



**PRE-QUALIFICATION QUESTIONNAIRE (PQQ)
NATIVE WOODLANDS SURVEY OF SCOTLAND (NWSS):
FIELD WORK
FORESTRY COMMISSION SCOTLAND**

The final time and date for the return of the completed PQQ is 9th July 2007 at 12 Noon. Any PQQ received after this time may not be considered.

The Forestry Commission Scotland (FCS) wishes to engage a firm/consultant to provide field work for the Native Woodlands Survey of Scotland (NWSS).

Background on Forestry Commission Scotland

Forestry Commission Scotland is part of the Forestry Commission, and serves as the Scottish Executive's forestry department. It manages 666,000 hectares of national forest lands owned by Scottish Ministers for multiple benefits, including nature conservation, public recreation, timber production, and rural and community development; supports other woodland owners with grants, felling licences, advice and regulation; promotes the benefits of forests and forestry; and advises Ministers on forestry policy. Our aim is to increase the economic, environmental and social benefits of Scotland's forests and woodlands through implementation of the Scottish Forestry Strategy.

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

THE NWSS

Background to the NWSS

Forestry Commission Scotland has commissioned the project. An increasing emphasis is being placed on biodiversity through reporting requirements and legislation at both an international and national level. As a result of objectives and duties placed on the Forestry Commission from documents such as the Scottish Biodiversity Strategy (2000), the UK Biodiversity Action Plan (1994), the Scottish Forestry Strategy (2006), and the Nature Conservation Act (2004), the FCS has a duty

to monitor and report progress and to enact necessary incentives and regulations regarding biodiversity in relation to native woodlands.

Despite a range of previous surveys, the location, extent and condition of native woodlands in Scotland is still not known. The Native Woodlands Survey of Scotland is the first survey of the full extent of the resource rather than a plot based or sample based survey and so is able to detail location, extent and condition of all native woodlands. With a remit specific to native woodlands and a scope to survey the location, type, extent and condition of all native woodlands and non native ancient woodland sites, the NWSS covers a different area and scope to the National Inventory of Woodlands and Trees (NIWT).

FCS is leading the project and has taken the responsibility for its development and implementation. However it is also working in partnership with SNH on the survey. RCAHMS are supporting the project by offering advice on the cultural heritage aspects of woodland and how built archaeological features can be identified. FCS takes a steer from the Native Woodlands Partnership for Scotland, a group of stakeholders with an interest in the resource. Such partners and stakeholders have been invited to take a role in shaping the methodology and scope of the survey given their interest and duty in managing and protecting some of the areas that will be surveyed. In addition it was identified in setting up the survey that engaging such partners in the survey could reduce the need for duplication of effort in regard to woodland surveys.

The minimum area of woodland that will be mapped is 0.1ha. Where the wood is greater than 0.5ha the wood will be subdivided into separate polygons of Interpreted Forest Types (IFTs) The minimum size of the subdivisions is 0.25ha.

Woodland is defined as wood that has:

- A minimum area of ≥ 0.1 ha
- $>20\%$ canopy cover,
- a minimum width of 20m and
- a minimum height of 2m or the potential to achieve it.

This reflects the definition of 'forest' (Patenaude, 2005).

The woodland map is for all woodland, as defined above and also includes linear features either isolated or forming an external extension to woodland.

The digital woodland map will be used to determine the locations for the field survey. The map that is being used for this purpose is being developed as part of the project and will jointly form the digital woodland map required by the NIWT(2) project.

Field survey will take place in all native and nearly native woodland, although all candidate native woods need to be visited to determine their status as native, nearly native or non native. This requires the survey team to field visit to approximately 730,000ha of woodland and field survey of approximately 425,000ha of woodland. Once the field survey has been undertaken the subdivisions of the map will be refined and reflect HAP type and NVC communities, retaining the same minimum size thresholds.

Native woodland and the terms used to describe different components of it are defined as follows:

- Native woodland is that containing $\geq 50\%$ native species in the canopy.
- Nearly native woodlands are those with approximately $\geq 30\%$ but $< 50\%$ native species in the canopy and those that are not site native.
- Site native woods are defined as those on which the tree species present are suitable in the context of suitable soil types and drainage patterns (see guidance note on identifying site native woods in Appendix 6).
Candidate native woods are those that may contain native woods when remotely mapped from aerial imagery. The only woods excluded from this category are conifer woods outwith the pine zone.

Given limited resources, the minimum size of woodland that will be surveyed in the field is 0.25ha. All native and nearly native woods above this minimum size will be field surveyed. Mapping to a smaller minimum size identifies potential priority woodlands such as riparian habitats, isolated woods with potential for genetic seed sources and woods where native woods are scarce. This could be useful in Forest Habitat Networks and will identify priority woods for further survey work if resources allow.

