

Details

Title: Project Management Hay Castle
Published by: Hay Castle Trust Ltd
Publication date: 27/06/2016
Notice Deadline Date: 22/07/2016
Notice Deadline Time: 12:00
Notice Type: Contract Notice
Has Documents: Yes

Abstract: Brief for Project Management of Hay Castle 1.0 PROJECT INFORMATION 1.1 The Client Body 1.1.1 The services required for delivery of this appointment are being procured by Hay Castle Trust Ltd. 1.2 Background 1.2.1 Hay Castle Trust Ltd has received funding from the Heritage Lottery Fund and other sources to deliver the Hay Castle Restoration Project: For the first time in 800 years, the Castle in the heart of Hay-on-Wye, internationally famed Town of Books, is held in trust for the public. The project will rescue and conserve the critically at-risk Medieval keep and archway, Jacobean mansion and later service wing; restore and open the ancient gate - the oldest of its kind in the UK; reinstate the vital connection between the Castle and the town; and create a culturally and economically vibrant centre for the arts and training. The project will include both traditional building skills and culinary training, a museum-standard gallery that will host touring exhibitions from major collections; a platform of sensitive design high in the castle keep that will create a memorable visitor experience; a characterful learning space to engage young and old; a reading room and archive; a catering kitchen and café; and flexible function rooms. The project will create new jobs and support the regional economy. Hay Castle will be a major heritage destination, with free access for everyone. 1.2.2 The Trust wishes to appoint a Project Manager consultant to undertake work envisioned as follows: Provide project management services to advise on OJEU procurement process to tender for a contractor, manage the tender process and project manage the pre-construction and constructions phases of the project from RIBA Stage 4 (technical design) through RIBA Stage 6 (handover and close out). 2.0 THE TENDER 2.1 Brief 2.1.1 The Project Manager must be fully aware of the latest requirements of the HLF (strategic framework 2013-2018) and be well versed in the relevant guidelines for this work. The Project Manager will be required to understand the project by drawing on existing work, reports, plans and other research. 2.1.2 The scope of work for the Project Manager is outlined below. Please note that 'Professional Team' includes lead architect and other consultants. 2.1.3 The Project Manager will work closely with the Trust's Managing Director and the Trust's Project Committee. The Project Manager will be responsible for ensuring that the procurement process for the Contractor(s) is robust and compliant with all current UK and European legislation and not subject to any challenge. 2.2. Scope of services for Project Management through the Delivery Phase 1. Attend client, design, project, construction and other meetings. 2. Establish a structure and procedure for project, design, construction and other meetings including frequency, function, required attendees, chairperson and responsibility for recording of meetings and circulating reports and other information. Convene, chair and minute project meetings. 3. Prepare and maintain a Project Execution Plan (PEP) or similar management tool, identifying the roles and responsibilities of the client, the Professional Team, the contractor and specialist sub-contractors and suppliers. Establish review, approval, variation and reporting procedures. Prepare recommendations for the client's approval. 4. Agree financial and progress reporting procedures with the client and the Professional Team. Implement agreed procedures. 5. Issue instructions on behalf of the client to the Professional Team in accordance with the terms of their appointments/contracts 6. Monitor the performance of the Professional Team, and report to the MD. 7. Liaise with the Professional Team, prepare and maintain the programme for the technical design, procurement and construction of the project. Monitor actual against planned progress and report to the MD. 8. Liaise with the Professional Team and establish a structure and pr

Current Documents

Created	Name	Description
27/06/2016	Brief for Project Management 26 June 2016 WELSH	Brief for Project Management WELSH.doc
27/06/2016	Brief for Project Management 26 June 2016 ENGLISH	Brief for Project Management ENGLISH.doc

