## ccght red png.png

## DARK

## HEDGES

## PRESERVATION TRUST

**INVITATION TO TENDER: DESIGN & MANUFACTURE EXTERIOR INTERPRETATION PANEL**

1. **INTRODUCTION**

Causeway Coast & Glens Heritage Trust (CCGHT) on behalf of the Dark Hedges Preservation Trust (DHPT) is inviting proposals from suitably qualified individuals or organisations to undertake the:

Design and manufacture of exterior interpretation panels for The Dark Hedges.

The closing date for return proposals is 12 noon on Friday 31st October 2014

1. **BACKGROUND**

**THE DARK HEDGES**

This beautiful avenue of beech trees was planted on the Bregagh Road by the Stuart family in the eighteenth century.  It was intended as a compelling landscape feature to impress visitors as they approached the entrance to their home, Gracehill House in Stranocum.  Two centuries later, the trees remain a magnificent sight and have become known as the Dark Hedges. The Dark Hedges is one of the most photographed natural phenomena in Northern Ireland and a popular attraction for tourists from across the world.  It has been painted by hundreds of visiting artists and is a favourite location for wedding photographs.

More recently it has been featured as the Kings Road in the famous HBO series, Game of Thrones.

**DARK HEDGES PRESERVATION TRUST**

The Dark Hedges Preservation Trust was set up to preserve and enhance a significant area of ancient trees which are prominent in the landscape on the Bregagh Road in Stranocum. In preserving the trees it is also our intention to preserve an area of significant cultural importance and to use this importance to propagate an understanding of the importance of the trees and their significance to the local community. The Dark Hedges Preservation Trust has four aims, to conserve and enhance the Dark Hedges, utilise the hedges as a learning tool and improve and develop interpretation around the hedges.

**CCGHT**

The Causeway Coast and Glens Heritage Trust (CCGHT) was established in May 2002 as a public/private/voluntary sector partnership body.

CCGHT’s mission statement is:

“to raise awareness of the special qualities of the natural, built and cultural heritage of the Causeway Coast & Glens area including the Antrim Coast & Glens, Causeway Coast and Binevenagh Areas of Outstanding Natural Beauty; promoting environmental management and sustainable development that aims to conserve and enhance the unique heritage of the area for the benefit of all.”

CCGHT brings together a range of different organisations including landowners, local Councils and the farming, tourism, education, environment and community sectors.

Our objectives are:

* To develop sustainable and effective partnerships
* To raise awareness of the unique and special qualities/character, in both landscape and heritage terms (natural, built and cultural) of the 3 AONBs and their surrounding area
* To deliver an excellent protected area management provision
* To ensure best practice in sustainable development principles
* To deliver a sustainable, efficient and effective core activity/management

1. **PROJECT PROPOSAL & SUGGESTED METHODOLOGY**

Design and artwork: 2 Multithematic totem information panels, one at the lay-by on the Bregagh Road and one at the Hedges Hotel car park. Size is negotiable but for the tender process the approximate height is 2 metres and the width 0.8 metres.

The successful candidate will be expected to follow the NITB guidelines:

* Brand in your Hand
* Interpretation Guide

These are available on the NITB website: <http://www.nitb.com/BusinessSupport/GrowYourBusiness/BrandGuidelines.aspx>

The successful candidate will be expected to supply an initial design concept for approval, there will then be a process of design adjustments until a design approach is agreed. The panels may require the design of an illustrated map of the area and the production of finished artwork incorporating the map, text supplied by the Causeway Coast & Glens Heritage Trust along with the stock photography.

This atmospheric site is renowned for its character and visual impact. The panels should be designed and manufactured in style, material and colours that complement the site.

Print: Printed directly onto and encapsulated into Glass Reinforced Plastic to prevent water ingress and allow for cleaning of graffiti.

Warranty: 5 year warranty against fading

Proof: A colour proof, on paper, should be submitted for approval prior to the final print.

Manufacture: Panel design and manufacture should be of the highest quality and viability; including supports which offer good stability and the completed unit should be made to withstand the elements, and remain attractive and durable for future generations. The panel should be supplied complete with supports that are long enough to install at the site.

Delivery and installation: The successful candidate will be expected to deliver and install the panel in the lay-by on the Bregagh Road and at the hedges Hotel car park at a time and date agreed with the Causeway Coast & Glens Heritage Trust. The Causeway Coast & Glens Heritage Trust will liaise with Roads Service and the Hedges Hotel to obtain permission to install the panel.

