

COMMERCIAL IN CONFIDENCE

Statement of Requirements

Feasibility Study for Community Hub

October 2018



Statement of Requirements: Community Hub Feasibility Study

A) Purpose of the work

The Rural Development Trust wishes to commission a feasibility study for a community hub in Forth, South Lanarkshire. This study is part of **Make Your Way**, a project supported by South Lanarkshire Council and Paths for All Smarter Choices Smarter Places fund.

This project will build on the Smarter Choices Smarter Places (SCSP) work through the Clyde and Avon Valley Landscape Partnership (CAVLP), changing the geographic focus to rural South Lanarkshire.

This feasibility study will explore the potential for creating an operational hub from which community services can be delivered in order to enable people to work closer to home, cut travel to work, and access essential services.

These services are likely to include NHS access, job centre/job seeking assistance, hot desking, and other community resources. Evaluation should be built in to the project from the start in order to measure the impact on the desired outcomes (also see Evaluation Plan in Annex B):

The expected outcomes for the Make Your Way project are:

- Increase in awareness and improved attitude of sustainable travel options
- Increased walking and cycling to school
- Increase in sustainable travel for longer journeys
- Reduced car use and reduced driver only journeys
- 9 sustainable travel community action plans (separate contract) and 1 feasibility study with an evidence base and projects for future funding applications

Project background and examples of recently completed projects in the area can be viewed at www.communityactionlan.org

B) Background

The Rural Development Trust Ltd. (RDT) is a company limited by guarantee with charitable status, controlled by a Board of Directors consisting of representatives of public agencies, community organisations and local business sectors. RDT is based in and operates from South Lanarkshire's rural area. The Trust has a strong recent track record of developing and delivering projects that address rural issues in a strategic and effective manner. The company has a business ethos but with a social objective and believes in being prudent with its cost base and keeping business overheads at manageable levels.

Community Action Lanarkshire (CAL) is an RDT programme, supported by LEADER that offers capacity building support for rural communities across North and South Lanarkshire, and is a legacy of the Clyde and Avon Valley Landscape Partnership (CAVLP). CAL are funded to support the delivery of community-led plans where there are none, or to refresh plans where an old one exists. The plans will provide an opportunity for people to get involved in community development, to say what's

important to them and what needs to happen to make their communities better places to live for now and for generations to come.

Smarter Choices Smarter Places (SCSP) is Paths for All's grant scheme to support behaviour change initiatives to increase active and sustainable travel modes. CAVLP Lead Partner, South Lanarkshire Council, has secured SCSP funding since 2015/16 for CAVLP projects.

C) Operational Project Delivery

The contract value is for £10,000 plus VAT to the end of March 2019 when the final report is due in to CAL to provide to South Lanarkshire council and Paths for All.

D) Methodology and Requirements

It is envisaged that the methodology will include the following requirements:

- Identifying key groups to engage in consultation
- Gathering of baseline data
- Media and marketing campaign attached to any workshops and events
- Production of a community endorsed hub feasibility study
- Monitoring and evaluation of the programme

E) Contract management

All correspondence and queries relating to the delivery of the contracted work will be directed to the CAL Development Officer in the first instance. They will be responsible for ensuring the quality and delivery of the outputs in accordance with the agreed timetable.

F) Reporting

1. Successful contractors must report using the monitoring and claim forms which will be provided.
2. A draft final and a final report will be required.
 - Two bound colour copies of the final report are to be supplied in addition to MS Word and PDF files
 - Draft reports are to be emailed or sent on CD in the above formats unless otherwise agreed.

G) Key Stages

The key stages of the project are detailed below with the indicative timetable to be agreed between the consultant and Development Officer.

