

PROJECT BRIEF

For invite to tender for position of Lead Building Professional



Bridgend Inspiring Growth (BIG) Farmhouse Renovation Group

Scottish Charitable Incorporated Organisation No SCO42769

www.bridgendfarmhouse.org.uk

www.bridgendfarmhse.blogspot.com





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1. Introduction

Who we are

Bridgend Inspiring Growth (BIG) is a small voluntary community organisation and Scottish registered charity which has come together to work towards the renovation of Bridgend Farmhouse for community ownership, use and benefit as a Learning, Eating and Exercise centre.

Bridgend Farm house and gardens stands on the north western edge of Craigmillar Wood, a community woodland created as part of the Millennium Forest Project. It was bought by the City of Edinburgh Council in 1997 as part of that project with a view to being used as a base for Park Rangers, Enable and the Urban Forest Trust. In 2009, the NHS and BACHIP (Bridgend Allotment Community Health Improvement Project) drew up plans for a major Health and Well-being Centre but none of these projects were successful in securing funding to move forward, largely because they failed to engage with the community. The farmhouse has since fallen into disrepair.

Recognising an opportunity for the community to develop the farmhouse into a more modest facility to provide local services, BIG was formed in 2010 to try to save the building and re-open it as a community centre with emphasis on the environment. BIG has been working hard over the last 4 years to progress this opportunity; we have organised various meetings and events, carried out various forms of consultation, attracted a number of grants to run a story-telling project with local school and care-home, gone on study visits, supervised three University students on placement, employed a consultant to do market research, feasibility work and draw up a business plan, and most recently BIG has appointed a community development worker to begin establishing local interest groups and pilot projects – this is now well underway.

BIG has established widespread community support since its formation and now enjoys a large membership base.

Finally, after years of hard work, on 29th April 2014 the City of Edinburgh Council (CEC) formally agreed to lease the farmhouse and grounds to BIG for a 12 month period, and have authorised the sale of the property to BIG providing we are successful in securing stage 2 Big lottery funding.

Alongside this we have secured stage 1 Big Lottery Growing Community Assets funding to develop formal plans for the building with the aim of starting renovations on the site at the end of the 12 month lease.

Need for the project

During 2013 BIG commissioned a feasibility study and options appraisal by an external consultant to fully establish the need for this project within the community and what the realistic scope and scale of the project needed to be. This study involved detailed market research and full community consultation as well as looking at similar case studies at Lambhill stables in Glasgow and the new sports facility in the Inch park. The study found that BIGs vision had approximately 95% community support with the strongest community support for the following ideas:

- creating a community kitchen and café
- creating a space to learn about healthy food
- creating a shared learning space for people to learn about gardening
- bringing a derelict building back to life through community involvement
- creating a space for learning practical skills

The study also found that the realisation of BIG's plans would contribute significantly to many government policy objectives and outcomes both local and national, with a particular emphasis on environmental, health, community engagement and educational outcomes.

The full options appraisal and feasibility study can be forwarded on request but the key outcomes have informed our vision for the farmhouse highlighted below.

What we want

An architect to act as the lead building professional working with BIG to design and deliver the renovation of Bridgend Farmhouse and grounds in accordance with our vision and design brief outlined herein for the next development stage of the designs and project.

2. The Design

Our Vision

Bridgend Inspiring Growth's vision for the refurbished farmhouse will provide a sympathetically restored building, which will provide a range of different types of accommodation for the use of groups and individuals. The project will reinstate the farmhouse building, provide an open air user space and also add an extension to provide sufficient capacity to house workshop and allotment storage space.

The restored building will provide a strategic base for a number of organisations to deliver learning, provide access to cooking and healthy eating and exercise and healthy lifestyles. Families, particularly those with little disposable income can come for a day out using the park and gain an insight into ecology and environmental issues.

The desired visionary functions of the building as a community resource inform and act as drivers for the building's programme and brief.

Learning

Bridgend will become a centre for ecological and environmental education, located beside the allotments and on the edge of Craigmillar Castle Park it is currently used by a number of local primary schools as an outdoor classroom area – an on site classroom facility would enable this to be further developed in line with Curriculum for Excellence activities. Delivery of John Muir Awards and leadership training will also be part of the offer together with outdoor education particularly cycling and walking. A workshop facility will be available for special needs groups. The building will also be available for hire to other groups wishing to use it as a base or for small meetings and mini conferences.

