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**Invitation to tender for Access Consultant Services**

**For Nature + Love:**

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

**Horniman Museum and Gardens**

 **11 March 2022**

**Timetable for responses to brief:**

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| --- | --- | --- | --- |
| Tender Issue | 11 March 2022 |  |  |
| Clarifications Period Closes | 04 April 2022 |  |  |
| Tender Submission Deadline | 11 April 2022 |  |  |
| Evaluation of Responses | 12 April 2022 – 14 April 2022 |  |  |
| Invitation to Interview | 14 April 2022 |  |  |
| Interviews | 20-22 April 2022  |  |  |
| Appointment | 28 April 2022 |  |  |

**1. Introduction:**

The Horniman Museum and Gardens is seeking to appoint an Access 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 become more inclusive by widening our audience to better match the diversity of the London population. Over the past two years, extensive research and consultation with diverse audiences has told us that a love of nature and time spent in natural environments is a value we all share. It is essential therefore that the design and specification of all elements of the project meets high accessibility standards, at the same time as reducing our environmental impact and ensuring that all materials specified are either recycled and reused or obtained from environmentally sound and sustainable sources.

**2. Project scope:**

To assist us with this development we are looking to commission an Access Consultant to help us develop and implement an access strategy / plan for the project. The Access Consultant will advise and support the development and delivery of the Nature + Love project, which must be accessible to the broadest possible audience, with a focus on inclusive design. We expect physical, sensory and intellectual barriers to be removed wherever possible and alternative routes to access provided where possible. All building, landscape and exhibition design should adhere to recognised accessibility guidelines, for example; British Standards BS 8300:2009 Design of buildings and their approaches to meet the needs of disabled people code of practise. All interpretation should incorporate current best practise guidance on accessibility.

The appointed Access Consultant will feed into RIBA Stages 1-5 of the design development to ensure that our Nature + Love project reaches the highest possible standards for access and is fit to be enjoyed by all our visitors, for years to come.

The focus of the Access Consultant will include but not be limited to the following:

* Design and specification of the Kindercafé and Nature Explorers Adventure Zone play area
* Design and specification of the ramp and path ways linking the Gardens to the Nature Trail
* Design and specification of the hard landscaping in the Sustainable Gardening Zone
* Design and specification of Digital and AV interventions within the project, working closely with the Digital Feasibility Study Consultant on this
* Fonts and colour contrasts of all wayfinding signage and text panels to ensure readability
* Location, proportions and accessibility of exhibition seating
* Exhibits, text panels and labels positioned so that they are accessible for wheelchair users and our smaller visitors
* Lighting and surfaces positioned to avoid glare or reflections that affect the visibility of objects and text
* Work closely with our Access Advisory Group who are fully engaged with the project. Recommendations from them include: improving wayfinding and sightlines; better lighting; more accessible interpretation and alternative forms of interpretation such as interactives and touch opportunities; more seating and safer flooring.

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

**3.1 General Duties:**

* + Provide Access Consultancy services as required for the project from inception to completion to cover all aspects of the project set out in the ITT and Brief.
	+ Liaise with other consultants on the project team and ensure that the services listed hereunder are fully coordinated with the services provided by those consultants.
	+ Participate in the operation of an early warning system whereby the Access Consultant shall notify the Client, Project Manager, Lead Designer, other consultants and contractor as soon as the Access Consultant is aware of a matter that may adversely affect the project or its performance.
	+ Attend meetings with the Client, Project Manager, Quantity Surveyor, Lead Designer, other consultants and contractors as necessary for the performance of the services.
	+ The Access Consultant, Client and his/her representatives, other consultants and all stakeholders will work closely together to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful project on time and to budget.
	+ Access Consultant shall exercise reasonable skill, care and diligence in the performance of the Services
	+ Access Consultant will be required to provide information to the Project Manager, the Consultants and to the Contractors from time to time as necessary to enable them to carry out their respective duties
	+ Advise Client and Consultants about the legal requirements of the Equality Act and other relevant legislation to ensure that the gallery conforms to all legislation and best practice relating to people with disabilities
	+ Develop in conjunction with the Client an operational plan to enhance the access offer on site and/or agree operational solutions to access challenges where physical access is not feasible, possible or desirable.
	+ Develop, review and update the access strategy / plan, during each design stage.

