

www.gov.uk/naturalengland

**Request for Quotation**

**Understanding and assessing potential impacts of recreational access on Lower Derwent Valley, Yorkshire**

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

Email:Lisa.Sheldon@naturalengland.org.uk and Hannah.Gooch@naturalengland.org

Date: 18/09/2023

Time: 09:00

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timetable**

Please note, Lisa Sheldon will be out of the office between the dates of 26.08.2023 and 06.09.2023, therefore Hannah Gooch (Hannah.Gooch@naturalengland.org.uk) will be your contact for any questions linked to the content of the quote or the process.

Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| Action | Date |
| Date of issue of RFQ | 25-08-2023 at 09:00 BST |
| Deadline for clarifications questions | 06-09-2023 at 13:00 BST  |
| Deadline for receipt of Quotation | 18-09-2023 at 09:00 BST |
| Intended date of Contract Award | w/c 02-10-2023 |
| Intended Contract Start Date | w/c 02-10-2023 |
| Intended Delivery Date / Contract Duration  | w/c 02-10-2023 to 15-03-2024 |

**Section 1: General Information**

* 1. **Glossary**

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

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| “Authority” | means Natural England who is the contracting authority.  |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

* 1. **Conditions applying to the RFQ**

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

* 1. **Acceptance of Quotations**

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

* 1. **Costs**

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

* 1. **Self-Declaration and Mandatory Requirements**

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

* 1. **Clarifications**

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

* 1. **Amendments**

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

 Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

* 1. **Conditions of Contract**

The Authority’s standard Condensed Terms and Conditions provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

* 1. **Prices**

Prices must be submitted in £ sterling, exclusive of VAT.

* 1. **Disclosure**

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

* 1. **Disclaimers**

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

* 1. **Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

* You must only process any personal data in strict accordance with instructions from the Authority.
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.
	1. **General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

* 1. **Equality, Diversity & Inclusion (EDI)**

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural Englandstaff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.
	1. **Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

* 1. **Conflicts of Interest**

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition.

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

**Section 2: The Invitation**

**2.1. Specification of Requirements**

**2.1.1. Background to Natural England**

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at:

<https://www.gov.uk/government/organisations/natural-england>

Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

**2.1.2. Background to the specific work area relevant project**

2.1.2.1. Recreation at Lower Derwent Valley

Lower Derwent Valley (figure 1) is internationally designated under the Conservation of Habitats and Species Regulations 2017 (as amended) as a [Special Area of Conservation (SAC)](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK0012844&SiteName=lower%20derwent%20valley&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=), [Special Protection Area (SPA)](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK9006092&SiteName=lower%20derwent%20valley&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=) and [Ramsar](https://designatedsites.naturalengland.org.uk/SiteGeneralDetail.aspx?SiteCode=UK11037&SiteName=lower%20derwent%20valley&countyCode=&responsiblePerson=&SeaArea=&IFCAArea=) for its series of high-quality flood plain hay meadows, lowland grasslands, and riverine habitat, which provide important habitat for otters, an assemblage of wetland invertebrate species and are an important breeding habitat for a wide range of wetland bird species and are of significance for their population of non-breeding wintering wildfowl.

These designations are in recognition of the international importance of the area for these habitats and species, and affords legal protection against the deterioration of habitats and disturbance (and deterioration) of the species for which they have been designated. The international designations are legally underpinned by a number of separate, nationally designated Sites of Special Scientific Interest (SSSIs) under section 28(1) of the Wildlife and Countryside Act 1981. These are namely;

[Breighton Meadows SSSI](https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1002003&SiteName=Lower%20Derwent%20valley&countyCode=&responsiblePerson=&unitId=&SeaArea=&IFCAArea=)

[Derwent Ings SSSI](https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1002114&SiteName=Lower%20Derwent%20valley&countyCode=&responsiblePerson=&unitId=&SeaArea=&IFCAArea=)

[Melbourne and Thornton Ings SSSI](https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1003214&SiteName=Lower%20Derwent%20valley&countyCode=&responsiblePerson=&unitId=&SeaArea=&IFCAArea=)

[Newton Mask SSSI](https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1003321&SiteName=Lower%20Derwent%20valley&countyCode=&responsiblePerson=&unitId=&SeaArea=&IFCAArea=)

[River Derwent SSSI](https://designatedsites.naturalengland.org.uk/SiteDetail.aspx?SiteCode=S1003398&SiteName=Lower%20Derwent%20valley&countyCode=&responsiblePerson=&unitId=&SeaArea=&IFCAArea=)

The SSSIs also have a number of additional notified features to those in the SPA/ Ramsar, including assemblages of breeding birds.

