

Tender Notice

About The Margate School:

- The Margate School (TMS) runs Post-graduate Creative Arts Courses,
- Exhibition,
- Studio and Technical Provision:
- Public gallery
- Community events space;
- Circa 42 studio spaces;
- Fellowship offer,
- Hot-desking facilities;
- Fabrication Laboratory,
- Biolab and maker space;
- Photography dark rooms;
- Community Outreach for families and children and local diverse creative communities, Public talks and events: community and sculpture garden.

TMS utilises the current building, across three floors and the basement of a former department store situated in the High Street of Margate that stood empty for 11 years. TMS has managed and repurposed over the last four years. For TMS to be able to use the building and within its relatively modest resources, it had to undertake and manage the maintenance, fire safety surveys, remedial work to update electrics and amenities, create studios, a public gallery and teaching spaces by means of upcycling and repurposing materials.

In September 2023 TMS was awarded a Community Ownership Fund Award (COF) from The Department for Levelling Up, Housing and Communities. The aim of the COF project is for TMS to continue to operate in its current building, and continue to develop as a creative community hub in an improved working environment, making the space more accessible, efficient and welcoming. Making the building fit for purpose will allow TMS to progress its offer of learning and technical provision, community events as well as affordable maker spaces across three of the four floors in addition to the basement and community garden.

To achieve this the project will specifically include making safe and repurposing the basement, repairing/replacing windows, electrical work, installing heating and undertaking further surveys, including asbestos, damp and dry rot, and insulation.

We now need support in project managing this capital project to support tendering, contracting and co-ordinating/ supervising the remedial work. Appointed project manager will work closely with the TMS team to ensure minimal business disruption.

Please find below the timeline for the tender process and the eligibility criteria. Also, refer to the work plan attached on the Contract Finder portal as well as the TMS operational floor plans.

Please submit your tender with the requested information by 03/01/2024, emailing Lisa Hawkins at lisa@themargateschool.com.

Please contact Lisa at the above email address if you require any further information.

| Tender Time Table | Dates/Deadlines |
|------------------------------------|----------------------------|
| Tender issued on Contract Finder | 05/12/2023 |
| Tender Stage 1: written submission | 03/01/2024 |
| Tender Stage 2: interview | Week commencing 15/01/2024 |
| Contract awarded | Week commencing 29/01/2024 |
| Work commences | 29/01/2024 |

Eligibility criteria:

- To be situated in Kent or London
- The ability to make regular site visits and supervise the remedial work
- The ability to work closely with The Margate School team on-site
- A track record of working on capital projects with community and not-for-profit organisations
- Demonstrate an understanding of the dynamic of capital project management
- A good understanding of project reporting to public funders
- Demonstrate value for money
- An understanding of procurement and public tender processes
- Demonstrate industry-recognised qualifications
- Relevant professional indemnity insurance evidence

The contract will be awarded using the RICS Short Form of Consultant's Appointment.

<https://www.themargateschool.com/>

<https://www.gov.uk/government/publications/community-ownership-fund-prospectus>