



## **Invitation to Tender (ITT)**

**for**

**Delapré Abbey –**

### **THE 19TH CENTURY STABLE BLOCKS WELLBEING HUB: EVALUATION SUPPORT**

**Submission of Tenders: 9am, Monday 3 April 2023**

Any queries relating to this tender should be submitted to [eleanor.sier@delapreabbey.org](mailto:eleanor.sier@delapreabbey.org)

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**Issue date: 9<sup>th</sup> March 2023**

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## 1. Introduction

Our 19th Century Stables Project is being supported by a development grant from the National Lottery Heritage Fund. As a key part of the project, Delapré Abbey Preservation Trust (DAPT) wishes to appoint an evaluation specialist to undertake project baselining, prepare an Evaluation Plan and Framework for our National Lottery Heritage Fund (NLHF) 19th Century Stables project and an evaluation of the project's development phase. These documents are all required for submission with our Round 2 delivery phase application in autumn 2023. The Plan and report outputs will need to be compliant with NLHF Evaluation guidance. Subject to successful Second Round award and satisfactory performance, the evaluator will be reappointed for the delivery phase.

## 2. Project Background

### 2.1 About Delapré Abbey

Delapré Abbey Preservation Trust (DAPT) is an independent charity set up to preserve and promote the heritage and natural environment of Delapré Abbey and the former Bouverie estate. We promote the 900 years of the Abbey's history, and the stories that have unfolded within and around the estate over this time - including the 1460 Battle of Northampton. The Abbey sits within over 550 acres of park and woodland, just one mile from Northampton town centre.

Within Northampton we strive to make a positive impact supporting the social, health, economic and cultural prosperity of the community. The stable block, site and park is owned by West Northamptonshire Council, with DAPT having a 120 year lease hold for the main Abbey complex, areas of open space and an agreement to lease on the stable block.

Delapré Abbey is located in Delapré, Far Cotton and Briar Hill area of Northampton, one of the top 10% most deprived areas in the country - where deprivation has a noticeable impact on the life chances of young people & increased health and associated educational inequalities. With the ongoing wellbeing challenges presented by the pandemic, and the needs of our local communities, the timing of this work is imperative. The UK COVID Social Study reported levels of depression & anxiety are highest in young adults, people living alone, people living with children, those with a lower household income, people from BAME groups, & people living in urban areas - all of which matches the profile of many of our local audiences.



## 2.2 About the Stables Project

Utilising & building on the community asset of Delapré Abbey & Park through the stables development is a key way to meet these needs - creating a wellbeing hub that increases access, awareness, education, empowerment, knowledge and control over decisions about health - both physical and psychological - for those that most need it, as well as access to third sector health care support that may prevent the need for primary care referral.

The 19th century stable block is a substantial, unused heritage asset on the important Delapré Estate. Although the complex of buildings (19th Century Stable Block, Apple Store, Gate Lodge and Gardeners Cottage) involved in this bid are not officially listed or designated by Historic England as At Risk, they do sit within a conservation area and have a significant attachment to the Abbey and Park, which contains a collection of Grade II and II\* listed buildings and a scheduled ancient monument. Having been unused since the 1990s, the fabric of the buildings are increasingly deteriorating, including but not limited to rainwater and root damage to the foundations that will continue to cause damage if not addressed and are currently an unattractive feature clearly visible from footpaths and cycleways through the park.

We have developed plans, based on market research, comparator studies, an options appraisal process, consultation with a co-creative Steering Group, and discussions with interested leaseholders and service providers, for these to be transformed into a Wellbeing hub for Northampton and the surrounding areas. It will link the natural environment, heritage and culture of Delapré Abbey to improve the wellbeing of our community and young people, creating a local, county and region wide destination.

The buildings involved in our current proposals present an obvious opportunity to ensure the long term sustainability and maintenance of the whole Abbey site. The intention is that any development supports a thriving visitor and local economy, creates jobs and importantly supports the needs of our communities. We have already engaged 11 potential occupiers for the Stables Blocks, including General Practice Alliance, who are contracted through the PCN and Life Chances Fund to support social prescribing across Northampton. Other organisations hoping to lease space in the Sstables include Life Kitchen, who support those suffering from loss of taste and smell, Move4Physio, Pink Rooster, Creative Well-being Practitioners, and a Walking and Cycling Hub.