Lying close to, and partially within, the City of York, the wildlife spectacles are an attraction throughout the year around the Valley at key visitor locations including at North Duffield, Wheldrake and Thorganby. Areas of the designated sites are also a National Nature Reserve (NNR) named Lower Derwent Valley NNR, and visitor numbers are generally well managed within these areas.



*Figure 1. Overview boundary map of the Lower Derwent Valley SPA,* *Ramsar and SSSI.*

Natural England’s vision is of thriving nature for people and planet and one of our priorities is for people to feel connected to the natural environment for their own and society’s wellbeing, enjoyment and prosperity. We seek to promote outdoor spaces as places where opportunities are afforded for health and wellbeing, for connecting with others and for appreciating our cultural and natural heritage and wildlife. We also want to encourage people to spend time in nature in such a way that it does not diminish the enjoyment of others, nor negatively impact those providing access to the public on the land they manage, nor to wildlife, habitats and landscapes. That is, we seek to encourage ‘responsible recreation’ in the countryside, whether that is in rural, urban or coastal spaces.

While recreational access is generally well managed by Natural England’s National Nature Reserve staff, informal access points/ routes are utilised by visitors, primarily from local villages, across the Lower Derwent Valley. Mobile species, such as birds, can be sensitive to disturbance, and the resulting effects can include; birds being temporarily flushing from nests due to noise or visual disturbance, birds abandoning nests due to noise or visual disturbance, birds abandoning foraging habitat without taking in sufficient nutrition, or direct damage to the nests or eggs of ground-nesting birds. Unmanaged visitor access on areas of the site that do not have marked paths may also lead to a reduction in the extent of notified habitat through vegetation trampling. This has the potential to not only lead to a loss in the extent of important notified habitats, but it may also further reduce the distribution of notified birds due to a loss of habitat which supports their lifecycle, i.e. through loss of foraging or breeding habitat.

In recent years Natural England has become increasingly concerned regarding the potential impacts of recreational disturbance on the designated features of the Lower Derwent Valley across a number of villages and areas adjacent to the designated sites. Anecdotal evidence suggests that these pressures could be having an adverse impact on the distribution of wintering and passage waterfowl, with birds retreating to less disturbed “nature reserve” areas.

2.1.2.2. Existing evidence

The study will expand upon existing data concerning visitor access, motivation and behaviour within the areas of study.

* Visitor surveys at the Lower Derwent SPA/SAC and Skipwith Common SAC (dated 14 December 2018). An unpublished report by Footprint Ecology for City of York Council and Selby District Council. The survey report can be viewed [here](https://www.york.gov.uk/downloads/file/6297/ex-cyc-45a-hra-2020-appendices), Appendix C, City of York Council Local Plan HRA.

**2.2. Requirement**

Natural England has a number of statutory roles including as a Statutory Nature Conservation Body under the Conservation of Habitats and Species Regulations 2017 (as amended) ('the Habitats Regulations'), where it has a duty to provide substantive advice to ensure that any direct, indirect and/or cumulative impacts of development proposals on European sites are addressed and ensuring that relevant legislation and guidance is followed.

Natural England also has a statutory obligation under the Wildlife & Countryside Act 1981, to act for the benefit of SSSIs and to take reasonable steps, consistent with the proper exercise of its functions, to further the conservation and enhancement of the special interest of a SSSI.

This work is being led by the Yorkshire and Northern Lincolnshire area team in Natural England. As an evidence-based organisation, we need to ensure that we have the best available information to inform our advice to decision making bodies on land use changes that may impact the Lower Derwent Valley, such as planning applications. As stated above there are incidental and ad-hoc records, however, a more methodical assessment is required to provide a more robust evidence base. This evidence can then be used to inform our advice on future housing/ recreational development around the Lower Derwent Valley.