Such an ambitious project is expensive and to reduce the costs and the time involved in delivering a full data set, a field survey methodology has been developed specifically for the project that is designed as a rapid survey approach. This introduces some element of subjectivity into the assessment and the project has imposed strict quality assurance guidelines and procedures to ensure that the confidence limits required of the survey uses can be met.

The quality checks that will be applied throughout the project include:

- digital map checks
- field mapping checks
- consistency checks on attribute capture (amongst surveyors)
- benchmarking on attribute capture (against an alternative method)
- training updates and reviews

The confidence limits described in the Standard Operating Procedures applied to this project have been set following a benchmarking exercise that compares results of the method described against a quantitative plot based methodology undertaken by expert field surveyors (Clifford and MacKenzie, 2007).

Aim and Objectives of the NWSS

The aim of the Native Woodlands Survey of Scotland (NWSS) is to undertake a baseline survey of all native woodlands and non native ancient woodland sites in Scotland in order to create a woodland map linked to a spatial dataset showing the type, extent and condition of those woods. In addition the survey will identify and report on woods that are nearly native.

The objectives are to:

- Identify the location, type, extent and condition of all native and nearly native woodlands and non native ancient woodland sites in Scotland

- Produce a baseline survey map of all native, nearly native and non native ancient woodlands in Scotland
- Collect baseline information to enable future monitoring of the extent and condition of the total Scottish native woodland resource
- Provide information to support policy development and the delivery of social, environmental and development forestry.

The information that will be collected by the survey is as follows:

- A digital woodland map of all native, nearly native and non native ancient woods in Scotland
- The location and extent of woods with $\geq 1/3^{\text{rd}}$ native species
- The HAP types and NVC communities of all native woods
- The condition, management and cultural attributes of all native woods, nearly native woods and non native ancient woodland sites

Condition, management and cultural attributes are as follows:

CONDITION	MANAGEMENT	CULTURAL
Woodland structure	Timber potential	Archaeological built features
Woodland composition	Management indicators	Modified trees
Herbivore Impact	Quality, threats and damage	Recreation features
Deadwood		
Quality, threats and damage		

Table 2: Lists of condition, management and cultural attributes collected

Outputs

The main uses of the data will be:

- Monitoring for reporting targets for native woodlands and non native ancient woodland sites
- Strategic targeting of effort and resources: including informing policy scenario analysis and identifying priorities for grant allocation
- Long term plans: supporting management planning and Forest Habitat Network planning
- Development control: supporting planning decisions

Key questions that the data will answer are:

- Where are the native woodlands?
- What type of native woodlands are there and how much is there of each type?
- Which woods are in good condition and have high conservation value?
- Where should limited resources and effort be focussed for native woodland management?

The main deliverables of the proposed project are:

- A baseline map identifying the location and type of all of Scotland's native woodlands in the context of all Scotland's woodlands

- Annual reports and incrementally increasing data set, eventually covering all native woodland in Scotland (complete within five years)
- A database that can be used in conjunction with existing systems to spatially and statistically analyse data collected against other data sets.

Current Situation

The NWSS is managed by a Project Manager employed by FCS. The project Manager is supported by a Data Manager who handles the import, export and quality assurance of GIS data to the survey team.

The NWSS field work started in October 2006. A team of 9 surveyors is currently working on the project. These surveyors are party of a team managed by a team leader. These surveyors and their team leader are employed by Forest Research (FR).

FCS has determined that there may be merit in working with another service provider to deliver the field work in addition to the team led by FR.

It is anticipated that the field work will take another four years to complete.

FIELD WORK REQUIREMENTS

Terms of Reference

FCS is seeking a firm/ consultant to provide field work to supplement the field work currently carried out by FR in line with procedures established for the survey work.

The details of the survey work and the procedures are given in the documents entitled NWSS Survey Plan and SOPs.

Reporting arrangements

The consultant will report directly to the FCS NWSS Project Manager. It is expected that the contractor will have a dedicated contract management representative, who will work closely with Forestry Commission staff to ensure the quality targets for the product are achieved timeously.

Scope

The Forestry Commission will be awarding this contract as a framework agreement which may be awarded to one or more contractors to provide a field survey of woodland in Scotland. Contractor's who can provide a national service would be preferred, however all contractors will be considered and the contract may be split if economies of scales can be achieved.

Duration of Agreement

The duration of the proposed framework agreement will be to start in November 2007 and last until March 2013.

Value of Agreement

The FCS anticipates that the value of the work undertaken by the successful contractor during the period of the Framework agreement will be no less than £500k. However there may be potential to extend this up to £2M for a contractor that provides excellent value for money and high quality deliverables on schedule.

Quality Assurance of Field Work

The field work undertaken in this contract will be quality checked by an independent and expert surveyor/s. Failure to meet the quality standards expected will result in penalties and possibly termination of this contract.