The Gardener's Cottage would be converted by this project to include accommodation for International Business Students from The University of Northampton, who will be offered work experience within the Abbey as part of their educational journey. The Gate Lodge will be converted to provide a versatile range of spaces that can be used to provide office or event hire, including community use. Delapré and Far Cotton community council have agreed that they will occupy this space to support greater community engagement across the site in partnership with the Trust.

Once developed, as well as contributing to improving mental and physical wellbeing for our visitors and raising local pride, based on our economic impact assessment, the stable site and associated buildings could generate a potential GVA in excess of £1.2M for the local economy.

In 2020, having recognised the needs in the Northampton area, we established a Wellbeing Steering Group with other leading organisations to co-create service and activity solutions to commonly identified themes including issues around accessibility, cost barriers, social anxiety and inconsistent health service provision. In addition to Delapré Abbey, the Steering Group has members from Warts and All Theatre Company (an inclusive and enabling group for young people), The General Practice Alliance, The University of Northampton, Northamptonshire Sport, and Northampton Leisure Trust.

Working together, and using a community participative approach, we have already begun to work towards raising awareness of Delapré Abbey Preservation Trust & social prescribing as a community asset, maximizing opportunities to advertise this within health & social care services. We submitted a joint application with these organisations to the Thriving Communities Fund, and started working on this joint project in April 2021. We already run a series of wellbeing activities and workshops from within the grounds with our partners - you can find out more about our existing offer [here](#), but the stable blocks would provide a home for our partners and third sector healthcare practitioners and providers.



*The 19th Century Stable Block*



## 2.4 Local Community and Project Audiences

As well as creating a positive focal point for the town, helping to raise aspirations, interest in the Abbey and increasing visitor numbers amongst underrepresented audiences and the general public to 500,000 to the house and parklands per annum, we have shaped our project so that the following groups will benefit from this project:

1. Local people in need of developing their skills or confidence will benefit from the numerous apprenticeship and volunteering opportunities the project will provide.
2. Financially excluded families in the local community who will be able to access the completed site and engage in free to participate events and workshops linked to the wellbeing hub. Raising additional income from the Stables project will also mean that we are able to become free to enter for our local community, which would remove a further barrier to access to this group.
3. Groups with mobility challenges who will benefit from improved level access to the physiotherapy and healthcare services within the Hub.
4. Underrepresented migrant populations - in particular, we are committed to being a Place of Sanctuary for refugees as part of the Local Authority commitment, and the stable block would be no exception.
5. Those seeking to pursue active lifestyles and wellbeing benefits - including cyclists and walkers and walkers who can access cycle repairs and information about the new routes, made possible with joint funding from the Department for Transport grant around the Delapré Abbey estate that forms part of our larger project plans.

Monitoring the social and economic impact of the project on people and our local communities will be key to how we would like you to evaluate the success of this project.

## 2.5 Capital Works

As well as the programme of activities, we will be undertaking a programme of capital works and repairs to our 19th Century Stable Block, Apple Store, Gardener's Cottage and Gate Lodge which will need to be evaluated as core project outcomes for heritage. everyone. An interpretation scheme will bring the history to life for new audiences, with the Activity Plan engaging our communities in co-creating events, workshops and activities from the wellbeing hub.

Unused since the 1990's, the buildings are in need of conservation and repairs to unlock the income potential of the site, as well as new construction to replace temporary structures and lean to's. Some initial small repairs may be carried out in terms of replacing gutterings to prevent further water damage

during the development phase, as well as removal of some vegetation. The site has already been partially cleared since the photos were taken by the Community Pay Back scheme.