2.2.1. Visitor Surveys

Although the 2018 visitor survey suggested that recreational pressure was not a major concern around Lower Derwent Valley, the survey was limited by a focus on visitor behaviour at the main “gateway” sites, which tend to be well managed for visitor appreciation through the provision of footpaths, boardwalks, hides and other infrastructure. It did not look at more regular and informal access from villages adjacent to the site via public rights of way or perceived access routes, which Natural England believes may be a more significant source of frequent recreational disturbance incidents. Natural England therefore considers that further visitor surveys are required to assess recreational disturbance impacts on the Lower Derwent Valley, away from the gateway sites, and in particular on more informal access routes. A map of known (approximately 21) informal access points can be provided on request; this can be used as a starting point as it may not be comprehensive.

Natural England has provided generic example questions of the type that we expect to see as part of the questionnaire (See Annex 3). These can be used as a template and modified to suit the site in question. The final list of questions that form the questionnaire should be agreed with Natural England prior to use. The questions should also take into account/ be able to provide some comparison with the 2018 visitor surveys to build on the evidence base. Questionnaires should be kept as short and simple as possible, but designed to capture all necessary information relevant to the site. Tablets can be used to streamline the interview process and support good data management.

Survey locations should include a range of different access types and geographical locations. Every location point known to be used for recreational purposes should be surveyed. Surveyor locations should be chosen based on where visitors can be easily intercepted for interview. Surveys should take place on both weekdays and weekends, and at varying times of day, to capture a variety of visit purposes and visitor behaviours. For example, peak dog walking periods, as well as mornings, afternoons and evenings. Surveys should not be undertaken during weather conditions that would deter visitors, as this is likely to lead to an underestimate in the potential for disturbance incidents.

In addition to questionnaires, alternative methods to capture visitor counts at each survey location / access point may be required, for example, if visitors cannot be easily intercepted. This data can usually be collected at the same time as conducting interviews of a sample of the visitors. The in-person count surveys could also be combined with other methods, such as camera traps or footfall meters, for when a surveyor is not present on site. Natural England expects that the most appropriate survey methodology is scoped out by the contractor.

As there are a number of non-breeding bird qualifying features of the Lower Derwent Valley SPA/ Ramsar, a winter visitor survey will be required, as that will be the most sensitive time period for those species. The time period for undertaking visitor surveys should consider the use of the site and when visitors are likely to have the greatest impact; this will depend on the SPA, Ramsar and SAC qualifying features. Ideally surveys should be undertaken to cover peak periods. Details of the seasonality of the SPA features can be found in the [Lower Derwent Valley SPA Conservation Objectives Supplementary Advice](http://publications.naturalengland.org.uk/publication/6223883187257344).

The surveys will be used to determine the baseline levels of recreational disturbance on the designated sites and provide analysis on why and how people use the site. The survey should enable the following questions to be answered:

1) How far are visitors travelling to the site and how do they arrive?

2) How often do they visit, for how long and what specific factors influence their choice of site?

3) What activities do visitors to the site undertake and how long have they been visiting the site?

4) Are specific activities at a certain time of year or year-round?

5) Which routes do the visitors take on the sites?

6) What level of understanding do visitors have about nature conservation value of the sites?

7) What further actions (if any) could be taken to increase visitor awareness and influence behaviours?

Any further recommendations should be made based on the findings of the surveys.

This work must be delivered in line with Natural England’s objectives relating to sustainability and protection of the natural environment.

2.2.2. Access Permission Letters

The trigger for needing to obtain a power of entry is the need to physically enter land.  You do not require any permission to make road-based observations from outside of the relevant land.

To ensure that any permission provided is informed permission (*i.e.* the owner/occupier knew exactly what they were permitting), letters requesting permission should be clear on:

* What permission is being requested
* When you will be undertaking the activities
* How you will be undertaking the activities
* Where you will be undertaking the activities
* and possibly why you will be undertaking the activities – note that if you’re being specific about the project/work area you’re collecting data for, it is preferable to state that:
* data collected may also be used in other Natural England work in future;
* results (though no personal data) will be published under the Open Government Licence unless there are sensitive species or habitats etc; and
* Natural England may share the data collected with similar organisations.

Natural England needs to be able to evidence the request for consent, and the consent being provided (including how and when).

