APPENDIX 1 – Specification for Arboricultural Surveys and Impact Assessments

Growth & Infrastructure

DN490957

Author:	Strategic Procurement
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1. Introduction and Background

1.1. Trees are vulnerable to disturbance, injury, environmental changes, pests and diseases. The purpose of this service is to mitigate risks to tree health associated with direct construction work and/or demolition pressures and indirect pressures associated with changes to immediate environment following construction work or demolition. A tree that has taken many decades to reach maturity can be damaged irreparably in a few minutes by actions that might be unwitting, negligent or wilful. This service should deliver early provision of physical protection from damage above or below ground.

2. Scope

2.1. The scope of service extends to all operational and strategic areas of Council business and includes but are not limited to the following:

2.1.1. All activities described within BS 5837:2012 'Trees in relation to design, demolition & construction – Recommendations. Services may include tree surveys, tree constraints plans and tree protection plans, arboricultural impact assessments and method statements, arboricultural supervision

2.1.2. Services to support all stages of Engineering Schemes

2.1.3. Services to support all RIBA Work Stages for building projects

2.1.4. Construction and/or demolition

2.1.5. Direct supervision and monitoring of set up and take down of tree protection measures on site

2.1.6. Additional relevant activities including but not limited to recommendations to deliver measurable net positive mitigation (for any tree removal) – based on agreed methodology for mitigation calculations

2.1.7. Topographical survey (if required)

2.1.8. Soil assessment (if required)

2.1.9. Support the Council in any relevant matter that goes to appeal or Public Inquiry by appearing at, or giving evidence to, the inquiry

2.2. This corporate contract will be available to users throughout the Council regardless of Department or functional responsibility. It is anticipated that client Departments will include but not be limited to the following:

2.2.1. Environment (Parks)

2.2.2. Housing (Asset Development)

2.2.3. Engineering

3. Standards

3.1. The contractor will perform services in accordance with the guidance and recommendations presented in BS 5837:2012 'Trees in relation to design, demolition & construction – Recommendations

3.2. Where BS 5837:2012 is inconsistent with BCP's Tree Strategy in relation to Council owned tree stock (where there is a presumption to retain trees) the contractor will build in guidance from the Council's Arboricultural Team.

3.3. Any recommendation that deviates from BS 5837:2012 must be flagged to the Council and justified within deliverables.

3.4. Insurances must be maintained throughout the contract in the following sums:

3.4.1. Professional Indemnity £2M

3.4.2. Public Liability £10M

3.4.3. Employer's Liability £10M

4. Inputs from the Council

4.1. Planning Applications

4.2. Red line maps to mark site construction / building site boundaries for the purpose the services – these can be supplied as an OS base map, in electronic DWG format if required

4.3. Topographical survey unless otherwise stated by the Council

4.4. Soil assessment unless otherwise stated by the Council

5. Mandatory Requirements

5.1. All recommendations must be authored by competent arboriculturists only, who must be members of an appropriate professional body such as The Arboricultural Association.

6. Requirements and Deliverables

6.1. All plans must be to scale and must state to which ISO A paper size the scale relates, as well as showing a scale bar and a north point. When plans are drawn in colour, they should carry the following statement (or similar): "The original of this drawing was produced in colour – a monochrome copy should not be relied upon".

6.2. Deliverables will be provided electronically in a written schedule/document and as PDF and AutoCAD plans (e.g. tree constraints plans and tree protection plans) to feed into the masterplan for a project as required.

7. **Performance Management** Key Performance Indicators

7.1. Performance will be tracked as follows:

7.1.1. Availability - % of (requests for quote) RFQs that you quote within 5 business days with commitment to complete work by the required date.

7.1.2. Competitively priced - % of RFQs where your quote is accepted without clarification of price to perform the service.

7.1.3. On Time - % of Orders completed by the agreed completion date.

7.1.4. On Price - % of Orders completed at the agreed price.

7.1.5. Quality - % of Orders completed to client's quality satisfaction.

7.2. The Contractor will measure their own performance against the Key Performance Indicators presented in Appendix A.

8. Contract Management

8.1. Review meetings will be annual.

8.2. Management Information (MI) Reports must be provided by the contractor on a quarterly basis:

8.2.1. Q1 (April to June)

8.2.2. Q2 (July to September)

8.2.3. Q3 (October to December)

8.2.4. Q4 (January to March).

8.3. MI Reports must be delivered in digital form as Excel file.

8.4. MI will include but not be limited to:

8.4.1. All metrics described in the Performance Management section of this Specification

8.4.2. Dates of order

8.4.3. Order number

8.4.4. Order value

8.4.5. Client name

8.4.6. Client Department

8.4.7. Short description of services called off

8.5. Any changes to relevant UK Regulations and Guidance will be immediately integrated into the contract.

9. Training

9.1. Contractors are required to promote their framework arrangements to the Council's buyers and end-users by, for example, putting on lunchtime presentations explaining the arrangements and taking questions.

10. Process – Request for Quote (RFQ) to Invoice

10.1. From receipt of a Request for Quote (RFQ) from the Council through to invoicing, the contractor will maintain cross-referenced records such that RFQ is cross-referenced to the Quote which is cross-referenced to the Council's Purchase Order (PO) which is cross-referenced to Invoice(s). Site assessments, appointments and carrying out the activity must be linked to one another in an auditable manner that supports the generation of MI.

10.2. The contractor will be required to submit invoices by email only. Paper will not be accepted.

11. Recommendations to developers

11.1. Aside from our own internal requirements for services we may recommend our contractors to any developers requiring similar services to accompany applications as "the Council's contracted suppliers who have been pre-qualified and are eligible to quote to the Council". This is because planning applications accompanied by appropriate surveys can be processed more quickly.

Appendix A - KPI requirements

KPI no	Description	Required performance level	Performance level requiring immediate action	Definition	Frequency	Means of calculation	Formula
1	Availability	95%	90%	% of RFQs that you quote within 5 business days with commitment to complete work by the required date	Quarterly	The number of RFQs quoted within 5 business days with commitment to complete work by the required date (a) expressed as a percentage of the total number of RFQs (b)	a/b expressed as a % to 2 decimals
2	Competitively priced	95%	90%	% of RFQs where your quote is accepted without clarification of price to perform the service	Quarterly	The number of RFQs priced acceptably (a) expressed as a percentage of the total number of RFQs (b)	a/b expressed as a % to 2 decimals
3	On Time	95%	90%	% of Orders completed by the agreed completion date.	Quarterly	The number of Orders completed by the agreed completion date (a) expressed as a percentage of the total number of Orders (b)	a/b expressed as a % to 2 decimals
4	On Price	100%	95%	% of Orders completed at the agreed price.	Quarterly	The number of Orders completed at the agreed price (a) expressed as a percentage of the total number of Orders (b)	a/b expressed as a % to 2 decimals
5	Quality	100%	95%	% of Orders completed to client's quality satisfaction.	Quarterly	The number of Orders completed to client's quality satisfaction (a) expressed as a percentage of the total number of Orders (b)	a/b expressed as a % to 2 decimals