



Lake District
National Park

Tender Brief for the Appointment of Consultants to Provide Feasibility Studies for Traditional Farm Buildings in the Lake District National Park

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1. Invitation to bid

The Lake District National Park Authority (LDNPA) is seeking the services of a Historic Buildings Consultant or similar professional (e.g. Conservation Architect, Building Surveyor) to carry out assessments of Traditional Farm Buildings as part of the Farming in Protected Landscapes Programme. General information about the scheme can be found on the LDNPA's website: [Farming in Protected Landscapes : Lake District National Park](#).

This tender opportunity is restricted to suppliers based within Cumbria with a proven track record of delivering similar projects. Due to the specialist knowledge and experience required, suppliers must be able to demonstrate the skills and competencies needed to fulfill this brief. Funding requirements do not allow for any extensions of time, so suppliers must also be local enough to be flexible with regards to the timings of initial site visits and any follow-up visits with owners/tenants, allowing for winter weather conditions. In order to prepare a reliable and realistic costed schedule of works, the supplier must be able to demonstrate a sound knowledge of the construction industry in Cumbria, experience of working with specialist contractors on similar projects, and knowledge of local factors which influence capital costs.

The consultant(s) will carry out (or commission) the necessary surveys; including building condition, wildlife and any structural surveys where needed, in order to identify the scope of works required to repair each individual building. Please see section 3 for full details of the information expected in the final reports.

The sites to be assessed have been apportioned into separate lots – the details of which are only available on request to suppliers who meet the geographic criteria of this tender opportunity.

- Contracts will be issued in late October 2025
- All projects must be complete no later than 20th March 2026
- Invoicing to the LDNPA can be staged based on agreed milestones

Please indicate on your fee proposal:

- Which lots you wish to tender for
- A total fee for each lot
- A total fee if bidding for more than one lot and if a reduction in the total cost applies
- Confirmation that you can submit final reports to the LDNPA no later than 20th March 2026

2. Background

Traditional farm buildings are a key part of the Lake District's historic environment, forming part of both the Special Qualities of the National Park and the Outstanding Universal Value of the World Heritage Site. Traditional farm buildings are also useful assets to farm businesses, providing vital space for stock, fodder and general storage.

Through the Farming in Protected Landscapes Programme we have successfully delivered a number of feasibility studies over the past 3 years, many of which have led on to capital funding and resulted in buildings being repaired for continued agricultural use.

By carrying out further feasibility studies now we hope to be able to take advantage of further capital funding in the future and support more farms across the National Park to repair their buildings as soon as the opportunity arises.

3. Scope of Consultancy Services

The scope of work required by a consultant(s) is to carry out the following for each individual building:

- Record and understand what the building is currently valued for, so its historic fabric and other significant values can be taken into account in any future grant-funded work
- Assess the current condition of the building
- Identify and detail the work required to repair the fabric
- Obtain an ecological scoping survey to inform the need for future ecology surveys and any constraints regarding timings of future works and any mitigation required
- Prepare a costed schedule of works to inform future capital funding requirements

The format and contents of the feasibility study/management plan should be as follows:

Part One:

Briefly identify, evaluate and present an understanding of the separate historical, wildlife and landscape values of the building.

1. Summary

This section should consist of a short, concise summary of the aims of the proposed repair project and the main findings of the report.

2. Site Location and Site Description

This section should include a site plan to an appropriate scale (e.g. 1:1000, 1:2,500). Photographs of the building from key viewpoints should be included. A brief description of the site/farm complex and associated buildings including a brief summary of the current condition of the building and the threats and issues facing it is also required.

3. Summary of the Historical Development and Statement of Significance

A brief summary of the historical development of the building is required. In order to inform the summary, the building and the associated farmstead should be researched through map regression using historic maps and any other available documentary sources (e.g. listed building descriptions). Copies of relevant maps and supporting documents should be provided within the management plan. Where possible, a brief description of the original (and subsequent) functions of each element of the building should be included.

A statement of significance for the building is needed to summarise the different values of the building, and their relative significance. These values might include the preservation of the building's historic fabric, its regional and/or local significance, the visible contribution it makes to the character of the surrounding landscape, its public and wildlife significance/importance.

This statement should inform the subsequent Repair Strategy but is a stand-alone viewpoint. It should identify the key conflicting values or constraints that need to be considered in the building's repair and use.

4. Survey and Analysis

A site survey of the building should make an assessment of its form, use of materials and methods of construction, past function, style of architecture and changes/adaptations over time and the reasons for those changes.

The site survey should be undertaken in sufficient detail to inform the likely Repair Strategy, Schedule of Works and specification, and should include, but not necessarily be limited to, an assessment of the:

- form of the building(s)
- architectural and structural features of historic importance and their detail e.g.
 - blocked doorways and windows
 - window & door design/styles
 - masonry joints
 - changes in ground levels, both internally & externally
 - timber framing and roof construction - battens and torching method

- internal features relating to use
- internal layout
- types of finishing internally & externally (e.g stone floors, limewash)
- observations on use of materials and methods of construction

Illustrate the above using a floor plan and drawings (to scale or fully dimensioned). If necessary, illustrate using 'phased' plans, elevations or annotations of photographs as appropriate. The recorded information should be examined to answer questions relating to the presence or absence of original features or materials, to inform and provide justification for the Repair Strategy.

5. Wildlife Survey

Identify the location of any wildlife species which use the building either seasonally or throughout the year and consider their requirements, including necessary mitigation measures, and the legal obligations under the relevant wildlife legislation, when compiling the Repair Strategy and Schedule of Works. The wildlife survey should also explore the opportunity to enhance the potential of the building to harbour wildlife as part of restoration proposals, for example through the provision of barn owl boxes.

Part Two:

Provide a detailed Survey, Repair Strategy and costed Schedule of Works

6. Condition Survey and Repair Strategy

Prepare a comprehensive Condition Survey of the building and its component parts, including door and window furniture and internal fixtures and fittings. This survey provides the evidence base to inform and justify the proposed works. The survey should be illustrated using high quality photographic images of elevations and details (to demonstrate current condition) and/or survey drawings if appropriate.

Comments should be made on the feasibility of repair, highlighting good points as well as looking at defects and the remedies required.

The Repair Strategy should:

- Identify works required to bring the building back to good repair, based on the 'informed conservation' approach and justified by the evidence collected in Part One. .
- Prioritise repairs on the basis of what can be considered essential to reduce the risk of short-term decay and deterioration of the barn (rather than what might be desirable to complete a full restoration) and to ameliorate longer-term decay. The survey should prioritise works into essential (1-2 years), necessary (2-5 years) and desirable (5-10 years) repairs.

7. Schedule of Works

Using information from Part One, identify the work needed to repair the building taking account of its historic, landscape and wildlife values. Prepare a full specification for

materials and work methods, together with a Schedule of Works costed by a quantity surveyor with relevant experience of traditional building repair projects and local market factors that may impact overall costs.

8. Reporting Requirements

The Lake District National Park Authority will require a fully referenced digital copy of the final Management Plan (points 1-7, as above) in .pdf format.

4. Process and requirements

Your tender documents should include the following:

- a) Methodology and Project Approach – how the various requirements of the project will be met, including your proposed approach and methodology.
- b) Project Team – details of the proposed project team should be provided in the form of a brief CV and details of their role in this commission.
- c) Relevant Experience – details of the project team’s experience that will enable them to successfully deliver the project.
- d) Fixed Cost Tender. Fee proposals should be in the form of a fixed cost (ex VAT) for undertaking the services outlined in section 3. Please provide a fixed fee for each lot you wish to bid for and an overall fee if bidding for more than one lot.
- e) References (form enclosed).
- f) Declaration of non-collusion (sheet enclosed to be signed).

5. Support

Support will be provided throughout the duration of the project by the Project Manager (Rose Lord) and if required, the Farming in Protected Landscapes team can offer additional support.

6. Funding

Funding for this project will be provided by the Lake District National Park Authority through the Farming in Protected Landscapes Programme. The Authority will be seeking the most advantageous tender as outlined in Section 8 – Procurement process, information requirements and assessment of tender brief. The Authority has a maximum budget of £150,000 (ex VAT) for this piece of work and will not be able to exceed this.

7. Programme

Consultants must be able to carry out all surveys and provide the final reports to the LDNPA no later than 20th March 2026. There will be no opportunity to extend the programme beyond March due to funding requirements.

8. Procurement process, information requirements, and assessment of tender brief

Tenders must be received by **12.00pm 8th October 2025**. Tender documents received late, i.e. after the specified date and time, will not be considered.

Bids are invited in accordance with the information in this document. Please do not submit any other brochures or supporting documentation at this stage unless specifically asked for. If we receive additional documentation, if your proposal is not saved correctly, or if it is saved in the wrong format, we may not be able to review and evaluate it.

Questions on tender submissions

If tenderers have any questions they wish to ask the Authority, they must submit them to the Authority in writing to rose.lord@lakedistrict.gov.uk and mark the subject of the email 'Questions relating to Listed Building Condition Survey Tender.' Any questions received will be made anonymous and responses sent to all tenderers.

How to return the tender

The tender may be submitted in electronic format via email to rose.lord@lakedistrict.gov.uk marked "Tender Document : Feasibility Studies for Traditional Farm Buildings in the Lake District National Park".

The tender document should not be greater than 10MB. You will receive an email acknowledgment of receipt. Please note that no emailed tender document will be deemed to have been received unless an email receipt has been sent. In case of query relating to tender submission please contact Rose Lord by telephone as shown below.

Hard copy submissions will also be accepted. These should be posted in a plain unmarked envelope entitled "Tender Document : Feasibility Studies for Traditional Farm Buildings in the Lake District National Park" and sent to:

Rose Lord
Lake District National Park Authority
Wayfaring House
Murley Moss Business Park
Oxenholme Road
Kendal
Cumbria
LA9 7RL
Email: Rose.lord@lakedistrict.gov.uk
Phone: 01539 792640

The envelope must not bear any name, trademark, franking machine stamp or any other reference that will identify the sender. Tenderers should ensure that tenders are dispatched via recorded or registered post through the post office, courier or next day

delivery and should ensure that the post office or private courier does not affix any label or other appendage to the tender envelope which could identify the sender.

Tender documents may also be hand delivered to the main reception of the Authority's offices at Wayfaring House, Murley Moss Business Park. Tenders will be recorded upon receipt.

Opening of tenders

Tender documents will remain unopened until after the closing date, after which time they will be opened at one time, with witnesses, by independent officers of the Authority. All tenders submitted will be verified to ensure that the information requested has been provided. Once tender documents have been opened and signed, they are then passed to the originating department for evaluation.

Each tender will be evaluated and competitively marked by a team of LDNPA staff. All tenders will be assessed for financial standing and a company check carried out.

Award Criteria

All tenders will be considered based on the information they have submitted in their tender and will be awarded taking into account the following award criteria:

- 40% cost;
- 49% quality;
- 11% social, economic and environmental;

Award Criteria	Score	Weight
Price	1-5	40%
Quality – Knowledge and experience of assessing and overseeing repairs on traditional buildings in Cumbria Quality – Knowledge of the mechanisms and causes of decay in traditional buildings and specific geographic factors Quality – Knowledge of the role of traditional buildings and farming to the Lake District National Park/World Heritage Site Quality – Knowledge and experience of local market	1-5	49%

<p>forces and supply chains in Cumbria</p> <p>Quality – Experience and demonstrable track record of delivering similar projects to time and budget</p> <p>Quality – Experience of working on similar grant funded projects</p> <p>Quality – Experience of working with locally based contractors who specialise in conservation projects</p> <p>Quality – Experience of working with farm businesses (tenants/owner occupiers) and landowners in Cumbria</p> <p>Quality - Experience of leading a multi-disciplinary team</p> <p>Quality - Understanding and appreciation of the brief</p> <p>Quality – Ability to deliver the full requirements of the brief within the programme</p>		
<p>Social, economic and environmental – commitment to supporting a circular economy in Cumbria</p> <p>SEE – commitment to reducing carbon emissions as a result of work carried out wherever possible</p> <p>SEE – commitment to developing the knowledge, skills and experience of employees to enable them to progress their careers in Cumbria</p>	1-5	11%

Please see Appendix B for a template to help you complete the relevant information.

Scoring matrix

0	Completely fails to meet required standard or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals.
2	Proposal falls short of achieving expected standard in a number of identifiable respects.
3	Proposal meets the required standard in most material respects but is lacking or inconsistent in others.
4	Proposal meets the required standard in all material respects.
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements.

9. Key Dates and Timescales

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Tenderers are treated equally.

The key dates for this procurement (Timetable) are currently anticipated to be as follows:

Event	Date
Publication of Tender Notice and tender documents	12/09/2025
Requests for clarification deadline	26/09/2025
Deadline for receipt of Tenders	8 th October 2025, 12:00pm
Evaluation of Tenders	08/10/2025 – 13/10/2025
Publication of Contract Award Notice	20/10/2025
Notification of contract award decision to Tenderers and 8 working day standstill period	From 20/10/2025 to 29/10/2025
Confirm contract award	30/10/2025
Target Contract start date	31/10/2025

Any changes to the procurement Timetable shall be notified to all Tenderers as soon as practicable.

10. Award of tender

The Authority does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole or parts of tenders/quotations. The Authority will notify acceptance of the tender to the successful tenderer as soon as it is reasonably practicable.

11. Tender information

Confidentiality

The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process.

Freedom of Information

The Authority is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Authority may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

Anti-Fraud and Corruption Policy

The Authority has an Anti Fraud and Corruption Strategy which sets out the responsibilities of officers and action to be taken in cases of theft, corruption, irregularity, or when damage is suspected. The Confidential Reporting Code, (Whistle Blowing Policy), forms part of this Strategy which provides a mechanism for staff to report suspected wrong doings confidentially. In the event of such an issue, an investigation would be carried out and action taken as necessary.

Costs and expenses

The Authority will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. The cost submitted should include all expenses. The Authority does not bind itself to accept any of the tenders as a result of the tendering process including the lowest tender.

Preparation of Tenders

For the preparation of their tender and entering into a contract with the Authority, tenderers must ensure that they have all the information required and must satisfy themselves of the correct interpretation of terminology used in these documents.

Queries on the tenders

If any points in these tender documents are considered by the tenderer as unclear, the tenderer should address their queries in writing to obtain an explanation before sending their tender. They must address their query to the person identified in the covering letter. Their query will be responded to, but it shall not be construed in a way that adds to, modifies or takes away from the meaning and intent of the contract and/or the obligations and liabilities of the contract.

Alterations

None of these documents may be altered by the tenderer. If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contracts objectives) they must provide details in a separate letter accompanying the tender response.

Direct Award of similar goods or services

The Authority reserves the right to award future contracts of similar goods or services obtained as a result of this ITT in accordance with paragraph 8 of Schedule 5 of the Procurement Act 2023.

Prices

All prices must be net and, where applicable, carriage paid with all cash and trade discounts allowed for.

VAT

All prices and/or rates shall be exclusive of Value Added Tax.

Validity of tenders

Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.

Sub-contractors

The names and addresses of any sub-contractors the tenderer proposes to employ must be provided with the tender.

Quality of goods / services

Tenderers must possess relevant professional qualifications and experience.

Conflict of Interest

The Authority requires all tenderers to confirm whether any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

The Authority reserves the right to:

- Exclude a Tenderer that fails to notify the Authority of a perceived, actual or potential conflict of interest, or where an actual conflict of interest exists that puts the Tenderer at an unavoidable unfair advantage vis a vis other Tenderers.
- Exclude a Tenderer that fails to take reasonably requested steps specified by the Authority to mitigate any conflict of interest, including entry into a conflict-of-interest agreement.

Treatment of tender

The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the Authority and the tenderer.

Debriefing

All unsuccessful bidders will be offered the opportunity to be given a debriefing. Requests for debriefing are to be made in writing.

The Authority's use of the report / work

The Authority may wish to publicly quote the consultants report or work they have undertaken. Tenders are requested to confirm that the Authority may (at the Authority's own discretion) do so without restriction.

Ownership

The intellectual property rights rests with the Authority, not the tenderer.

Central Digital Platform

Tenderers that wish to participate in this procurement are responsible for ensuring that the Central Digital Platform contains complete, accurate and up-to-date information about their organisation and any associated persons who are relevant for the purposes of this procurement. Tenderers must notify the Authority immediately if they are unable to provide accurate and up-to-date information via the Central Digital Platform.

