

INVITATION TO QUOTE

Architect-led Multidisciplinary Professional Services to RIBA Stage 2 (Concept Design)

Tarbolton Community Hub

Item	Details
Quote reference	TCDT-HUB-2026-01
Client	Tarbolton Community Development Trust (SCIO SC054279)
Site	Former Tarbolton Community Centre site, 69-71 Montgomerie Street, Tarbolton, KA5 5QD
Issue date	1 September 2026
Clarification deadline	5:00 pm, Monday 21 st September 2026
Tender return deadline	5:00 pm, Friday 25 th September 2026
Return by email	procurement@tarbolton.org

Funding condition

This commission is being procured in advance of funding. Any appointment and the scope ultimately instructed are subject to TCDT securing Scottish Land Fund technical assistance funding and/or other eligible grant funding. Bidders must price the core scope and each optional service separately. No work is to commence without written instruction from TCDT.

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1. Invitation to Quote Letter

31 August 2026

Dear Supplier,

INVITATION TO QUOTE FOR ARCHITECT-LED MULTIDISCIPLINARY PROFESSIONAL SERVICES TO RIBA STAGE 2 (CONCEPT DESIGN)

Quote Ref: TCDT-HUB-2026-01

Tarbolton Community Development Trust (TCDT) invites suitably experienced architect-led multidisciplinary teams to submit a quotation for professional services to develop the proposed Tarbolton Community Hub through the end of RIBA Plan of Work 2020 Stage 2 (Concept Design), together with the associated surveys, cost planning, consultation and pre-acquisition technical assistance described in this package.

The commission is intended to produce a robust, funder-ready concept design and evidence base that TCDT can use to progress its Community Asset Transfer, Scottish Land Fund application and subsequent capital fundraising. The successful consultant will be expected to lead and coordinate all disciplines necessary for the instructed scope.

Your completed quotation must be received by 12:00 noon on Monday 14 September 2026. It is the supplier's responsibility to ensure that the response is received before the deadline. TCDT reserves the right not to consider late quotations.

TCDT is not bound to accept the lowest-priced or any quotation. Prices must remain open for acceptance for at least 90 days from the tender deadline. VAT must be shown separately and the supplier's VAT registration status/number stated where applicable.

The quotation will be evaluated on the following basis:

Evaluation criterion	Weighting
Quality	70%
Price	25%
Community benefit / added value	5%

All enquiries and tender returns must be sent to:

TCDT Board of Trustees
2 Smithfield Crescent, Tarbolton, KA5 5RE
procurement@tarbolton.org

Yours faithfully,

Matthew McColm
Development Officer & Trustee
Tarbolton Community Development Trust

2. Procurement Overview and Instructions

2.1 Procurement objective

TCDT wishes to appoint one lead consultant, normally an architect, who will assemble and manage an appropriately qualified multidisciplinary team. Consortium and subconsultant arrangements are acceptable, but TCDT requires a single point of contractual responsibility and a clearly identified lead consultant.

2.2 Procurement timetable

Milestone	Date / target
Tender issued	1 September 2026
Deadline for clarification questions	5:00 pm, Monday 21 st September 2026
Tender return deadline	5:00 pm, Friday 25 th September 2026
Intention to appoint / preferred bidder	Target: 2 October 2026 or as soon as practicable thereafter
Contract award / instruction to commence	Subject to confirmation of grant funding and completion of appointment documentation
Target duration for instructed RIBA 1-2 / technical assistance work	Tenderer to propose; TCDT anticipates approximately 12-16 weeks from instruction, subject to surveys, stakeholder availability and funder requirements

2.3 Tender return

- Submit electronically to procurement@tarbolton.org.
- Use the email subject: *TCDT-HUB-2026-01 - Tender Response - [Supplier Name]*.
- Provide the completed response as a single PDF, plus the pricing schedule in editable format if convenient. A Word response is acceptable provided a matching PDF is also supplied.
- Tender submissions must be complete, self-contained and clearly cross-referenced to this ITQ.
- Tenderers bear their own costs of preparing and submitting a quotation.