Asking the owner/occupier to sign and return a written form is the best method of obtaining this evidence. If the landowner emails in, best practice is for them to clearly refer to our request for permission. If permission is obtained via phone call you should make a file note confirming who confirmed consent (and when) and ask the owner/occupier to confirm in writing. Use of online forms is risky as many form providers store data outwith the UK/EU which breaches our data protection duties and what we have told individuals in our Privacy Notices.

You also need to provide a privacy notice – check if there is an [existing notice online](https://www.gov.uk/government/publications/natural-england-privacy-notices) which is suitable for your letter and liaise with your Natural England contact if not.

2.2.3. Sustainability

Natural Englandprotects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 year environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

2.2.4. Personal Data

Suppliers must not process or use systems which store personal data outside of the UK or any country deemed adequate for data protection purposes by the UK.

When processing Personal Data, the Supplier shall ensure that it has implemented appropriate technical and organisational measures to ensure the security of the personal data and to guard against unauthorised or unlawful processing of the personal data and against accidental loss or destruction of or damage to the personal data and promptly notify Natural England of any breach of these measures.

The Supplier shall not knowingly or negligently do or omit to do anything which places Natural England in breach of its obligations under Data Protection legislation and shall provide Natural England with such information as it may reasonably require to satisfy itself that the Supplier is complying with its legal obligations.

The Supplier shall notify Natural England within two working days if it receives a request from a data subject to have access to their personal data; or otherwise receives a complaint or request relating to personal data and provide Natural England with full cooperation and assistance in relation to any complaint or request within the relevant time scales and in accordance with Natural England’s instructions.

The retention period for all personal data will not exceed the life of the contract. All personal data should be sent to Natural England at the end of the contract in a format compatible with Excel and csv.

2.2.5. Intellectual Property

The Intellectual Property Rights resulting from the work shall belong to Natural England.

The cover of all reports or drawings will include a statement © Natural England and the date of creation.

The supplier can request to use data held by Natural England and complete some of our contractor licences at <https://www.gov.uk/guidance/how-to-access-natural-englands-maps-and-data#request-data.>

Any data reproduced in all or in part, in the works the supplier submits, or used to derive the work must be owned by or licensed to Natural England.  If you’re contacting data owners to request access to their data and/or a licence, Natural England can provide standard wording.

The Supplier shall indemnify and keep indemnified Natural England against all actions, claims, demands, losses, damages, costs and expenses and other liabilities Natural England may suffer or incur arising from any infringement or alleged infringement of any third-party Intellectual Property Rights except to the extent that they have been caused by or contributed to by Natural England’s acts or omissions.

The supplier must provide Natural England with details of any third-party data consulted or incorporated, and the processes used either within the report, or in the Lineage section of the metadata (see *Outputs).*

2.2.6. Outputs and Tasks

1. Draft visitor survey report including recommendations to be produced for review by Natural England.
2. Final visitor survey report including recommendations and survey data.
3. The successful contractor will be expected to present their findings to the Natural England project steering group and other interested parties.

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| Reference | Deliverable | Responsible Party | Date of completion |
| Task 1 | Project inception meeting.Key project milestones for fieldwork, data collation and analysis, and submission of completed draft and final reports will be agreed at a project inception meeting between the supplier and the Project Officer in advance of fieldwork. Proposed methodology discussed. This meeting will take place via video conference. | Contractor/ Natural England | Within the first 2 months of the award of contract.  |
| Task 2 | Methodology, sample sites and recording forms finalised.Confirmed via email. | Contractor | Within the first 2 months of the award of contract.  |
| Task 3 | Undertaking of surveys | Contractor | Following finalisation of the methodology. |
| Task 4 | Draft Report including survey results and recommendations produced | Contractor | W/c 19/02/2024 |
| Task 5 | Comments on Draft Report  | Natural England | W/c 04/03/2024 |
| Task 5 | Final Report | Contractor | W/c 11/03/2024 |
| Task 6 | Present findings to the Natural England and other interested parties | Contractor | W/c 11/03/2024 |

##### 2.2.7.1. Spatial Data

* Data should be provided as an excel spreadsheet and GIS files. This should include data on locations that surveys were carried out.
* Spatial data must be in ESRI Shapefile or Geodatabase (v10.2.2 with a .lyr file) format and must have been through the [Esri Check Geometry](https://desktop.arcgis.com/en/arcmap/10.7/tools/data-management-toolbox/check-geometry.htm) tool.
* Reports or documents that give more detailed information on the creation of the dataset or how to use the data should be in Word or PDF format.
* Summary survey results maps should be provided in jpg or pdf format.
* You must attach a metadata file (we can provide a template) with your output so we can easily understand the lineage (what information products have been used in the output) and ensure the correct licensing and copyright attributions are applied.
* All data, media of any nature containing information and data or other material belonging to Natural England or relating to the Services shall be delivered promptly.

