SPECIFICATION FOR CASTLES AND TOWN WALLS OF KING EDWARD IN GWYNEDD
WORLD HERITAGE SITE MANAGEMENT PLAN CONTRACT

Background

1. Cadw is the Welsh Government’s historic environment service working for an accessible and well-protected historic environment for Wales. Cadw has a number of duties that include:
   - Conserving Wales’s heritage
   - Helping people understand and care about their history
   - Sustaining the distinctive character of Wales

2. Cadw is also the guardian of over nearly 130 monuments across Wales including the four that form the Castles and Town Walls of King Edward in Gwynedd World Heritage Site:
   - Beaumaris Castle
   - Harlech Castle
   - Caernarfon Castle and Town Walls
   - Conwy Castle and Town Walls

3. UNESCO formally inscribed the site on the World Heritage List in 1986. World Heritage Site status brings with it responsibilities to meet the requirements of UNESCO’s Operational Guidelines for the Implementation of the World Heritage Convention (UNESCO Operational Guidelines), in particular:

‘Each nominated property should have an appropriate management plan or other documented management system which should specify how the outstanding universal value of a property should be preserved, preferably through participatory means.’

4. The present management plan for The Castles and Town Walls of King Edward in Gwynedd World Heritage Site (WHS) was produced in 2004; its associated action plan was expected to operate for 10 years. A copy of the current management plan can be viewed on the Cadw website. During its lifetime several substantial actions have been implemented including significant conservation work (Conwy town walls), installation of new visitor facilities (Beaumaris, Conwy, Caernarfon and Harlech castles) and new interpretation at Conwy, Caernarfon and Harlech. Also during this period the W European WHS periodic review has taken place, the Welsh Government produced a Historic Environment Strategy and work has been carried out on local and unitary development plans. There have also been significant changes in personnel both within Cadw and partner organisations.

5. Given these developments, it is time to review the current management arrangements and prepare a new long-term plan that can ensure a clear strategy and vision for the WHS. Key aspects of this process will include reviewing the previous plan, considering best practice from other sites, establishing effective

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partnership arrangements, securing resources, publication, delivery and evaluation arrangements for the plan.

6. New governance arrangements will also be established in parallel with the development of the management plan. These will enable effective leadership and partnership arrangements to inform, shape, approve and deliver the new management plan.

7. An overarching project plan has also been developed to provide a route map for delivering the main actions to prepare a new management plan by Spring 2016. (A broad project plan is included in Appendix 1 to help inform applicants in preparing a tender response).

Strategic Context

8. The overall strategic context has three significant elements: international, national and local.

   International
9. UNESCO Operational Guidelines\(^2\) – all WHS have to adhere to these key requirements following inscription.

   National
10. Programme for Government’s key commitments to sustainable jobs and growth, and tackling poverty ambitions.

11. The review and development of the current management plan is a commitment within the current Historic Environment Strategy.

12. As part of the measures to support the Historic Environment (Wales) Bill, Planning Policy Wales – Chapter 6: The Historic Environment will be revised and there will be new guidance (Technical Advice Note 24: Historic Environment and Managing World Heritage Sites in Wales) to assist in the management of the WHS. Local planning authorities will have to give due regard to this policy and guidance when considering local policies and development management.

13. Partnership for Growth highlights the key role that heritage and heritage icons will play in the Welsh Government’s long term strategy for the growth of the visitor and tourism and sector up to 2020.

   Local
14. The World Heritage Site is located in three separate local authority areas: Conwy, Gwynedd and Ynys Mon/Anglesey. All three local authorities have economic strategies that highlight the crucial role that the historic environment and heritage can play in strengthening local economies and contribute to tourism and regeneration opportunities.

15. Gwynedd and Ynys Mon are in the process of developing a joint local development plan; consultation on the deposit plan stage has just been completed. Conwy has an adopted local development plan which gives considerable weight to the World Heritage status of Conwy Castle and includes policies to reflect this status.

Aim

16. The overall aims of the brief are:

- To secure relevant expert support for Welsh Government and its partners by identifying, collating and synthesising key sources of information, particularly stakeholder feedback, to help inform and deliver a new management plan in a timely manner.
- To secure relevant expert support to develop a formal public document which addresses the management needs of the WHS in line with UNESCO Operational Guidelines in a format compatible with Welsh Government publication requirements in a timely manner.
- To secure relevant expert support to ensure the delivery of a complex long term strategy in an accessible, manageable and understandable format

Objectives

17. To achieve these aims, Welsh Government through Cadw and key partners require suitably qualified specialist advisors to support the preparation of a new long-term management plan for the The Castles and Town Walls of King Edward in Gwynedd WHS.

