

## **Callander Community Development Trust**

### **Tender for Undertaking a Feasibility Study on the Asset Transfer and Development of the Old Callander Primary School as an Arts, Education and Training Centre**

#### **Background**

Callander Community Development Trust (CCDT) was established by Callander Community Council in 2003, but is now an autonomous body. CCDT is a registered charity and a company limited by guarantee. Our detailed objects are to undertake activities that will benefit the residents of Callander Community Council's catchment area. There are currently 12 trustees/directors on the board of CCDT, all of whom are unpaid volunteers. Membership of CCDT is open to any resident of our catchment area and is free.

The asset we are interested in transferring from Stirling Council ownership is the current primary school at 6 Bridgend, Callander, FK17 8AB. A new primary school is being built in Callander and, currently, is due to be occupied by August 2026. A map of the area covered by the school and some building plans accompany this brief.

The asset is owned by Stirling Council and we have submitted an Expression of Interest to them, including a document outlining our vision for the building. This document also accompanies this brief. In summary, we hope to acquire this building and to convert it into an Arts, Education and Training Centre. The core feature of the building would be a full working theatre, with up to 200 seats.

At this stage we do not know the likely purchase price of the building, nor has it yet been independently valued – this being one of the activities covered by this brief. In terms of timescales for the project, it is difficult to be precise at this time, but we would expect it to take three to five years to complete. Stage 1 is the Feasibility Study covered by this brief and which will be completed by March 2026.

#### **Purpose of the contract**

The aim of this commission is to assist CCDT to undertake a Feasibility Study for the project to help us determine whether we should go ahead with the asset transfer and subsequent development of the asset, specifically:

- Feasibility – to look at all aspects of the project and to determine whether the proposed transfer of the asset and its subsequent development by CCDT is feasible;
- Community Consultation;
- Valuation – to undertake a valuation of the asset and to look at how best to fund its acquisition;
- Architectural Survey and Condition Report;
- Estimated cost to convert it;
- Business Plan – to develop a business plan to help us understand the costs and income associated with our plans for the asset (including capital, running costs and income streams), and to form the basis for applications for grants to fund the asset's purchase;
- Environmental sustainability Analysis.

#### **Options Appraisal**

- To look at options for developing the asset and make recommendations as to preferred uses, including issues around the project not proceeding.
- To research and report on various ownership and management scenarios and recommend the most suitable for this project.

### Governance issues

- To analyse the skills and resources within the community and the CCDT Board, identify any gaps in skills and resources available with suggestions for addressing these.

### Feasibility and business planning

- To review the potential to develop the asset in line with our vision, together with other options you might put forward, including the appropriate business model for running these options;
- To assess the risks associated with community ownership and management of the asset, and recommend appropriate mitigation and management;
- To review funding availability for the proposed project/acquisition and prepare a detailed funding strategy and delivery plan. This should include considerations of the costs of running and managing the asset and opportunities to generate income from the asset;
- To prepare a five-year business plan which incorporates initial revenue costs, capital costs to create the facilities, ongoing revenue and maintenance costs for the project, and risk analysis.

### Community consultation

- To consult members of the public and local tourism, business and community organisations to raise awareness of the project; garner and report on local perceptions of the project; explore ideas for use with the local community; understand local need for new facilities.

### Technical assessment

- To carry out a structural survey of the building(s)
- To carry out a valuation of the asset
- To prepare some initial costings for development of the site for the proposed options.

## **Additional Relevant Information to the Commission**

This brief will go out for open tender, and the successful bidder's response will form part of our application to the Scottish Land Fund for a grant to pay for the commission. Once the work described in this brief has been completed and the report has been delivered, we will use its findings to inform our decision whether to take the project to its next stage, i.e. to submit a formal application to Stirling Council to take the asset into community ownership, and thereafter to acquire it.

If we decide to acquire the asset, we envisage seeking grant funding from the Scottish Land Fund to finance most (if not all) of the purchase price and accompanying activities (legal, etc). Once acquired we envisage seeking grant funding for the development of the building, probably through the Architectural Heritage Fund.