Inception Meeting <i>Contract particulars confirmed, and to ensure understanding of the contract by all parties, hand over any information and contact details, etc</i>	Week 1	Timescales and forward programme to be agreed, including agreement of groups to be engaged
Contact and meetings made with community partners	November	Establish initial buy-in from community groups and consult in detail
Workshops and wider community consultation undertaken	November	Engage as much of the wider public and current users of existing facilities as possible
Promotional activities to ensure project success and awareness	November – March	2 press releases and weekly social media
Draft	Mid March 2019	For comment to CAL Development Officer
Final report	End March 2019	
Final payment following acceptance of Final report	April 2019	

H) Payments

Payment will be made following acceptance of the specified outputs as follows:

Payment stage 1 (end November)	25%
Payment stage 2 (end February)	50%
Payment stage 3 (final report acceptance – April)	25%

Payments will be made by BACs within 30 days of receiving an invoice.

I) Submission

Submissions should include the following:

- Confirmation of the proposed method and programme of work. This should specify how the contractor will apply the methodology, in line with the aims and objectives specified above.
- Details of all methodologies where these have been requested
- The key sources and contacts to be used in undertaking the work
- Confirmation that the requested report formats will be provided in the final document
- A note of any dependencies or assumptions that have been made in developing the methodology (e.g. any information that CAL may be expected to provide to assist the consultant in undertaking the work)
- CVs of all Personnel involved
- A short description of any similar work recently undertaken by the contractor

Consultants shall provide a breakdown of costs as follows:

- A total cost for professional services
- The total number of days required to undertake the work
- Total number of days allowed for each person at each stage of the work, and relevant day/hourly rates for each team member
- Itemised and total travel and subsistence costs
- Itemise any other expenses such as art materials, design and printing
- Total cost, excluding VAT
- VAT status

It is acceptable for a team of consultants to be formed and for elements of the work to be sub-contracted. Where any arrangement has been made between parties, the 'lead' consultant will be deemed to be the consultant invited to respond to this invitation, and be the nominated contact for correspondence with the client.

The lead consultant will be responsible for ensuring that all of the information is collated and presented as single piece of work, and should supply information for each member of the team as noted above, identifying the names of team members and likely time input to the project.

J) Procurement Process

3. The intended timetable for this tender process is:

Activity	Date
Issue Invitation to tender	01 Oct 2018
Tender return date	19 Oct 2018
Evaluation of Proposals	20 Oct 2018
Notification of Award Decision to All Tender Invitees	21 Oct 2018
Award Contract	21 Oct 2018
Contract start date	01 Nov 2018

Tenders should returned by email to ewan.bachell@ruraldevtrust.co.uk entitled Hub Feasibility Study by 5pm on Monday 19 October 2018

K) Evaluation criteria

The suppliers' responses will be evaluated against the following list of criteria:

Evaluation Criteria	Weighting
Schedule of Costs - Assessment of suppliers' costs / fees etc.	30%
Objectives and Scope of Service – Suppliers demonstrate their ability to fully meet the requirements detailed in this document and any annexes etc.	20%
Experience / Technical Knowledge of Proposed Personnel – Based on CVs etc submitted	20%
Timetable – Suppliers demonstrate their ability to meet the contract timeframe indicated.	30%
Sustainability – Suppliers demonstrate their experience and track record with respect to sustainability within similar contracts within the public and/or private sectors	Optional
Health & Safety/ Terms & Conditions – Suppliers demonstrate their ability to meet all requirements	Mandatory

For details of Terms and Conditions and Health and Safety and Insurance requirements please see Annex A.

L) Project Manager

The Development Officer for this project is Ewan Bachell, Community Action Lanarkshire, Langloch Farm, Lanark, ML11 9TA; ewan.bachell@ruraldevtrust.co.uk, 01555 664665

Any supplier requiring further clarification of any points in this SoR should address their enquiries in writing (email will suffice) to the Development Officer.

Annex A

TERMS AND CONDITIONS / HEALTH & SAFETY REQUIREMENTS

As part of any contractual relationship, both parties have duties under Health & Safety legislation. Similarly, if a supplier employs sub-contractors to carry out some or all of the work contained within the specification given for the contract, all parties have health and safety responsibilities. The extent of the responsibilities of each party will depend on the individual circumstances of the project.