2.4 Clarifications and site visit

All clarification questions must be sent to procurement@tarbolton.org by the clarification deadline. TCDT may circulate anonymised questions and answers to all known tenderers where the information is material. Site visits may be arranged on request; attendance is not mandatory unless TCDT advises otherwise.

2.5 Reservations

- TCDT may amend, extend, cancel or re-run this procurement and is not obliged to make any award.
- TCDT may award the core scope only, any combination of optional services, or no services, depending on funding and value for money.
- TCDT may seek written clarifications, verify references and invite shortlisted tenderers to a short interview.
- Material qualifications or assumptions must be expressly stated. Silence will be treated as acceptance of the tender requirements.

3. Project Background

3.1 Client and project

Tarbolton Community Development Trust is a Scottish Charitable Incorporated Organisation (SCIO SC054279). The Trust is progressing the Community Asset Transfer of the former Tarbolton Community Centre site at 69-71 Montgomerie Street, Tarbolton. The former community centre was demolished and the site is now open land. TCDT intends to create a new purpose-built community hub as a long-term community-owned asset.

TCDT's August 2026 Business Plan identifies a strong need for improved affordable community space and sets out an ambition for a welcoming, flexible and financially sustainable hub serving Tarbolton and surrounding communities. Community consultation has consistently highlighted the loss of community infrastructure, social isolation, limited opportunities for young people, shortage of suitable meeting/activity space and the need for a focal point for village life.

3.2 Emerging accommodation and use requirements

The final accommodation schedule is to be tested and refined through the commission. The current brief includes, as a minimum, the following functional requirements:

- A welcoming community cafe / informal social space at the heart of the building.
- Flexible meeting, training and multipurpose rooms capable of simultaneous use by community groups, public services, businesses and local organisations.
- A larger flexible activity / events space suitable for sport and wellbeing activity (including activities such as badminton, exercise, dance and chair-based activity), community events and functions.
- Facilities capable of supporting funeral teas, celebrations, community lunches and private hire.
- An operational base for community organisations, volunteers and outreach services.
- Appropriate kitchen / servery, storage, toilets, plant, circulation and back-of-house accommodation.
- Inclusive, accessible facilities suitable for all ages and abilities.
- Outdoor space capable of supporting seating, community growing, landscaping and appropriate future community uses.
- A low-energy, low-running-cost building that is proportionate to TCDT's operating capacity and capable of being delivered in phases if necessary.

Design principle

TCDT is not seeking an over-specified civic building. The concept should be practical, affordable, robust, welcoming and straightforward for a small community organisation to operate. Whole-life affordability and flexibility are as important as architectural quality.

3.3 Existing evidence

Tenderers should build on, rather than duplicate, the work already completed. The existing Business Plan, CAT Stage 1 Expression of Interest and community engagement evidence are key inputs. The commission must test assumptions, identify evidence gaps and update the project brief where the Stage 2 design or cost plan requires it.

4. Funding and RIBA Alignment

4.1 Scottish Land Fund technical assistance

As at the issue date, the Scottish Land Fund describes Stage 1 technical assistance as support to help communities prepare to purchase an asset. Its guidance states that technical assistance can support specialist advice and/or professional fees, including feasibility studies, business plans, valuations and surveys, together with some costs towards community engagement. Grants are normally stated as being between £2,500 and £30,000 (with the average being around £15,000) and can fund up to 100% of eligible technical assistance costs, although applicants are encouraged to contribute from other sources where possible.

Eligibility caveat

This tender has been deliberately structured to capture the professional and technical work that is most clearly aligned to published Scottish Land Fund technical assistance categories. Final eligibility, grant amount and any conditions will be determined by the Scottish Land Fund / TCDT's adviser. TCDT will only instruct items that it is satisfied are eligible and funded.