18. Reflecting the overall aims, the successful applicants will act as facilitators in programmed consultation events and will capture and synthesise key issues. Cadw officials will undertake key practical organisational responsibilities that include organising venues, inviting attendees.

The main requirements of the commission will include:

- Review of the previous management plan and synthesis of an internal Cadw SWOT analysis to inform the format and content of the new management plan
- Preparatory work and participation in 6 stakeholder consultation events including the collation and synthesis of main themes and relevant issues
- Participation in 4 public consultation events (1 in each of 4 locations) and engagement including the collation and synthesis of main themes and relevant issues
- Preparatory work and participation in 1 internal Cadw workshop including the collation and synthesis of main themes and relevant issues
- Utilising information captured from such events to inform and prepare draft sections of the new management plan - with regard to UNESCO Operational guidelines, cartographic and publication design issues
- Presentation of draft sections to a small client group to discuss and agree content and style
- Presentation of findings/drafts at 2 Steering Group meetings - incorporating views and comments into revised versions of the Management Plan
• Preparation of draft management plan for formal publication and public consultation
• Following draft publication, participation in 1 public consultation and engagement event including the collation and synthesis of main themes and relevant issues
• Synthesis of consultation responses and final preparation up to publication for the final management plan

Requirement

19. Tenderers can undertake the commission through a multi-disciplinary team (a maximum of three separate specialists maybe contracted/sub contracted) that reflects the diverse nature of the requirements of a WHS management plan.

20. Tenderers will also need to provide evidence of:

• Experience and understanding of World Heritage Sites and the ways in which they are managed including the preparation of management plans
• Experience of working within a conservation and protection management context including the preparation of management plans for historic properties
• Experience and understanding of planning legislation and Welsh planning policy context
• Experience of community engagement and facilitating community consultations
• It would also be desirable if applicants could demonstrate experience in community/public engagement work
• It would also be desirable to have an understanding of economic and regeneration contexts particularly in sustainable tourism

21. To achieve the overall aims (and in line with the key tasks set out at para 18) specialist advisors will need to deliver the following outputs:

• Short outline to present understanding of the brief, Initial methodology and project plan (as part of tender response documentation)
• Short report synthesising findings from review of previous management plan, and from first round of stakeholder and public consultation events
• Preparation of pre-agreed draft sections of management plan
• Preparation of initial draft management plan for publication (addressing WG publication requirements)
• Short report on findings from public consultation on draft plan
• Preparation of final management plan to draft design stage for publication by the Welsh Government

22. The proposed methodology and project plan will be discussed at inception meeting where upon if changes or amendments are required then the formal contract will begin once a revised and acceptable version has been agreed. Formal client team meetings will also be confirmed to ensure effective monitoring of the commission and to consider revise any possible changes to the commission.
23. The proposed timetable for the commission is as follows:

- Invitation to Tender 6\textsuperscript{th} July 15
- Tender submissions deadline 12.30pm 27\textsuperscript{th} July 15
- Specialist advisors appointed W/C 10\textsuperscript{th} August 15
- Completion of commission August 2016

24. The delivery of the full commission within a set budget of £23,000 - £24,000 excl VAT.

**Contract Award Evaluation Criteria**

25. The contract will be awarded to the most economically advantageous quote in terms of value for money on the basis of the following criteria, which are listed in order of importance including the weighting applicable to each criterion.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the brief</td>
<td>(20%)</td>
</tr>
<tr>
<td>Proposed methodology</td>
<td>(35%)</td>
</tr>
<tr>
<td>Relevant experience</td>
<td>(25%)</td>
</tr>
<tr>
<td>Price</td>
<td>(20%)</td>
</tr>
</tbody>
</table>

**Timetable of Events**
26. The Client has produced a timetable of events that will ensure the evaluation is completed on schedule. Any variations to these milestones must be agreed, in advance, with the Client and confirmed in writing by the Contract Manager.

27. Required completion dates:

**Duration of Contract**

Start date: W/C 10\textsuperscript{th} August 15  
Length of Contract: 12 months  
End Date: 31\textsuperscript{st} August 2016

Length of Extension (if applicable): 31\textsuperscript{st} December 2016

**Welsh Language and Translation**

28. Welsh Language Scheme requirements

The successful contractor will need to ensure that services provided through this contract comply with the Welsh Language Act 1993, and the Welsh Government’s Welsh Language Scheme. Once Welsh Ministers have to comply with the new Welsh Language Standards, contractors should ensure that services provided through this contract complies with those standards. That date will be known once a compliance notice is received from the Welsh Language Commissioner but it is expected to be in early 2016. Compliance with standards will then replace the need to comply with the Welsh Language Scheme. The Contractor should note the requirement to ensure that the Welsh and English languages are treated equally.

