



## INTRODUCTION AND INVITATION TO TENDER

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### 1. BASIC PURPOSE AND OVERALL FUNCTION

#### 1.2 Project Title

Asbestos Removal – Museum Store

#### 1.3 Address

Study Collection Centre, Dreadnought Building, Greenwich Peninsula, SE10 0PG

#### 1.4 Outline of project in general terms

The Dreadnought Building has been subject to a periodic asbestos re-inspection report which has identified a number of asbestos containing materials (ACM's) present within the building. As part of The Horniman Museums ongoing management of asbestos materials on their sites a number of the ACM's have been identified for removal or encapsulation works.

#### 1.5 Project Organisation and Responsibilities

##### 1.51 The Professional Project Team

The professional team responsible for the successful design and delivery of the project is as follows:

Asbestos Consultancy & Project Management

Lucion Environmental Services Ltd

Principal Designer

Lucion Environmental Services Ltd

##### 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 remove a number of identified (ACM's) from The Study Collection Centre (SCC) in Greenwich. The SCC is a four storey Victorian building built as a school. The classrooms and halls are now the storage locations for the majority of the Horniman museum's collection. As such it is an extremely sensitive environment and all reasonable measures should be taken to mitigate against damage or disturbance to the collection from water, dust, debris, vibration, accidental damage or theft. Due to the nature of the collection it is not possible to substantially relocate objects out of the works areas, therefore the successful contractor will be required to work sensitively and with care around the stored collection.

The site is a fully operational, occupied and staffed museum object storage facility. As such extreme care is required when working within the building, the site will remain fully operational throughout the works. The asbestos types identified for removal or encapsulation are in the form of asbestos lagging around pipework, asbestos insulating board panels to internal windows and doors amongst other situations. There are live building services throughout the site that need to be worked around, including the fire alarm and intruder alarm systems which must not be compromised at any point by the works.

Tendering contractors should note that fire alarm cabling work will be occurring concurrently with the asbestos removal project, and that clear communication regarding areas out of bounds and access restrictions to all other users of the site will be key to success.

The effective management of health and safety, security risks and programme risks is considered key for the successful delivery of these works. With all work to be completed before the 31<sup>st</sup> March 2023

### 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, CDM information, drawings and the pricing schedule.

#### 4.3 Tender Contents and Instructions

The Tender Pack comprises the following information:

- ITT& Evaluation
  - Invitation to Tender 2023-05-01
  - Quality Questions & Scoring Methodology
  - Form of Tender
- Information & Client requirements:
  - (Appendix A) Asbestos Removal Specification & Pricing Schedule
- CDM & Health and Safety:
  - (Appendix B) Museum Rules for Visiting Contractors
  - Appendix C Horniman Museum Terms and Conditions

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.
- Digital tender submissions must be received by the deadline.
- Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using the pricing schedule included in appendix A.

Confirmation of receipt of tenders can be sent if requested.

#### 4.4 Site visits

Site visit and accompanied walk round of the works areas are available to the tendering contractors.

Please contact **Adele Harrington (Project Co-ordinator)** on [aharrington@horniman.ac.uk](mailto:aharrington@horniman.ac.uk) to book a site visit, which will be undertaken as group visits.

Time slots available are:

**SCC - Thursday 12<sup>th</sup> January 2023: 11am**

#### 4.5 Tender Timetable and Response

- Digital tender submissions must be received by **12 noon Friday 20<sup>th</sup> January 2023**
- A compliant tender requires tender submission in digital format to be received by the Horniman Museum at the time detailed above.

**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 60% of the total score available). Once these have been assessed we will then undertake the quality assessment and scoring for the five most economically competitive tenders only.

- Tender submissions should be made electronically to Project Co-ordinator Adele Harrington ([aharrington@horniman.ac.uk](mailto:aharrington@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 / clarification meetings are scheduled for **Thursday 26<sup>th</sup> January 2023**. 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 [aharrington@horniman.ac.uk](mailto:aharrington@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 Tim Hopkins (Head of Estates) and Richard Marshall (Lucion Services)

Interviews will be conducted over video conferencing software on **26<sup>th</sup> January 2023**, please keep this day available for an interview / clarification meeting. The Horniman will provide a link if you are invited to interview.

Work is expected to start on site as soon as possible after appointment in order to meet the 31<sup>st</sup> March deadline for the works to be completed.