

Our Common Cause: Our Upland Commons

Enabling a
shared future
for all

INVITATION TO TENDER

From Foundation for Common Land (on behalf of the National Trust)

For Delivery of Historic Landscape Project on Clee Liberty Common, Shropshire

Contact Sam Caraway, Project Manager, Foundation for Common Land,
sam@foundationforcommonland.org.uk Tel: 07484 922995

Date 9th June 2021

1. Overview

The Foundation for Common Land and its partners in the **Our Common Cause: Our Upland Commons Project** wish to appoint a Consultant/Contractor to deliver a Project to increase knowledge, raise awareness and encourage engagement in the historic environment of Clee Liberty Common.

The Clee Liberty Historic Landscape Project will run over three years and involve volunteers in investigating, monitoring and conserving significant archaeological features, including a Scheduled Monument, SHINE site and the historic landscape on Clee Liberty common as follows:

- Involving local volunteers in investigation and monitoring of archaeological sites
- Restoration projects on historic features linked to man's historic use of the commons
- Where appropriate, work with partners/stakeholders to secure the future of historic features through specific management of surrounding vegetation
- Increasing awareness and understanding of historic features on the common.

Tenders should be in the region of £22,000 excluding VAT.

2. Background

The Foundation for Common Land and a broad partnership of organisations have secured a Heritage Grant from the National Lottery Heritage Fund to deliver a landmark project that will conserve and enhance the cultural and natural heritage of commons and commoning in upland England, working in the Lake District, Dartmoor, the Yorkshire Dales and Shropshire Hills. The project will be delivered between March 2021 and April 2024.

This project comes at a critical time when common land faces the biggest change in agricultural policy support for three generations, and when there is an urgent need to rectify past ecological damage and create resilience in the face of climate change. Commons are too small in number and in economic impact to register within national policy and planning, yet the landscapes and

cultural heritage commoners manage are of disproportionately high value for biodiversity, water supply, carbon storage, historic environment, natural beauty and public access.

The project has four central aims reflected in four thematic strands of activity:

- Secure and support collaborative management of Common Land;
- Ensure that the health of commons is secured by supporting resilient commoning in a fast-changing world;
- Reconnect the public with the natural and cultural heritage of Common Land;
- Enhance the environmental and ecological benefits offered by Common Land.

You can find out more about the Our Common Cause Project and the Our Common Cause Partnership at www.foundationforcommonland.org.uk/our-common-cause

3. Engaging Stakeholders and Demonstrating by Doing

Critical to the project's ethos is the belief that if we are to achieve the best outcomes for commons, we need to understand different perspectives and passions, we need effective collaboration and we need trusted facilitation to promote fruitful discussion and build consensus.

The projects delivered as part of Our Common Cause will 'demonstrate by doing' and so change attitudes and behaviours, build collaboration and bring people together. Projects at a local scale will demonstrate how we can deliver positive change regionally and nationally. Sharing our learning amongst our partners and stakeholders within, between and beyond our four local areas is a key outcome of this project.

In order to facilitate collaboration, sharing and learning, the project employs a national project manager as well as local project officers in each region. Each region is also supported by an Area Group, comprising key local stakeholders including the local national park/AONB, governmental and third sector conservation and heritage organisations, and representatives of landowners and commoners.

The consultant /contractor should demonstrate their approach to working with the project team and Area Group to:

- Engage the relevant stakeholders in the delivery of this project.
- Ensure the relevance of their delivery to those involved in the day to day management of the commons (including commoners).
- Maximize the opportunities for sharing, learning and influencing long term change.

4. Scope of Services Required including Outputs

Work with partners, stakeholders and consultants during a development phase during 2018-2019 to scope a future historic environment project for Clee Liberty, suggested a phased programme of archaeological investigation work with volunteers over a three-year period, as follows:

Year 1 - Understanding the Iron Age landscape:

Conduct research into the Iron-Age landscape of the area, carry out investigation of the interior and immediate exterior of Nordy Bank (Scheduled Monument) and an excavation at Clee Burf to establish whether any remains of the hillfort survive.

Year 2 – Understanding the Medieval development of the common:

Conduct research into the Medieval landscape - could include trenches across the parish and common boundary banks to date them, detailed survey and recording of the bell pits – possible investigation of a single bell pit.

Year 3 - Focus on the industry, quarrying and lime production:

Conduct research into the industry of Clee Liberty, documentary research into the history of the quarries, and quarrying in general. Survey and detailed recording of the limekilns, sample excavation of one of the limekilns. Detailed recording of the remaining quarry structures.

The Consultant should develop a programme of work to deliver the aspirations set out above and where appropriate use data and fieldwork to inform the work of other project partners and stakeholders regarding management of the Common – this is particularly relevant to the management of bracken and other vegetation, where this could be better managed to protect historic features and safeguard them into the future .

Outputs:

- Introductory and completion events - 1 intro and 1 completion event/year
- Training days with volunteers - at least 2 days per year
- Survey and recording, excavation, investigation fieldwork with volunteers where appropriate - 10 on-site days per year is anticipated
- Coordinate volunteer effort with support of the OCC Project Officer – 150 volunteer days anticipated (e.g. 10 days per year x 5 volunteers)
- A record of all events and investigations should be made including before and after photographs, volunteer attendance lists and evaluation feedback from training and engagement events
- All data collected to be provided to Shropshire Council's Historic Environment Record (HER)
- A summary article or short report will be produced and lodged with Shropshire Council's Historic Environment Record (HER).
- Liaison with partners/stakeholders to inform management of vegetation with regard to appropriate protection/safeguarding of the historic landscape.

