



Clachtoll Information Hut Project – Design & Construction Tender Brief

*To design and install a robust, durable, brightly illuminated by natural daylight, welcoming information hut built to a high standard and easily accessible suitable for disabled access. **This tender is offered pursuant to the Northwest Highlands Geopark Ltd receipt of ground lease from The Highland Council (presently being prepared) and approval of planning for the hut construction (to be applied for by contractor).***

1.0 Introduction

1.1 Overall Tender Aims

This invitation to tender is for the design and construction of a hut that is an information display point to replace the Clachtoll Ranger Hut located at Clachtoll, near Lochinver, West Sutherland (grid reference: NC 03947 27324) map shown in Appendix 1. - Appendix 3.

1.2 Instructions for return of quotation

The intended timetable for the tender process is:

Activity	Date
Issue invitation to tender	w/c 19 July 2021
Tender return date	Monday 9 August 2021
Evaluation of proposals	w/c 9 August 2021
Notification of award decision to all tender responses	w/c 16 August 2021
Award contract	w/c 16 August 2021
Contract Start-up Meeting date	w/c 23 August 2021

Tenders should be submitted:

by email to:- **balexander@coigach-assynt.org**

or by post to:- **Boyd Alexander, Scheme Manager, Coigach & Assynt Living Landscape, 1 Old Coach House, Lochinver IV27 4LE**

Tenders should be marked **Clachtoll Information Hut – Confidential**. Your tender must be received by no later than 5pm on Monday 9th August 2021 and titled *Clachtoll Information Hut -Confidential*.

1.3 How to structure response

Applicants shall provide the following:

- State your firm contract price (clearly showing VAT as a separate item rated at 0%) for delivery of the full scope of the contract.
- Outline your full fee structure, including a breakdown of costs against each of the deliverables.

- c) Provide a full schedule for the works from start up to completion broken down into key stages and deliverables.
- d) Outline your track record in delivering similar recent projects.
- e) Demonstrate adequate insurance, Health and Safety Policy, risk assessment for the works. The award of the contract is dependent on the contractor's fulfilment of the Scottish Wildlife Trust Health & Safety Questionnaire requirements (Appendix 4).

2.0 Background Information

2.1 Coigach & Assynt Living Landscape Partnership Scheme

CALLP is a National Lottery Heritage Funded project comprising 14 Partner organisations, of which the Scottish Wildlife Trust is the lead partner. The Partnership comprises community landowners, community interest groups, charitable landowners, private land-owners and charitable membership organisations. Collectively these Partners are committed to delivering a Scheme comprising 33 individual projects over 5 years to September 2021.

2.2 The Scottish Wildlife Trust

The Scottish Wildlife Trust (SWT) is the largest charity in Scotland working on all aspects of wildlife conservation and was incorporated on the 14th April, 1964. SWT will contract out the awarded tender and provide the financial management for the project. The contact for the awarded tender will be the Coigach & Assynt Living Landscape Partnership (CALLP) Scheme Manager.

2.3 The Highland Council

The Highland Council (THC) is the owner of the present Clachtoll Ranger Hut (that will be dismantled) and the surrounding land. THC will make the land previously occupied by the Clachtoll Ranger Hut, or in close proximity to this location adjacent to the carpark available for the construction of the Clachtoll Information Hut.

2.4 The context for the overall project

The Clachtoll Information Hut Project is a CALLP project. The objective of this project is to increase the provision of information relating to the natural and cultural heritage around Clachtoll. The existing Clachtoll Ranger Hut has been sited at the Clachtoll Beach car park since the 1980s and displays local information. The present Ranger Hut has an estimated floor area of 17.0m² and wall display area of 12.4m². The current hut is also too small to house the wide range of information about the natural, cultural and built heritage of the area. A larger structure would allow more information to be presented in a clearer manner.

3.0 Scope of the Design and Construction of the Clachtoll Information Hut

3.1 Main aims

The Clachtoll Ranger Hut project has the following objective:

- To design and install a robust, durable, brightly illuminated by natural daylight, welcoming information hut built to a high standard and easily accessible suitable for disabled access

The partnership is seeking a designed information hut to be constructed on site and invites interested parties to quote for the tender.

3.2 Required Services

The partnership requires a contractor that will design the information hut structure, and on design approval from CALLP, prepare the planning permission application for the structure for submission to THC. After planning permission is awarded, carry out ground preparation and construction of the structure on site in Clachtoll.

