

ARCHAEOLOGY AND DEVELOPMENT: GUIDELINES AND TRAINING FOR SLIGO LOCAL AUTHORITIES

INVITATION TO TENDER

Call for Tenders

Tender proposals must be submitted by 4.00pm on Friday 8th February 2008.

All tenders must be submitted in writing and marked "Archaeology Guidelines" and addressed to Siobhán Ryan, Heritage Officer, Sligo County Council, County Hall, Riverside, Sligo by 4.00pm on the closing date, Friday 8th February 2008.

Introduction

In identifying the responsibility that Local Authorities have with regard to archaeology, Sligo County Council in association with the County Sligo Heritage Forum and the Heritage Council, invites tenders from suitably qualified professionals for the development of archaeology guidelines and training for Sligo Local Authorities.

In consultation with Local Authority staff in Sligo, it is proposed to develop guidelines and checklists that will assist staff to deal more effectively with archaeological issues on a day to day basis. In highlighting archaeology in the context of Local Authority service provision, tangible and measurable progress can be made at local level.

To be effective the archaeology guidelines developed must be understood by the relevant groups and their strength will be directly related to the amount of support that has been gained during the consultation process. The consultants will identify the relevant interests locally, regionally and nationally, and ensure that a clearly defined consultation process is adopted and documented.

Objectives

The project objectives are:

- Research and compilation of relevant standards, agreements protocols and regulatory requirements that impact on archaeology in the Local Authority environment, both positive and negative.
- An audit of each relevant service within the Local Authority, which will examine the archaeological considerations for any activities, policies and programmes undertaken. This will include an assessment of the impact of Local Authority activity for archaeology at county level, both positive and negative and will involve significant consultation with staff within the sections of both Local Authorities.
- The preparation of archaeology guidelines at county level (generic) and guidelines specific to each department, programme/service area. These will provide clear and practical advice to LA staff as to how planning for archaeology can be achieved on a daily basis.
- Following the development of the guidelines the consultants will design and deliver a comprehensive training programme for Local Authority Staff on their potential role in managing archaeology at local level.

Required outputs

The following outputs are required:

- Archaeology and Development Guidelines for Sligo Local Authorities
 - One loose hard colour copy of final report with original photographs, six bound colour copies of final report in A4 format and an electronic copy of all reports (in Microsoft Word compatible format) with all photographs, figures etc. will be required.
 - Two unbound copies, capable of being photocopied.
 - One copy of the report text in Microsoft Word compatible format.
 - Two sets of high resolution digital images saved to CD.

- Representative photographs should be taken where appropriate. Labelled copy of all photographs should be supplied, copyrighted to Sligo County Council (as appropriate), as hard copy and on disk (at resolution capable of reproduction at 7"x5" print quality).
- Provision of training for Local Authority staff in Sligo on the Archaeology Guidelines, a minimum of 10 full training days should be allocated for the implementation of the training module.
- Two presentations on the key findings of the study will be required.

Project Location

The project will take place in County Sligo. Consideration will be given in assessing tenders, to the balance made between the proposed outputs which will include the development of archaeology guidelines for Sligo Local Authorities and a training module for Local Authority staff in the use of the guidelines produced through the study.

Timescale

The project will take place over a 7 month period and will commence in April 2008, with an interim report due in June 2008 and final report and maps due for submission by the end of September 2008. Training of Local Authority staff will take place during October 2008.

Project Management

A working group comprising representatives of the Archaeology Working Group (a sub group of the Sligo Heritage Forum) will guide the development of the project. Day to day contact will be with the Heritage Officer. The Working Group will meet regularly to agree the work programme and to review the progress of the project. These meetings will take place in County Sligo.

