

1.0 Introduction

1.1 Birse Community Trust

Birse Community Trust is a Community Development Trust that exists to promote the common good of the inhabitants of the parish of Birse (Aberdeenshire) and deliver wider benefits.

The Trust's main involvement is managing land and buildings on behalf of the community at a dozen sites across the parish. They are all sites that are important to the identity, wellbeing and future development of the community. The sites include a range of historic buildings and monuments: Birse Kirk and Birse Community Hall, The Old School, the Ballogie Soutar's Shop, the three water powered wood mills in Finzean (Sawmill, Turning Mill, Bucket Mill) and Corsedardar with the parish War Memorial and other standing stones

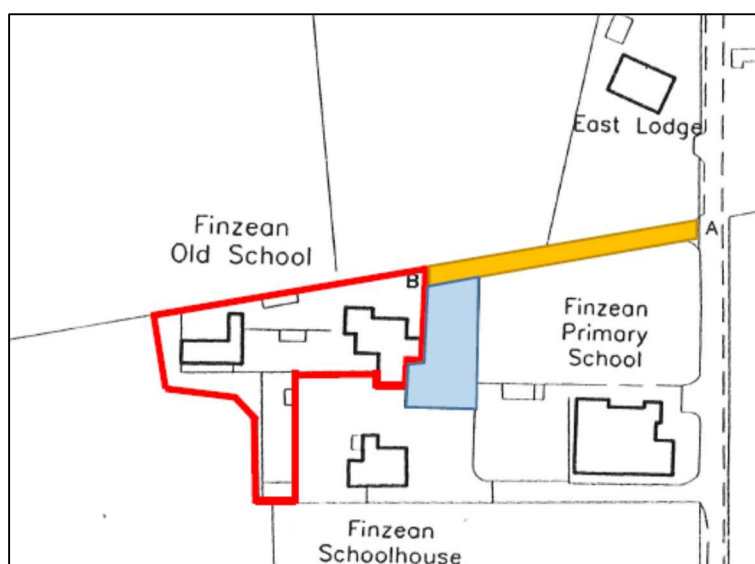
BCT also manages 1,000 ha of woodland on behalf of the community. Over half of this area is the native pinewoods managed by BCT in the Forest of Birse Commonty, where BCT also holds shared rights over a further 3,000 ha of open hill. The other woodland consists of Balfour Forest (241 ha), Slewdrum Forest (167 ha), Finzean Community Woods (15 ha) and School Wood (< 1 ha).

1.2 The Old School



Above: aerial photo pre-1963 illustrating the Old School (centre top) and the Soup Kitchen (far left) with the open fronted north and south stores between. The former Schoolhouse and garden in the foreground are in private ownership.

The Old School was acquired from Aberdeenshire Council by BCT in 2003. The site includes the original Old School building and later Soup Kitchen as well as sheds and boundary walls. The adjacent 'new' school (built 1964), the playground, access (hatched) and parking (hatched) are in the ownership of Aberdeenshire Council and remain in use as a school (Finzean Primary School).



Above: BCT title plan, BCT title (red), School carpark (blue), Shared access road (orange)

Vehicle and pedestrian access to the Old School is via the road between the new school pitch and East Lodge, which is shared with the existing school. The Schoolhouse, East Lodge and the adjacent farm land are in private ownership.

1.3 History of the Old School

The school at Bankhead (Finzean) was established in 1732 from a legacy left by Dr Gilbert Ramsay (1656-1727), a former resident of the Parish who was Rector of Christ Church Barbados from 1692 until shortly before his death. The origin of Ramsey's wealth and the parish's links with the transatlantic slave trade were the subject of a 2018-19 BCT community heritage project 'Aye, it wis aabody'.

When a new school building was built 1964 the original building was used by the Council as a residential outdoor centre. The facility shut in the early 1990s and the building was leased to BCT before being acquired by the Trust in 2003.

The Old School was initially used as the BCT office and local business centre. As a result of decades of inappropriate repairs prior to BCT's acquisition the building has increasingly suffered from damp and decay. It has been used for storage and occasional use in recent years.

