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Tender

Consultant Brief - Project Director

Fife Employment Access Trust

F02: Contract notice

Notice identifier: 2023/S 000-018994

Procurement identifier (OCID): ocds-h6vhtk-03dea3

Published 4 July 2023, 1:01pm

Section I: Contracting authority

I.1) Name and addresses

Fife Employment Access Trust

3 Silverburn Cottages

Leven

KY8 5PU

Contact

Duncan Mitchell

Email

info@feat.org.uk

Telephone

+44 1592759371

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

www.fifeemploymentaccesstrust.com

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30586

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

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Other type

Registered Charity

I.5) Main activity

Other activity

Heritage Regeneration

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Consultant Brief - Project Director

Reference number

FEAT02

II.1.2) Main CPV code

- 71521000 - Construction-site supervision services

II.1.3) Type of contract

Services

II.1.4) Short description

See project brief as the role is wider than the CPV code

II.1.5) Estimated total value

Value excluding VAT: £120,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 71521000 - Construction-site supervision services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Silverburn Park, Leven

II.2.4) Description of the procurement

The key responsibilities and accountabilities include:

1. As the Project Director, you will lead the Flax Mill Renovation Project and deliver exemplar conservation and refurbishment that respects and preserves the original design intent, while maximising access and benefit for all.
2. Manage the project from initial construction works to project close in accordance with recognised Project Management processes, producing, circulating and maintaining all project controls and documentation with particular emphasis on governance, managing risk, quality, cost, programme and change. Note this activity may in due course be undertaken in collaboration with external project managers. FEAT will also provide a Project Manager on a part-time basis, highlighted in Annex A (Programme Management Structure)
3. Lead on the delivery of the overall Project Brief in consultation with internal teams and stakeholder groups. The Client Brief will set out the aims and objectives of the Project, its budget, programme and quality standards for approval by the charity, including but not limited to:
 - a. Project Management Structure and Strategy
 - b. Conservation Statement in collaboration with the conservation architect and construction project manager
 - c. Operations plan in collaboration with existing staff and consultant teams
 - d. Stakeholder management

- e. Ongoing fundraising plan
 - f. Change management process
 - g. Risk and opportunity management process
 - h. Future and ongoing maintenance strategy
4. Continually manage and monitor project quality, budget and programme, managing change and provide early warning of damaging divergence, risks and opportunities. Take action to rectify or mitigate as required and report regularly to the Joint Sponsor Group, Fife Employment Access Trust senior leadership and Board.
5. Ensure that Project delivery is managed in a sustainable a way as possible with minimum environmental impact.
6. Produce specific briefing documents for consultants as required, specifically Interpretative Design Team.
7. Consider, consult and advise on optimum contract and insurance arrangements for the Project.
8. Bring together an existing internal staff team, to work alongside the external consultant team to develop and deliver the project and maximise shared learning.
9. Review design team proposals and monitor standards of workmanship to ensure compliance with the project brief.
10. Manage and monitor project delivery to ensure compliance with all statutory regulation including the Client duties contained in the Construction Design and Management Regulations 2015.
11. Collate and maintain the Project Risk Register and advise FEAT/Joint Sponsor Group on

the management of Project risk.

12. Consult, liaise, inform and negotiate at all stages of the project with the local planning and building control authority, major funders and other key external stakeholders, to allow them to act as advocates for the project.

13. Represent the Project at internal, local, national and international forums.

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: £120,000

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

Start date

14 August 2023

End date

1 April 2026

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

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

Essential

? Degree or equivalent qualification in project management.

? The ability to exercise precise and effective budgetary control.

? Ability to travel to meetings at Silverburn Park, other Fife-based sites and elsewhere, including virtual meetings.

? Knowledge/appreciation of best practice in conservation of heritage assets.

? Highly developed influencing and negotiating skills.

? Excellent communication skills and experience of managing communications with diverse stakeholder groups.

? The interpersonal skills to allow you to lead and contribute to a large team of experts and to promote the project to funders, statutory authorities our members and other communities of interest.

Desirable

? Professional Built Heritage or equivalent Conservation Accreditation.

? Post graduate qualification in heritage conservation.

? Membership of an appropriate professional body eg RIAS, RIBA, RICS, APM.

Experience

Essential

? Demonstrable experience of:

- o Developing, managing and driving forward significant and complex conservation projects.
- o Developing and delivering effective stakeholder management.
- o Managing diverse teams of client side and external specialists to deliver successful projects.
- o Experience of project specific procurement processes
- o Producing complex project briefing documents.
- o Working in a leadership role on high value, high profile, multi-faceted projects involving built and landscape heritage assets

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.2.3) 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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

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

Date

10 July 2023

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 31 August 2023

IV.2.7) Conditions for opening of tenders

Date

11 July 2023

Local time

12:00pm

Place

Silverburn Park, Leven

Information about authorised persons and opening procedure

Duncan Mitchell, CEO, Fife Employment Access Trust

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

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=737341.

(SC Ref:737341)

VI.4) Procedures for review

VI.4.1) Review body

Kirkcaldy Sheriff Court

Whytescauseway

Kirkcaldy

KY1 1XQ

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Fife Employment Access Trust

3 Silverburn Cottages

Leven

KY8 5PU

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duncan@feat.org.uk

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United Kingdom

Internet address

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