All activity will be carried out under the guidance of Historic England and in collaboration with Shropshire Council's Historic Environment team. Appropriate Scheduled Ancient Monument consents will require negotiating as part of this contract and approval gained from Historic England before any work takes place.

Intellectual Property Rights

Intellectual property rights for the concepts and proposals developed under this contract will belong to the Foundation for Common Land and the successful consultant.

National Lottery Heritage Fund Requirements

National Lottery Heritage Fund must be acknowledged in accordance with their guidance, on any outputs or communications/advertising material. Any digital outputs must comply with NLHF's requirements which can be found on their website.

5. Skills and Experience Required

The successful consultant/ contractor should demonstrate that the named individuals delivering this project have suitable skills and qualifications to deliver the project. Consultants/contractors should also evidence successful delivery of similar projects by the consultancy. In particular they should demonstrate skills and experience in the following areas:

- Carrying out archaeological research, investigation and fieldwork on designated sites
- Analysing and interpreting archaeological survey data and producing reports
- Recruiting, training and engaging volunteers in survey and investigation/restoration work.
- Running public events to engage the public/volunteers with archaeology/historic landscapes.
- Working successfully with partners and statutory organisations in collaborative projects for historic landscapes.

6. Budget and Schedule

- This work is funded through a partnership project, and the main contributor is the National Lottery Heritage Fund.
- The budget for this contract is in the region of £22,000 exc VAT to include all consultant time, travel expenses, materials and any other expenses associated with the work.
- The completion date for the contract is April 2024.
- Payment will be made in staged payments to be agreed on award of contract. The Tender should include a proposed payment schedule with payments linked to the completion of identified milestones. Unless otherwise agreed, payments will be in arrears for work completed, and 20% of the total contract value should be reserved until the completion of all works and the submission of the final project report.

7. Available Materials

- General information about the initiative can be found at:
<http://www.foundationforcommonland.org.uk/>
- The second stage application and supporting documents are available on request from Sam Caraway sam@foundationforcommonland.org.uk
- Historic Landscape Survey & Audit of Clee Liberty Common produced by Fearn Heritage & Archaeology available from sam@foundationforcommonland.org.uk

8. Contract Management

This contract will be managed by the Our Common Cause Project Officer Renee Wallace, who is employed by the National Trust and seconded to the Foundation for Common Land. The contract will be with the National Trust and will need to comply with the Trust's General Terms & Conditions (attached).

The Project Officer will be able to support the Consultant/Contractor with promoting the project within the local community, delivering intro/completion events and recruiting/engaging volunteers to be involved in investigations /fieldwork etc.

9. Health & Safety and Insurance

The contractor will be responsible for the health and safety of its employees, volunteers and participants in events it is delivering, as well as for ensuring that none of the work it is delivering under this contract adversely affects the health or safety of the public or any other persons.

The contractor will be required to produce a suitable risk assessment covering the works delivered under this contract prior to the commencement of the contract, and to provide any documentation relevant to the safe delivery of the project.

The contractor will need to demonstrate evidence of the following insurance policies:

- Employers liability £5 million
- Public Liability £5 million
- Professional Indemnity Insurance £1 million (or demonstrate that the advice given under this contract is covered by the contractor's public liability policy).

10. Timetable

The tender application should include a timetable of key project milestones, showing when main outputs are scheduled. Key dates for set up and completion of contract are shown below.

MILESTONE	DEADLINE
<i>Submit tenders in response to this brief</i>	<i>30th June 2021</i>
<i>Selection of preferred contractor (including possible telecall/meeting to discuss the work further)</i>	<i>5th July 2021</i>
<i>Contract start date and inception meeting</i>	<i>w/c 12th July 2021</i>
<i>Completion of all works and submission of final report/s</i>	<i>1st April 2024</i>

11. Tender Submission

Please submit a short proposal (no more than 12 sides A4) outlining how you would approach this work to sam@foundationforcommonland.org.uk by **5pm on Weds 30th June**. We will aim to finalise the appointment by Monday 5th July 2021.

Your proposal should include:

- An outline of how you would deliver the work, including approach to engaging stakeholders,
- Details and relevant experience and qualifications of the individual(s) who will be delivering the work,
- Examples of similar work completed for other projects including any NLHF projects,
- An outline budget broken down into the different components of the work:
 - The fee structure for the individual/s involved including estimated time allocation
 - Estimated costs for travel and any accommodation or other subsistence
 - Total cost for all work and expenses, excluding VAT
 - VAT status.
- A timetable outlining key milestones and outputs; and a proposed payment schedule with payments linked to the completion of the identified milestones.

12. Selection Criteria

	Proposed Methodology (approach to the work, scope of proposed delivery, response to the tender)	Suitability for the Work (Experience of delivering similar projects, skills and qualifications of team, sector knowledge)	Demonstrating by Doing (Proposed approach to engaging stakeholders, working with the wider OCC team and project, maximizing learning, sharing and wider influence)	Value for Money (Proposed day rates, allocated costs compared to scope of delivery)
Weighting	35%	35%	15%	15%

NB Tenders significantly over proposed value of tender (I.R.O £22,000 exc Vat) will not be considered. The Project Manager/Project Officer reserves the right to reject the proposal if they are not satisfied with the content and/or not to appoint the cheapest or any tender for any reason.

Map of Clee Liberty Common

