



Invitation to Quote

Lostwithiel Community Centre

Project Management



Background

Lostwithiel Community Centre (LCC) is embarking on a National Lottery-funded capital project to replace its roof, windows, and doors — creating a more energy-efficient, accessible, and welcoming building for the community. The project addresses critical infrastructure issues including an uninsulated roof, single-pane glazing, and outdated doors that currently contribute to heat loss, high energy costs, and an uncomfortable environment for users.

LCC has been at the heart of Lostwithiel for over 40 years, serving a population of around 3,000 residents and reaching a much wider rural catchment including St Blazey, Lerryn, Par, Lanlivery, St Austell, Liskeard, Truro, and Looe. Built through a community-led effort in the early 1980s, the Centre was envisioned as a multi-purpose space for social, cultural, and educational activities — a vision it continues to uphold today. The Centre now hosts over 40 weekly activities, from fitness, arts, and youth sessions to social prescribing, dementia support, and community meals, alongside its café, post office, and emergency centre functions. It remains a vital local hub promoting inclusion, wellbeing, and connection across generations.

This tender forms part of the capital project delivery phase. All works and project management must comply with National Lottery funding conditions and support the successful and timely completion of this major community investment.

Specification

LCC is seeking quotes from a RIBA- or RICS-qualified organisation or individual to provide technical leadership and Project Management for the installation of a new roof, doors, and windows. The Project Manager will ensure that quality standards, timescales, budgets, and compliance with National Lottery funding requirements are met, and will coordinate with the appointed evaluator throughout the project.

The Project Manager will act as the technical lead for the delivery of the works. They will:

- Develop a clear understanding of the full project scope and objectives;
- Manage and coordinate all aspects of delivery to ensure quality, cost, programme and compliance outcomes are met;
- Evaluate progress against key milestones and report to the Project Board and to the Funder;
- Escalate any critical issues requiring strategic decisions; and
- Form and manage the project delivery team, maintaining strong communication with contractors, the architect, evaluator, and client representatives throughout.

Services required for RIBA Stages 5 and 6 include:

- Conduct 5 site visits/inspections and produce 5 corresponding site inspection reports
- Check contractor work and advise the client when payments (progress claims or final) are appropriate
- Prepare draft building contracts for client approval and signature
- Issue Certificates of Practical Completion and Retention
- Undertake Construction (Design and Management) Principal Designer duties
- Undertake Building Access and Safety Principal Designer duties
- Provide the client with a regularly updated Gantt chart for funding claims
- Provide the client with a regularly updated risk register for funding claims
- Provide the client with a regularly updated cost breakdown for funding claims
- Liaise with the project evaluator to ensure monitoring and reporting requirements are met

Person / Organisation Specification

Tenderers must demonstrate that they (or their nominated lead professional) possess:

- Technical knowledge of RIBA Stages 5 and 6, including contract administration and compliance with Building Regulations;
- Familiarity with National Lottery Capital Funding requirements, claims, and reporting processes;
- Proven experience managing construction projects within community or public-sector settings;
- Knowledge of Construction (Design and Management) Regulations and the ability to fulfil the Principal Designer role as defined under those Regulations; and
- Strong communication and stakeholder-management skills, with the ability to produce concise progress reports for the Project Board and funders.

Organisations are invited and recommended to visit the centre to familiarise themselves with the location and the building before quoting.

Please contact Deepa Naik on LostCCTrustees@gmail.com to arrange a visit.

Timescales for Delivery

The Lostwithiel Community Centre has now received confirmation of National Lottery funding for this project.

The formal project period runs for 12 months from 14 November 2025, during which all capital works must be completed, followed by a further 6-month evaluation and reporting phase.

The detailed delivery timeline will be developed in collaboration with the appointed Project Manager, whose expertise will help map out key milestones, contracting stages, and dependencies across the build and reporting period.

Tenders should therefore include a proposed payment schedule linked to indicative milestones and deliverables, to be refined and agreed upon at inception.

Budget

The budget available for this work is £8000 (incl VAT) inclusive of all expenses.

Tender and Commission Timetable

This process aligns with the Shared Prosperity Fund Procurement [Guidance](#).

Milestone	Date
Issuing of tender documents to suppliers.	17 November 2026
Last date for raising queries	20 December 2026
Last date for clarifications to queries	22 December 2026
Deadline for tender returns	5 January 2027
Evaluation of responses	7 January 2027
Interviews if required	9 January 2027
Preferred supplier to be notified	12 January 2027
Inception Meeting	15 January 2027
Works to commence	02 February 2026
End of contract	TBC after timeline of works is produced, expected 12 months.

Tender submission requirements

Please include the following information in your Tender submission.

1. Covering letter (two sides of A4 maximum) to include:
 - a) A single point of contact for all contact between the tenderer and LCC during the tender selection process, and for further correspondence.
 - b) Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
 - c) **c)** Confirmation that the tenderer holds current valid insurance policies as set out below, and that supporting documentation will be provided as evidence if successful:
 - i. Professional Indemnity Insurance appropriate to the scale and nature of the contract (typically £2 million);
 - ii. Employers' Liability Insurance with a limit of indemnity of not less than **£5 million** (or as required by law); and
 - iii. Public Liability Insurance with a limit of indemnity of not less than £5 million.
 - d) The appointed consultant will be required to maintain these levels of insurance throughout the duration of the contract.
 - e) **d)** Conflict of interest statement.
2. Understanding of the brief, including methodology and approach. No more than 30 sides of A4.
3. Budget Breakdown

Scoring

Bids will be evaluated on overall quality, value for money, and ability to deliver the project successfully.

Proposals will be reviewed against the following themes:

- Understanding of the project and delivery approach
- Relevant experience and technical capability (including CDM/Principal Designer duties)
- Quality assurance, communication, and reporting processes
- Cost and value for money
- Social value and sustainability

Each submission will be scored on a **0–5 scale**.

The evaluation panel will record justifications for each score and retain documentation in line with Lottery audit requirements.



Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, please confirm within your tender submission whether, to the best of your knowledge, there is any conflict of interest between your organisation and LCC or its team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit LCC to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to Deepa Naik: LostCCTrustees@gmail.com

in accordance with the Tender and Commission Timetable. Responses to clarifications will be anonymised sent to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind LCC unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

Tender returns

Tenders are to be returned in accordance with Tender Submission Requirements.

Emailed tenders should be sent electronically to: LostCCTrustees@gmail.com

with the following message clearly noted in the Subject box; **LCC: Project Management**

Tenderers are advised to request an acknowledgement of receipt of their email. For large files, a site such as WeTransfer/ Dropbox should be used.

Disclaimer

The issue of this documentation does not commit LCC to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between LCC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between LCC



and any other party (save for a formal award of contract made in writing by LCC or on behalf of LCC).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by LCC or any information contained in LCC publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by LCC for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

LCC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render LCC liable for any costs or expenses incurred by tenderers during the procurement process.