

Appointment of Construction Project Monitor - Crawley Innovation Centre (FUSION Centre) - April 2021

Brief

1. Background

1.1 Context

Coast to Capital is one of 38 Local Enterprise Partnerships across the UK. Our purpose is to shape regional economic priorities, support businesses and make investments that will drive growth. We are a small organisation with large ambitions for our area. With a total population of two million, our area boasts a strong economy worth £50.7 billion, making us the seventh largest local economy in England in 2016. The Coast to Capital area is a network of economic hubs each with its own distinct sense of identity – West Sussex, Greater Brighton and East Surrey.

Coast to Capital's Strategic Economic Plan, Gatwick 360°, identifies the importance of innovation to improving the productivity of our economy through the priority 'Pioneer innovation in core strengths' which sets out an ambition to establish a stronger university presence across our area; particularly to bring a new University focus on business innovation in high growth areas such as the Gatwick Diamond. Recent intensive analysis undertaken by the Coast to Capital Local Enterprise Partnership as part of the economic profile for the Local Industrial Strategy has revealed that in terms of innovation output the Coast to Capital area is increasingly lagging behind other LEP areas elsewhere in the country.

The proposed response is **the establishment of an Innovation Centre** that will attract high-technology innovators and entrepreneurs and enable them to grow, combine and scale their ideas and create a powerhouse to stimulate regional growth, regeneration and high-quality employment. This need has been further exacerbated by the impact of the COVID crisis, and Crawley's exposure to the downturn in the civil aviation market in particular.

1.2 Overview of the FUSION Centre Project

A partnership between Coast to Capital, Thales and Crawley Borough Council, this project will establish the FUSION Centre, Gatwick Diamond's first Innovation Centre, creating a thriving innovation eco-system, helping to increase the diversity of the economy and counterbalance the region's previous reliance on aviation. Working closely with Crawley's advanced engineering business cluster, it will help safeguard its huge contribution to the town's economic output and productivity.

The Centre's innovation output will be characterised by the fusion of high technology expertise between companies that ordinarily would not have reason to cooperate, notably large established high-technology players, start-up SMEs, academics and others. It will bring together the innovation and creative excellence of the smaller

digital technology enterprises, with the cutting edge technological and product development aspirations and routes to market of the larger advanced engineering companies to enable the rapid development, testing and scaling of innovation generating new employment and growth opportunities.

The Centre will create a thriving innovation eco-system which will extend its benefits around Coast to Capital and beyond, leading to an increase in overall investment in innovation and high value employment growth across a region which has been hit hard by the pandemic and the collapse of the aviation sector in particular. This ecosystem will help to increase the diversity of the economy to help counterbalance the region's previous reliance on aviation.

1.3 Funding has been secured to deliver this project through Coast to Capital's allocation of the [Getting Building Fund](#) (August 2020) for delivery by 31 March 2022.

1.4 The full business case is currently being developed for this project by SQW, a consultancy.

2. Scope of works

2.1 The commissioned organisation will provide project management support to the SPV, with a focus on management of the capital build contract.

Duties will include:

- Ensuring all client duties are undertaken including issuing of all information to the contractor.
- Monitoring of work quality with responsibility for certifying and approving interim valuation payments to the contractor.
- Undertaking necessary due diligence on the design proposals and ensuring that all construction contract documentation is prepared and issued in a timely manner. This includes drafting and preparation of the main design and build contract.
- Validating payments requests and valuing works.
- Producing and assessing value for money statements on subcontract packages and ensuring that best value is obtained by undertaking necessary due diligence on subcontract packages procured by Thales property services.
- Conducting works and site inspections and producing client reports on same including ensuring the main contractor – Thales Property services is discharging its duties including ensuring site safety.
- Undertaking defects inspections and final retention payments inspections.
- All other duties to ensure the delivery of the construction fit out works.

2.2 Client and Duty of Care

The appointment will be a joint appointment by Coast to Capital, Thales and Crawley Borough Council.

4. Project timetable

Milestone	Timescale
Construction project monitor appointed	May 2021
Full business case approved and Innovation Centre company established	July 2021
Construction work starts	November 2021
Construction work complete	June 2022

Please note this timetable is indicative and is subject to change.

5. Resources that will be provided

- Design drawings as they become available
- Emerging drafts of the full business case
- Project documentation (risk register, project updates, meeting papers)

6. Reporting arrangements

6.1 From the time of appointment, the construction project monitor will be required to attend weekly project team meetings, monthly steering group meetings and other ad-hoc meetings as required.

6.2 Once the construction contractor has been appointed, liaise with them regularly on progress (this will likely be through a weekly meeting with the contractor), and report into the weekly project team meetings.

6.3 Day to day reporting and communication will be to the general project manager.

7. Procedures or practices that must be complied with

7.1 Any organisation wishing to apply must comply with Coast to Capital's governance policies. These policies can be found on the Coast to Capital [website](#).

8. Any conditions on the use of sub-contractors or associates

8.1 Proposals should identify any element of the work detailed within this brief that will be subcontracted to third parties.

8.2 Coast to Capital, Crawley Borough Council and Thales will have the right of Veto to subcontract appointments which have not been agreed in advance.

9. Contract and Payment

9.1 Proposals will be sought on a fixed fee lump sum basis with an indicative timeline for all work and time allocations as listed in this brief. A day / hourly rate for call off of additional advisory services should also be provided.

9.2 Payment will be in arrears upon delivery of agreed milestones.

9.3 The commissioning authority for the purpose of order raising and invoicing is Coast to Capital.

9.4 The appointed consultant will be required to provide evidence that a pre appointment conflicts of interest check has been done regarding any conflicts perceived or evident in undertaking this work.

9.6 The intellectual property rights of all documents produced will be in favour of Coast to Capital, Crawley Borough Council and Thales.

10. Next steps and Contacts

10.1 Consultants will have 10 working days to submit a full written quotation for the works. Proposals should be submitted by e-mail to Millie Bew at Coast to Capital (see 10.2) no later than close of business on Friday 30 April.

10.2 Any questions regarding the brief must be submitted within 3 working days of the date of issue, contact details below:

Questions on the brief	Anthony Middleton (Coast to Capital)	07765 250480
Proposal submissions	Millie Bew (Coast to Capital)	