

## **BRIEF FOR REFIT PROJECT MANAGER FOR THE REBUILD OF THE PADDLE STEAMER MAID OF THE LOCH AND REPAIRS TO BALLOCH PIER**

The Loch Lomond Steamship Company (LLSC) is a charity registered in Scotland in 1995. It took ownership of the paddle steamer Maid of the Loch in 1996 with the aim of returning her to steam operation as soon as funding allows. The charity has no paid staff - everyone is a volunteer, giving their time and skills free. Since 1996, LLSC has continuously refurbished the ship, and has now received funding to prepare a case for returning the Maid to steam operation again, and to repair Balloch Pier. The total project cost is £6 million.

It is intended to create a "Loch Lomond Experience" visitor attraction with the Maid sailing from Easter to October (and may be available for cruises in the off season) and certainly used for events and functions all year round, when berthed at the pier. The Maid is to have a passenger certificate for 399 passengers. Balloch Pier needs to be brought up to an operational condition meeting current safety standards, and be provided with (temporary) sheltered accommodation for intending passengers. The majority of funding is to be from the Heritage Lottery Fund.

### **1. Background**

Maid of the Loch was built by A&J Inglis of Pointhouse, Glasgow. She was constructed in their yard, then dismantled and transported to the slipway at Balloch where she was re-assembled. Her launch took place on 5th March 1953. She has four decks and was licensed to carry 1,000 passengers right up until her withdrawal in 1981. Since then, she has been berthed at Balloch Pier in a static role, and is owned by LLSC.

The Maid is constructed of steel up to the promenade deck, and aluminium above that. She has a compound diagonal steam engine driving 8-float side paddlewheels. When LLSC took ownership in 1995, the vessel had been stripped of all fittings and furnishings. Since then, its volunteers have refurbished the ship from bow to stern for use in its static role.

LLSC has received approval in principle from the MCA for the Maid to sail again; however she is to be classed as a new vessel. Currently, Bureau Veritas have been engaged by LLSC as it wishes the ship to be "In Class", and this is on-going. OSD-IMT Ltd, in conjunction with LLSC volunteers have prepared a technical specification, a range of drawings, and costs, for the ship's rebuild. These will be made available. The ship is to be certified as a UK Inland Waterway Vessel Class V in category C waters.

Balloch Pier is currently serviceable as a base for the Maid as a static attraction, but will need repair and improvement to meet operational needs. Balloch Steam Slipway was rebuilt in 2006 (with HLF assistance) and is in operation and can take the Maid out of the water.

The only building on the pier is the former porter's office, currently used as the LLSC office. This project includes the construction of a (temporary) new modular style building to provide a covered area for the shelter of intending passengers.

This project is the next step in making the Maid of the Loch operational and her future sustainable. HLF Stage 1 has been successfully completed. Stage 2 is the rebuild of the vessel and pier, ready for the first commercial sailing.

## **2. Purpose**

The Refit Project Manager will have direct responsibility for the delivery of the refit project (assuming award of HLF funding in late September 2018). The PM remit is to ensure the vessel obtains a passenger ship safety certificate for 399 persons; the pier works are completed to plan; the project stays within budget; and that the vessel has its first commercial sailing before the end of June 2019. Work will need to be carried out in compliance with any conditions attached to grant awards from funders.

The Refit Project Manager will require to demonstrate excellent leadership and motivational qualities, good inter-personal skills, and be an effective communicator in managing a team of experts over two different, but related, engineering/building works (Maid of the Loch and Balloch Pier).

It is proposed that the PM will lead a team of people including a Principle Naval Architect, Outfit Supervisor, Engineering Supervisor, Procurement Manager, and admin support. There is the potential that there will not be one prime contractor, but that multiple contractors will be used.

While safety is the utmost consideration, there will require to be sensitive discussions to ensure a "balance" between current safety requirements (BV & MCA), the heritage value of the ship (HLF), and cost (LLSC).

The Refit Project Manager will liaise with the LLSC Board, via the Project Management Director and Project Management Committee, providing regular monitoring and progress reports.

