

THE HORTON CHAPEL PROJECT

Consultancy brief - Capital Works Project Manager

Project Outline

Horton Chapel Arts & Heritage Society (the Society or HCAHS) is a registered charity managed by its trustees. The project is to renovate and convert the Grade II listed Horton Chapel to create a cultural hub that offers a dynamic and varied programme of events, courses and creative opportunities, a permanent multi-media exhibition dedicated to the important heritage of Epsom Hospital Cluster, with facilities including café-bar and spaces to hire.

Funding for the project has been secured from the National Lottery Heritage Fund (NLHF) and from s106 funds held by Epsom & Ewell Borough Council (EEBC) (collectively our Funders). EEBC is also the Freeholder/ Landlord and the Society as tenant has signed a 125 year lease for the building and associated surrounding land. In effect all the Landlord's obligations have been passed to the Society.

The project has a budget of c£2m for the required renovation, fit-out and launch work. Renovation work is expected to start in Spring 2019 and be completed by Summer 2020. Tenders for the work will be requested and are expected to be received by Spring 2019.

Purpose of the role

The Society is seeking to appoint a suitably-experienced individual with a track record in coordinating the delivery of similar capital projects.

This role is responsible for the overall coordination of the capital elements of the Project to ensure that it delivers the approved outputs and outcomes of the NLHF grant and other project funding on time, to quality, in accordance with our obligations to our Funders, and on budget.

The role is also responsible for considering the wider consequences of any deviation in the scope, cost or timing of the capital elements on the Society's planned activities.

There is an existing design team including architects, engineers and quantity surveyor (QS). The architect, as Contract Administrator and Principal Designer, will manage the main construction contractor.

The Project Manager will act as the interface between the design team, the main and fit out construction contractors, other consultants and the trustees.

Outline of role

1. Work with the trustees to devise and ensure that appropriate project management arrangements are in place and operate effectively to deliver project outputs and

- outcomes.
2. Undertake regular site visits and inspections of work in progress. Raise any concerns, such as workmanship, health & safety, with the contractor's site manager and design team in the first instance as appropriate, and follow up as necessary.
 3. Prepare and maintain a Project Execution Plan including updating the overall project programme, identifying key dates, the works of utility providers and direct contractors.
 4. Provide progress, safety, cost and performance reports in respect of the design team and contractors to the trustees.
 5. Seek any decisions required from the trustees and provide instruction to, and coordination of, the various external teams responsible for delivering the project's capital works and activities. This includes building works, interpretation/exhibition design, and project evaluation.
 6. Manage the performance of external teams against project outputs and outcomes.
 7. Arrange and chair Principal project meetings with the architect and QS (and others from time to time as necessary). Such meetings intended to be monthly; attend design, site activity, and any adhoc meetings.
 8. Monitor capital works consultants' performance in respect of obtaining statutory approvals and providing contract administration, including instructions and issuing certificates to ensure that all necessary permissions, consents, licenses and similar necessary for the delivery of the project are in place.
 9. Assess and recommend to the trustees whether the employment of a visiting clerk of works would be beneficial.
 10. Liaise with the trustees, design team, and main contractor and prepare and maintain a Handover Plan, identifying roles and responsibilities, key sequences, notice periods etc.
 11. Ensure that the Society's obligations contained in its legal contracts, such as the Lease and License for the works, are complied with. This includes obtaining Landlord (EEBC) approval to any material changes to the works from that described within the License.
 12. Ensure that the professional team/contractors record the progress of the project, including photographs, drawings and written accounts.
 13. Monitor and review the project capital budget and ensure that spend is controlled and on budget. Identify pressures and recommend movement of budget between budget headings for approval by trustees and funders. Validate all expenditure on the project for approval by trustees.
 14. Oversee, review and maintain the project's capital programme and ensure it is on-target for delivery.

15. Oversee works to be carried out under separate direct contracts such as the utility providers and theatre lighting/ café / bar fit out contractors.
16. Motivate the contractor to resolve snags as the work proceeds. Input to the preparation and resolution of snagging lists both in the lead up to Completion and to that referred to at Completion, with the aim of the latter being as few items as possible. Manage the defects Completion. Set up the defects resolution process covering both snags noted at Completion as well defects subsequently discovered.
17. Ensure meter readings are recorded and witnessed at contractor Completion.
18. Manage and regularly review the capital project's risk register. Identify issues, opportunities and risks, propose and review mitigations to these, escalating as required for resolution.

Terms of Contract & Fee

Estimated Fee: Applicants are invited to submit their approach to meeting the requirements of the contract, including the total number of days' work and how these would be scheduled over the duration of the contract. Fees to include expenses and any VAT. Such expenses include the cost of travelling to site and off site meetings e.g. with trustees, designers etc. held within Surrey

Reports to: Horton Chapel Arts & Heritage Society trustees. For convenience a nominated trustee will be the first point of contact with whom the Project Manager should liaise with.

The Project Manager is expected to be appointed in Spring 2019 and will work on a part-time contract until two months following the operational commencement of the renovated Horton Chapel. The fee payment schedule will be agreed at the time of appointment. Payments will be at intervals not less than monthly and made against properly presented invoices.

Person specification

1. Work Experience	
Essential	Desirable
<p>Significant experience of coordinating/managing the delivery of similar heritage redevelopment projects,.</p> <p>Commissioning, procuring, working with and managing consultant teams, around building works.</p> <p>Capital budget management. Managing multiple tight and fixed deadlines.</p> <p>Project management and project risk/issue management/mitigation.</p>	<p>Experience of managing projects.</p> <p>Managing consultant teams.</p>
2. Qualifications	
Essential	Desirable
	<p>A professional qualification in project management, building, surveying or similar relevant discipline.</p>
3. Knowledge / Skills	
Essential	Desirable
<p>Excellent communication, interpersonal and organisational skills.</p> <p>Excellent written and spoken English, and a confident and persuasive communicator.</p> <p>Excellent numeracy and budget management skills.</p> <p>Pro-active, and capable of meeting deadlines.</p> <p>Broad awareness of the statutory consent requirements associated with building works.</p>	<p>Understanding of local context of Horton Chapel and the redevelopment of Epsom's former hospital cluster.</p> <p>Knowledge of working in the heritage sector</p>
4. Personal Attributes	
Essential	Desirable

<p>Enthusiasm and belief in the aims and objectives of the Horton Chapel Project, and ability to convey this effectively to others.</p> <p>Ability to work on own initiative and to plan workload efficiently and effectively to meet project timescales.</p> <p>Ability to visit Horton Chapel frequently.</p>	
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Applications and further information

Please email applications or requests for further information to:
admin@hortonchapelproject.org

Deadline for applications: 30 May 2019