

Tender Documentation

Project Manager

Pallant House Gallery: Coach House

Tender Submission Return Date:

February 28th 2019

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Section 1

Introduction to Pallant House Gallery

1.1 Background:

Pallant House Gallery first opened in 1982 after the significant modern art collection of Walter Hussey, Dean of Chichester Cathedral (1955-1977) and patron of the arts, was gifted to Chichester District Council on condition of it being housed in Pallant House, a Grade 1-listed Queen Anne townhouse in the heart of Chichester.

Since then the Gallery has attracted further donations of modern and contemporary art including that of property developer Charles Kearley, the Golder-Thompson Gift, the George and Ann Dannatt Gift, and The Wilson Gift from Professor Sir Colin St John Wilson and his wife MJ Long, as well as many smaller gifts and bequests.

In 2006 the Gallery's contemporary wing opened following a £8.6million building and refurbishment project which quadrupled the gallery spaces. Designed by Colin St John Wilson, architect of the British Library, in association with Long & Kentish, it was partially funded by the Heritage Lottery Fund.

Since reopening, the Gallery has won:
Royal Institute of British Architects Award.

RIBA Award

ADAPT Trust Award for Excellence in Access

Civic Trust Award

Sussex Heritage Award

West Sussex County Council Design & Sustainability Award 2007 (overall winner)

Gulbenkian Prize for museums and galleries 2007

Museums and Heritage Award for the Permanent Collections (Commended)

Tourism South East ExSellen Award 2008 for Business Tourism (Highly commended)

Tourism South East ExSellen Award 2008 for Access for All (Highly commend

Today the Gallery houses a variety of gallery spaces for its critically-acclaimed temporary exhibitions and collection displays, a lecture room combined with accessible open storage serving as a venue for talks, art courses and events, a studio that is home to the pioneering learning and community programme, a comprehensive art reference library and prints and drawing room, and an acclaimed bookshop and restaurant.

1.2 Current context:

In 2016, the Gallery celebrated 10 years since the opening of its contemporary wing. Building on the success of this major capital project, the Gallery is now in a position to move forward with the next phase of development. The acquisition of the adjoining building, the 'Coach House' in 2017, answers the capacity needs of the Gallery as well as allowing for the expansion of its outreach programmes.

The project will meet the following objectives:

- An increase in access to the collections for public, staff and volunteers
- Much improved facilities for collections care
- Wider interpretation of the collections
- More diverse engagement with the collections

- Become a resilient and sustainable organisation

In 2016, Pallant House Gallery undertook a wide-ranging governance review. In implementing them review, a number of sub committees, including Finance & Investment and Audit and Risk, were added to the governance structure, to support the work of the Board, ensuring that the Gallery is in a position to implement a project of this scale.

See Appendix 1 for the Client Brief

Section 2 - Introduction to The Coach House Project Manager Appointment

2.1 Tender Procedure

This tender pack has been produced as a means of selecting and appointing a Project Manager to deliver a capital building project for Pallant House Gallery, which will include works to a new building, as well as its existing spaces.

The programme for the tender process and the award selection criteria are shown in this tender pack.

2.2 Form of Appointment

It is proposed that the selected Project Manager will be appointed under the RICS Standard Form of Consultant's Appointment.

Section 3

Form of Enquiry

3.1 Client (“Pallant House Gallery” or “the Gallery”)

Name: Pallant House Gallery
Address: 8-9 North Pallant
Chichester
West Sussex
PO19 1TJ

Simon Martin, Director, will be the Project Sponsor for this Project. Pallant House Gallery’s Project Sponsor has the Board’s authority to represent it in respect of the matters set out in this tender.

3.2 Client contacts

Simon Martin, Director, Pallant House Gallery (Project Sponsor)

01243 770836 s.martin@pallant.org.uk

Beth Troakes, Development & Capital Projects Manager, Pallant House Gallery
(Project Coordinator)

01243 770 811 b.troakes@pallant.org.uk

If you have any questions regarding this tender documentation please contact Beth Troakes in the first instance.

