CON-XX-00-DR-C-6000-P2-Vehicle Tracking
- Pricing Documents:
  - 01 – Bill of Approx. quantities – December 2022
  - 02 - Appendix A
  - 03 - Appendix B
  - 04 - Appendix C
  - Horniman – Form of tender
- CDM
  - 221062-HornimanMuseum\_PathProject\_Pre-ConstructionInformation
  - Path Project Events Schedule (Events to be referenced on your programme)



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 **Adele Harrington** on [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk) to book a site visit, which will be undertaken as group visits.

Time slots available are:

**Friday 16<sup>th</sup> of December 2022:** 10:00am

**Monday 19<sup>th</sup> of December 2022:** 12:00pm

#### 4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon on Friday the 6<sup>th</sup> of January 2023**
- Paper tender submissions (x1 copy) must be received by **noon on Monday the 9<sup>th</sup> of January 2023** 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](mailto: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 **Wednesday 11<sup>th</sup> January 2023**. 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 [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk)



- A recommendation to appoint will be made to the board of trustees on **Friday 13<sup>th</sup> January 2023**. A formal instruction will occur in due course after this date.

**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), Simon Wilkinson (Conisbee) 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.