



Expressions of Interest are invited for the business opportunities of Cycle Hire Centre and/or Catering Outlet at Dalby Forest, North Yorkshire.

The Forestry Commission is seeking a partner to operate the cycle hire centre and/or catering outlet at Dalby Forest Courtyard Complex. Parties interested in applying for this opportunity should contact the address below for further details and application requirements.

For more information about this business opportunity contact:

Forestry Commission
North York Moors
Outgang Road
Pickering
North Yorkshire
YO18 7EL.

Tanya.rex@forestry.gsi.gov.uk

Or

James.lee@forestry.gsi.gov.uk

Expressions of interest must be returned by 12 noon 16th January 2012.



Invitation of expression of interest

Cycle Hire and/or Catering business opportunity at Dalby Forest, North Yorkshire, YO18 7LT.

Expressions of interest are invited for two business opportunities which will operate at the Courtyard Complex, Dalby Forest.

Contact details

Tanya Rex
Forestry Commission
North York Moors
Outgang Road
Pickering
YO18 7EL.

Tanya.rex@forestry.gsi.gov.uk

01751 460454
01751 470725

The Forestry Commission

The Forestry Commission is the government department that oversees the nation's woodlands on behalf of the Government.

Forestry Commission delivers the Government's forestry policies through:

- Management of the Nation's woodlands
- Working in partnership with others to promote the interests of forestry.
- Encouraging good forest management, which maximises public benefit by providing targeted grant-aid for woodland owners.
- Regulating forest practice in both public and private woodlands through consultation, the use of felling controls and environmental impact assessments.

Our strategic goals include access to woodlands, the use of forests for tourism, health and well being, social inclusion, employment and education as key targets. The environment, renewable energy, active community participation, rural and economic development and well-managed woodlands are also key delivery areas.

More detailed information on the work of Forestry Commission can be found on the Commission's website, www.forestry.gov.uk

Returning expressions of interest

Completed expressions of interests must be answer the questions as outlined in Appendix 1 Please submit the following:

- 2 copies via the postal system or by hand.
- One additional submission provided on Mass Storage Device or CD, ensuring that the information provided is not protected.

Applicants are advised that responses may be reproduced solely for the purposes of this exercise.

Date for Return:

The final date for the return of completed expressions of interest is 1200 noon on the 16th January 2012. Any expression of interest received after the date and time specified may not be considered.

Return address

Tanya Rex
Forestry Commission
North York Moors
Outgang Road
Pickering
YO18 7EL

Process

The table below sets out our intentions regarding selection process and likely timetable. This is dependent on identifying suitable business partners at the expression of interest stage and subsequent parts of the process. We reserve the right to alter the timetable to ensure that we get the right partner to deliver the services.

Stage	Dates	Description
Site Visit	Thursday 5 th January 2012	Applicants' opportunity to view the site prior to submission of their expression of interest. By appointment only.
Receipt of expressions of interest	To be submitted by 12 noon on the 16 th January 2012.	The applicant should provide information about the nature of the business and proposals to deliver a catering and/or cycle centre at Dalby Forest. The FC wishes to understand what potential applicants might want to offer so that we can develop a detailed requirement for stage 2 of the process.
Review of submissions	Late January 2012.	Including clarification where necessary and development of detailed specification of requirements.
Receipt of Formal bids and selection process	To be submitted by 12 noon on 10 th February 2012.	Selection based process to be outlined following review of submissions. Likely to include a formal bid and competency process followed by an interview process for shortlisted applicants.

Site Visit

A site visit will be available to all interested parties, although is not compulsory, on Thursday the 5th January 2012. It is strongly recommended that applicants arrange to attend the site visit before returning their expression of interest. Please contact our district office on 01751 472771 to arrange an appointment. Please be aware our office will reopen after Christmas on the 3rd January 2012.

The Business Opportunities

The business opportunities invited for expression of interest are:-

- Lot 1 – Courtyard Cycle Hire including cycle related retail.
- Lot 2 – Courtyard Catering facility.

The workspaces included in each lot are:-

- Lot 1 - One L-shaped building (approx. footage = 163.40 square meters) for the operation of the business, bike wash facility and an office space (approx. footage = 17 square meters).
- Lot 2 - One buildings encompassing a café, with servery and seating area (approx. footage = 56.82 square meters), one building housing a kitchen area (approx. footage = 18.90 square meters) and an external patio seating area.