The design requirements for the structure are:

- Structures to replace the existing Clachtoll Ranger Hut with wall display area of least 12.4m².
- Structure to be robust, bright and welcoming. Roof-mounted sky lights are not advised due to strong weather conditions at site.
- Structure to be durable to match the lifetime of the current Clachtoll Ranger Hut.
- Structure to meet the building standards required to allow unassisted means of disabled access (equivalent to building standards).
- As good environmental credentials as possible for the size, location and maintenance, i.e. minimal concrete foundations however ramp should be concrete or similar to ensure longevity and minimise maintenance.
- Wood exterior and interior.
- Information panels will be produced by organisations and are outwith this tender, however interior finish needs to be suitable for panels to be attached to. This could be vertical wooden posts with 500-800mm centres to enable boards to be fixed onto them or onto horizontal battens attached onto these (cost external to tender)
- Building design in keeping or at least not drastically different to surrounding buildings.
- Detailed Design Requirements are listed in Appendix 5.

3.3 Key activities

- Meeting with the client and tender contact to develop an agreed approach to the design of the structure and both where and how it is secured and linked to the broch.
- Develop detailed plans in consultation with the client and planning officers.
- Submit the agreed plans to Highland Council for Planning Permission, and if necessary, modify in the light of their responses
- On approval of Planning Permission, construct and commission the structure.

4.0 Outputs and milestones

4.1 Provision of final designs

Following appointment, the contractor shall be responsible for undertaking a site visit in order to tailor designs for the information hut. The contractor will design the structure and provide drawings and specifications for the structure. These drawings will include:

- All drawings required for planning application
- All engineer drawings required

Final approved designs should be submitted for planning permission. The contractor will prepare the planning permission application for submission to the Highland Council through the Assynt Community Council.

4.2 Installation and Completion

The Contractor shall oversee the construction of the information hut and ensure compliance with building regulations and obtain any required completion certificates if applicable. The contractor will remain liable for any defects that have resulted from poor workmanship for a period of 12 month following practical completion.

4.3 Milestones

August - September 2021

- Development of plans for information hut and submission of planning permission application.

Sept - November 2021

- Clachtoll Information hut construction
- 15th November 2021 deadline for completion of hut

5.0 Fees and Costs

- Contractors are invited to submit a financial proposal for the work which should not exceed £30,818 excluding VAT. The project will be charged at 0% VAT as the construction meets the charitable aims of the charity.
- The financial proposal should also be set out so that costs, excluding VAT, for each of the key elements of the project as outlined at Section 4, are clearly identified.

6.0 Contractor Selection Criteria

- Relevant experience and track record
- Value for money
- Technical skills (people, skills, specific abilities)
- Management (quality assurance, health and safety, insurance)

7.0 Award Criteria and weighting

- Understanding the brief and its requirements 10%
- Delivery programme, deliverables and key milestones 20%
- Track record of delivering similar projects 20%
- Cost and financial proposal 50%