Replaced Documents

There are no previous versions of these documents

Contact Information

Main Contact: haycastlehiring@gmail.com

Admin Contact: haycastlehiring@gmail.com

Technical Contact: N/a

Other Contact: haycastlehiring@gmail.com

Full Notice Text

CONTRACT NOTICE – NATIONAL

Notice Type: SERVICES

1 Authority Details

1.1

Authority Name and Address

Official Name: Hay Castle Trust Ltd		
Postal Address: Hay Castle, Hay-on-Wye,		
Town: Hereford	Postal Code: HR3 5DG	Country: UK
For the attention of: Nancy Lavin Albert		Telephone: +44 1497820079
E-Mail: haycastlehiring@gmail.com		Fax:
Internet Address (URL): http://www.haycastletrust.org		

Address from which documentation may be obtained

1.2

Official Name: Hay Castle Trust Ltd		
Postal Address: Hay Castle, Hay-on-Wye,		
Town: Hereford	Postal Code: HR3 5DG	Country: UK
For the attention of:		Telephone: +44 1497820079
E-Mail: haycastlehiring@gmail.com		Fax:
Internet Address (URL): http://www.haycastletrust.org		

Completed documents must be returned to:

1.3

Official Name: Hay Castle Trust Ltd		
Postal Address: Hay Castle, Hay-on-Wye,		
Town: Hereford	Postal Code: HR3 5DG	Country: UK
For the attention of:		Telephone: +44 1497820079
E-Mail: haycastlehiring@gmail.com		Fax:

2 Contract Details

2.1

Title

Project Management Hay Castle

Description of the goods or services required

Brief for Project Management of Hay Castle

1.0 PROJECT INFORMATION

1.1 The Client Body

1.1.1 The services required for delivery of this appointment are being procured by Hay Castle Trust Ltd.

1.2 Background

1.2.1 Hay Castle Trust Ltd has received funding from the Heritage Lottery Fund and other sources to deliver the Hay Castle Restoration Project:

For the first time in 800 years, the Castle in the heart of Hay-on-Wye, internationally famed Town of Books, is held in trust for the public. The project will rescue and conserve the critically at-risk Medieval keep and archway, Jacobean mansion and later service wing; restore and open the ancient gate - the oldest of its kind in the UK; reinstate the vital connection between the Castle and the town; and create a culturally and economically vibrant centre for the arts and training.

The project will include both traditional building skills and culinary training, a museum-standard gallery that will host touring exhibitions from major collections; a platform of sensitive design high in the castle keep that will create a memorable visitor experience; a characterful learning space to engage young and old; a reading room and archive; a catering kitchen and café; and flexible function rooms. The project will create new jobs and support the regional economy. Hay Castle will be a major heritage destination, with free access for everyone.

1.2.2 The Trust wishes to appoint a Project Manager consultant to undertake work envisioned as follows:

Provide project management services to advise on OJEU procurement process to tender for a contractor, manage the tender process and project manage the pre-construction and constructions phases of the project from RIBA Stage 4 (technical design) through RIBA Stage 6 (handover and close out).

2.0 THE TENDER

2.1 Brief

2.1.1 The Project Manager must be fully aware of the latest requirements of the HLF (strategic framework 2013-2018) and be well versed in the relevant guidelines for this work. The Project Manager will be required to understand the project by drawing on existing work, reports, plans and other research.

2.1.2 The scope of work for the Project Manager is outlined below. Please note that 'Professional Team' includes lead architect and other consultants.

2.1.3 The Project Manager will work closely with the Trust's Managing Director and the Trust's Project Committee. The Project Manager will be responsible for ensuring that the procurement process for the Contractor(s) is robust and compliant with all current UK and European legislation and not subject to any challenge.

2.2. Scope of services for Project Management through the Delivery Phase

1. Attend client, design, project, construction and other meetings.

2. Establish a structure and procedure for project, design, construction and other

meetings including frequency, function, required attendees, chairperson and responsibility for recording of meetings and circulating reports and other information.

Convene, chair and minute project meetings.

3. Prepare and maintain a Project Execution Plan (PEP) or similar management tool,

identifying the roles and responsibilities of the client, the Professional Team, the contractor and specialist sub-contractors and suppliers. Establish review, approval, variation and reporting procedures. Prepare recommendations for the client's approval.

