

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/020506-2021>

Tender

Innovation Park Medway – Management and Maintenance

Medway Council

F02: Contract notice

Notice identifier: 2021/S 000-020506

Procurement identifier (OCID): ocds-h6vhtk-02d789

Published 20 August 2021, 4:03pm

Section I: Contracting authority

I.1) Name and addresses

Medway Council

Medway Council, Gun Wharf, Dock Road

Chatham

ME4 4TR

Contact

Michael Kelly

Email

michael.kelly@medway.gov.uk

Telephone

+44 1634332284

Country

United Kingdom

NUTS code

UKJ41 - Medway

Internet address(es)

Main address

<http://www.medway.gov.uk/>

Buyer's address

<http://www.medway.gov.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.kentbusinessportal.org.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.kentbusinessportal.org.uk

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Innovation Park Medway – Management and Maintenance

Reference number

DN565108

II.1.2) Main CPV code

- 70332100 - Land management services

II.1.3) Type of contract

Services

II.1.4) Short description

Innovation Park Medway (IPM) is a significant redevelopment opportunity and has long been on Medway's regeneration agenda. The site is majority owned by Medway Council and is currently leased in part to Rochester Airport Ltd and to BAE Systems. The site sits within both Medway Council's and Tonbridge & Malling Borough Council's Local Authority boundaries.

IPM has a vital role to play in the area's economic future. A masterplan has been adopted to set the context for the development of up to 101,000sqm of high quality, innovative B1 and B2 commercial development in the high value technology, engineering, manufacturing and knowledge intensive industries. Part of the North Kent Enterprise Zone, Medway Council's aspiration for the site is that it will offer access to world-class research and development and highly skilled talent through the cluster of Kent and Medway based universities. Enterprise Zone status on the site means that rates received from the site must be reinvested into the growth of the site in the first instance.

The Management Agent will support the information flow from the Property and Legal Consultants, Maintenance and other partners and stakeholders.

They will also be expected to engage with and liaise with the appointed contractors and tenants during the period of their engagement to ensure all elements of work complement each other in a fully integrated way.

The successful Management Agent will be expected to undertake the following tasks;

- Stage 1 - support the development of a Management and Maintenance Strategy which will set out the vision and objectives of the park and the Council's aspirations for future developments, as well as to help inform the maintenance charges to potential occupants, which will also cover the management agent fees.

- Stage 2 - Provide a professional management service with an organised approach to:
 - The process of collecting the service charges and the responsibility for taking steps to recover unpaid charges.

 - Administration of records and documentation essential for accounting purposes e.g. finance/invoicing, managing meeting space etc.

 - Effective Management of Issues and disputes raised by tenants.

 - Management of the Gateway building and café (tbc)

 - Long term management of available plots

 - Innovation/business support, creating opportunities for collaboration through events

 - Parking including multi-storey and at grade

 - Security and CCTV monitoring

 - Broadband supply

 - Public transport (i.e. bus routes), travel planning and trip monitoring

 - Waste collection/servicing

 - Health and safety across the site, ensuring the relevant documents are maintained

 - Insurances – buildings (gateway building), public liability

 - Wayfinding/signage updates as new business occupy the site

 - Vehicle Impact Mitigation

- Stage 3 - Responsible for the maintenance, redecoration, repairs and inspection of works to ensure the infrastructure and public realm in kept in good repair including:
 - Public highways, cycle paths and footpaths (that are not adopted and maintained through this process)

- Planting/trees
- Runway Park and street furniture
- Lighting and power supplies (feeder pillars)
- Surface Drainage (leaf & debris clearance)
- Car-park rubbish clearance
- Wayfinding signage

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ41 - Medway

II.2.4) Description of the procurement

Innovation Park Medway (IPM) is a significant redevelopment opportunity and has long been on Medway's regeneration agenda. The site is majority owned by Medway Council and is currently leased in part to Rochester Airport Ltd and to BAE Systems. The site sits within both Medway Council's and Tonbridge & Malling Borough Council's Local Authority boundaries.

IPM has a vital role to play in the area's economic future. A masterplan has been adopted to set the context for the development of up to 101,000sqm of high quality, innovative B1 and B2 commercial development in the high value technology, engineering, manufacturing and knowledge intensive industries. Part of the North Kent Enterprise Zone, Medway Council's aspiration for the site is that it will offer access to world-class research and development and highly skilled talent through the cluster of Kent and Medway based universities. Enterprise Zone status on the site means that rates received from the site must be reinvested into the growth of the site in the first instance.

The Management Agent will support the information flow from the Property and Legal Consultants, Maintenance and other partners and stakeholders.

They will also be expected to engage with and liaise with the appointed contractors and tenants during the period of their engagement to ensure all elements of work complement each other in a fully integrated way.

The successful Management Agent will be expected to undertake the following tasks;

- Stage 1 - support the development of a Management and Maintenance Strategy which will set out the vision and objectives of the park and the Council's aspirations for future developments, as well as to help inform the maintenance charges to potential occupants, which will also cover the management agent fees.
- Stage 2 - Provide a professional management service with an organised approach to:
 - The process of collecting the service charges and the responsibility for taking steps to recover unpaid charges.
 - Administration of records and documentation essential for accounting purposes e.g. finance/invoicing, managing meeting space etc.
 - Effective Management of Issues and disputes raised by tenants.
 - Management of the Gateway building and café (tbc)
 - Long term management of available plots
 - Innovation/business support, creating opportunities for collaboration through events
 - Parking including multi-storey and at grade
 - Security and CCTV monitoring
 - Broadband supply
 - Public transport (i.e. bus routes), travel planning and trip monitoring
 - Waste collection/servicing
 - Health and safety across the site, ensuring the relevant documents are maintained
 - Insurances – buildings (gateway building), public liability

- Wayfinding/signage updates as new business occupy the site
- Vehicle Impact Mitigation
- Stage 3 - Responsible for the maintenance, redecoration, repairs and inspection of works to ensure the infrastructure and public realm in kept in good repair including:
 - Public highways, cycle paths and footpaths (that are not adopted and maintained through this process)
 - Planting/trees
 - Runway Park and street furniture
 - Lighting and power supplies (feeder pillars)
 - Surface Drainage (leaf & debris clearance)
 - Car-park rubbish clearance
 - Wayfinding signage

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

60

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 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

21 September 2021

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

21 September 2021

Local time

12:15pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Medway Council

Chatham

Country

United Kingdom