

Tender for Project Management Services

- Raise the Roof Refurbishment Project

May 2026

Wolverhampton Arts Centre,
Dunkley Street,
Wolverhampton
WV1 4AN

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1. Introduction

Wolverhampton Arts Centre (WAC) are seeking experienced, specialist consultant/s to deliver Project Management, for WAC's Raise The Roof project, to work alongside the appointed architects and the design team. We invite suitably qualified and experienced Project Managers (*individuals or organisations*) to submit tenders for the provision of Project Management services for the upgrade and repair of a former Victorian red brick school building, now a community arts hub 'Wolverhampton Arts Centre', through RIBA stages 4-7.

This is a significant capital project aimed at improving accessibility, environmental performance, functionality, and the long-term sustainability of the building. The project will focus on the Theatre and Gallery Hall blocks and include significant amounts of high-level repairs while taking into account the heritage of the building.



The site is located on a main artery road into Wolverhampton City Centre (Newhampton Road) and situated in a built-up residential area with site boundaries, deliveries and access needing careful consideration.

The Project Manager will play a crucial role in leading WAC through the project, reviewing matters with the client at strategic level, working in partnership with them to present and review options and solutions throughout the life of the project.

WAC Raise The Roof will include, but is not limited to:

- Full roof replacement including thermal upgrades & high level masonry repair
- Replacement and/or refurbishment of existing windows (subject to planning permission)
- Reinstatement of the historic Newhampton Road main entrance, with step-free entrance and upgraded façade.
- Installation of new toilet facilities
- Installation of a new passenger lift to improve accessibility
- Associated structural, mechanical, and electrical works as required

2. Project Overview

Project Title: WAC Raise The Roof

- **Location:** Wolverhampton Arts Centre, Dunkley Street, Wolverhampton, WV1 4AN.
- **Client:** Wolverhampton Arts Centre • Funding Body: Public funding (including a major Arts Council England grant)
- **Estimated Project Value:** £5.9 million • Procurement route: traditional
- **Proposed contract type:** JCT Standard Building Contract With Quantities(SBC/Q 2024)
- **Programme:**
 - **Pre-construction:** Appointment date – January 2027
 - **Construction:** January – December 2027
 - **Post construction:** hand over, evaluation, to be completed by end June 2028
- **Contract Administration roles:** will be conducted and overseen by the appointed architects.
- **Project dates:** starting by mid June 2026 with estimated completion by end June 2028

3. Scope of Services

The appointed Project Manager will be responsible for leading and coordinating the **pre-construction, construction and evaluation phases** ensuring the project is fully developed and ready for delivery, maintaining lines of communication with the client and key stakeholders, ensuring project is delivered on time, on budget, on requirements.

Key Responsibilities:

Pre-Construction Programme Management

- Develop, manage, and monitor the pre-construction programme
- Ensure compliance with funder deadlines and key milestones
- Coordinate design development stages
- Schedule and facilitate regular project meetings and reporting
- Attend design team meetings & site meetings as required.

Stakeholder Liaison

Act as the primary liaison between:

- **The design Team** (architects, structural engineers, building services engineers, quantity surveyor etc)
- **The client team** (Wolverhampton Arts Centre)
- **The funders**
- **The site residents and stakeholders** (30+ resident organisations, regular room hirers etc)
- Facilitate regular project **meetings and reporting**
- **The main contractors** for the duration of the works

Risk Management

- Develop and maintain a comprehensive project risk register
- Identify, monitor, and mitigate risks including:
 - Funding deadlines and compliance requirements
 - Planning and statutory approvals
 - Utilities and statutory undertaker constraints
 - Programme delays and cost pressures



Cost and Budget Oversight

- Monitor project spend against budget, ensuring budget is adhered to
- Work with cost consultants/quantity surveyors and architects
- Flag financial risks early
- Research & identify options to mitigate financial risks



Design Team Coordination

- Oversee coordination of the design team to ensure:
 - Deliverables are issued on time
 - Designs meet project brief and funding requirements
 - Compliance with statutory regulation



Statutory & Utilities Coordination

- Manage engagement with statutory bodies and utility providers
- Ensure timely applications, approvals, and service connections/diversions

Reporting & Governance

- Provide regular progress reports to the client and funders
- Maintain clear documentation and audit trails
- Support funding compliance and reporting requirements
- Project evaluation
- Compliance and coordination with project evaluation requirements as specified by the funders and client

4. Deliverables

The Project Manager will be expected to provide:

- Detailed Pre-Construction Programme
- Progress Reports – *monthly during pre-construction, weekly during construction or as required to keep client fully up to date on contractor's progress*
- Risk Register (maintained and updated)
- Stakeholder Communication Plan • Design Coordination Reports
- Statutory Approvals Tracker
- Oversee pre-construction and construction meetings and arrange welfare and site guidance rules and restrictions

Other responsibilities:

- Ensure appropriate insurances are in place prior to site handover.
- Undertake background checks, references and all necessary due diligence tasks on shortlisted responders to tender offers and compile reports on these responders for key stakeholders. Liaise with client safeguarding lead due to the multi-user nature of the site.