3.3 Project Information

The project is located at:
Pallant House Gallery (address as above)

3.4 Project Team Structure

The Project Sponsor, Simon Martin, is responsible for the overall vision, direction and delivery of the project and accountable to Pallant House Gallery’s Coach House Working Group. Supported by the Project Team/ User Group including:

- Andrew Churchill, Deputy Director
- Beth Troakes, Development & Capital Projects Manager
- Clive Caswell, Buildings Manager

The Coach House Working Group will provide advice and steer the project, this Working Group is ultimately responsible to Pallant House Gallery’s wider Board of Trustees.

3.5 Project Description

Pallant House Gallery intends to undertake a capital development project to meet the following objectives:

- An increase in access to the collections for public, staff and volunteers
- Much improved facilities for collections care

- Wider interpretation of the collections
- More diverse engagement with the collections
- Become resilient and sustainable organisation

The project will focus on the recently purchased Coach House, as well as improvements to the current buildings.

The Coach House will contain:

- An environmentally controlled art store with an area for conservation work
- A new learning room that doubles as a meeting room
- A new gallery space above the library
- Fully accessible staff offices
- An outhouse will be converted into a workshop for technical staff to allow the Gallery to offer a space for artists-in-residence for the first time

The redevelopment of the current buildings will include:

- A refit of the Studio to make it fit for purpose;
- Installation of rolling stacks to double capacity in the Library
- A more publicly accessible Reading Room
- Improved access to the Shop and Café
- Improved storage for less vulnerable collection works in the cellar
- New eco-friendly lighting in the Historic House and new wing
- Improvements to staff working spaces in the Historic House

3.6 Project Programme.

Project Manager to develop a Project Programme in consultation with the client, based on RIBA Work Stages

Section 4:

4.1 Project set up and familiarisation

- 4.1.1 Liaise with the Development & Capital Projects Manager to discuss works done to date and engage with the Director and Coach House Working Group to ascertain the project vision.
- 4.1.2 Discuss and agree final outputs including quality, content and formats.
- 4.1.3 Review and develop the project scope with the Gallery.
- 4.1.4 Review all existing information as provided by the Gallery in relation to:
 - the site
 - buildings, infrastructure and current use of and limitations on space and development
 - traffic and visitor flow
 - public offer aspiration, narrative and interpretive vision and ideas, audiences and future audiences
 - commercial and self-generated income aspiration and requirements
 - collection storage and conservation principles and requirements
- 4.1.5 Assist in the identification of surveys, inspections or specialist investigations if required and procure in conjunction with the Development & Capital Projects Manager.

4.2 Stakeholder engagement

- 4.2.1 Liaise with the Development & Capital Projects Manager to develop the approach to communicating with and managing the input of internal and external stakeholders, to include, but not limited to:
 - Funders
 - Historic England
 - Local residents
 - Pallant House Gallery staff and volunteers
 - Pallant House Gallery Board of Trustees

Attend meetings with stakeholders, as required.

4.3 Development Strategy

- 4.3.1 Initial design work has been carried out by Long & Kentish with cost advice by David Bailey QS. Information is contained in Appendix 2.

This work has been carried out in order to facilitate funding applications and should be regarded as 'for information only'. The project team are to start with a fresh mind about the project and not be limited by any work done to date. The project manager should clarify and develop the Client's Brief with reference to the Gallery's future needs and work with the Gallery to produce a robust business plan. The Project Manager is to lead an initial viability study that considers a wide range of potential development options (refurbishment,

remodelling and new build), within the opportunities and constraints of the site, brief and cost.

Consideration should be given to the phasing of works, to suit funding availability.

4.3.2 Provide advice on likely maintenance and life cycle costing.

4.3.3 Provide advice on sustainability including likely energy consumption and environmental impact. Include advice on renewables where appropriate.

4.3.4 Provide an understanding of the statutory permissions required and the viability of the Coach House in the context of local development plans and policies.

4.3.5 In partnership with the Gallery, consult with planning and any other necessary authorities to establish the feasibility of these proposals.

4.4 Communication, meetings, reports and records

4.4.1 A collaborative approach to the development and delivery of the project is anticipated, where consultants and the Gallery work together to create the best possible output. This includes the full consideration and use of work carried out by the consultant team as well as that carried out by and directly on behalf of the Gallery.

4.4.2 The Gallery supports a communicative approach which achieves maximum efficiency and effectiveness with minimal bureaucracy and repetition. Communication channels and meeting expectations and schedules for the project should be agreed with the Project Sponsor (Pallant House Gallery Director) and the Development & Capital Projects Manager at the outset.