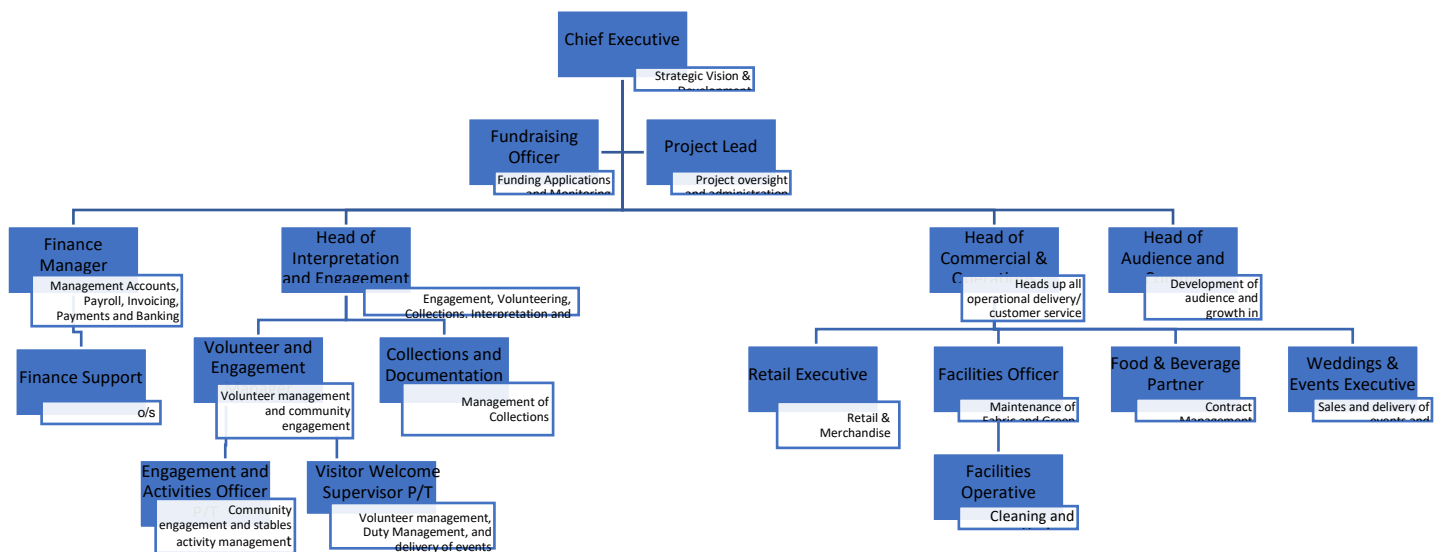
## 2.6 Project Timing

This development phase of works will include commencement to RIBA 4 and planning submissions by autumn 2023, which will then allow us to plan and progress our capital works programme through targeted NLHF Round 2 delivery phase and match funding support.

With built in optimism bias, our programme of works expects to achieve project close out and handover (RIBA 6) by July 2025.

## 3. Project Organisation

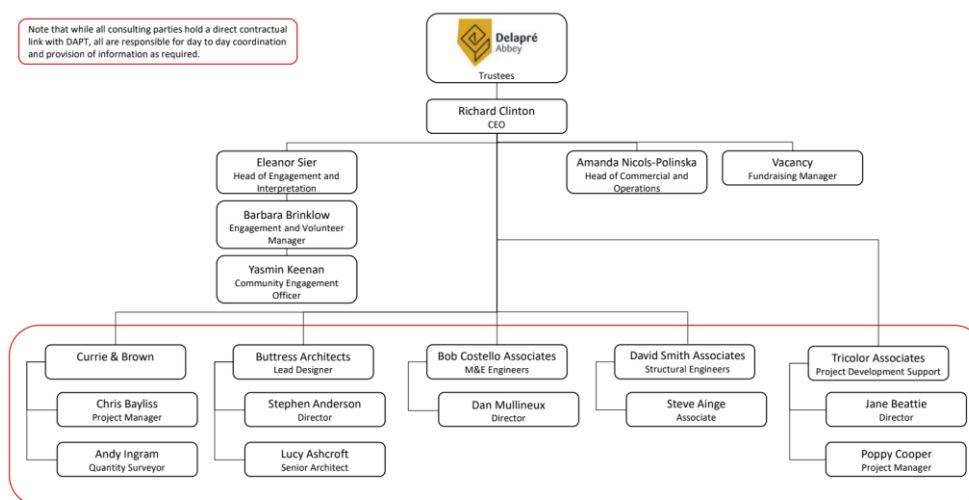
### 3.1 Organogram



### 3.2 Other Consultants

Each consultant will need to closely engage with other consultants appointed to work on the strands of this project as all elements are interdependent. The consultants commissioned during the development phase include:

- **Project Management and Cost Consultant:** has been appointed to deliver Project & Programme Management to RIBA 0 to 7 (with a break clause for Development - Delivery phase), Funder & Stakeholder Management, Fundraising (where appropriate), Quantity Surveying, Cost Consultancy, Cash Flow and Budget Management, plus Consultation, Activity, Interpretation, Evaluation, Business Planning, and Valuation management
- **Multi-Disciplinary Design Team (MDDT) Design team,** has been appointed (Architect, Principal Designer, Structural Engineer, Mechanical and Electrical Consultants, Other Specialist Consultants and Surveyors eg. Drainage and Ecological). The Multi Disciplinary Design Team will develop the current scheme from RIBA 1 to RIBA 7 - with a break clause for Development - Delivery Phases.
- **Project Development Support Consultant** has been appointed to support the development of the NLHF Round 2 application, including consultation, interpretation and activity planning, match funding and business planning.
- **Evaluator – covered by this brief**



