

Invitation to Tender: The appointment of a Design Team (Architect and Structural Engineer) to design a new Public Toilet for Dollar



Project Brief

Overview of Dollar Community Development Trust

Founded in 2017, [Dollar Community Development Trust](#) (the Trust) is a volunteer-led charity based in Dollar with the aim of making Dollar a great place to live, study, work and visit. As well as owning and managing the Hive, Dollar's busy community centre, we also have four main strategic areas of work:

- Caring, Connected Dollar: which is about ensuring those most in need are supported through activities and projects.
- Sustainable Dollar: which aims to support the local community to reduce its carbon footprint
- Active Dollar: which is about supporting the community to be active and take part in sport and healthy living initiatives
- Destination Dollar: which is about supporting visitor management and developing community facilities.

Our work is led by an active Board of 10 and a part time Development Manager. All our activities are supported and/or run by local volunteers. You can find out more about what we do by [clicking here](#).

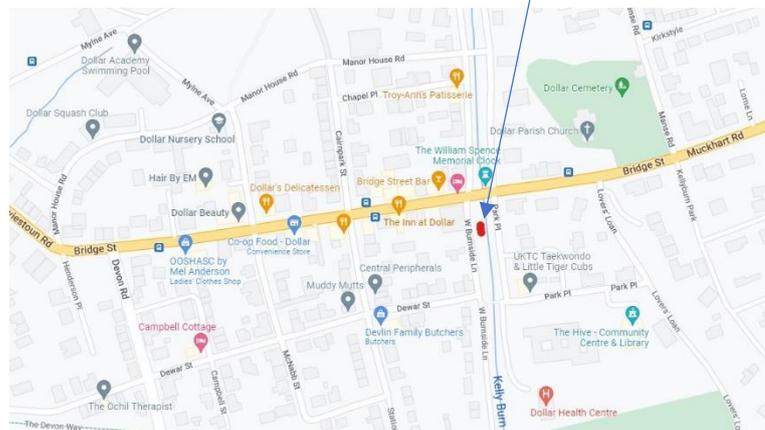
Background to the Project

The public toilets in Dollar are located on the West Burnside (see red dot on map below) and have been out of service for nearly 10 years. A lack of public toilet puts a strain on local cafes and restaurants and is also not ideal for visitors and those living in the community who need access to public toilets when out and about e.g. elderly and those with small children.

The Trust intends to implement the wish of the community by supporting the refurbishment or replacement of the public toilets in Dollar.

The Trust is looking for a commercial organisation with no direct impact or influence on the project to undertake the design of a new public toilet.

The provision of public toilets in Dollar is not a new project for the Trust; we have been investigating how to improve the situation since before COVID. You can find out more about the work we've done so far by [visiting our website](#).



The purpose of the remainder of this document is to explain in further detail the Trust's requirements and the procurement process for submitting a tender proposal.

Schedule

This project has a very tight turnaround

- ITT advertised: December 2022
- ITT deadline: Early Jan 2023
- Contractor commissioned: January 2023
- Contract Ends: 28th February 2023

Milestones

This section sets out the key targets that occur during the project process – dates for these will be agreed on the award of the contract and during the inception meeting.

- Inception meeting (January)
- First set of drawings (February)
- Final Drawings submitted (end of February)

Project Budget

The total value of the contract is £6,000.00 including VAT and all expenses. This should cover the whole design team's costs – i.e. the Architect and the Structural Engineer. We would encourage partnerships/teams to submit proposals, but individuals are also welcome to apply.

Deliverables

Within this budget we expect the Design Team to produce the following:

- Drawings of a new, fully-accessible building that can be used in a public consultation,
 - we would like to explore the possibility of a [Changing Places toilet](#), this will be discussed at the project inception meeting. Experience of Changing Places toilets would be desirable.
 - We would like an idea of the budget for the build – stage 2 of this project will be to apply for funding to support the building of the new toilets
- Drawings/plans which have sufficient detail for a planning application should it be the chosen option for the toilets
- Drawings / plans with sufficient detail to apply for a building warrant should it be the chosen option for the toilet

Additional information

- **Location, Site and Existing Conditions** – Dollar public toilets, currently located on West Burnside in Dollar, are owned by Clackmannanshire Council. The current public toilets have not functioned for many years, however there is electricity and water supply to the site so we expect the toilets to be on this site.
- **Typology** – New eco toilet block is required which needs to be discreet and in keeping with the town.
- **Users** – Dollar community and visitors.

- **Building/ Structure Scope** – DCDT will also be looking at the option to refurbish the current structure but are keen to get options for a new build (the deliverable from this ITT). DCDT have already started talks with Clackmannanshire Council about the options.
- **Stage 2:** Should the options appraisal show us that a new build is the desired outcome for the community we will be looking to apply for funding to fund the new build.

Assessment Criteria

We will be assessing the proposals using the following criteria:

- Experience of working with community organisations
- Experience of designing public toilets
- Knowledge of rules governing construction and running of Changing Places toilets (desirable but not essential)
- Value for money

If you are interested in this opportunity, please submit a proposal to Rebecca McFarlane by 5pm Friday, 13th January 2023. If you have any questions before you put a proposal together, please contact Rebecca on rebecca@dollarcdt.com or 07563 405939.