Additional information including a building plan and photographs of the building and site are attached as appendix 2.

The Forestry Commission is seeking a partner or partners to operate a cycle hire centre and/or a catering outlet within the Courtyard Complex at Dalby Forest. We are interested in proposals that provide details (please see appendix 1) of:

1. Basic background information about the applicant
2. `The offer` in terms of the catering and/or cycling experience.
 - a. Main income streams
 - b. Projected audience (numbers and demographics)
 - c. Links to key government agendas such as big society, localism, health, education and climate change as well as links to local communities and potential knock on economic benefits and job creation.
 - d. Details of additional services you would propose to offer e.g. Training courses/events.
3. How to engage with less mobile visitors and under represented groups to provide a better forest experience.
4. How the site operation would seek to minimise environmental impacts.
5. Provide details of any Health and Safety polices and risk assessments already in place within your business.

We are anticipating an initial agreement of three years with the option for a further three year extension based on performance levels within the initial three year term.

Background

Dalby Forest is known as one of the best cycle trail centres in England. The 8,000 acre forest is owned and managed by the Forestry Commission (FC) and is located on the southern slopes of the North York Moors National Park, a high seasonal tourist area.

The site has good transport links and is located within easy reach of major conurbations including York, Hull, Middlesbrough, Leeds and Darlington. Pickering is the nearest town. The postcode for the site is YO18 7LT.

The site underwent a major re-development in 2005 costing £461,000 of partnership funding between the Forestry Commission and the European Rural Development Fund's Objective 2 to improve the provision of trails for the more experienced cyclist. It was sympathetically constructed using natural materials found on site. The trails have enhanced the facilities offered, resulting in an increase in the number of visitors.

The trails developed on site are suitable for differing abilities –

- 4 km Green beginners route starting from Low Dalby
- 12.8 km Blue Moderate route starting from Low Dalby
- 34.3km Red difficult route starting from either Low Dalby or Adderstone Field
- 12.4km Green beginners route starting from Adderstone Field
- 6.4km Black World Cup route starting from Adderstone field.

The courtyard complex facilities also include public rest rooms, disabled toilets, baby changing facilities, other business workshops and offices, community resource centre and external furniture such as benches.

In 2007, the Forestry Commission opened its new sustainable Visitor Centre incorporating, shop, information point, toilets, meeting room and restaurant. The developments since 2005 have increased the numbers of visits to the forest to approximately 450,000 per annum. The success and reputation of the trails also secured the hosting of the World Cross Country Mountain Bike Championships in 2010 and 2011.



Appendix 2

Plan of the buildings and photographs of the buildings and site.



About your business

Please tell us about your business.

