Building Identification and Condition Assessment

Consultant Services Brief

COMMUNITY-EMBEDDED TRADITIONAL SKILLS TRAINING PROJECT FEASIBILITY STUDY

October 2024

This project is part-funded by the UK government through the UK Shared Prosperity Fund.

Funded by UK Government

Scottish Borders COUNCIL

1. Client's Name

Scottish Historic Buildings Trust

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3. Background Information

Scottish Historic Buildings Trust

Scottish Historic Buildings Trust (SHBT) is the largest Buildings Preservation Trust (BPT) in Scotland, and one of the most active in the UK. The Trust's mission is to conserve at-risk buildings all over Scotland by giving them fresh life, economic viability, and purpose in the local community. Since 1985 our award-winning projects have delivered over £40 million of capital investment into Scotland's built heritage.

As well as delivering our own fully-funded building regeneration projects, SHBT also works with external partners, including local authorities and community groups. Our recent work in the Scottish Borders includes project management of the Jedburgh and Hawick Conservation Area Regeneration Schemes (CARS) for Scottish Borders Council, and the Port House regeneration project with Jedburgh Community Trust.

4. Project Introduction

Community-Embedded Traditional Skills Training: A Building Preservation Trust Approach

Rural Scotland is suffering from both the dereliction of historic buildings and endemic gaps in skills, both in modern and traditional construction methods. The two issues are interrelated. Buildings preservation trusts, like SHBT, have often focussed on only one building within a community (e.g., a town hall), in the hope that one major capital project will inspire wider regeneration. This is not always sufficient, especially in communities facing lots of other challenges.

Through the Community-Embedded Traditional Skills Training Project SHBT aim to create a new model to tackle both of these issues together. Taking on several derelict or vacant historic buildings in a rural community (e.g., houses, former bank, church, town hall), we plan to work with local trades and train local people in the traditional skills needed to complete the projects. Over time, we would not only have restored a whole group of buildings in a single community – making a meaningful contribution to its regeneration – but also created a skilled local workforce to sustain the maintenance and restoration of the local historic built environment into the future.

Eyemouth

Eyemouth and its environs have been selected as the geographic focus of the project. With a retail vacancy rate of 15% and floorspace vacancy rate of 14%, Eyemouth experiences levels of town centre vacancy above the Scottish Borders average, and has several properties on the Buildings At Risk Register. Many of the surrounding areas fall into the most deprived 10% in the Geographical Access domain rank, meaning that people here face longer travel times to access services. A key ambition of this project is to address the rural skills gap by bringing high-quality traditional construction skills training to people close to where they live.

5. Scope of Works & Budget

SHBT seek to appoint a company/ organisation /individual surveyor to work with us as part of a Phase One - Feasibility Study for the project to identify suitable buildings for the project and to assess their condition based around the restoration of a cluster of historic buildings within Eyemouth.

It is anticipated that, subject to funding being secured, the feasibility study will provide the basis for a Phase Two – Pilot Project to be delivered on site in Eyemouth.

The identification of suitable buildings and condition assessment activity should:

- Identify local buildings of historic significance in need of restoration
- Identify owner and discuss willingness to partake in scheme (discussion of participation options, which may range from lease, purchase, partnership).
- Undertake a condition assessment, identifying packages of works, providing cost estimates and identify any health and safety or other concerns
- Working in collaboration with SHBT's appointed skills consultant, identify skills training opportunities offered by individual historic buildings in Eyemouth.

Outputs and Milestones

- Update meetings with the SHBT Project Officer once every two weeks in Edinburgh, in Eyemouth, or virtually.
- Provide report on each historic buildings which should form a cluster of buildings (of various size and type) within Eyemouth and environs.
- Input into and attendance at a final event/exhibition in Eyemouth to present the proposed programme to the community.
- Final report to SHBT.

Timescale for Delivery

The anticipated start date for the feasibility study project is 18th November 2024. To comply with external funding requirements, the final report must be submitted to SHBT not later than Friday 31st January 2025.

Budget

The total budget available for the Building Identification and Condition Assessment is £14,000 (excluding VAT) which must include all research, expenses and compilation of the completed report. Competitive tenders are sought to ensure value for money, but must not exceed the available budget.

