



## Invitation to Tender

### Preparation of an Outline Business Case (OBC) for WWII Trainer Dome, Artikelly, Limavady, Northern Ireland

#### 1. Introduction

The Binevenagh and Coastal Lowlands Landscape Partnership Scheme and Causeway Coast and Glens Heritage Trust invites proposals from experienced individuals and / or organisations to develop an Outline Business Case (OBC) exploring the future potential use of the WWII Trainer Dome (Artikelly, Limavady, Northern Ireland) by Causeway Coast and Glens Heritage Trust (CCGHT) for the benefit of the local community.

The WWII Trainer Dome at Artikelly is a single storey reinforced concrete hemisphere structure. Built in 1942 to the designs of Henry Christian Stephens, it was used to train aircrew through the projection of film and sound onto the interior of the spherical structure. It is in essence an early concrete pre-cursor to modern simulators, video gaming and virtual reality equipment. Originally 44 Trainer Domes were constructed in the UK, but now only 6 remain. The Dome at Artikelly is a scheduled monument and is of national significance.

In 2020 CCGHT secured an offer of £373,000 in funding through the National Lottery Heritage Fund to conserve and re-purpose the WWII Trainer Dome as a multi-purpose community and event space, with community use secured via a community use agreement with the private property owner. Hamilton Architects were employed in 2020 to provide all necessary architectural services required to deliver successful conservation and re-purposing of the dome as a community and event space.

Since 2020 it has become apparent that the unique heritage, setting and architecture of the dome interests a wider range of groups and that the dome lends itself to a greater number of potential functions as a community space. It has been determined that the original conservation management plan (see **appendix one**) and option proposals (see **appendix two**) perhaps did not capture the full suite of potential future uses of the dome and its setting. This particularly applies to use of the dome as an 'animated' or 'interpretive space' for arts and heritage enthusiasts. It is also acknowledged that exploration of uses for the unique exterior architecture of the dome was overlooked in the original options appraisal.

Use of the Dome for purposes beyond a basic community and events space would require a much more structured management and maintenance arrangement for the dome. It is acknowledged that a community-use agreement may be restrictive for both the landowner and CCGHT, and for that reason both parties are willing to consider a long-term lease or a sale to an entity willing to take on responsibility for long-term management and maintenance of the heritage asset. CCGHT's Board has expressed

a willingness to explore options to take the lead role in conserving and finding sustainable future uses for the Dome. It is for this reason that CCGHT is inviting experienced individuals and / or organisations to help develop an Outline Business Case (OBC) exploring future uses for the structure. As a registered charity and as a principle, all such future use should be primarily for conserving and maintaining the structure and providing benefits for the local community and heritage. It is not envisaged that any use of the dome would be profit making for CCGHT or any of the other partners involved, but at a minimum must cover the costs of long-term management and maintenance, staffing insurances etc.

## **2. What is required? - Outline Business Case**

To inform decision making regarding their involvement in long-term management and maintenance of the WWII Trainer Dome, and support future additional funding applications, CCGHT's Board of Directors require an Outline Business Case (OBC) for the WWII Trainer Dome. The OBC should be prepared and presented in accordance with best practice as recommended in supplementary guidance to the HM Treasury Green Book and should at a minimum consider:

1. The Strategic Case - for conserving the dome and developing it as a community asset i.e., how it fits with the vision and aspirations of CCGHT, its funders, potential partners, and the local community.
2. The Economic Case – a review and expansion into a longlist of options for conserving and re-purposing the dome as a community asset, determining the relative benefits, costs and return on investment of each of the proposed options.
3. The Commercial Case – a review of the choices for delivery of the preferred option(s), particularly the procurement and contractual arrangements required to deliver the project.
4. The Financial Case – an assessment of the monetary and non-monetary costs on a short-, medium- and long-term basis to determine overall affordability of the preferred option(s).
5. The Management Case – an assessment of the best means of managing delivery of the project, with particular emphasis on sustainable long-term management and maintenance, partnerships, the involvement of volunteers and contingency.
6. Long-term sustainability – an assessment of the long-term sustainability and resilience of the project in terms of conserving the heritage asset and ensuring that the heritage and community asset contributes to enhanced economic, social, and environmental sustainability.

