



DOWNPATRICK AND COUNTY DOWN RAILWAY

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Project Brief: Project Management Services for DCDR Bridge Restoration Programme

Client: Downpatrick and County Down Railway Society Limited (DCDR)

Project Title: Bridge Maintenance & Restoration Project

Funding Source: The National Lottery Heritage Fund and Newry, Mourne and Down District Council (NMDDC)

Estimated Value of Project: £358,000, comprising:

- Capital bridge repair and stabilisation works
- Professional fees and project management
- Independent evaluation and interpretation
- Community engagement and social value activities
- Inflation allowance and contingency

Project Overview

Downpatrick and County Down Railway (DCDR), a volunteer-led heritage railway, is undertaking a major infrastructure project to restore and maintain four operational railway bridges identified as requiring urgent intervention through independent inspection reports. The works will address structural deterioration, stabilisation, corrosion, and waterproofing issues to ensure the continued safe operation of the heritage railway.

The project is supported by The National Lottery Heritage Fund and Newry, Mourne and Down District Council. We are now seeking to appoint a suitably qualified individual or organisation with experience in infrastructure, civil engineering or heritage projects to provide Project Management services for the programme.

Purpose of the Role

To provide end-to-end project management services for the Bridge Maintenance and Restoration Project, ensuring delivery of the approved capital works, heritage outcomes, community engagement activities, evaluation requirements and grant obligations in accordance with The National Lottery Heritage Fund requirements, the approved budget, programme and all relevant regulatory obligations.



Scope of Services

The appointed Project Manager will be responsible for the overall planning, procurement, delivery, monitoring and close-out of the Bridge Maintenance and Restoration Project.

Project Planning and Mobilisation

- Finalising the detailed project programme, phasing strategy and delivery timetable based on approved project documentation and funding conditions.
- Establishing project governance, reporting arrangements and project controls.
- Developing and maintaining the project risk register and monitoring mitigation measures throughout delivery.
- Leading pre-tender planning activities and stakeholder communications.
- Establishing project monitoring arrangements covering engineering, heritage, learning, community engagement and social value outcomes.

Procurement & Contractor Appointment

- Advising DCDR on procurement strategy in accordance with National Lottery Heritage Fund requirements and DCDR procurement procedures.
- Preparing tender documentation and supporting the procurement of contractors and specialist consultants where required.
- Managing tender processes, tender evaluations and appointment recommendations.
- Supporting contract award, mobilisation and commencement of works.

Project Delivery & Contract Management

- Acting as the client representative throughout the delivery of the project.
- Coordinating project activities between contractors, consultants, volunteers, funders and stakeholders.
- Monitoring progress against programme, budget and agreed project milestones.
- Managing project meetings, reporting, change control and issue resolution.
- Liaising with DCDR trustees, regulators, funders and other stakeholders as required.

Financial Management & Compliance

- Monitoring expenditure against approved budgets and reporting on financial performance.
- Reviewing contractor valuations, payment applications and change requests.
- Ensuring project records, reporting and documentation comply with National Lottery Heritage Fund monitoring, audit and grant requirements.
- Supporting DCDR in meeting all relevant grant conditions and reporting obligations.

Heritage, Learning & Community Outcomes

- Monitoring delivery of agreed curriculum-linked educational activities and community engagement initiatives.
- Monitoring volunteer development and awareness-training activities associated with the project.

- Coordinating delivery of agreed social value commitments embedded within contractor appointments.
- Supporting evidence collection relating to project outputs, outcomes and public benefit.

Project Evaluation and Close-Out

- Supporting inspections, testing, commissioning and final certification of completed works.
- Coordinating with the independently appointed evaluation consultant to support monitoring, evidence gathering and reporting against National Lottery Heritage Fund outcomes.
- Supporting preparation of final project reports and grant completion documentation.
- Assisting DCDR with project close-out, lessons learned and handover arrangements.

Provisional Timeline

The programme is expected to be delivered in phased stages following funding approval and procurement. Current proposals involve prioritising the most urgent structures first, while coordinating works around operational railway requirements, seasonal conditions and funding availability.

The initial phase is expected to focus on the bridge supported through NMDDC funding, followed by subsequent bridge interventions in order of engineering priority.

The appointed Project Manager will assist DCDR in finalising the detailed phasing strategy, programme sequencing and mobilisation timetable following appointment and confirmation of funding.

Appointment: July/August 2026
 Duration: 13 months (August 2026 – October 2027)
 Time Commitment: Indicative time commitment is expected to vary depending on project phase, procurement activity and construction progress. Tenderers should therefore provide:

- an estimated monthly time allocation by project phase
- proposed day rates or fixed-fee structure
- assumptions regarding meetings, reporting and site attendance
- The anticipated budget available for this commission is approximately £20,000 inclusive of fees and expenses.

Required Experience

- Demonstrable experience in managing civil engineering, infrastructure, heritage or conservation projects of comparable scale.
- Knowledge of capital works procurement and contract management
- Experience of projects funded through the National Lottery Heritage Fund or similar public grant programmes (desirable)
- Strong communication and stakeholder coordination skills
- Ability to work effectively with a volunteer-led charitable organisation.

Client Governance and Administration

DCDR will appoint a designated internal Project Lead to act as the primary liaison with the appointed Project Manager, contractors, funders and stakeholders.

Administrative support for procurement records, grant reporting, meeting coordination, evidence collection and financial documentation will be managed jointly between DCDR officers and the appointed Project Manager. Particular emphasis will be placed on maintaining records necessary to demonstrate delivery of approved outputs, outcomes, evaluation requirements and grant conditions.

The governance structure and reporting responsibilities will be finalised during mobilisation to ensure compliance with The National Lottery Heritage Fund and Newry, Mourne and Down District Council monitoring and audit requirements.

Evaluation Criteria

Submissions will be evaluated against:

- Relevant project experience (35%)
- Understanding of the project and proposed methodology (30%)
- Capacity and availability to deliver the commission (15%)
- Fee proposal and value for money (20%)

DCDR reserves the right not to appoint should none of the submissions received be considered suitable.

How to Apply

Interested parties should submit:

- A proposal outlining their understanding of the project and approach to delivery
- Details of relevant experience and comparable projects
- CV(s) of key personnel proposed for the commission (where applicable)
- Fee structure (fixed fee or day rate, including expenses)
- Proposed programme and indicative time commitment
- Evidence of professional indemnity insurance
- Two references from recent comparable projects

Tender submissions should preferably be submitted electronically in PDF format to
Email: info@downrail.co.uk

Alternatively, submissions may be sent by post to: **Downpatrick and County Down Railway, The Railway Station, Market Street, Downpatrick, County Down, BT30 6LZ**

Deadline for submission: noon 10th July 2026

This project is supported by The National Lottery Heritage Fund and Newry, Mourne and Down District Council.

