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Not applicable

## **Project Management and Contract Administrator**

Britten Pears Arts

F14: Notice for changes or additional information

Notice identifier: 2024/S 000-001518

Procurement identifier (OCID): ocds-h6vhtk-0429a2

Published 16 January 2024, 4:56pm

### **Section I: Contracting authority/entity**

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

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**Region code**

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**Companies House**

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**Internet address(es)**

Main address

[www.brittenpearsarts.org](http://www.brittenpearsarts.org)

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**Section II: Object**

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

**II.1.1) Title**

Project Management and Contract Administrator

**II.1.2) Main CPV code**

- 71541000 - Construction project management services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Project Management and Contract Administrator Services for multiple workstreams as described in the Invitation to Tender

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**Section VI. Complementary information**

**VI.6) Original notice reference**

Notice number: [2023/S 000-037868](#)

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## **Section VII. Changes**

### **VII.1) Information to be changed or added**

### **VII.2) Other additional information**

Tender Clarification Number 4.

Q1. Clarity on Contract Start for Contract Administration role, ITT looks like from 'Start of Contract' to 'End of Contract' (which is written as 2024 - 2026). However, role actions are more misleading (Page 93) where CA responsibilities are not shown until RIBA Stage 4 as an example.

A1. The ITT is for a PM / CA role and it is anticipated that works stages 1-3 under PM will capture all the information necessary for the CA role to progress at Stage 4 onwards.

Q2. Clarity on overall Contract Start and Contract Finish, ITT says 2024-2026, but the In-Use rectification period runs until June 2027 - and to back this there are actions listed for both the PM and CA in the RIBA Stage 7 responsibilities.

A2. Appendix H Timeline shows the anticipated periods and whilst the intention is for the contract works to be concluded by June 2026 it does make it clear that the rectification period continues with some duties extended into 2027.

Q3. The questions in the Selection Questionnaire section 7 (technical and professional ability) and Award Questions 2 (experience) are very similar, could the same examples be used to demonstrate experience/ability in both questions?

A3. We have no objection to the same examples being used if relevant to do so.

Q4. In the case studies/examples of experience, can the projects be related to staff previous experience during their career rather than with the current company?

A4. The aim is to obtain experience of the proposed team members so it will be entirely satisfactory to receive previous work examples even if from a former employment on the understanding that the named contact should be able to provide written evidence to confirm the accuracy of the information provided.