Eating

Bridgend will have a community kitchen – suitable for groups to learn to cook and make food together as well as community café probably operated by volunteers initially offering tea/coffees etc. to groups using the farmhouse. Allotment user groups will also make use of the kitchen for preparing and eating freshly grown produce. A small shop could sell surplus produce from the allotments or horticultural requisites enabling a greater knowledge and awareness of “growing your own” and what to do with them. Bridgend Growing Communities could extend their offer to a wider range of groups and individuals.

Exercise

Bridgend will provide a focal point for groups and individuals accessing Craigmillar Castle Park from the west, whether it is for a gentle walk, cycle or run. Exercise may also take the form of woodland maintenance and path repair either

as an environmental volunteer or part of a recovery programme such as the Rowan project. The park and woodland has the potential for much greater use as a productive outdoor space and a physical space such as the farmhouse could provide a starting point for developing ideas such as the mountain biking plans researched a couple of years ago, which are currently on hold due to lack of resources.

More information about our vision can be seen at our website at <http://www.bridgendfarmhouse.org.uk/our-vision.html>

Further information about our vision is also available in our Vision Document and in a prior Feasibility Study of the project which will be made available to the successful architect, as will any other available and relevant supporting information.

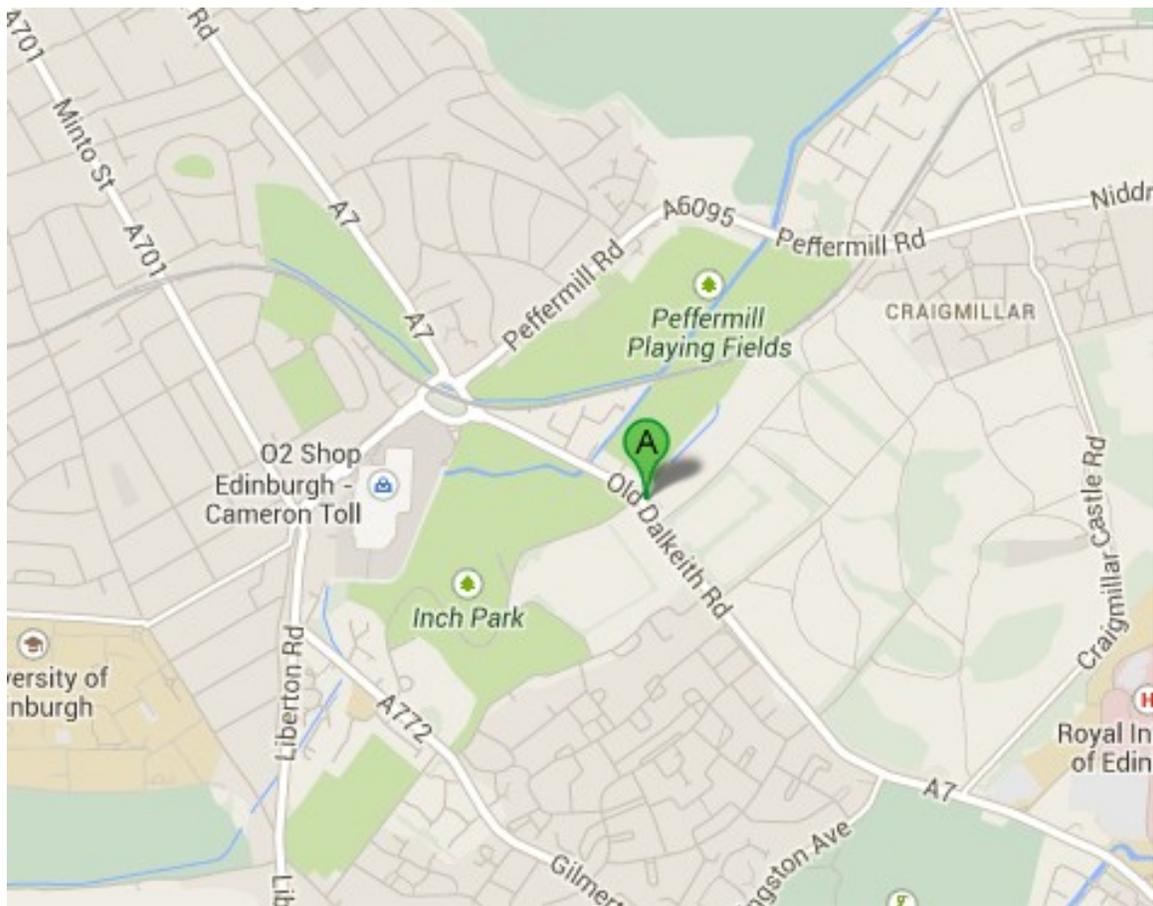
Design Particulars

The location

The address of the Farm is 41 Old Dalkeith Road, Edinburgh, Midlothian. Bridgend Farmhouse is situated in a prime location on Old Dalkeith Road, easily accessible from the city centre by bus it also provides access to Craigmillar Castle Park from the west side – one of the largest green space areas in the city owned by CEC. A full record is available at RCAHMS Canmore database.

The current building

The farmhouse itself was originally designed as a domestic dwelling with loadbearing walls so does not offer large spaces, but it could still offer quality space in a unique location to a wide range of users. It has a large garden space to the east side, a courtyard containing several very dilapidated outhouses to the southwest with main access from Old Dalkeith road to the west.





The Design

The design itself will be one that is sympathetic to the original building and surrounding environment and fulfills our criteria of creating a community hub, gateway to the surrounding outdoor environment and is open and welcoming to all. In addition the successful design team will produce a design that:

- Is fully sustainable and aims for design and performance excellence in this respect;
- Takes full account of planning restrictions, ownership issues, and issues relevant to the development of a greenbelt site from the outset
- Is developed in full consultation with the local community, including local residents, voluntary and community groups, and other relevant local stakeholders