Surveyor Training

The surveyors employed to deliver the field work require a minimum standard of certain skills including:

- Tree identification
- NVC community identification
- Open space Broad habitat type identification
- Priority woodland Habitat type identification
- Basic GIS skills

FCS will test these skills prior to acceptance of any member of the field team and they will be required to meet a minimum standard in this test.

FCS will provide a one week training course to field surveyors prior to starting field work. They will also work with/ shadow an experienced surveyor for two weeks prior to commencing their field work. Training on the survey methodology will be provided for groups of 6 to 8 surveyors. Costs associated with training new surveyors after the initial start date will be the responsibility of the contractor. This may be provided by FCS on a cost recovery basis.

Equipment and Data Systems

The NWSS has designed data capture software that must be used in data capture. The FCS will loan equipment such as portable computers (toughbooks) and software to the successful contractor.

Guidance Notes for Completion of the Pre-Qualification Questionnaire

Questionnaire Purpose

The purpose of this PQQ is to identify a number of suitably qualified and experienced companies who will be invited to submit a tender. The information that you provide in response to this PQQ will determine which organisations are most suited, in the opinion of the FC and its partners, in terms of your service provision, coverage, quality of submission, experience and organisational and financial standing.

Questionnaire Layout

The PQQ is split into 5 distinct parts; Part A seeks details of your organisation, Part B requests details concerning the financial standing of the organisation, Part C relates to business probity, Part D relates to quality issues, and Part E requests reference details.

All information requested should be provided in the order and format of the Sections. Tenderers may submit a PQQ using their own text creation facilities.

Questionnaire Responses

Completed PQQs may be submitted using either of the following methods:

- a) **2 copies via the postal system. With an additional set provided on Mass Storage Device or CD, ensuring that the information provided is not protected as the information has to be transferred to a central storage system.**
- b) **2 copies delivered by hand etc. with an additional set provided on CD.**
- c) **Via email to zoe.laird@forestry.gsi.gov.uk, ensuring that the information provided is not protected as the information has to be transferred to a central storage system**

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

Only information provided as a **direct response** to the PQQ will be evaluated. Information and detail which forms part of **general company literature or promotional brochures** etc or information contained within a weblink **should not be submitted** and will not form part of the evaluation process.

Supplementary documentation (e.g. accreditation certificates, CVs) may be attached to the PQQ where applicants have been directed to do so in the PQQ. Such material must be clearly marked with the name of the organisation and the question to which it relates.

All questions must be answered. Please note that we may require clarification of the answers provided or ask for additional information.

If applying on behalf of a **consortium**, please list the names and addresses of all other members of the consortium below. Please note that the PQQ will be evaluated on the

basis of the details supplied in the PQQ and, if shortlisted, an Invitation to Tender will be issued to the nominated lead organisation only. Any contract will be entered into with the nominated lead organisation and all members of the consortium, who will in these circumstances each be required to execute said contract together with all ancillary documentation, evidencing their joint and several liability in respect of the obligations and liabilities of the contract. It will be for members of the consortium to sort out their respective duties and liabilities amongst each other. For administrative purposes, any associated documentation prior to and in regards to contract award will be made to the nominated lead organisation.

If **sub-contractors** are proposed to assist in the delivery of the service, please list the company names and addresses below.

NOTE: In respect of an expression of interest which include consortia or sub-contractors, it is the lead organisation who completes the entire PQQ and, in addition, arranges for each named organisation to complete Parts A, B, C and E and securely attach them to the completed PQQ. Part D relates to issues affecting the quality of service to be delivered by the applicant.

The response to this PQQ should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Consortia members names and addresses (if any):

Sub-Contractors' names and addresses (if any):

Identify which part of the service each consortia member/sub-contractor will deliver (if any):

Timetable and contact details

Date for Return:

The final date for the return of completed PQQs is **9th July 2007 by midday**. Any PQQ received after the date and time specified may not be considered.

Contact details and submission of completed PQQs to be returned to:

**Zoe Laird
Forestry Commission Scotland
Silvan House
231 Corstorphine Road
Edinburgh
EH12 7AT**

Phone: 0131 314 6567

A timetable highlighting key phases of the anticipated tendering processes is detailed below and should provide bidders with an overview of dates for involvement of key personnel. Please note the dates are provided for guidance purposes only and may be subject to change.

Phase	Estimated Date for completion
Open Day	6th June 2007
PQQ return date	9th July 2007
Invitation to Tender (ITT) issued	30th July 2007
Tender return	31st August 2007
Tender presentations	19th September 2007
Contract award	25th September 2007
Contract Start	15th October 2007

Information Enclosed:

We have provided a Survey Plan and Standard Operating Procedures that describe the survey in detail. In answering some of the questions, you may want to refer to this information to ensure your answer is adequate and appropriate to the organisations taking part in this exercise.

