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Planning

Guildhall Yard East - PM/CA/EA Appointment

The Mayor and Commonalty and Citizens of the City of London

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-019041

Procurement identifier (OCID): ocids-h6vhtk-050cfb ([view related notices](#))

Published 6 May 2025, 11:59am

Scope

Description

The City of London Corporation (the City) invites Tenders for the provision of Project Management & Contract Administration / Employer's Agent Consultant services to manage and deliver the Guildhall Yard East (GYE) project.

The Consultant's primary duties will cover project management, contract administration, and employer's agent roles across RIBA Stages 3 to 7. This will include:

- Managing design progression from RIBA Stage 2.
- Supporting internal Gateway governance processes (Gateway 3-6).
- Overseeing a Two Stage Design & Build procurement route.
- Administering contracts under the JCT Design & Build form.
- Facilitating risk management, financial control, change management, and stakeholder engagement.
- Ensuring compliance with statutory and regulatory requirements, Net Zero Design

Standards, and Non-Police Personnel Vetting Level 3 (NPPV3) clearances.

- Managing handover, commissioning, defect rectification, and post-completion review phases.

Please see full scope of services within the tender documents.

This project supports the modernisation of the City of London Police (CoLP) estate within the Guildhall Yard East building.

The duration of the contract is approximately 2.5 years

Total value (estimated)

- £150,000 excluding VAT
- £180,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 30 June 2025 to 31 December 2027
- 2 years, 6 months, 1 day

Main procurement category

Services

CPV classifications

- 71530000 - Construction consultancy services

Contract locations

- UKI - London

Engagement

Engagement deadline

25 April 2025

The engagement was carried out before this notice was published.

Engagement process description

The City of London Corporation conducted a Preliminary Market Engagement (PME) exercise in April 2025 to assess market interest and capability ahead of the procurement of a Project Manager / Contract Administrator / Employer's Agent for the Guildhall Yard East refurbishment project.

The engagement outlined key project parameters, including:

- An estimated fee budget of £150,000
- Services required from RIBA Stage 3 to Stage 7
- A two-stage Design & Build procurement model
- Works delivered within occupied premises
- Personnel required to hold NPPV Level 3 and SC security clearance
- Delivery in accordance with the City's Consultant Terms and Gateway governance framework

The PME was issued to eight suppliers, with seven confirming interest and one declining. No significant concerns were raised that would affect the planned procurement strategy.

The exercise confirmed supplier capability, validated the proposed procurement route, and demonstrated market readiness to deliver the required services within the expected scope and timeline.

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Publication date of tender notice (estimated)

7 May 2025

Contracting authority

The Mayor and Commonalty and Citizens of the City of London

- Public Procurement Organisation Number: PYQD-1693-MYXR

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