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Planning

## Project Management Services

CHILTERN LEARNING TRUST

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-082903

Procurement identifier (OCID): ocds-h6vhtk-05f5b9 ([view related notices](#))

Published 15 December 2025, 1:37pm

## Scope

### Description

CLT will publish an Invitation to Tender in order to appoint a Project Management Consultancy to support our capital investment programme for an initial three year period, with options to further extend by two further 1 year periods.

Our capital investment programme is funded by a combination of SCA grant and a further annual contribution made by each of our schools. Prioritisation of that funding each year is guided by criteria set by our Trustees and building condition data.

The appointed consultancy will support the further development of a Trust-wide Asset Management Plan (AMP) that aligns with the DfE Good Estate Management for Schools (GEMS) framework. The AMP will consolidate existing fabric and M&E condition data and provide a structured basis for planned preventative maintenance (PPM) and capital investment planning across the estate.

The objective of the support provided by the appointed consultancy is to:

Establish a consistent condition dataset across all schools in the Trust.

Prioritise maintenance and lifecycle investment works in a transparent and evidence-

based manner.

Support Trust budget planning, compliance obligations, and strategic estate decision-making.

In addition, the appointed consultancy will provide a range of services in a framework agreement.

It is envisaged a single supplier will be appointed to fulfil all requirements under the framework agreement.

As specific projects are not yet defined and subject to allocation of funding from the DfE, there is no commitment to particular volumes of business under the framework agreement.

All support required will be provided by suitably qualified staff within the appointed organisation and provide the following call off services:

Prepare Scope of Works or Design Brief

Work up a programme to deliver projects by agreed dates with the Estates Manager

Develop detailed design

Provide a list of contractors (names & email contact details) who should be alerted to the project for bidding purposes

Prepare draft tender documents including detailed evaluation criteria and liaise with the Trust to reach a final version which will be advertised to the open market

Respond to any project specific tender clarifications

Evaluate all the tender bids, documenting your analysis, scoring and commentary against the evaluation criteria, providing a tender evaluation report and recommendation on which contractor(s) should be appointed and why and providing detailed feedback for those contractor(s) who were unsuccessful and communicating this feedback to those contractors

Following endorsement or agreement of the preferred contractor(s), draft a contract using an appropriate JCT format; The Trust will need to endorse and sign the contract, but the appointed organisation is responsible to issuing to the contractor(s) and following through on signatures

The appointed organisation will be required to operate independently of CLT staff but be

accountable to the Estates Manager

The appointed organisation will liaise and deal with the Estates Manager to deliver the agreed programme of work on time and on budget to the satisfaction of all

Risk management and analysis and develop and maintain a project risk register

Management and liaison with appointed sub-consultants, including:

Building surveyor

Cost management

Town and Country planning advisers

Building Control advisers

M&E engineering

Structural and Civil Engineering

Manage the works until handover

Chair and minute meetings with CLT, stakeholders and contractors

The appointed organisation will communicate regularly with the Estates Manager updating regularly in writing and through onsite meetings.

Carry out regular site inspections during the works and provide progress updates to the Estates Manager

Carry out monthly valuations and monthly predicated final accounts

Final account preparations for approval by Estates Manager

Issuing all contractual certification

Prepare snagging lists and chair handover and commissioning meetings

End of defects period final inspection meetings

Undertake Principal Designer duties under CDM2015 and Building Regulations

Undertake HSE construction (Design and Management) Regulations 2015

Clerk of work

Act as Contract Administrator, where required

Other survey work

Occasionally the Estates Manager may have requirements for survey work to be undertaken and other ad hoc advice and guidance so unit costs for these should also be provided in the tender exercise:

Building/area condition survey report incl M&E

Measured survey

Schedule of accommodation and BB103 comparison

Drainage survey

Due diligence survey

Support in applying for DfE and other grants related to projects

### **Total value (estimated)**

- £700,000 excluding VAT
- £840,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 24 May 2026 to 23 May 2029
- Possible extension to 23 May 2031
- 5 years

Description of possible extension:

2 x 12 month extensions possible at discretion of client

## **Main procurement category**

Services

## **CPV classifications**

- 70110000 - Development services of real estate
- 71500000 - Construction-related services
- 71600000 - Technical testing, analysis and consultancy services

## **Contract locations**

- UKH2 - Bedfordshire and Hertfordshire

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## **Participation**

### **Particular suitability**

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

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## **Submission**

**Publication date of tender notice (estimated)**

5 January 2026

**Enquiry deadline**

27 January 2026, 11:59pm

**Tender submission deadline**

2 February 2026, 11:59pm

**Submission address and any special instructions**

Tenders must be returned via email to the Trust's Director of Finance and Compliance  
[TKelly@chilternlearningtrust.org](mailto:TKelly@chilternlearningtrust.org)

**Languages that may be used for submission**

English

**Award decision date (estimated)**

27 February 2026

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**Award criteria**

| Name  | Type    | Weighting |
|---|---------|-----------|
| Service Delivery                              | Quality | 35%       |
| Presentation                                  | Quality | 20%       |
| Professional Fees                             | Price   | 15%       |
| Account Management                            | Quality | 10%       |
| Daily & Hourly Rates                          | Price   | 10%       |
| Survey Costs                                  | Cost    | 5%        |
| Cost of Support for Asset Management Planning | Price   | 5%        |

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## Procedure

### Procedure type

Open procedure

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### Contracting authority

#### CHILTERN LEARNING TRUST

- Companies House: 07559901
- Public Procurement Organisation Number: PXDR-1544-DBVQ

C/O Redgrave Children & Young People's Centre

Luton

LU3 3QN

United Kingdom

Contact name: Jean Leech

Email: [jleech@chilternlearningtrust.org](mailto:jleech@chilternlearningtrust.org)

Website: <https://www.chilternlearningtrust.org/>

Region: UKH21 - Luton

Organisation type: Public authority - sub-central government