



Invitation to Tender: To undertake a defence heritage mapping and survey exercise for the Binevenagh and Coastal Lowlands LPS area

Introduction

The Binevenagh and Coastal Lowlands Landscape Partnership Scheme invites proposals to project manage and undertake a **Defence Heritage Mapping and Survey Exercise** for the Binevenagh and Coastal Lowlands area, County Londonderry, Northern Ireland. Further details on each element of the required outputs are included within this invitation to tender. The closing date and time for the return of proposals is **Wednesday 18th July 2018 at 10 am**.

Background to the project

The Binevenagh and Coastal Lowlands Landscape Partnership Scheme is a partnership made up of key public, private and voluntary sector organisations and individuals with the aim of preparing and submitting a second stage application to the Heritage Lottery Fund for the delivery of a five-year Landscape Partnership scheme in the Binevenagh and Coastal Lowlands area (map attached).

Through the award of development funding for the project, Heritage Lottery agrees that the Binevenagh and Coastal Lowlands is a distinct landscape with unique heritage features worthy of identification, conservation, promotion and transmission to future generations. There are three primary themes on which the project will focus. These are (1) Natural Heritage (2) Defence Heritage (3) Outdoor Recreation.

In terms of Defence Heritage, the Binevenagh and Coastal Lowlands has played a key role in the defence heritage of Europe and the North Atlantic and Arctic regions in the pre 20th Century, WWI, WWII, Cold War, NI Troubles and 21st Century periods. Activities related to a series of campaigns, training and technology developments have left a rich palimpsest in the landscape of the area. In many instances, considerable evidence remains, in the landscape, of important and in some instances unique infrastructure, the purpose and importance of which has faded from the conscience of the local community as it takes on a new purpose, falls into a state of disrepair or is obscured by new developments.

The Binevenagh and Coastal Lowlands Partnership wants to ensure that the local community has an opportunity to participate in identification, conservation, enhancement and promotion of their unique defence heritage resource. It is therefore essential that a detailed defence heritage mapping and survey exercise is carried out, in advance of the delivery phase, to best inform the development and delivery of defence heritage projects in a potential five-year delivery phase. The aims of this Mapping and Survey Exercise will be to:

1. Generate knowledge and significantly enhance understanding of the defence heritage resource in the area
2. Improve the archaeological record and enhance protection measures for the resource
3. Enable better planning for conservation, access, learning and engagement initiatives

Project Proposal

With funding, support and advice from Heritage Lottery Fund, Causeway Coast and Glens Borough Council, Department of Communities and Causeway Coast and Glens Heritage Trust, the Binevenagh and Coastal Lowlands Landscape Partnership requires the successful applicant(s) to undertake the following work(s):

- Photographic survey, condition survey and GIS mapping of all defence heritage features within the Landscape Partnership Scheme area (map attached).
- Liaise with the Department of Communities Historic Environment Division to update and improve records and carry out an assessment of current protection measures for defence heritage features.
- Produce a report identifying the defence heritage features, cataloguing available data and recommending activities/actions which could enhance protection measures for the resource.

A key purpose of this exercise is to generate knowledge and significantly enhance the partnership and the local community's understanding of the defence heritage resource. It is therefore essential that applicants allow some time for communicating the process and outcomes of the survey to the public e.g. a presentation to local community groups. At a minimum the successful applicant should work with the Binevenagh and Coastal Lowlands staff team to run two consultation events.

To improve the archaeological record and present activities / actions which could enhance the protection measures for the defence heritage resource it will be essential for the successful applicant to liaise with Historic Environment Division and other relevant organisations to prepare SMART* actions for the delivery phase of the project.

Proposed Methodology

The proposed methodology should be used for guidance only. Applicants are encouraged to suggest alternative approaches or methods where these are known to improve the quality of the mapping and survey exercise.

Please note that it is essential that the successful applicant consults the Binevenagh and Coastal Lowlands Defence Heritage Advisory Group before commencing desktop research and fieldwork. This group has been established to provide expert advice and guidance on all aspects of defence heritage for the project

In 2017 Quarto and Ulidia Heritage Services produced a [Defence Heritage Audit](#) for the Binevenagh and Coastal Lowlands Landscape Partnership Scheme area. This resource should be used as a basis to inform desktop research and fieldwork activities for the detailed mapping and survey exercise.

It is understood that the Ministry of Defence has appointed a contractor to map and survey defence heritage within its estate at Magilligan. The successful applicant should therefore ensure that relevant information collected through this study is acknowledged in the outputs of this exercise.

