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Contract

Consultant Brief - Project Director

Fife Employment Access Trust

F03: Contract award notice

Notice identifier: 2023/S 000-032972

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

Published 7 November 2023, 4:51pm

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.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.1.6) Information about lots

This contract is divided into lots: No

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

Lowest offer: £119,000 / Highest offer: £246,840 taken into consideration

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

Quality criterion - Name: Quality / Weighting: 80

Cost criterion - Name: cost / 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

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-018994](#)

Section V. Award of contract

Contract No

737341

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

21 August 2023

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 4

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

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

V.2.3) Name and address of the contractor

Crovetti Associates

46 Charlotte Square

Edinburgh

EH2 4HQ

Telephone

+44 7753354432

Country

United Kingdom

NUTS code

- UKM75 - Edinburgh, City of

The contractor is an SME

Yes

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

Lowest offer: £119,000 / Highest offer: £246,840 taken into consideration

Section VI. Complementary information

VI.3) Additional information

(SC Ref:749705)

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

Email

duncan@feat.org.uk

Telephone

+44 1592759371

Country

United Kingdom

Internet address

www.fifeemploymentaccesstrust.com