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**Brief for Specialist Consultant Support**

**Project Manager – HLF Parks for People**

**Background:**

Victoria Park and Watercress Fields is Ashford's largest and most central municipal park. Heritage Lottery Fund (HLF) has recently confirmed that Ashford Borough Council (ABC – the client) has been successful in being awarded a development grant of up to £167,300, 77% of the total eligible development work cost of £216,890, towards the production of a second round application. The second round bid will detail the delivery of a £4million investment programme for the park.

ABC is seeking a suitably qualified Project Manager, who has the experience and skills to work in conjunction with ABC Officers, the Council’s Design and Development of Spaces Task Group, and other project stakeholders to lead on both the HLF Parks for People Development and Delivery Phases of work.

This project is an exciting opportunity to deliver the Council’s Five Year Corporate Plan, Priorities 3 & 4: Active & Creative Ashford: *“Planned improvement to key public space and parks – Victoria Park”,* andAttractive Ashford – Environment, Countryside, and Tourism & Heritage: *“To safeguard and conserve our local heritage and areas of outstanding landscape”.*

The programme submitted to HLF in February 2017 focused on the need to:

* Respond effectively to the pressure of housing growth around the park and reduce the likely associated environmental impacts in the immediate area.
* Create an attractive destination promoting and celebrating flagship open spaces, existing heritage and addressing lost heritage features.
* Instil local civic pride and ownership to the public realm.
* Support the hosting of high quality events, using the trusted local brand of the ‘Create Music Festival’ and others, providing a positive platform for groups, clubs, artists and organisations.
* Encourage engagement from a range of partners that provide ongoing activities for the park in the longer term.
* Fulfilling the Council’s obligation to maintain Victoria Park in optimum condition.
* Ensure the park fulfils its function as a community hub and place for recreational activity including meeting spaces and physical activity.
* Bring in much needed external funding.

**Progress to date:**

**Dec 2014:** Cabinet Members prioritised the creation of a long term Management & Masterplan for Victoria Park and Watercress Fields, and agreed as a Corporate Plan Priority (CP 3&4 2015 - 2020).

**Nov 2015:** Appointed Lloyd Bore to undertake Visioning and Master Planning Exercise.

**Mar 2016:** Cabinet Members adopted the Victoria Park & Watercress Fields Master Planning Exercise.

**Sept 2016:** The Conningbrook Lakes and Victoria Park Members Task Group (now Parks and Open Spaces Task Group) agreed the zonal action plan. The themes and associated projects included:

**HERITAGE ZONE**

* Provide a strong entrance and focal point from the Town Centre such as new signage and reordered pathways.
* Refurbish and better manage and maintain the Hubert Fountain.
* Delineate a “sense of place” by defining the boundary of the park with heritage fencing.
* Create better spaces for performance, entertainment, events and cultural activities.
* Upgrade the Secret Garden to provide a space of high horticultural quality.

**SPORT & RECREATION ZONE**

* Agree any new desired sport and recreational facilities to provide an all-round customer offer including car parking, café, pitch/courts and toilets.
* Upgrade and reposition play facilities in this area.

**WATERCRESS FIELDS & ADVENTURE ZONE**

* Refurbish and expand the “Active” play offer to include bike ramps and challenging play facilities.
* Enhance paths and pedestrian routes into and through Victoria Park.
* Extend the successful community orchard.

**RIVERSIDE ZONE**

* + Work with ABC Planning team, developers, Environment Agency, Internal Drainage Board and other key partners to provide new access points, wetland sites and river enhancements.

**Nov 2016:** Alan Scott Landscape Architects appointed to support officers to work up a bid to HLF Parks for People.

**Feb 2017:** HLF Stage 1 bid submitted.

**June 2017:** HLF Stage 1 agreed – Development Stage award of £167,300.

**July 2017:** Media release and funding announcement.

**Aug 2017:** *Start up discussion with HLF and permission to start agreed.*

**Role Requirements of the Consultant:**

A Project Manager, on behalf of the client, is required to manage and lead this exciting project through the Stage 1 Development Phase programme; submit a Stage 2 application; and if successful, potentially manage the delivery of the Stage 2 project.

Therefore we are seeking someone who has the experience and skills to work in conjunction with the Council, the Task and Steering Groups, Design Team and other project stakeholders; this includes the procurement of lead consultants, and to advise generally on all technical, financial, contractual, conservation, consultation and funding elements.

ABC requires the successful consultant to:

1. Lead on project management, in conjunction with ABC Officers, the Steering Group, Design Team and other project stakeholders, this includes procurement of lead consultants, services and other professionals; managing the design team; commissioning of required studies and plans; and overseeing the works and activities.
2. Develop and prepare for ABC to submit a Stage 2 application to HLF Parks for People Grants Programme, including all relevant financial and RIBA stage 3 & 4 information necessary for the development stage of the project.
3. Advise generally on all technical, financial, contractual, conservation and funding elements throughout the life of the project, which includes as a minimum:

* Working closely with relevant consultants and stakeholders to secure necessary planning, protected species and other relevant consents are in place.
* Develop and oversee the cost plan, cash flow, income and spending forecasts (in conjunction with the Quantity Surveyor or other), and regularly update and advise ABC, HLF and the Steering Group.
* Develop and put forward options for contract packages, warranties/securities and other contract works.

