

A Tender for
For the
INVASIVE SPECIES SURVEY OF COUNTIES
LONGFORD & CAVAN– PHASE 1

Brief for Consultants

JUNE 2011

This project is an action of the Heritage Plans of County Longford and County Cavan, promoted by their respective Heritage Forum partners and is co-funded by the Heritage Council, Cavan County Council and Longford Local Authorities



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1.0 INTRODUCTION

The Heritage Offices of Longford Local Authorities (LCC) and Cavan County Council (CCC), in partnership with the Heritage Council, wish to appoint suitably qualified consultants to develop and carry out a survey of a number of invasive species in selected areas within the Longford County Council and Cavan County Council boundary areas.

The commissioned consultant(s) shall provide relevant expertise to successfully fulfil the brief as set out below and to progress the project to its completion.

1.1 Aim of Study

The International Convention on Biological Diversity of which Ireland is a signatory, sets out a number of guiding principles on the control of invasive species. In this context, the Irish National Biodiversity Plan (2002-2007) identifies the need to 'document and review introductions that have already occurred and the impacts these have had, and continue to pose to biodiversity'. The Draft Second National Biodiversity Plan 2010 also identifies the importance of recording invasive species as a stage in halting biodiversity loss and maintenance of habitat. The all-Ireland Invasive Species Ireland initiative and National Biodiversity Data Centre maintain current records of invasive species.

Longford Local Authorities and Cavan County Council seek to ascertain the spread and range of invasive species within their areas. To this end a phased survey is to be developed, focussing in 2011 on invasive species in water bodies and riparian zones within both counties.

The aims of the project are to:

1. Expand current knowledge on the range and proliferation of invasive species within the counties of Cavan and Longford and assess their impacts on native habitats and species.
2. To feed into policies and guidelines on the maintenance of species numbers, the prevention of new species from taking hold and long-term eradication of invasive species where possible.

It is essential that the successful consultant(s) demonstrate:

- Suitable qualifications and access to experience in the recording of both aquatic and land-based invasive species;
- Knowledge of native and invasive species in the area and potential threats.
- Knowledge and awareness of Irish recording standards, habitat definitions and relevant databases and sources of information.
- Experience in the undertaking of recording projects of a similar scale;

1.1.1 Support Documents

- County Longford Heritage Plan 2004 – 2009
- Longford County Development Plan
- County Cavan Heritage Plan
- Cavan County Development Plan
- Cavan Habitat Survey

2.0 PROCUREMENT

2.1 Response to the brief

Proposals from suitably-qualified professionals for this project are sought. The successful applicant will be expected to have the necessary skills to bring the project to implementation within the scheduled timeframe. It is required that this project be completed by **31st October 2011**.

The successful consultant shall compile records and digitally map the locations of invasive species, both aquatic and riparian, within two selected areas within the study counties. The surrounding habitats at these locations will be described and digitally mapped using the Heritage Council draft Habitat Mapping Guidelines (2005) and Fossitt (2000). Any effects on surrounding habitats will be discussed.

The project proposal should include:

- ❖ How the consultant(s) will respond to the brief and timetable (indicating clear delivery dates and deliverables). This is to ensure the timely delivery of the completed project.
- ❖ The range of professional skills which would be brought to bear on the project, to be supported by CVs.
- ❖ Previous experience of the personnel proposed, including the project leader and its relevance to this project.
- ❖ A resource plan, ideally a GANTT chart, showing the breakdown of person hours between professions and stages
- ❖ A clear strategy as to how the consultation process would be managed, to include stakeholders which the consultant(s) propose to liaise with.
- ❖ A strategy with regards bio-security.
- ❖ A detailed breakdown of the estimated cost of the survey, developing the associated databases and summary report on work.
 - The cost should be the amount which is necessary to carry out all the work required to satisfy the brief. This is to include costs of all labour, handling charges, travel and other expenses, overheads, liaison with relevant groups/organisations and all sub-contractor fees and VAT where applicable.
- ❖ Extent of professional indemnity cover and public liability cover.
- ❖ A Health & Safety Statement or a demonstration of the applicants' policies with regard Health and Safety, in particular working on water and lone working.
- ❖ The consultant(s) should be tax compliant