DAPT Stable block development – Organogram as at 08/02/2023





### 3.3 Project Communication

Wherever possible, meetings will be scheduled to occur on the same day in order to maximise working time. While it is noted that the hybrid working affords the opportunity for time-efficient virtual meetings (using Teams) on occasion, applicants should operate on the current assumption that key meetings will take place on site.

Project Meetings will take place fortnightly on a Thursday between 1-2pm; it will be possible to join these virtually. There will also be the need for evaluation activities to be delivered on site.

The Project Team will be sharing files and communicating via MS Teams and SharePoint, so the successful tenderer would ideally be able to use this software.

## 4. Commission

### 4.1 Scope of Work

Evaluation is an essential component of the development phase of our project. It will help us to set a baseline against which we can determine how well the project has met its objectives, including through Economic and Social Impact.

The overall purpose of this assignment is therefore to support DAPT in evaluating its core impacts and the social and economic impacts of the Stables Project and the wider Trust. This will include collecting and analysing quantitative and qualitative baseline data on current visitors to the Abbey, and establishing an Economic Impact Assessment and Social Impact Monitoring Framework.

We have a desire to measure effectively and efficiently, enabling the Trust to reflect on achievements and key learning. This will ensure we are performing well and achieving the outcomes we have agreed to in our Strategic Plan and within the Stables Project.

The Trust is looking for an experienced consultant who has delivered a wide range of diverse evaluation studies and can bring a robust approach to evaluating our impacts and a fresh approach to techniques and clarity in presenting information.

The successful consultant will develop and implement an evaluation framework and methodology for measuring the level of achievements of the Trust and project, with emphasis on evidencing the impact of the programme of activity on NLHF outcomes. The evaluation methods should be established within the context of the Trust's new Strategic Plan, emerging Master Plan, and Business Plan.

## 4.2 Approach

The appointed Consultant will:

- Provide expert skills to the project during the evaluation.
- Enable the Trust and Project Team to reflect on what has gone well, what has gone less well, highlight lessons learned, and points of success that can be shared, and recommend any changes that may need to be considered for the future.
- Identify and implement appropriate measuring systems depending on the stakeholder or metric under investigation.
- Ensure effective and efficient reporting to the project board on progress, risks and lessons learned.
- Work across numerous and varied stakeholders, clearly communicating with them and assisting with evidence-based advocacy using the evaluation results.
- Adhere to the output from a Project Theory of Change to underpin the Evaluation Framework.

## 4.3 Key Outputs

Key outputs for the successful consultant will include:

### **DEVELOPMENT ROUND:**

1. Baseline data collection to measure and report against these KPIs throughout the project.
2. A Development Phase Evaluation Plan detailing planned methodologies, programme, stakeholders to be consulted, risks and mitigations, and expected outcomes for delivery of each activity in the Round 2 Activity Plan.
  - i. The plan must consider timing and events which are best suited for data collection for the purposes of the project.
  - ii. The framework will detail the frequency with which monitoring will be carried out and identify the most effective manner in which it should be carried out with specific audiences.

- iii. Within the framework, develop a mechanism by which the results gleaned from the monitoring activity can be reviewed, collated and interpreted. This will inform an action plan identifying all steps necessary to enhance the future programme development and delivery.
3. Undertake an Economic Impact Assessment and establish Social Impact Monitoring Framework.
4. Establish appropriate data collection systems.
5. Attend relevant project team meetings to give feedback to the team to ensure lessons are learned and to inform future planning.
6. As part of the National Lottery Heritage Fund, and other stakeholder reporting, prepare validated statements on impacts as part of pre-agreed reporting needs, and in line with stakeholder/funder guidance and requirements.