- Meets with and exceeds the requirements of funders
- Takes cognisance of the gardens and grounds of the building within the design proposal with appropriate landscaping and design features

Programme

The development (building and its gardens) should have rooms or spaces to fit around the functions described in the vision section; namely eating, learning and exercise. The programmatic area given over in terms of space allocation to each of these could be part of multi-functional rooms and spaces, as long as there is sufficient space for the activities required and designed to agreed occupancy figures to be determined. More details will be given with the detailed design brief following appointment of the suitable architect. The detailed design brief will be produced by BIG and the architect working closely to produce a framework to inform design proposals which fulfill the vision.

Materials

The existing farmhouse is built in traditional harling with slate roofing. Without being too prescriptive of materials for extensions or new buildings or additions to the building, we would support the use of sustainable materials from local sources that pay cognisance to both the garden and existing buildings as context, and are also sympathetic to the existing historic context. Contemporary and innovative designs and use of sustainable technology are welcome if befitting the context.

Landscape

The development is to be viewed holistically as the renovation of the existing farmhouse, building of new additions and/or buildings to fulfill the functions of the community hub, and the gardens. The gardens form an integral part of the project and should be considered for from the outset. If necessary, the architect should seek to subcontract suitable landscape design and/or architecture services. Evidence of any in-house landscape expertise should be highlighted in tender application.

3. Funding

As explained in the Introduction our principal source of funding has come through the Big Lottery and we have been successful in securing stage 1 development funding so far.

This whole grant funding exists to pay for:

1. The commissioning of our lead building professional and design team and all their fees associated with the capital build project up to RIBA plan of work stage D (planning permission, costs agreed etc) as required for a Stage 2 BIG Lottery Growing Community Assets bid (explained in BIG Lottery Land and Buildings Guidance notes attached).
2. Submission of successful funding application documentation for the next phase of the project
3. Legal representation for the project and the full acquisition of the property
4. Project management fees to cover the full capital build project

Through various work carried out in 2013 we estimate that it will cost approximately £600,000-£800,000 to fully restore the farmhouse in accordance with our vision and establish a viable social enterprise to deliver the activities outlined previously.

On completion of the design stage with all associated planning consent achieved and surveys and investigations and asset transfer complete we will be ready to apply for Big Lottery stage 2 funding – this is the funding that will cover the costs of the actual capital build.

