

Questions regarding tender:

1. Is the Urban Parks and Green Areas Study completed and a draft available yet? Alternatively is a summary document available, which might include (a) the natural spaces and connections within their context environment (maps of the authorities' jurisdictions with green areas identified would be particularly useful), (b) public and environmental policy themes, (c) main recommendations? Without such information it is difficult to understand the scope of the study in relation to the range/type, quantity and geographical footprint of the study areas and open spaces.

Answer: The Urban Parks and Green Areas Study is not currently available. The final Study will be made available to the successful tenderer.

2. Was the Urban Parks and Green Areas Study carried out in-house or by an external consultant and if so who was that?

Answer: The study was carried out by an external consultant. The consultant was CRP Consultants, based in Balma, France.

3. Does the Urban Parks and Green Areas Study provide baseline data in relation to each audited space or park in relation to the identified features which the proposed action plan needs to address i.e. Urban Composition Features, Social Features and Economic Features?

Answer: The Urban Parks and Green Areas Study is not currently available; the final version will be made available to the successful tenderer. Section 1.1 of the Terms of Reference for the Action Plan provides a summary of the Terms of Reference for the Study.

4. Is it envisaged that the language of the project would be English, including meetings with the various project partners on a one to one basis or in steering groups – would their representatives be communicating in English or would translators be provided (additional to the project budget) to support such meetings?

The contracting language is English and all formal documentation and communication with the contractor will be in English. Section 3.2.B notes that a knowledge of French and/or Spanish is desirable. The successful tenderer may be obliged to communicate with project partner representatives in French and/or Spanish and should include eventual interpretation costs as appropriate.

5. Is it expected that the successful consultant would be able to operate (converse and write) in each of the project partner languages and would need to demonstrate that capacity in the project team submission?

Answer: As stated in Appendix 2 of the Terms of Reference “all documentation should be submitted in English”. However, the successful tenderer may have to communicate with project partners in French and/or Spanish and should include costs to cover this.

6. The brief requires actions to be set out and costs identified, including possible financing opportunities. Would this information be provided by the partners through consultations? Costs for various actions could vary significantly from country to country so it would be important to have the local informed view on desired actions.

Answer: It is envisaged that the successful tenderer will provide all of this information following consultation with the project partners.

7. In relation to information to be supplied for tender purposes, if a team consists of more than 1 consultant/service provider operating under one lead consultant, should the individual consultant each illustrate their relevant experience and supply 3 recent projects to illustrate this i.e. 3 for the lead and 3 each for any co-consultants, or would 3 overall representative of team suffice.

Answer: Three overall examples which are representative of the consultancy team will suffice.

8. It is required that costs be estimated and fixed for attendance at meetings:

- We assume that the ‘number of’ meetings with the Mid West Regional Authority for Work Package 1 will take place in Nenagh.
- **Answer: The meeting will most likely take place in Nenagh, or elsewhere in the Mid-West Region (Limerick, Clare or North Tipperary).**
- For Work Package 2 we envisage 1 meeting in each of the project partners’ locales.
- **Answer: This will depend on the successful Tenderer’s and the Project Partners’ assessment of needs.**
- We assume that the interim meeting for Work Package 4 (also referred to in Work Package 2) will be in Nenagh.
- **Answer: Not necessarily. The Request for Tender states that the Project Partners have yet to determine when and where the presentation of interim results will take place.**

Any assumptions made in relation to the number and location of meetings should be outlined clearly and appropriate costs provided for in the tender submission.

9. Can you please confirm whether the format of submitted tenders must follow the order outlined in section 1.3 of Appendix 1?

Answer: All information requested in section 1.3 of Appendix 1 must be supplied, though not necessarily in that order.

10. Item 1.4 of part 1 indicates that a contract would be issued for a three month term. Item 1.5 disallows the Contracting Authority from extending the term yet Item 1.5 of Appendix 1 indicates a study period of 26 weeks (six month). Can you confirm the study period is six months?

Answer: The timeframe for the contract will be 26 weeks.

11. The deadline for queries in Section 2.7 is mistyped and therefore there is no deadline? Please clarify.

Answer: The deadline for submission of queries should have read 42 days from publishing date. As it was published on 10th October this would mean 21st November. But as this was not clear in the tender, queries beyond this date will be accepted.