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Tender

## **Project Management Services**

HOPE SENTAMU LEARNING TRUST

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-039444

Procurement identifier (OCID): ocids-h6vhtk-04c30c

Published 6 December 2024, 2:12pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

HOPE SENTAMU LEARNING TRUST

C/o Vale Of York Academy

YORK

YO306ZS

#### **Contact**

Elanor Hampshire

#### **Email**

[procurement@hslt.academy](mailto:procurement@hslt.academy)

#### **Telephone**

+44 1904560033

#### **Country**

United Kingdom

**Region code**

UKE21 - York

**Companies House**

07559537

**Internet address(es)**

Main address

<https://hslt.academy/>

Buyer's address

<https://hslt.academy/>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://hslt.academy/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://hslt.academy/>

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

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Project Management Services

Reference number

HSLTPRMGT2025/2028

#### **II.1.2) Main CPV code**

- 71541000 - Construction project management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The services required will include, but not be limited to:

I. The planning, management and execution of capital projects, including;

? Project management;

? Design & project lead, including but not limited to;

1. Architectural design;

2. Space planning;

3. Collation of specialist design; and

4. Detailed specifications.

? Contract administration;

? Employer's agent;

? Project cost management;

? Supplier management;

? Management of DBS and school requirements;

? Programme and risk management; and

? Development monitoring.

II. Formal annual planning meeting to be undertaken with the Chief Operating Officer and Trust

Operations Manager to review strategy and establish annual priorities;

III. Reporting on capital project progress to the Trust Operations team on a regular basis, including on-site attendance;

IV. Site master planning and feasibility assessments;

V. Preparation of financial statements;

VI. Provision of advice to HSLT Management and Trust Board regarding Capital works;

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VII. Provide surveying and inspections in relation to Capital works including;

? School & Academy Condition surveys and reporting (Building Fabric and M&E);

? Planned preventative maintenance;

? Repairs and maintenance;

? De-Carbonisation Fabric Surveys;

? Specific Defect Analysis;

? Quantity Surveying;

? Schedule of Accommodation Assessment (Capacity & Use);

? Measured Surveys and Plans;

? Fire Door Assessments;

? Roof and Drone Surveys;

? RAAC Surveys;

? Building Surveying; and

? Conservation & Historical Buildings (Optional).

VIII. Ensure health and safety standards are adhered to;

IX. Ensure Construction (Design and Management) Regulations 2015 (CDM 2015) compliance;

X. Implementation, management and coordination of early warning systems for each project;

XI. Management of snagging issues;

XII. Invoice checking;

XIII. Bid management and support;

XIV. Highlight any changes in requirements for the Trust;

XV. Highlight any potential grant funding relating to capital works available to the Trust, supporting the development of the estates;

XVI. Assistance in obtaining planning permissions and approvals;

XVII. All staff working on premises will hold an enhanced DBS certificate; and

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XVIII. Regular on-site support and project monitoring.

Technical Requirements

Minimum Requirement

I. Appropriate Project Management accreditations such as APM, and/or Prince 2

II. RICS accreditation

III. Membership of the Chartered Institution of Building Services Engineers

IV. Membership of the Association for Project Safety (APS)

V. Membership of the Chartered Institute of Building (CIOB)

#### Additional Specific Project Requirements

I. Membership of the Institution of Structural Engineers

II. Membership of the Institution of Civil Engineers

#### Procurement Requirements

I. Compliance with the Procurement Act 2023

II. Certificate of accreditation of completion of the Transforming Public Procurement Module on

the Government Commercial College website

III. Project outputs planning

IV. Financial checks on all tenderers

V. End to end Tender process

VI. Specification

VII. Social value, quality of work and price

VIII. Change control procedures

IX. Purchase order management

X. Planning permissions

XI. Budget management

XII. Application for payment checks

XIII. Ethical supply chain management

XIV. Use of the most up to date and relevant JCT Contracts

XV. Site management

XVI. Site security ensured in line with health and safety requirements

#### **II.1.6) Information about lots**

This contract is divided into lots: No

#### **II.2) Description**

##### **II.2.3) Place of performance**

NUTS codes

- UKE - Yorkshire and the Humber

##### **II.2.4) Description of the procurement**

The services required will include, but not be limited to:

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3. Collation of specialist design; and

4. Detailed specifications.

? Contract administration;

? Employer's agent;

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? Management of DBS and school requirements;

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IX. Ensure Construction (Design and Management) Regulations 2015 (CDM 2015) compliance;

X. Implementation, management and coordination of early warning systems for each project;

XI. Management of snagging issues;

XII. Invoice checking;

XIII. Bid management and support;

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VI. Specification

VII. Social value, quality of work and price

VIII. Change control procedures

IX. Purchase order management

X. Planning permissions

XI. Budget management

XII. Application for payment checks

XIII. Ethical supply chain management

XIV. Use of the most up to date and relevant JCT Contracts

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XVI. Site security ensured in line with health and safety requirements

## **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement

documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **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 expressions of interest**

Date

21 March 2025

Local time

3:00pm

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

English

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## **Section VI. Complementary information**

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

For any further information please contact Elanor Hampshire at  
[procurement@hslt.academy](mailto:procurement@hslt.academy)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Hope Sentamu Learning Trust

C/O Vale of York Academy, Rawcliffe Drive

York

YO30 6ZS

Email

[procurement@hslt.academy](mailto:procurement@hslt.academy)

Country

United Kingdom