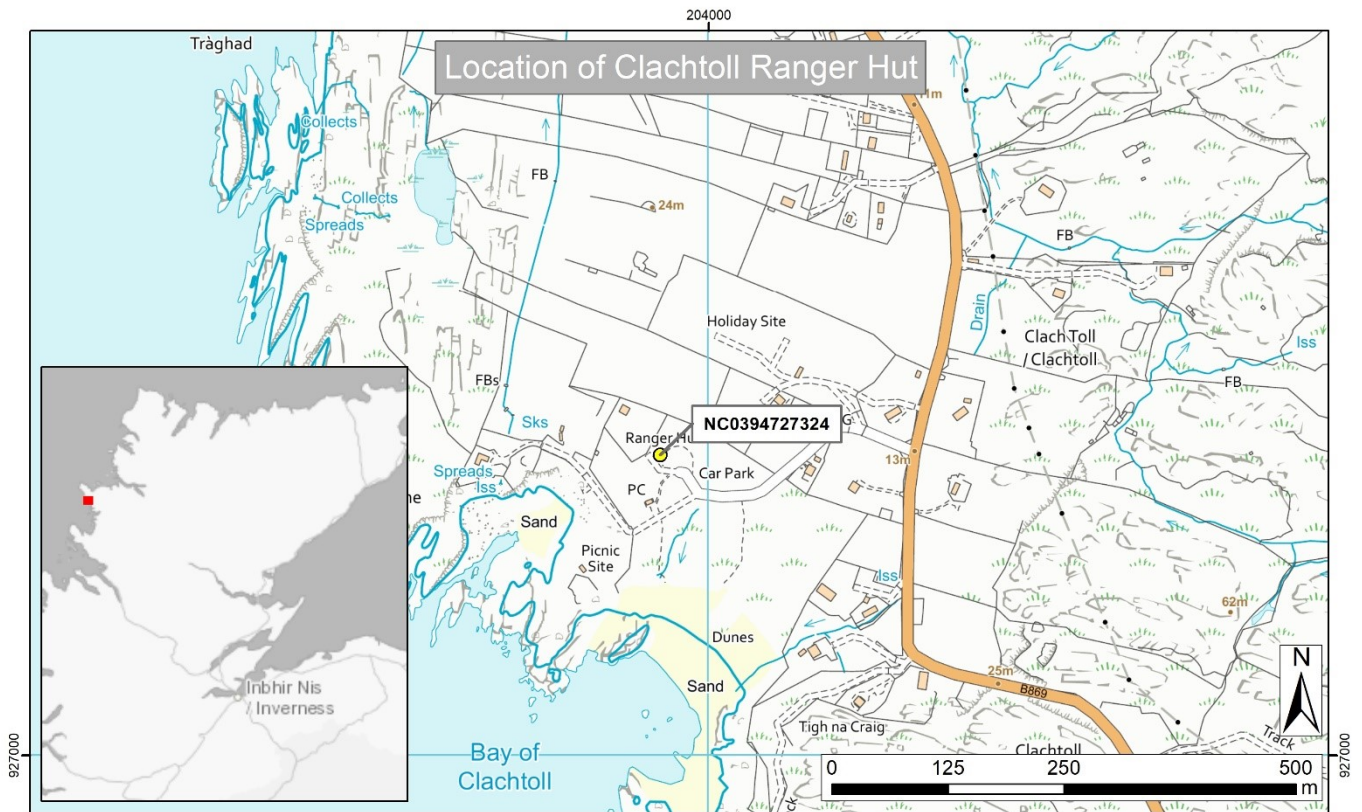
8.0 Retention of Tender Paperwork

Records of the tendering process for the contract will be retained for a time period as stipulated by the Scottish Wildlife Trust Retention of Tender Paperwork matrix.

9.0 Additional Information

Any queries please contact: Boyd Alexander, Email balexander@coigach-assynt.org

Appendix 1.



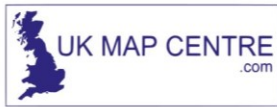
Scottish Wildlife Trust
 Harbourside House
 110 Commercial Street
 Edinburgh
 EH6 6NF

27/10/2020

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Coigach & Assynt
 LIVING LANDSCAPE

Appendix 2.



