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Contract

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

North Uist Development Company

F03: Contract award notice

Notice identifier: 2021/S 000-001973

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

Published 1 February 2021, 5:24pm

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £8,370.89

### **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**

Quality criterion - Name: Quality: based on brief criteria / Weighting: 80

Cost criterion - Name: Price: based on brief criteria / Weighting: 20

**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 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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-000357](#)

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## **Section V. Award of contract**

### **Contract No**

2021\_01

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

29 January 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 10

Number of tenders received from SMEs: 10

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 10

Number of tenders received by electronic means: 10

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Tighean Innse Gall

41a Point Street, Stornoway

Isle of Lewis

HS1 2XF

Telephone

+44 1851706121

Country

United Kingdom

NUTS code

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

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £8,370.89

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**Section VI. Complementary information**

### **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.

(SC Ref:642713)

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

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

Sheriff Clerk

Sheriff Court House

Isle Of North Uist

HS6 5AE

Country

United Kingdom