Published SLF category	How this tender addresses it	Tender status
Specialist advice / professional fees	Architect-led multidisciplinary design, planning, engineering, cost, sustainability, access and project coordination	Core / separately itemised
Feasibility studies	Review and validate brief, options appraisal, site constraints, buildability and phasing	Core
Surveys	Topographical and proportionate site/technical surveys and investigations required to make the Stage 2 concept robust	Core and optional survey lines
Community engagement	Consultation materials, stakeholder workshop/public engagement, feedback report and design response	Core
Technical assistance exclusions	TCDT staff salaries and the purchase price itself are not included in this consultancy tender	Excluded

4.2 RIBA Plan of Work Stage 2 outcome

The commission must achieve the RIBA Plan of Work 2020 Stage 2 outcome: an Architectural Concept approved by the client and aligned to the Project Brief. The Stage 2 concept must incorporate strategic engineering input and be aligned with the Cost Plan, Project Strategies and Outline Specification, with design reviews undertaken and the decisions captured in a signed-off Stage Report.

The commission should also close any outstanding Stage 1 gaps necessary to support Stage 2. Tenderers must not assume that a planning application, detailed technical design or building warrant application forms part of this appointment: these generally sit beyond Stage 2 unless expressly instructed as an option.

4.3 Later acquisition costs

Scottish Land Fund Stage 2 acquisition funding may also support the asset purchase and reasonable acquisition-related professional, title mapping and legal fees. Legal conveyancing and the land purchase itself are outside this design consultancy. TCDT may procure legal services separately.

5. Required Scope of Services

5.1 Lead consultant and project management

- Act as lead consultant and single point of contact for TCDT.
- Confirm the full design team / subconsultants and responsibility matrix before starting.
- Prepare and maintain a concise project programme, information requirements and action log.
- Coordinate design, surveys, engineering, planning, cost and consultation inputs.
- Advise TCDT on its duties as client under the Construction (Design and Management) Regulations 2015 and identify / provide Principal Designer services where included in the tender.
- Manage design risks and record key decisions, assumptions and derogations.
- Attend meetings described in Section 7 and provide short written progress updates.

5.2 Stage 1 validation / preparation and briefing

- Review the Business Plan, CAT Stage 1 & 2 material, community consultation and all available site information.
- Confirm TCDT's client requirements, project outcomes, quality aspirations, sustainability outcomes and spatial requirements.
- Prepare or validate an accommodation schedule and adjacency requirements based on likely activities and realistic occupancy.

- Undertake a proportionate site appraisal and identify planning, access, servicing, drainage, ground, utilities, biodiversity, neighbouring-use and other constraints.
- Prepare a brief options appraisal testing at least two credible approaches where this adds value, including phasing / future expansion where relevant.
- Confirm a realistic Stage 2 project budget envelope and identify any brief elements that are not affordable or require further evidence.
- Prepare a site information / surveys schedule identifying what is essential now, what can be deferred and the reason for each recommendation.

5.3 Architectural concept design - RIBA Stage 2

- Develop the preferred option into an architectural concept coordinated with the site, project brief and strategic engineering requirements.
- Prepare concept site plan(s), floor plans, key elevations and sections at appropriate scales.
- Demonstrate access, circulation, zoning, servicing, storage, back-of-house and relationship between indoor and outdoor uses.
- Test capacity for the proposed activity hall, cafe, meeting / training rooms, support spaces and outdoor uses.
- Prepare a simple schedule of areas and compare against the agreed brief.
- Prepare an outline specification describing principal materials, building envelope approach, finishes / durability assumptions and major systems at a level appropriate to Stage 2.
- Prepare sufficient visual material to support community engagement and funding applications, including at least two external concept views and internal / spatial visualisation where useful.
- Identify any agreed brief derogations and obtain TCDT sign-off.
- Prepare the final Stage 2 Stage Report consolidating drawings, strategies, cost plan, risks, consultation feedback and next-stage recommendations.

5.4 Strategic engineering and specialist input

The lead consultant is responsible for identifying and coordinating the level of specialist input reasonably required to make the concept credible. As a minimum, tenderers should include or separately price:

- Civil and structural engineering: structural form / grid, foundations assumptions, retaining / level changes, access, external works, drainage and other site infrastructure at strategic level.
- Mechanical and electrical / building services: energy and heat strategy, ventilation approach, plant space, electrical capacity, lighting strategy, water / drainage interfaces and other strategic servicing requirements.
- Sustainability / energy: low-energy design principles, fabric-first approach, operational energy / carbon considerations, renewable technologies where viable, overheating / ventilation considerations and whole-life affordability.
- Fire safety: strategic means-of-escape / occupancy considerations and any design issues that materially influence the concept.
- Inclusive design / access: step-free access, accessible WCs, circulation, sensory / inclusive design considerations and compliance route.
- Landscape / external realm input where needed to establish a credible concept for outdoor seating, growing, access, parking / cycle provision and site edges.

