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Project Title & Project Number

Enfield Procurement Support Services 21/22

C300538 – Flat door remediation programme

- **Introduction & Background**

- .1 Enfield Council is seeking the services of specialist project manager/surveyor to manage the delivery of a term contract, for the replacement of fire door sets across the Councils residential portfolio.
- .2 The Council is seeking a consultant with technical knowledge and experience of supervising fire door installations and passive fire safety works, to provide the Council with assurance as to the quality of both the products and installation process.
- .3 The consultant will be required to demonstrate relevant professional qualifications/ professional memberships in this area and experience of managing similar projects.

- **Scope of the Contract**

- .1 The appointed consultant will be required to act as the Clients Project Manager and Contract Administrator during the delivery phase of the contract.

- **Detailed Requirements**

- .1 The Consultant will be required to fulfil the following Project management responsibilities:
 - Ensure the Council fulfils its duty as Client under the Construction (Design & Management) Regulations;
 - Meetings with the appointed suppliers;
 - Co-ordinate with the Councils communications team and appointed Resident Liaison Officer(s) as required;
 - Co-ordinate with the council's leaseholder operations team, regarding the replacement and handover of replacement door sets for leasehold owners.
 - Co-ordinate and support response to resident queries/ complaints and FOIS received from the council in connection with the project;
 - Complete Building Control, Planning and Listed Building applications as required to facilitate the contract works;
 - Co-ordinate with the Councils Neighbourhoods team and Customer Service centre to organise supplier site set up and storage requirements (at estate level) and keep the Customer Service centre

informed of the contractors' delivery programme, to allow them to respond to front line enquiries and direct contacts correctly;

- Undertake pre-surveys of blocks and issue instructions to suppliers to allow contractors to quantify the scope of works at individual blocks, ahead of undertaking technical survey visits;
- Identify and instruct adaptations to doorsets where required to support resident's needs;
- Co-ordinate with suppliers and respond to any queries or requests for further information or clarification, raised by suppliers in appropriate timescales;
- Ensure project risks are quantified and monitored;
- Ensure financial controls are in place and robust financial monitoring and reporting is undertaken, in line with the Councils corporate requirements;
- Process applications for payment from the suppliers on a monthly basis (in accordance with the contract terms);
- Agree contract variations as required;
- Complete targeted and sample quality assurance inspections are undertaken during the course of the works to monitor quality;
- Ensure the suppliers provide handover information (including Regulation 38 documentation) to the Council upon completion of the works (handover information required on a block by block basis);
- Monitor contract delivery against programme and address any impacts from slippage and take appropriate action to recover the agreed programme;
- Ensure handover information is checked and validated and passed to the Housing Asset Strategy team;
- Ensure relevant completion paperwork is passed to leaseholder owners where applicable;
- Complete the Councils Governance Gateways documentation for review for each stage of the project and provide project information in the Councils preferred filing format

- **Milestones**

The following table shall form the basis of the Consultants programme.

Line Item	Description	Completion Trigger	Start Date	End Date
Construction phase	<ul style="list-style-type: none"> • Pre-surveys to define scope against agreed programme • Issue of contract instructions and variations • Financial control • Quality management and control surveys • Contract management meetings • Delivery management • Ongoing liaison with statutory undertakers across council • Ongoing liaison with internal stakeholders • Responding to information requests/ complaints and FOIs as required 	All defined works complete	1 st July 2021	30th June 2022

	<ul style="list-style-type: none"> • Complete governance gateways 			
Post completion	<ul style="list-style-type: none"> • Attainment and validation of completion documentation • Dissemination of completion certification to key internal and external stakeholders • Agreement of final account and retention figures • Complete governance gateways 	Completion of works at block level	1 st July 2021	30 th June 2022

• **Service Levels and Key Performance Indicators (KPIs)**

	Service Description	Service Level	Measurement of Service Level	Consequence of Failed Service Level
A	Project Management services	Time/ quality/ cost of service	Client Feedback at Monthly meeting	Agree modifications required; implement further control measures

- **Contract Management (measuring success and review)**

- .1 A Monthly contract review will be held at the Council's offices with the appointed consultant and the Director of Resident Safety; Building Safety Programme Manager and Head of Capital Programme. The Consultant shall provide a progress update report in an agreed format prior to the review meeting.
- .2 The review meeting will focus on;
 - The suppliers delivery against the agreed programme
 - Customer complaints/ satisfaction
 - Contract / project risk register
 - Quality Assurance

- **Data Protection**

Enfield standard terms apply

- **Evaluation**

All proposal submissions will be evaluated as follows:

Quality: 60

Price: 40%

Quality (60%)		
Quality Area	Evaluation Criteria	(%) Weighting
Technical competence	<p>The consultant is to supply evidence of their personal qualifications and membership in the fields of;</p> <ul style="list-style-type: none"> • Fire Door installation • Fire maintenance • Fire door inspection 	30%

	<ul style="list-style-type: none"> • Inspection of fire stopping and seals • Project management/ Contract administration 	
Evidence of Delivery Similar Projects	Please provide an executive summary of your experience of delivering similar projects (in terms of the nature of the works; geographical spread and scale)	30%
Understanding the task	Please supply a Quality Management Plan (QMP) detailing how you will provide assurance to the Council that works are being completed in accordance with the Councils (and residents) quality aspirations	20%
Delivery Methodology for the Overall Project	<ul style="list-style-type: none"> • Please detail your proposed approach to deliver this project 	20%

Scoring Descriptors

Scoring Grade	Descriptor	Numeric Score	% Score
Unacceptable	Unanswered or failed to adequately address the requirement	0	0
Poor	The information submitted is very limited, inconsistent with the rest of the submission, and/or no	2	20

	supporting documentation has been provided		
Fair	The information submitted is limited, has some inconsistencies with the rest of the submission and/or insufficient supporting documentation has been provided.	4	40
Satisfactory	Satisfactory response to the requirements which provides adequate evidence but contains inconsistencies.	6	60
Good	Good response to the requirements which provides evidence which is clear but 'has minor inconsistencies.	8	80
Excellent	Excellent response to the requirements which provides detailed evidence which 'is clear, complete and consistent.	10	100

Price:

Consultants are requested to provide a fixed cost to deliver the requirements of this brief for a period of 1 year.

Prices should exclude VAT and all expenses.