To make it clear, you are being invited at this stage to tender for the (1) commission for the design stage up to RIBA plan of work stage D (explained in section 5 below) – which will be paid for by the development funding, which we have already secured. However you are also invited to tender without prejudice for the full build – from inception through to completion – this way providing the BIG board is happy with your work during the design phase you may continue as the lead building professional for the whole construction project, providing we are awarded stage 2 capital build funding.

Please make clear and itemise your tenders within one document, as appropriate with the following titles:

- **Tender 1 for funded scope of work to RIBA stage D**
- **Tender 2 for full build stages E-K and completion inclusive**
- Also please specify if any discounted fees are offered for re-engagement of services from Stages 5-7 for the full build.

4. Timescale

It is anticipated that the initial stage of this project will be delivered over a period of seven months from October 2014 with a view to having a completed Stage 2 application with all the necessary permissions and legal documents by mid-April 2015 at the latest. Following on from this will be the actual construction phase of the project itself as managed by the lead building professional – timescale to be confirmed during the design process.

5. Services required from lead building professional

The role of the lead building professional is a crucial position to this project covering a large remit in order to meet both BIG and our funders aims. Primarily you are being invited to tender to prepare a design for the renovation of the farmhouse in order to meet our vision and proposed outcomes - in doing so you will require input from various construction professionals (outlined below), these professionals will make up your design team with you acting as the lead building professional. This design phase will take the project up to RIBA plan of work stage D. As part of this process you will specifically hold responsibility for:

- Preparing the application for planning permission and building standards approval and acting as Agent in terms of correspondence with the local authority in these matters
- Carrying out all appropriate surveys
- Preparing agreed costings for the renovation project.
- Contributing to consultations with local organisations/residents to inform the design and formalise in a detailed design brief with programmatic details of the development, to be signed off by BIG prior to development of firm design proposals
- To take cognisance of the findings of the existing commissioned and completed Feasibility Study (August 2013) in the development of initial proposals and ideas, as well as other appropriate BIG resources which will be made available following appointment
- Preparing any promotional materials required
- Creation of the 'design team' – that is the group of building professionals brought together in any major capital build project
- Managing and coordinating the design team
- Preparing documents for the securing of stage 2 Big Lottery funding (as mentioned in section 3 and BIG Lottery Lands and Buildings Guidance attached) – this is a vital part of the commission and will require input from the whole design team to create a robust application. Preparation of this document is a requisite part of this tender and appropriately budgeted within the fee awarded for the contact, and does not necessarily guarantee appointment for the stage 2 tender.

As mentioned in section 3 this is quite clearly a specific invite to tender for the design stage up to stage D, to be funded by the development funding. However in your tender you should include an additional tender for the actual construction from RIBA stage E-K, including:

- Administering the building contract
- Managing the capital build
- Carrying out quality inspections
- Preparing the tender documents associated with the project construction

Underlying all of this is the need for the building professional and design team to keep within the law and to ensure BIG comply with our funder's terms and conditions. All building professionals will hold the necessary qualifications and professional body registrations as well as professional indemnity insurance. On successful tender a written contract will be entered into with BIG.

Design Team

To include all of the following that are necessary:

- Architectural Services in accordance with RIAS Conditions (Stages A to L)
- Civil and Structural Engineering Services in accordance with ACR Conditions of Engagement B (1) 2002 (normal services)
- Building Services Engineering Services in accordance with ACE Conditions of Engagement B (2) 2002 (normal services)
- Quantity Surveying Services
- Mechanical and electrical services engineer
- Landscape garden designer (where possible)
- CDM Co-ordinator

6. Reporting/Management structure

As stated in the Introduction BIG is a Scottish Charitable Incorporated Organisation (SCIO) whose board members are made up entirely of volunteers. We are a fully constituted organisation and the lead building professional will ultimately be responsible to the BIG board for the duration of this project. However it is anticipated that BIG will appoint either a principal point of contact from within the board to liaise with or more likely an appointed project manager. The project manager will then be the lead building professionals primary point of contact for the duration of the project. With any key decisions/issues being taken to the board by the project manager for a decision. The board will be meeting at frequent stages throughout the project to ensure progression in accordance with our timescale.

7. Tender Process

Deadline

If you decide to tender for this position we require your tender to be submitted **no later than 5:00pm Friday 12th September 2014**. It should be submitted in electronic format by email to the nominated point of contact at the end of this brief.