**3.3 Key Partnerships** *(if req’d)*

The designer will demonstrate how he/she will work professionally and efficiently in partnership with the key organisations – CCGHT , The Dark Hedges Preservation Trust, Roads Service and Ballymoney Borough Council to design suitable interpretation panels.

**3.4 Copyright, Data Protection and Confidentiality** (if Required)

The designer will ensure that images and graphics used are unique to the design and will not breach any copyright legislation. The final panel design and equipment will belong to CCGHT and the Dark Hedges Preservation Trust.

1. **PROCESS PLAN**

|  |  |  |
| --- | --- | --- |
| **Date** | **Phase** | **Activities required for project** |
| 05/11/2014 | Project Start | Project Initiation Meeting, if required |
| 27/11/2014 | Mid-Term review | Presentation of draft panel designs |
| 31/12/2014 | Project complete |  |

This is an indicative process plan. Proposers are encouraged to suggest additional approaches and methodologies which will innovate and provide value for money and additional insight to the project.

Please note all drafts that are to be produced in accessible style and will only be signed off once CCGHT, The Dark Hedges Preservation Trust and Ballymoney Borough Council have agreed associated drafts. All such drafts of the project will be the property of CCGHT, The Dark Hedges Preservation Trust and Ballymoney Borough Council.

1. **INSTRUCTION TO BIDDERS**
   1. Essential Criteria

|  |
| --- |
| Evidence of a clear methodology i.e. a programme outlining how the proposer would take the project forward and outlining timelines and dates for draft proposals. |
| Evidence of details of the skills and experience of the proposer; including a brief portfolio of previous relevant work. |
| Ability to complete the project within budget. |
| Availability to complete the work within the agreed timescale. |

**Failure to evidence any of the above criteria will invalidate the tender.**

* 1. **Eligible proposal will be considered against the following award criteria.**

|  |  |
| --- | --- |
| **CRITERIA** | **WEIGHT** |
| Understanding of the CCGHT project | 40% |
| Evidence of previous similar projects | 30% |
| Detailed costing including daily rates, number of days, VAT and other proposed expenses. | 30% |

The response document should be no longer than five A4 pages using font size 12, this excludes CVs.

Failure to address any of the above issues will invalidate the tender.

1. **BUDGET**

CCGHT expects the designer to provide a full breakdown of costs including design, manufacture and installation. This amount includes all fees, travel, publication, direct and indirect costs, expenses and VAT. CCGHT may pay the contractor a series of payments with the final payment being forwarded on completion of the project.

**7. AWARD CRITERIA**

CCGHT does not bind itself to accept the tender with the lowest stated price. CCGHT will not compensate the proposer for costs associated with the production of the tender document.

The contract will be awarded to the most economically advantageous tender overall based on an assessment of price, quality, delivery, technical ability, relevant experience and stated ability to satisfactorily meet the requirements of the contract.

**8. OFFICIAL AMENDMENTS**

Should it be necessary for CCGHT to amend the tender documentation or process in any way, prior to receipt of tenders, all bidders in receipt of documents will be notified simultaneously. If deemed appropriate the deadline for receipt of tenders will be extended.

**9. FURTHER INFORMATION**

If you require any clarification on the above contact CCGHT by email [info@ccght.org](mailto:info@ccght.org) or by telephone on 02820752100

The closing date for return of tender proposals is Friday 31st October at 12noon.

**Emailed proposals should be submitted in an attachment** with *Tender DHPT Designs a*s the subject. This attachment will not be opened until after the closing date and time.

Posted proposals should be sent in an envelope clearly marked with the following:

*Tender DHPT Designs*

to:

Carole O’Kane

Causeway Coast & Glens Heritage Trust

The Old Bank

27 Main Street

Armoy, Ballymoney

BT53 8SL

Proposals must comply with the requirements set out in the tender specification.

**Proposals which fail to address these requirements will be ineligible and will not be considered.**

**10. TIMETABLE**

|  |  |
| --- | --- |
| **KEY ACTIONS** | **DATE** |
| Issue Tender | 15.10.2014 |
| Closing Date for Return of Tender | 31.05.2014 |
| Project Initiation Meeting, if required | 05.11.2014 |
| Contract Award and commencement | 05.11.2014 |
| Contract completion | 31.12.2014 |
| Presentation of final project (If required) | 31.12.2014 |