1.4 The Old School project vision

The project will develop our community's vision for a traditional skills and field studies centre at the Old School, Bankhead (Finzean). This vision evolved through the project viability phase (2018-19) and is defined in the Project Viability Report (2019). A copy of the report is available on request.

The Old School will be repaired and adapted into a centre that will celebrate and share our community's diverse heritage. It will be a gateway and signpost to a wider place-based heritage initiative placing the school in the context of a "campus" of heritage assets and spaces in community ownership or management. From ancient pinewoods to the intangible heritage of

the craft of the millers at our water powered mills. Our vision is for a regional hub for training in traditional skills and rural crafts and a centre for raising awareness of the environment and conservation in the context of the current climate emergency and the concept of sustainability. It includes the conversion of the former Soup Kitchen building into self-catering accommodation for retreats and residencies, providing income and employment alongside funded residencies that align with our programme of training and workshops.

1.5 Project Development Phase

Following the project feasibility phase and Project Viability Report (2019), and following delays due to the Covid19 pandemic, BCT is now embarking on the project development phase.

During the project development phase we will:

- With the appointed Design Team:
 - Undertake further community engagement
 - Develop the vision to RIBA Stage 3. This will include specialist surveys of the site and site services.
 - Revise the cost estimates
- Develop and deliver a programme of pilot activities
- Deliver the capital works funding strategy, through applications to key funders, trust and foundations.

The Design Team was tendered and appointed at Feasibility Study phase and are led by ARC Architects.

1.6 Client and key stakeholders

The project client is Birse Community Trust. A Project Steering Group has been formed, with 3 BCT Trustees and the BCT Manager. The appointed consultant will work closely with the Project Steering Group, the lead consultant (the architect) and the Fundraising Consultant.

2.0 Community Engagement Coordinator

2.1 Scope of works

BCT is inviting quotes for a consultant Community Engagement Coordinator, to develop and deliver a programme of pilot activities at the Old School.

2.2 General requirements

Services required of the Community Engagement Coordinator, are to include:

- Attending community engagement events (organised by others) and meeting with BCT to support the refinement of outline pilot activity ideas.
- Developing the outline pilot activities with BCT, the community and wider stakeholders.
- Coordinating the delivery of the agreed pilot activities, to programme, budget and in line with BCT policies.

- Collating feedback on the activities and undertaking evaluation, to support the development of the business plan, inform the detailed design and (in due course) the activity plan.

2.3 Specific requirements

The Community Engagement Coordinator will be required to:

- Develop traditional skills training in conjunction with experienced delivery partners, for the repair of elements of traditional masonry, drystone dyking and/or joinery at the Old School site.
- Develop and deliver the planting of a small orchard of heritage apple trees in the garden with the school and wider community.
- Develop natural heritage biodiversity surveys with Finzean Primary School, delivered by external ecologists/rangers.
- Facilitating a more diverse programme of community/club events and bookings of the Old School in partnership with other organisations and clubs, including volunteering opportunities.
- Supporting the development of Wild About Birse and the Heritage Group, broadening opportunities for community engagement and volunteering.
- Through the pilot activities, build relationships with partners and stakeholders to support the detailed architectural design, business planning and funding applications.

2.4 Programme

The fundraising consultant will be appointed on or by 20 January 2023. The contract is due conclude by 31 March 2023, but subject to the agreement of funders may be extended by 2-3 months. The outcome of discussions with funders is anticipated prior to the submission deadline of Monday 16 January 2023 (5pm).

Consultants should indicate in their submissions their availability to undertake the works to either the 31 March programme or an extended programme.

It is anticipated that (online) interviews will take place 19 January and that an inception meeting will be held with BCT and the appointed consultant on Friday 27th January, online (or in person at the Old School).

The successful consultants will be asked to provide a more detailed working programme at the start of the commission process.