3.0 PROJECT DELIVERABLES

The Project may be broken down into the following:

1. The identification and assessment of invasive flora and fauna present within agreed areas, which must include, **but not be limited to**, Lough Gowna and Lough Kinale- Derragh Lough on the border of Co. Longford and Co. Cavan, including an agreed-upon buffer area.
 - Should minimal invasive species be found within the agreed areas, the consultant(s) are to agree alternative sites with the steering group.
2. The production of industry standard GIS data (MapInfo/ ArkView compliant) with codes and other notes and attributions as may be required or agreed with the project steering group. This is to have a supporting database, including Core Data and be capable of having its information merged into national databases. MS Access preferred, however File Maker Pro is acceptable on provision of the information in a separate MS Excel spreadsheet capable of being merged with GIS software.
3. An illustrated final report that provides a review of the methodology used and summarises the main findings. The report will include maps of the survey areas and locations of noted invasive species. A draft report will be presented and discussed between the consultant and the steering group prior to completion of the final report.

3.1 Database Standard

The consultant shall collate and make the information accessible in a Microsoft Access database with hyperlinks to images. This shall follow a format approved by Longford Local Authorities. The data collated shall be presented to include the following headings:

:

- Registration/Reference Number
- Type: Family, Genus, Species
- Description
- Location: Street; Townland/Parish; Barony; County
- National Grid Reference Number
- Date of record
- Recorder Name
- Abundance Description (m² for plants and count of individuals for animals)
- Frequency (DAFOR)
- Bibliography
- Photographic references

Note: Any other pertinent information which will contribute to the study and enhance understanding and knowledge of invasive species and biodiversity within the county should be added to the database under a separate heading/field as deemed necessary.

3.2 Photographic Standard

- Images should be taken of each location to give full context to the habitat. Photographs shall also be taken of each species for the purposes of identification, editing and future education.

- The images provided should be in full colour and clear, sharp, correctly-focussed and well-lit. The white-balanced should be adjusted so as to give an accurate representation of the colour and texture of the original artefact.
- One set of low-resolution images in JPEG format, tagged and associated with an artefact, of a size suitable for use within the final database in JPEG format shall be provided.
- One set of same images, suitable for reproduction, shall also be provided. Digital images should be high-resolution, using a camera of not less than 4megapixels and set to it's highest-quality setting, ideally in RAW/CR2+ JPEG format.
- Alternatively, should 35mm film be used, the original negatives in archive-secure storage, along with one set of 5" X 7" photographic prints, tagged and associated with an artefact using appropriate archive-quality pens shall be provided to Longford Local Authorities and Cavan County Council.

3.3 Report Standard

A report written in an accessible manner, with a clear layout is required as part of the brief. This should contain the following:

- Overview of the project.
- Outline of Methodology
- Assessment and analysis of the survey findings.
- Guidelines on containing and eradicating surveyed species and prevention of spread of high risk species not currently found in the recorded areas.
- Practical recommendations for conservation and management the collection.
- Printout of the information on the database with an illustrative number of photographs
- Printout of mapping results.
- A guide to the use of the database

4. GENERAL ISSUES

4.1 Format, number of copies, appendices, circulation

- **12No.** copies of the database and associated photographs on CD/DVD. A short Microsoft Word or PDF document on how to use the database should also be provided for reference.
- **12No.** bound colour-copies of the artefact audit in A4 format should be supplied
- **2No.** unbound colour-copy, capable of being photocopied, should be supplied
- **2No.** copy of the report text to be supplied on CD in an agreed editable format
- **2No.** set of all photographs in high-resolution format and low-resolution JPEG as per section 3.2 Photographic Standard.
- **2No** set of appropriately-sized digital images hyperlinked with the database
- **2No.** copies of each original inventory sheet

The completed database, photographs and final report will be due for completion by 31st October 2011.

4.2 Budget

The indicative budget is set at **€24,000 (to include all project costs, equipment, travel, printing, consumables and VAT at the current rate)**. This project will be subject to withholding tax. A current tax clearance certificate will be required.