5.5 Planning and statutory strategy

- Review planning policy / site constraints and confirm likely planning pathway.
- Prepare material suitable for a proportionate pre-application planning discussion and seek written or minuted feedback from South Ayrshire Council where feasible and agreed with TCDT.
- Identify the information likely to be required for a future planning application and any specialist assessments that should be commissioned at Stage 3.
- Confirm the intended route to Building Standards compliance at high level.
- Identify statutory undertaker / utility issues and potential new connections that could materially affect cost or programme.

5.6 Cost consultancy

- Prepare an elemental Stage 2 Cost Plan based on the agreed concept and current market data.
- Show base construction cost, external works, site / utility allowances, preliminaries, design / professional fees, surveys, statutory fees, contingency / risk allowance, inflation to an assumed construction date, and VAT separately.
- Clearly distinguish construction cost from total project cost / funding requirement.
- Provide key cost assumptions, exclusions, abnormal risks and benchmark rates.
- Undertake at least one cost review / value engineering exercise if the first concept exceeds the agreed budget.
- Provide a simple cashflow / expenditure profile for later funding planning where practical.

5.7 Surveys and investigations

Tenderers must provide a clear survey strategy. TCDT expects the following to be priced separately so that it can instruct only those required and funded:

- Topographical survey of the full site and immediately relevant boundaries / adjoining features, suitable for design use.
- Utility records search and, if recommended, an on-site utility / service survey.
- Phase 1 desk study covering ground conditions, historical land use and contamination risk.
- Intrusive geotechnical / ground investigation allowance, only if the consultant considers it proportionate before Stage 2 sign-off.
- High-level drainage / flood risk appraisal and identification of likely SuDS strategy / discharge constraints.
- Tree / arboricultural or ecological / biodiversity appraisal only where site conditions or planning advice indicate a need.
- Transport / access / parking appraisal only to the extent needed to establish a viable Stage 2 concept.
- Any other survey the tenderer considers essential must be identified, justified and separately priced.

5.8 Community and stakeholder engagement

- Prepare clear, jargon-free consultation material explaining the concept and key choices.
- Attend / facilitate at least one community design consultation event in Tarbolton, with TCDT handling venue and local promotion unless otherwise agreed.
- Provide display boards and digital material suitable for TCDT's website / social media.
- Include a separately priced physical or digital consultation model / interactive visualisation option so TCDT can select the most useful format within available funding.
- Record feedback in a concise consultation report showing who participated, key themes, responses and changes made to the concept.
- Ensure consultation is accessible and allows meaningful input from young people, older residents, disabled people, community groups and likely users.

5.9 Business plan

TCDT already has a substantial Business Plan dated August 2026, as such we will not be seeking a new one.

5.10 Independent market valuation

TCDT has already procured a joint independent market valuation from Shepherds along with South Ayrshire Council, once complete this may be shared however there is currently no timeline available.

5.11 Optional future appointment

TCDT may, subject to funding, approvals and any funder procurement requirements, invite the successful team to continue into later RIBA stages. Tenderers should state whether they would be willing to continue and provide an indicative fee basis for Stages 3-7. **This information is not scored and does not create any commitment to extend the appointment.**

6. Required Deliverables

All final outputs must be suitable for inclusion in funder applications and for handover to a future design team if the successful tenderer is not retained beyond Stage 2. Unless agreed otherwise, provide PDF plus editable/native files.