2.5 Insurance

The successful consultant will be required to have as a minimum, and maintain until 6 years after completion of this commission, the following minimum insurance cover for any one occurrence or series of occurrences arising from one event:

Professional Indemnity	£1,000,000
Public Liability	£1,000,000

The consultant will be asked to exhibit their PL and PII document schedules prior to commencement of the work.

2.6 Payment

Payment will be on the submission of monthly invoice/s. Payment will be made by BACS.

3.0 Tender and Appointment

3.1 Instructions for tendering

The return date for tenders is 5pm on Monday 16 January 2023.

Submissions are to be addressed to:

BCT Office
Old School
Finzean
Aberdeenshire AB316NY
Or by email to: bctoffice@birsecommunitytrust.org.uk

Any queries are to be addressed by e-mail to Office Manager at bctoffice@birsecommunitytrust.org.uk.

3.2 Form of submission

The fee should be based on a lump sum for the delivery of services outline in 2.2 and 2.3 above, with a breakdown of services by days and day rate/s.

The budget for the contract is £5000, inclusive of VAT and expenses. There is a separate budget for the procurement of specialist trainers/teachers, materials etc required for the delivery of the activities.

The tender submission is to consist of the following:

- CV. Reference should be made to previous examples of relevant or similar work.
- Lump sum figure for the services outlined in Section 2.2 and 2.3 above. This is to include all expenses (including travel).
- A breakdown of the fee proposal (by days allocated and day rate/s) for the purposes of tender analysis and to allow negotiation of additional services if required.

3.3 Appointment

The evaluation criteria used to identify the most advantageous tender will include a significance emphasis on the quality and method of providing the services as well as the financial aspect of the submission.

The award criteria will be weighted 70/30 on quality and price.

The award quality criteria will be equally weighted between:

- Proven experience of developing and delivering community activities
- Experience of built and/or natural heritage projects
- Experience of working in multidisciplinary teams and evidence of excellent communication skills
- Understanding of the brief and empathy for the project vision

Birse Community Trust 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 successful candidate will be appointed in accordance with the standard BCT Consultant Appointment Form.

4.0 Instructions for Tendering

Tenderers shall treat the details of this tender as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the tender document other than on an “In Confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the tender.

The tender should be submitted on the Form of Tender and Pricing Schedule incorporated herein. It should be signed by the Tenderer and submitted with their Tender Proposal Document.

The Tender Documents should be emailed to

Email: bctoffice@birsecommunitytrust.org.uk

Tenders should arrive not later than 5pm on Monday 16 January 2023. Tenders received after this time and date will not normally be considered.

Tenders should be submitted strictly in accordance with the Invitation to Tender documents, without qualifications.

Should there be any doubt or obscurity as to the meaning of any portion of these instructions, these should be raised with the BCT Manager as soon as possible in writing during the Tender Period.

Queries raised and answers given will be circulated to all tenderers.

Tenderers shall be deemed to have inspected initially the development property and therefore have satisfied themselves on all matters affecting their tender.

Any tender that does not conform with the requirements set out in the Invitation to Tender document will not normally be accepted.

5.0 Form of Tender

To Birse Community Trust:

I/We the undersigned hereby offer to carry out the service required and at the lump sum cost I/we have inserted in our response to this invitation to tender in accordance with the requirements and the terms and conditions as set out in the briefing documents.

I/We further undertake not to disclose the amount of my/our tender to any person or body before the date and time for the opening of the tenders.

I/We agree that our fee cost remains open for acceptance for a period of 60 days from the date fixed for the tender return.

I/We understand and accept that Birse Community Trust is not bound to accept the lowest or any offer, and that it will not reimburse any costs incurred with the preparation of the tender.

Dated this _____ day of _____ 2018.

Consultants Name _____

Address _____

Tel. No. _____

Signature _____ Witness _____

Witness _____

***Sign and attach to fee proposal**

6.0 Fee proposal

Birse Community Trust- Old School Community Engagement Coordinator				
Consultant/s name	Days allocated	Day rate	Expenses* Inc./Ex.	Sub-totals
VAT (where applicable)				£
TOTAL				£

*(if not included, provide schedule of expense charges and anticipated figure)