

Scottish Sculpture Workshop (SSW)

Invitation to quote for Capital Project Manager | October 2019

Brief for Capital Project Manager to manage SSW's capital development phase taking the project to RIBA work stage 3 and achieve planning approval.

Tenders exceeding £23,500 will not be considered. VAT should be included in this cost but listed separately. All disbursements, travel and expenses must also be included.

Responsible to: The Capital Project Manager will be accountable to the Director of SSW and the SSW Capital Project Board. They will work alongside and in collaboration with the wider staff and board at SSW.

Location: It is expected that the Capital Project Manager works closely with the SSW Director and SSW Capital Project Board and as such commits to regular face-to-face working at the SSW site.

Commencement project tender: December 2019

End of project tender: July 2019

Background information

Scottish Sculpture Workshop (SSW) has occupied a site in Lumsden, North East Scotland since 1979 where it has provided dedicated making facilities (inclusive of foundry, metal, wood and ceramics workshops) for local, national and

international visiting artists, artists on residency, project artists and a range of makers and local learners.

In 2018, SSW, together with consultants Bonner Keenlyside, carried out a review of existing facilities, assessing the condition of the assets and their suitability for current and future activities, users and audiences. The resulting feasibility study concluded that there was an urgent need for upgrading of the site such that the facilities could be considered fit for purpose and organisational needs and ambition.

Staff and trustees had considered the options available and discussed the vision for this refurbishment. Construction costs for the redevelopment of the site to provide both new and upgraded workshops have been estimated to be in the region of £1.5m.

However, since the development of the feasibility study staff and board have reflected on the options appraisal and are now looking to work with new architects on this next phase of the project. The staff and board are looking for a simpler and less costly design that utilises local materials and knowledges and foregrounds sustainability and spatial flexibility fostering a 'ground up' approach throughout the design and construction.

SSW is now seeking quotes from experienced Capital Project Managers to oversee all aspects of the Capital Development phase to achieve planning approval.

SSW Values:

For 40 years SSW has been a site for empowerment and exchange. We build on this ethos and are committed to these founding ideas. The values that underpin our work are to:

- Create a respectful, compassionate and kind mutual learning environment where people feel able to express their ideas, make without judgement and ask questions without fear of reprisal.
- Believe everybody has significant, valuable skills to bring to the SSW site and programme.
- Provide a space where people can speak and make, safely and securely.
- Common making skills and equipment; we ensure the tools, facilities and knowledge's held within SSW are accessible to all.
- Place the practice of listening as core to our working methods.
- Be ethical and fair in all of our work.
- Place equal value on all our work whether at a local, regional, national or international level.

Services required:

The aim of the redevelopment of the site is to provide improved year-round workshop facilities for artists, makers and learners. This project will mark a step change in the way that SSW contributes to the cultural diversity of the Northeast and to Scotland as a whole, extending the use of the site to a wider audience, ensuring that the site is highly accessible to users, and safeguarding a sustainable and resilient future for Scottish Sculpture Workshop and its wider communities.

The Capital Project Manager will provide specific expertise in:

- Capital development
- Business development in line with artistic vision
- Stakeholder consultation and working in a ground up way

- Supporting the development of a realistic and achievable fundraising strategy

RESPONSIBILITIES & KEY TASKS:

Project Development

- Work with staff, trustees (including Capital Project Board), and a wide range of stakeholders to further understand the development needs and together with architects refine the buildings and site design. Work with the Director and Finance Manager to develop the business case in line with the organisation's artistic mission, vision and values
- Undertake market research and community consultation to inform decisions to proceed with the project
- Assist with the preparation of funding bids/ strategy and provide information to grant funders
- Together with the architects, achieve planning approval (RIBA stage 3) for the proposed development.

Project Management

- Procure the range of services and contractors required on the project, for instance, architects, surveyors, and other specialists.
- Oversee the coordination and administration of all aspects of the project including controlling project activities, planning, organisation, risk management and managing budget in collaboration with SSW Finance Manager

Consultation and engagement

- Engage with diverse stakeholders and conduct consultation to ensure artists, technician and wider

communities of interest voices support design development.

- Take a lead role in ensuring communication and engagement across internal and external staff and contractors.
- Undertake creative public engagement to inform meetings with local community groups and SSW's wider communities of interest.
- Produce and present detailed reports, business case and management information to the SSW Staff and Capital Project Board.

The Capital Project Manager should be able to demonstrate, providing evidence and references for the following competencies:

- Experience of managing complex capital projects particularly in rural Scotland/ UK
- Experience of sustainable business development, within the arts
- Experience of managing project teams with comparable scope, size and complexity
- Ability to lead on project governance, including driving the implementation and maintenance of good practice
- Ability to build honest, creative, communicative relationships across all existing and new stakeholders
- An understanding of the needs and desires of artists, makers and community learners

Desirable:

- Experience of working with LEADER part of the Scottish Rural Development Programme.

Timetable

Closing date for quotation for services: Wednesday 13
November, 1pm

| | |
|-----------------------------|-----------------|
| Interview date: | 20 November |
| Successful bidder notified: | w/c 25 November |
| Project initiation: | December 2019 |
| Project completion: | July 2020 |

Interviews will be held at the SSW site on in Lumsden, Aberdeenshire on Wednesday 20 November 2019.

Project Management & Reporting

It is expected that there will be regular reporting and dialogue with staff and trustees at SSW. The main contact for the contract will be: Sam Trotman, Director, SSW

Insurance The successful Bidder must hold (or be willing to arrange the following insurances throughout the duration of the contract with SSW):

- Employers Liability Insurance to the value of £5,000,000 (for each and every occurrence)
- Public Liability (Third Party) Insurance to the value of £5,000,000 (for each and every occurrence)
- Professional Indemnity Insurance to the value of £5,000,000 (for each and every occurrence)

Guidance on submitting a quotation for services

The evaluation criteria for the Capital Project Manager will be based on how well the quotations meet with the Responsibilities & Key Tasks (as outlined above), a proven track record balanced with value for money and a feasible timeline of delivery.

The assessment weighting is outlined below:

| Criteria | Weighting (%) |
|--|----------------------|
| Proven track record (with examples of successful projects) | 20 |
| Project Development | 15 |
| Project Management | 20 |
| Approach to consultation and engagement | 15 |
| Timescales proposed | 15 |
| Overall cost reflecting best value | 15 |
| Total | 100 |

Please submit your quotation [using the template](#). You may also submit a separate portfolio or CV in addition to this information (provided you have answered all of the questions outlined in the template). Please email the template and any supporting documents to: sam@ssw.org.uk.

Deadline for submission of quotations is Wednesday 13 November 2019, 1pm

If you require access to the project feasibility report or would like an informal conversation about this tender opportunity please contact: sam@ssw.org.uk.

Contact:

Sam Trotman, Director
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