The contract will be awarded on the basis of a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in euro (€). No other amount over and above the negotiated contract amount will be paid to the appointed consultant.

Please note that both Longford Local Authorities and Cavan County Council reserve the right to impose a clawback system of minimum 25% should agreed project targets or dates not be delivered.

4.3 Copyright

The consultant appointed will be required to assign their copyright of the project to Longford Local Authorities, Cavan County Council and the Heritage Council. Copyright for any third-party illustrations or other material used should be cleared by the lead consultant. The **database and report** may be made available for public use by Longford Local Authorities, Cavan County Council and the Heritage Council and will be made available to the project partners and Heritage Forum members.

4.4 Archiving

All materials should be archivally stable.

4.5 Freedom of Information

Longford Local Authorities operates under the Freedom of Information Act, 1997.

4.6 Interview

The project promoters reserve the right to shortlist candidates and interviews may be held with selected candidates prior to the final evaluation.

4.7 Communication

To ensure equality between applicants, the promoters or their partners will not enter into any correspondence or discussions with the applicants or their agents during the preparation period for submissions, save for the clarification of issues relating to the tender brief only.

4.8 Time-scale

It is intended to make the appointment soon after the close of the tender application period. The successful consultant(s) shall commence work on the project immediately.

This project is to be completed by 31st October 2011.

A series of delivery points for key stages of the project should be outlined within the tender.

4.9 Project Management

The project will be managed by a steering group from Longford Local Authorities, Cavan County Council and their Heritage Forums. The steering group will meet regularly to review the plan, and will meet with the consultants on appointment to agree the work programme and dates for review points.

The client will be Longford Local Authorities and Cavan on behalf of the project partners.

The day to day contact will be with Máiréad Ní Chonghaile, Heritage Officer, Longford Local Authorities, until further notice.

4.10 Evaluation of Proposals

Evaluation of proposals will be based on the ability of the consultant to deliver the outputs detailed above, the necessary experience and skills to achieve this, and on the value for money of the proposed work. Tenderers may be subject to interview for the purpose of clarification of issues contained within their tender submission. **Neither Longford CoCo nor Cavan CoCo bind themselves to accept the lowest or any quote and no person making a submission will be remunerated for any trouble or expense incurred in preparing a submission. The local authorities reserve the right to negotiate the proposal submitted with the preferred bidder.**

The following selection criteria will judge applications on a pass/fail scoring:

- **Previous Experience & Client References**
Must submit details of similar type contracts of a similar size and nature currently handled by the candidate. Details should include a description of the contract in question, the value of the contract along with the contact details of three (3) clients that may be contacted on a confidential basis in relation to these contracts.
- **Organisational Profile & Capacity**
Must submit a statement showing details of organisational structure, current manpower levels, staff turnover level, skills base (including a breakdown of the key positions/skills). The Educational and Professional Qualifications of the Applicant, Managerial Staff and Staff responsible for the service should be included. Applicant must demonstrate adequate organisational resources to fulfil contract requirements.

The tenders will be weighted according to the following:

| Criteria | Score – Total Maximum 100 |
|--|------------------------------|
| Understanding of the brief, including - approach/method/consultation process timeframe | 20 |
| Innovation and areas to be covered | 15 |

| | |
|--|----|
| Experience of named Team Members | 10 |
| Experience of similar projects | 15 |
| Ability to meet delivery requirements | 10 |
| Fee Structure - including person hours and overall value for money | 30 |

Candidates must score 60% or higher on each section.

4.11 Submissions

Completed proposals should be sent by post or delivered by hand, and clearly marked with the following:

**TENDER
INVASIVE SPECIES SURVEY FOR COUNTIES LONGFORD & CAVAN – PHASE 1**

**C/O Máiréad Ní Chonghaile
Heritage Officer,
Longford Local Authorities,
Library HQ.,
Longford Town Centre
Longford
Co. Longford**

Applications must be received by Longford Local Authorities no later than:

