



BRIDGNORTH TOWN COUNCIL

Invitation to Quote (ITQ) for the provision of a Quantity Surveyor and Project Management Services for the delivery of the next stages of the retaining wall project in Bridgnorth

SPECIFICATION

GENERAL INFORMATION

Bridgnorth Town Council is in a position to start the next phase of the remedial works for the retaining wall project.

In December 2022 a retaining wall within the legal demise of the Town Council was identified as in need of immediate and urgent remedial works due to the condition and the high risk / risk to life this posed.

The retaining wall is located on the boundary of The Bridgnorth Castle Hill Railway Company operation of the Cliff Railway. The funicular railway is operated under a lease agreement with Bridgnorth Town Council and has done so since 1897.

The Town Council has completed the first phases of the works and is now seeking to complete the remaining phases of the remedial works for this project.

The Town Council's website provides information on the first phases of the project delivered, these phases were the remedial works for the retaining wall on the lower tier of the Castle Walk, Bridgnorth.

Link to website: <https://www.bridgnorthtowncouncil.gov.uk/retaining-wall/>

Project Team:

The overall responsibility for the decision making for the next phases of the project is held with Bridgnorth Town Council. The Town Council meets on a monthly basis, the third Tuesday of each month except August. It is possible to call an extra-ordinary Town Council meeting, and this would be completed by the Town Clerk.

The Project Board has been set up by the Town Council, this is made up with the Town Clerk, four members of the Town Council (Elected Members) and project specialists.

Executive	:	Bridgnorth Town Council - Town Clerk
Senior User	:	Structural Engineer - ADM Structural Ltd
Senior Supplier	:	To Be Determined as part of the procurement
Project Manager	:	To Be Determined as part this procurement

The Town Council has been working with several specialists for the delivery of the first phases of the project. These specialists include:

- Legal Advisors – Geldards LLP
- Structural Engineer – ADM Structural Ltd
- Land Surveyor – Andrew Dixon & Co
- Party Wall Surveyor – Silk Sharples Jennings Chartered Surveyors
- Arboriculture Contractors - Lewis Arborcare Ltd

The principal council for the Bridgnorth area is Shropshire Council.

Specification Information General:

The specification information is detailed below for this ITQ.

The Town Council is looking to procure the services of a Quantity Surveyor and a Project Manager both with experience in civil engineering and construction.

The roles of Quantity Surveyor and Project Manager can be one person or separated by the bidder.

The Town Council understands that the next stage of the project will be delivered as part of a New Engineering Contract (NEC Contract).

The Town Council has identified several options for the remaining remedial works and requires the services of a Quantity Surveyor and a Project Manager to complete a detailed options appraisal, including indicative costs, assist the Town Council to procure a preferred supplier for the delivery of the preferred option and manage the implementation stage.

There is a funding envelope for the project in its totality. The funding envelope currently stands at £500,000.00. The funding for this has been sought and agreed by the Town Council through the Public Loans Board.

Further details below:

Quantity Surveyor

The Quantity Surveyor will be required to be involved at every stage of the project to estimate and control costs for this construction project, make sure that the structure meets legal and quality standards, to ensure the costs are to industry standards and provide a bill of quantities for the project delivery.

Project Manager

The project manager will manage the people, tasks, schedules and resources through the project lifecycle.

The project lifecycle for the remaining phases is detailed below, but not limited to:

- To work with the Project Executive, Project Board and specialist members of the team to deliver a solution that is sustainable and meets the needs of the project outcomes – the remedial works for the retaining wall.
- Project Plan, to include:
 - o Manage the design of the options with the Structural Engineer
 - o Manage the procurement process for the main contractor
 - o Work with the main contractor to identify any third-party contractor(s)
 - o Delivery and implementation of the solution with the main contractor
 - o Identify and agree the on-going maintenance for the Town Council

- Identify costs for the on-going maintenance
- Condition reports for each of the next phases
- Risks are to be managed through the Project Board and the escalation process through Full Council
- Budget Monitoring with the Project Executive
- Agreements and consultation with project specific requirements from the principal council for any planning, conservation and heritage requirements.

Site:

The location of the site is the lower tier of land below the Castle Walk in Bridgnorth. The site is located in a conservation area.

Site location maps are provided in Appendix B.

Site photos are provided in Appendix C.

Condition Report:

The Town Council has been provided with a current condition report from the Structural Engineer for the site.

The Town Council currently has a monitoring schedule in place for the site through the Structural Engineer.

Phase Information:

Appendix B provides details on the Phases for the project, both already completed and to be delivered as part of this project.

Contract Meetings:

The Contractor shall meet regularly with the Project Executive and Project Board at Bridgnorth Town Council to discuss the project progress against the agreed project plan and where necessary provide update reports to the Full Town Council. The frequency shall be no less than monthly but may be required more frequently as the project progresses through the delivery stages.

End.