1. Lead on internal and external consultation and partnership working for both stages of work, to include the following outcomes:

* Preparation and delivery of reports and presentations, for internal Steering Group, key stakeholders and HLF;
* Organisation of Steering Group Meetings and production of consultation information;
* Meeting with other Elected Members and relevant community groups to inform the development of designs and facilities;
* Collation of all consultation material, with results effectively embedded within the project;
* Recommendations on site surveys, designs, maintenance and management plan, activity plan, conservation management plan and other documents that may be required by the HLF such as volunteer plan, job descriptions, consultations and business plan. Obtain quotations as necessary;

1. Respond to ABC and HLF, giving regular scheduled updates on project progress, budgets, cash flow, and site progress, ensuring that key milestones and monitoring information are communicated on appropriate project management systems. This includes managing the drawdown of HLF grant funding and completing monitoring returns in order to meet specified deadlines, and attending the formal progress review meeting with HLF, when designs are at RIBA Stage 3;
2. Liaise with ABC Communications team where required;
3. Arbitrate on issues which arise between different disciplines and to manage disputes;
4. Lead on risk management, and deal with issues to ensure that the project is delivered on time and within budget;
5. Research new and nurture existing match funding opportunities for the project including regeneration partnerships, Section 106 agreements, and other local or national initiatives.

**Value of Work:**

The full value of this consultancy is £50,000. The contract will be for two phases of work:

1. The Project Manager will be appointed in October 2017 and will work on a part-time freelance contract until completion of Development Phase Works, estimated to be completed between October 2018 and February 2019 (£25,000).

2. It is intended the Project Manager will be appointed to lead on the Delivery Phase Works (£25,000).

A break clause will be included in the contract, between the development and delivery phases, whereby the contract will terminate if Ashford Borough Council is unsatisfied with the project manager’s performance during the development phase works, or if unsuccessful with its HLF Round 2 application.

**Initial development phase timetable:**

| **Tasks** | **Provisional date(s)** |
| --- | --- |
| Issue brief on South East Business Portal | w/c 4th September 2017 |
| Deadline for Responses | 29th September 2017 |
| Evaluate Tenders | w/c 2nd October 2017 |
| Inform Shortlisted | w/c 2th October 2017 |
| Interviews | 10th October 2017 |
| Kick off meeting | w/c 23rd October 2017 |
| Expected completion of Stage 1 work | Oct 18 – Feb 19 |

**Core Internal Team:**

|  |  |
| --- | --- |
|  | Role |
| Christina Fuller  Len Mayatt  Chris Dixon  Emma Powell  Elizabeth Fagg  David Robinson | Head of Culture  Cultural Projects Manager – Project Sponsor  Arts & Cultural Industries - Joint Project Coordinator  Open Space Planning Development Officer - Joint Project Coordinator  Heritage Officer – Project Support  Graduate Trainee – Project Support |

**Tender Submission Requirements and Evaluation:**

All suppliers who tender for this role are required to respond in full to these questions. The “scored” questions are weighted accordingly and a supplier can accrue a maximum score of 100%. Suppliers will need to score a minimum of 60% for their bid to be considered.

The project specific questions (prescribed below) will be scored using the following scoring method:

|  |  |
| --- | --- |
| **Score for Assessed Questions** | **Judgement** |
| **0** | Statement is unsuitable and / or suggests unacceptable risk |
| **2** | Statement fails to meet requirements in a significant way |
| **4** | Statement fails to meet requirements in some way |
| **6** | Statement meets all the requirements (“par”) |
| **8** | Statement exceeds requirements and adds some value |
| **10** | Statement exceeds requirements and adds significant value |

| **Tasks** | **Maximum Score (100%)** |
| --- | --- |
| Make evident your involvement in developing and delivering major (£1m+) capital projects in a parks and open space context, including procurement of goods and services | 35 |
| Present a cost breakdown for the work and/or fixed fee proposal which should be include of expenses but exclude VAT. Please include average date rate for additional tasks (if required) | 25 |
| Following the brief, please provide details of your approach to this work, and propose a draft timetable with appropriate milestones and task for this assignment (Stages 1 and 2) | 20 |
| Detail your experience on working on successful HLF programmes | 10 |
| Evidence your experience of organising steering group meetings, producing project progress information and managing, monitoring and reporting capital budgets. | 5 |
| Submit a CV for each employee leading the process, demonstrating relevant programme and project management qualifications | 5 |

**Insurance:**

Tenderers will need to have Professional Indemnity cover of £5 million for this work. Please submit copies of all insurance documentation within your proposal. However, if your current insurance is insufficient, please enclose a statement indicating your current levels of cover.

**Tender Return:**

Tender responses should be sent hard copy to the address detailed in the tender document, and the label attached to the advert must be affixed to a plain envelope, which must not indicate the name of your company. Tenders should be received by **14:30hrs on 29th September 2017**. Responses received after this will not be accepted.

**Further Questions:**

If you have any questions about this tender brief, please submit using the Kent Business Portal. A public or private response will be posted dependent on the question. No further clarification will be issued after the 22nd September 2017 at 12 Noon.