



Council of the Isles of Scilly

1. Isles of Scilly Museum and Cultural Centre

Client-side Project Management RIBA Stages 5-7 ITT

21st March 2024

2. Introduction & Background

Introduction

The Council of the Isles of Scilly is seeking consultancy support for client-side project management and co-ordination relating to the redevelopment of the Town Hall to become a museum and cultural centre.

Background

The Project is to deliver a high quality and accessible Museum and Cultural Centre for the Isles of Scilly. Renovating the Grade II listed Town Hall and adjacent offices and introducing new space to provide visitor facilities.

Providing a first-class museum, showcasing its permanent collections, library and archive, with the potential for visiting exhibitions and loans, and a main performance space to host theatre, music, spoken word, exhibitions, festivals, events and community functions. Supporting activities, facilities, retail and catering provision will create a rich and engaging experience, generating transformational outcomes and establishing a resilient organisational structure and financial model.

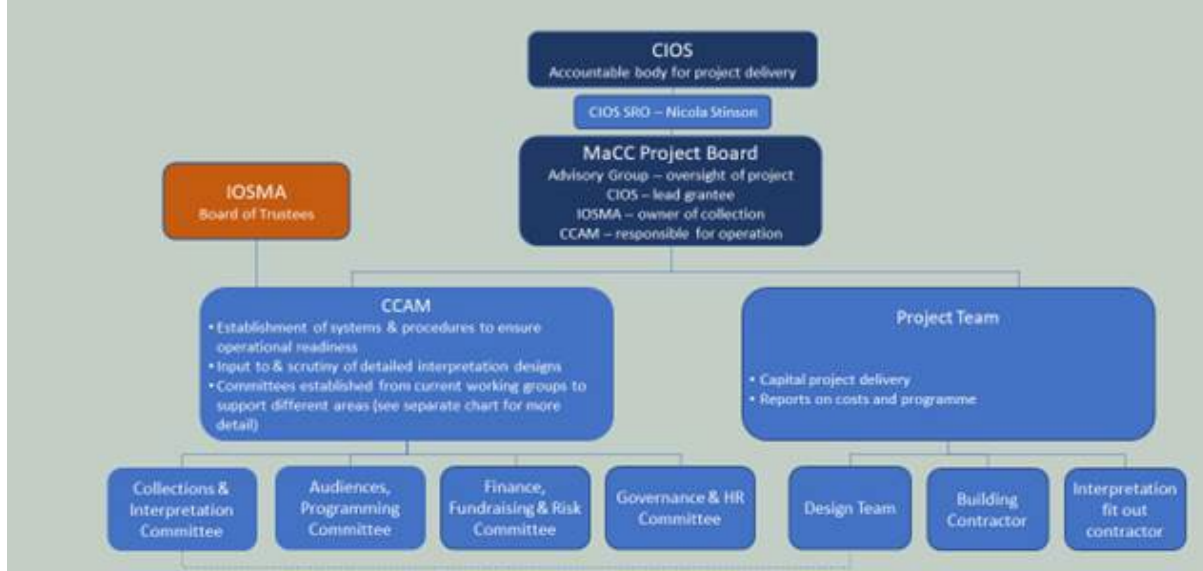
The project arises in part out of the failure of existing arrangements over the last four years. The Town Hall's main hall area was closed due to the obsolescence of services infrastructure and the former museum building was structurally condemned and closed; as a consequence, the islands have been without these facilities for some years.

By restoring and repairing the Grade II* listed building, ensuring it is protected for future generations to enjoy and engage with. In addition to the restoration of the heritage asset, the project proposes to give the building a new life by transforming the internal spaces into a distinctive attraction for both the local community and visitors to the Isles of Scilly. It is intended that the facility will provide an all-year-round attraction in Hugh Town.

The project governance structure for the construction phase will be as below:

Proposed governance for Delivery Phase

Step 1, during capital delivery - April 2024 – March/April 2025



Working within the Project Team, the Project Manager's key interactions will be with the Project Board, Client Senior Responsible Officer, Client Finance and Secretariate, Contractor's representative, Design Team Project Lead, Quantity Surveyor cost consultancy and the Client-Side Program Manager.