#### **DELIVERY ROUND**

1. Interim Capital Evaluation Report to be written on completion of capital works including KPI data and analysis, Economic Impact Assessment and Social Impact monitoring Framework of the project in accordance with funder and stakeholder requirements. To include recommendations for the second half of the project
2. Take part in project meetings to disseminate recommendations and carry out ongoing data collection in line with the submitted Evaluation Plan.
3. Design a creative toolkit to enable a wide range of participants to be involved in the evaluation. Undertake assessment of team skills and development needs, and support development through training.
4. Liaison with community groups to ensure agreement and ownership of evaluation
5. Create a legacy of evaluation culture
6. Full Evaluation Report, including capital and activities evaluation, to be completed within one month of the project ending
7. With the project team, develop effective and fresh advocacy assets to communicate evaluation results, including a short summary evaluation report made available to wider stakeholders.

Whilst the above scope is intended to articulate our requirements for the evaluation, we will welcome further suggestions and creative input to enhance and refine this aspect of the project. We expect the evaluation to follow the guidance and requirements as set out by National Lottery Heritage Fund, and other stakeholders.

DAPT will be undertaking other works as part of the Stables project, including interpretation planning, activity planning and organisational development. There will be a requirement for the

evaluation consultant to coordinate with and accommodate these activities where this relates to the evaluation plan proposals. They will also need to involve relevant consultants in the development phase evaluation.

#### 4.4 Person/ Organisation Specification

- Experience of working on large and complex evaluation projects within the heritage or social enterprise sectors.
- Recent experience of undertaking NLHF-funded project evaluation assignments, including large scale capital projects (including development and delivery phases)
- Awareness of NLHF funded project evaluation requirements.
- A strong and demonstrable track record of successful stakeholder and public engagement and data collection.
- Experience of working on large and complex heritage projects.
- Demonstrable experience of managing evaluation projects to deliver agreed milestones on time and within budget.
- Excellent communication skills.
- Excellent problem-solving skills.
- Flexible attitude.
- Good reporting skills.

#### 4.5 Budget

The development phase budget is £7,500 for Economic and Social Impact Assessment and £8,000 for Evaluation and Monitoring Plan, exclusive of VAT.

The delivery phase budget is up to £20,000, exclusive of VAT, (subject to delivery phase cost development). The contract will include a break clause for the NLHF assessment period, with progression to delivery phase subject to funding and satisfactory performance.

Tenderers should note that the project must be completed within the existing budget. DAPT is a small charitable trust with limited resources, and there is no realistic prospect of additional funds becoming available. Effective cost and change control will be critical.

## 4.6 Timetable

The current provisional project programme for the development phase is appended to this document as Appendix 1.

It is anticipated that the Evaluation Consultant will start in April 2023, with all outputs for baselining and the evaluation framework completed by September 2023. The Second Round submission deadline is October 2023. Subject to contract review and a successful bid, the successful tenderer will then also support the programme evaluation through to summer 2025 - possibly later with final completion and close out in autumn/ winter 2025.

## 5. Submission of Tender

Completed fee tenders must be submitted by email, no later than 9am on Monday 3 April 2023.

Tenders should be submitted to the following email address with the subject line completed as follows: "**Evaluation Consultant tender**". Please also use this email address if you have any queries relating to the tender opportunity: [eleonor.sier@delapreabbey.org](mailto:eleonor.sier@delapreabbey.org)

### 5.1 Requirements

Tenderers are required to return the information outlined in the table below, which will be assessed and scored. The weighting for each section is set out below.

Your response should consist of a written tender document which will:

1. Outline how your or your company's skills meet the project brief and the person/organisation specification.
2. Case studies of three other projects that you have worked on which demonstrate your experience in the areas outlined by in the project brief.
3. Your methodology for meeting the milestones and delivering the defined outputs in section 4.3
4. How you would engage the wider project team in order to meet the milestones and details of any consultants or staff you would appoint/ assign to this project with their experience.
5. A breakdown of days and costs for you/your company and the project team will need to deliver this project within budget, and linked to the milestones.

6. Confirmation (with copies of the certificates) that you hold Public and Professional Liability Insurance and Companies Employer's Liability Insurance (if you have employees).

### **Evaluation of tender**

**Tender scoring will be split by Cost (30%) and Quality (70%).**

Quality will be marked out of 100 as follows and converted to out of 70 for final scorings:

- **Experience of similar projects (30%)**  
Please tell us about your experience and how that will have a positive impact, and what learning you will be able to bring.
- **Skills, Experience & Quality (30%)**  
We want to know who we will be working with, and what they will bring to our project team.
- **Communication skills (15%)**  
Projects succeed and fail on the quality of the communication. Tell us about your communication skills.
- **Value for money (15%)**  
Please tell us how you would add benefit beyond what you have already outlined, and how the Organisation would benefit from this?
- **Change management experience and legacy building (10%)**  
Whilst we are focused on the project, we want to ensure a legacy. Please tell us about how you will support the development of the Organisation, and its Staff, Volunteer and Trustees.