4. Agree financial and progress reporting procedures with the client and the Professional Team. Implement agreed procedures.

5. Issue instructions on behalf of the client to the Professional Team in accordance with the terms of their appointments/contracts

6. Monitor the performance of the Professional Team, and report to the MD.

7. Liaise with the Professional Team, prepare and maintain the programme for the technical design, procurement and construction of the project. Monitor actual against planned progress and report to the MD.

8. Liaise with the Professional Team and establish a structure and procedure for:

i. Quality management: Establish review, approval, variation and reporting procedures. Prepare recommendations for the MD's approval.

ii. Programme management: Establish review, approval, variation and reporting procedures. Prepare recommendations for the MD's approval.

iii. Cost management: Establish review, approval, variation and reporting procedures. Prepare recommendations for the MD's approval.

iv. Prepare a scheme design or similar report summarising the project design, cost, programme and risk register. Establish review, approval, variation and reporting procedures. Prepare recommendations for the client's approval.

v. Identify any long delivery building components and systems: Prepare recommendations for the Client's approval.

9. With the appointed QS, confirm the scope of the Building Contract. With MD, obtain legal review of contracts.

10. Prepare a risk management strategy. Update and maintain the project risk register and advise on additional works req

uired by third parties.

11. In conjunction with the MD and appointed QS, prepare tender documents and advise on tendering and contractual procurement options in accordance with OJEU.

i. Manage the tender process and the issue of documentation.

ii. Attend tender interviews and assist drawing up set of questions and scoring criteria matrices.

iii. Advise on the tenderer's design and construction programmes and method statements.

iv. In conjunction with the appointed QS, liaise with the Professional Team and prepare a tender report. Prepare recommendations for the client's approval.

v. Conduct negotiations with tenderers. Obtain documentation from the Professional Team to confirm adjustments to the tender sum.

12. Obtain confirmation that required insurances are in place prior to commencement of works on the site.

13. Obtain authorisation from the MD/client for additional costs where the

consultant's limit of authority is exceeded.

14. Liaise with the MD/client, the Professional Team and the contractor and prepare and maintain a handover plan, or similar management tool, identifying the roles and responsibilities of the client, the Professional Team and the contractor. Establish review, approval, variation and reporting procedures.

15. Contract Administration may or may not be executed by the PM; we are asking for a separate fee quote for this service.

2.3 Timetable for Appointment of Project Manager and Project Timescales

2.3.1 It is anticipated that the Project Manager will be appointed by 1 September 2016.

2.3.2 Refer to the attached programme that indicates the Trust's anticipated timescale to appoint the Contractor and other milestones.

2.3.3 Indicative Project Timescales includes: Planning Permission and Consents 1 October 2016; HLF Permission to Start 1 October 2016; Delivery stage to commence 1 October 2016 and conclude 1 February 2019; Award of Main Contractor 1 May 2017; Construction to commence 1 June 2017; and Close Out 1 February 2019. The tender will be tied to the stages of the project, not these specific dates.

2.4 Submission of Tenders and Fees

2.4.1 Tenders must be submitted, in an unmarked enveloped, no later than 22 July 2016 to the Managing Director (Nancy Lavin Albert). The Tenderers should provide one complete hard copy and one electronic version.

Nancy Lavin Albert

Managing Director

Hay Caste

Hay-on-Wye

Hereford, HR3 5DG

2.4.2 If, on checking the Tender documents, errors of extension or addition are discovered, the Tenderer will be given the opportunity of confirming their offer and amending the Tender to correct such errors.

2.4.3 Tenderers are required to return the following information:

1. Project methodology – short, succinct and practical in nature.

This should include a statement as to whether the Trust's indicative programme for the project is achievable.

2. Submit fixed lump sum price inclusive of all expenses (exclusive of VAT). Include resources (days per month) and agreed day rate for potential overage.