### **3. Methodology**

Applicants must present a methodology which generates an OBC which reflects best practice as recommended in supplementary guidance to the HM Treasury Green Book. In addition, applicants are encouraged to bring previous and relevant experience to bear in their proposed methodology and indicate how the proposed approach meets the requirements as outlined in this invitation to tender. It is expected that at a minimum any methodology will require:

- Desktop Research – including a review of previous documents relating to conservation and re-purposing of the WWII Trainer Dome as a useable community and event space. This should include an assessment and comparison where appropriate, with projects of a similar scope and scale. Research must extend beyond the existing documented options, to include alternative and creative uses of the place and space which the dome can provide. A brief assessment of future funding options should be undertaken. In addition, an assessment should be made of the preferred option's contribution (or otherwise) to local economic, environmental, and social sustainability.
- Consultation – in-person and on-line consultation and / or workshops with potential project partners, the local community, the property owner, Hamilton Architects, and the Board of Directors of CCGHT. Consultation should inform both long and shortlisting of options, and the prioritisation of delivery options.

### **4. Project Outcomes**

At a minimum the OBC shall consist of:

1. A high-quality written report with an executive summary, prepared and presented in accordance with best practice as recommended in supplementary guidance to the HM Treasury Green Book (see Section 2).
2. A series of appendices that supplement the contents of the main OBC report and importantly, should include net present value (NPV) calculations and spreadsheets covering the project lifecycle of the preferred option.
3. An in-person presentation and Q&A session based on the key outcomes of the OBC to CCGHT's Board of Directors and partners.

### **5. What skills and experience are required?**

The applicant(s) are required to demonstrate the following skills and experience necessary to develop a high-quality OBC for the WWII Trainer Dome:

1. Heritage Consultancy – The applicant(s) must be able to demonstrate skills and experience in the successful design, development, and delivery of both built and natural heritage projects. It is essential that the applicant(s) have excellent

communication and negotiation skills and can demonstrate ability in navigating projects through to successful completion where built and natural heritage consents, planning permission and community buy-in are vital. It is also a requirement that applicant(s) can demonstrate an ability to engage partners across the public, private and voluntary sectors to deliver successful heritage projects.

2. Economic Consultancy and Financial Planning – The applicant(s) must be able to demonstrate skills and experience in the development and accurate full lifecycle costing of complex projects. It is essential that the applicant(s) can demonstrate ability to present OBCs in accordance with best practice as recommended in supplementary guidance to the HM Treasury Green Book. It is also essential that applicant(s) demonstrate and reflect on previous OBC experience and how previous OBC preparation has contributed to successful and cost-effective project delivery. It is preferable, but not essential, that examples of previous OBCs relate to built and/or natural heritage projects involving multiple stakeholders across the public, private and voluntary sector. It is desirable that applicants demonstrate how they have introduced and encouraged innovation and entrepreneurship in the development of OBCs.

## **6. What is required in the submission?**

Please note your submission must meet the six criteria outlined below. Failure to include this will invalidate your submission. Your submission should be no longer than 5 A4 pages using font size 12 in the template provided (see **appendix three**). Evidence of previous work is not included in this maximum page allowance.

1. A detailed, clear and costed methodology (with timescales) that ensures that the OBC will meet all the requirements as outlined in sections 2, 3 and 4.
2. Key dates, project milestones, including how and when partner and public consultation will take place.
3. Evidence of the following skills and experience of the applicant(s) including a portfolio of relevant work.
  - a. Experience designing, developing and delivering built and natural heritage projects.
  - b. Excellent communication, negotiation and presentation skills
  - c. Ability to engage with partners across the public, private and voluntary sector
  - d. Experience in the development and accurate full lifecycle costing of complex projects
  - e. Ability to present OBCs in accordance with best practice as recommended in supplementary guidance to the HM Treasury Green Book
  - f. Demonstrates how an OBC has contributed to successful and cost-effective project delivery.

- g. Demonstrate how innovation and entrepreneurship have been introduced and encouraged in previous OBCs
- 4. Breakdown of project personnel, the activities they will be responsible for and contact details for the project lead
- 5. A clear breakdown of project costs, including all expenses and including VAT
- 6. Contact details for two referees who have knowledge of your work

## 12. Scoring Criteria and Weight

		Score	Weighting	Max points
<b>Understanding of the project requirements</b>	Presentation of a clear methodology that will be applied to achieve the aims and objectives of the project (outlined in sections 2, 3 and 4)	0-5	4	20
	Clear breakdown of project costs including all expenses and including VAT	0-5	2	10
	Clear identification and breakdown of the project personnel and the activities they will be responsible for	0-5	1	5
<b>Evidence of skills and experience of applicant(s)</b>	Skills and experience required (see a-g section 6) to, produce and supply the required OBC	0-5	7	35
<b>Total Costs*</b>	Including all expenses and VAT			30