#####  2.2.7.2. Reports

* The supplier must comply with [Natural England publishing standards for commissioned reports (NECR000)](http://nepubprod.appspot.com/publication/5790636781600768) and use the report template provided on the page, following the guidance within it.
* The supplier must not make any changes to the templates, including to heading styles and font sizes.
* The supplier must include a clear section on any third-party data replicated or used to derive the output from, and how, within the report.
* The supplier must submit the final report draft as a Word file (not PDF) to the Natural England contact*.*
* All reports should be submitted according to the timescales provided.

It is important to record the survey logistics for all parts of the sites sampled, in order to document survey effort and aid future sampling exercises, if required.

The written survey report (MS word and pdf) must include:

* Basic site details
* Method(s) used
* Time spent, date, weather conditions
* Results including grid references for each sample point
* References

**2.3. Payment**

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Natural England should be invoiced once the final report, maps and data have been supplied to and signed off by Natural England at the end of the project.

It is anticipated that this contract will be awarded for a period of 26 weeks to end no later than 15.03.2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

**2.4. Evaluation Methodology**

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

2.4.1. Quotation Submission

The quotation submission will be assessed against price (40%) and quality (60%).

Quality will be assessed by evaluating the expertise, and recent experience of key staff relating to visitor surveys and analysis of results; Please reference any examples of papers or work relevant to this proposed project that you have been directly involved in.

An outline description of the method you propose to deliver the project, including your proposed timeline will be used to assess the remaining quality criteria. This will be done by assessing whether it will meet the objectives of the project.

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Technical – 60%

Commercial – 40%

2.4.2. Evaluation criteria

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Methodology | 1 question**Q1** (30% of technical score available) Provide details of the methodology and approaches proposed to deliver the requirements of this project. |
| Key personnel and technical expertise | 1 questionQ2 (30% of technical score available) Provide details of the key personnel proposed to deliver the requirements of this project. |
| Project and Risk Management | 2 questionsQ3.1 (10% of technical score available) Provide details of how you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales.Q3.2 (10% of technical score available) Provide details of how you intend to quality assure work undertaken as part of this project. |
| Health & Safety  | 1 Question Q4 (10% of technical score available) Provide a short assessment of potential health and safety risks associated with the project and how you would mitigate these. |
| Environmental Sustainability  | 1 Question Q5 (10% of technical score available) Provide evidence that you pursue sustainability in your operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to its objectives. |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | (100% of commercial score available) |

**Technical (**60**%)**

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score  | Definition |
| Very good  | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.  |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.  |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.  |
| Weak  | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met.  |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Methodology  | Detailed Evaluation Criteria |
| Q1 Provide details of the methodology and approaches proposed to deliver the requirements of this project. | Your response should:1) Demonstrate a clear understanding of the nature of the requirements.2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements. Including a proposed outline schedule or timetable of works and details of how the survey area will be covered.3) Have sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Key personnel and technical expertise | Detailed Evaluation Criteria |
| Q2 Provide details of the key personnel proposed to deliver the requirements of this project. | Your response should:1. Provide relevant qualifications, technical merit and experience of the project team personnel that would be engaged on the contract. Please include abridged CVs of the proposed team members.
2. Provide examples of similar projects that the team have worked on to demonstrate recent experience of recreational visitor surveys and analysis, presentation and reporting of data generated from surveys.
 |

|  |  |
| --- | --- |
| Project and Risk Management | Detailed Evaluation Criteria |
| Q3.1 Provide details of how you intend to manage the project to identify risks and ensure that project tasks are achieved within the timescales.  | Your response should:1. Provide an assessment of the potentialrisks to project delivery and mitigation (including contingency in the event of delays)
2. Detail how you intend to manage the contract, including any consortium or sub-contracting arrangements, to ensure that project tasks and timescales are achieved.
 |
| Q3.2 Provide details of how you intend to quality assure work undertaken as part of this project. | Your response should:1. Demonstrate quality assurance measures that will be implemented to ensure deliverables are provided to a high standard, efficiently and on time.
 |

|  |  |
| --- | --- |
| Health and Safety | Detailed Evaluation Criteria |
| Q4 Provide a short assessment of potential health and safety risks associated with the project and how you would mitigate these. | Your response should:1. Identify and describe how you will manage any health and safety issues associated with this project. Please provide examples of the following documents as evidence of your risk management, health and safety and environmental policies and procedures:

• A field survey risk assessment • Lone working practices • Health and Safety policies / certificates |

|  |  |
| --- | --- |
| Environmental Sustainability | Detailed Evaluation Criteria |
| Q5 Provide evidence that you pursue sustainability in your operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to its objectives. | Your response should:1. Describe your approach to sustainability and how this will be managed and adopted throughout the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes, which they have been awarded or are working towards.
 |

**Commercial (**40**%)**

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

2.4.3. Calculation Method

The method for calculating the weighted scores is as follows:

* Commercial Score = (Lowest Quotation Price / Supplier’s Quotation Price) x 40**%** (Maximum available marks)
* Technical Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

**2.5. Information to be returned**

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

1. completed Commercial Response template
2. separate response submission for each technical question (in accordance with the response instructions)
3. completed Mandatory Requirements (Annex 1)
4. completed Acceptance of Terms and Conditions (Annex 2)

**2.6. Award**

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be asked to accept the award offer either by return of email confirming acceptance or returning a sign and scanned copy of the letter, which will form the contract.

## Annex 1 Mandatory Requirements

### Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

#### Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b)  | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number  |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

### Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address  |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

### Part 2 Exclusion Grounds

#### Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. |
|  | Participation in a criminal organisation.  | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Corruption.  | ((Yes / No)If yes please provide details at 2.1 (b) |
|  | Fraud.  | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.Identity of who has been convicted.If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

#### Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no.  | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation |
| 2.2(b) | Breach of environmental obligations?  | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations?  | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations?  | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |  |

**Annex 2 Acceptance of Terms and Conditions**

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3: Example survey questions**

Survey date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Survey time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Survey location / access point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group size: No. people under 18 / 18-40 / 41-65 / 65+: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

No. dogs on lead / off lead: \_\_\_\_\_ / \_\_\_\_\_

No. pushchair / wheelchair / mobility scooter: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Q1. Have you come from home or are you visiting or on holiday in the area? *Tick one.* What is your hometown and postcode? If on holiday, where are you staying? *See note 1.*

* From home o
* On holiday o
* Other (please specify) o  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Home / holiday town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q2. What is the main activity and other activities you usually undertake at the site? If it is your first visit or you are on holiday, what activities are you undertaking today? *See note 2.*

Main Other

* Dog walking always on lead o o
* Dog walking sometimes or always off lead o o
* Jogging / running o o
* Walking o o
* Cycling o o
* Horse riding o o
* Bird / nature watching o o
* Playing o o
* Outing with children / family o o
* Meeting with friends o o
* Water sports (please specify) o o  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (please specify) o o  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q3. How long have you spent / will you spend at the site today? *Tick one.*

* Less than 1 hour o
* 1 – 2 hours o
* 2 – 3 hours o
* More than 3 hours o

Q4. Over the past year, how often have you visited this location? *Tick one.*

* Daily o
* Most days (180+ visits) o
* 1 to 3 times a week (40-180 visits) o
* 2 to 3 times per month (15-40 visits) o
* Once a month (6-15 visits) o
* Less than once a month (2-5 visits) o
* First visit o
* On holiday / day visit in area o

Q5. Do you normally visit at a certain time of day? *Multiple answers ok. See note 3.*

* Before 9am o
* Between 9am and 12pm o
* Between 12pm and 3pm o
* Between 3pm and 6pm o
* After 6pm o
* It varies o
* Don’t know / first visit o

Q6. Is there a time of year you tend to visit more often? *Multiple answers ok.*

* No, all year round o
* Spring (Mar-May) o
* Summer (Jun-Aug) o
* Autumn (Sept-Nov) o
* Winter (Dec-Feb) o
* Don’t know / first visit o

