



## **Strathglass & Affric Community Company Ltd**

### **Nurses House Project Cannich**

### **Architect Brief**

## Background

- Strathglass and Affric Community Co Ltd was set up in June 2009 by the residents of the Strathglass to take over ownership of Cannich Village Hall. The charitable company has approx. 280 members and is fully incorporated, listed at Companies House, a fully registered Scottish Charity and member of the Development Trust Association Scotland. It currently has 8 Directors who form the Company Board on behalf of the Strathglass residents.
- The company successfully sourced Grant funds to allow the complete refurbishment of the Village Hall and work has continued to make the project sustainable with increases in revenue and careful management of costs. The company also recently entered into a 5 Year lease agreement with NHS Highland allowing the co-location of the local GP Surgery facility in the refurbished Community Building (see attached newsletter).
- The company's objectives are to promote the benefit of the residents of Strathglass by associating the local and other statutory authorities, voluntary organisations and residents in a common effort to relieve poverty, advance education, further health and in the interests of social welfare to promote the provision of facilities for recreation and other leisure time occupation so that the conditions of life of the aforementioned residents may be improved.
- The next potential asset under consideration is the former Nurses House and GP Surgery in Cannich. The building consists of a single storey domestic dwelling with a flat roofed GP Surgery extension with garden grounds and can be found in the Main Street of the village in Cannich

The Nurses House  
Main Street  
Cannich  
Beauly  
IV4 7LN

- The domestic property has been unoccupied for over 20 years and is in a very poor state of repair with evidence of water ingress and temporary structural propping required to support the roof. The flat roof GP Surgery extension has a separate access and consists of 2 rooms and public toilet facilities. The Surgery building is of a non standard construction and although used up until approximately 2 years ago is in a poor state or repair
- The project aims to take Community Ownership of the property using the NHS Asset Transfer process and a Community Expression of Interest has been lodged and acknowledged by NHS Highland and negotiations are ongoing. Initial Option analysis has indicated that the preferred community use would be to redevelop the asset providing affordable social housing thereby addressing an identified need in the local area. The Lead Consultant will co-ordinate the input of other professionals undertaking further community consultation, further review of the Needs Analysis, Option Analysis and feasibility studies (co-ordinating Architect and QS Input) all culminating in a 5 Year Business Plan and an Initial Outline Plan for Delivery.

- This brief will describe the role of Architect to provide technical assistance and expertise enabling the project to submit a Stage 2 Scottish Land Fund Application for Funding. It is anticipated that the Stage 1 Funding Application will be submitted on the 16th May 2018 and that the Stage 1 Work to prepare the Stage 2 Funding Application will be undertaken between July and October 2018. Please see attached Project Program listed below
- Nurses House Project Program Overall rev 001 dated 10th March 2018
- Nurses House Stage 1 Funding Application program rev 001 dated 16th March 2018

## **Purpose of the contract**

The aim of this commission is to assist Strathglass and Affric Community Co Ltd in the development of the above project and specifically to provide the information to allow the submission of a Stage 2 Scottish Land Fund Grant Application allowing the Final Asset Transfer. The tasks have been listed in approx. order of completion and should be read in conjunction with

Nurses House Stage 1 Delivery program rev 001 dated 4<sup>th</sup> April 2018 (DRAFT PROPOSAL FOR DEVELOPMENT)

## **Preparation of Option Drawings**

Further to instruction from the Lead Consultant the Architect shall Prepare Plan and Elevation Drawings of no more than 5 Options to allow full consideration and costing of each. It is anticipated at this stage that approx. 5 Options will be considered

- Do Nothing.
- Refurbish Existing Building to provide one Domestic Residence
- Refurbish and extend existing building to provide 2Nr semi detached Domestic Residences
- Demolish and Rebuild 1Nr Detached Domestic Residence
- Demolish and Rebuild 2 Nr Semi Detached Domestic Residences.

