

**introduction and invitation to tender**

**1. Basic Purpose and Overall Function**

**1.2 Project Title**

CUE & Butterfly House Decarbonisation

**1.3 Address**

Horniman Museum and Gardens, 100 London Road, Forest Hill, London, SE23 3PQ

**1.4 Outline of project in general terms**

The Butterfly House and Centre for Understanding the Environment (CUE) are located within the wider Horniman Gardens site, which is a Grade II listed Park and Garden. The CUE was constructed in 1995 and was originally intended as a temporary structure with an expected lifespan of 20 years. The Butterfly House was constructed in 2016.

The Horniman wish to partner with a design and engineering supplier who will support the decarbonisation of the above listed buildings. Works include:

Design works in line with RIBA stages 3-6:

Main Designer role:

* Developing the outline design.
* Determine the requirement on planning application and listed building consent.
* Detailed design drawing package.
* Prepare tender package and specifications for installation.
* Evaluate tender package and monitor and report on the cost plan.
* Appoint and manage the design team (M&E engineer, Structural engineer).
* Coordinate with the design team.
* Updating design while on site.
* Coordinate design changes.

Project management and coordination:

* Coordinating the design development approval between the design team, The Horniman team and Salix (distributors of Public Sector Decarbonisation Fund Phase 4).
* Coordinating the works implementation & program between the museum team, the contractor and Salix.

Principal Designer under CDM and Building Regulations:

* Building control application preparation and submission.
* PD duties for both CDM and Building Regulations.
* PD duties for both CDM and Building Regs including the preparation and share of the Health and Safety File.
* Organise Building control visit and share information at key stages.

Contract Administrator (traditional route contract) or Employer’s Agent (D&B contracts)

* Responsible for administering the construction contract including (non- exhaustive list): drafting contract documents for execution, issuing instructions, considering claims for extension of time, issuing certificates interim certificates for payment, practical completion certificates, etc.

**1.5 The Client**

The Client is The Horniman Public Museum and Public Park Trust. Its Board of Trustees are 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:

Gordon Seabright Chief Executive Officer

Kirsten Walker Director Collections Care and Estates

Beth Hodges 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 (Public Sector Decarbonisation Scheme) from the Department for Digital, Culture, Media and Sport, administered by Salix Finance. The Horniman must spend the money prior to the end of the project on 31/03/2028.

**3. PROJECT DESCRIPTION**

As part of the Horniman’s Climate and Ecology Manifesto we have made a commitment to become Greenhouse Gas Neutral by 2040. The key objective of this project is to move us towards this goal by doing the following:

* Replacing the gas cabinet air heater in the Butterfly House with air-to-air Air Source Heat Pumps (ASHPs).
* Improve the insulation within the Butterfly House by adding secondary multiwall polycarbonate glazing to the current single glazed windows, and draught proofing.
* Replacing the gas boiler in the Centre for Understanding the Environment (CUE) building with air-to-water Air Source Heat Pumps.
* Improve the insulation within the CUE building by draught proofing and thermal bridge mitigation.
* Install Mechanical Ventilation Heat Recovery (MVHR) within the CUE building.
* Upgrading the electrical cables inside both the Butterfly House and CUE building.

**4 TENDER SCHEDULE**

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| --- | --- |
| **Tender Milestone** | **Date** |
| Invitation to Tender Issued | 28th May |
| Site Tour | 4th & 6th June |
| Clarification Request Deadline | 23rd June |
| Closing Date for receipt of Tenders | 3rd July |
| Clarification Meeting (TBC if required) | 10th July |
| Notification of intent to award by | 18th July |

**5 INVITATION TO TENDER, TENDER CONTENTS and INSTRUCTIONS**

**5.1 Scope**

**Scope and Objectives** of the project can be found in Salix PSDS Application Form.

**5.2 Instruction**

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.

**5.3 Tender Contents and Instructions**

The Tender Pack comprises the following information:

* ITT & Evaluation
  + Invitation to Tender
  + Quality Questions & Scoring Methodology
  + Form of Tender
* Information & Client requirements:
  + Salix PSDS Application Form – details of existing and proposed heating system and fabric measures
  + Butterfly House plans
  + CUE building plans
* CDM & Health and Safety:
  + Museum Rules for Visiting Contractors
  + CDM Risk assessment
* Pricing & Evaluation Documents:
  + Schedules of Work Pricing Document

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.
* Contract 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 response.
* Digital tender submissions must be received by their attendant deadlines.
* Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using the Schedules of Work – Pricing document.

Confirmation of receipt of tenders can be sent if requested.

**5.4 Site visits**

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

Please contact **Beth Hodges** [**bhodges@horniman.ac.uk**](mailto:bhodges@horniman.ac.uk)to book a site visit, which will be undertaken as group visits.

Time slots available are:

**Wednesday June 4th 2025:** 9am

**Thursday June 5th 2025:** 1pm

**5.5 Tender Timetable and Response**

* Digital tender submissions must be received by **12 noon Thursday July 3rd 2025.**

**IMPORTANT**: All compliant tenders will be initially assessed and scored according to their cost submissions (representing a maximum of 50% 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 **Beth Hodges (**[**bhodges@horniman.ac.uk**](mailto:bhodges@horniman.ac.uk)**)** and **Henry Stenning (**[**hstenning@horniman.ac.uk**](mailto:hstenning@horniman.ac.uk)**).**
* Documents may be sent in MS Word, Excel or PDF format. Receipt of submissions will be acknowledged by email.
* Clarifications on the scope of the works may be asked by email to [bhodges@horniman.ac.uk](mailto:bhodges@horniman.ac.uk). Find a Tender does not notify us of suppliers expressing interest. To be included on the clarification mailing list please email [bhodges@horniman.ac.uk](mailto:bhodges@horniman.ac.uk).
* **Please Note:** We would highly recommend a site visit as part of your tender submission, please include whether you have visited the site in your submission.
* 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.

**6.0 TENDER ASSESMENTS**

The tender returns will be assessed on the following weighting:

**50% Cost**

**50% 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 Beth Hodges (Head of Estates) and Henry Stenning (Climate Resilience Officer).

Interviews will be conducted over video conferencing software on **Thursday the 10th July 2025**, please keep this day available for an interview / clarification meeting. The Horniman will provide a link if you are invited to interview.