

# TENDER SPECIFICATION CHECKLIST FOR PROVISION OF PROJECT MANAGEMENT SERVICES FOR A BUSINESS AND ENTERPRISE CENTRE AT BROXHEAD HOUSE, LOUISBURG BARRACKS, BORDON, HAMPSHIRE

**HCA REF: HCAP15128**

Further to recent confirmation of HCA's intention to award Rider Levett Bucknall this commission (subject to final approval of investment by DCLG/Treasury), to confirm that you have acknowledged all of the tasks in the ITT dated 25<sup>th</sup> February 2015, and subsequent clarification and resource template issued on 10<sup>th</sup> June 2015, please tick, sign and return the attached tender specification checklist by no later than Thursday 25<sup>th</sup> June 2015.

These tasks will either be completed as part of the agreed total price for the project contained within your bid, dated 17<sup>th</sup> June 2015, which is to include all travel costs and expenses.

Please note that there is no element of time charging allowed for within this commission without prior agreement of HCA.

SUMMARY OF TASK	PLEASE TICK FOR COMPLIANCE	CONSULTANT COMMENTS (IF RELEVANT)
<p><b>General</b></p> <p>The client for the commission is HCA.</p> <p>The consultant is advised that HCA reserve the right to alter, postpone or cancel any of the stated tasks set out in the ITT should circumstances so dictate.</p> <p>HCA has specified a monthly break clause in the commission.</p> <p>In summary, the commission includes the following:</p> <ul style="list-style-type: none"> <li>• Acting as project manager on all aspects of the project, representing the interests of the HCA to deliver a quality business and enterprise centre both on time and on budget</li> <li>• Leading and directing a multidisciplinary team, subject to a separate HCA commission, who will provide design and planning services</li> </ul>	√	

<ul style="list-style-type: none"> <li>• Procuring a contractor to undertake an early package of roofworks</li> <li>• Procuring a main contractor to undertake the part refurbishment/part new build construction of the BEC</li> <li>• Procuring an operator for the building with input from HCA</li> <li>• Monitoring the construction works and oversight of spend against the project budget</li> </ul> <p>The consultant will report to HCA's appointed Project Manager on a day-to-day basis, with structured meetings held as specified below. Allowance for attendance at these meetings, and for reasonable attendance at other ad-hoc meetings has been made in the tender fixed fee proposal.</p> <p>The fee proposal for the commission includes the cost of producing the specific deliverables required, as set out in the ITT. This is to include all printed material. HCA will require at least 3 hard copies of all plans and reports produced, along with an electronic copy of all material.</p> <p>Travel costs and other expenses are included within the fixed fee proposal and will not be chargeable separately.</p> <p>Unless otherwise agreed by HCA, the consultant's fees will be paid monthly, based upon evidenced time spent on the project, for the duration of the project.</p> <p>The <b>total maximum fee</b> for the commission, under the ITP, is therefore [REDACTED].</p> <p><b><i>Please note that increases will only be accepted where this is an additional commission of tasks and not due to an underestimate of work hours/days by bidders.</i></b></p>		
<b>Specific activities</b>		
Inception meeting with HCA and MD Team	√	
Production of all necessary PM documentation, incl Issues Log and Risk Register. Regular updating throughout project.	√	

Attendance at minimum of fortnightly update meetings with HCA, design team and LPA, incl production of agenda and update report in advance <i>(Note: HCA require a minimum of 6 days Project Director time to be allocated to this activity)</i>	√	
Attendance at all other meetings with HCA (and EHDC where relevant) and the design/planning team in connection with the design and planning process (Stages 1-3)	√	
Production of all procurement documentation for the procurement of the roofworks package of works [REDACTED], attendance at interviews/selection meetings to appoint contractor, completion of contract with HCA, and monitoring of construction works. This is to include publishing of documentation and responding to enquiries.	√	
Production of a Procurement Strategy for the main contractor, incl options and recommendations <i>(Note: HCA require the strategy to be signed-off and presented by a Project Director)</i>	√	
Production of all procurement documentation, incl the co-ordination of Production Information following agreement of procurement route, to incl Employers Requirements, for the procurement of the main construction works contractor. This is to include publishing of documentation and responding to enquiries	√	
Attendance at interviews/selection meetings to appoint contractor, and completion of contract with HCA <i>(Note: HCA require a minimum of 2 days Project Director time to be allocated to the activity)</i>	√	
Production of a specification/brief for the building operator	√	
Production of all procurement documentation for procurement of building operator. This is to include publishing of documentation and responding to enquiries	√	
Attendance at interviews/selection meetings to appoint an operator, and completion of contract with HCA	√	
Upon appointment of the operator, co-ordinate the input of the operator into the detailed design process	√	

Attendance at all meetings, and complete all required documentation necessary, to secure required statutory consents	√	
Attendance at all meetings required to progress the provision of utilities to the BEC within the context of site-wide infrastructure provision	√	
Regular monitoring of construction works, confirmation of payments, and oversight of spend against the project budget	√	
Input into the production of a post-project evaluation report, working with HCA Area Manager	√	

Rider Levett Bucknall hereby agree to provide the tender specification detailed above, unless otherwise varied by agreement with HCA.

Signed ...  .....

Date: ...23 June 2015