6. Project Timetable

November 2024	Procurement of Surveying and Skills Training consultants. First meeting of Project Steering Group.
December 2024 - January 2025	Consultant activity: Heritage assessments and condition surveys. Skills gap analysis and curriculum development. In-person community events in Eyemouth.
End January 2025	Collate consultant reports and discuss findings with Steering Group.
February 2025	Present findings to community at local event. Design and publish Final Report.

7. Tender Details

The tender evaluation criteria will be used to identify the tender which will deliver best value in balancing cost and quality. The winning Tender will be determined by the Tenderer who submits the highest Combined Score (providing their tender is technically compliant). The Combined Score will be determined based on the following Price/Quality Ratio:

- Quality Submission 70%
- Fee Submission 30%

Scottish Historic Buildings Trust therefore does not bind itself to accept the lowest fee tender and shall not be responsible for any loss or expense incurred by the Tenderers during the tendering period.

The Quality package will be opened and scored according to the rating given in brackets against each requirement before the Fee Submission is opened.

Tenderers should submit the following information:

7.1 Quality Submission

Consultant (NIL)
Name and address of Consultant submitting the tender.

Project Methodology (30)
Provide an outline of your proposed methodology and programme for approaching the feasibility study.

Project Team (20)
Name, discipline, qualifications and brief description of the role to be undertaken by the key team members who will be directly employed on this project

Team Leader's Experience (20)
Demonstrate Team Leader's experience of direct involvement of planning and delivering traditional skills training on heritage buildings.

Team Leader's Project Examples (30)
Provide a description of a similar previous project carried out by your proposed Team.

The experience described should have relevance to this project. Any special or outstanding skills that the team member(s) may possess should be highlighted. Project examples should include specific projects that proposed team members have personally worked on. The names of two individuals familiar with the tenderer's work, prepared to be contacted, should be supplied.

Understanding of Local Context (10)
Outline your connection to Eyemouth and appreciation of the local context for the project. Any existing partnerships that the team may have formed within the town or wider area should be highlighted.

Sub-contractors (NIL)
Tenderers shall furnish the names and addresses of any Specialist firms or Sub-Contractors whom they propose to employ together with the reason and description of the services being performed by each.

Health and Safety Policy (NIL)
Tenderers should provide details of their Company Health and Safety Policy.

Insurances
Contractors should have in place prior to the commencement of the contract, the levels of insurance cover indicated below.

Employer's (Compulsory) Liability Insurance = £5million

Note: It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

Public Liability Insurance = £2million as a minimum.

7.2 Fee Submission

Please supply a budget breakdown including costs for:

Development: daily (8 hours) rate, half day and hourly rate including travel costs.

Delivery: based on your proposed methodology and timeline, preparation of final report, and community launch event.

8. Assessment of Submissions

Quality Analysis

The marks awarded will be based on the evidence submitted in the tender submissions, including any relevant attachments where requested. Each member of the Project Steering Group will evaluate each tender submission in isolation of the other evaluators. Each evaluator will award a mark for each question between 0 and 4, in accordance with the methodology detailed in the table below:

4	Excellent response demonstrating clear understanding and comprehensive ability to fulfil requirements, outlining added value, innovation and is equal to or improves on the specification.
3	Good response providing clear evidence of understanding and compliance and may evidence some elements of innovation.
2	Average response providing some indication of understanding and compliance.
1	Minimal or poor response providing little evidence of understanding or compliance.
0	Nil or inadequate response with little or no understanding of requirement or evidence of compliance.

Once each evaluator has independently evaluated each of the tender submissions, a scoring meeting will be held between all members of the Tender Evaluation Panel to agree tender scores and ensure consistency of approach regarding the Quality Analysis.

9. Instructions for Tendering

The tender should be submitted as two separate documents:

- Quality Submission, responding to this document.
- Fee Submission

The Tender Documents shall be submitted no later than **16.00 hrs on Wednesday 13th November, 2024.**

We are happy to speak with potential providers to discuss the invitation to tender in more detail. Please contact Jess Burrows using the details above if you have any questions or if you'd like to set up a brief meeting or phone call.

Interviews may be held with tenderers following submission of Tender. The Project Officer will contact Tenderers to confirm whether these will take place.

The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus