

Specification for the delivery of two village Atlas's: Sedgefield and Bishop Middleham

1 Introduction

- 1.1 The Bright Water Landscape Partnership is seeking to appoint a provider to deliver a programme (including the delivery of training) and to prepare for publication, in print and digitally, the materials produced through the creation of two Village Atlas programmes.
- 1.2 The Bright Water Landscape Partnership, led by Durham Wildlife Trust is funded by the National Lottery Heritage fund and partners include: Groundwork North East and Cumbria; Durham County Council; Darlington Borough Council; The Environment Agency; County Durham Community Foundation; Durham Bird Club; Head of Steam (Darlington Railway Museum); Historic England; Local Access Forum County Durham; Natural England; Tees Rivers Trust and Visit County Durham among others..
- 1.3 For the successful delivery of the Village Atlas programme Bright Water seeks a suitably experienced Contractor (or Consortium) with expertise in the following areas: community engagement; community led high quality research; collaborative production of evidence and research; the editing and production of finished materials for publication both digitally and in print.
- 1.4 The work will require the appointed Contractor(s) to work with both pre-identified settlements (Sedgefield and Bishop Middleham) and the Discover Brightwater team to agree a programme for each individual Atlas. The agreed approach for each settlement should vary depending on its particular context and community interests. These may range from prehistoric activity through to Industrial Archaeology; the buildings within the settlement; biodiversity, topography, hydrology and geology.
- 1.5 At the heart of each project should be the relationship of the community to the Discover Brightwater area, exploring the way in which communities linked to the River Skerne and its surrounding rural environment and how the relationship changed over history.

2. The project(s)

- 2.1 A Village Atlas is designed to provide an opportunity to research, understand and record the development of a settlement. It includes oral history, maps, archaeology, historic buildings and landscapes and link these with the geology, watercourses and wildlife to help gain an understanding of how a settlement developed and what factors influenced this.
- 2.2 Each Village Atlas project should include a research programme which includes training for local communities and the ability to make use of the following sorts of resources:

- Local Authority Historic Environment Records

- Medieval Documents
- Archive material
- Historic Mapping
- Aerial Photography/ LIDAR coverage
- Basic Documentary Research
- Archaeological Survey
- Wildlife Surveys
- Geological Surveys
- Community engagement
- Oral and visual local history asset creation and/or collection

2.3 The end result should be the finished Atlas, produced in a format(s) agreed in writing by the Discover Brightwater team for print and/or digitally to be hosted on the Discover Brightwater Website (eco museum) and other platforms.

2.4 The Village Atlas programme needs to be delivered alongside and in collaboration, agreement and alignment with other aspects of the Brightwater programme to be delivered by the Brightwater Team and other partners.

2.5 Performance indicators and measures of a successfully delivered project(s), which will be reviewed quarterly will include:

- 2 complete, prepared-for-publication Village Atlas's on budget and by the agreed deadline
- At least 2 recorded and transcribed oral history projects (one for each Atlas)
- At least 6 volunteers trained in research techniques and engaged in the overall projects (3 for each Atlas)
- At least one walk developed from information researched for each Atlas
- At least 30 local residents in each settlement actively engaged in the process (60 over both Atlas's)
- At least 6 guided research sessions delivered (3 for each settlement)
- At least 120 hours of volunteers (community members) spent engaged in the projects (60 hours for each settlement)
- Evaluation of participants' experiences – format to be agreed with Discover Brightwater project lead and independent Evaluation contractor

Notes and observations

3.1 There will be a total of 6 Village Atlas programmes delivered over 3 years, the next 4 will be commissioned at later dates, and organisations can apply to deliver more than one.

3.2 The Brightwater Landscape Partnership will be delivering 19 individual project workstreams between 2019 and autumn 2022. The primary focus of the partnership is around the wetland habitats around the River Skerne.

- 3.3 Attendance at a series of timely project meetings will be required by the contractor(s).
- 3.4 Branding is established both Discover Brightwater, Ground work and the National Lottery Heritage Fund and contractors(s) will need to comply with these at all times throughout all projects.
- 3.5 All projects need to be as engaging and accessible as possible, the national average reading age is 9 but they also need to demonstrate academic rigor and be delivered professionally and to a high standard. The projects should have people at their heart, they need to be led by local communities.
- 3.6 Please note the copyright of all original Village Atlas materials produced under this contract will reside with Groundwork on behalf of the Brightwater Landscape Partnership

4 Resource

A maximum amount of £30000 is allocated to the delivery of these two village Atlas's. It is anticipated that some training and resource can be shared across both Atlas's.

5 Procurement Process

5.1 Selection of the consultant/provider – The successful consultant(s) will be selected on the basis of their written response to the brief and if needed an interview. The decision will be made by the Brightwater Team. A pre-tender submission meeting is available on request before July 26th.

5.2 The decision will be made taking the following into account;

- a) Known or past performance 10%
- b) Quality of products or service 50%
- c) Value for money 30%
- d) Environmental implications 5%
- e) Health and safety implications 5%

5.3 Budget – should cover the full period, broken down for spend each quarter and should be inclusive of travel, incidental expenses and VAT. It is anticipated that delivery and finished Atlas's should take no more than one calendar year to complete.

5.4 Timetable – Below is an indicative timetable for this appointment. This is subject to change.

Brief issued	3 rd June 2019
Deadline for submission of quotes	16 th August 2019
Pre-tender submission meetings on an individual basis with consultant	Prior to 26 th July
Possible presentation of short listed providers	29 th August 2019
Appointment of consultant	6 th September 2019

Inception meeting and agreement of approach	23 rd September 2019
Implementation of programme	No later than 30 th October 2019
First quarterly review of programme	3 rd February 2020

5.5 Communication and contact – The lead contact for this project is:

Name and Title: Sarah Barton, Training and Community Manager

Address: Discover Brightwater, Room G19, Flexspace Business Incubation Centre, Durham Way South, Newton Aycliffe, DL5 6XP

Telephone: 01325 327341

Email: sarah.barton@groundwork.org.uk

5.6 All submissions must be returned to the lead contact for this project via post or email clearly marked 'Tender: Village Atlas's' Bishop Middleham and Sedgefield by midnight on 16th August 2019

5.7 Groundwork North East and Cumbria are leading this project and payments will be made by Groundwork North East and Cumbria, upon an invoice being provided. Normal payment terms are 30 days following receipt of invoice.

6 Submission Requirements

6.1 Consultants wishing to quote for this work are asked to submit a proposal outlining the following;

- A description of the approach to the requirements of the brief, highlighting key issues, proposed methodology and a response to the brief.
- The roles and responsibilities of the consultant or consultant team and any sub-contractors.
- A breakdown of the programme, key stages and areas of work with an indicative delivery schedule for completing the work
- Evidence of previous experience of similar projects to include brief case study and client references
- CV's of key staff
- A breakdown of total fees, costs and VAT, including day/hourly rates and number of days allocated to each element of the work.

6.2 The document should be submitted by post or email to;

Name and Title: Sarah Barton Training and Community Manager

Address: Discover Brightwater, Room G19, Flexspace Business Incubation Centre, Durham Way South, Newton Aycliffe, DL5 6XP

Email: sarah.barton@groundwork.org.uk

6.3 All late submissions after the 16th of August 2019 will be disregarded.