3. Scope and Detailed Requirements

The Client-side project manager will

- Work to ensure the project is delivered on time and on cost.
- Liaise regularly with the Contractor's representative.
- Lead and coordinate the Client's professional team from RIBA Stage 5 to RIBA Stage 7.
- Provide regular progress and risk reports to the SRO and Project Board.
- Provide advice to the Client on all aspects of the project, including design, budget and programme.
- Contribute to and provide program updates to monthly project board meetings.
- Chair and distribute actions from interim team meetings (of the Client and consultant professional team).
 - Including risk management workshops
 - Value engineering meetings
- Agree approvals required from the Professional Team under the Building Contract
- Obtain authorisation from the Client for additional costs.
- Undertake regular Site inspections. Obtain progress and quality reports from Site staff representing the Client, the Professional Team and the Contractor.
 - Including:
 - Systems, processes and procedures.

- Health, Safety and Environmental performance.
- Progress against reported programme.
- Quality on site
- Agree all test certificates and statutory and non-statutory approvals required from the Professional Team and the Contractor. Prepare recommendations for the Client's approval.
- Liaise with the Client, the Professional Team and the Contractor to prepare and maintain a defects administration plan, or similar management tool, to identify the roles and responsibilities of each.
- Establish review, approval, variation and reporting procedures.
- Contract duration to end February 2026
- Commitment; 1 day a week over 23 months
- JCT Consultancy Agreement (Public Sector) contract

Capabilities

- a. Experience of undertaking and providing project management services for major capital projects.
- b. Experience of and understanding of NEC Project Manager and Supervisor roles.
- c. Experience of multi-funded and National Lottery Heritage Funded projects.
- d. Experience and knowledge of the building type and similar large-scale projects

Functional requirements

The supplier will obtain and maintain the following insurances:

Professional Indemnity £2m

Public liability £5m

Employer's liability £5m

Membership of a professions body, (MRICS or equivalent) or demonstrably appropriate graduate qualification.

Ability to attend the Islands on a regular basis.

4. Contract Management (measuring success and review)

The supplier will develop and maintain a project risk register.

The supplier and customer will meet (via Teams/ in person) every two weeks to review project progress and delivery as set out in a project report. The aim of the meetings will be to identify and mitigate any upcoming project and budget risks as presented in the project risk register.

Payments on a monthly basis will be made on agreement of completion of core tasks for that period.

5. Data Protection Schedule

No	Description	Details
1	Subject matter of the processing	<i>The processing of personal data in relation to the obligations of the SPS Provider as the supplier under the contract for Specialist Professional Services</i>
2	Duration of the processing	<i>The data will be provided for the duration of the Project covering for the provision of specialist professional services. The contract expires on the project end date at which time the information will be reviewed.</i>
3	Nature and purposes of the processing	<i>The nature of the processing includes the collection, recording, organisation storage, retrieval, use, disclosure by transmission, dissemination or otherwise making available, erasure or destruction of data (whether by automated means) The purpose of the processing is the fulfillment of the SPS Providers obligations arising under the Work Order for the provision of specialist professional services and to ensure effective communication between the SPS Provider and the Authority.</i>
4	Type of Personal Data	<i>For the purposes of the contract, the Authority will disclose the following information directly to the SPS Provider: Contact details for individuals concerned with the management of the Work Order Contact details for individuals concerned with specific projects under the Work Order (Name, email address, postal address, telephone number)</i>
5	Categories of Data Subject	<i>Personal data relating to the Authorities staff (including temporary or agency staff) concerned with the Work Order</i>
6	Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<i>The SPS Provider agrees that all data supplied will be retained no longer that is necessary after the expiry or termination of the Work Order and shall be destroyed as soon as practicable.</i>

6. Submission

Interested parties are asked to submit their tender to procurement@scilly.gov.uk along with the following documents:

A quantitative response for evaluation based on a day rate for services delivered on the Isles of Scilly. To be inclusive of travelling time, but to exclude travel and accommodation fees.

A qualitative response to the questions in Section 7, limited to 2 sides A4 (12 font) per question.

A separate price for contract administration activity

A completed Standard Selection Questionnaire (attached)

Copies of insurance certificates as detailed

Submissions to be made by 1600, 9th April 2024

7. Evaluation

All proposal submissions will be evaluated as follows:

Minimum and Further Requirements: Pass/Fail

Quality: 60%

Price: 40%

Minimum and Further Requirements

Minimum Requirements: For information only, where **Yes** is indicated to any of the questions the Further Requirements section **must be** fully completed.

