

Forestry Commission England
Yorkshire and North East Area
Foss House,
King's Pool, 1-2 Peasholme Green,
York YO1 7PX

Tel: 0300 067 4900

Yorkshirenortheast@forestry.gsi.gov.uk

Position: Local Partnership Adviser
Name: Jim Smith

Dear Sir/Madam

INVITATION TO QUOTE FOR: Woodlands for Water Project, Yorkshire and North East England

REF NO: W4W/YNE/17/18

You are invited to submit a quotation for the opportunity for suitably qualified, skilled and experienced forestry and woodland advisors to provide landowners with support in preparing Countryside Stewardship Grant Scheme applications for woodland creation in target areas (Woodlands for Water target areas) in Yorkshire and North East England.

A brief of the work is attached.

Please send your completed quotation and any enquires about this invitation to Jim Smith.

Email: Yorkshirenortheast@forestry.gsi.gov.uk

We must receive your quotation by: **09.00am Monday 18th September 2017**

Please refer to the details and questions provided in the Evaluation Matrix. All submissions will be evaluated objectively as detailed in the Evaluation Matrix.

Please note the following conditions:

- Any contract concluded as a result of this invitation shall be governed by English Law and the Forestry Commission's Standard Terms and Conditions of Contract will apply. Your terms will not apply
- The completed quotation and all accompanying documents are to be in English
- All prices are in sterling and exclusive of VAT
- The FC reserves the right to cancel or withdraw from the process at any stage
- All information supplied to you by the FC must be treated in confidence and not disclosed to third parties
- All details of your offer must be valid for our acceptance for a period of 30 days.
- Once the contract has been awarded, any additional costs incurred which are not

reflected in the quotation will not be accepted for payment

- Offering an inducement of any kind in relation to obtaining this or any other contract with the FC will disqualify your quotation from being considered and may constitute a criminal offence.
- The Forestry Commission reserves the right to withhold payment if the quality of the application does not meet the standard that one could reasonably expect from an experienced professional forester.
- It is a condition of the Woods for Water project that the advisor shall attend a pre-commencement meeting to confirm and clarify what is to be delivered and what standards are expected. Reasonable notice will be given for the date and location of this meeting.
- The Environment Agency/ Forestry Commission Priority Sub Catchments areas for Yorkshire may increase in size after consultation with the Environment Agency and will be confirmed at the pre-commencement meeting.
- Although payment will be made by the Forestry Commission once the advisor submits a complete application to Natural England Technical Services, it is a requirement of the Woods for Water project that the advisor continues to support the applicant to the point where the application is approved and "goes live."

Yours faithfully



Jim Smith

Introduction & Specification

The purpose of this invitation to quote is to invite expressions of interest from suitably qualified, skilled and experienced forestry and woodland advisors to provide landowners with support in preparing Countryside Stewardship (CS) Scheme applications for woodland creation in Woodland for Water target areas across Yorkshire and the North East of England. In turn the Forestry Commission, in partnership with the Environment Agency, shall provide payment in the form of Woodlands for Water Planning Grant Payment on receipt of acceptable CS applications. We are seeking to appoint advisors that will collectively cover the priority areas across the whole of Yorkshire and North East England. But please note that unlike in previous years there may be more than one advisor covering a geographic area.

With funding from the Environment Agency, Forest Research have produced a report and supporting maps to show where there is greatest opportunity for woodland creation to mitigate downstream flood risk and/or reduce rural diffuse pollution and so address Water Framework Directive (WFD) objectives, in Yorkshire and the North East of England. This work builds on the evidence base summarised in Woodlands for Water (FC and EA, 2011 [Flooding, woods and water bibliography \(Forest Research\)](#)) and work from previous rounds of the Woods for Project schemes running from 2013, [Woodland for Water: Woodland measures for meeting Water Framework Directive objectives \(Forest Research\)](#). We now wish to build on this in phase 3 of the project by continuing to encourage an increased rate and greater scale of woodland creation in the identified target areas through offering Woodland for Water Planning Grant to advisors to prepare CS Woodland Creation Grant (WCG) applications which lead to approved schemes.

As data has improved and been updated the targeting process has evolved. The attached map (annex 1) shows the target areas. It is in these areas that advisors are to identify and develop woodland creation schemes in order to receive the Woodlands for Water Planning Grant payment. Some specialist training in the design of woodlands that will benefit the water environment will be provided by the Forestry Commission and the Environment Agency to the advisors selected to work on this project. Close working with Catchment Sensitive Farming advisors will also be encouraged. Woodland creation schemes developed under this project must be of high quality and take full account of local environmental sensitivities and opportunities and comply with the UK Forestry Standard.

Outputs & Timescales

The Woodland Creation Grant (WCG) is part of the Countryside Stewardship scheme funded under the Rural Development Programme for England (RDPE).

We are looking for advisors who can rapidly generate interest and make CS WCG applications to meet the relevant application window for [Countryside Stewardship \(England\)](#). To support this Forestry Commission and the Environment Agency will be promoting the Woodlands for Water project and the services offered by the selected advisors.

Health & Safety

All issues associated with Health and Safety legislation and industry best practice will be the responsibility of the Woodlands for Water advisor.

Invoicing & Payment

All invoices for Woodlands for Water Planning Grant must be submitted to Forestry Commission, Local Partnership Adviser by 17:00 hrs on 8th March 2018 at the address above. Where VAT is to be charged, i.e. where the advisor is VAT registered, the VAT must be specified. The payment will be made once the scheme is successfully submitted to Natural England Technical Services (NETS) and meets the relevant requirements. Prior to submission of a CS WCG application, advisors must carry out a basic Land Information Search check on the land proposed for new woodland planting and also check to find out if any of the land proposed for new woodland planting is currently receiving European Union grant funding under any other agri-environment scheme (such as ELS or HLS). They will also need to ensure the scheme delivers against the water objectives within the CS scheme. If an application is subject to an existing agri environment scheme the adviser will be responsible for engaging Natural England to confirm the ability to take forward a woodland creation grant scheme.

