

## INTRODUCTION AND INVITATION TO TENDER

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### 1. BASIC PURPOSE AND OVERALL FUNCTION

#### 1.2 Project Title

Historic Façade Repair and Redecoration Works

#### 1.3 Address

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

#### 1.4 Outline of project in general terms

Repair to corroded steel frame in Grade II\* listed building. Localised replacement of doulting stone on historic façade. Various conservation repairs to listed building fabric including spalled stone, cracked brick walls and redecoration of historic ironwork. Replacement of tactile paving at museum entrance.

### 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:

Structural Engineer & Principal designer	Conisbee
Quantity Surveyor	A J Oakes & Partners
Architect	Landolt + Brown

#### 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 sensitive repairs to the grade II\* historic façade. Blocks of doulting stone used as facing from the steel framed structure have cracked, due to the corrosion of the steel behind. A repair is required to be made to the steel and then the faced repaired with a newly dressed doulting stone. There are numerous smaller repairs including the replacement of stone tactile paving at the public entrance, lime repointing to chimneys and repairs to cracked brick and stone walls alongside redecoration of historic ironwork and the replacement of lead flashing details.

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, drawings and the pricing schedule.

##### **4.3 Tender Contents and Instructions**

The Tender Pack comprises the following information:

- ITT & Evaluation
  - Invitation to Tender 2022-05-16
  - Quality Questions & Scoring Methodology
- Design Information:
  - 211042-CON-XX-03-DR-S-4000
  - 211042-CON-XX-03-DR-S-4001
  - 211042-CON-XX-GF-DR-S-1100
  - 211042-CON-XX-GF-DR-S-4002
  - 211042-CON-XX-RF-DR-S-1102
  - 211042-CON-XX-RF-DR-S-4003
  - 211042-CON-XX-XX-DR-S-3000
  - 211042-CON-XX-XX-DR-S-3001
  - LAB-649-DE-2500\_Entrance paving
  - 211042 HMG Historic Facade & Masonry Repairs Specification
- Pricing Documents:
  - 01 - Schedules of Work - May 2022
  - Appendix A
  - Appendix B
  - Horniman – Form of tender
- CDM
  - 211042 Pre-Construction Information
  - Museum Rules for Visiting Contractors 2021 (included in the Pre-construction information)
  - Delivery logistics Drawing

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 send the minimum number of representatives possible to enable social distancing. Please contact **Tim Hopkins** on [thopkins@horniman.ac.uk](mailto:thopkins@horniman.ac.uk) to book a site visit, which will be undertaken as group visits.

Time slots available are:

**Tuesday 24<sup>th</sup> May 2022: 2pm**

**Friday 27<sup>th</sup> May 2022: 10am**

#### 4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Monday 6<sup>th</sup> June 2022**
- Paper tender submissions (x1 copy) must be received by **noon on Tuesday 7<sup>th</sup> June 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.
- 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 **30<sup>th</sup> June 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](mailto: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 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.