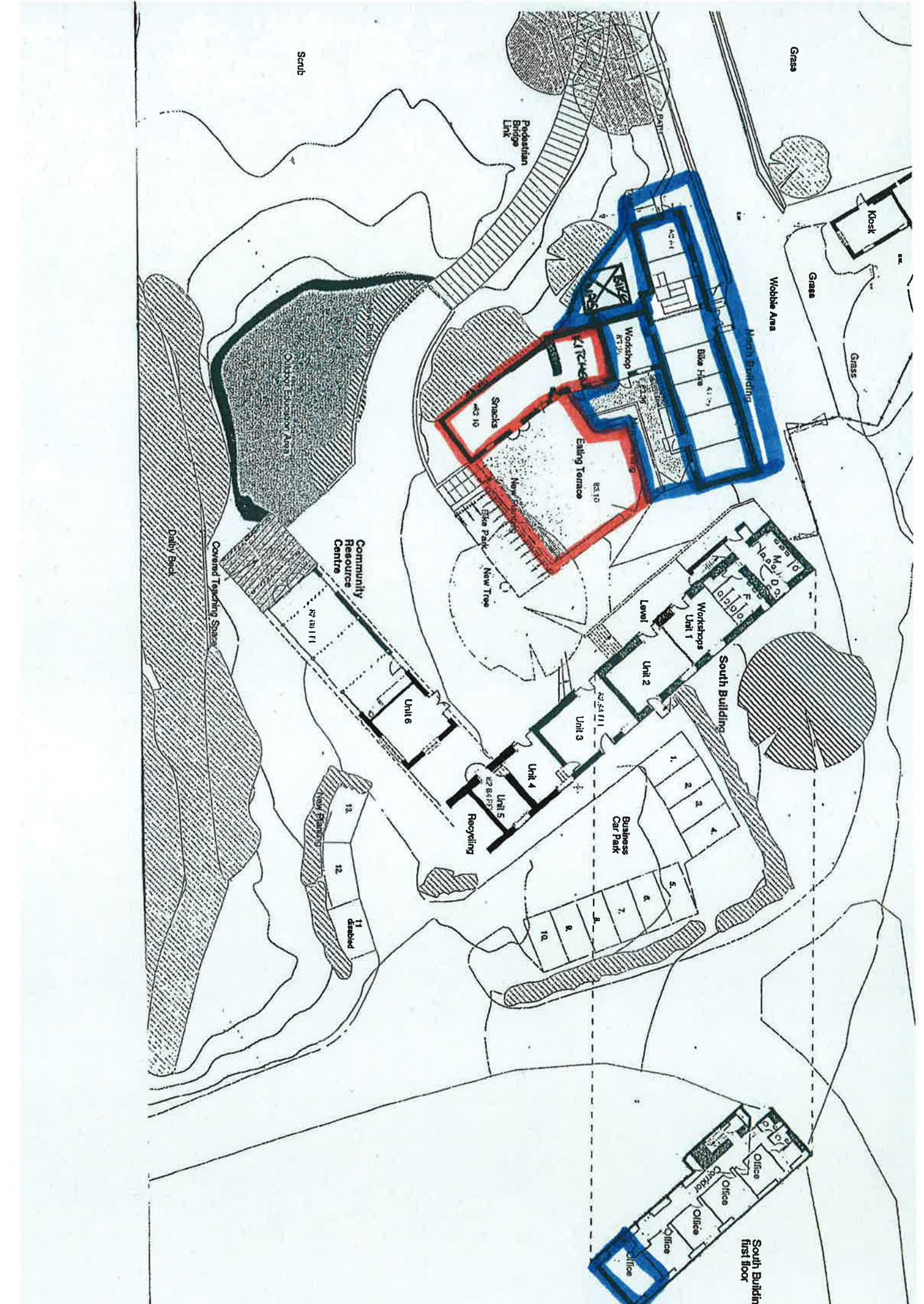
Name of Organisation	
Address for all correspondence	
Contact Name	
Telephone Number	
Fax Number	
E-mail address	
Website Address (if applicable)	
If applicable, address of Registered Office	
Nature of Organisation (E.g. Plc, Partnership etc).	
Number of employees:	
Length of time Organisation has been operating	
Company Registration Number (Or alternative EU registration number).	
VAT Registration Number (Or alternative EU registration number).	

Appendix 1.

Questions to be addressed as part of the expression of interest

1. In no more than 300 words please give a brief overview of who you are, what your current business / occupation is and outline any directly relevant experience that you may have. Applicants invited to stage 2 of the process will be given the opportunity to supply more detailed information.
2. Describe the type of catering and/or cycling offer that you think would work at Dalby Forest and:
 - A. main activities or elements of the business, i.e. mode of operation/main income streams
 - B. the projected audience (numbers and demographics)
 - C. links to key government agendas such as big society, localism, health, education and climate change
 - D. As well as developing our own business interest we would like to develop Dalby Forest to maximise benefits for the local community and economy. Please provide examples of how you would help achieve these aims.
3. Outline how you would ensure that the business is inclusive (so that all sections of society can access the site, activities and services) and in particular any ideas around engaging under represented groups.
4. Briefly describe how your business would seek to minimise any environmental impacts associated with its operation on the site.
5. Provide details of any Health and Safety policies and risk assessments already in place within your business.

Continued overleaf



Scrub

Grass

Pedestrian
Bridge
Link

Kiosk

Wobble Area

Grass

Grass

Grass

North Building

South Building

Community
Resource
Centre

Covered Teaching Space

Daily Deck

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5

Unit 6

Business
Car Park

Recycling

Snacks

Eating Terrace

Workshops
Unit 1

Level

Unit 2

Unit 3

Unit 4

Unit 5

Unit 6

South Building
first floor

Office

Office

Office

Office

Office

Office

Office

Office

Office

Corridor

Office