

Request for Quotations

Guidance document: Managing Vegetation on Historic Masonry

Introduction

The Heritage Council was established under the Heritage Act, 1995. It is a public body which has a statutory responsibility, pursuant to section 6 of the Heritage Act, "*to propose policies and priorities for the identification, protection, preservation and enhancement of the national heritage*". Its mission is to develop a wide understanding of the vital contribution that our heritage makes to our social, environmental & economic well-being. Among the programmes that the Heritage Council delivers are the Irish Walled Towns Network and the Traditional Farm Buildings programme.

Context

The Heritage Council's *Our Place in Time Strategic Plan 2023-2028* identifies the promotion of an integrated approach to heritage as a core value of the organisation, as well as setting out specific objectives to "establish guiding principles that are environmentally sound and that will safeguard heritage for the future" and to "improve advice, guidance and training for the independent heritage sector".

The *Irish Walled Towns Network Strategy 2024-2028*, is aligned with *Our Place in Time* and supports as part of its Climate commitment "an approach that balances the conservation needs of the historic structure and those of its associated biodiversity".

In April 2024 the Irish Walled Towns Network and the Traditional Farm Buildings programme convened a national stakeholder forum on 'Managing Vegetation on Historic Masonry', which brought together experts from the natural and built heritage sectors to discuss how we might better balance the conservation needs of built heritage and biodiversity when approaching masonry repair projects.

Request for quotations

The Heritage Council would like to further support this work by developing a guidance document on managing vegetation on historic masonry. This document will be used to provide guidance for specifiers and contractors in carrying out conservation and maintenance projects. It will be disseminated by Heritage Teams in Local Authorities and to applicants of grant schemes administered by the Heritage Council where relevant and will be available to download from the Heritage Council website.

The Heritage Council is seeking a qualified and experienced provider to develop this document.

The document should be based on the findings of the stakeholder forum and on the provider's own expertise. It should include clear and detailed guidance for specifiers and contractors to assist in decision making.

Gathering information and developing the document will include: ensuring that legislative provisions are adequately reflected, liaising with the Irish Walled Towns Network and Traditional Farm Buildings Scheme programme managers, sourcing case studies to illustrate the guidance document and collaborating with a steering group, selected by the Heritage Council on the development of the guidance document. The Heritage Council will arrange a designer for the design of the document and this will be the subject of a separate cost, i.e., it will not be reflected in this contract price.

The provider will need to take part in at least: an initial online call with the Heritage Council and other steering group members, a feedback call after the working group review of a first draft, and a final call to tie together any remaining issues. Each call should take no longer than 1.5 hours. Other calls or in-person meetings can be arranged as needed (The Heritage Council will cover travel and subsistence in the case of an in-person meeting if deemed necessary).

Project Team

The project team must include: a qualified and experienced ecologist or botanist; a qualified and experienced conservation architect or engineer; and a qualified and experienced stonemason. All team members should have experience of working with historic masonry structures and/or archaeological monuments.

A project lead should be identified from within the project team. This team member will act as document author and as primary point of contact with the Heritage Council.

Skillsets Required

The provider should have the following skills and experience:

- Extensive knowledge of biodiversity and actions to improve biodiversity
- Specific familiarity with historic masonry structures as habitats (BL1 stone walls and other stonework) and with the flora and fauna that they support
- Extensive knowledge of the conservation needs of historic masonry structures and of the techniques involved in their repair and management
- At least two years field work experience
- An understanding of the legislative provisions and best practice relating to biodiversity and built heritage conservation
- Excellent research and writing skills
- Experience in writing about complex and science-based issues in a clear, easy to understand manner for a non-expert readership
- Experience in consulting a broad range of statutory organisations, people and groups and developing this into usable written input
- An ability to identify how potentially complex heritage priorities can be managed

Issues to be included in the guidance document (non-exhaustive and subject to change)

The following issues are ideas for what can be included in the guidance document. It is an initial idea list and open to change as the work proceeds:

- Understanding historic masonry
- Understanding wall flora
- Understanding walls as habitats
- Assessing impact

- Decision making for vegetation management
- Making space for wildlife
- Case studies demonstrating good practice
- Resources available

To Submit a Proposal

Please submit your proposal by 5pm on 3rd July 2026 to gcroke@heritagecouncil.ie.

Your proposal should include the following information:

- Document of maximum two pages outlining the project team's credentials for the role, including examples of similar work in the past, and setting out how the team intends to deliver the project brief.
- CV for each project team member.
- Breakdown of timeline of work.
- Budget.

Timeline

The guidance document would need to be ready by 16th November 2026. The consultant's start date would be no later than 7th September 2026. A first draft would be developed by 12th October 2026 followed by review and feedback by the working group by 30th October 2026 and completion of final version by 16th November 2026.

Budget

Please submit an overall cost with a detailed breakdown of days and time allocated to each element of developing the guidance document. Budget should be inclusive of all costs and exclusive of VAT.

Tax Clearance Certificate

Before a contract is awarded, the successful service provider(s) will be required to promptly produce a Tax Clearance Certificate. Where a Tax Clearance Certificate expires within the course of the contract a renewed certificate must be supplied. All payments under the contract will be conditional on the service provider(s) being in possession of a valid certificate at all times.

Payment

Payment for all services covered by this Request for Quotation will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful provider following the award of contract.

The Heritage Council reserves the right to withhold payment where a provider has failed to meet contractual obligations in relation to the provision of goods or services to an acceptable level of quality.

Costs

The Request for Quotations contains no contractual offer of any kind. The Heritage Council will not be liable in respect of any costs incurred by service providers in the preparation of quotations.

No contractual relationship will exist except pursuant to a written agreement signed by a representative of The Heritage Council and any successful provider for the specified services.

The Heritage Council reserves the right to seek clarification or verification of any information supplied.

Please note that The Heritage Council is subject to the Freedom of Information Act.

Every effort has been made to ensure that this request contains all the necessary information for completion of a quotation. However, in the interests of equity, requests for additional information, clarification on the content of this document and all other queries shall be by email only to gcroke@heritagecouncil.ie. The closing date for receipt of queries is **12 noon on 26th June 2026**.

Late Submissions will not be considered.

Award Criteria

The contract will be awarded on the basis of the most economically advantageous quotation consistent with the following award criteria:

Criteria	Max Mark Available	Minimum Mark Required
Price	250	N/A
Methodology and approach for the delivery of the guidance document	250	150
Expertise of project team and experience in the delivery of similar work	250	150
Understanding of the brief	250	150
Total	1000	450