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Tender

## **Project Manager - 'Àrainneachd Àlainn' Community Hub and Environment Centre**

North Uist Development Company

F02: Contract notice

Notice identifier: 2021/S 000-000357

Procurement identifier (OCID): ocids-h6vhtk-0288b9

Published 8 January 2021, 1:48pm

The closing date and time has been changed to:

**25 January 2021, 4:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

North Uist Development Company

Claddach Kirkibost Centre

Isle of North Uist

HS6 5EP

#### **Contact**

Dr Ameena Camps

#### **Email**

[nudc@isleofnorthuist.com](mailto:nudc@isleofnorthuist.com)

**Telephone**

+44 7729832686

**Country**

United Kingdom

**NUTS code**

UK - UNITED KINGDOM

**Internet address(es)**

Main address

[www.isleofnorthuist.com](http://www.isleofnorthuist.com)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA24064](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA24064)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Other type

Charity

### **I.5) Main activity**

Other activity

Local Development

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Project Manager - 'Àrainneachd Àlainn' Community Hub and Environment Centre

#### **II.1.2) Main CPV code**

- 75100000 - Administration services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

NUDC would like to contract a Project Manager to complete key deliverables to enable the opening of the 'Àrainneachd Àlainn' Community Hub and Environment Centre; meeting the objectives of the successful funding applications, funder agreements and stakeholder requirements.

#### **II.1.5) Estimated total value**

Value excluding VAT: £8,370.89

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 98000000 - Other community, social and personal services
- 75200000 - Provision of services to the community
- 75100000 - Administration services
- 71000000 - Architectural, construction, engineering and inspection services
- 79900000 - Miscellaneous business and business-related services
- 75000000 - Administration, defence and social security services

- 72224000 - Project management consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKM64 - Na h-Eileanan Siar (Western Isles)

### **II.2.4) Description of the procurement**

8,370.89 GBP inclusive of any VAT and expenses

Deliverables to be achieved within fixed priced contract

1. Develop a project management plan for activities, deliverables and risks and update monitoring plan.
2. Project Management of Asset transfer completion of the former Lochmaddy School.
3. Project Management of the Environment Centre in the former sports hall, working with tendered contractors.
4. Project Management of the external toilet block, working with the planning authority and contractors.
5. Establish a community based sub-committee and complete further community consultation in liaison with the architect.
6. Ensure the building is fit for purpose, liaising with building standards and, establish a business model with defined marketing plan to cover operational costs.
7. Meet funders requirements as per funding applications and agreements, including associated reporting.

Funds available are time limited, with funds to be spent by April 2021 and, this will need to be managed efficiently by working closely with funders and contractors.

Due to the nature of the funding, tenders should only be submitted if you are available to start with immediately following review of tenders.

Your tender must include the following sections:

1. An Introduction including a short summary (max 1 page) of your business/ organisation in the context of our specific requirements for this contract, detailing how your experience qualifies you to carry out this work.

2. An overview of your understanding of the brief and what is required, including your understanding of work in a small remote rural community and your experience of similar projects.
3. A detailed method statement, including details of how the deliverables will be managed and achieved.
4. Assessment and mitigation of any challenges and risks identified in managing and delivering the project.
5. Details of the proposed project manager(s) that will undertake the work including CV. This should include individual responsibilities (including level of involvement), qualifications, skills and experience (including past projects carried out which have relevance to this project).
6. The total fixed price breakdown of fees and any associated costs. The cost should accurately reflect all charges. It is up to candidates to consider this in their pricing proposal and, should include, but not be limited to, fees, day rates, third party costs etc. The pricing proposal should also consider provision for expenses, if necessary. All costs need to be inclusive of VAT. NUDC is not VAT-registered.
7. Any associated professional memberships and qualifications, such as APM, PMI, ACE. Professional Indemnity Insurance evidence should be provided.
8. At least two references for similar types of work.

Tenders should be submitted by noon on the 20th of January 2021. No further information or marketing material should be submitted in addition to the tender pack as described above.

Tender opened: Friday 8th January 2021

Latest date to request tender clarifications: Friday 15th January 2021

Close invitation to tender: Wednesday 20th January 2021 Noon

Award contract: Friday 22nd January 2021

Funding completed: 31st March 2021

Project completion: To be confirmed, envisaged by May 2021 at latest, funding to be spent by April 2021.

## **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £8,370.89

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

25 January 2021

End date

31 May 2021

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

**II.2.14) Additional information**

Information is available in the tender pack.

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**Section III. Legal, economic, financial and technical information**

**III.1) Conditions for participation**

**III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

NUDC would like to contract a Project Manager to complete key deliverables to enable the opening of the 'Àrainneachd Àlainn' Community Hub and Environment Centre; meeting the objectives of the successful funding applications, funder agreements and stakeholder requirements.

The project manager should have:

- A proven and successful track record of delivering complex projects; excellent organisation skills and the ability to use resources and people to meet deadlines;
- Strong communication and inter-personal skills to deliver the next stage of this project;
- A passion and commitment to working in liaison with associated stakeholders, contractors and funders; for inclusive community focussed project delivery;
- Flexible and quick to adapt to a new project and work setting;
- Available to start immediately;
- Desirable: experience in similar community based island projects;
- Desirable: ability to communicate in Scottish Gaelic.

### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

The contractor must evidence experience of project management and project delivery. At least two references must be provided for similar types of work.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

Accelerated procedure

Justification:

Unfortunately, funding decisions were delayed; which reduced the amount of time available. Funds must be spent by April 2021; though it may be possible to extend the delivery to end May 2021. Due to the urgency in appointing someone to meet funder requirements, the accelerated procedure will accept tenders up until noon on the 20th of January 2021.

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Originally published as:

Date

20 January 2021

Local time

12:00pm

Changed to:

Date

25 January 2021

Local time

4:00pm

See the [change notice](#).

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.7) Conditions for opening of tenders**

Date

20 January 2021

Local time

1:00pm

Place

Isle Of North Uist

Information about authorised persons and opening procedure

Dr Ameena Camps, NUDC

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The contract value is fixed at 8,370.89 GBP including VAT and expenses. Contract length will be dependent on achieving deliverables and the funders timeline and is envisaged to end May 2021; but funds available are time limited, with funds currently expected to be spent by April 2021 and, this will need to be managed efficiently by working closely with funders and contractors.

Tenders should be submitted by noon on the 20th of January 2021. No further information or marketing material should be submitted in addition to the tender pack as described above.

NUDC welcome the views of the contractor as to how they propose to carry out the work; however, the following are expected:

- Meet with NUDC Board of Directors and Project Delivery Manager at the start of project, and set review points with associated dates in the Monitoring plan to meet with the Board going forward.
- Establish dates/times for brief catch up discussions every second week with the Project Delivery Manager to review progress.
- Develop a project management plan for internal review within NUDC.
- Manage risks closely and flag any potential issues as they arise.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=640646](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=640646).

The buyer has indicated that it will accept electronic responses to this notice via the

Postbox facility. A user guide is available at  
[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:640646)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

NUDC

Claddach Kirkibost Centre

Isle Of North Uist

HS6 5EP

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