Delapré Abbey will assess Tenderers' responses according to these criteria and will award points up to the maximum shown against each heading in the Quality evaluation assessment table below. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 3 or above) in any one or more categories may result in the bid being disqualified at Delapré Abbey's discretion.

### **Please note:**

Do not include any generic information about your company. Any generic information that has not been requested will not be considered.

It is the Tenderer's responsibility to ensure all fees, rates and prices quoted are correct. Tenderers will be required to hold these or withdraw their tender in the event of errors being identified after the submission of tenders.

If a Tenderer fails to provide fully for the requirements of the specification in the tender it must either absorb the costs of meeting the full requirements of the specification within its tendered price, or withdraw the tender.

No tender will be considered which is late, for whatever reason nor will changes be permitted after the closing date.

All tenderers shall keep their tender valid and open for acceptance by Delapré Abbey for 90 days from receipt

## 5.2 Scoring Method

Each response will be marked on a scale between 0 and 5 points, using the guide outlined in the table below, and weighted in accordance with the details and percentages set out in table in section 5.1

Score	Assessment	Description
0	Not eligible for consideration	Completely fails to meet the standard. Response significantly deficient / no response

Score	Assessment	Description
1	Inadequate	Significantly fails to meet the standard. Inadequate detail provided / questions not answered / answers not directly relevant.
2	Limited	Fails the standard in most aspects but meets some. Limited information / inadequate / only partly gives a response.
3	Acceptable	Meets the standard in most aspects but fails in some. Acceptable level of detail, accuracy and relevance.
4	Good	Meets the standard required. Comprehensive response in terms of detail and relevance.

5	Excellent	Exceeds the required standard. Responses are precise and relevant. Includes improvement through innovation / added value.
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### 5.3 Timetable for Award

1. Closing date for tenders 9am on Monday 3 April 2023
2. Interviews 12th April
3. Confirmation of appointment w/c 17<sup>th</sup> April 2023
4. Expected start late April 2023

#### Preparation of Tender

Tenderers are responsible for obtaining all information necessary for the preparation of their response; and all costs, expenses and liabilities incurred in connection with the preparation and submission of the Tender and attending any interviews will be borne by the Tenderer.

The Tenderer is expected to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.

Tenderers may seek clarification on any of the points contained in the tender documents at any time prior to one week before the date for receipt of tenders. This will allow time for Delapré Abbey to prepare a response to all tenderers before the tender deadline and for all tenderers to incorporate the clarification prior to the tender deadline.

#### Non-consideration of Form of Tender

Delapré Abbey reserve the right not to award the contract to the highest scoring, lowest priced or to any tenderer; and reserve also the right to accept any of the same in whole or in part. Delapré Abbey may also refrain from considering any Form of Tender if the Tenderer does not provide all of the information required.

#### Tenderer's Warranties

In submitting a Tender, the Tenderer warrants that:



1. All information provided is true, complete and accurate in all respects including details of previous projects being presented as examples,
2. It has full power and authority to enter into the Contract.
3. It is of sound financial standing, and
4. Its partners, directors and employees are not aware of any circumstances that may adversely affect such financial standing in the future.

### **Confidentiality**

All documentation issued by Delapré Abbey relating to the tender shall be treated by the Tenderer as private and confidential for use only in connection with the tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the written consent of Delapré Abbey. The documents which constitute the project and all copies thereof are and shall remain the property of Delapré Abbey and must not be copied or reproduced in whole or in part and must be returned to the Delapré Abbey upon their request. All information provided by Tenderers as part of a tender return will be treated as confidential. Freedom of Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000. Tenderers should state if any information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act, and should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed, but will be examined in the list of the exemptions provided in the Act.

### **Contact**

We welcome questions or discussions about the brief prior to the submission of tenders.

If you would like to get in touch please contact Eleanor Sier, Head of Engagement and Interpretation at Delapré Abbey Preservation Trust: [eleanor.sier@delapreabbey.org](mailto:eleanor.sier@delapreabbey.org). All questions must be sent no later than five working days before the receipt of tenders.



## Appendices - Available on Request

1. Project timetable
2. A copy of our Round 1 Application form
3. DAPT Strategic Plan

