



**Staffordshire
Wildlife Trust**



European Union

European Regional
Development Fund



25 October 2019

Dear Contractor,

Re: Woodland Thinning, Newcastle-under-Lyme (two sites).

In the course of delivering the ERDF SUNRISE Project, Staffordshire Wildlife Trust is seeking quotes for a programme of woodland thinning as detail in the following information.

We invite all quotes to be returned as per instructions in the provided information not later than **5pm on Monday 11th November**.

Additional background on the SUNRISE Project and it's goals and objectives can be found at www.erd-sunrise.co.uk.

Please note that this request to provide a quote does not constitute a guarantee that the work will be offered. Staffordshire Wildlife Trust will inform all quote providers of the status of their quote. The Trust reserves the right to appoint multiple suppliers / contractors selected from those who supply a response to this invitation, or none at all, as required by the circumstances of the project.

The Trust reserves the right to appoint suppliers based on a range of relevant criteria including but not limited to the contractor's experience and ability to deliver the specific requirements of the works, the delivery timescales, internal and project-level procurement policies and cost.

Acceptance of any provided quote will be communicated to the successful contractor and confirmation of the instruction to deliver the works requested will be confirmed by purchase order.

Thank you for taking the time to consider this request. If you have any questions, please get in touch using the contact details below.

Kind Regards,

Richard Guy

ERDF SUNRISE Project Manager

r.guy@staffs-wildlife.org.uk

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Working for a Living Landscape



<p>Work Overview:</p>	<p>The required work is the thinning of two woodland areas in Newcastle-under-Lyme, Staffordshire.</p> <p>Both areas comprise a mix of broad-leaved species planted to supplement existing woodland areas in public open spaces. Neither site has received significant management since the original planting. As such they remain densely stocked, and fairly uniform in age and structure. The primary goal of the works is to improve the quality of the habitat and the sustainability of the woodland areas.</p> <p>In addition to creating space in the main canopy to allow the remaining trees ‘room to grow’, the cut trees will be allowed to regenerate, developing a thicket layer / understorey to the main canopy. This work will enhance the structural diversity of the woodland as well as diversifying the age range of trees in the woodland.</p>
<p>Primary Contact:</p>	<p>The nominated officer representing the trust for the purposes of these works will be Richard Guy, ERDF SUNRISE Project Manager. He can be contacted on:</p> <p>Email: r.guy@staffs-wildlife.org.uk Office: 01889 880129 Mobile: 07498 601399</p>
<p>Works Location:</p>	<p>The areas of woodland in question are both located in Newcastle-under-Lyme, Staffordshire (see Map 1 for an overview of the site locations). Both sites are owned by the local authority (Newcastle-under-Lyme Borough Council) and managed as parks / recreational greenspace areas:</p> <p>1) Thistleberry Parkway (See Map 2)</p> <ul style="list-style-type: none"> • situated in the west of the town, between Gallowstree Lane and Keele Road (A525) • Nearest Post Code: ST5 2QS • Grid Reference SJ835454 • See site map for additional information including access routes, including whether keys are required for vehicle access. • Please note: no vehicle access is permitted on the path along the western boundary of the site (marked on Map 2). <p>2) ‘Bunny Hill’, Clayton (see Map 3)</p> <ul style="list-style-type: none"> • Situated in the south-west of the town, near Junction 15 of the M6, accessed through the Westbury Park estate. • Nearest Post Code: ST5 4NG • Grid Reference SJ842428 • See site map for additional information including access routes, including whether keys are required for vehicle access. <p>Contractors may visit the sites to survey the work areas where identified trees have already been marked prior to submitting a quote without setting an appointment or seeking specific permission as both sites are open at all times to the public.</p>