On receipt of your tender we will assess all submissions using our scoring criteria and aim to hold a face to face interview with candidates who scored highest within 2 weeks following tender submission.

We will then let the successful applicant know the final decision within one week of the interview, so that work can commence from October 1st 2014.

Content of Tenders

We expect the following content to be included in the tender. The evaluation will take account of the submissions made in response to these criteria:

- Study Team (details of your expected team members, the role they will play and their relevant experience).
- Examples of similar community based projects you have recently completed summarised together with images as appropriate;
- A brief statement of your interest and motivations for applying for the commission
- Any experience in securing funding applications from public sources for build projects/working with groups on Lottery funded projects;
- Your ability to fulfill our design brief
- Your methodology for undertaking the design commission
- Outline of a work schedule/programme (to be negotiated and substantiated following appointment).
- Your pricing structure of the fee proposal (whether lump sum or % of final project cost) and how the fee will be split between the different professionals involved. To be fully inclusive of all reports, documentation and attendance at essential events/meetings.

- Your approach to sustainability and renewable technologies – it is expected that a services consultant for sustainable development will make up part of your fee structure.
- An additional tender for your estimate to take the project all the way through to RIBA stage K – building in use. A copy of the Big Lottery Land and Buildings Application Guidance Notes detailing the requirements to satisfy the capital checklist is attached. Please note that any subsequent commission will be subject to securing Growing Community Assets Stage 2 funding.

Please try to ensure tender documents are collectively within 20 pages A4 or equivalent, including images and appendices, and no more than 8MB, in pdf format. Unopenable files will be discarded. All tender documents received will be confidential.

Cost

There is £23 000 available to cover costs associated with this work. The appointed design team will be paid in agreed instalments related to tasks. Fees should be invoiced to the BIG treasurer John Knox and payment will be made via cheque.

If any further finance is needed for a particular reason then it can be requested from the Board during the design work stage for discussion and for fundraising.

Further funds are available outwith the scope of this contract for additional market research, community consultation, business planning, VAT and legal advice. This will be provided by our appointed project manager and legal team.

Reporting Procedure

The consultant will be responsible for verbally reporting progress to the BIG project manager for a short monthly report. The following written documents are also required to be completed as part of the work:

- Quarterly progress report for the board and for City of Edinburgh council
- Fully costed designs and relevant drawings for the site
- Planning permission and building standards approval
- All surveys and investigations needed completing
- Growing Community Assets Stage 2 application tender documents
- 2 copies of the report at the interim draft, and at least 2 at final draft and final report stage. Presented in A4 form, which enables easy reproduction for internal use. Copies of relevant graphic material should also be made available electronically and on CD-Rom, ideally for online and workshop use. Copyright of material will remain with BIG.

Criteria for evaluation

All tenders will be evaluated fairly and consistently using a points based scoring system, assessing them on a Quality/Price basis (70/30%). As although we are not necessarily looking for the cheapest option we need to strike a balance between cost and providing a quality building that fully meets BIG and the community's aims and objectives. Submissions will be evaluated on price and the following:

- (i) a clear understanding of BIG's requirements;
- (ii) the expertise and time committed for the study team and nominated lead person;
- (iii) architectural vision/approach;
- (iv) environmental considerations (sustainability and renewable technologies);
- (v) experience of working with community run projects;
- (vi) timescales for delivery of the project;
- (vii) Experience of working with lottery funded projects;
- (viii) Flexibility and experience of working with a committee and project management team

8. Miscellaneous

Ownership of materials

All materials and information that form part of the design commission will remain the property of Bridgend Inspiring Growth, but will not be distributed without prior agreement with the engaged consultant. Details of unsuccessful bids will not be revealed under any circumstances.

Statement of Confidentiality

All tenderers acknowledge that no publicity of the project information or any other output associated with the commission will be allowed, for any reason, without first obtaining express written approval from Bridgend Inspiring Growth.

Points of Contact

For tender submission or any queries or issues relating to this tender process please contact the Bridgend Chairman in the first instance. If you require any further information please do not hesitate to get in touch:

Mr Will Golding – Chairman Bridgend Inspiring Growth

Tel: 07949 230245

Email: bridgendfarmhse@gmail.com