Clachtoll Ranger Hut
Scale 1:1250

50m



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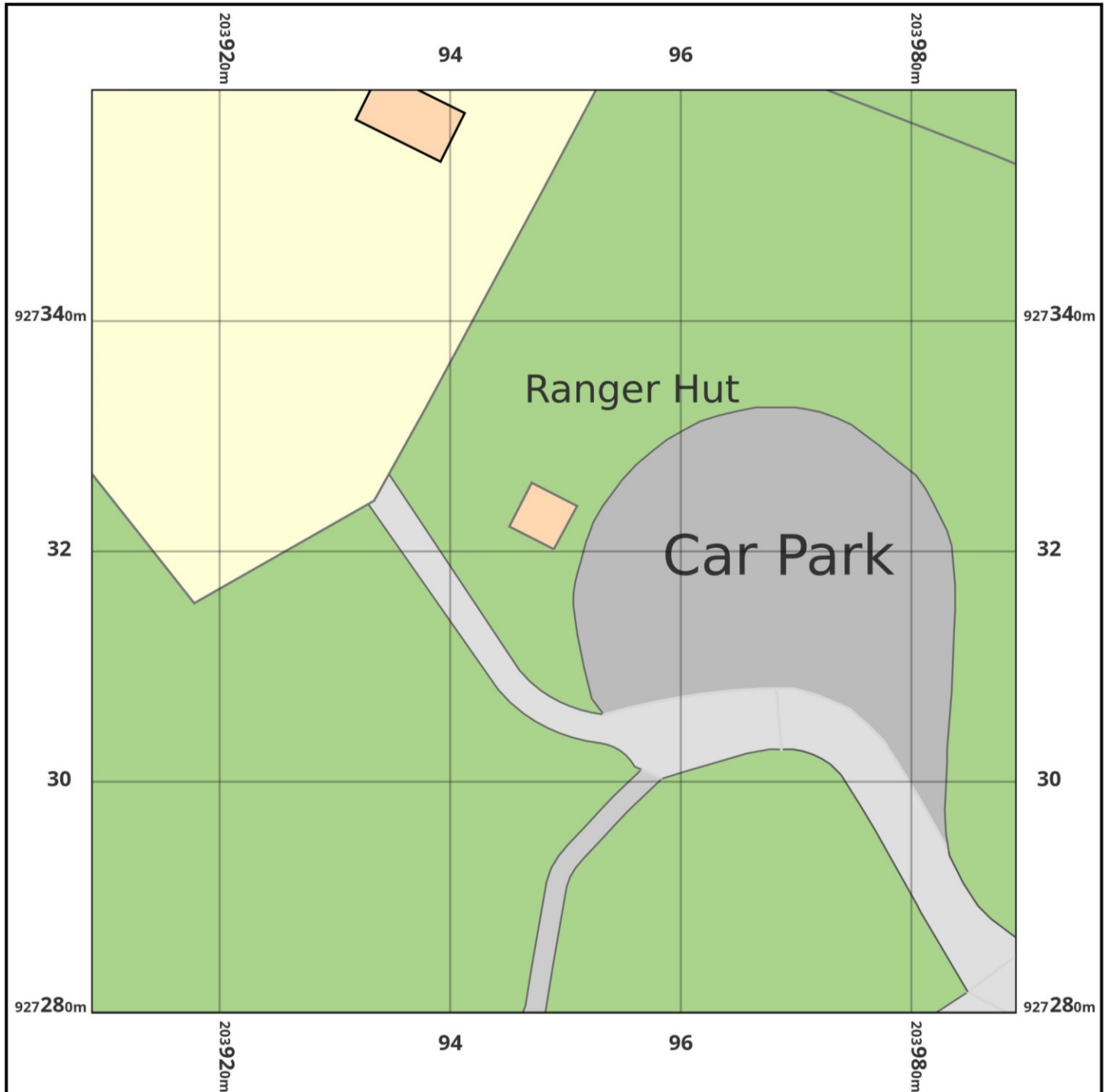
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Appendix 3.



Clachtoll Ranger Hut
Scale 1:500

20m



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Appendix 4: Contractor's Health & Safety Questionnaire

Contact Name			
Company Name			
Company Address			
Daytime Phone Number		Evening Phone Number	
Mobile Phone Number			
Number of Employees			

COMPANY OPERATIONS	Yes	No
Do you have a health and safety policy? *(see note 1) <i>Please append a copy of this</i>		
Do you have a health and safety manual and procedures?		
Is there an appointed person within your organisation responsible for health and safety matters? *(see note 2)		
INSURANCE POLICIES HELD		
Do you have employers and public liability insurance? Please append a copy of this. If appointed, you will be required to have PLI and ELI (if applicable) in place for the duration of the contract.		
Do you have professional indemnity insurance? *(see note 3) <i>Please append a copy of this</i>		
Do you have contractors all risk insurance? *(see note 3) <i>Please append a copy of this</i>		
HEALTH & SAFETY LEGISLATION		
Do you carry out risk assessments? <i>If selected as a contractor, you may be required to submit your risk assessment for the contracted works</i>		
Do you have a formal accident and near miss reporting and investigation procedure?		
PHYSICAL WORKS ON-SITE		
Do you operate a maintenance and inspection system for work equipment? *(see note 4)		
Are you aware of the responsibilities imposed by the Construction Design and Management Regulations *(see note 5)		
Are you aware of the current health and safety legislation which governs your activities? *(see note 6)		
PROSECUTIONS		
Can you confirm that, during the past 5 years, your company, or any senior executive, has not been prosecuted for any Health & Safety offences? If you cannot confirm, please provide details and outline procedures adopted to prevent a reoccurrence of the failing(s).		
Can you confirm that, during the past 5 years, your company, or any senior executive, has not been prosecuted for any offence under the Environmental Act 1990 (as amended)?		

Signed	
Name (Printed)	
Date	

Notes

1 POLICY

If you employ 5 or more staff, you are required to have a Health & Safety Policy under Health and Safety at Work legislation. You should include your most recent signed and dated Policy Statement with the Organisation and Arrangements for implementation.

2 H&S COMPETENT PERSON

If “Yes” please provide their name and professional qualifications. If “No” please provide details of the health & safety consultant who assists you with health & safety issues.

3 INSURANCE

If the contract for which you are tendering is of an advisory, professional or consultancy nature which could result in current or future claims against the Trust, the landowners or their singular successors then you will require to demonstrate proof such cover is in place, if appointed.