3. Submit a separate fixed lump sum price inclusive of all expenses (exclusive of VAT) for carrying out Contract Administration role.

4. CV's of relevant staff members. [Note: The Trust will require a single key Project Manager.]

5. Evidence of PI cover (minimum of £5 million for each and every claim). If this is

not available they tenderer should confirm that they would be eligible to obtain this level of cover if appointed.

6. Evidence of Public and Employer Liability Insurance (minimum of £5 Million). If

this is not available tenderer should confirm that they would be eligible to obtain this level of cover if appointed.

7. On no more than two sides of A4 indicate why the Trust should employ the tendering firm or individual.

2.4.4 All Tenderers will be invited to visit Hay Castle during the tender process.

2.5 AWARD OF CONTRACT

2.5.1 All communications between tenderers and the Trust must be in English.

2.5.2 The Trust intends to award this contract to the tenderer who submits the most economically advantageous tender based upon the criteria stated below:

i. Price 40%

ii. Resource and relevant experience of project management 40%

iii. Understanding of the commission/ methodology and assessment of the key issues to be addressed 20%

2.5.3 The Trust reserves the right not to accept any of the tenders received or award this contract as a result of this procurement process.

2.5.4 The Trust reserves the right to terminate the Project Management appointment at any stage (or point within a stage) and does not guarantee that the successful Tenderer will carry out the Contract Administration role.

2.5.5 The Trust will not be liable for any costs incurred by the tenderers in compiling and preparing this tender.

2.5.6 Tenders must remain open for acceptance by the Trust for a minimum period of 120 working days commencing from the date of submission of the tender.

2.5.7 Interviews for shortlisted individuals or companies will be held week commencing 15 August 2016.

2.5.8 The successful tenderer will be appointed using "The CIC Consultants' Contract Conditions - second edition 2011."

3.0 BUDGET

3.1.1

The construction cost currently estimated for the Delivery Phase is £4.1m (excluding preliminaries and contingency).

4.0 CONTACT DETAILS

4.1.1 Any questions should be addressed in writing by e-mail to the Hay Castle Managing Director Nancy Lavin Albert.

Email address: info@haycastletrust.org

Telephone: 01497 820 079

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at http://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=47576.

Notice Coding and Classification

a) Commodity Codes

Code Description

71000000 Architectural, construction, engineering and inspection services

b) Delivery Location/Area

Code Location

100 UK - All

1000 WALES

1010 West Wales and The Valleys

1011 Isle of Anglesey

1012 Gwynedd

1013 Conwy and Denbighshire

1014 South West Wales (Carmarthenshire, Pembrokeshire, Ceredigion)

1015 Central Valleys (Merthyr Tydfil, Rhondda Cynon Taf)

1016 Gwent Valleys (Torfaen, Blaenau Gwent, Caerphilly)

1017 Bridgend and Neath Port Talbot

1018 Swansea
1020 East Wales
1021 Monmouthshire and Newport
1022 Cardiff and Vale of Glamorgan
1023 Flintshire and Wrexham
1024 Powys

2.4 **Total quantity or scope of tender**

3 Conditions for Participation

3.1 **Minimum standards and qualification required**

4 Administrative Information

Type of Procedure

4.1

Single stage - Any candidate may submit a tender.

Reference number attributed to the notice by the contracting authority

4.2

N/a

Time Limits

4.3

Time-limit for receipt of completed tenders
22-07-2016 Time 12:00

Estimated award date
22-08-2016

Language or languages in which tenders or requests to participate can be drawn up

4.5

EN

4.6

Tender Submission Postbox

5 Other Information

Additional Information

5.1

(WA Ref:47576)

Additional Documentation

5.2

The following additional documents relating to this notice are available from the site:
Brief for Project Management 26 June 2016 WELSH
Brief for Project Management 26 June 2016 ENGLISH

Publication date of this notice

5.3

27-06-2016

SF 51a

Further Information

No further information has been uploaded.