

Terms of Reference for short-term project consultant(s) to look at design options for Torridon Campsite

Torridon District Community Association has secured funding for this role from a Crown Estate Scotland Community Capacity Grant. In line with this, tenders should be for a maximum of £15,300. The closing date for tender submission is the 6th of May at 5pm.

Background

In November 2021 an action group consisting of community groups and other organisations was formed under the Torridon and Kinlochewe Community Council (TKCC). The group undertook a community survey, and after an extensive process of consultation, a development plan was finalised and can be found at <https://www.tkcc.scot>. The plan covers the TKCC area which is classed as very remote rural. Torridon District Community Association (TDCA) has become the principal organisation under which the plan is being implemented. The action group has become a Development Plan sub-group of TDCA (hereinafter called the sub-group) and consists of 6 volunteer members and a Community Development Officer who has specific responsibility for supporting the implementation of the Development Plan.

One of the key issues that arose out of the consultation above was the need to explore options for a community purchase and management of Torridon Campsite. At present this is owned by Highland Council and is the responsibility of Highlife Highland but it is not actively managed. The site has few facilities and there is no charge for staying there; although donations are requested they bring in very little revenue.

The site is located at the entrance to the village of Fasaig, opposite National Trust for Scotland's Countryside Centre which is to undergo a proposed renovation and redevelopment, although there is as yet no timeline for this. It is close to a public toilet and shower block which is also owned by Highland Council and requires modernisation. The site suffers from very poor drainage and is often boggy and wet, for this reason it is currently unsuitable for campervans and motorhomes and is for use by tents only.

Purpose

The objective of the consultancy is to enable TDCA to develop a sustainable proposal for the campsite so that it can make a strong case to Highland Council for a community asset transfer. While sub-group members can undertake the management and revenue generation analysis part of the proposal, they do not have the technical skills to undertake an

assessment of the groundworks needed, nor to produce climate focussed design solutions for the site, including for facilities and traffic management.

The consultancy will be in two parts, the first looking at a range of options for campsite groundworks and facilities , based on identified priorities; the second developing a detailed design and costings for the option deemed most appropriate and viable. It is expected that the consultants will have the expertise and knowledge to minimise climate impact for all works, or will sub-contract someone else to do so. Consultations with the community will be important throughout. After consideration of the final reports, the TDCA will formulate a request for a community asset transfer.

The required output is an options paper for the campsite, including:

Part 1

Design options appraisal

To come up with and consider options for improving the campsite and to make recommendations as to preferred options, including undertaking a desktop site investigation and in person site visit. The appraisal should include:

Groundworks and access arrangements

- To come up with and consider drainage and groundworks options for a) making the site suitable for campervans and motorhomes, including electric hook-ups, and/or b) making it suitable for a combination of campervans/ motorhomes and tents and c) improved drainage for tents only.
- Based on the above to propose layouts for the site.
- To advise on access arrangements, including entry and exit to the site. The current access to the campsite also serves as access for the fire-truck and thus may not be suitable for a busy campsite.
- To consider possible parking options for campers with tents, both onsite and off-site.

Facilities

- Consider converting the current public toilet and shower block into a campsite toilet, shower, washing up and laundry block, with a section open to the public for a small charge.
- Consider constructing a new campsite facilities building on the site of the current toilet and shower block, to include a public toilet with a separate entrance.
- Explore options for constructing a new campsite facilities building within the boundaries of the new campsite.

- Explore options for providing outdoor cooking stands and washing up facilities.
- Advise on waste disposal facilities, including grey water, recycling and rubbish.
- Advise on chemical waste disposal points, needed if the site takes camper vans and motorhomes.
- Explore options for security of the site and options for allowing paid campsite users access without staff needing to be present.

Cost estimates

- Provide initial cost estimates for each of the drainage and groundworks options above.
- Provide initial cost estimates for making each of the proposed layouts, access arrangements and possible parking options above.
- To assess the condition of the current toilet and shower building and estimate the cost of the likely repairs needed.
- Based on decisions about layout and site capacity, prepare ball park figures for each of the options under “facilities” above.

In presenting the options, the consultant will be expected to show how each option addresses accessibility and ensures that no one is excluded or disadvantaged from benefitting from the project.

The options should include consideration of the environmental impact, and the site and facilities should be designed in a way that minimises our carbon footprint both during construction and during the life of the facilities. Low carbon technologies should be considered and a biodiversity plan is required.