	<p>It is recommended that all contractors visit the sites to familiarise themselves with the access routes, ground conditions and other site and task specific factors and constraints before submitting a quote.</p>
<p>Work Summary by site:</p>	<p>1a) Thistleberry Parkway</p> <ul style="list-style-type: none"> • Size of work area: 0.75 hectares (approx.) • Thinning Target: approx. 30% (trees identified for removal are marked) • Estimated tree numbers: approx. 400 total • Work required: <ul style="list-style-type: none"> ○ Primarily a thinning operation requiring most trees felled to ground level. Stumps should be left close to or at ground level and cleaned following initial felling cut to ensure no 'rough' or unsightly stumps. No stump treatment is required. ○ Some trees, primarily multi-stemmed willow, have been identified for pollarding above ground level (never above head height). These are identified by horizontal paint marks at approximate point of desired cut – most trees marked with a vertical flash. ○ Some multi-stemmed trees have been marked to indicate removal of some, but not all stems. This should be clear from the marking, but can be clarified with the nominated officer during the works if any ambiguity remains. • Tree size range: <ul style="list-style-type: none"> ○ > 90% of marked trees less than 250mm trunk diameter; ○ Approx. 25 marked trees have trunks larger in diameter than 250mm; it is anticipated that these will require extraction. See Map 2 for approved extraction / access routes. ○ Several of these larger trees may require felling in sections to prevent damage to property boundaries in the vicinity. ○ If the contractor deems such sectional felling necessary, their method statement must specifically include this task component. ○ If the contractor does not consider sectional felling to be required they must state how they will accomplish the task without causing damage to boundary features, other infrastructure or remaining trees. • Woodland Composition: mixed broadleaved species, plantation origin, but the work area includes several compartments comprising a variety of ages and species mixes.
<p>Work Summary by site:</p>	<p>1b) Thistleberry Parkway – Roadside (Optional)</p> <p><i>This component of the quote is optional. If you choose to submit a price for this works component, please quote as a self-contained operation. SWT may choose to award this component separate to the main body of work or not at all dependent upon budget availability. If a contractor chooses not to include this component of the work in their quote it will not exclude them from being considered for the other work packages.</i></p> <ul style="list-style-type: none"> • <i>At the northern extent of the Thistleberry Parkway work area the woodland runs tight up to Keele Road (A525). 7 trees (the largest approx. 400mm trunk diameter) along this boundary</i>





	<p>have been identified as having potential future risk to the road and have been included in this felling programme.</p> <ul style="list-style-type: none"> ○ NB – Only 4 are marked. The remaining 3, a cluster of dead Elm trees (estimated to be no larger than 200mm in diameter) could not be marked from the woodland side due to dense undergrowth and could not be approached at the time of marking from the road side due to traffic conditions. They are located more or less at the centre point of the traffic light controlled T-junction immediately north of the Park (see Map 2A). ● Because of the close proximity to a major road (see Map 2A) it is expected that traffic management measures will be required to undertake this part of the operation. <ul style="list-style-type: none"> ○ The responsibility for liaison with the Highways Authority over permission to install traffic management measures will rest with the contractor. ○ If the contractor wishes to use a sub-contractor for the provision of traffic management they must state that intention in their quote.
<p>Work Summary by site:</p>	<p>2) Bunny Hill</p> <ul style="list-style-type: none"> ● Size of work area: 0.5 hectares ● Thinning Target: 50% (trees identified for removal are marked) ● Estimated tree numbers: Approx. 700 total ● Work required: <ul style="list-style-type: none"> ○ Primarily a thinning operation requiring most trees felled to ground level. Stumps should be left close to or at ground level and cleaned following initial felling cut to ensure no 'rough' or unsightly stumps. No stump treatment is required. ○ Some trees, primarily multi-stemmed willow, have been identified for pollarding above ground level (never above head height). These are identified by horizontal paint marks at approximate point of desired cut – most trees marked with a vertical flash. ○ Some multi-stemmed trees have been marked to indicate removal of some, but not all stems. This should be clear from the marking, but can be clarified with the nominated officer during the works if any ambiguity remains. ○ Some Silver Birch trees have been marked with a vertical flash AND a horizontal line at approx. head height. These trees are to be cut at the horizontal line to leave a standing stump as future nesting habitat for Willow Tit, a rapidly declining species. It is intended that these stumps die rather than regenerate so a cross should be cut into the top (or similar method) to discourage regrowth. ● Tree size range: up to 250mm ● Woodland Composition: mixed broadleaved species plantation.
<p>General Work Summary:</p>	<p>3) General Requirements</p> <ul style="list-style-type: none"> ● The proposed works have been planned to allow as much of the felled timber as possible to be processed (i.e. chipped) in situ rather than extracted from the woodland. This is primarily to minimise the movement of vehicles and in turn the risk of significant ground damage.