It is expected that the work(s) will consist of three key phases with estimates of resource allocation stated in percentage of project costs. These figures should be used as a guide only:

1. Desktop Research (**30%**)
 - a. Aerial photograph analysis and historical research
 - b. Research expenses
2. Fieldwork (**50%**)
 - a. Recording known sites and locating and recording features uncovered during research phase
 - b. Travel expenses
3. Reporting (**20%**)
 - a. Report identifying Defence Heritage features and cataloguing data
 - b. Liaison and site reporting to Historic Environment Division for incorporation of data into sites and monuments record

Copyright, Data Protection and Confidentiality

All materials provided to the successful applicant will remain the property of the contributing organisations. Copyright for the final report will become the property of the Binevenagh and Coastal Lowlands Landscape Partnership Scheme.

Key Dates

Date	Phase	Action/Note
05/07/2018	Invitation to tender issued	
18/07/2018	Deadline for submission of proposals	Submissions must be received by 10am on Wednesday 18 th July 2018
23/07/2018 to 24/07/2018	Scoring of submissions	Submissions will be scored, and the successful applicant will be notified
27/07/2018	Project Initiation Meeting	The successful applicant will meet with the Binevenagh and Coastal Lowlands Staff to agree a work programme
30/07/2018 to 03/08/2018	Meeting with Defence Heritage Advisory Group	The successful applicant will meet with the Defence Heritage Advisory group to inform the research and fieldwork stages of the project
06/08/2018 to 17/09/2018	Research, Fieldwork and Community Consultation	The successful applicant will carry out research, fieldwork and community consultation required to deliver a first draft of project materials
19/09/2018 to 26/09/2018	1st Draft consultation	The successful applicant will provide the Defence Heritage Advisory Group with a 1 st draft for comment by 26/09/2018

27/09/2018 to 08/10/2018	Additional research, fieldwork and presentation of final draft.	The successful applicant will carry out any additional research and fieldwork required to deliver a final draft of the project materials.
12/10/2018	Project Completion	

What is required in the submission

Please note your submission must contain evidence of the 6 criteria outlined below. Failure to include this will invalidate your submission:

<i>A clear methodology</i> outlining how you propose to take the project forward. Key dates, project milestones and CCGHTs involvement should be included.
<i>Evidence of the skills</i> of the proposer. Including a brief portfolio of relevant work which can be presented as links.
<i>Evidence of community consultation in previous relevant projects</i>
<i>A breakdown of project personnel</i> , the activities they will be responsible for and contact details for the project lead.
<i>A clear breakdown of project costs, including all expenses and including VAT</i>
<i>Contact details for two referees</i> who have knowledge of your work.

Scoring Criteria

Submissions will be scored on the following criteria

CRITERIA	WEIGHT
Proposed methodology and timescale	30%
Evidence of skills required to design, produce and supply the required project output	20%
Evidence of community consultation and events in previous relevant projects	20%
Clear breakdown of costs including daily rates, number of days, VAT and other proposed expenses (please note mileage will only be paid up to a maximum of 45p/mile)	30%

Your submission should be no longer than ten A4 pages using font size 12. Evidence of previous work is not included in this maximum page allowance.

Budget

The maximum budget for this project is **£9,500**. Budget proposals must include all fees, travel, direct and indirect costs, expenses and VAT.

The full amount will not be paid until the LPS Board has signed off on the project output. If required, an advance payment of 30% can be authorised upon receipt of a written request.

The Binevenagh and Coastal Lowlands Landscape Partnership does not bind itself to accept the lowest priced or indeed any proposals submitted. Instead the contract will be awarded to the most advantageous submission based on an assessment of the criteria outlined above.

Proposers will not be compensated for costs associated with the production of the tender document.

Amendments

Should there be a need to amend this request to tender all recipients of the documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

Contact Information

If you have any queries, please contact Andrew Bratton (Andrew@ccght.org)

Submission

The closing date for return of proposals is **Wednesday 18th July 2018 at 10 am.**

Email

Please title your email **Binevenagh and Coastal Lowlands Defence Heritage Mapping and Survey** and send it to andrew@ccght.org. Please send all documents as attachments. These will not be opened until the deadline has passed.

Applicants are responsible for ensuring emails have been received before the deadline.

Post

Binevenagh and Coastal Lowlands Defence Heritage Mapping and Survey
Magilligan Field Centre
375 Sea Coast Rd
Limavady
BT49 0LF