Q7. What made you visit here today rather than another place? *See note 4.*

Main Other

* Don’t know / others in party chose o o
* Close to home o o
* No need to use car o o
* Good / easy parking o o
* Free parking o o
* Particular facilities (please detail) o o  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Refreshments/café/pub o o
* Good area to take the dog for a walk o o
* Good area to take the dog off the lead o o
* Space and facilities for natural play o o
* Peaceful o o
* No traffic noise o o
* Not too many people o o
* It feels safe o o
* It feels welcoming o o
* Familiar o o
* Good choice of routes / places to walk o o
* Good views o o
* Wildlife interest o o
* Sense of wilderness o o
* Site history o o
* Suitability of area in given weather conditions o o
* Other (please specify) o o  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q8. How do you normally travel to the site? If it is your first visit or you are on holiday, how did you travel to the site today? *Tick one.*

* On foot o
* Bicycle o
* Public transport o
* Car / van o
* Other (please specify) o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q9. If you arrived by car, which car park did you use? *See note 5.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q10. Where did you enter the site? *See note 6.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q11. Can you show me on a map the route you have taken around the site today? *See note 7.*

Q12. What influenced your choice of route today? *Multiple answers ok.*

* Weather o
* Daylight o
* Time o
* Other people o
* Group members (children, less able) o
* Muddy paths o
* Followed marked trail o
* Activity undertaken o
* Other (please specify) o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q13. Are you aware the site is particularly important for wildlife?

* Yes o
* No o
* Unsure o

Q14. If you answered yes to the above question, can you name the type of designation(s)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q15. Do you know what important habitats and species occur here?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q16. Are there any aspects of how the site is managed that you would like to see changed?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q17. In terms of this site, if the following changes were made, would you spend more or less time here?

More Less Unsure

* Site is busier with more people o o o
* Creation of marked trails and routes with interpretation o o o
* Better path surfacing / routing o o o
* Increased or introduction of parking charges o o o
* Provision of formal car parking o o o
* Dogs required to be on leads o o o
* Presence of warden o o o
* Part of site closed in areas sensitive for wildlife o o o

Q18. What would make you want to visit a new park or greenspace if this was created in the area instead of here? *Multiple answers ok.*

* Nothing o
* Good paths / path network o
* Cycling routes o
* Dog friendly o
* Dogs off lead area o
* Play equipment o
* Sculptures o
* Attractive landscaping o
* Attractive scenery o
* Wildlife o
* Access to water o
* Large open space o
* Good parking facilities o
* Free parking o
* Refreshments o
* Toilets o
* Close to home o
* Other (please specify) o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q19. Which other site(s) would you have visited today if you couldn’t have visited here? *See note 8.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q20. Can you tell us about any other sites you visit regularly? *See note 8.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting notes:**

Note 1. Assure participants that town and postcode data is being collected so that the results can be properly understood. The information will not be used for anything else or shared with anybody.

Note 2. Tick one main activity and as many other activities that are stated. Do not prompt with potential answers. For sites where water sports are a key issue / site use, it may be helpful to list some in your version of the questionnaire, e.g. windsurfing, kite surfing, boating, canoeing / kayaking, fishing.

Note 3. For coastal sites, you may also want to ask if they plan their visit in relation to the tide.

Note 4. Tick one main reason and as many other reasons that are stated. Do not prompt with potential answers.

Note 5. Provide a list of possible car parks, plus any commonly used roads / laybys nearby. It can be helpful to mark them on a map.

Note 6. Provide a list of possible entry points. It can be helpful to mark them on a map.

Note 7. Show the visitor a map with visible features, landmarks and footpaths clearly marked. Annotate the map with the route taken (or to be taken if they know) and arrows showing the direction of travel. Differentiate between actual route taken and planned route taken, e.g. using solid or dashed lines. In some cases, you may also want to ask if today’s route is reflective of their usual route when visiting the site; and whether the visit involved walking off the paths.

Note 8. You can relate Q19 and Q20 to a specific activity that is a particular issue at the site, e.g. water sports or dog walking. Capture as much information as possible about other sites, including site name and location. In some cases, you may also want to ask how they travel to the other site(s) and how frequently they go there. You may not need both Q19 and Q20; one or the other may suffice.