Woodland for Water Planning Grant payment will be made at the rate of £100/ha of new woodland being created (including permissible open space). Minimum payment per scheme will be £500 and maximum £2,000. However, in the EA/FC priority sub-catchments the rate of payment will be £150 per ha (The minimum and maximum thresholds quoted above also apply in these special areas). VAT is to be added to this figure where the advisor is VAT registered. The normal minimum gross area of new planting to attract this payment will be 5ha. Proposed riparian woodlands can be smaller if they are within a target area for Keeping Rivers Cool (details to be provided at the Woods for Water pre-commencement meeting.) or will provide a clear benefit in reducing rural diffuse pollution and are in a water quality high priority area or they build on existing riparian woodland. There is no maximum area (where appropriate large woodlands are encouraged). Please note the EA/ FC Priority Sub Catchments areas for Yorkshire may increase this will be communicated at the Woods for Water pre-commencement meeting.

Advisors are required to notify the relevant local Woodland Officer at the early stages of developing a potential woodland creation scheme, providing information on the approximate size and location of what is proposed and to enable some early input from the Woodland Officer.

Please note that potential woodland creation schemes are only eligible for one form of planning grant support i.e. schemes which have been successful under the Woodland Creation Planning Grant through the Forestry Innovation Fund and the Countryside Stewardship Facilitation Fund will not be eligible for Woodlands for Water Planning Grant (and vice versa).

Evaluation Matrix

You are invited to respond to this invitation by expressing your interest in a maximum of four pages and by covering the following questions and criteria, please read all questions before answering to avoid duplication of the same answers:

Title	Weighting	Agreed Marking Criteria
<p><u>Award Question</u></p> <p>Relevant qualifications & experience:</p> <p>Describe the relevant qualifications, skills and relevant experience of the named advisor.</p> <p>Please also state whether or not the named advisor will have access to GIS facilities and level of proficiency in using GIS. (GIS capability is not essential but is desirable).</p> <p>Please read following questions prior to answering.</p>	<p>25%</p>	<p>The following evaluation system will be applied to answers provided to all of the questions:</p> <p>0 – No response or totally inadequate response</p> <p>No response or an inadequate response</p> <p>1 – Major Reservations/Constraints</p> <p>The response simply states that the party submitting a quote can meet some of the requirements set out in the question or statement of requirements, but have not given information or detail on how they will do this.</p> <p>2 – Some Reservations/Constraints</p> <p>The party submitting a quote has provided some information about how they propose to meet most of the requirements as set out in the question or statement of requirements. There is some doubt in their ability to consistently meet the full range of requirements.</p> <p>3 – Fully Compliant</p> <p>The party submitting a quote has provided detailed information covering all elements of the question, detailing how they propose to meet all the requirements as set out in the question or statement of requirements. This gives full confidence in their ability to consistently meet the full range of our requirements.</p> <p>4 – Exceeds Requirements</p> <p>The party submitting a quote meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract.</p>

<p>Specific Environmental Grant Experience</p> <p>Provide evidence that the named advisor has direct experience of successfully applying for and implementing grant schemes for woodland or other habitat creation work.</p> <p>If there are specific examples associated with the implementation of Natural Flood Management, including woodland creation, please include these in your answer.</p>	<p>25%</p>	
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<p>Local knowledge & networks:</p> <p>Please highlight if there is a preferred geography that the named adviser would like to cover.</p> <p>It is important that the advisor knows the relevant area well and has a good network of landowner contacts to draw on as the advisor will need to be proactive in marketing this opportunity to landowners in Yorkshire and the North East.</p> <p>Please describe the named advisors network of contacts and explain how you will market/promote this Woodland for Water service/opportunity to landowners.</p>	25%	
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<p>Links with existing farm advice and catchment projects:</p> <p>Some of the Environment Agency target area overlaps areas that are currently covered by Catchment Sensitive Farming officers or River Trust Farm advice projects. In these areas, close working will be required with existing land management advisors to ensure approaches to farmers and land owners are co-ordinated.</p> <p>Describe any work you have done with the Catchment Sensitive Farming project and River Catchment Partnership Projects or similar Natural Flood Management initiatives. This criterion will primarily be scored for relevant areas in Yorkshire and the North East.</p>	<p>25%</p>	
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Pricing Schedule

Ref	Description		Price (£)
1	Woodland for Water Planning Grant	Priority Areas	£100 / ha
2	Woodland for Water Planning Grant	Highest Priority Areas	£150 / ha

In the Priority Areas Woodland for Water Planning Grant payment will be made at the rate of £100/ha of new woodland being created (including permissible open space). Minimum payment per scheme will be £500 and maximum £2,000. VAT is to be added to this figure where the advisor is VAT registered.

In Highest Priority Areas (EA/FC priority sub-catchments) the rate of payment will be £150 per ha (The minimum and maximum thresholds quoted above also apply in these special areas). VAT is to be added to this figure where the advisor is VAT registered.

The normal minimum gross area of new planting to attract this payment will be 5ha. Proposed riparian woodlands can be smaller if they are within a target area for Keeping Rivers Cool (details to be provided at the Pre Commencement meeting) or will provide a clear benefit in reducing rural diffuse pollution and are in a water quality high priority area or they build on existing riparian woodland in a high or highest priority area. There is no maximum area (where appropriate large woodlands are encouraged).