Deliverable	Minimum requirement / format	Core?
Inception / gap analysis note	Review of existing evidence, scope confirmation, risk / survey gaps, agreed programme	Yes
Validated Project Brief	Outcomes, quality / sustainability aspirations, accommodation schedule, spatial requirements, budget assumptions	Yes
Options / feasibility appraisal	Concise comparison of credible options and preferred option recommendation	Yes
Site information pack	Topographical information plus instructed surveys / constraints register	Yes / as instructed
Concept site plan	Site layout showing building, access, external areas, servicing and relevant context	Yes
Concept floor plans	Plans showing all principal rooms / zones, circulation and indicative furniture / use where useful	Yes
Key elevations and sections	Sufficient to explain form, massing, levels, height and relationship to site	Yes
Area schedule	Gross / net or room areas as appropriate, compared with brief	Yes
Visualisations	At least two useful external / spatial views plus consultation-ready material	Yes
Strategic engineering note	Civil/structural and building services approach, plant / utility / drainage implications	Yes
Project strategies	Proportionate planning, sustainability, inclusive design, fire / H&S, cost, procurement / programme strategy notes	Yes
Outline specification	Stage 2 description of principal materials / systems and quality assumptions	Yes
Stage 2 Cost Plan	Elemental cost plan with total project cost, assumptions, risk, inflation, fees and VAT shown clearly	Yes
Community consultation report	Method, attendance / reach, feedback themes, design response, images / evidence	Yes
RIBA Stage 2 Stage Report	Single coordinated, signed-off Stage Report consolidating the full concept and decisions	Yes
Future-stage roadmap	Recommended Stage 3 investigations, consents, programme, procurement and funding actions	Yes

6.1 Digital file formats

- Reports: editable DOCX (or equivalent) and final PDF.
- Cost plans / schedules: XLSX and PDF.
- Drawings: PDF and DWG/DXF; IFC where a BIM model has been produced.
- Images / consultation graphics: high-resolution PNG/JPG and editable source files where reasonably available.
- TCDT must receive files without passwords, proprietary viewing restrictions or licences that prevent reasonable project use.

7. Programme, Meetings and Reporting

7.1 Programme expectations

Tenderers must provide a realistic programme from instruction to signed-off Stage 2 completion, showing dependencies on surveys, pre-application advice, consultation, cost review and client approvals. TCDT would prefer a programme in the region of 12-16 weeks, but will score credibility and understanding of dependencies above an unrealistically short duration.

7.2 Minimum meetings / engagement to include in fee

- Inception meeting with TCDT (online or in person).
- At least two formal design review meetings with TCDT.
- At least one site visit by the lead designer and relevant technical members.
- At least one community / stakeholder consultation event in Tarbolton.
- Pre-application planning engagement / meeting where agreed and available.
- Final Stage 2 presentation and sign-off meeting.

7.3 Reporting

Provide a short written progress update at least every two weeks during active design, identifying progress, decisions required, programme position, emerging risks, cost position and actions. The reporting style should be proportionate to a volunteer-led community client.

8. Tender Submission Requirements

Tenderers should respond in the order below. The main quality response should normally not exceed 20 A4 pages excluding CVs, examples, insurance certificates and the completed schedules.

Ref	Requirement	Guidance
A	Executive summary	Maximum 1 page: why your team is suitable and your proposed route to a successful Stage 2 outcome.
B	Organisation and lead consultant	Legal name, address, registration details, lead contact, ARB registration of lead architect, proposed contractual entity.
Q1	Understanding and approach	Explain your understanding of TCDT's objectives, site / project risks and how you will take the project from existing evidence to a signed-off Stage 2 concept.
Q2	Methodology and coordination	Set out design process, options appraisal, engineering / cost coordination, survey strategy, planning approach, decision gateways and quality assurance.
Q3	Project team	Provide team structure, named personnel, roles, relevant qualifications, availability and subconsultants. Include concise CVs.
Q4	Relevant experience	Provide up to three relevant projects, ideally community hubs / community ownership / charity clients / grant-funded projects, explaining your role, RIBA stage and outcome.
Q5	Programme and risk	Provide a programme and explain how you will manage key programme, funding, survey, cost and stakeholder risks.
Q6	Community engagement, inclusion and sustainability	Explain how you will co-design with the community, make material accessible, and embed inclusive / low-energy / whole-life-cost principles.
Q7	Contract management and reporting	Explain how you will keep a small volunteer-led client informed, control scope and manage changes / subconsultants.
CB	Community benefit / added value	Describe specific, measurable added value offered at no or minimal additional cost. Do not rely on geographic proximity alone.

