



Concept plan to outline the process and provide options for creating a recreation product at Moneyscalp Wood

Terms of Reference

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1. BACKGROUND

- 1.1 **Sport Northern Ireland (SNI)** is an executive non-departmental public body sponsored by the Department of Culture, Arts and Leisure. It was established on 31 December 1973 under the provisions of the Recreation and Youth Service (Northern Ireland) Order 1973 with its main objective being the furtherance of sport and physical recreation.
- 1.2 **Countryside Recreation Northern Ireland (CRNI)** was established in 1999 following a recommendation in Northern Ireland's first Countryside Recreation Strategy (1998). It is the charitable Company behind the Northern Ireland Countryside Access and Activities Network (CAAN), an umbrella organisation that brings together organisations that have an interest in, or involvement with, outdoor recreation. This includes those participating in outdoor recreation activities, those providing outdoor recreation opportunities, those who manage or own land on which outdoor recreation takes place and those responsible for outdoor recreation policy. CAAN's vision is: to inspire outdoor recreation across Northern Ireland. The Company is structured to deliver this vision. In April 2009 CAAN launched its new Operational Plan for the period 2009-2012.
- 1.3 **The Forest Service Northern Ireland (FSNI)** is an Executive Agency within the Department of Agriculture and Rural Development. The aims of the Agency are *"to manage existing woods and forests, to promote economic and environmental benefits, provide recreational opportunities for the people of Northern Ireland, and to secure a steady expansion of tree cover to increase these benefits and opportunities."*
- 1.4 Forest Service has felled approximately 12 ha of a 73 ha forest at Moneyscalp Wood due to an infection on the Japanese Larch by the fungus - like organism "Phytophthora ramorum." This will leave a large proportion of Moneyscalp Wood as a virtually clear site and presents an opportunity to consider what could or should be developed within a commercially viable forest to create quality recreational facilities.
- 1.5 The development of a plan for Moneyscalp Wood could provide a template process for recreation plans that may be developed for other forests in Northern Ireland.

2. SCOPE OF THE ASSIGNMENT

Outline the process to be followed to assess and cost options for creating a recreation product at Moneyscalp wood that takes into account the recreational potential of the wood in the context of a working forest.

3. CONTEXT

The context for undertaking this project is 'A Strategy to Develop the Recreational and Social Use of Forests', where the involvement of partners was identified as essential in the development of recreation and social use projects on Forest Service land.

The key principles within which any future partnership working arrangements at Moneyscalp would be developed are as follows;

- The operating partners having the capacity to undertake management, maintenance and operational arrangements and assume responsibility for all associated costs of a recreation facility in the forest;
- The operating partners undertaking to manage the interface of recreation provision and other forestry and recreational activity in the forest;
- The operating partners assuming responsibility for Health & Safety and public liability issues associated with the recreation provision;
- The operating partners respecting the fact that the forests will continue to be working forests and undertaking to manage any contingency arrangements arising from both the planned forestry activity and unplanned events e.g. storm damage to plantations.

The Countryside Access and Activities Network are currently undertaking a piece of work on the development of a standard for trails, which includes the processes required to develop trails at any given site. This work is due to be completed at the end of February 2012 and the consultant must take cognisance of any of the agreed recommendations from this work.

4. PROJECT AIMS & OBJECTIVES

The overall aim of this project is to document a process for facilitating recreational products in forests while meeting sustainable forest management requirements. The process must recognise the dynamic nature of working forests and the wide range of benefits derived from balancing forest management objectives, using Moneyscalp Wood as a pilot project.

4.1 The key objectives are as follows:

- 4.1.1 To have a process that can be applied to the development of recreational facilities at any site.
- 4.1.2 To provide sustainable recreation options for an appropriate range of activities within the site at Moneyscalp

- 4.1.3 To utilise the landscape and natural features of the site whilst having minimal or no negative impact on those features.
- 4.1.4 To create a recreational product that requires minimal on-going management and maintenance
- 4.1.5 To create recreational facilities that appeals to members of the local community and visitors.
- 4.1.6 To identify potential operating partners to construct, manage and maintain the recreation product.

5. SPECIFIC TASKS

5.1 To develop a recreational planning tool the following factors must be taken into account:

- 5.1.1 A method to capture the potential of a forest site to deliver recreation and tourist facilities.
- 5.1.2 A method of analysing the impact of recreation on woodland and forestry operations.
- 5.1.3 A method of analysing the impact of woodland and forestry operations on recreation facilities.
- 5.1.4 A method of analysing the range of activities and services that can be delivered within a site
- 5.1.5 A suitable consultation process
- 5.1.6 Any other issues identified by the consultants.

5.2 To develop the concept options for Moneyscalp Wood the consultant must:

- 5.2.1 Identify and detail all the existing trails, facilities in the vicinity of Moneyscalp and activities currently undertaken within Moneyscalp wood.
- 5.2.2 Assess the potential of Moneyscalp wood to provide a high quality recreational resource.
- 5.2.3 Take account any proposed FSNI forest plans re planting regime, species and spatial patterns planned to provide future timber production.
- 5.2.4 Work in close consultation with the project's Steering Group to develop options relating to the forest's outdoor recreation potential
- 5.2.5 Cost agreed elements of the options so that these costs can be used as a basis for future funding applications.
- 5.2.6 Provide gross and net costs for options proposed covering both the initial construction stage as well as management and maintenance costs for a 20 year period.
- 5.2.7 Provide a clear and concise report detailing the rationale behind the concept options proposed.

5.2.8 Provide recommendations and options for appropriate operating partners and their management, maintenance and liability obligations as well as the potential benefits of the site.

5.3 To deliver the report on the design for Moneyscalp the consultant must:

5.3.1 Mark clearly on a GIS map the potential trail corridors and other recreational facilities given information from FSNI on the existing and proposed plans.

5.3.2 Provide a Health and Safety Risk Assessment for the recreation facilities.

6. TERMS OF BUSINESS

6.1 Conflicts of Interest. The tenderers will be required to register any potential conflicts of interest they may have for this contract. The onus will be on the tenderer to contact Aidan Creamer of Sport Northern Ireland if there is any potential for conflict of interest be it professional, commercial or personal.

6.2 It is envisaged that the appointed consultant will respond to queries raised by the steering group in a timely manner (within 3-5 days).

6.3 All submissions from the consultant will be required in electronic format at least 7 working days in advance of meetings along with any relevant supporting documentation.

6.3 Payments will not be made until the steering group is satisfied with the consultant's output for each stage of the project.

7. THE PROJECT PROPOSAL

7.1 The project proposal should be concise and presented in letter format to include the following:

- o The proposed budget based on daily inputs and all other expenses;
- o Outline of method and approach;
- o Details of key staff to be allocated to the project together with a resume of their experience in the areas of:
 - Trail design, development and construction.
 - Forestry operations and Silviculture.
 - Professional qualifications.

Note – given the breadth of this project in terms of recreation and forestry, it is recommended that consultants may wish to form a consortium with a range of skills and backgrounds.

8. TIMESCALE FOR THE PROJECT

- 8.1 It is envisaged that the following timeframe will apply:
- Successful consultant to be appointed week beginning 13th February 2012
 - Draft report to be completed and submitted to the steering group by Friday 23rd March 2012
 - Final report to be completed and submitted to steering group by Friday 30th March 2012

9. MANAGEMENT

- 9.1 A steering group comprising of staff from SNI, Forest Service NI and CAAN will manage the project. A reasonable number of project management meetings will take place between the consultants and the steering group, normally at the either the House of Sport or Tollymore National Outdoor Centre in Bryansford.

10. BUDGET

- 10.1 The proposed budget should include all costs related to the project (including travel and any other relevant expenses). The total budget available for the project is capped at **£9,500** (including VAT).

11. SUBMISSION OF PROPOSAL

- 11.1 Responses to the brief should arrive with Sport Northern Ireland no later than 12 noon on Monday 13th February addressed to Aidan Creamer. Tenders or additional information received after the deadline will not be considered unless explicitly requested by the steering group.

12. CRITERIA FOR SELECTION

- 12.1 The proposals will be assessed against the following criteria:
- The quality of the proposal;
 - Value for money;
 - The proposals for staffing the programme including the professional ability of personnel, details of whom must be included in the tender.

13. ADDITIONAL INFORMATION

- 13.1 SNI are not bound to accept the lowest or any tender.
- 13.2 Tenders are to remain open for acceptance for a period of two months from the date for return of tenders or any extended return date notified by SNI.

- 13.3 SNI may require the tenderers to extend the validity of the tenders at any time prior to the award of the contract.
- 13.4 Execution of a contract will only be deemed to have taken place when SNI issue an Engagement Letter accepting a tender incorporating any amendments or variations to the tender agreed by both parties. No tender or a part of it will be deemed to have been accepted unless such an acceptance shall have been notified to the tenderer in writing by the two above agencies.

14. OTHER CONDITIONS

- 14.1 Ownership of work-papers and supporting documentation. All work-papers and supporting documentation for audits and other work will become the property of SNI and available to Forest Service.
- 14.2 Employment of Staff by the Contractor. The contractor shall select and employ suitable and competent persons for the performance of the services under this contract. SNI may, without giving any reason, direct the contractor to remove any employee from the performance of the services under this contract and replace him/her with another suitable and competent person, and the contractor shall at once comply with any such direction.
- 14.3 Sub-contracting and Assignment. The contractor may not sub-contract the services or any part of them and may not assign this agreement in advance or any part of it without the written consent of the steering group.
- 14.4 Termination and Default of the Contractor. The steering group may terminate the contract if the performance of the contractor is not of the required standard. In such circumstances the steering group will serve on the contractor a letter stating how their performance has deteriorated and they will be given 28 days to improve the standard, or the contract will be terminated immediately. Neither SNI nor Forest Service will accept any responsibility for any costs which the contractor may incur as a result of the contract being terminated in this manner.
- 14.5 Standard Format of Documentation. Tenderers should be aware that it is standard SNI procedure to ask for documents in a form that is compatible with SNI word processing systems. The successful tenderer will be expected to provide reports in this form. The current system used by SNI is Microsoft Word for Windows 2003.

15. CONTACT DETAILS

- 15.1 Your point of contact within SNI will be:
Aidan Creamer
Sport Northern Ireland
House of Sport
Upper Malone Road
Belfast
BT95LA

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