



CONSULTANT'S BRIEF

TITLE	FOOTBALL PITCH DEVELOPMENT PROJECT
OBJECTIVES	To provide plans for upgrade to the football pitch beside Iochdar Hall, to include new changing block, drainage, septic tank up-grade and improved parking. Plans to include site plan, plan of use, development of use, maintenance planning, plan of engineering works, full costs and tender documents.
BACKGROUND	Sgoil an Iochdar agus a' Choimhearsnachd is a community group set up in partnership with several local groups and the school. The aims of the group are to promote development of sports facilities and their use and maintenance in the Iochdar area.
METHODS	The consultant will visit the site initially, liaising with the trustees' project team. The project team will consist of the consultant and the Chair, secretary and football representative of the board of Sgoil an Iochdar agus a' Choimhearsnachd. Any work undertaken for and on behalf of the trustees must be agreed with the trustees beforehand, especially where it lies outside the immediate scope of this brief.
LIAISON/REPORTS	Drafts will be discussed on a fortnightly basis with the project team by e-mail. A draft will be presented to the committee once the study is almost complete. The committee will display the proposed project in a public area for further local consultation. 6 copies of the final report will be available. A digital version will also be available.
CONSULTANTS COSTINGS	All prices must show: <ul style="list-style-type: none"> • Price before VAT • VAT rate • Price after VAT
APPOINTMENT TIMETABLE	The timetable for the commissioning and appointment of the consultants is as follows: <ul style="list-style-type: none"> • Invitation to tender 11:12:2008 • Deadline for receipt of tender applications 19:01:2009 • Select consultant 20:01:2009 • Inception meeting By 13:02:2009 • Contract Completion By 17:04:2009 <p>It is anticipated that the selected consultants will be invited for discussions with the Company in order to discuss their tender document before a final selection of the preferred consultant is made. It is expected that this visit by the consultants will be at no extra cost to the Company.</p>

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Recognised as a Scottish Charity

Company number: SC285959
Charity number: SC032387

VALIDITY PERIOD OF PROPOSAL/TENDER	All details of the Proposal/Tender, including prices and rates are to remain valid for 18 calendar months after the closing date of the Proposal/Tender.
THE CONTRACTING COMPANY'S DISCRETION	The Company does not undertake to accept the lowest Proposal/Tender, or part or all of the Proposal/Tender and the acknowledgement of receipt of any submitted Proposal/Tender shall not constitute any actual or implied agreement between the Company and the Vendor. The Company reserves the right to accept any part, or all, of any Proposal/Tender or Proposal/Tenders at its sole discretion.
RESULTS OF THE PROPOSAL/TENDER	An evaluation team will consider all Proposal/Tenders correctly submitted and will select one or more with a view to reaching a contractual agreement subject to clarification of any outstanding matters. When the final decision on the results of the Request for Proposal/Tender has been taken, all Vendors will be informed in writing, whether or not they have been successful. No other information shall be given on the progress of the tendering.
CONSULTANTS SUBMISSION	The submission needs to demonstrate the consultant's: <ul style="list-style-type: none"> • Relevant knowledge and experience • Understanding and interpretation of the brief and its objectives; • Project management capabilities and processes; • The experience and quality of proposed staff; • A track record of completing work methodically and to schedule; and • Value for money
INSURANCES	Please note that the Company will require consultants to include proof of professional indemnity insurance cover in the sum of at least £1 million.
CONFIDENTIALITY	The Consultant should treat the Tender documents as private and confidential between the organisation and Sgoil an lochdar Agus a'Choirhearsnachd.
BUDGET	Quotes for the consultancy work must not exceed £7,000 including expenses (inclusive of VAT, if appropriate).
FURTHER INFORMATION	Further information about the brief and other details of the project can be obtained from the secretary and chairwoman.
APPENDICES:	App. 1 Details of football pitch upgrade App. 2 Contact addresses.



APPENDIX 1: PROJECT OUTLINE

The current football pitch is full sized, and lies to the north of the hall. The existing pitch has been created from the original peat bog by covering this with a layer of 'Terram' or similar, and shingle, topped with turf. Cars have damaged the pitch in the past and the surface is uneven and stony. In very wet weather, it becomes waterlogged. It is unsheltered, and there are no changing facilities.

The pitch at lochdar is the home ground for lochdar Saints. It is used for training, matches and casual games. It is level, but long-standing wear and tear has led to exposure of stones and shells on the pitch, making the surface uneven and unpredictable. There are no associated changing facilities. It is often called into use for matches when the pitch in Benbecula is out-of-use or overbooked. In the past, the area has had a ladies team and a junior team.

The lochdar pitch is on the main north to south road and bus route. The nearby hall has full services, and there is suitable parking. The pitch is also within walking distance of the school, along a path that is away from the main road. The next nearest pitch to lochdar is at Lionacleit School, which is used heavily by other teams in the local football association.

lochdar Saints Football Club is composed of local players, and is a strong cohesive element within the younger local community. It provides opportunities for exercise for teenagers and young adults, as well as a lively social network for a vital sector of the community.

In the context of the wider area, lochdar Saints are members of the Uist & Barra Amateur Football Association (UBAFA). At present, there are eight teams who play regularly on the islands, participating in the Uist and Barra League, Co-op cup, Summer cup, Billy MacNeil cup, the Highland Amateur Cup with some teams visiting from Lewis and the mainland. A number of local teams lack access to any pitch, and each team plays 10-25 matches per year, as well as an average of 6 'friendly' matches. Each year the 'Saints' play at least one charity match to raise funds for local appeals.

Most existing pitches are substandard, similar to the pitch at lochdar, or even worse. With training and casual play, any existing pitches see a high level of use. The Uists need to upgrade several pitches in the area in order to allow teams to develop in skill and fitness, to expand access to football to a wider demographic, to attract more visiting teams, and to spread pitch wear and tear over a larger number of pitches. Visiting teams have commented adversely on the poor quality of Uist Pitches.

The project will include

- Ground survey and topographical survey of site
- Upgrading the full-size football pitch to association standards desirable for inter-club matches. The pitch will be suitably fenced and stock-proofed, and the tree planting will be enhanced to improve shelter. The pitch drainage will be improved. There will be shelters for supporters overlooking the pitch. Pedestrian accesses improved, including allowing for disabled access. The documents will include an option/cost analysis of pitch surfaces.
- Changing rooms and showering suitable for two teams and a referee will be built, with storage for sports equipment. Solar panels will provide hot water. A review of sustainable energy options will be provided. The changing rooms will be oriented east/west to allow for maximum efficiency of solar panels.
- Assessment of any future resource development possibilities, such as new sports, lighting

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- Improvements to existing parking, including installation of 6 cycle racks.
- The septic tank for the hall and changing facilities will be upgraded to allow for increased waste water, in consultation with NOSWA.
- Planning permission for the new changing facility will be in place, and applied for by the trustees
- The feu plan and lease for the area will be completed.
- The final project documents will be fully costed and ready for tendering and funding applications.
- Maintenance schedules will be planned ahead for five years.

APPENDIX 2: CONTACTS

Dr K Dawson
Secretary

kdawson@ukonline.co.uk
The Old School House, Bualdubh
South Uist
HS8 5RQ
01870 610373

Mrs Mairi Bremner
Chairwoman

mairi.bremner@wihb.scot.nhs.uk
96 Carnan
South Uist
01870 610270

Mr Stephen MacAulay
Football club

stephen@askernishquarry.com
5 Ardmore
South Uist
01870 610319