Ref	Requirement	Guidance
P	Pricing	Complete Section 11 in full, showing fixed fees, disbursements and VAT separately. Identify assumptions and optional items.
D	Declarations / compliance	Complete Section 13, confirm insurances and identify any conflicts, exclusions or departures from proposed contract conditions.
R	References	Provide contact details for two recent clients who may be approached.

8.1 Minimum competence / pass-fail requirements

- Lead architectural designer registered with the Architects Registration Board (ARB), or an equivalent arrangement that clearly satisfies legal use of the title architect where applicable.
- Appropriately qualified and experienced cost consultant; chartered RICS status is strongly preferred.
- Appropriately qualified civil / structural and building services input for the proposed concept.
- Professional indemnity insurance appropriate to the commission; TCDT expects at least £1,000,000 each claim or a clear explanation of any alternative proposed level.
- Public liability insurance appropriate to site / consultation activities; employers' liability where legally required.
- Ability to start within a reasonable period following funding confirmation and to maintain the named team.
- No unmanaged conflict of interest that could prejudice TCDT, the funder or the asset transfer process.

9. Evaluation Methodology

9.1 Quality - 70%

Quality criterion	Weight
Q1 Understanding and approach	20%
Q2 Methodology and coordination	15%
Q3 Project team	10%
Q4 Relevant experience	10%
Q5 Programme and risk	5%
Q6 Community engagement, inclusion and sustainability	5%
Q7 Contract management and reporting	5%

Each quality response will be scored 0-5 and converted to the stated weighting. TCDT may reject a tender that scores 0 or 1 on Q1 or Q2, regardless of total score.

Score	Descriptor
0	No response or wholly unacceptable; fails to address requirement.
1	Major concerns; very limited evidence; significant omissions or risk.
2	Partially meets requirement but lacks detail / confidence in important areas.
3	Meets requirement with a clear, credible and proportionate response.
4	Very good response with strong evidence, insight and added confidence.
5	Excellent response; comprehensive, highly relevant, well-evidenced and offers clear added value without unnecessary complexity.

9.2 Price - 25%

The lowest compliant evaluated price will receive the full 25%. Other compliant prices will be scored using: (lowest evaluated price / tenderer's evaluated price) x 25. TCDT may evaluate the core scope plus a representative

package of optional items where necessary to compare like-for-like submissions, and will state any such normalisation during clarification.

9.3 Community benefit / added value - 5%

Community benefit will be scored 0-5. Examples may include free skills / design workshops, trustee briefing, youth engagement, extra visualisation, additional funding-support material, work experience, mentoring, reduced-cost follow-on advice or other concrete benefits relevant to the project.

9.4 Moderation and award

At least two evaluators should independently score quality before moderation. Price scoring will be applied after compliance checks. TCDT may clarify apparent errors but will not permit material rewriting of a tender after the deadline. The final award decision will be recorded in a short evaluation report.

10. Contract and Appointment Conditions

The successful tenderer will be appointed under a mutually agreed professional services contract, expected to be a current RIBA Professional Services Contract or an equivalent industry-standard appointment appropriate to an architect-led multidisciplinary commission. This ITQ, the successful tender and agreed clarifications will form part of the appointment. The following principles are minimum requirements unless expressly agreed otherwise:

Principle	Requirement
Funding / instruction	No obligation arises to commence work until TCDT issues a written appointment / instruction after funding confirmation. Optional services require separate written instruction.
Standard of care	The consultant will exercise the reasonable skill, care and diligence to be expected of appropriately qualified professionals experienced in projects of similar size, nature and complexity.
Scope control	The lead consultant must not incur additional fees or appoint unapproved additional subconsultants without written approval. Any proposed change must state cost and programme impact before instruction.
Team continuity	Named key personnel may not be substituted without TCDT's prior approval, not to be unreasonably withheld.
Fees	Fees are to be fixed for the defined scope, with disbursements and VAT stated separately. Payment will normally be monthly in arrears against agreed milestones / evidence of work completed.
Intellectual property	Copyright remains with the author, but TCDT must receive an irrevocable, royalty-free, non-exclusive licence to use, reproduce, adapt and share the project information for the Tarbolton Community Hub, its funding, statutory approvals, procurement, construction, operation and future development, including use by replacement consultants.
Data and confidentiality	The consultant must protect confidential / personal information and comply with applicable UK data protection law. Public consultation material must not expose unnecessary personal data.
Insurance	Maintain agreed professional indemnity, public liability and employers' liability insurance for the periods required by the final appointment.
CDM / H&S	Comply with designer duties under the Construction (Design and Management) Regulations 2015 and provide agreed Principal Designer services where included.
Conflicts and anti-collusion	Promptly disclose actual / potential conflicts. The tender must be independently prepared and not involve price-fixing, collusion, inducements or improper contact.
Fair Work	TCDT supports Fair Work First. Tenderers should confirm their approach to fair pay and effective worker voice, with sole traders able to mark this as not applicable.

Principle	Requirement
Termination	TCDT may terminate or suspend the commission in accordance with the professional appointment, including where funding is withdrawn or materially reduced. Fees remain due for properly completed instructed work up to termination.
Governing law	Scots law and the Scottish courts, subject to any agreed dispute resolution provisions in the final appointment.

10.1 Tender departures

Tenderers must list any proposed contract departures or liability caps with the tender. TCDT will consider reasonable, proportionate terms but may reject material qualifications that would undermine the intended deliverables, future use of the design information or funder requirements.

11. Pricing Schedule

Complete every line. Enter “included”, a fixed fee, an allowance or “not offered” as applicable. All figures must exclude VAT; show VAT separately in the summary. The core evaluated price will be based on the items marked Core unless TCDT states otherwise during clarification.

No.	Service	Status	Fixed fee (£ excl. VAT)	Assumptions / inclusions
1	Lead consultant mobilisation, project management and coordination	Core		
2	Review existing material / Stage 1 gap analysis / validated Project Brief	Core		
3	Options / feasibility appraisal and preferred option recommendation	Core		
4	Architectural RIBA Stage 2 concept design and Stage Report	Core		
5	Civil / structural strategic engineering input	Core		
6	Building services / MEP strategic engineering input	Core		
7	Sustainability / energy strategy input	Core		
8	Fire / inclusive design / access strategic input	Core		
9	Planning review and proportionate pre-application engagement	Core		
10	Quantity surveying / Stage 2 Cost Plan and one cost review	Core		
11	Topographical survey	Core survey		
12	Utility records search / utility survey allowance	Optional		
13	Phase 1 ground / contamination desk study	Optional		
14	Intrusive ground investigation / geotechnical allowance	Optional		
15	Drainage / flood / SuDS appraisal	Optional		
16	Ecology / biodiversity / arboricultural appraisal if required	Optional		
17	Transport / access / parking appraisal if required	Optional		
18	Community consultation event, display material and feedback report	Core		
19	Physical / digital consultation model or enhanced interactive visualisation	Optional		

No.	Service	Status	Fixed fee (£ excl. VAT)	Assumptions / inclusions
20	Title / boundary mapping support for acquisition	Optional		
21	Final presentation, future-stage roadmap and editable handover pack	Core		
22	Other essential service proposed by tenderer - specify	Optional		

11.1 Price summary

Summary	Amount
Core evaluated fee - excluding VAT	£
Optional services total - excluding VAT	£
Disbursements / expenses not already included - excluding VAT	£
VAT	£
Total if all offered items instructed - including VAT	£

11.2 Hourly / day rates for agreed additional services

Role	Hourly rate (£ excl. VAT)	Day rate (£ excl. VAT)
Director / Partner		
Project Architect / Lead Designer		
Architect / Designer		
Quantity Surveyor		
Engineer / Specialist		
Technician / Graduate		

Rates are for reference only. No additional time is chargeable without prior written instruction.

