

INVITATION TO TENDER for CONSULTANCY SERVICES

Data Collection on Forest Output and Access Points

CONFOR is inviting tenders from suitably qualified consultants to provide services to the Timber Transport Forum and the Regional Timber Transport Groups.

Over the years the Timber Transport Forum has collected data on the volumes of timber forecast to be harvested from Scottish forests and the points at which this timber is expected to be brought onto the public road network. The most recent exercise was done in 2014 providing a forecast over 15 years in 5 year tranches.

This data has been used by the Forum and the Regional Timber Transport Groups at a strategic level to highlight issues with regard to the capacity of the local minor road network to carry the expected volumes of timber traffic. The data has provided local authorities with information to help prioritise demand for road improvements and to request local authority funding to meet this demand. It has also been helpful in demonstrating to Scottish Government demand for support through the Strategic Timber Transport Scheme and has been used to help justify proposals for financial support from the scheme.

Consultancy services are required to refresh, update and extend the coverage of the 2014 data.

Confor will consider bids for all or part of the geographic coverage set out below or bids from consortia covering several areas.

Extent of the Work and Methodology

The data collection will cover all publicly and privately-owned forests in the areas covered by the following [Regional Timber Transport Groups](#):

- Argyll, (Argyll Council Area)
- Ayrshire & South Lanarkshire, (North Ayrshire, South Ayrshire, East Ayrshire and South Lanarkshire Council areas)
- Borders, (Scottish Borders Council area)
- Dumfries & Galloway, (Dumfries and Galloway Council area)
- Highland (Highland Council area)
- Grampian, (Aberdeenshire and Moray Council areas)
- Stirling & Tayside Timber Transport (Stirling, Perth & Kinross, Angus and Clackmannanshire Council Areas)

The Consultant(s) will be encouraged to use their initiative and develop efficient protocols for data collection, allowing for mechanisms appropriate to the various contacts. The following is an indication of the expected work content which shall be undertaken by the Consultant:

- Review existing data and update contacts – Existing data in the form of a spreadsheet will be provided by Confor. Example data is provided in Appendix 3.
 - Some ownership and management of woodland may have changed hands and individual contact names will have changed for some companies but it is expected that the majority of the key company contacts will remain the same.
 - Most exit points will remain the same though a few may have changed and some corrections may be required. No doubt more exit points will be identified.
 - The previous exercise in 2014 achieved varying levels of coverage in terms of forest area and number of exit points (see Appendix). The expectation is that the data for each region will cover at a minimum 75% of the forest area and will aim to exceed the 2014 level. This will involve investigative work, liaising where necessary with RTTG Project Officers
- Contact private and public sector growers and/or managing agents to obtain the relevant updated timber production forecast data and access point information and agree suitable methodology for update.
 - The process developed in 2014 involved posting out large scale maps of the forest cover of the region, asking companies to highlight their boundaries and show related exit points and volumes in a data sheet. This should be the default approach but companies may be able to provide the data in map form from their own GIS systems or make use of the Land Information Search map https://map.environment.gov.scot/LIS_Agri/Agri.html
 - Confor and the Timber Transport Group will promote the exercise and its importance to the industry through its media encouraging co-operation and engagement.
- In exceptional situations where contact proves impossible, site visits and/or an informed professional judgement on likely timber volumes may be necessary; - such data should be annotated to highlight this.
- Capture of the data in an appropriate format that can then be collated in a MS Excel spreadsheet. A summary of the data headings being sought is detailed below in **Appendix 2**;
 - It is vital the spreadsheet is completed such that
 - cells are not merged
 - each line is complete in full and not referring to or a subset of another line.
 - Grid refs for must be 8 figure eastings and northings in the format xxxxxx

All data must be securely archived to prevent loss and shall be passed to Confor on a regular basis during collection and in its entirety on completion of the commission. Consultants should be aware of the commercial sensitivity of the information being provided and treat the information accordingly.

Any personal records collected or stored must comply with the requirements of the Data Protection Act. On completion of the work and positive notice of safe receipt of the data by Confor, no data should be held by the consultant.

Timetable

The starting date is within ten working days of the Contract award, expected to be in mid July. The majority of data collection be completed by 30th October 2019, with limited overrun until 31st November 2019.

Budget

The Project working group has a budget of £25,000 (including all fees, expenses and VAT that cannot be reclaimed) which will provide an upper limit for the work across Scotland.

Contract Information

Confor will consider allowing for interim invoices at appropriate milestones in the work.

Invoices should be submitted as soon as possible after completion of the appropriate element of the Contract. All invoices should be sequentially numbered and sent to:

Roland Stiven
Confor
59 George Street
Edinburgh
EH2 2JG

The currency of this contract is pounds sterling and the period within which payments are made is 30 days.