4.4.3 The Gallery requires the Project Manager to nominate one senior person to be responsible for the project, with whom the Development & Capital Projects Manager will liaise.

4.4.4 The Gallery reserves the right to require a change in the named personnel if their performance is considered unsatisfactory for whatever reason.

4.4.5 Visit site and consult with the Gallery as required to properly progress and deliver the works, and to ensure the successful completion of the Coach House project on schedule and to budget.

4.4.6 Agree, set-up, and chair and minute design meetings. Attend progress and Coach House Working Group meetings.

4.4.7 Attend and present at Board meeting/s if required.

4.4.8 Keep full and proper records of all key meetings and negotiations attended or conducted and circulate to the Gallery. Ensure actions and resulting approaches are clearly highlighted.

4.4.9 Issue monthly project progress reports whilst providing regular updates on progress including raising key issues for consideration and resolution. Attend regular Coach House project progress meetings.

Section 5 – Tender Information

Information regarding the tender submission

5.1 Purpose of tender process

The purpose of this tender process is to enable the selection of an experienced Project Manager who can work closely with Pallant House Gallery to deliver the Coach House project to meet its aims and objectives.

In order that the Gallery has the correct information from which to select, comparability of information is important. Tenderers are requested to include all of the following information within their tender submission. Failure to submit any information may result in your tender being rejected.

If required, there is an opportunity for tendering Project Managers to conduct a site visit. Please arrange this through Beth Troakes, Development & Capital Projects Manager (b.troakes@pallant.org.uk / 01243 770811)

5.2 The Tender response should include the following:

- Your approach to the project, how you will work with us to fulfil the coach House project
- Your experience of working with similar organisations to ourselves
- Your proposed team, including sub-consultants (the team that comes to interview must be the team that will work on the project throughout)
- An indicative resource schedule
- Your fee and fee structure
- Three relevant references that we could contact

Submission is to be a maximum of 8 sides of A4 (excluding Management Policies).

5.3 Tender evaluation

As a public organisation responsible for the expenditure of public monies, the Gallery seeks value for money in all its contracts. Keen pricing for this tender is anticipated and the Gallery will be seeking the most economically advantageous tender taking into account the following evaluation criteria:

Evaluation Criterion	Percentage Weightings
Key personnel (qualifications and experience relative to proposed role, dedication to design quality and innovation) Other personnel (qualifications & experience; % allocation to project) Maximum 4 sides A4	30% to 40%
Selective method statements covering management approach, programming, procurement, monitoring and control procedures etc	20% to 30%
Organisational structure of company Financial status Management policies (H&S, Environmental) Available capacity	20% to 30%

Relevant experience References	
Organisation logistics relative to site/client/others Composition of team. Delegation of responsibilities	15% to 25%
Results of interview	5% to 15%

5.4 Submission of Tenders

- 5.4.1 Tenderers should submit one hard copy of their tender and one copy by email, in English, by no later than **February 28th 2019** to:

Beth Troakes, Development & Capital Projects Manager, Pallant House Gallery, 8-9 North Pallant, Chichester, West Sussex, PO19 1TJ

b.troakes@pallant.org.uk

Tenderers must ensure that their submission arrives on time. We regret that tenders received after this deadline will not be considered.

6.5 Interviews

- 6.5.1 Shortlisted tenderers will be invited to attend an interview to discuss their tender, and these will be held at the Gallery on **13th March 2019**.

- 6.5.2 Your team should include the main staff members that have been nominated to undertake the project as stated in your tender.

6.6 Tender Response

Pallant House Gallery will inform unsuccessful tenderers of the reason for the selection on the basis of the tender selection criteria.

6.7 Tender Programme

This tender is to be awarded under the following programme:

Tender Return Date	February 28 th 2019
Tender Evaluations	13 th – 15 th March 2019
Confirm Appointment	March 31st 2019

Appendix 1 – Client Brief

Please find attached.

Appendix 2 - Options Study and Draft RIBA Stage 2 Design Report submitted by Long & Kentish

Please find attached.

Appendix 3 – ARUP Engineers Stage 1 Report

Please find attached.

Signed for and on behalf of the above named Tenderer:

SIGNATURE:

PRINT NAME:

POSITION:

FOR AND ON BEHALF OF:

DATE: