

<b>Title of Report:</b>	<b>Banagher Glen Enhancement Project</b>
<b>Committee Report Submitted To:</b>	<b>The Leisure &amp; Development Committee</b>
<b>Date of Meeting:</b>	<b>21 December 2021</b>
<b>For Decision or For Information</b>	<b>For Decision</b>

<b>Linkage to Council Strategy (2019-23)</b>	
Strategic Theme	Protecting and Enhancing our Environments and Assets Promote our tourism offer locally and internationally Prosperity, Health and Wellbeing and Cohesive Community
Outcome	Improved access to our natural environment. Development of visitor economy and health and well-being opportunities.
Lead Officer	Head of Tourism and Recreation Coast and Countryside Manager

<b>Budgetary Considerations</b>	
Cost of Proposal	£70,272 cost of Proposal £11,541 net cost to Council
Included in Current Year Estimates	<b>YES</b>
Capital/Revenue	Revenue
Code	
Staffing Costs	

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of Report**

The purpose of this report is to request Elected Member's permission to avail of funding for improvements to the visitor experience at Banagher Glen and Altnaheglish Reservoir, approximately 3 miles south of Dungiven. An investment decision of £11,541 is asked for to complete on this project.

## **2.0 Background**

Prior to the formation of Causeway Coast and Glens Borough Council, Limavady Borough Council had invested in a partnership approach with NIEA and NI Water to provide visitor facilities at Banagher Glen. During the 1990's these included walking trails, toilet provision and a seasonal staffing presence. The degree of Council involvement has diminished, and the toilet facilities and staffing provision are no longer provided. There is however still public access to a high quality walking, natural heritage and scenic experience which is highly valued by the local community.

The recent increase in demand for outdoor recreational experiences has led to greater use of this facility by the public, and Council Officers have identified the need for improved orientation and wayfinding through the site as this is absent, causing confusion for visitors at the site. In line with the Destination Management approach and involvement with the Sperrins Partnership Project, the Tourism and Recreation team in conjunction with the Funding Unit have made an application and secured funding to improve the wayfinding and interpretative element and enhance the visitor experience.

## **3.0 Funding Opportunity**

Following application to the Tackling Rural Poverty and Social Isolation (TRPSI) Programme – 2021/2022, the Department of Agriculture, Environment and Rural Affairs (DAERA) has issued a Letter of Offer to Council awarding funding of £59,731.20 at a grant rate of 85% of total estimated project costs of £70,272.00.

## **4.0 Project Objectives**

- Provision of enhanced facilities at Banagher Glen, including the provision of signage, way-marking, interpretive panels, visitor monitoring equipment and trail furniture.
- Provide a family orientated outdoor experience.
- Increase opportunities for social engagement.
- To attract 10,000 visitors by the end of year 1 following project completion.

## **5.0 Key Elements**

Within the scope of the project the following interventions are proposed:

- Threshold Welcome sign at the entrance to the site.
- Directional signage to Trailhead car park.
- Interpretative signage in overflow car park.
- Trailhead information and interpretative signage hub.
- Interpretative solution at reservoir / dam.
- Way markers and distance markers on access route to reservoir / dam.
- Seating on access route to reservoir / dam.
- Wheelchair-accessible 'kissing gate'(s) on access route to reservoir / dam.
- Timber footbridge structure on access route to reservoir / dam.
- Cycle stands at appropriate locations within site.

- Installation of visitor monitoring equipment.

**Annex A** provides details for the Terms of Reference for the procurement of the above.

## **6.0 Maintenance**

This scheme proposes the installation of high quality and extremely durable wayfinding and interpretative signage and items of countryside furniture. A service level agreement is required for Council to maintain damaged or vandalised signage and furniture elements. The annual cost to Council is anticipated at being no more than £500 per annum.

## **7.0 Timescales**

Subject to approval, Officers will advance the project and aim to complete prior to the 31 March 2022.

## **8.0 Recommendation**

It is recommended that the Leisure and Development Committee recommends to Council that Officers avail of funding under the Department of Agriculture, Environment and Rural Affairs (TRIPSI) Programme and complete on the investment of high quality visitor orientation and interpretative signage, associated trail furniture, and improved access provision at Banagher Glen Woodland and Reservoir experience. A £10,000 contribution is required to match fund this project, based on 15% of estimated total project costs, and this is available within the current year's budget for repair, maintenance and improvements.



**Causeway Coast and Glens Borough Council**

**Terms of Reference for:**

***Appointment of Services for the design, manufacture and installation of signage and interpretation, and associated minor capital upgrading works, at Banagher Glen, Dungiven***

**Causeway Coast and Glens Borough Council will process all competitive submissions against Essential Requirements. Only if these requirements are satisfied will submissions progress to Assessment and Scoring.**

This tender document contains the following categories:

- 1. Background and Project Context**
- 2. Project Scope of Works Required**
- 3. Essential Requirements**
- 4. Assessment and Scoring**
- 5. Instructions and Information for Tendering Bodies**

**Appendix 1 – Location Maps**

**Appendix 2 – Project Scope of Works**

**Appendix 3 – Sketch design concepts for various interventions**

**Appendix 4 – Online Web Mapping Application**

Submissions must be provided by **12 noon on Wednesday 22<sup>nd</sup> December 2021.**

The successful applicant will be awarded via written agreement.

This document contains the Project Brief and Instructions for Submission.

## **1. BACKGROUND AND PROJECT CONTEXT**

Causeway Coast and Glens Borough Council has a requirement to appoint a company (or a consortium of companies, with one company acting as the lead) to design, manufacture and install creative signage and interpretative solutions within Banagher Glen to orientate and inform visitors to the site and carrying out associated minor capital upgrading works to improve the overall visitor experience.

Over the past 18-24 months Banagher Glen has experienced a significant increase in visitor footfall, and the current proposal aims to improve the visitor experience to match the site's magnificent natural setting, nestled in the foothills of the Sperrin Mountains.

Banagher Glen is located in the south west of Causeway Coast & Glens Borough approximately 5 kms south of Dungiven and 4 kms south east of Feeny. It is one of the largest and least disturbed examples of old sessile oak woods in Northern Ireland. The site is subject to the following designations: SAC, ASSI, NNR.

The site is owned and managed by Northern Ireland Water (NIW) and DAERA-NIEA, but Council has availed of European funding, administered through DAERA's Tackling Rural Poverty and Social Isolation (TRPSI) Programme, to work in partnership with NIW to improve the visitor offering at the site and develop a sustainable approach to management.

The current visitor offering is unsatisfactory due to an absence of co-ordinated welcome, orientation and directional signage and interpretation on site. In addition, there are accessibility issues associated with certain items of existing countryside furniture.

Currently there is a bitmac-surfaced access road, approximately 3 miles long, for pedestrian and cycle use only, connecting the main trailhead car park and the dam / reservoir (Altnaheglish Reservoir). From this point, other forest roads and trails extend through Banagher Forest.

The project will create opportunities for the local community and visitors to enjoy the site on a year-round basis. Future proposals may involve creating opportunities for visitors to explore the High Sperrins on foot. Plans for the project have been developed in response to consultation with the wider community which highlighted existing accessibility issues. The project will enhance the trail furniture on the route up to the dam to make it as accessible as possible, for as many users as possible, including family groups, and wheelchair users.

The road up to the dam steadily gains altitude over its 3 mile length and requires trail furniture to be changed to be accessible. Kissing gates (to prevent quads and scramblers) will be replaced with more suitable furniture that allows wheelchair access. It is proposed to install sensitively-designed seating at regular intervals along the route, to enable people to sit and rest, while simultaneously improving the overall quality and accessibility of this trail.

A timber footbridge, to match an existing one on site, will be required to provide suitable access over an existing cattle grid on the route to the dam. Minor repairs to a small stone wall feature are also required.

Costs will include the design, manufacture and installation of signage, waymarking, distance markers, seating, interpretive panels, enhanced visitor and orientation information, trail furniture and minor associated capital works. The budget for this project, inclusive of all fees, contingency sums, and manufacture and installation costs, is **£60,000-00**.

## **2. PROJECT SCOPE OF WORKS REQUIRED**

The purpose of this tender is to engage with an experienced company (or a consortium of companies, with one company potentially acting as the lead) to deliver the works as set out in the 'Project Scope of Works' in Appendix 2. The proposed interventions relate only to the route from the site entrance to the dam, and do not include the wider forest setting.

Council requires the successful company to create and develop a theme for the creative signage and interpretative solutions at this site. This should reflect the site's landscape character and biodiversity richness, drawing on the natural and cultural heritage associated with the Glen. The theme will influence and ensure a consistency of design approach concerning the following project components:

- the type of materials used for the threshold signage, interpretation, waymarkers, distance markers, seating etc, and the scale and style of same
- the style and design of the interpretation panels and visitor information/orientation hub

Council requires tenderers to submit at least two illustrated design concept proposals, one of which should incorporate a combination of oak (or other sustainably sourced hardwood) and corten steel within the proposed interventions. Council has produced sketch concepts for some of the proposed interventions (please see Appendix 3), which may act as a guide for tendering contractors, but equally Council is open to alternative creative solutions.

### **Online Web Mapping Application**

Council's GIS Unit has developed an online web mapping application entitled "Banagher Proposed Trails", to assist contractors/companies submitting tenders for the Banagher Glen project (please see Appendix 4 for further details).

The application provides a mapping base for the geographic extent of Banagher Glen. A series of blue circles have been inserted on the mapping base – each circle represents an individual intervention which is itemised in the Project Scope of Works.

By clicking on the circle, users can view a popup containing information about the specific itemised intervention, including an Object ID, for cross referencing purposes with the Project Scope of Works.

Photographs of the locations within Banagher Glen have also been attached to the popup and can be viewed by clicking on the links under 'Attachments'.

### **MEETINGS AND BRIEFINGS**

The appointed contractor must initially meet with representatives from Causeway Coast and Glens Borough Council to discuss the overall design concept for the project as well as their aims and objectives on the outcome of this project. Further meetings, by whatever means is deemed appropriate at the time, will be required to agree finer design elements and individual interpretative solutions.

The Council representatives will require a critical path within two weeks of the initial briefing, outlining key project milestones.

### **3. ESSENTIAL REQUIREMENTS**

Essential Requirements must be satisfied as below before progression to full Assessment and Scoring.

Please note, the requirements below will be scored on a Pass / Fail basis. Failure to achieve a Pass on any of these will result in the application being disqualified.

#### **Insurance**

Necessary Insurance for all activities of a professional nature. Evidence of the required insurance will be necessary prior to commencement of work. A minimum of £10 million public liability insurance and £250,000 professional indemnity insurance is required. Please provide details below.

**Maximum 10,000 characters (insert below)**

**[Please enter text here - 10,000 characters max]**

**Experience**

- The lead/team member (must be a named individual) should be able to demonstrate experience in at least two projects (individual projects over £30k) within the past 5 years of delivering services of a similar scale, scope and complexity to the Council's requirements for this Contract (as described more particularly in Appendix 2).

Please provide details below.

**Maximum 15,000 characters (insert below)**

**[Please enter text here - 15,000 characters max]**

**Complete Contact Details (table as below)**

Essential Requirement Checklist	Yes / No	Comments
Necessary Professional Indemnity - Public, Professional and Employers (please attach*)		
Experience requirements specified		
Insert Contact Details (as below)		

Print Name: \_\_\_\_\_

For or on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

#### 4. ASSESSMENT AND SCORING

Once the Essential Requirements have been met, Methodology and Approach (Quality) and price will then progress to be scored.

The scored criteria will be split 70:30, quality and price respectively. Please see below as to how the quality and price criteria are scored with a weighting being applied to quality and a formula applied to price.

##### Quality

	Maximum Score (1-5)	Criteria Weighting Factor	Maximum Weighted Score
Understanding the Brief and the provision of proposed design solutions	5	10	50
Project Management Methodology and Proposed Approach	5	6	30
Ability to deliver and complete project within stated timeframe.	5	4	20
<b>SUB TOTAL</b>	<b>15</b>	<b>20</b>	<b>100</b>
<b>SCORE</b>			<b>? /100 X 70%</b>

##### Quality will be scored using the following criteria (1-5):

0	Very poor response. Insufficient information provided. Gives the Council very low confidence in the Bidder's ability to provide the services in accordance with the Specification.
1	Inadequate response that is unsatisfactory and / or has significant omissions. Gives the Council many concerns about the Bidder's ability to provide the services in accordance with the requirements of the Specification.
2	Basic responses that achieve reasonable standards in most respects but unsatisfactory in others and / or has a number of omissions. Gives the Council concerns around the Bidder's ability to meet some of the Specification requirements.
3	Good standard of response supported by a good level of comprehensive evidence showing full understanding of the requirements with plans and methodologies. Gives the Council confidence the requirements of the Specification will be met.
4	Very good standard of response supported by a good level of credible and detailed evidence, with detailed plans and methodologies. Demonstrates how all Council's requirements in the area being evaluated will be met.

5	Exceptional standard of response supported by robust evidence, with detailed plans and methodologies. Demonstrates clearly and convincingly how all Council's requirements in the area being evaluated will be met.
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## Price

In evaluating the tender price submitted, the following method will be used to calculate the score.

Formula for scoring price:

$$\frac{\text{Lowest Price}}{\text{Price}} \times 100$$

The lowest Quotation Price scores 100 (which is the maximum score)

Selection Criteria	Maximum Score	Actual Score	Times Weighting	Weighted Score
Quality (Methodology and Approach)	100		X 70%	
Price	100		X 30%	

All tenders will be scored out of 100. Tenders will be required to score a threshold minimum of **65%**. In the event that no tender scores at least 65% Causeway Coast and Glens Borough Council reserves the right not to award the contract.

## **QUALITY - METHODOLOGY AND APPROACH QUESTIONS**

Causeway Coast and Glens Borough Council is seeking submissions from suitably qualified and experienced companies/contractors for the design, manufacture and installation of creative signage and interpretative solutions to orientate and inform visitors to Banagher Glen and associated minor capital upgrading works to improve the overall visitor experience. The successful company/contractor will be required to:

- create and develop a theme for the creative signage and interpretative solutions at this site. This should reflect the site's landscape character and biodiversity richness, drawing on the natural and cultural heritage associated with the Glen. The theme will influence and ensure a consistency of design approach concerning the following project components:
  - the type of materials used for the threshold signage, interpretation, waymarkers, distance markers, seating etc, and the scale and style of same
  - the style and design of the interpretation panels and visitor information/orientation hub
- Council requires Contractors to submit at least two design concept proposals, including conceptual illustrations, one of which should incorporate a combination of oak (or other sustainably sourced hardwood) and corten steel within the proposed interventions. Council has produced sketch concepts for some of the proposed interventions (please see Appendix 3), which may act as a guide for tendering contractors, but equally Council is open to alternative creative solutions which satisfy the requirement.

### **Understanding of the Council's Brief and provision of proposed design solutions**

**Maximum 15,000 characters (insert below)**

**[Please enter text here - 15,000 characters max]**

## **Project Management Methodology and Proposed Approach**

Based on this brief and provision of proposed design solutions, please outline below your project management methodology and proposed approach:

**Maximum 15,000 characters (insert below)**

**[Please enter text here - 15,000 characters max]**

## **Timeframe**

Please provide a timetable detailing the proposed outline for the delivery of the signage and interpretation interventions and associated minor capital works for Banagher Glen project.

**Maximum 5,000 characters (insert below)**

**[Please enter text here - 5,000 characters max]**

## **PRICE:**

### **Project Delivery costs**

Table 1 should provide total project costs, detailing the pricing for the items identified in the Project Scope of Works (Appendix 2).

**Table 1**

<b>Item specified in Scope of Works</b>	<b>Price £</b>
e.g. Item 1	
e.g. Item 2	
etc.	
<b>TOTAL</b>	

## **5. INSTRUCTIONS AND INFORMATION FOR TENDERING BODIES**

### **Submission of Tender**

Tenders should be submitted via eSourcing NI with the subject heading:

***Tender for the design, manufacture and installation of signage and interpretation, and associated minor capital upgrading works, at Banagher Glen, Dungiven***

### **Timescales**

Tenders must be submitted on time. **Proposals must be submitted before 12 noon on Wednesday 22<sup>nd</sup> December 2021. Late submissions will NOT be accepted.**

### **Costs and expenses**

Those providing proposals will not be entitled to claim any costs or expenses which may be incurred in preparing their proposal whether or not it is successful.

### **Period of validity**

Prices contained within the proposal must be valid for acceptance for a period of 90 days from the submission date.

### **Official amendments**

If it is necessary for the Council to amend the documentation in any way, prior to receipt, all those who have expressed an interest in quoting for this work will be notified in writing simultaneously. If appropriate, the deadline for receipt will be extended.

## **Compliance**

Submissions must be submitted in accordance with these instructions. Failure to comply will result in rejection.

## **Payment**

Payment terms will be discussed upon award of contract.

## **Points of Contact**

All queries should be communicated via eSourcing NI platform.

## **Invoicing (on award of contract)**

On invoicing the Council, the supplier shall provide in the invoice, as a minimum, the following information:

- Company Name and Address
- Bank Details – including Sort Code and Account Number
- VAT Registration Number
- Order Number
- Department – to be invoiced
- Contact details including telephone number and email address.

In the interests of paying the company promptly and in an efficient manner, the company will be paid by BACS.

All information shall be provided in a clear and easily legible format.

**Failure to include the details requested above on all invoices submitted for payment may result in payment being delayed. Should any of the requested information be missing, the successful company will be expected to provide such information to Council as quickly as possible and put measures in place to ensure that all future invoices are populated with all the information requested above.**

## **Contractual and Other Matters**

### **Procedures**

- All submissions must be in the English language and any alterations or erasures must be initialled by the signatories.
- Submissions must be fully compliant with the requirements detailed in the tender documentation.
- Causeway Coast & Glens Borough Council is not obliged to consider or accept alternative offers.
- Those providing tender submissions may also be rejected if the complete information is not given at the time of submission.

### **The successful tender**

The contract will be awarded to the organisation that complies best with the tender requirements. Causeway Coast & Glens Borough Council is not required to accept the lowest, or any, tender and reserves the right to accept the whole or part of any tender. Causeway Coast & Glens Borough Council reserves the right to enhance and/or extend the contract after it has been awarded. Should the Council enhance and/or extend the contract resources will be made available to support any enhancements/extensions.

### **Contract**

All work undertaken in connection with the project will be by way of formal contract with Causeway Coast & Glens Borough Council.

### **Sub-Contracting Policy**

Sub-contracting is not permitted.

### **Clarification**

Tenderers may seek clarification in relation to this tender competition where they consider any part of the documentation or any other aspect of this procurement process unclear. The deadline for receipt of clarifications is **4pm on Friday 10<sup>th</sup> December 2021**.

If it is necessary for Council to amend the tender documents in any way, prior to the tender deadline, all tenderers will be notified via the eSourcing NI messaging system. If appropriate, the return time and date will be extended accordingly.

Tenderers must read all documentation associated with this tender process promptly on receipt. Tenderers may request any reasonable additional information they regard as necessary from the Council regarding any aspect of the tender documents. The Council may take into account the number of tenderers that raise a similar request, or issue of concern, when deciding how that request or issue of concern should be

addressed. The Council will not however enter into detailed discussion on the requirements of this tender process with individual respondents.

In the event that a tenderer considers that any part of the documentation or any other aspect of the tender process is unclear, it should seek additional information from Council. Council shall supply such further information relating to the tender documents as may be reasonably requested, provided that the request is received in sufficient time to enable the Council to supply the information not later than 4 days before the return time and date.

Please note that responses to requests for additional information will be published on the eSourcing NI portal. Responses will be via a notification email sent to the individual tenderer registered eSourcing NI user for this competition. It is the tenderers responsibility to monitor such email traffic.

Responses to requests will be circulated by the Council to all tenderers, without identifying the source of any request. In all circumstances, the Council reserves the right to issue additional information to tenderers at any stage when it believes, at its sole discretion, the response should be issued to all tenderers. Please note that each request for additional information and the Council's response shall form part of the tender documents and must be treated as such by the tenderer.

Submissions received that are missing the supporting documentation specifically requested in this Invitation to Tender will be rejected. The Council however reserves the right, acting at its sole discretion, to seek clarification of any of the information provided by an applicant within its response to this Invitation to Tender.

### **Right to Issue Further Instruction**

During the tendering period, the Council reserves the right to make changes to the tender documentation (including the Contract), changes shall be accepted by the applicant without reservation. The applicant may not alter this document. Any clarifications or further instructions that need to be given will be shared with all applicants via eSourcing NI.

### **Format of Response**

For uniformity purposes and as an aid to evaluation, tenderers must submit a document with the following information in sections which follow this format:

Tendering organisations must submit a tender document **limited to 20 pages** excluding CVs.

**Failure to follow this format will result in submissions being marked as incomplete and therefore rejected.**

## **Changes to Council document**

Causeway Coast & Glens Borough Council shall not accept any alterations to the contents of this document.

## **Written Acceptance**

Acceptance by the Council will only be made by written instruction to the successful Contractor.

## **Right to Issue Further Instructions**

During the tendering period, the Council reserves the right to make changes to the Contract Documentation, which changes shall be accepted by the tenderer without reservation.

## **Expenses and Losses**

The Council shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their tender proposals.

## **Preparation of tender**

It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender.

## **Payment**

The appointed provider will be paid for services provided on completion of commissioned work.

## **Confidential Information**

The Tenderer agrees to keep confidential at all times the contents of this tender document and the Invitation to Tender and all information which has either been designated as confidential by the Authority in writing or that ought to be considered confidential including commercially sensitive information, information which relates to the business and affairs of the Authority (and its suppliers, service providers, agents, professional advisers and representatives) and all information which the Bidder receives or obtains as a result of its involvement in the Procurement.

## **Award of Tender**

The Council reserves the right not to accept the lowest or any Tender under this process.

## **Return of Specified Supplementary Documents**

Failure to return all specified supplementary documentation by the submission return date, or such subsequent date as may be prescribed, may result in the submission being rejected.

## **Compliance**

Submissions must be submitted in accordance with these instructions. Failure to comply will result in rejection.

## **Changes to Information Provided**

Where information provided in an applicant's response changes following its submission and at any stage prior to Contract Award, applicants must notify the Council as soon as possible, providing full details of, and reasons for, the changes. Failure to notify such changes may result in the rejection of the application from the tender process.

Council may require the applicant to provide such further information as may be required to enable it to assess the applicant's ability to continue participating in the tender process. The Council reserves the right, at its absolute discretion, to accept or reject any changes to an applicant's structure or otherwise to the information provided or relied on by an applicant in its submission and to reject an applicant from the tender process on this basis.

## **Copyright & Intellectual Property**

The copyright of all text, intellectual property and other materials produced by the successful Contractor shall remain with the Council.

## **Equality – Section 75 and Schedule 9 of the Northern Ireland Act 1998**

Contractors should be aware that the Council is required, in carrying out their functions, to have due regard to the need to promote equality of opportunity:

- Between persons of different religious belief, political opinion,
- Racial group, age, marital status or sexual orientation;
- Between men and women generally;
- Between persons with a disability and persons without; and
- Between persons with dependants and persons without.

In addition, without prejudice to their obligations above, the Council shall in carrying out all its functions, powers and duties relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, or racial group.

## **Freedom of Information**

The applicant acknowledges that Council is subject to the requirements of the Freedom of Information Act 2000 (“**FOIA**”) and shall assist and co-operate with the Council to enable the Council to comply with its information disclosure obligations under the FOIA.

If the applicant considers that any of the information included in its submission is commercially sensitive, it should identify it and explain what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

The Council must make its decision on disclosure in accordance with the provisions of the FOIA and can only withhold information if it is covered by an exemption from disclosure under the FOIA.

The applicant should note that, even where they have indicated that information is commercially sensitive, the Council might be required to disclose it under the FOIA if a request is received.

## **Privacy Notice**

Council will process personal data provided as part of the tender process i.e., name and contact details as part of its public task duties. Personal data contained within the tender will be shared with members of the scoring panel.

Relevant personal data will be shared with the Independent Advisor(s) who will be appointed as part of the selection process or in accordance with the law. For further information about your rights, retention period and how to contact the Data Protection Office is available at:

<https://www.causewaycoastandglens.gov.uk/footer-information/privacy-statement>

## **Terms and Conditions of Contract**

All applicants should note that the return of a tender submission for this work will be deemed to be an acceptance of the standard conditions of Contract for services as set prescribed by the Northern Ireland Department of Finance Central Procurement Directorate:

<https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/STANDARD-CONDITIONS-OF-CONTRACT-FOR-SERVICES-V4.pdf>

## **Disclaimer**

Oral discussions will not be considered binding. An applicant shall not rely on any statements or representations made to it during any site visit or at any other time by the Council or persons acting on behalf of the Council, unless they are confirmed in writing as an amendment to the tender documents.

Applicants must ensure that all information included within their submission is accurate. The inclusion of information that is found to be false or misleading will result in the applicant's exclusion from this procurement process

At any time prior to award of Contract, the Council reserves the right to validate the information (or some of the information) provided within the submission belonging to the applicant to which it is intended to award the Contract.

In particular, prior to award of the Contract, the Council may check with the relevant Project Referees referred to in the submission that the applicant's claims are accurate. If, as part of this validation process, an applicant is found to have provided false information or to have embellished the experience which they have relied upon in their submission, then this may result in the applicant being excluded from further participation in the procurement process. In addition, the Council may also regard the provision of false or inaccurate information as an act of grave professional misconduct and the applicant may be excluded from other procurement competitions.

Only the express terms of any written Contract relating to the subject matter of this procurement, as and when it is executed, shall have any Contractual effect in connection with the matters to which it relates. These provisions extend to liability in relation to any statement, opinion or conclusion contained in, or any omission from, this tender and in respect of any other written or oral communication transmitted or otherwise made available to any other person, and no representations or warranties are made in relation to such opinions, statements, or conclusions. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

Any persons considering making a decision to enter into a Contractual relationship with the Council as a result of this procurement process should make their own investigations and their own independent assessment of the applicant's role and should seek their own professional financial, legal and other advice. This document should not be regarded as an investment recommendation made by the Council. Each person considering making a decision to enter into Contractual relationships with the Council must rely on its own enquiries and on the terms and conditions set out in those Contract(s) as and when finally executed, subject to such limitations and restrictions as may be specified in such Contract(s). Neither the issue of this tender nor any of the information presented in it should be regarded as a commitment or representation on the part of the Council to enter into a Contractual arrangement.

None of the information contained in this tender shall constitute a Contract or part of a Contract in any way, and none of the information is or should be relied on as a

promise or representation as to the Council's ultimate decisions in relation to the Contract.

The Council reserves the right to reject any applicant who:

- provides information or confirmations which later prove to be untrue or incorrect; or
- does not supply the information required by this documentation or as directed otherwise by the Council during the procurement process.

The Council reserves the right:

- to waive any requirements of this process (to the extent permitted by law).
- to disqualify any applicant who does not submit a compliant submission in accordance with the instructions in this document.
- to withdraw this document or process at any time or to re-invite submissions on the same or any alternative basis.
- not to award any Contract(s) or part of the Contract as a result of the current process; and/or
- to make whatever changes it sees fit to the timetable, structure or content of the process, dependent on the Council approval processes or for any other reason.

# APPENDIX 1

## 1.0 Maps outlining location and extent of Banagher Glen



## **APPENDIX 2**

### **Project Scope of Works**

Council requires the successful company to create and develop a theme for the creative signage and interpretative solutions at this site. This should reflect the site's landscape character and biodiversity richness, drawing on the natural and cultural heritage associated with the Glen. The theme will influence and ensure a consistency of design approach concerning the following project components:

- the type of materials used for the threshold signage, interpretation, waymarkers, distance markers, seating etc, and the scale and style of same
- the style and design of the interpretation panels and visitor information/orientation hub

Council requires Contractors to submit at least two illustrated design concept proposals, including approximate measurements, one of which should incorporate a combination of oak (or other sustainably sourced hardwood) and corten steel within the proposed interventions. Council has produced sketch concepts for some of the proposed interventions (please see Appendix 3), which may act as a guide for tendering contractors, but equally Council is open to alternative creative solutions.

### **Individual Interventions**

Council has a requirement for the following individual interventions to be designed, manufactured and installed (to recognised industry specifications and standards). Please include approximate measurements for individual interventions:

1. x 1 no. Threshold Welcome sign at the entrance to the site, located behind the existing stone wall on the right side of the entrance. It is envisaged this sign will display the wording "Welcome to Banagher Glen" and the part of the sign displaying this wording will protrude above the top of the wall by at least 1000mm and be of such an overall size and style that it signifies the site entrance (location & photo – see mapping app: Object ID 2).
2. x 1 no. "Trailhead car park – 500m ahead" sign (location & photo – see mapping app: Object ID 51).
3. x 1 no. "Overflow car park sign & Trailhead car park" direction sign (location & photo – see mapping app: Object ID 3).
4. x 1 no. "Trailhead car park" direction sign at fork in road (location & photo – see mapping app: Object ID 5).
5. x 1 no. "No Unauthorised Vehicles beyond this point" sign at fork in road (location & photo – see mapping app: Object ID 6)

6. x 1 no. Trailhead information signage structure / Orientation Hub in Trailhead car park (location & photos – see mapping app: Object ID 7). – sketch proposal required. The structure must contain at least two signage panels manufactured from cHPL (custom high pressure laminate) or similar (measurements at least: 800mm x 600mm) containing mapping information outlining the main walking route to the dam, and other important welcome/orientation information to assist visitors to the site. The structure should provide a degree of shelter from the elements for users of the sign. Photographs of similar structures included in mapping app as design reference.
7. x 3 no. Interpretation signage panels (cHPL or similar) to be installed in existing Interpretation Hub Structure in overflow car park (to replace the existing large signage panel; new panels to feature broadly the same content which is displayed on existing panel, but redesigned to fit in with new interpretative/signage design style) (location & photos – see mapping app: Object ID 12).
8. x 1 no. interpretation panel at reservoir / dam (location & photo – see mapping app: Object ID 45). – sketch proposal required. Lectern-style panel (800mm x 540mm), cHPL and oak upright support.
9. x 1 no. interpretative solution to be mounted on the walls of the small concrete building at the end of the walk overlooking the dam. This concrete structure is dominant in this sensitive landscape setting and aesthetically unappealing. Council desires to see proposals for this structure which may involve part, or all, of the two visible walls being clad in a material to complement the overall interpretative and design solutions. The proposal should allow for 2 no. interpretation panel signs (approx. 600mm x 450mm), affixed to the structure, manufactured from cHPL or similar. Subject matter could include history of the dam, including photographs. Story content to be developed through collaboration with Council officers (location & photo – see mapping app: Object ID 30). – sketch proposal required.
10. x 10 no. waymarkers, incorporating rubbing plaques, providing directions along the access road to the dam. – sketch proposal required. Rubbing plaques, to act as engaging children's educational tool, to feature flora and fauna found within the site
11. x 6 no. distance markers displaying measurements to the dam / from the car park, strategically placed along the access road. – sketch proposal required.
12. x 8 no. hardwood bench seats, including compacted gravel surround, sourced and installed at strategic roadside locations along the length of the access road to the dam – sketch proposal required.
13. x 1 no. Radar key operated accessible kissing gates (locations & photos – see mapping app: Object ID 35). Includes removal of existing kissing gate structure and making good all disturbed road surfaces in similar material.
14. x 1 no. timber footbridge structure, with anti-slip decking boards and integral kissing gate, including ancillary siting and landscaping works, to provide alternative accessible route adjacent to, but avoiding, cattle grid (similar specification to existing

footbridge structure adjacent to another cattle grid on access road to dam) (location & photo – see mapping app: Object ID 33). Length – 8m; width 1.2m. Bank reprofiling required along length of footbridge. Allow for felling of one small fir tree.

15. 6 no. cycle stands (3 each at 2 locations), of style and material to tie in with overall project design concept (location & photo – see mapping app: Object ID 32 and 40).

16. Repair to stone pillar (location & photo – see mapping app: Object ID 9).

17. Allow sum of £5,000-00 for additional ancillary signage installations (potential health & safety signs required) within site, the need for which may become apparent as the project progresses.

### **Interpretation**

With reference to interpretation, contractors must allow for costs to cover all graphic design and copy writing, including content and imagery. Upon appointment, the successful company will liaise with Council contacts to agree broad themes and story lines for the interpretative interventions and should allow for 3 images and approx. 350 words of text per panel. All content will need to be discussed with, and agreed by, Council officers, but for avoidance of doubt, it is the contractor's responsibility to source and compile all resource material. Contractors must produce full colour proofs for comment and approval prior to printing.

(NOTE: Item 7 above: x 3 no. Interpretation signage panels – these panels will have a different word count total, to match existing text content. Council officers would envisage working along with the successful company to assist with the sourcing and compilation of images for these replacement signage panels).

There is a number of existing lectern-style interpretation panels on site, produced by the Northern Ireland Environment Agency (measurements 920mm x 620mm). These are to remain in place. Contractors should be mindful of the style and content of these panels, but not be restricted to identical design, when proposing new interpretation solutions.

### **Interpretation panel specification**

cHPL Panel size: 800mm x 540mm (landscape orientation)

Stainless Steel backing plate size: 760mm x 500mm x 8mm (landscape orientation)

cHPL Panel Material: 13 mm thick Custom High Pressure Laminate (cHPL)

Solid oak upright support: 150mm x 330mm x 1500mm

### **Site Constraints**

The contractor's attention is drawn to the fact that the works will be carried out within public areas, which will be in operation at time of works.

The site is protected by the following designations: Special Area of Conservation (SAC), Area of Special Scientific Interest (ASSI) and National Nature Reserve (NNR).

NI Water own the site and there will be a requirement to adhere to their working practices and procedures, potentially including Permit to Work system.

Works can only occur between the hours of 08:00am and 17:00pm. Weekend working will not be permitted.

Site should remain clean and tidy at all times. All open excavations must be covered when no operatives on site.

To ensure the safety of operatives and members of the public at all times the contractor must provide all necessary temporary protection around the proposed works areas and access routes. It should be ensured that means of access and escape are maintained to comply fully with health and safety requirements.

## **Programme**

The successful tenderer will agree start/completion dates with the Contact Officer following appointment. It is envisaged the works will be carried out during the period January – March 2022. Programme to be agreed with Contact Officer before commencing works.

### Project Management Timescales

Advertise: 3rd December 2021  
Closing date: 22nd December 2021  
Award date: 22nd/23rd December 2021  
Contract start date: 10th January 2022  
Contract completion date: 31st March 2022

## **Site Inspection**

Prior to submitting tenders, it is strongly recommended by Council that companies visit Banagher Glen to familiarise themselves with the landscape character and nature of the site, existing site infrastructure and site constraints.

## **Health and Safety**

The Contractor shall be responsible for ensuring the health, safety and welfare of all employees, site staff, occupants, visitors and any other individuals who might be in

the area of the Contract works and shall comply with all relevant health and safety law, regulations and guidance.

The Contractor shall, prior to the commencement of the Contract, provide general risk assessment and method statements for all tasks likely to be required during the Contract to enable operatives to conduct their operations in a safe manner.

Job specific risk assessments and method statements will be required for any work operations which fall outside the general assessments and are to be provided to and agreed with the Contact Officer prior to commencement of the works.

