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**Invitation to tender for Sustainability Consultant Services**

**For Nature + Love:**

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

**Horniman Museum and Gardens**

**25 January 2022**

**Timetable for responses to brief:**

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| **Tender Issue** | **25 January 2022** |  |  |
| **Clarifications deadline** | **14 February 2022** |  |  |
| **Tender Submission Deadline** | **21 February 2022** |  |  |
| **Evaluation of Responses** | **22 February 2022 – 28 February 2022** |  |  |
| **Invitation to Interview** | **01 March 2022** |  |  |
| **Interviews** | **04 March 2022 – 11 March 2022** |  |  |
| **Appointment** | **14 March 2022** |  |  |

**1. Introduction:**

The Horniman Museum and Gardens is seeking to appoint a Sustainability Consultant 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 and extend access, public facilities and increase exhibition space within the Horniman.

One of the core project objectives is to place environmental sustainability and a commitment to fighting the climate emergency at our heart. The Nature + Love project will build on people’s love of the Horniman, nature, their children and future generations alongside a thirst for information on global issues, in order to mobilise a community movement for environmental change. It is essential therefore that we take a low impact approach to the design and specification of all elements of the project, wherever possible reducing its environmental impact and ensuring that all materials specified are either recycled and reused or obtained from environmentally sound and sustainable sources.

To assist us with this we are looking to commission a sustainability constant to help us develop and implement a sustainability strategy for the project. They will address all relevant issues including low impact design and carbon emissions reduction; waste reduction; design durability and resilience; adaption to climate change; and ecological value and biodiversity protection.

The sustainability consultant will be required to review consultant scopes and design briefs to ensure sustainability objectives and reporting are incorporated; using our ‘roadmap to Zero GHG by 2040’ action plan, set a baseline for the main greenhouse gases (Co2, N20 and CH4, including scope 3 emissions) against which to monitor and evaluate project progress; and undertake sustainability workshops with the wider Design Team to agree goals and objectives. The sustainability consultant will play a key role in the successful delivery of our Nature + Love project.

**2. Specific duties and deliverables include:**

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| **RIBA Stage 1 – Completed 25/05/2022** | * Support the development of a Sustainability Strategy for the project * Present Soft Landings process to the project team and identify how the process will map across each project zone through the design stages from RIBA Stage 2 to RIBA Stage 7 * Review consultant scopes and design briefs to ensure sustainability objectives and reporting are incorporated * Identify areas for Lifecycle costing where it is relevant / beneficial * Work closely with Horniman team to agree biodiversity strategy and goals for the project * Set baseline for the project against which to monitor and evaluate progress * using our ‘roadmap to Zero GHG by 2040’ action plan, set a baseline for the main greenhouse gases (Co2, N20 and CH4, including scope 3 emissions) against which to monitor and evaluate project progress * put in place a GHG emissions monitoring/ reporting process for every part of the project * Work with the evaluation consultant to agree an efficient and holistic approach for evaluating the project * Use National Lottery Heritage Fund relevant guidance and tools to support development of deliverables |
| **RIBA Stage 2 – Completed 28/09/2022** | * Undertake Sustainability workshop with the design team at the start of Stage 2 to set goals and objectives * Agree assessment methods and criteria for the project * Develop Sustainability goals / benchmarks for the exhibition design * Attend and contribute to Interim and End of Stage Presentations * Provide Updates via the Monthly Report * Advise Horniman team during development of Activity plan and pilot coproduction projects, particularly around our ambition to biodiversity Forest Hill / the surrounding area. * Review consultant teams Design Stage reports, feedback comments and make recommendations for the next Design Stage 3. |
| **RIBA Stage 3 – Completed 16/02/2023** | * Undertake Sustainability workshop with the design team at the start of the Design Stage * All project Zones – Design and Operations - Identify Opportunities for Repurposing, Reuse and Recycling * Attend and contribute to Interim and End of Stage Presentations * Review project Activity plan to ensure that it is in line with project Sustainability Strategy * Review consultant teams Design Stage reports and feedback comments and recommendations for the next Design Stage * Provide Updates via the Monthly Report |
| **RIBA Stage 4A – Completed 30/09/2023** | * Undertake Sustainability workshop with the design team at the start of the Design Stage * Attend and contribute to Interim and End of Stage Presentations * Input carbon foot printing expertise in design discussions to inform a) material specification b) production methods proposed by the design team |
| **RIBA 4B – Completed 22/03/2024** | * Advise and input into the preparation of the Main Contractors (Enabling, Basebuild and Exhibition Fit Out) Invitation to Tender, setting out the sustainability criteria for the SQ and ITT * Assess Main Contractors Proposals against sustainability criteria |
| **RIBA Stage 5 – Completed 12/09/2025** | * Review Contractors Site Waste Management Plans and make recommendations for areas for improvement if relevant * Monitor production and construction activities against the agreed sustainability objectives |
| **RIBA Stage 6 – Completed 31/03/2027** | * Provide Evaluation Report on the project’s success measured against the objectives set out in Stage 1 and noting areas for ongoing measuring and monitoring of the Horniman’s operations * Support the Horniman operational teams on how best to monitor activity during the operational phases to provide data for evaluation |

**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 the development and implementation of a sustainability strategy / plan for the project : **30%**
* The most economically advantageous tender : **30%**

**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:

* Provide three case studies of projects of a similar nature and scale undertaken within the last 10 years, explaining how sustainability measures implemented have been successful over a long period of time
* Provide references for the case studies highlighted
* Your outline approach and methodology for the development and implementation of a sustainability strategy / plan for the project for both the development and delivery stages of the project
* Outline how you will evaluate and communicate the impacts of Design Team decisions to the Client team
* A timetable of the project, including milestones and dates, taking into account the need to involve and consult people
* Names and CV’s of the proposed Project Partner/Director and key support team members including qualifications and experience
* Environmental and equal opportunities policies
* Company accounts for the last three years
* Confirmation of insurances held
* Company history
* A staged fee proposal including expenses for Sustainability Consultancy services based on the Project Timings outlined in section 2 above.

Please return the required electronically to [kwalker@horniman.ac.uk](mailto:kwalker@horniman.ac.uk) by 12.00 noon on the 21 February 2022.

Please note that our email system will not accept emails larger than 8MB and that other delivery methods such as WeTransfer are acceptable as long as these are confirmed by email.

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