4 PHYSICAL WORK ON SITE

If the contract for which you are tendering involves construction, demolition or the accomplishment of other practical operations then you will be required to demonstrate such cover is in place if appointed. You must also be able to demonstrate that all plant and equipment to be used by your organisation is regularly inspected, serviced and maintained. If you have established written procedures a copy of these should be submitted.

5 CDM REGULATIONS

If the contract for which you are tendering involves provision of planning supervision (as required by the Construction, Design and Management Regulations), you must be able to demonstrate that you are familiar with the responsibilities imposed by these regulations and, if selected, submit copies of site registrations, pre work health and safety plans, planning supervisors and designers (as applicable to the contract).

6 H&S LEGISLATION

Contractors engaged by the Scottish Wildlife Trust shall carry out their work activities in accordance with all appropriate statutory legislation as amended including, but not limited to:-

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2007
- The Construction (Health, Safety and Welfare) Regulations 1996
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Construction (General Provisions) Regulations 1961, partially revoked
- The Personal Protective Equipment Regulations 2002
- The Construction (Head Protection) Regulations 1989
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Manual Handling Operations 1992
- The Control of Noise at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Asbestos (Licensing) (Amendment) Regulations 1998
- The Control of Lead at Work Regulations 2002
- The Control of Substances Hazardous to Health Regulations 2002
- The Gas Safety Installations and Use Regulations 1998
- The Electricity at Work Regulations 1989
- The Fire Safety (Scotland) Amendment Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (First Aid) Regulations 1981

Appendix 5: Detailed Design Requirements

Proposed Uses/Users and kinds of activities to be accommodated	Display information on local area and local heritage
Accessibility Requirements - who needs to be able to access the building	<p>Access to all members of the general public. Access standards to be equivalent to building standards. Building will be unlocked between April and October each year and locked between November and March.</p> <p>Road from Lochinver to Clachtoll (B869) has 24.5T weight limit and advisory signs saying unsuitable for coaches and caravans "6 miles ahead". 6 miles is past the site of the Clachtoll car park.</p> <p>There is a particularly tight steep turn and narrow exposed section at NC071258 and NC070257.</p>
Environment and Services Requirements	<p>As good environmental credentials as possible for the size, location and maintenance, i.e. minimal concrete foundations however ramp should be concrete or similar to ensure longevity and minimise maintenance.</p> <p>No services present on site so no services requirements.</p>
Energy efficiency - insulation, sensor controlled automatic lights when occupied/in use for example	No electricity or other energy source on site. Building should be resistant to the elements but provide adequate ventilation to avoid damp and condensation.
Energy Generation	None
Water / Water harvesting	No water or drainage services on site. Water collection from guttering will need to be managed so as not to pool around base of building and cause problems. Sandy soil helps with drainage. Currently water just drains off the roof via drainpipe onto ground at rear South West corner.
Lighting/Natural light	No electricity supply on site, building needs to harvest adequate natural light to enable people to read information displays.
Ventilation - natural or mechanical	Natural ventilation required to avoid damp and condensation

Acoustics - for example activities may require more or less noise insulation	No acoustic considerations required
IT / Electricity supply requirements - for example some workspace users may need particular kinds of supplies	No IT or electricity supplies on site.
Waste and Recycling - facilities specified and located for ease of use by building users and managers	Public waste facilities located at car park (may be moved to accommodate siting of new building)
Safety and Security - alarms, controlled access (intercoms/swipe systems) shuttering (internal/external)	Door to building will be locked during November to March and unlocked 24/7 between April and October. Therefore, locking mechanism needs to be able to withstand long periods of non-use
Fixtures and Fittings - equipment, signage etc	No fixtures and fittings required as part of this work, these will be considered separate to this work. However, design of the building will need to take into account that there will be interpretation panels fixed to the interior walls and signage fixed to the outside.
Sanitary Provision - WC's, Washing/shower facilities	No sanitary provision on site. Public toilets present 50m south of existing building.
Cleaning/maintenance equipment storage	Not required
External areas	A sheltered porch area is preferred but alternative could be considered, e.g. keeping wall perpendicular to wall with door in it but no roof over this section.
Storage	Not required
Access - parking and loading	Site is adjacent to Clach toll Beach Car Park. Car park is large enough for bin lorry to turn around in and should be large enough for larger vehicles if required. Car park is busy during normal Summer months but normally not in much use in November-March when the beach is closed. May need traffic management on site when construction materials delivered.
Cycle racks / security	Not required
Specific facilities - play areas, seating etc	Not applicable