The drawings require enough detail for the project partners to understand the type and scale of development and allow a Quantity Surveyor to provide costings allowing a full Options Process to be undertaken

## **Additional relevant information to the commission**

Additional Information is provided in the following Appendices

- Appendix 1 - Graham and Sibbald Building Condition report dated 29<sup>th</sup> April 2015
- Appendix 2 - Nurses House Project Program Overall rev 001 dated 10<sup>th</sup> March 2018
- Appendix 3 - Nurse House Stage 1 Funding Application Prog rev 001 dated 16<sup>th</sup> March 2018
- Appendix 4 - Nurses House Stage 1 Delivery program rev 001 dated 4<sup>th</sup> April 2018 (DRAFT PROPOSAL FOR DEVELOPMENT)
- Appendix 5 - Strathglass and Affric Community Co Newsletter Dec 2017
- Appendix 6 - Consultants Brief Structural Engineer
- Appendix 7 - Consultants Brief Quantity Surveyor
- Appendix 8 - Consultant Brief Building Surveyor

#### **Project Funding and Timescales**

The project is subject to funding and the provision of a quotation for this commission will allow the submission of a Stage 1 Funding Application to the Scottish Land Fund and the Rural Housing Fund . See Appendix 2 - Nurses House Project Program Overall rev 001 dated 10<sup>th</sup> March 2018 for the anticipated timescales associated with the overall project.

#### **Key Skills**

The consultant/consultancy team will be required to demonstrate skills and experience in the following:

- Working with community organisations involved in owning and managing assets
- Working with community organisations in remote rural areas
- Working with the Scottish Land Fund
- Working with the Rural Housing Fund
- Methods of effective communication with volunteers in community organisations and with the wider community
- The economy, culture and heritage of the local area
- Preparing business plans to be used in support of funding applications

#### **Management and outputs of the contract.**

- A suggested program for the Stage 1 works has been included Appendix 4 - Nurses House Stage 1 Delivery program rev 001 dated 4<sup>th</sup> April 2018 (DRAFT PROPOSAL FOR DEVELOPMENT).
- It is anticipated that the consultant will be required to attend at least 1 community consultation meetings and 2 meetings with the Project Team and consultants should indicate in their offer if they will attend personally or if they would undertake remotely using phone/skype.

The successful applicant will report to the Lead Consultant throughout the contract on a regular basis to be agreed with the board. Reporting can take the form of bullet points relating to progress achieved, however any slippage to planned timescales must be highlighted with corrective action outlined.

Outputs required are:

- Design Option Drawings as detailed above

The commission will be managed by the Lead Consultant but you will be employed directly by the Strathglass and Affric Community Co Ltd, and all outputs outlined above should be submitted to the Lead Consultant.

The Design Information produced during the commission, including draft and final drawings , shall remain the sole property of the Strathglass and Affric Community Co Ltd.

## Remuneration and conditions

- The work is offered as a fixed-term contract, dependent on securing funding to carry out the work.
- The successful candidate will be self-employed and responsible for his/her own tax and personal insurance
- Payments will be made as follows:
  - 100% on completion of agreed Design Drawings for Option Appraisal Process

## Procedures for tendering

The response to this brief must be submitted by Monday 30<sup>th</sup> April 2018 to Alan Hood, telephone number: 01456 415369 or 07760808299, e-mail : alan.hood@live.co.uk

Submissions should include:

- Name, contact details and background of the lead consultant
- Quotation to include all fees, expenses, charges, meetings, presentations and interviews, including VAT.
- Examples of similar tasks/studies undertaken recently
- The skills and knowledge of the members of the team
- Two names of contacts from two separate organizations for whom similar studies have been undertaken, one to be within the past year.

If you wish to discuss this opportunity before tendering please contact Alan Hood.

Submissions will be evaluated on a quality/price basis (70:30) and will include the following:

- (i) Understanding of the brief;
- (ii) Methodology and approach;
- (iii) Skills and experience of the team;
- (iv) Price

## Timeline

The anticipated timetable for the study is:

- |                                     |          |
|-------------------------------------|----------|
| • Distribute brief to consultants   | 16/04/18 |
| • Final date for tender submissions | 30/04/18 |
| • Appointment of consultant         | 11/06/18 |
| • Preparation of Design Information | 01/08/18 |

Details of actual timescales will be agreed with the selected Consultant before the Contract is issued.