It is essential that prospective suppliers are competent to undertake the work described and have health & safety policies and procedures in place. These must address employee training and safety and the risks and hazards associated with the work.

To this end, the following information is required:

1. Evidence of Competency (e.g. qualifications, training, experience, references, CV's etc).
2. A copy of your Health and Safety Policy Statement.
3. A statement showing your 'Safe Method of Operation' and any generic risk assessments for the type of work you intend carrying out (if applicable).
4. A copy of both your current Professional Indemnity, Public and, where appropriate, Employer's Liability Insurance Certificates.
5. A statement of your procedures for appraising the competence of any sub-contractor that you intend to use on the project.
6. In addition to your own statutory responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. You will be required to report all accidents, dangerous occurrences and near-misses that occur whilst undertaking the specified work to the Project manager.

The successful supplier will be required, in liaison with the Project manager, to identify hazards associated with the work, to complete the necessary COSHH (Control of Substances Hazardous to Health) and final Risk Assessments, and to confirm their 'Safe Method of Operation' statement. This will include ensuring that any previously supplied generic risk assessments have been tailored to the specific work to be undertaken. This must be agreed with the Project manager before work commences.

If suppliers fail to provide suitable information, they may be regarded as 'non-compliant'.

Annex B - Evaluation Plan

Initiative	<i>Provide the <u>name</u> of the initiative</i>	Make Your Way
Description	<i>A brief <u>description</u> of what the initiative involved (20 words max.).</i>	1 feasibility study on a local services / homeworking hub
Baseline levels	<i>Provide the <u>existing levels</u> of walking, cycling, public transport and/or car use in your target audience prior to intervention.</i>	Primary School results 40% walk, 3.6% cycle, 3.4% scoot, 11% park and stride, 29% driven, 10% bus, 2.% taxi (South Lanarkshire average stated here as there is a huge variation between different rural schools, but we will use the baseline for each rural school as identified in the Hands Up Surveys with some having 100% bus use and others with nearly 50% walking): South Lanarkshire Modal split travel to work 2014, Scottish Household Survey 71% drive 5% car sharing 8% walk 0.4% cycle 8% use the bus 5% use the train (increase trend, all others above are decreasing)
Population reached	<i>Provide the <u>number and percentage</u> of the potential target audience that you intend to reach.</i>	The population of Forth is 2220 and we would expect to reach at least 50% of these people (1110) through local schools, community groups and the campaign. Note: this may sound a lot but social media and newspaper coverage can pick up a lot of this, we are aiming for quality and inclusive consultation rather than trying to achieve this many people attending workshops or completing surveys.
Evaluation Method	<i>Provide information on <u>how you will measure</u> the impact of the initiative, e.g. resident surveys, intercept surveys, electronic user data.</i>	Record numbers attending events and workshops Measure number of people reached through marketing campaigns –social media and press, and the number of people engaged in the feasibility study.
Timing	<i><u>When will you measure</u> the impact of the initiative?</i>	On an ongoing basis at events and workshops, through a communications report and at the project end on completion of feasibility study
Output	<i><u>What (and how much)</u> do you intend to deliver as part of the initiative, e.g. reports, leaflets, events, surveys completed, travel plans etc.</i>	1 completed feasibility study
Anticipated Outcomes	<i><u>What do you expect the impact of the intervention</u> will be, e.g. changes in awareness, changes in mode of travel?</i>	These are for the total Make Your Way project, including separate contracts to deliver an active travel programme and 9 sustainable travel community action plans. Increase in awareness and improved attitude of sustainable travel options Increased walking and cycling to school Increase in sustainable travel for longer journeys Reduced car use and reduced driver only journeys 9 community action plans and 1 feasibility study with an evidence base and projects for future funding applications