

Invitation to Tender

Portishead Town Council owns three community halls, one of which also includes the Council offices.

All three buildings have recently been surveyed by both property surveyors and fire safety consultants. The six reports identify numerous issues of statutory non-compliance and poor practice in each building. The Council wishes to appoint a project manager to manage the complete process of rectifying the faults in all three buildings.

The work will include fire precautions, electrical work and asbestos-related work as well as dealing with arrears of normal building maintenance. It is envisaged that priority will be given to all work with a bearing on the safety of staff, councillors and the public.

All six reports will be made available to potential project managers.

The project manager once appointed will be required to:

- Resolve any uncertainties or ambiguities in the six survey reports
- Define the scope of works, detailed specifications and agree an indicative budget
- Co-ordinate and draft the specification of works and tender documentation
- Manage a competitive tender process, in accordance with the Public Contracts Regulations 2015 and Council policy.
- Perform due diligence assessments on the proposed contractors
- Recommend tenders and contractors to Council for approval
- Contract administration duties including contract terms, variations and valuations
- Management of the quality and progress of works
- Recommend contractors' invoices for payment by the Council
- Report regularly to Council
- Management of practical completion and defects liability period

The Council envisage that total cost of the works will be about £0.4million including a project management fee. All contractors including specialist consultants as required will be appointed by the Council after recommendation by the project manager.

The successful candidate will liaise with Council staff to minimise the disturbance to normal Council activities.

For further details and copies of the reports please contact:

The Clerk - Wendy Coulter-Woodman by email : clerk@portishead.gov.uk