Format of Proposals

Proposals in response to this brief should set out in detail how the study will be approached, method of working and any other relevant matters. The project design should include:

- Method statement, reference material to be used, consultation planned and a detailed timetable identifying key dates and deliverables.
- The method statement should cover project methodology, data storage and analysis. It should also address proposed consultation and time tabling, and the proposed training module.
- Awareness-raising and consultation with staff and other relevant agencies should also be addressed.
- A resource plan showing the breakdown of person hours between professions and stages.
- A detailed breakdown of the estimated costs of carrying out all elements of the project.
- Extent of professional indemnity and public liability cover.

Required Skills and Experience

Proposals should contain clear details of the skills and experience of the project team, including the range of relevant professional skills which would be brought to bear, and the names and CVs of all proposed team members. Details should also be given of the relevant experience of the firm and personnel proposed including the project leader, with examples of previous work.

Essential

- Proven professional experience and understanding of archaeology and development, particularly with reference to the local authority working environment.
- Thorough knowledge and understanding of all relevant archaeology legislation and policies affecting management of archaeology in the Local Authority service environment.
- Proven ability and experience in liaising with local authority staff, the public and relevant agencies.
- A thorough understanding of the role of Local Authorities at local level.
- Experience of writing clear, concise reports for a general audience; working to tight deadlines.
- Proven experience in the delivery of archaeological training for a broad audience.

Desirable

- Knowledge of archaeology and development in Ireland and County Sligo.

Budget and Payment Schedule

The total maximum budget for this project is €20,000 (including travel and all other expenses and VAT as applicable). A detailed breakdown of costs associated with all elements of the project should be submitted. A current tax clearance certificate will be required. Withholding tax may be deducted by Sligo County Council from any payments made. This contract will be awarded on the basis of a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro.

No other amount over and above the negotiated contract amount will be paid to the appointed consultant.

There will be 3 phases for payment made throughout the project based on the successful completion of the each stage of the Archaeology Guidelines Project.

Stage 1 One third to be paid on completion and submission of interim report on the 27th June 2008

Stage 2 One third to be paid on overall completion and submission of the guidelines 26th September 2008

Stage 3 One third on completion of the training module on the 31st October 2008.

Each payment request is to be made by invoicing Sligo County Council for the appropriate amount.

A penalty of 25% of the total value of the contract will apply if all final outputs are not delivered on time.

General Issues

Report Content & Format

All materials should be archivally stable. Style and content of reports should be as detailed in the Heritage Council document *Standardisation of publication styles for Heritage Council reports*, available at <http://www.heritagecouncil.ie/publications/standard/contents.htm>. Report covers should contain the logos of both Sligo County Council and the Heritage Council, and should contain the text "An Action of the County Sligo Heritage Plan 2007 – 2011".

Copyright and Confidentiality

The consultant will be required to assign copyright of the report and all maps, drawings and photographs to Sligo County Council. Copyright for any illustrations or other material used should be cleared by the consultant. Sections of the report may be made available for public use by Sligo County Council.

Freedom of Information

Sligo County Council operates under the Freedom of Information Act 1997 and all information held by the Council (including proposals submitted in response to this brief) may be subject to requests under the Act.

Insurance

The successful consultant will be required to submit evidence of relevant professional indemnity and insurance details.

Evaluation of Proposals

Evaluation of proposals will be based on the ability of the consultant to deliver the skills and outputs detailed above and on the value for money of the proposed work. Short listing may apply and interviews may be held with selected candidates prior to the final evaluation. Sligo County Council does not bind itself to accept the lowest or any tender, and no person making a submission will be remunerated for any trouble or expense incurred in preparing a submission.

Deadline for receipt of tenders is **4pm, Friday 8th February 2008**. All tenders should be clearly marked "Archaeology Guidelines" and sent (*hard copy only; faxed or e-mailed proposals cannot be accepted*) to:

Siobhán Ryan, Heritage Officer, Sligo County Council, County Hall, Riverside, Sligo.

Three copies of all relevant documentation should be submitted.

Award of Tender Contract

Please note that any contract awarded will be subject to funding approval.

***This project is an action of the County Sligo Heritage Plan 2007-2011
and is funded by Sligo County Council and The Heritage Council.***