

**Invitation to Tender for initial Project Management Consultancy  
(Built Environment) of The Exemplary Low Carbon Building project  
(Ref: ERDF/011/049)**

Experienced organisations are invited to tender to the University of East Anglia, for the initial project Management Consultancy for launching the Centre for the Built Environment, part of the Exemplary Low Carbon Building project including facilitation and work plan development as described below.

**Tenders should not exceed £20,000 total**

The consultant will be expected to demonstrate value for money in the delivery of all aspects of the brief.

**Context:**

The Exemplary Low Carbon Building project is a £15.2 million scheme with over £6m of European Regional Development Fund support. It is subject to high levels of scrutiny from a number of agencies including ERDF and DCLG and is required to perform within set regulations and against defined project targets.

**Background:**

The Exemplary Low Carbon Building project will result in a new 3000 square metre building, scheduled to be built in 2013 and opened the following year. A design competition will take place with the aim of producing a building that is architecturally distinguished as well as demonstrating the highest levels of energy performance and lowest carbon footprint of any facility yet built.

The building will host a new Centre for the Built Environment with an area dedicated to showcasing, monitoring and testing new sustainable products and bio-based materials from local companies and the building will also house a new NRP Enterprise Centre. It will be used as the main demonstration project for the regional low carbon strategy to exemplify best practice in low carbon materials and design to the small business sector.

In addition, it will house an early stage incubator for new start-up businesses to further enhance opportunities for UEA graduates and encourage staff across the NRP to start their own businesses.

**Aim:**

To provide initial Project Management Consultancy for launching the Centre for the Built Environment

The Work:

- To develop a work plan for the introduction and delivery of ERDF Priority Axis 3 business support for SMEs (see [http://www.eeda.org.uk/files/Priority\\_Axes\(1\).pdf](http://www.eeda.org.uk/files/Priority_Axes(1).pdf) for more information on priority axes)
- Plan the detailed delivery arrangements in conjunction with the InCrops Enterprise Hub ([www.incropsproject.co.uk](http://www.incropsproject.co.uk)), Low Carbon Innovation Centre ([www.lcic.com](http://www.lcic.com)) and UEA estates teams.
- Work with the Project Director to implement the plan in early 2012 for completion by end of March 2012.

Management of the Tender:

The contract will be awarded by the University of East Anglia

The applicant will be bound by a confidentiality agreement to be signed at contract

Payment will be made in arrears in two instalments (subject to negotiation)

Budget:

Tenders should not exceed **£20,000 to include VAT, travel and subsistence.**

Requirements

The selection criteria and areas to be covered by the tender are;

<u>Selection Criteria/Tender Sections</u>	<u>Required</u>	<u>Weighting</u>	<u>Max No. of Words</u>
<b>A) Experience: General</b>	Examples demonstrating; <ul style="list-style-type: none"> <li>• Previous experience of working with EU funded programmes</li> <li>• Track record of business support programme development</li> <li>• Working with multi-disciplinary teams</li> </ul>	25%	750
<b>B) Experience: Sector Specific</b>	Examples demonstrating; <ul style="list-style-type: none"> <li>- Knowledge and experience of:               <ul style="list-style-type: none"> <li>o Low carbon economy</li> <li>o Built Environment</li> </ul> </li> </ul>	15%	750
<b>C) Fees</b>	<ul style="list-style-type: none"> <li>- Working with staged payments</li> <li>- Value for money</li> </ul>	10%	300
<b>D) Ability</b>	Overall Track record	10%	300
<b>E) Management of Conflict</b>	Highlight any conflicts you believe might occur and how they will be managed	5%	300

<b>F) Capacity and Team Members</b>	Describe the resources that you will devote to the proposed activities including; <ul style="list-style-type: none"> <li>- Delivery team – the quality and experience of the delivery team</li> <li>- Identify the staff who will be working on the project and their skills, knowledge and experience</li> </ul>	10%	750
<b>G) Methods and Methodology</b>	Describe how you will approach the task to deliver the work plan and delivery arrangements - the methods, methodology and activities to be used. Please include specific details.	25%	1000

**Format and Deadlines for Submissions:**

We invite your written tender proposing how you would approach this project. Completed tenders must be submitted to Penny Wright, InCrops, NRP Innovation Centre, Colney Lane, Norwich NR4 7GJ by post or to [penny.wright@uea.ac.uk](mailto:penny.wright@uea.ac.uk) by email by **5pm on Tuesday 6 December 2011**.

It is entirely the applicant's responsibility to ensure that tenders are delivered by the deadline. Unless stated otherwise, this will be at 5pm on the specified date.

Please contact John French on 01603 591366 if you have any queries regarding the tender.

NB the requirements of open and competitive tendering prevent the acceptance of late submissions at any stage or under any circumstances.

**Appraisal and Selection:**

A two stage process will be used to appraise and select from tenders for contracts and you may then be required to have telephone discussion with representatives of the UEA/Exemplary Low Carbon Building project regarding your tender.

**Notification of Outcome:**

All organisations will be notified of the outcome of their tenders. The UEA is not bound to accept the lowest, the recommended or indeed any tender. A final decision on the award of contracts will be subject to the satisfactory outcome of any negotiations, or any outstanding issues being resolved. Approval of the award of contracts will be made by 5pm Wednesday 7 December 2011.

Successful applicants will be offered a contract with UEA based on the tender submitted and will be expected to deliver the activities and outputs specified. All expenditure and activity must be completed by the date stated in the tender specification.

Unsuccessful organisations will be given feedback if they request it. However, this will be limited due to time constraints and may be provided by telephone.

Your response should include a section addressing each of the above selection criteria, according to the given word limits.

**Deadline for receipt of tenders: 5pm Tuesday 6 December 2011.**