As noted above, we anticipate that delivery of the project to the point where we are in a position to open up the building for use is anywhere between three to five years. At this point we do not have sufficient information to be any more precise than that. However, we can give rough idea of Stage 1 timescales:

- Stage 1, Feasibility Study:
  - Initial Community Consultation – completed by 20th September 2025
  - Feasibility Study Tender and Response – responses received by 30<sup>th</sup> September
  - Grant Application to SLF – latest date for submission is 27<sup>th</sup> October
  - Decision on Grant Application – SLF advises this will be in early December
  - Undertake the Feasibility Study – December to March 2026
  - Receive Feasibility Study Report – 16th March 2026
  - Go/No Go decision – end March 2026

## **Key Skills**

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

- The economics of managing and operating the type of facility described in this brief;
- Working with community organisations involved in owning and managing assets;
- Working with community organisations involved in development of the types of asset covered by this brief;
- Methods of effective communication with volunteers in community organisations and with the wider community;
- The economy, culture and heritage of the local area;
- Preparing business plans to be used in support of funding applications.

We may also request that consultants provide contact details for two previous clients, ideally for similar projects, who can be approached for references.

## **Management and outputs of the contract.**

The appointed consultant will act as the lead professional and may engage additional consultants or specialists as needed to fulfil the project brief. Please give details of the type of work to be carried out by additional consultants or specialists and when during the process they will be needed.

The successful applicant will report to the Project Team throughout the contract on a regular basis to be agreed with the Team. Reporting can take the form of bullet points relating to progress achieved, however any slippage to planned timescales must be highlighted with corrective action outlined.

Outputs required are:

- An options appraisal and feasibility report for use of the asset and its ongoing management;
- A five-year business plan including funding strategy and risk analysis;
- A structural survey including cost of works;
- Valuation of the asset;
- Reporting on any technical surveys carried out.

The commission will be managed by Brian McKay on behalf of the CCDT Board, and all outputs outlined above should be submitted to Brian McKay, as follows:

- Two hard copies of the draft and final report/business plan will be required, as well as in electronic format;
- A presentation of the work to the CCDT Board;
- A summary of the report/business plan, less than two A4 pages in size, will be provided for the purpose of informing the public and members of CCDT.

The information gathered during the commission, including draft and final reports, shall remain the sole property of Callander Community Development Trust..

## **Remuneration and conditions**

- The work is offered as a fixed-term contract, dependent on our securing funding to carry out the work;
- The successful candidate will be a company or self-employed and responsible for their own tax and personal and indemnity insurance;
- Payments will be made on acceptance of the final report and receipt of the final invoice;

## Procedures for tendering

The response to this brief must be submitted by 5 pm, 30<sup>th</sup> September 2025 to the nominated contact person(s), telephone number: 07879 604505, e-mail : [secretary@callandercdt.org.uk](mailto:secretary@callandercdt.org.uk)

Submissions should include:

- Name, contact details and background of the lead consultant;
- A description of the methodology to be used to undertake the commission;
- A breakdown of costs for conducting this study, including number of days allocated per task, all fees, expenses, charges, meetings, presentations and interviews, including VAT;
- The proposed fee should be presented as a lump sum, inclusive of all expenses and VAT. If services from other professionals are anticipated, their fees should be included – whether provided by separate practices or individuals.
- A timetable showing the various milestones including the anticipated dates of submission of draft and final reports;
- Stage payments associated with successful delivery of timetabled tasks;
- Examples of similar tasks/studies undertaken recently;
- The skills and knowledge of the members of the team;
- Two names of contacts from two separate organizations for whom similar studies have been undertaken, one to be within the past year.

If you wish to discuss this opportunity before tendering please contact Brian McKay.

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) Track record;
- (v) Potential start date;
- (vi) Price

## Timeline

The anticipated timetable for the study is:

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|--|---------------------------------|
| • Distribute brief to consultants          | 1 <sup>st</sup> September 2025  |
| • Final date for tender submissions        | 30 <sup>th</sup> September 2025 |
| • Application for Scottish Land Fund Grant | 27 <sup>th</sup> October 2025   |
| • Decision by SLF                          | Early December 2025             |
| • Appointment of consultant                | Mid December 2025               |
| • Inception meeting                        | Mid December 2025               |
| • Submission of draft final report         | 2 <sup>nd</sup> March 2026      |
| • Presentation CCDT Board                  | 9 <sup>th</sup> March 2026      |
| • Submission of final report               | 16 <sup>th</sup> March 2026     |

Details of actual timescales will be agreed with the selected Consultant before the Contract is issued.