

Mid Argyll Community Enterprises Limited

Invitation to Tender for Consultancy Services Expansion and Renewal of Community Health and Well-being Facilities at MACPool

Background

Established in 1992, Mid Argyll Community Enterprises Limited (MACEL) is a non-profit community organisation and registered charity in Scotland responsible for the management and operation of Mid Argyll Community Pool (MACPool) which opened in 1996. The organisation provides local employment; skills training in lifesaving and swim teaching and offers leisure, health and well-being opportunities to the 9,000 residents of Mid Argyll and seasonal tourism.

Directors are drawn from the Local Authority area of Mid Argyll. There are currently 8 directors who are unsalaried and give freely of their time.

Membership of MACEL is free and open to any resident in the local authority area of Mid Argyll. There are currently 452 Members and there is an ongoing drive from the organisation to increase Membership numbers, broadening participation from within the Mid Argyll community.

MACEL wishes to extend the range of services to the community with the introduction of new family friendly facilities including soft play childrens' area, multi-purpose studio space for health & well-being (yoga, pilates, floor exercises etc.) and community use (groups, meetings, classes), therapy suite (massage, reflexology etc.) an all-access café, viewing area and improved changing facilities to service all users of the redeveloped MACPool site (currently 27000 admissions annually).

The project aims to expand the overall footprint and increase revenues through the delivery of new services. Population in Mid Argyll is static/declining therefore MACPool needs to increase its range of services to existing customers and diversify to provide new services to new customers. Increasing dwell time and average customer spend will also be important. Revenue will be further supported by rental income from a tenant.

New assets presently undergoing acquisition through a grant from the Scottish Land Fund (SLF) will expand MACPool's existing facility with the addition of two single story linked, adjoining properties and associated courtyard space. MACPool will expand its services into part of the newly acquired asset while drawing income from a tenant occupying the remainder.

The project will progress in three phases.

- Phase 1 – Redevelopment and extension of one of the acquired properties to increase the service offering.
- Phase 2 - Redevelopment and extension of the existing pool building to provide viewing area and enhanced changing village.
- Phase 3 - Refurbishment of the second acquired property to upgrade its facilities to enhance prospects.

Purpose of the contract

The aim of this contract is to assist MACEL in the progression of Phases 1 and 2 by providing services as outlined below.

- To review funding availability for phases 1 and 2, to prepare a funding strategy, and to subsequently prepare and prosecute funding applications on behalf of MACEL.

Note: an RCGF Stage 1 application has recently been submitted by A&B Council on behalf of MACEL to part fund phase 1 and preliminary discussion has taken place with a possible supplementary funder for phase 1.

- To provide community support and advisory services.

MACEL wishes to cascade information at every stage through local networks including the Health and Well-being Network, third sector organisations, and Community Councils etc in order to raise awareness of the project and its intended facilities and to gather feedback on our plans. MACEL will provide space for display of project information, and maintain a visible presence at local community events.

Whilst the visible face for this communication will be through MACEL Board Members, supporting services are required through this contact for advice, and provision of material for conventional and online publication.

Timescale of the contract

The end dates are

1. Securing funding for phase 1 - March 2019.
2. Securing funding for phase 2 - September 2019.
3. All work under this commission - March 2020.

Outcomes

1. Celebrate acquisitions with Community Announcements and events
2. Deliver funding strategy for both stages.
3. Deliver Community Engagement strategy.
4. Deliver agreed funding application packages in line with closing dates.
5. Deliver Community Engagement material to an agreed timetable.

Further Information

The successful contractor will have access to:

- Business Plan
- Architectural Plans
- Project Costings
- Existing Funder documentation

Key Skills

The consultant/consultancy team will be required to demonstrate skills and experience in the following:

- Development of realistic and achievable funding in line with the project aims.
- The economy, culture and heritage of the local area
- Working to support developments in the Health & Well-being or leisure arena
- Methods of effective communication with volunteers in community organisations and with the wider community

Management and outputs of the contract.

The successful applicant will report to the MACEL Technical Director throughout the contract on a regular bi-monthly basis. Reporting can take the form of bullet points relating to progress achieved, however any slippage to planned timescales must be highlighted together with corrective action.

Remuneration and conditions

- Tenders are invited for this project inclusive of all expenses and VAT
- The work will be offered with a specified fixed budget, to include travel, administration and any other costs incurred in the delivery of the project.
- The successful candidate will be self-employed and responsible for his/her own tax and personal insurance

Consultants are to provide a breakdown of costs as follows:

- Daily Rate and estimated total cost
- Total number of days estimated to each outcome.
- Itemised and total anticipated travel and subsistence costs.
- Itemised other anticipated expenses
- Professional fees and all anticipated expenses presented in tabular form, identifying clearly the VAT component to a fee or expense
- Suggested payment schedule.

Procedures for tendering

The response to this brief must be submitted by 12 noon on Monday 13 Aug 2018 to;
Andy Knox e-mail: tenders@thebield.plus.com

Submissions should include:

- Name, contact details and background of the lead consultant
- Breakdown of costs for conducting this study, including all fees, expenses, charges, meetings, presentations and interviews, including VAT.
- A proposed timetable showing the various milestones including the anticipated dates of submission of material..
- 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 where similar studies have been undertaken, one to be within the past year.

Selection

Interviews will be held during the week beginning TBA on date(s) to be agreed with shortlisted consultants.

Selection will be based on:

- 25% value for money (with regard to both total cost estimate and daily rates)
- 75% quality with regard to 1) match to specification, 2) case studies/ examples and 3) proposed methodology/timetable.

Appointment would be subject to:

- References
- Contentment from funder
- Contentment from MACEL Board of Directors
- Mutually satisfactory agreement of payment terms (in the light of funders' drawdown arrangements)

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