5pm Thursday 30th June 2011

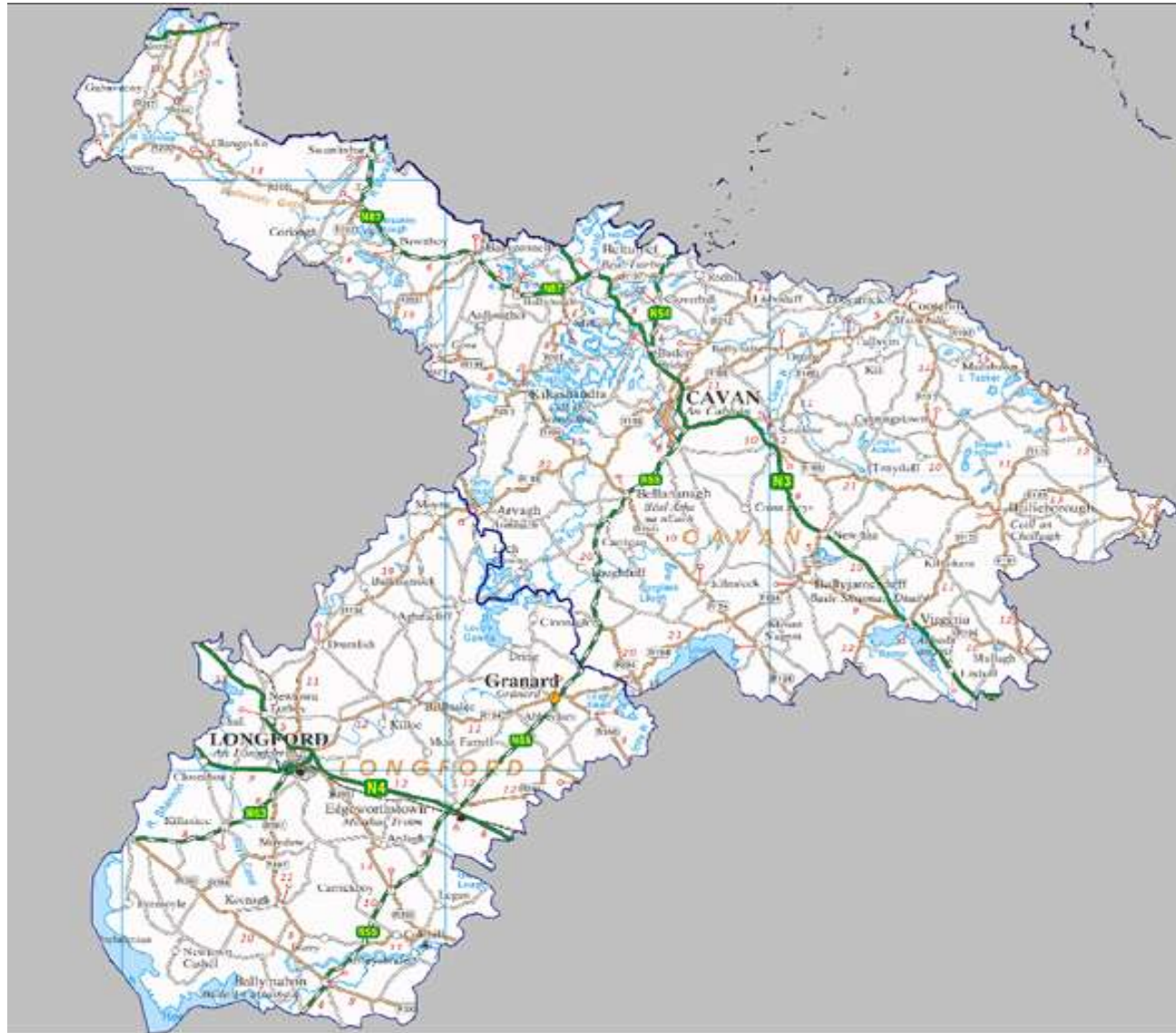
Applications must be in hardcopy; applications will not be accepted by fax or email.

The closing date above is final. Applications received after the stated time and date cannot be considered and will be returned.