Responding to this Invitation to Tender

Given the nature of the work, Confor will consider bids from individual companies, from a consortium of consultants (with a clear lead partner) or from individual consultants. Any tender can approach either the whole area or particular geographic areas.

Interested parties should provide

- A CV of the persons who will be collecting and collating the data.
- Specification of the geographic area to which the tender would apply
- A statement of the process to be taken, recognising that various steps may be required to encourage responses
- Evidence of holding the necessary skills and experience. It is recognised that the work requires a good knowledge of the forest industry in Scotland and consultants will need to have the confidence of the industry in sharing what is confidential customer and market details.
- a cost for the work based on

- a daily rate (**£/day, net of VAT if applicable**) for providing the proposed level of service.
- Proposed expenses

Assessment of Tenders

Where there is competition for coverage of particular areas, tenders will be scored (0-5) based on:

Quality 70%

 Understanding the requirement 15%

 Method statement 15%

 Quality management and delivery 15%

 Relevant skills and experience 25%

Price – 30%

However, Confor is not required to accept any of the bids received.

Please respond to
Roland Stiven
roland@confor.org.uk

by 30th June 2019

Appendix 1 SUMMARY OF RESULTS (2014)

Survey data was allocated to the relevant Local Authority area which then allowed information to be recorded against the appropriate Regional Timber Transport Group. Information on woodland cover (Ha) by Local Authority was used as a means of assessing the level of responses received through survey returns.

Woodland Cover by Local Authority Regional Timber Transport Group	Area of woodland (Ha) by Local Authority	Woodland cover (Ha) in returns	% LA woodland cover included in returns
Argyll	204,762	193,030	94
Ayrshire	108,059	75,378	70
Borders	94,094	65,709	70
Dumfries & Galloway	177,209	153,458	87
Grampian	175,784	116,051	66
Highland	404,950	290,154	72
Stirling & Tayside	174,145	125,590	72
None	71,658	17,823	25
Totals	1,410,661	1,037,193	74

Exit points onto the public road network Regional Timber Transport Group	Number of exit points identified
Argyll	331 (mostly from 18 agents/owners inc F&LS)
Borders	160 (with D&G)
Ayrshire	77 (with D&G)
Dumfries & Galloway	298 (mostly from 49 agents/owners inc F&LS)
Grampian	454 (mostly from 33 agents/owners inc F&LS)
Highland	629 (mostly from 31 agents/owners inc F&LS)
Stirling & Tayside	319 (mostly from 20 agents/owners inc F&LS)
No group	105
Totals	2,373

Timber Tonnages Regional Timber Transport Group	Timber output 2015 - 19 (t)	Timber output 2020 - 24 (t)	Timber output 2025 - 29 (t)	Totals (t)
Argyll	7,113,091	7,183,468	6,488,664	20,785,223
Ayrshire	2,308,529	2,102,509	1,615,388	6,026,426
Borders	3,354,660	2,893,470	1,805,160	8,053,290
Dumfries & Galloway	6,304,259	5,901,350	5,250,925	17,456,534
Grampian	3,037,797	2,961,051	2,772,982	8,771,830
Highland	5,675,498	9,083,920	5,509,720	20,269,138
Stirling & Tayside	3,027,582	2,829,603	3,031,667	8,888,852
None	909,452	796,484	642,680	2,348,616
Totals (t)	31,730,868	33,751,855	27,117,186	92,599,909

Appendix 2 Timber Outputs & Access Survey 2019

(Region here)

Part 1 – Contact Details

Name:.....

Estate (if applicable).....

Company / Organisation
.....

Are you the Owner or Managing Agent? Owner Agent
Address .
.....

Postcode

Telephone

E-Mail

Part 2 – Survey Map

On the map provided:

- Please indicate as clearly as possible those woodland(s) that you own and /or manage.
- If you own or manage more than one woodland please number them so as to cross reference with the timber output data you provide in Part 3 below.
- If you own and/or manage a number of separate woodlands as a single management unit or as part of a whole estate, these may be encircled and treated as one if appropriate (e.g. using a common exit point).

Part 3 – Timber Outputs & Access Data Sheet *(overleaf)*

- Please enter the production forecasts in the three quinquennia (columns 7, 9 and 10)..
- Please indicate in Column 3 which, if any, of the woodlands are covered by an approved Forest Plan.

Part 4 – Survey Return Checklist

When returning Parts 1, 2 and 3 of the Survey (in the stamped addressed envelope provided), please check that you have:

- Entered your contact details in Part 1 above

- Enclosed the Map provided, indicating the outline(s) of the woodland(s) you own and/or manage and relevant timber movement exit points.

- Populated the Timber Outputs & Access Data Sheet overleaf and cross referenced it to the Map as appropriate

Further Assistance

I / We would like to be contacted for further assistance in completing the Survey

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Signed: Date:

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