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Award

Project Manager

Wellingborough Town Council

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-013561

Procurement identifier (OCID): ocds-h6vhtk-04fe87

Published 8 April 2025, 10:26am

Scope

Description

2. Project Scope

Building Refurbishment

Manage the internal reconfiguration of the existing pavilion, consisting of:

- Installation of new washroom facilities.
- Structural modifications including removal of partition and load-bearing walls.
- Creation of a café with full kitchen facilities.
- Development of two community halls within the new layout.
- Installation of dedicated town council office space.

External Development

- Design and installation of an adventure golf course (currently in design phase).

- Associated landscaping and groundworks.
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3. Responsibilities of the Contractor

Project Management

- Full oversight and execution of project plans, managing the delivery from concept to completion.
- Coordination of external consultants, design teams, and contractors.
- Procurement and appointment of specialist consultants and contractors.
- Scheduling and management of construction activities.
- Quality control and adherence to project timelines.

Stakeholder Management

- Liaising with the Town Clerk and council representatives to ensure alignment with project objectives.
- Managing relationships with design teams, contractors, and relevant authorities.
- Ensuring compliance with governance, regulations, and financial procedures.

Risk & Compliance

- Identifying and mitigating project risks and issues.
- Ensuring adherence to health and safety laws, including CDM regulations.
- Maintaining accurate project records, including risk registers and progress reports.

Financial Management

- Managing project budget and financial reporting.
- Implementing value engineering to ensure cost efficiency.
- Monthly forecasting and reporting to the Town Clerk.

Reporting & Documentation

- Providing regular progress reports to the Town Clerk and Council
 - Maintaining full documentation of the project lifecycle.
 - Advising on corrective actions as required.
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4. Contractor Requirements

Qualifications & Experience

- Degree or equivalent in construction project management or a related field.
- Membership of a relevant professional body (e.g., RICS, APM).
- Proven experience in managing complex construction projects valued at £1m+.
- Experience with procurement processes, tendering, and contractor evaluations.
- Strong knowledge of health and safety legislation, planning regulations, and compliance standards.

Skills & Abilities

- Excellent communication, negotiation, and stakeholder management skills.
 - Ability to lead and motivate project teams.
 - Strong financial and risk management capabilities.
 - Experience with contract management and performance evaluation.
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5. Tender Submission Requirements

Interested contractors are required to submit:

1. A detailed proposal outlining their approach to project delivery.
2. Evidence of relevant experience, including case studies of similar projects.

3. CVs of key personnel assigned to the project.
4. References from previous clients.
5. A breakdown of costs, including fees and projected expenses.

Tenders should be submitted to the Town Clerk

6. Selection Criteria

Proposals will be assessed based on:

- Experience and expertise in similar projects (30%)
 - Methodology and approach (25%)
 - Value for money (20%)
 - Compliance with project scope and requirements (15%)
 - References and track record (10%)
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Commercial tool

Establishes a framework

Contract 1. Project Manager

Supplier

- [Mortar & Co](#)

Contract value

- £60,000 excluding VAT
- £72,000 including VAT

Below the relevant threshold

Award decision date

8 April 2025

Earliest date the contract will be signed

22 April 2025

Contract dates (estimated)

- 23 April 2025 to 19 December 2025
- Possible extension to 31 January 2026
- 9 months, 8 days

Description of possible extension:

If the project over runs.

Main procurement category

Services

CPV classifications

- 79900000 - Miscellaneous business and business-related services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Information about tenders

- 1 tender received
- 1 tender assessed in the final stage:
 - 1 submitted by small and medium-sized enterprises (SME)
 - 0 submitted by voluntary, community and social enterprises (VCSE)
- 1 supplier awarded contracts

- 0 suppliers unsuccessful (details included for contracts over £5 million)

Procedure

Procedure type

Below threshold - limited competition

Supplier

Mortar & Co

Portland House 11-13 Station Road

Kettering

NN15 7HH

United Kingdom

Email: sege@mortarandco.com

Website: <http://www.mortarandco.com>

Region: UKF25 - North Northamptonshire

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. Project Manager

Contracting authority

Wellingborough Town Council

- Public Procurement Organisation Number: PMVP-7349-VTRG

Swanspool House, Doddington Road

Wellingborough

NN8 1BP

United Kingdom

Contact name: Sally McLellan

Telephone: 01933832820

Email: clerk@wellingboroughtowncouncil.gov.uk

Website: <http://www.wellingboroughtowncouncil.gov.uk>

Region: UKF25 - North Northamptonshire

Organisation type: Public authority - sub-central government