\* The maximum mark (30) will be award to the tenderer submitting the lowest acceptable price. Other tenderers will then be awarded a pro rata percentage using the following formula:

$$\frac{\text{Available marks [100\%]} \times \text{lowest acceptable price}}{\text{Bidder's price}}$$

Bidder's price

The following table details how evaluators will assess and score the tender responses:

Score	Description
0	The response does not address the criterion
1	The evaluator is <b>not confident</b> that the bidder: <ul style="list-style-type: none"> <li>• Understands the requirements covered by this criterion; and / or</li> <li>• Will be able to satisfactorily meet the criterion requirement(s)</li> </ul>
2	The evaluator has <b>reservations</b> about whether the Bidder: <ul style="list-style-type: none"> <li>• Understands the requirements covered by this criterion; and / or</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion.</li> </ul>
3	The evaluator is <b>reasonably confident</b> that the Bidder: <ul style="list-style-type: none"> <li>• Understands the requirements covered by this criterion; and</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>reasonable</b> standard</li> </ul>
4	The evaluator is <b>confident</b> that the Bidder: <ul style="list-style-type: none"> <li>• Understands the requirements covered by this criterion; and</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>high</b> standard</li> </ul>
5	The response exceeds the expectations of the evaluator or is deemed to offer added value

## 12. Copyright, Data Protection and Confidentiality

All materials provided to the successful applicant will remain the property of the contributing organisation(s). Copyright for the final report and associated materials will become the property of Causeway Coast and Glens Heritage Trust.

## 9. Budget

The maximum budget for this project is £10,000. Proposals must include all fees, travel, direct and indirect costs, expenses and VAT.

The full amount will not be paid until CCGHT's Board has signed off on the project output. If required, an advance payment of 20% can be authorised upon receipt of a written request.

CCGHT does not bind itself to accept the lowest priced or indeed any proposals submitted. Instead, the contract will be awarded to the most advantageous submission based on an assessment of the criteria outlined above.

Proposers will not be compensated for costs associated with the production of the tender document.

## **10. Amendments**

Should this request to tender need to be amended all recipients of the documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

## **11. Contact Information**

If you have any queries, please contact Andrew Bratton ([Andrew@ccght.org](mailto:Andrew@ccght.org))

## **12. Submission**

The closing date and time for return of proposals is 11am on **Thursday 12<sup>th</sup> October**.

Submission is strictly by email to [andrew@ccght.org](mailto:andrew@ccght.org) using submission form provided in Appendix Three (do not exceed 5 pages).

Please title your email "Outline Business Case Proposal – WW2 Trainer Dome" in the subject line. Please send all documents as attachments. These will not be opened until the deadline has passed.

Applicants are responsible for ensuring emails have been received before the deadline.

### **Appendix Three – Submission Form**

**Name of Applicant:**

**Date of Submission:**

**1. Having reviewed the invitation to tender documentation and associated documents, please provide a detailed, clear and costed methodology (with timescales) that ensures that the developed outline business case will meet all the requirements as outlined in the invitation to tender documents**



**2. Please provide evidence of the skills and experience of the applicant which are required to deliver the required outline business case:**

Experience designing, developing and delivering built and natural heritage projects	
Excellent communication, negotiation and presentation skills	
Ability to engage with partners across the public, private and voluntary sector	
Experience in the development and accurate full lifecycle costing	

<p>of complex projects</p>	
<p>Ability to present OBCs in accordance with best practice as recommended in supplementary guidance to the HM Treasury Green Book</p>	
<p>Demonstrate how an OBC has contributed to successful and cost-effective project delivery</p>	
<p>Demonstrate how innovation and entrepreneurship have been introduced and encouraged in previous OBCs</p>	

**3. Please provide a breakdown of project personnel, the activities they will be responsible for and contact details for the project lead**

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**4. Please provide a clear breakdown of project costs, including all expenses and including VAT**

<b>Total Cost: _____ (Inc VAT)</b>

**5. Please provide contact details for two referees**

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**\*Please ensure that your submission does not exceed 5 pages\***

**\*Applicants are invited to submit examples of previous work in addition to this form\***