

Stroud Town Council Tender Specification: Project Management

Stroud Town Council Tender Specification: Project Management Contract 2021/4

Introduction

Stroud Town Council requires a contract project manager to manage the refurbishment and maintenance of its properties. The Council owns three listed properties (all Grade II):

- Lansdown Hall (community hall and art gallery).
- Thanet House (council offices and two flats).
- Stroud Subscription Rooms (community venue).

and also manages 25 green spaces: parks, playing fields, allotments, churchyards and a cemetery, many of which have built elements.

Projects

Planned projects currently include:

Property	Works	Programme	Planning and listed building applications
Lansdown Hall	Internal alterations to create new kitchen, bar & WC facilities. Provision of a new main entrance and porch from Bank Gardens	Under discussion	S.20/2479/FUL and S.20/2480/LBC
Bank Gardens	New lighting and new railings to boundary wall with Lansdown	2021	S.20/2479/FUL and S.20/2480/LBC
Thanet House	Internal alterations to create a new meeting space, improve staff accommodation and carbon reduction measures.	2021	A feasibility study has recently been completed and costings and plans are currently being developed with a view to submitting planning and listed building applications Spring 2021.
Subscription Rooms	Extensive renovations and improvements (mainly internal).	to be progressed in phases as fundraising allows	S.19/0613/FUL, S.19/0614/LBC and S.20/1924/LBC
Parliament Street burial ground	Rebuilding collapsed wall	2021	Not required.
Other projects on green spaces	Urgent remedial works as required	None currently planned	Depends on location.

Stroud Town Council Tender Specification: Project Management

Project management role

Pre-contract works

- Assist as required with project funding applications where required.
- Instruct specialist engineers to design and specify electrical and mechanical works, e.g. carbon reduction measures.
- Manage health and safety in accordance with the Construction (Design and Management) Regulations 2015.
- Identify and manage project risks.
- Manage contractor tender process.
- Complete contractors' contracts, e.g. JCT Minor Works.

Project management work

- Manage projects to ensure that they are completed correctly, on time and within budget.
- Manage health and safety in accordance with the Construction (Design and Management) Regulations 2015.
- Report to project working groups on a regular basis, updating them on progress made on the various commissions, and where appropriate arranging for consultants to brief partners directly.
- Periodic valuation of completed works and authorisation of contract payments.
- Confirm practical completion.
- Monitor completed works through defects liability period.

Required qualifications and experience

Essential requirements	Evidence required
An appropriate professional qualification, e.g. RICS Chartered Project Management Surveyor	Copies of relevant certificates or links to online registers
Public Liability Insurance to a value of £5,000,000,	Copy of the policy schedule
Employers' Liability to a value of £10,000,000, and	Copy of the policy schedule
Professional Indemnity Insurance to a value of £1,000,000.	Copy of the policy schedule
Health and safety record	A detailed health and safety record for the past 5 years.

Stroud Town Council Tender Specification: Project Management

Evaluation

Quotations will be evaluated against the following criteria and weightings. Please attach:

- an outline of your relevant experience and skills (500 words maximum)
- examples of up to 4 previous projects (maximum 10 pages of A4 including photographs) that demonstrate your experience in the following areas:

Area	Criteria	Weighting
Price - Pre-contract works	Hourly rate	60%
Price - Project management work	% of value of contracted works	
Health and safety	The skills, knowledge, experience, and, in the case of an organisation, the organisational capability, to carry out the work in a way that secures health and safety.	15%
Expertise	The right level of expertise to ensure that projects are completed effectively, to a good standard of workmanship, on time, within budget; and represent good value for money.	10%
Listed buildings	Experience of working on listed buildings.	5%
Management	Proven experience in managing building contractors and other professionals.	5%
Communication and negotiation skills	Ability to work with a diverse group of stakeholders, reconciling conflicting priorities. Negotiating work timetables to minimise disruption.	5%