**3.2 RIBA Stage 1 – Preparation and Brief**

* Receive the Client’s initial brief and provide such assistance as is necessary to identify possible options and expenditure limits.
* Undertake an initial appraisal of the site and constraints to inform the design of the scheme.
* Liaise with the other members of the Project Team and undertake such further studies as may be necessary in order to submit proposals and options to the Client

**3.3 Development Phase (RIBA Stages 2 - 3)**

* Assist the Client in appraising the quality of any access proposals prepared by the Design Team.
* Develop prioritised access improvement options and recommendations.
* Develop a prioritised action plan to achieve compliance with Part M of the Building Regulations as a minimum and help the Client to aspire toward Equality Act compliance where possible for implementation as part of the redevelopment and beyond
* Liaise with the Quantity Surveyor to provide cost estimates for implementing access recommendations.
* Advise the Design Team on any implications for policy, practices and procedures in their design and report to the Client.
* Consult and liaise with the Clients Access Advisory Groups and other relevant groups to establish access recommendations, priorities and solutions.
* Review the RIBA Stage 3 Design and produce a written report detailing the access issues that have been considered and resolved in RIBA Stage 3 with particular focus on how the redevelopment project promotes access.
* Provide information to support the Clients Stage 2 funding application to the National Lottery Heritage Fund as required
* Develop access statement for submission with the planning / statutory application(s).

**3.4 RIBA Stage 4 - Technical Design**

* Assist the Design Team in developing the design, production information and tender information, by giving advice on access issues and where necessary on the selection/ specification of specialist systems/ equipment to assist/ aid users with a disability. Review final tender documents to ensure they deliver the access strategy
* Review any design responses included within any bidder's proposals which are pertinent to the access requirements for the project and provide comment on their compliance with the Projects requirements.

**3.5 RIBA Stage 5 - Construction**

* Where necessary assist the Design Team in finalising the design and specification of the project, by giving advice on access issues and providing advice on those areas not fully addressed prior to start on site e.g. colour-schemes, final signage proposals etc.
* Make such visits to the site as the Consultant shall consider necessary or as requested by the Client to be satisfied that the access works are executed in accordance with the designs and specification.

**3.6 RIBA Stages 6 (Handover and Close Out) and 7 (In Use)**

* Support as necessary the preparation of a project review/ assessment and ‘close out’ report.
* Provide updated Project Information if necessary

**4. Selection and Contract requirements:**

**4.1 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 for the project : **20%**
* Approach to ensuring that sustainability considerations are embedded within the project throughout: **10 %**
* The most economically advantageous tender : **30%**

**4.2 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.

**4.3 Contract terms and conditions:**

* Our standard terms and conditions are attached for your information.

**4.4 Instructions for Tender Submission:**

Should you wish to tender for this project you are required to provide the following information:

* Three case studies of projects of a similar nature and scale undertaken within the last 10 years
* Provide references for the case studies highlighted
* Your outline approach and methodology for the development and implementation of an access strategy /plan for the project, including a strategy for consultation and involvement
* A timetable of the project, including milestones and dates, taking into account the need to involve and consult people
* Your outline approach and relevant experience of working with sustainability considerations in mind.
* Names and CV’s of the proposed Project Partner/Director and key support team members including qualifications and experience
* Health and safety, 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 Access Consultancy services based on the Project Timing outline at 4.3 of the Brief.

Please return the required information in writing (marked Confidential Tender) to the following address, or electronically to kwalker@horniman.ac.uk by 12.00 on the 11 April 2022

Ms Kirsten Walker

Director Collections Management & Special Projects

Horniman Museum and Gardens

100 London Rd

Forest Hill

London SE23 3PQ

For any queries about the project please contact me by e-mail or call me on 020 8291 8695