Any design solutions must be feasible and compliant with regulation. To ensure this, consultants will be expected to undertake discussions as necessary with relevant authorities, such as SEPA, Scottish Water electricity suppliers and fire service.

Community consultation

The sub-group will arrange and run a community consultation event which consultants will be expected to attend to take suggestions from the community and answer questions about the proposed designs.

The sub-group and TDCA will consider both the consultants’ report and discussion at the community meeting and a decision will be made as to which option to pursue, this will then trigger part 2 of the consultancy

Part 2: a detailed feasibility study for the campsite, facilities and any road works required

Building on part 1, this will include:

- Preparation of a detailed design for the preferred option, including:
 - An analysis of the capital costs required to improve the campsite and create the proposed facilities, including technical fees associated with the works.
 - Likely ongoing maintenance costs for the campsite and facilities.
 - Drawing of the final design to the required standards to begin planning applications.
- A risk analysis for the design and construction phase of the project, including an environmental assessment and measures to mitigate any negative outcomes, including the likely impact of additional traffic generated.

Methodology

The consultants will be expected to develop their proposals through a participatory methodology that engages actively with the community.

Key Skills

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

Essential

- Technical expertise in refurbishing existing assets, including assessment of the structure of buildings.
- Experience of designing leisure and community facilities.
- Knowledge and experience of groundworks/ dealing with difficult sites, entrance and exits and drainage.
- Technical knowledge of climate conscious building practices and architecture.
- Experience of working with community organisations involved in owning and managing assets.
- Proven ability to listen to and communicate effectively with members of community organisations and with the wider community.
- The applicant(s) must be willing to travel and spend time in the Torridon and Kinlochewe area.

Desirable

- Experience of preparing proposals and business plans to be used in support of grant funding applications.
- Experience of designing campsites.

Management of the contract

Part 1 of the consultancy should take place between June/ July and September. Part 2 will then commence in September and should be completed by end December 2025. The

Community Development Officer, Katie Anderson will manage the consultancy and will continue to be actively engaged in the development of the proposal once the consultancy is over. The consultant(s) will be expected to work closely with her.

The options paper outlined above will need to be submitted in printable electronic copy to Katie Anderson on development@lochtorridoncentre.co.uk and Chris Johnson on mail4chrisj@gmail.com. The information gathered during the consultancy, including draft and final options papers and reports, shall remain the sole property of TDCA.

Timeline of Works

The anticipated timetable for the study:

- Tender submission deadline: 6th of May 2025
- Interviews: 16th May 2025
- Phase 1 Complete: September 2025
- Phase 2 Complete: December 2025
- Final work delivered: December 2025

Any slippage to planned timescales must be highlighted with corrective action outlined. Timescales can have some level of flexibility as long as the project is complete and all funds spent by March 2026.

Remuneration and Conditions

The work is offered as a fixed-term contract.

- The successful candidate(s) will be self-employed and responsible for their own tax, national insurance and personal insurance
- Payments will be made as follows: 50% on receipt and acceptance of Phase 1 options paper, and 50% upon acceptance of the final report (phase 2 feasibility study).

Procedures for tendering

The response to this brief must be submitted by 5pm on 6th of May 2025 to Katie Anderson, Community Development Officer, e-mail: development@lochtorridoncentre.co.uk with a copy to Chris Johnson, email: mail4chrisj@gmail.com

Submissions should include:

- Name, contact details of the lead consultant.
- Background, skills and knowledge of the lead consultant and (if applicable) other members of the team.
- An outline of how they propose to undertake the consultancy, including how they intend to engage with the community.
- Breakdown of costs for conducting this study, including number of days allocated per task, all fees, expenses, charges, meetings, presentations and interviews, including VAT.

- A timetable showing the various milestones including the anticipated dates of submission of draft and final options papers and reports.
- Examples of similar tasks/studies undertaken recently.
- Names and contact details of people from two separate organisations for whom similar studies have been undertaken, one to be within the past year, and from whom references can be taken.

If you wish to discuss this opportunity before submitting a tender, please contact Katie Anderson: development@lochtorridoncentre.co.uk

Submissions will be evaluated on a quality/price basis (70:30) and will include the following:

- (i) Understanding of the brief;
- (ii) Methodology and approach;
- (iii) Skills and experience of the team;
- (iv) Price