- Contractors should ensure their supplied method statement and quote covers a chipper with sufficient capacity to minimise required extraction.
- Chippings must not be left in large piles, but spread throughout the work area.
- At Thistleberry Parkway a local resident's association might be interested in using the chipped material in efforts to restore a pathway along the western boundary of the site. Details of how this could be coordinated can be discussed following contract award with the successful contractor. An agreement with the Residents association will not be a requirement of the contract.
- Due to previous anti-social behaviour and interference on work sites in the project area where felled timber was left unattended, **all timber must be processed or removed from site (i.e. chipped or extracted) the day it is felled.**
 - Contractors should factor this requirement into their work programme, and demonstrate that it has been considered in the work programme and schedule supplied with the quote.
- Both sites have areas where existing dead wood has accumulated. Given the urban location of these sites and the known risk of anti-social behaviour these accumulations have been identified as a fire risk.
 - The requirements of this contract will include provision for chipping some of this accumulated material.
 - Because of the difficulty of quantifying the material all contractors are asked **to include in their quote ½ day of chipper and operator time per site** to allow this to be tackled. What can reasonable be done within that time allocation will be discussed on site with the successful contractor.
- Access to both work sites will require using existing public footpaths and other routes (some of which are unsurfaced) and crossing open ground which is likely to be wet and / or soft in some areas.
 - Because of the publicly visible and accessible nature of these areas, it is imperative that care be taken to limit ground damage and disturbance during the works. For example: by minimising vehicle movements across soft ground or unpaved access tracks / routes;
 - Where vehicle / plant movements are unavoidable consideration should be given to options such as the use of ground protection measures or low ground pressure vehicles.
 - Where damage is unavoidable or mitigation measures would be impractical or prohibitively costly given the scale of works, the contractor should make efforts to leave the ground conditions in a reasonable state to allow recovery as they leave the site at the conclusion of the work, including seeding of areas if required.
 - Where significant damage occurs which is deemed to have been avoidable, the contractor will be required to undertake reinstatement.
 - Any damage to a surfaced right of way which affects its ability to be used safely by the public will require reinstatement.
- Measures must be put in place to separate and protect members of the public (who will retain access to the wider sites) during the course of this work. The submitted method statements should include these measures.





	<ul style="list-style-type: none"> ○ The trust will install ‘Prior Notice of Work’ information signs in advance of the work to inform site users of the nature and timing of the work. ○ The successful contractor will be responsible for signage during the works delivery period.
<p>Additional Requirements:</p>	<p><u>Qualifications and Insurance</u></p> <ul style="list-style-type: none"> ● All Contractor staff should be experienced, competent and appropriately qualified to carry out the required work (including but not limited to the relevant Chain Saw qualifications for the tasks being carried out, and Chipper qualifications). ● Appropriate insurance must be also held. ● <i>(The successful contractor will be asked to provide evidence of qualifications and insurance before work begins).</i> <p><u>RAMS</u></p> <ul style="list-style-type: none"> ● Contractors should supply Risk Assessments and Method Statements (RAMS) for the proposed work with their quote submission. ● Site specific risk assessments will also be required before commencement of the works. For the purposes of the quote submission, an example of a site specific risk assessment is sufficient. <p><u>Evidencing Competence</u></p> <ul style="list-style-type: none"> ● All contractors should supply evidence of prior experience of comparable works with their quote in the form of case studies or testimonials. <ul style="list-style-type: none"> ○ Of particular interest is prior experience working in close proximity to public rights of way, and on sites with public access. <p><u>Sub-contracting</u></p> <ul style="list-style-type: none"> ● If a contractor proposes to sub-contract out any part of the works, they should indicate what component of the works will be sub-contracted, and the intended contractor. ● The Primary Contractor will remain primarily responsible for Health and Safety management of the works on the site at all times, and should ensure that all sub-contractor staff abide by the RAMS provided to and approved by the trust. ● The requirement to provide qualifications for individuals involved in the work will extend to sub-contractor staff, and the Primary Contractor will be responsible for coordinating the provision of qualification evidence to the Trust. ● The requirement to provide evidence of competence will also extend to any sub-contractor, and again the Primary Contractor will be responsible for ensuring this evidence is provided to the Trust. <p><u>Access Permissions</u></p> <ul style="list-style-type: none"> ● Staffordshire Wildlife Trust will arrange the necessary access permissions with the land owner prior to work starting.





