



## INTRODUCTION AND INVITATION TO TENDER

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### 1. BASIC PURPOSE AND OVERALL FUNCTION

#### 1.2 Project Title

External Repair and Redecoration Works

#### 1.3 Address

Horniman Museum, 100 London Road, London SE23 3PQ

#### 1.4 Outline of project in general terms

This project comprises external repair and redecoration works to the listed buildings of the Horniman Museum & Gardens at 100 London Road. The timber windows, rainwater good and other areas of external metalwork were last repainted in 2010, and are now due for redecoration. This project will involve the erection of scaffolding, the survey of windows, and the repair, replacement and redecoration of various timber and metalwork elements as defined in the full specification and pricing schedule.

#### 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:

|                    |                      |
|--------------------|----------------------|
| Architect          | Landolt & Brown      |
| Quantity Surveyor  | A J Oakes & Partners |
| Principal designer | 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 21/22 financial year in March 2022.

### 3. PROJECT DESCRIPTION

The Horniman wishes to appoint a suitably qualified contractor to carry out redecoration and local repair of timber windows and doors predominantly located on the building's south elevation, located above a service alley running along the southern boundary of the site. There are also a number of windows and doors also included in this scope beyond the south elevation which are illustrated in the tender drawings and schedules.

The scope will include repair and redecoration of:

- Painted timber sash windows on the east elevation at ground, first and second floor
- Painted timber door sets at ground level and leading onto the south flat roof area at second floor level
- Painted, circular windows on the clock tower
- Stained timber storm doors at the foot of the clock tower
- Timber, louvre-faced dormer vents on the North Hall barrel vault roof
- Provision of 5 No. new, internal insect screens

The location and quantities of each item are identified in the drawings and schedules included within the tender documents.

The Horniman is a Grade II\* listed building and the repair and redecoration methods should comply with Historic England's document Traditional Windows, Their Care, Repair and Upgrading published in 2014. A copy of this document is appended to this specification and the redecoration and specifications included in this document are informed by this document, where relevant.

At this stage it has not been possible to identify all timber repair requirements due to pre-contract access restrictions and existing paintwork potentially concealing larger areas of decayed timber. Where timber repairs are required but that are not identified in this specification, the Historic England document noted above should be used as the primary repair source document and detailed repair methods should be agreed with the architect prior to carrying out the works. The architect will be available to carry out further condition assessments alongside the contractor, once scaffolds are erected and decorative finishes have been stripped back.

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, window survey schedule and the pricing schedule.

#### 4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

1. ITT & Evaluation
  - Invitation to Tender 20/08/2021
  - Quality Questions & Scoring Methodology
2. Design Information
  - 649\_340\_HM\_WindowRefurbishment\_Specification\_V03\_20.08.2021
  - 649\_340\_Tender\_Doc\_Issue\_Register
  - HEAG039 Traditional Windows revised Feb 2017
  - HEAG144 Repointing Brick and Stone Walls
  - LaB\_649\_340\_Window\_Location\_Drawings + Window\_types\_V01
  - LaB\_649\_340\_Window-Condition+Repair\_Schedule\_V02
3. Photographs (Hyperlink)
  - Section 2 and 3 Photos

- Section 4 Photos.

#### 4. Pricing Documents:

- 01-Schedule of Work – August 2021
- 02 – Appendix A
- 03 – Appendix B
- 04 – Appendix C

#### 5. CDM

- Pre-Construction Information (Due for upload 25/08/2021)
- Delivery Logistics

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. All visiting contractors will be expected to wear a face covering and abide by social distancing guidelines.

Time slots available are:

**Tuesday 31<sup>st</sup> August 2021: 2pm**

**Monday 6<sup>th</sup> September 2021: 10am**

#### 4.5 Tender Timetable and Response

- Digital tender submissions must be received by **10am Tuesday 14<sup>th</sup> September 2021**.
- Paper tender submissions (x1 copy) must be received by **noon on Wednesday 15<sup>th</sup> September 2021** 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 **17<sup>th</sup> September**. Invitation to interview will be sent out by **16<sup>th</sup> September**.
- 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

**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 70% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the four most economically competitive tenders only.

For the avoidance of doubt, if your submission is not within the four returns that score the highest for cost, the quality responses will not be assessed, and you will only receive a score against the cost evaluation.

The Horniman Museum and Gardens reserves the right to evaluate and appoint further returns outside of the shortlisted four, if their quality submissions are deemed to be unsatisfactory.

The tender returns will be assessed on the following weighting:

### 70% Cost

**30% 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), Adam Brown (Landolt & Brown) 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.