11.3 Indicative later-stage fee basis (not scored)

Future service	Indicative basis / percentage / note
RIBA Stage 3 - Spatial Coordination	
RIBA Stage 4 - Technical Design	
RIBA Stage 5 - Manufacturing and Construction	
RIBA Stage 6 - Handover	
RIBA Stage 7 - Use / post-occupancy support	

12. Supplier Response Schedules

12.1 Supplier details

Field	Supplier response
Legal entity name	

Field	Supplier response
Trading name (if different)	
Company / charity / partnership number	
Registered address	
Main office address	
Lead contact	
Email	
Telephone	
VAT registration number / status	
Lead architect name and ARB number	

12.2 Proposed project team

Name	Organisation	Role / discipline	Qualification / registration	Availability / % input

12.3 Relevant project examples

Provide up to three examples in your main response. For each, state client, location, project value, scope / RIBA stage, your role, completion / current status, funding / community ownership relevance and a referee.

12.4 Insurance

Insurance	Limit	Expiry	Insurer / policy reference
Professional indemnity			
Public liability			
Employers' liability (if applicable)			

12.5 Conflicts / exclusions / assumptions

List all material conflicts of interest, exclusions, assumptions, dependencies and departures from the tender requirements. If none, state "None".

13. Form of Tender and Declarations

To: Tarbolton Community Development Trust, 2 Smithfield Crescent, Tarbolton, KA5 5RE

We, the undersigned, having examined the Invitation to Quote TCDT-HUB-2026-01 and the information made available by TCDT, offer to provide the services described in our tender for the prices stated in Section 11 and on the terms stated in our submission.

- We confirm that our tender remains valid for 90 days from the tender deadline.
- We confirm that the tender has been prepared independently and without collusion, price-fixing, inducement or improper agreement with another tenderer.
- We have disclosed all actual or potential conflicts of interest known to us.
- We accept that TCDT is not obliged to accept the lowest or any tender and that award is subject to funding.
- We confirm that the named team has capacity to undertake the work within the programme stated in our tender, subject to reasonable notice of funding confirmation.
- We confirm that the information supplied in this tender is accurate to the best of our knowledge.
- We confirm that we will comply with applicable professional, health and safety, equality and data protection requirements.
- We confirm our Fair Work position: [insert / N/A for sole trader].

Signature field	Response
Authorised signatory	
Position	
For and on behalf of	
Signature	
Date	

Appendix A. Existing Information / Background Documents

The following information has informed this brief and should be made available to the successful consultant / tenderers as appropriate. Where a document has changed after tender issue, TCDT will provide the latest version.

Document / source	Status / note
TCDT Business Plan - Tarbolton Community Hub, August 2026	Existing project business plan and community need / activity / governance / finance evidence.
South Ayrshire Council Stage 1 - Expression of Interest, Community Asset Transfer request	Existing CAT background, site information and earlier development grant scope.
Site boundary / title information held by South Ayrshire Council / TCDT	To be provided when available; tenderer must confirm survey / title information gaps.
Scottish Government - Asset Transfer under the Community Empowerment (Scotland) Act 2015: Guidance for Community Transfer Bodies	Background statutory / CAT guidance.
Scottish Land Fund guidance notes and current programme web pages	Funding eligibility and technical assistance reference; tenderer should not rely on outdated criteria where the funder has issued newer instructions.
RIBA Plan of Work 2020 Overview	Reference framework for Stage 1 / Stage 2 outcomes and information exchange.

Documents can be found online at <https://www.tarboltonhub.org/tcdt-hub-2026-01/>

Useful external references: [Scottish Land Fund - How to apply](#) | [RIBA Plan of Work](#)

Appendix B. Tender Return Checklist

- Cover / executive summary included.
- Organisation and lead consultant details completed.
- Quality responses Q1-Q7 included.
- Project team structure and concise CVs included.
- Relevant examples and two references included.
- Programme included.
- Community benefit / added value response included.
- Pricing schedule completed for all core and optional lines.
- VAT and disbursements shown separately.
- Insurance details / certificates included.
- Conflicts, assumptions, exclusions and contract departures declared.
- Form of Tender signed by an authorised person.
- Response sent to procurement@tarbolton.org before 5:00 pm on 25 September 2026.

End of tender package

Please retain the quote reference TCDT-HUB-2026-01 on all correspondence. TCDT welcomes concise, practical submissions that demonstrate a clear route to an affordable and funder-ready Stage 2 concept.