	<ul style="list-style-type: none"> ○ <i>Please note that this will NOT include permissions from the relevant Highways authority for traffic management installations as required for the optional works package at Thistleberry Parkway.</i>
Delivery Period:	<p>Anticipated work start date: As soon as practical following contract award, works should begin before end of November 2019 at the latest.</p> <p>Completion Date: The work must be completed no later than Friday 20th December 2019</p> <p>Contractors must supply a proposed work programme and schedule with their quote showing availability to begin the work, and proposed duration of works per site, demonstrating that they can meet the requirement to complete the works by the date required above.</p>
Quote Return Deadline:	<p>Monday 11th November 2019 Quotes to be returned no later than 5pm on the above date.</p> <p>Quotes should be returned FAO of Richard Guy to r.guy@staffs-wildlife.org.uk Or via Post at: Staffordshire Wildlife Trust, The Wolseley Centre, Wolseley Bridge, Stafford, ST17 0WT</p>

Quote Evaluation Priority:	<ol style="list-style-type: none"> 1. Competence / Experience, specifically successfully completing tasks with similar constraints (e.g. ground surface protection, public access) 2. Cost 3. Ability to complete works in required delivery period
<p><i>If any element of the requested services is to be deemed of higher priority in evaluating the quotes received it will be indicated here. If no priority is listed it should be assumed that cost is the primary consideration.</i></p>	