Supplier warranties

In submitting a Tender and generally taking part in this procurement, the Tenderer warrants, represents and undertakes to the Authority that:

- It understands and has complied with the conditions set out in this ITT.
- All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Authority by the Tenderer, its staff or agents in connection with or arising out of the procurement are true, complete and accurate in all respects, both as at the date communicated and as at the date of the submission of the Tender.
- It has made its own investigations and undertaken its own research and due diligence, and has satisfied itself in respect of all matters (whether actual or contingent) relating to the invitation and has not relied on any information, representation or assumption which may have been made by or on behalf of the Authority (with the exception of any information which is expressly warranted by the Authority).
- It has full power and authority to submit a Tender and to perform the obligations in relation to the contract and will, if requested, promptly produce evidence of such to the Authority.
- Tenderers should note that the potential consequences of providing incomplete, inaccurate or misleading information include that:
- The Authority may exclude the Tenderer from participating in this procurement.
- The Tenderer may be excluded from bidding for contracts under paragraph 13 of Schedule 7 to the PA 2023.
- The Authority may rescind any resulting contract under the Misrepresentation Act 1967 and may sue the Tenderer for damages.
- If fraud or fraudulent intent can be proved, the Tenderer may be prosecuted and convicted of the offence of fraud by false representation under section 2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both). If there is a conviction, then the Tenderer may be excluded from bidding for contracts under paragraph 15 of Schedule 6 to the PA 2023 and may be added to the debarment list.

12. Project Manager

Rose Lord

Built Environment Adviser
Lake District National Park Authority
Wayfaring House
Murley Moss Business Park
Oxenholme Road
Kendal
LA9 7RL

Tel: 01539 792 640

Email: rose.lord@lakedistrict.gov.uk

APPENDIX B - Template to help you complete the relevant information

QUOTATION

Project Title: Feasibility Studies for Traditional Farm Buildings in the Lake District National Park

Name of Tenderer:

Address of Tenderer:

.....

.....

.....

.....(Tenderer to insert name) hereby

submit our tender price of

£..... (Lot 1)

£..... (Lot 2)

£..... (Lot 3)

£..... (Lot 4)

£..... (Lot 5)

£..... (Total fee if quoting for more than one lot)

(Tenderer to insert prices) all in accordance with the submitted tender and corresponding documentation and terms and conditions contained therein.

Tenderer signature:

Print Name:

Position held:

COMPANY INFORMATION

Please provide the following information.

1. Name, address and Registered Number of the company.
2. Names and addresses of any sub-contractors to be engaged on the project.
3. Details of the company's Professional Indemnity Insurance cover. For this project we require this to be of at least £1,000,000
4. A summary of the company's approach to Health and Safety or copy of relevant Health and Safety Policies / Risk assessments as the appointed consultant will be undertaking engagement events and/or surveying and assessing sites.

DECLARATION OF NON-COLLUSION

To: Lake District National Park Authority

The essence of selective tendering is that the Authority shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not and will not (either personally or by anyone on my/our behalf):-

- 1) Fix or adjust the amount of the tender (or the rate and prices quoted) by agreement with any other person.
- 2) Communicate to anyone, other than the person calling for this tenders, the amount or approximate amount or terms of the proposed tender (except other than in confidence, where essential to obtain professional advice or insurance premium quotations required for the preparation of the tender).
- 3) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tenders to be submitted.
- 4) Canvass or solicit any member, officer or other employee of the Authority in connection with the award of this or any other Authority contract or tender.
- 5) Offer, give or agree to give any inducement or reward in respect of this or any other Authority contract or tender.

Signed (as in Tenders)
duly authorised to sign

For and behalf of

Date

REFERENCES

Potential suppliers are required to submit details of two organisations **where you have carried out similar works before**

This is so that references may be obtained.

Organisation Name	
Contact Name	
Address	
Telephone Number	
Estimated contract sum	£
Project description	

Organisation Name	
Contact Name	
Address	
Telephone Number	
Estimated contract sum	£
Project description	

RELEVANT EXPERIENCE

Please describe

METHODOLOGY AND UNDERSTANDING OF BRIEF

Please describe