The requirements in relation to this contract are:

**Dealings with the public**

- ensuring that any other contact with the public not mentioned above complies with the principle of treating the Welsh and English languages on a basis of equality.

**Policy considerations**

- That policy issues not mentioned above complies with the principle of treating the Welsh and English languages on a basis of equality

Language and translation requirements are highlighted in the preceding paragraphs. Any other activity not mentioned above which is relevant to the contract should comply with the commitments in the Scheme.

28.a Translation Rates

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation into Welsh</td>
<td>£83 (per 1000 words)</td>
</tr>
<tr>
<td>Translation into English</td>
<td>£62 (per 1000 words)</td>
</tr>
<tr>
<td>Proof Reading</td>
<td>£40 (rate per hour)</td>
</tr>
</tbody>
</table>

**Local Authorities/Health Authorities/NHS Trusts**

a. Health Authorities
29. Health Authorities must ensure that in meeting the requirements of the contract they satisfy Section 2 of the National Health Service Act 1977 as delegated to Health Authorities by the National Health Service (Functions of Health Authorities and Administrative Arrangements) Regulations 1996.

30. Health authorities are asked to provide evidence that consideration has been given to ensure compliance with Section 2.

b. National Health Service Trusts

31. NHS Trusts must ensure that in meeting the requirements of the contract they satisfy paragraph 16(1) of Schedule 2 to the National Health Service and Community Care Act 1990.

32. NHS Trusts are asked to provide evidence that consideration has been given to ensure compliance with Schedule 2.

c. Local Authorities

33. Local Authorities must ensure that in meeting the requirements of the contract they satisfy Section 111 of the Local Government Act 1972.

34. Local Authorities are asked to provide evidence that consideration has been given to ensure compliance with Section 111.

1. Financial Standing & Resources

The Client wishes to ensure that suppliers have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. This may include (where appropriate) considering your level of existing work commitments and the potential impact on resources that awarding a contract would have.

In deciding to tender for a contract, you should also be aware and take in consideration the risks of becoming over-reliant on the Client’s business, or indeed that of any customer. In doing so, you should take into account earnings from any other work undertaken for the Client as well as potential earnings from this contract.

2. Freedom of Information

The Client is committed to open government and operates under a Code of Practice on Public Access to Information to meeting their responsibilities under the Freedom of Information Act 2000. Any information submitted by you in connection with this tender may need to be disclosed in response to a request under the Act.

If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received.
You will be consulted if we receive a request for disclosure of any of the information you have identified as commercially sensitive.

3. Environmental statement

The Client is committed to minimising the effect of its day to day operations on the environment and contractors are encouraged to adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Factors to be considered should include areas such as:

- Adopting an environmental management system which includes focus on disposal of waste and packaging
- More efficient use energy and water
- Beginning to embed sustainability into the provision of goods and services supplied to the Client
- Use of recycled paper containing only post-consumer waste for all non-specialist printing whenever possible
- Reduction in carbon dioxide emissions from business travel by extending use of video conferencing and encouraging the use of low emissions vehicles
- Building an environmentally friendly work culture through training and high quality communication with staff

Whilst on site the contractor should be aware of and actively support the Client’s Environmental Policy Statement which will be made available to you in advance or on arrival

4. Monitoring

Client’s Contact Point

The Contract Manager for the Client will be Laurence Smith (Laurence.Smith@wales.gsi.gov.uk).

The Contract Manager will be the point of contact for the Contractor during the course of the contract. He may elect to meet a named representative of the Contractor as and when necessary to discuss any issues which may have arisen during the provision of the service.

Contractor’s Personnel

Tenderers should provide the names of personnel to be assigned to the contract, their status in the organisation and their previous experience of dealing with contracts of a similar nature. Tenderers should also give details of a nominated contact point.

13.1 In the event of non-compliance with the Specification, the following procedure will be followed:

- notification of complaint and requirement to comply;
- notification of unacceptable practices and/or substantial non compliance to the Specification of the services;
- recourse to the conditions of contract.
5. **Transfer of Undertakings (Protection of Employment) Regulations – TUPE**

a) The employees engaged by the incumbent contractors to deliver the services under the current contract could be affected by a change in Contractor. Tenderers are therefore advised that they will need to consider the risk of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) applying to the transfer of work.

b) Tenderers are responsible for obtaining at their own expense advice regarding the application of TUPE in delivering the required Services.

c) Tenderers will be held to have, by their own independent observations and enquiries, fully informed and satisfied themselves as to the nature, extent and practicability of providing the Services and the cost, risks (including the risks of TUPE), contingencies or other circumstances or matters which might in any way affect the tender.

d) Please note that the Client is not able to advise on this aspect.