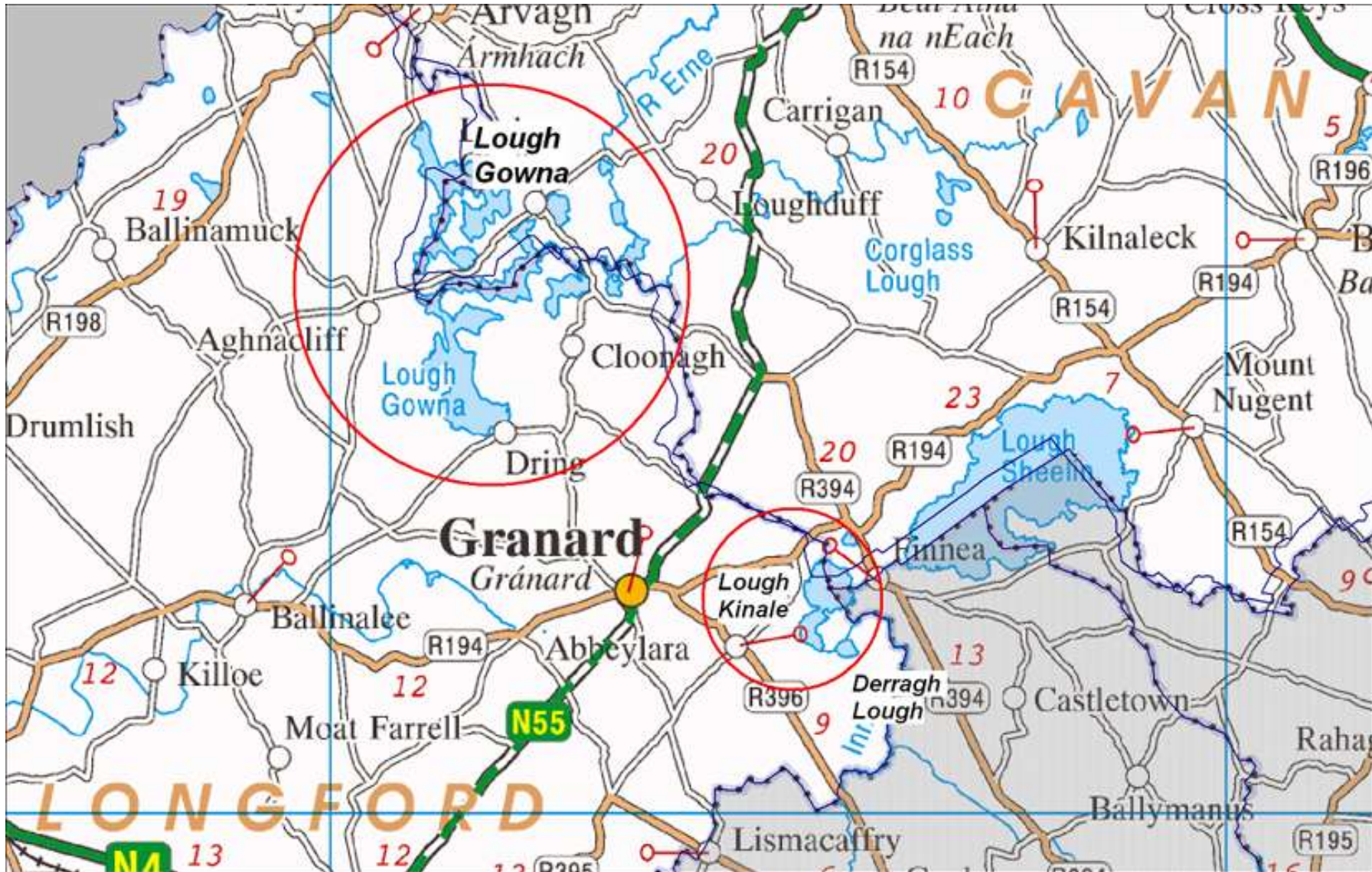
Appendixes

Mapping & Photograph

APPENDIX 1 – MAP OF CAVAN AND LONGFORD



APPENDIX 2 – PRINCIPAL SURVEY AREAS SURROUNDING LOUGH GOWNA AND LOUGH KINALE CIRCLED IN RED



APPENDIX 3 – PANORAMA OF LOUGH GOWNA, DRING SHORE

