



Strathglass & Affric Community Company Ltd

Nurses House Project Cannich

Lead Consultant 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 Lead Consultant 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 4th April 2018 (DRAFT PROPOSAL FOR DEVELOPMENT)

Project Delivery Program and Progress

- The appointed consultant will develop the above program and once agreed with Strathglass and Affric Community Co Ltd the consultant will provide a 4 weekly progress report and any slippage to planned timescales must be highlighted with corrective action outlined

Options Appraisal – Use of Asset

- To review the options appraisal undertaken to date and critically analyse the decision to progress with the provision of Social Housing.

Needs Analysis

- To review the Needs Analysis undertaken to date and critically analyse the identified need ensuring that the information provided will meet or surpass all funders requirements and clearly identifies the need for Social Housing provision in the area.

Community Consultation

- To consult members of the public and local tourism, business and community organisations to raise awareness of the project; garner and report on local perceptions of the project; explore ideas for use with the local community; understand local need for new facilities ensuring that at all stages of the project the communities views and opinions are integral to any decision and/or recommendation made. It is anticipated that this community consultation will consist of at least 2 public meetings / displays and community questionnaire however tenderers should confirm their anticipated model of Community Consultation in their bids.

Options appraisal – Social Housing

- Development Options - To co-ordinate the input of other professionals (Architect, QS, Building Surveyor, Valuation Surveyor, Social Housing Landlord – see attached briefs) to look at options for developing the asset with regard to a Social Housing model and make recommendations as to preferred model, including what would happen if the community chooses not to go ahead with the purchase. It is anticipated that there could be at least 5 options - do nothing, refurbish existing property to provide 1 or 2 units and the complete demolition and rebuild of one or two housing units although
- To research and report on various ownership and management scenarios and recommend the most suitable for the preferred Development Option.

Governance issues

- To analyse the skills and resources within the community and the Company Board, identify any gaps in skills and resources available with suggestions for addressing these.

Feasibility and business planning

- To review the potential to develop housing uses of the asset, including the appropriate business model for running these options.
- To assess the risks associated with community ownership and management of the asset, and recommend appropriate mitigation and management.
- To review funding availability for the proposed project/acquisition and prepare a detailed funding strategy and delivery plan. This should include considerations of the costs of running and managing the asset and opportunities to generate income from the asset.
- To prepare a five year business plan which incorporates initial revenue costs, capital costs to create the facilities, ongoing revenue and maintenance costs for the project, and risk analysis.
- To prepare an Outline Plan for Delivery providing a program and suggested plan for the continuing delivery of the project to completion

Funding Planning

- Review and advise on potential Funding Sources for the Stage 2 Asset Transfer Costs incl Cost of Asset Transfer and all associated Legal Fees and Costs
- Review and advise on potential Funding Sources for the development of the preferred development option incl all associated Design Fees and Statutory Authority Costs
- Review and advise on potential Funding Sources for all development costs associated with the delivery of the preferred development option incl all demolition, reconstruction costs etc

Technical assessment

To co-ordinate and instruct other professionals (see attached Professional Briefs)

- Building Surveyor to carry out an existing ground condition survey of the existing plot.
- Building Surveyor to carry out a Condition Survey of the existing property
- Structural Engineer to carry out a Structural Survey of the existing property
- Architect to prepare Stage 1 RIBA Plans and Elevations of up to 4 Options of the proposed development
- Quantity Surveyor to provide Initial Costings of each option

Additional relevant information to the commission

Additional Information is provided in the following Appendices

- Appendix 1 - Graham and Sibbald Building Condition report dated 29th April 2015
- Appendix 2 - Nurses House Project Program Overall rev 001 dated 10th March 2018
- Appendix 3 - Nurse House Stage 1 Funding Application Prog rev 001 dated 16th March 2018
- Appendix 4 - Nurses House Stage 1 Delivery program rev 001 dated 4th April 2018 (DRAFT PROPOSAL FOR DEVELOPMENT)
- Appendix 5 - Strathglass and Affric Community Co Newsletter Dec 2017
- Appendix 6 - Consultants Brief Architect
- Appendix 7 - Consultants Brief Structural Engineer
- Appendix 8 - Consultants Brief Quantity Surveyor
- Appendix 9 - 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 10th 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 4th April 2018 (DRAFT PROPOSAL FOR DEVELOPMENT). It is anticipated that the successful consultant will take this draft program and develop it further and submit for approval and agreement at an early stage of the project.
- It is anticipated that the consultant will be required to attend at least 2 community consultation meetings and that there will be a monthly progress meeting and consultants should indicate in their offer if they will attend personally or if they would undertake remotely using phone/skype.
- It is anticipated that the sub consultants shall be co-ordinated and managed by the Lead Consultant and employed directly by Strathglass and Affric Community Co Ltd in accordance with the following briefs
 - Appendix 6 - Consultants Brief Architect
 - Appendix 7 - Consultants Brief Structural Engineer
 - Appendix 8 - Consultants Brief Quantity Surveyor
 - Appendix 9 - Consultant Brief Building Surveyor
- The Lead Consultant should provide the necessary Insurances and Risk Assessments for all aspects of the project

The successful applicant will report to the board 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:

- A report on the Community Consultation undertaken and the Community Opinions used in the assessment of the project
- An options appraisal and feasibility report for use of the asset and its ongoing management
- A five year business plan including funding strategy and risk analysis
- A structural survey including cost of remedial works
- A Condition Survey including cost of any remedial works
- A Ground Condition Survey of the land surrounding the existing property indicating any unusual ground conditions.
- A report on Potential Funding Routes for the Design and Development Costs following the Asset Transfer
- An Outline Plan for Delivery indicating a plan for the delivery of the Overall Project

It is envisaged that the above reports may be combined in one or two documents and the final decision on the presentation will be discussed and agreed by the successful consultant and Strathglass and Affric Community Co Ltd.

The commission will be managed by the Strathglass and Affric Community Co Ltd, and all outputs outlined above should be submitted to Alan Hood, as follows:

- Two hard copies of the draft and final Outline Plan for Delivery/ Business Plan will be required, as well as in electronic format.
- A summary of the Outline Plan for Delivery and Business Plan, less than two A4 pages in size, will be provided for the purpose of informing the public and members of the Community Company.

The information gathered during the commission, including draft and final reports, 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:
 - 25% on completion of Community Consultation and preparation of Option Appraisal / Feasibility Report
 - 50% on completion of all other tasks and the receipt and acceptance of Draft Business Plan
 - 25% on Acceptance of the Final Business Plans and all outputs listed above

Procedures for tendering

The response to this brief must be submitted by Monday 30th 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
- Breakdown of costs for conducting this study, including number of days allocated per task, all fees, expenses, charges, meetings, presentations and interviews, including VAT.
- A timetable showing the various milestones including the anticipated dates of submission of draft and final reports.
- 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

Add/delete/amend as required. Give as much detail as you can on the assessment criteria and make sure the quality:price weighting and all criteria match those in your scoring sheet. See 'Process for selection and scoring'.

Timeline

The anticipated timetable for the study is:

- Distribute brief to consultants **date**
- Final date for tender submissions **date**
(allow around 4 weeks from issuing the brief and invitation to tender for tenders to be submitted, or 6-8 weeks for larger projects)
- Appointment of consultant **date**
- Inception meeting **date**
- Submission of interim report **date**
- Submission of draft final report **date**
- Submission of final report **date**
- Any other requirements, eg regular meetings with the contact person/whole board, presentations to the board/community

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