Tender Specification for
Arboricultural Survey and Impact Assessment
Peterston Super Ely Scout Campsite (Jubilee Campsite)

1. Project Brief

The brief is to enable maximum usage of an existing campsite facility, that can be used by the Scouts and other community groups all year round. Cardiff and Vale Scouts would like to develop the campsite as an activity centre, with indoor accommodation, and on-site activities. The site will make sustainability a key consideration.

We are planning for the future for Scouting and young people in Cardiff and Vale. We looking to develop site for Scouts and youth organisations visiting Cardiff and the Vale. We want to develop facilities at the campsite to encourage more usage by young people.

Cardiff and Vale Area Scout Council is a registered Charity – Charity number 512034

2. Location and About Us

Peterson Super Ely Scout Campsite (Jubilee Campsite), Nearest Post Code : CF5 6EY Lat (WGS84) : N51:29:17 (51.488181) Long (WGS84) : W3:18:50 (-3.313767) OS X : 308880 OS Y : 177400 https://www.jubileescoutcampsite.org.uk

The Cardiff and Vale Scout Council has 4600 members, with 500 new members each year. We are a registered charity and a volunteer led organisation.

We have used the site for a number of decades and many thousands of young people have camped at the site over the years.

3. Our Vision

Our long-term aim is to develop the campsite from the existing field with rundown toilets and no electricity or gas into an activity centre providing a high quality facility for local, National and International Scouting. A campsite that Scouting colleagues, community groups, other youth groups from across the country want to visit and use. The site has the potential to be an excellent facility and activity centre with links to the Boating centre in Barry and close to Cardiff Bay and City Centre.

To enable maximum usage we are aiming for a campsite that can be used all year round.

We would like to develop the campsite, activity centre, with indoor accommodation, and onsite activities.

An exemplar of sustainability technology would be a key consideration.

The campsite could also become a base for a new Scout group providing Scouting to Northern Vale of Glamorgan.

4. The Campsite

The current campsite can be loosely described as Greenfield with two run down toilets and no power on site. It has access from an adopted road but can be difficult for some vehicles due to location of entrance gates. The parking area is often muddy and the camping field does not drain well and currently not usable all year round.

The campsite has a rural feel but is located on the outskirts of Cardiff and less than 5 miles from Cardiff city centre with good access to M4. Other off site activities are within easy reach including Cardiff City centre shopping and restaurants, Principally Stadium, Cardiff Bay, National Museum, Barry Scouts boat centre, St Fagans Museum of History and the White Water Centre.

5. Scope of works

A. TREE SURVEY

Carry out a tree survey in accordance with BS5837:2012

Prepare a tree constraints report with accompanying plan and schedule in order to guide the design process.

B. ARBORICULTURAL IMPACTS ASSESSMENT (AIA)

(For submission to the local planning authority with a planning application). Prepare an AIA based on the proposal plans, together with tree retention/removal plan and tree protection plans.

Also to include heads of terms of an arboricultural method statement giving guidance on the primary methods of tree protection.

Notes on perimeter / scope:

- Scope to include trees within the main field and tree line facing the main field. Trees around the clearings should also be included, as marked on the site plan.
- Please provide a separate additional fee to include the interior of the entire woodland within the site boundary.

6. General Instructions

1. The following instructions to tenders must be followed carefully, failure to do so may result in a non compliant tender and disqualification from procurement process.
2. The client reserves the right to amend these instructions, if this occurs confirmation will be provided via email.
3. The Invitation to tender and associated documents remain the property of the client.
4. Any costs incurred in preparing and submitting the tender remain the responsibility of the tenderer and not the client. No reimbursement of costs will be made by the client.
5. Costs must be submitted as a fixed price in Pounds Sterling.
6. All labour costs must include any travel and subsistence costs
7. Costs should be quoted as exclusive of VAT and VAT element calculated and included as a gross cost.
8. Tenders are responsible for undertaking the full requirements, scope and obligations of the specification and terms and conditions. Prices submitted must take account of all obligations and no further payment will be made for misunderstanding or lack of understanding.
9. The information supplied in the Invitation to Tender documents is given in good faith. The Client cannot warrant the accuracy or completeness of the information provided within any tender document. Any liability for inaccuracy or incompleteness is therefore expressly disclaimed by the client provided that nothing in this document seeks to exclude or limit liability of any person for fraudulent misrepresentation.
10. The Invitation to tender does not constitute a formal offer, contract (whether implied or otherwise) or agreement between the client and any other party.
11. Communication - The client will normally communicate via email office@cardiffandvalescouts.org.uk
12. The contractor will communicate with the Area Office via email
13. All official communication is to be sent to the Area Office
14. All clarifications will be via the Area office at the Hub – office@cardiffandvalescouts.org.uk

7. Receipt of Tenders

The completed tender return including an itemised and priced scope of works and other information as required and shall be completed and returned to:

Area Administrator
Cardiff and Vale Area Scout Council
The Hub
Maitland Street
Cardiff
CF14 3JU

office@cardiffandvalescouts.org.uk

Tender Timeline

- Closing date for tenders **Noon on 5th February 2021**
- Feedback on tender and weather successful next stage 12th February 2020

It is the contractors responsibility to ensure tender response is received by client.

The client reserves the right to extend tender deadline

Acceptance of Tenders

- The Cardiff and Vale Scout Council (The client) does not undertake to accept any tender and will not reimburse contractors for any expense incurred in the preparation of tenders.
- It is Tenders responsibility to ensure that documentation is correct at time of submission
- Electronic signatures will be deemed acceptable for tender submission
- The client reserves the right to alter or amend the tender documents or tender process at any time without compensation. Any expenses incurred will not be re-imbursed.
- The client may require clarification of some aspects of the submission from tenderer.
- The contractor will maintain prices tendered for whole 12 months from Tender closing date.

Inability to Tender

If a contractor cannot deliver all aspects they must inform the client and make this explicit in the tender return stating reason why whole of tender scope of works cannot be delivered

Pricing

Alterations cannot be made to the tender without consent of client.

As charity supporting young people across Cardiff and Vale and further afield and support that you can give towards this project via reduced rates or part or all the work in kind with be greatly appreciated.