Further Requirements: The Authority will assess and consider the information provided in accordance with their policies. Where **Yes** is indicated to any of the questions the Authority **may** consider the bid, in accordance with PPN 01/22.

Minimum Requirements and Further Requirements:		
Minimum Requirements		
Business Dealings within Russia or Belarus	Are any of the following: <ul style="list-style-type: none">• your Organisation,• any of its Group, Holding, Parent Companies,• your subcontractors (used to deliver the services) registered in or undertaking business in Russia or Belarus?	Yes/No

	<p>If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies:</p>	
	<p>Do any of the following:</p> <ul style="list-style-type: none"> • your Organisation, • any of its Group, Holding, Parent Companies, • your subcontractors (used to deliver the services) <p>have a Person with Significant Control residing or domiciled in Russia or Belarus, or have Russia or Belarus nationality?</p> <p>If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies:</p>	<p>Yes/No</p>
<p>Further Requirements (to be fully completed ONLY if you have answered Yes to any of the Minimum Requirement's questions)</p>		
<p>Business Dealings within Russia or Belarus</p>	<ul style="list-style-type: none"> • Is your organisation (or any member of your supply chain which you rely on to deliver the contract) registered in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)? <p>If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies.</p> <p>Note: The information you provide may include but is not limited to; your (or the supplier you will rely on to deliver the contract) UK's company registration name and company number and/or providing details of the company including but not limited to; the relevant country the company was established in.</p>	<p>Yes/No</p>
	<ul style="list-style-type: none"> • Does your organisation (or any member of your supply chain which you rely on to deliver the contract) have significant operations in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)? <p>If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies.</p>	<p>Yes/No</p>

	<p>Note: The information you provide may include but is not limited to; the relevant country where you (or the supplier you will rely on to deliver the contract) has significant operations and a high-level description of those substantive business* operations.</p> <p>*Substantive business operations means having a registered office, factory or other permanent base in the relevant country from which meaningful business operations are being conducted. In-Scope Organisations should conduct due diligence to check supplier details with Companies House and other open information sources or seek verification directly from the supplier.</p>	
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Quality 60%		
Quality Area	Evaluation Criteria	(%) Weighting
Overview of the Company Services	<ul style="list-style-type: none"> Please provide an overview of your company and the services you deliver 	10
Evidence of Delivery Similar Projects	<ul style="list-style-type: none"> Please provide detail of at least two relevant case studies that provide evidence of delivering similar projects. Please provide the names of 2 references that can provide assurance of your capability to deliver the requirement 	15
Understanding the Tasks	<ul style="list-style-type: none"> Please provide your understanding of the Customer requirement 	10
Ability to Meet the capabilities and functional requirements of the Project	<ul style="list-style-type: none"> Please detail your ability to meet the capability and functional requirements for the specification. Please confirm that you can meet all requirements within the required timescales. Please provide a project plan that details how you would deliver the required outcome 	15
Delivery Methodology for the Overall Project	<ul style="list-style-type: none"> Please detail your proposed approach to deliver this project. 	5

	<ul style="list-style-type: none"> • Please provide details of your delivery assurance processes 	
Business Continuity	<ul style="list-style-type: none"> • Please outline what Business Continuity arrangements that will be in place to ensure consistency of supply, likely to be impacted by (<i>but not limited to</i>): <ul style="list-style-type: none"> ○ Natural disaster ○ Loss of information technology ○ Global pandemics ○ Adverse weather conditions ○ Industrial disputes/staffing shortages ○ Receivership ○ Loss of premises 	5

Scoring Descriptors

Scoring Grade	Descriptor	Numeric Score
Unacceptable	Unanswered or failed to adequately address the requirement	0
Poor	The information submitted is very limited, inconsistent with the rest of the submission, and/or no supporting documentation has been provided	1
Fair	The information submitted is limited, has some inconsistencies with the rest of the submission and/or insufficient supporting documentation has been provided.	2
Satisfactory	Satisfactory response to the requirements which provides adequate evidence but contains inconsistencies.	3
Good	Good response to the requirements which provides evidence which is clear but 'has minor inconsistencies.	4
Excellent	Excellent response to the requirements which provides detailed evidence which 'is clear, complete and consistent.	5

The procurement process will be conducted in line with our standard procurement terms and conditions outlined in the accompanying document.