## **3. Responsibilities**

Responsibility will include all aspects of the delivery of the project from the beginning through to completion and include:-

- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk assessment and management to minimise project risks and ensure adherence to health and safety regulations
- Ensure suitable method statements and liability cover are in place from contractors
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

#### **4. Specific tasks**

The Refit Project Manager will manage the team to:

- 1- Identify the individual work scope packages
- 2- Arrange to have each of the packages designed and specifications for each package produced. Coordinate the design of each package.
- 3- Arrange to have tender documents produced for each package.
- 4- Produce a pre-tender list of suitably qualified package tenderers.
- 5- Send out and administer the return of quotes, securely.
- 6- Coordinate and integrate the returned packages including review of any alternative offers made and any alternative designs offered.
- 7- Produce a written report on each tender package including a full comparison of all the pricing options, using a standard format agreed with the Board in advance.
- 8- Present to and seek agreement from the Board for each package, with acceptance of any tender requiring approval and signature of several LLSC members (number dependent on package size)
- 9- Arrange to have each order placed in writing and to the agreed terms.
- 10- Ensure the package contractors provide copies of their method statements, HMRC Tax details, VAT certificates, insurance details and continue to monitor these to ensure compliance.
- 11- Manage and monitor the work on and off site, to programme, including all health and safety aspects and coordinating the work of each package contractor.
- 12- Arrange to have interim payments measured and certified, with approval from the Board, at certain levels (to be defined) for each package contractor.
- 13- Arrange for payment made from the project bank account to each package contractor at the correct intervals and times.
- 14- Produce monthly progress updates on health and safety, progress, and forecast work in the form of a detailed written report, including as built programme updates (Gantt chart, Microsoft Project).
- 15- Seek approval from the Board should the forecast cost of any package change.
- 16- Manage risk and produce a risk and opportunities schedule.
- 17- Define, with the Board, what project insurances are required, to cover various risks
- 18- On Completion, arrange with the other members of the team the required completion and performance certificates.
- 19- Value and certify the final values of each package contractor, have these agreed with the Board and arrange for them to be paid from the Project Bank account.

#### **5. Person Specification**

- Proven record and appropriate educational background in the field of engineering
- Proven working experience with examples
- Solid technical background, with understanding or hands-on experience
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Experience and knowledge of current Health and Safety regulations
- Strong working knowledge of Microsoft Office
- PMP / PRINCE II certification is a plus.

Preparatory work has already been undertaken by LLSC volunteers, and this needs to be taken into account.

## **6. Client Contact**

LLSC contact is Amanda Beveridge, tel 01389 711865.

Suppliers registered with PCS are requested to use the online PCS Q&A facility for queries.

## **7. Timescale**

The Maid must be ready for the first commercial sailing for the end of June 2019. This means Balloch Pier must be fully serviceable by that time, and the temporary visitor accommodation open. Due to funding conditions, a start cannot be made until the beginning of October. **The contract is expected to run for 9 months.**

## **8. Invitation to tender**

This tender is open to individuals and companies, and via direct employment or contract.

The budget for a contracted role including any expenses is £40,000 excluding VAT (negotiable).

The employment cost will be £40,000 inclusive of employer's oncost and national insurance (negotiable).

There should be two hard copies and an electronic version made available. Hard copies, clearly marked externally "Refit Project Manager" should be sent to The Loch Lomond Steamship Company, The Pier, Pier Road, Balloch, Alexandria G83 8QX. Electronic version, similarly titled, to [mail@maidoftheloch.org](mailto:mail@maidoftheloch.org) Please mark FAO J M Beveridge.

Tenders should clearly set out:-

- A summary of their qualifications and experience, with examples, plus CV enclosed
- What value the person can bring to this project
- Key issues to be addressed
- The approach to be adopted
- Preferred status: contract or employed
- For prospective employees, please state proposed hours per week
- For prospective contractors, please specify the input of person days overall showing the name of the person(s) proposed and their daily inclusive fee rate and the total expected costs, with and without VAT
- Contact details including tel / email.

Appointment following interview would be subject to HLF funding and permission to start being granted [and satisfactory references and employment checks if applicable].

Selection will be on the basis of quality of prospective suppliers / candidates and value for money.

**Closing date noon on 19<sup>th</sup> September 2018.**

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