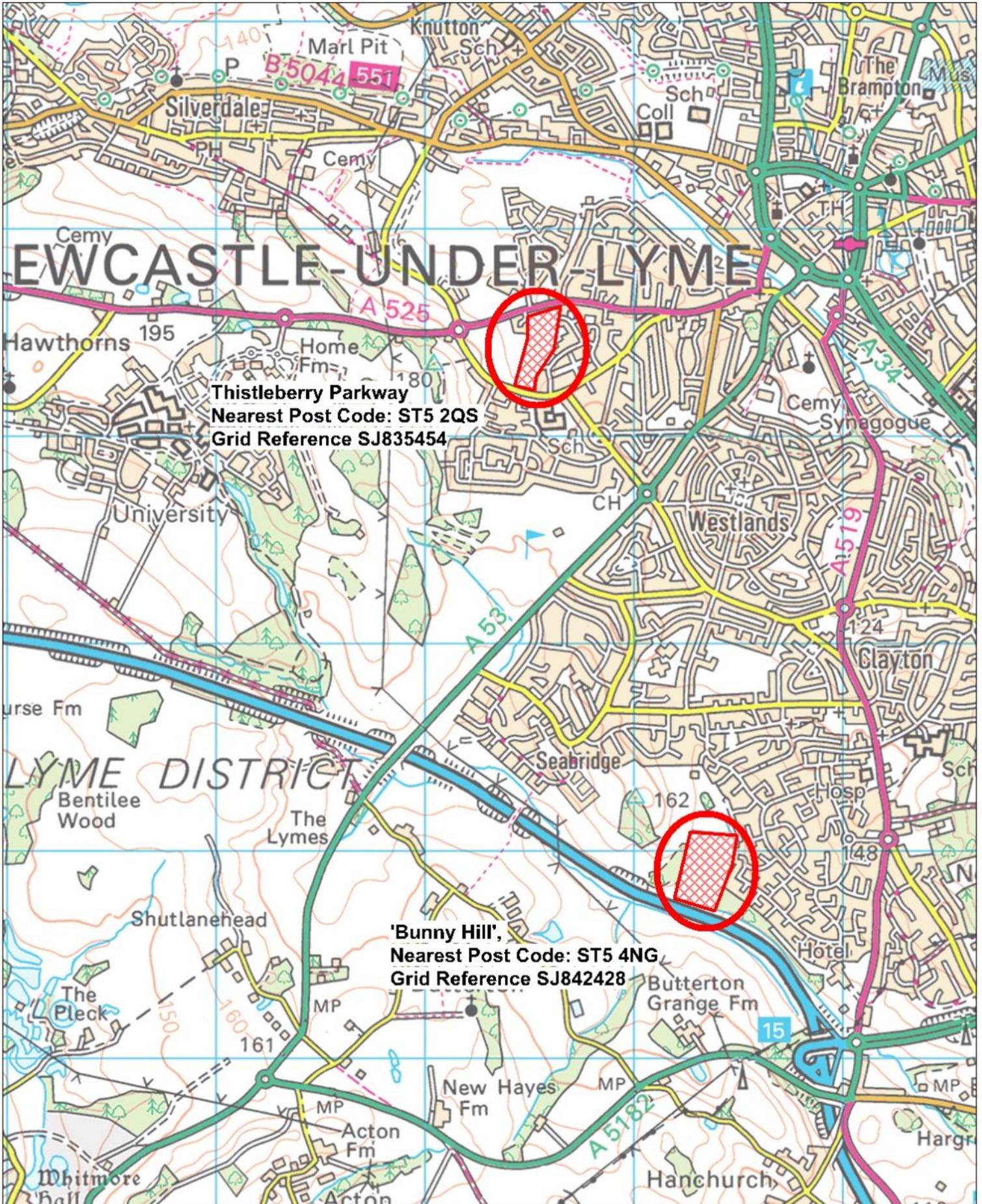
Staffordshire Wildlife Trust

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Tel: 01889 880100 Fax: 01889 880101
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Registered Charity No. 259558
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**Map 1: Sites Overview
ERDF SUNRISE Project
Woodland Thinning**



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Thistleberry Parkway
Nearest Post Code: ST5 2QS
Grid Reference SJ835454

'Bunny Hill',
Nearest Post Code: ST5 4NG
Grid Reference SJ842428

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**Map 2A: Roadside Felling - Optional
Thistleberry Parkway
ERF SUNRISE Project**



