



Horniman Masterplan Q&As / clarifications 30.11.2018

Q: The notice indicates a fixed value of £20k (and the Architect's Journal suggest £10k), whereas the tender information suggests that a lump sum fee proposal is required. Could you confirm which is correct?

A: We require a lump sum fee proposal from tenderers. The £20k sum was detailed as the **minimum** contract value (which is a required field on Contracts Finder).

Q: We note that the contract value on the tender site/Contracts Finder recently changed from £10k to £20k. Is this figure an indicative value, or maximum budget available?

A: The £20k figure in Contracts Finder is a minimum value, **not** a maximum budget.

Q: Should our lump sum include fees for listed sub-consultants?

A: Yes, your lump sum should include fees for any sub-consultants that you feel you need to support you in this work.

Q: Can we suggest other consultants that we believe are required to undertake the project in our bid?

A: Your lump sum fee should include fees for any sub-consultants that you feel you need to support you in this work and you should include details of these consultants in your tender bid.

Q: Is there an outline budget for the 10-year phased works?

A: There is no outline budget currently.

Q: Do you anticipate making Heritage Lottery Fund applications?

A: That is a possibility, depending on the nature of the project to be funded.

Q: You're requiring £10m PI insurance. This seems quite high, any reason?

A: This was a mistake on our behalf, we have now changed the PI insurance to £1m.

Q: Is there a final deadline for queries? And will you be circulating clarifications or making them publicly available to all interested tenderers?

A: The deadline for queries is 10 December. We will detail clarifications in the form of Q&As in this document and making them available on Contracts Finder this week (30 November). We will update this document as and when we get further queries.

Q: Do you have a preferred format; page limit and /or file size for tender responses?

A: We would expect the tender response to be as succinct as possible, ideally no more than 30 pages and a file size smaller than 8MB.

Q: Will there be any formally arranged site tours, or should we notify you if we intend to visit the site?

A: There will not be any formally arranged site tours. It is possible for you to visit the Forest Hill site independently as it is open 7 days a week from 10am to 5.30pm. We do not feel it is necessary for any potential tenderers to visit the Study Collections Centre to help inform their tender bid. You do not need to notify us if you are visiting the Forest Hill site.

Q: Regarding the insurances we need to have in place - do you require evidence of our brokers' letters at this stage?

A: No we do not.

Q: One of our Directors is a Trustee of the Lewisham Preservation Trust – is there any possibility that this may cause a conflict of interest?

A: Please don't let that put you off tendering for the project, if you got to interview stage we could discuss any issues then or even once you were appointed if you were our preferred consultant.

Q: Do you welcome responses from practices you have worked with previously?

A: Yes we would welcome a response from practices we have worked with in the past.

Q: The tender document states that we should include three relevant references that you could contact. Please could you confirm that you are asking us to provide a list of three referees rather than three references?

A: Yes, that is correct – we would like a list of three referees who we could contact.

Q: Please advise if there should be another way to upload clarifications.

A: No just keep emailing them to me at kwalker@horniman.ac.uk

Q: Could you please advise if there is any further documentation other than what is on Contracts Finder.

A: The only documentation can be found on Contracts Finder

Q: Do we need to register via any formal channel in order to receive clarification updates.

A: I understand that if you are registered with Contracts Finder they will alert you to any updates

Q: Is there any more information available than the documents that are currently on Contracts Finder?

A: No, all the information is on Contracts Finder. To confirm, this covers: one Masterplan pdfs, the T&Cs and this clarification document in the form of Q&As.

Q: Do we need to register with you in order to tender?

A: No

Q: Are there any sub consultants that you work with regularly?

A: We have worked recently with Chris McLaren at Harley Haddow (M&E consultants) on a variety of projects.