**PART A
BACKGROUND INFORMATION**

1.	Name of Organisation	
2.	Address for all correspondence	
3.	Contact Name	
4.	Contact Position	
5.	Telephone Number	
6.	Fax Number	
7.	E-mail address	
8.	Website Address (if applicable)	
9.	If applicable, address of Registered Office	
10.	Nature of Organisation (e.g. Plc, Partnership etc).	
11.	Names of the Directors or Partners	
12.	Number of employees:	
13.	Length of time Organisation has been operating	
14.	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the ultimate parent company.	
15.	Company Registration Number (or alternative EU registration number).	
16.	VAT Registration Number (or alternative EU registration number).	
17.	Consortia Details	
	1. Name and address Identify, which part of the	

	service this consortia member will deliver	
	2. Name and address Identify, which part of the service this consortia member will deliver	
	3. Name and address Identify, which part of the service this consortia member will deliver	
18.	Subcontractor Details (if applicable)	
	a. Name and address Identify which part of the service this subcontractor will deliver	
	b. Name and address Identify which part of the service this subcontractor will deliver	
	c. Name and address Identify which part of the service this subcontractor will deliver	

PART B
FINANCIAL STATUS

19.	Name of Bank: (from which a financial reference may be sought).	
20.	Address:	
21.	Telephone Number:	
22.	Suitable contact name:	
23.	Contact Position:	
24.	Telephone Number: (if different)	
25.	Contact name within your Organisation responsible for financial matters	
26.	Provide details of the Annual Turnover (in £ Sterling) for:	
	Latest Year	
	One year previous	
27.	Provide details of the Pre tax profit (in £ Sterling) for:	
	Latest Year	
	One year previous	

PART C
BUSINESS PROBITY

28.	Please confirm whether any of the following criteria applies to your organisation:	
	<ul style="list-style-type: none"> Is the organisation bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from a similar proceedings under national laws or regulations? 	
	<ul style="list-style-type: none"> Is the organisation the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations? 	
	<ul style="list-style-type: none"> Has any employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct by a judgement which has the force of <i>res judicata</i>?* 	
	<ul style="list-style-type: none"> Has any employee whom you would propose to use to deliver this service been guilty of grave professional misconduct? 	
	<ul style="list-style-type: none"> Has the organisation not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established? 	
	<ul style="list-style-type: none"> Has the organisation not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the United 	

	Kingdom or the country in which it is established?		
	<ul style="list-style-type: none"> • Please state if any Director / Partner and / or Company Secretary is employed or has been employed by the FC, SEPA or SNH. 		
	<ul style="list-style-type: none"> • Please state if any Director / Partner and / or Company Secretary has a relative who is or has been employed by FC, SEPA or SNH at a senior level . 		
	<ul style="list-style-type: none"> • Please state if any Director/Partner/Company Secretary, and/or member of staff directly associated with this contract, either through award or operation has an association with a member of FC, SEPA or SNH staff. 		

* A matter already settled in court.

NB: Failure to disclose information relevant to this section may result in your exclusion from this and/or other competitions.

PART D
QUALITY OF SERVICE

29.	Provide details of your companies policy with regards to the strands of diversity, demonstrating in particular any of the six strands you may wish to highlight.
30.	Provide details of your organisation’s “competitive edge” and state how this will benefit or enhance the delivery of your NWSS field work. FCS will wish to secure this contract on the basis of an agreed average rate of pounds/hectares. And will need to determine the rate of progress with a hectare/day rate. Please indicate what this is likely to be for the contracted work.
31.	Provide details of: How are similar projects are managed within your organisation?

32.	Provide details of your standard procedures for monitoring, evaluating, and maintaining quality of service and for ensuring timely and accurate delivery of service. State the mechanisms that are in place to ensure that feedback of the service delivered is captured and how this information will be used in the development of the service.

PART E
REFERENCES

34.	Provide contact details for 3 referees for previous/current work that is similar or the same to that required by this requirement, preferably at least two public sector. Note that contact will be made with referees without further reference to yourselves.	
Organisation Contact Name Contact telephone number Contact E-mail Address		
Service provided, period of contract and financial information		
Organisation Contact Name Contact telephone number Contact E-mail Address		
Service provided, period of contract and financial information		
Organisation Contact Name Contact telephone number Contact E-mail Address		
Service provided, period of contract and financial information		

PART F
EXPRESSION OF INTEREST AND APPLICATION

On behalf of the below mentioned organisation, I hereby register interest and apply to be considered for short listing to receive the Invitation to Tender documentation for provision of proofreading and copywriting. I confirm that the answers given on this PQQ are true, complete, accurate and not misleading.

Signed Name

Date Status

Name of organisation.....