6. **Overseas Sourcing (if applicable)**

The Client respects different cultures and acknowledges that local working conditions differ from country to country but no matter where, we expect all our suppliers to live up to good basic requirements and take reasonable steps to ensure that these basic requirements are met.

All suppliers to the Client are expected to ensure, when sourcing overseas, that goods are not manufactured using inappropriate labour methods.

Suppliers will advise how they ensure that their overseas sources comply with the local legal minimum age for employment.

Suppliers will confirm whether they comply with SA8000 or equivalent

7. **BID PREPARATION COSTS**

1.1 Each Bidder shall be solely responsible for all the costs it incurs in the preparation and submission of its Bid up to and including the award of any contract by the Welsh Ministers. This shall also be deemed to cover the cost of attending any pre or post award Bidder meetings and site visits. The Welsh Ministers shall in no event be responsible or liable for any such costs regardless of the conduct or outcome of the bidding process, and in this respect, the Bidder shall have no recourse to the Welsh Ministers.

8. **Payment**

Payment will be made within 30 days of receipt of a correctly submitted invoice. Invoices must show a full breakdown of costs that clearly tie back to successful company’s submitted tender.
9. Security

9.1 If the successful contractor requires for its personnel, frequent and uncontrolled access to the premises of the Client, or where such personnel have access to restricted information, or proximity to public figures, then all such personnel must satisfy the security requirements of the Client by completing a security questionnaire. No contractor personnel will be issued security passes until they have obtained the required security clearance. Until then, they will be issued with a temporary pass and will have to be escorted by a member of staff each and every time they have access to the premises.

9.2 The successful contractor should ensure that appropriate checks have been undertaken through the Disclosure and Barring Service for any personnel that are likely to come into contact with children, young people or vulnerable adults during the course of this contract (NB DBS checks are not required for persons with access to information as opposed to face to face contact). Evidence that these checks have been performed should be presented to the Client once they have been completed and prior to any contact.

9.3 In addition to 9.2, tenderers will need to address how informed consent from children/young people/vulnerable adults and their parents/carers will be achieved and how permission in relation to access will be achieved from statutory and voluntary organisations (if appropriate). Tenderers must also outline an appropriate protocol in relation to disclosure of information gained in the course of the work that indicates a child/young person/vulnerable adult may be at risk. The protocol should be in accordance with the local Area Child Protection Committee/Local Safeguarding Children Board procedures for the area in which the child/young person lives. The protocol should specify that where there are any concerns that a child/young person/vulnerable adult is, or may be at risk, those concerns will be notified immediately to the local social services department or the police and will be followed up in writing.

9.4 The contractor is required to undertake to ensure that any personal data it processes in accordance with this contract is compliant with the Data Protection Act 1998 ('The Act'). Under the provisions of the Seventh Data Protection Principle of the Act, the data controller (the Client) is obliged to ensure that appropriate Information Security measures are in place to safeguard any personal data the contractor processes in providing the services under this contract.

10. Changes to the Specification

This specification document sets out the high level Client’s service requirement. During the life of the contract these requirements will be refined through discussion and agreement of both parties, with the aim of achieving best value for money for a quality product.

Changes to the Specification will be implemented by issuing written amendments to all those affected by the changes.

11. Conditions of Contract for …………

The Conditions of Contract for Castles and Town Walls of King Edward in Gwynedd World Heritage Site Management Plan hereafter enclosed should apply in relation to this contract.
The Contractor must have regard to these Conditions.
Appendix 1 - Broad Project Plan (subject to change)

Objective 1 - Develop Effective Governance and Management of The Castles and Town Walls of King Edward in Gwynedd WHS

- Establish relevant structures to help inform and shape the new management plan with formal meeting of the newly established Steering Group – September 2015

Sub objective - Development of effective public engagement arrangements

- Internal initial community engagement plan prepared by July 2015
- Commission specialist support to provide support on public engagement activities – attendance and collation of information in public/stakeholder engagement events August 15 (encompassed in the commission noted below)
- Delivery and support of community arrangements April 15 – April 16

Objective 2 - Preparation of The Castles and Town Walls of King Edward in Gwynedd Management Plan to develop a long-term strategy

- Prepare outline structure and key headlines for the plan by July 2015
- Commission specialist support (to help prepare the drafting and publication of Plan) by August 2015
- Stakeholder workshops undertaken September and November 15
- Steering Group meetings undertaken in September, November 2015 and January 2016 to discuss and agree general contents of draft plan
- Draft management plan (and appropriate Ministerial support secured) prepared by February 2016
- Consultation on the draft plan completed March 2016 (six-week window)
- Consideration to consultation submissions completed March 2016
- Final design and publication issues completed Early April 2016
- Management plan formally published in April (on WH Day) 2016