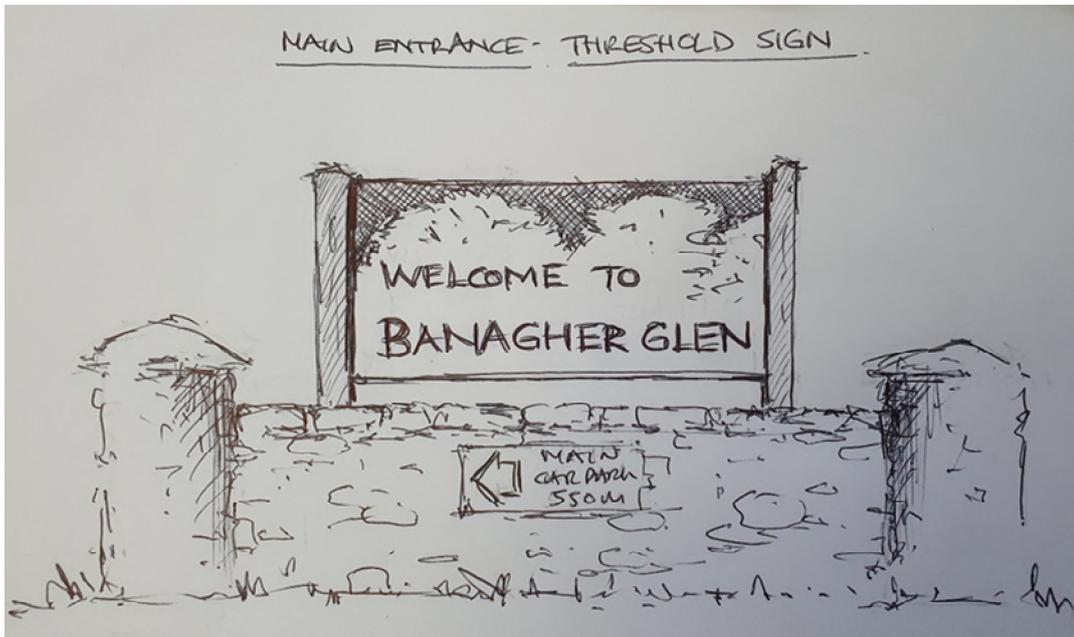
### **Premises and Assets**

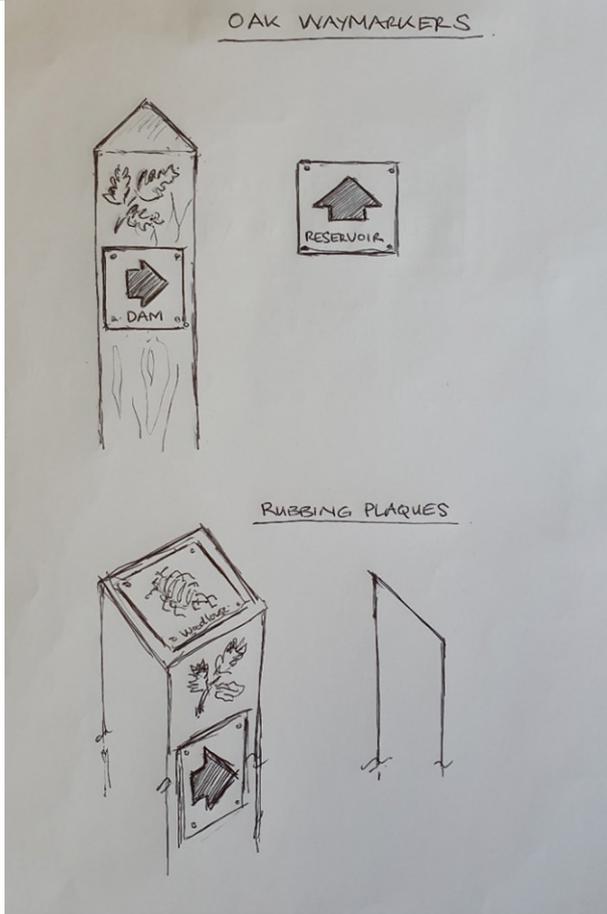
The Contractor shall provide all materials, equipment, vehicles, tools, access plant, and personal protective equipment necessary for the proper and efficient operation of the Contract.

The Contractor shall comply with any reasonable directions of the Contact Officer regarding security arrangements, vehicular access arrangements, parking and other procedures at the site.

**APPENDIX 3**

**Sketch design concepts for various interventions**





## **APPENDIX 4**

### **Online Web Mapping Application**

Council's GIS Unit has developed an online web mapping application entitled "Banagher Proposed Trails", to assist contractors/companies submitting tenders for the Banagher Glen project.

The application provides a mapping base for the geographic extent of Banagher Glen. A series of blue circles have been inserted on the mapping base – each circle represents an individual intervention which is itemised in the Project Scope of Works.

By zooming in on the map and clicking on a circle, users can view a popup containing information about the specific individual intervention, including an Object ID, for cross referencing purposes with the Project Scope of Works (Appendix 2).

Photographs (where relevant) of the locations within Banagher Glen have also been attached to the popup and can be viewed by clicking on the links under 'Attachments'.

To view the online web application, please use the following link:  
<https://arcg.is/1HXOrH>

Please be aware that while Causeway Coast and Glens Borough Council have designed this application for users on a broadband/3G internet connection, the map is generated using the Council's interactive mapping system and it may still take several seconds to load.

### **Copyright**

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