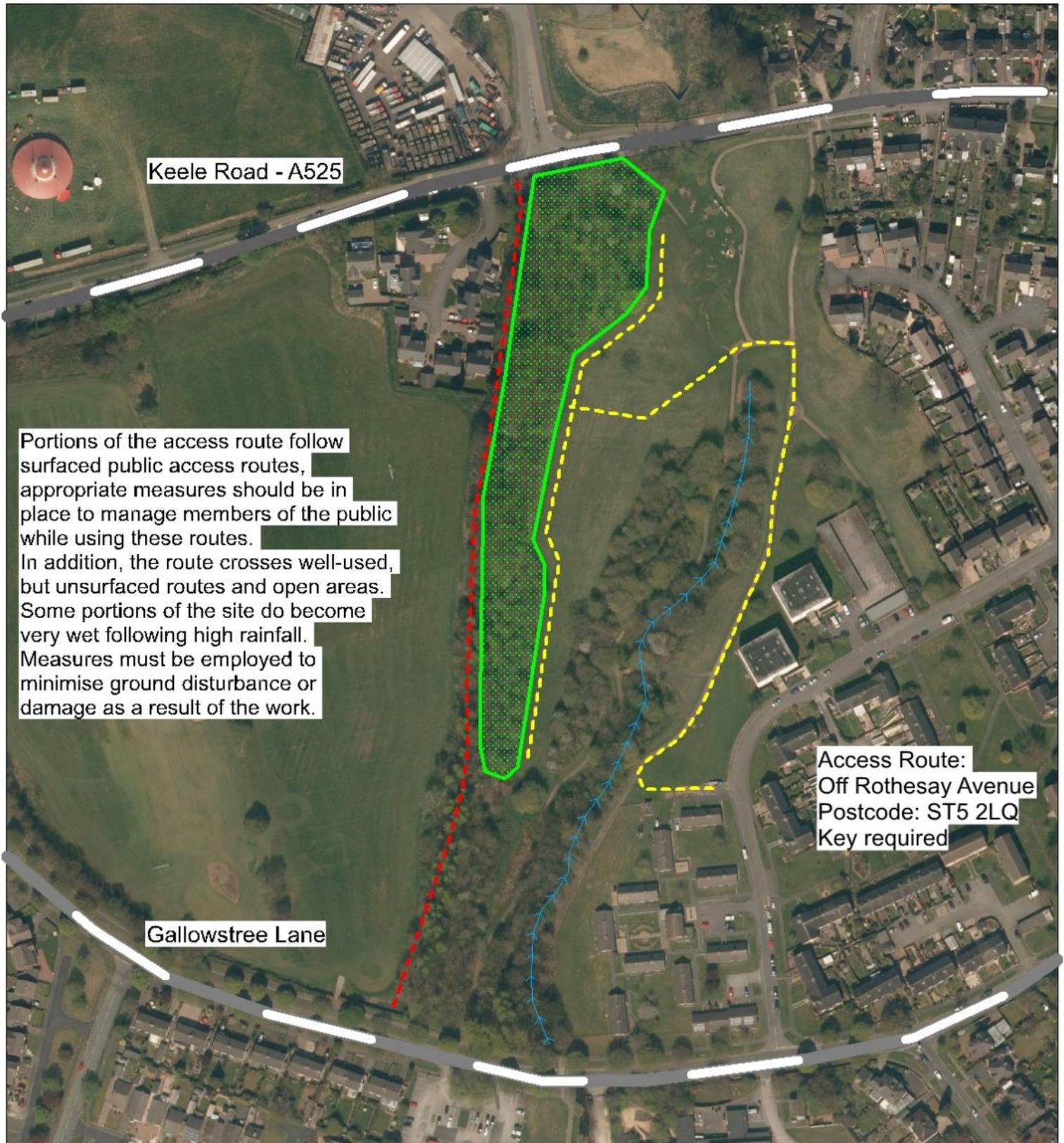
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--- Approx extent of Road network

③ Trees identified for removal

--- Work Site Boundary



Portions of the access route follow surfaced public access routes, appropriate measures should be in place to manage members of the public while using these routes. In addition, the route crosses well-used, but unsurfaced routes and open areas. Some portions of the site do become very wet following high rainfall. Measures must be employed to minimise ground disturbance or damage as a result of the work.

Access Route:
 Off Rothesay Avenue
 Postcode: ST5 2LQ
 Key required

- - - - - Suggested access route
- - - - - Ancient Trackway currently being restored by local community
No vehicular access
- Work Area
- >>>> Water course

**Map 3: Bunny Hill Work Site
 Annotated Site Map
 ERDF SUNRISE Project
 Woodland Thinning**



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All access routes follow or cross well-used, unsurfaced public routes or open areas. Some portions of the site do become very wet following high rainfall. Measures must be employed to minimise ground disturbance or damage as a result of the work.

Access Option:
Wye Road Community Centre
Postcode: ST5 4AZ
Key Required

Access Option:
Alley accessed from Hemsby Way
Postcode: ST5 4QU
No Key Required



- - - Suggested access routes
- - - Other routes frequently used by the public
- >>> Water courses

- Work Area
- Woodland areas covered by TPO's. Strictly no access or disturbance.

① Note: Stream crossing floods during high rainfall events.