5. Tender Requirement

Applicants must demonstrate:

- Proven experience managing similar refurbishment or heritage projects
- Experience working with publicly funded projects
- Strong stakeholder management skills and experience
- Knowledge of UK construction regulations and statutory processes
- Experience managing risk, budgets and programme delivery

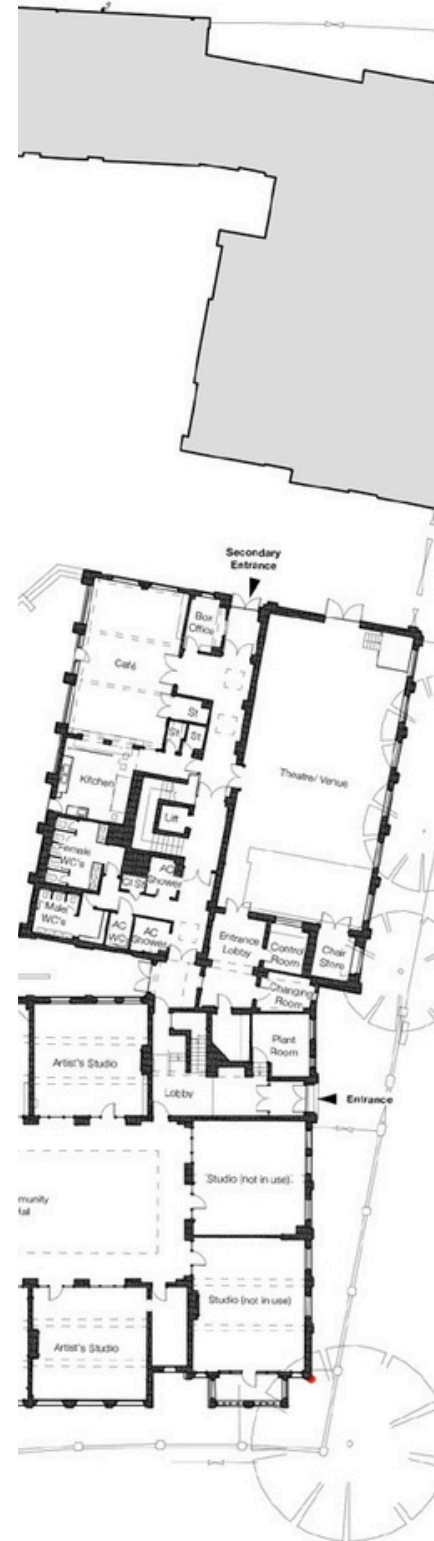
Submission should include:

- Company profile /CV (two pages maximum)
- Relevant project experience (case studies) (three pages max)
- Proposed methodology for delivering the brief (two pages max)
- Project team structure if relevant (one page)
- Fee proposal (including breakdown) (one page)
- Availability and programme approach (two pages)
- References/recommendations from previous clients (minimum two recommendations, maximum two pages)

6. Evaluation Criteria

Tenders will be assessed based on:

- Relevant experience, track record 20%
- Understanding of the project and brief 20%
- Methodology, approach and team capability 35% • Cost/value for money 25%



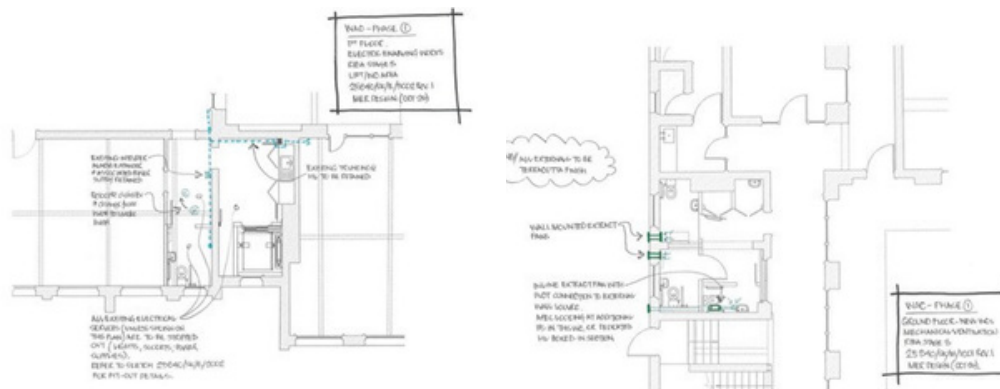
7. Submission Details

- **Submission Deadline:** Four weeks from date of publication – Friday 12th June before 5pm
- **Submission Format:** Electronic (PDF) by email
- **Contact for Queries:** office@wolverhamptonarts.co.uk for the attention of the Site Manager
- **Submission Email:** office@wolverhamptonarts.co.uk for the attention of the Site Manager

Late submissions may not be considered.

8. Additional Information

- The client reserves the right not to appoint
- Clarifications may be requested during evaluation
- Interviews may form part of the selection process



Detailed architectural drawings and documents available on request for your reference in support of this tender.