

EXPRESSION OF INTEREST

Scope of Expression of Interest (EOI)

Merlin Woods Windblow Clearance & Habitat Restoration

Procedure

Open Procedure – National Level

Key Dates

Issue Date	Thursday 12 March 2026	
Closing Date for Queries	Thursday 12 March 2026	12pm(Noon)
Closing Date for Tender Submissions	Thursday 26 March 2026	12pm(Noon)

Contact for Queries

Questions and Answers facility on Parks@galwaycity.ie

Format for submission of tenders

Via Parks@Galwaycity.ie only

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1 ABOUT THE CONTRACTING AUTHORITY

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

1.3 The Contracting Authority

Galway City Council herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website www.galwaycity.ie

2 Subject of the Expression of Interest

Galway City Council (GCC) invites Expressions of Interest from a professional Forestry Management company regarding the planned clearance of windblown coniferous forest and regeneration of woodland areas within Merlin Woods, through the NeighbourWoods grant scheme. This follows significant damage caused by Storm Éowyn in early 2025. The award criteria will be based on the Operator meeting minimum requirements, overall approach to the works and most economically advantageous. This project prioritizes habitat and broadleaf tree retention, and strict adherence to the Wildlife Act.

2.1 Overview of the Requirement

Due to ongoing high public usage within the woodland park, and specific constraints regarding access at Merlin Park Lane, all operations must adhere to a comprehensive Pedestrian & Traffic Management Plan, and the award will include responsibility for Health & Safety management and the roles PSDP and PSCS. Applicants will have.

- Dual Certification in Forest Management for a minimum of 5 years.
- Hold FSC and PEFC Forest Management for a minimum period of 5 years
- Hold FSC and PEFC chain of custody certification for traceability of timber movement

Membership of professional membership of Irish Timber Growers Association,
Social Economic Environmental Forestry Association of Ireland (SEEFA),
Agricultural Consultants Association (AGA)

2.2 Duration

The contract will be for a period of 3 months.

The Contracting Authority reserves the right at its sole discretion to extend the contract, subject to satisfactory performance, budget availability and ongoing business needs. The number and duration of extensions will be 2 months.

2.3 Contract Management

The Contracting Authority requires tenderers to nominate a dedicated contract manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to contracts and be responsible for the satisfactory delivery of the services required. The duties of the contract manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority.
- Provide regular reports on performance as agreed with the Contracting Authority.
- Meet as and when required to review and examine performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost.

3 Pass /Fail Criteria

The Contracting Authority is using the open procedure for the award of this contract, therefore, while all interested parties may submit a tender, only those demonstrating that they have the required level of financial and technical capacity will have their tender considered. In this regard, the tender process is divided into 2 stages:

Stage 1 – Expressions of Interest Evidence and Appendices (Refer to Section 4)

Stage 2 – Award Criteria and Appendices (Refer to Section 5).

To demonstrate a tenderers' qualifications, tenderers are required to provide the information set out in Stage 1 in the Tender Response Document (TRD). Only tenders which meet the Stage 1 Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the Stage 2 Award Criteria.

4 Stage 1 – Expression of interest

General Information	
Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.	
Declarations	
• Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 2814 of May 2016 as contained in the EOI Response Document. • Complete the Declaration regarding compliance with relevant statutory obligations as contained in the EOI Response Document. Where tenderers are established and operating outside of Ireland compliance with equivalent legislation as applicable in the country of establishment / operation is required.	
Financial	
Tax	Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners.
Insurance	Confirmation of the following insurances being in place: • Employer's Liability - €13 million • Public Liability - €6.5 million

Previous Contracts / Experience
Tenderers must provide information clearly demonstrating successful delivery of two (2) previous comparable contracts / experience, involving the following features: • NeighbourWoods Scheme completed for a Local Authority • Windblown and Tree Clearance works on public lands
Health & Safety
Tenderers must provide information which demonstrates operation of health & safety systems and procedures in line with all relevant Safety Health & Welfare at Work legislation. Please complete the TRD. Evidence of compliance will be required as condition of contract award.

Quality Assurance

Tenderers must provide information which demonstrates a commitment to quality assurance and provide details of quality assurance policies and systems and whether 3rd party certified. Please complete the TRD.

Environmental Management System

Tenderers must provide information which demonstrates operation of an appropriate environmental management system whether 3rd party certified or in-house. Please complete the TRD.

5 AWARD CRITERIA

Only tenders which meet the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

The contract will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings.

Please note that the maximum marks available is 10,000.

Criterion A		Weighting	Maximum Marks	Minimum Marks Required
		20%	2,000	N/A
Title	Cost			
Description	A detailed breakdown of the costs is to be provided. Costs should include Mobilization, Timber Haulage and a breakeven point of the project.			
Criterion B		Weighting	Maximum Marks	Minimum Marks – 50%
		40%	4,000	2,000
Title	Approach and Methodology			
Description	Tenderers must outline their approach and methodology of delivery of this service under • Forest management plan • Biodiversity management Tenderers will demonstrate their Forestry management plan which will include stakeholder engagement and Traffic Management Plan and provide a detailed Pedestrian management plan, and Implementation plan, Risk Assessment & Method Statement for the delivery of high-quality services to Galway City Council. The successful tenderer will be required to register with GCC's Contractor Competency Assessment App. prior to commencement of the project. The plan should take into consideration the scope of services and specifications as detailed, including AA Screening and management/prevention of spread of invasive species as agreed with the Council (esp. winter Heliotrope) and the management & protection of			

	heritage stone walls and sensitive habitats such as limestone pavement and the retention of broadleaf trees.		
Criterion C	Weighting	Maximum Marks	Minimum Marks – 50%
	40%	4,000	2,000
Title	Resources		
Description	Tenderers are to provide a Responsibility Assignment Matrix and Work Breakdown Structure of the team showing the role of each team member. This is to include clearly defined milestones, outline what is in the forestry management plan and how the information will be presented to Galway City Council Tenderers should demonstrate that competent, professionally suitably qualified, and experienced staff are represented in their team, who have the capacity to undertake all required aspects of the Windblow Clearance & Habitat Restoration. Details should include personnel, project lead, project ecologist with expertise in urban mammals and invasive species, and include the roles of PSDP and PSCS, who will be responsible for the project: names, professional qualifications and must demonstrate their appropriate expertise to undertake the works and confirmation of availability to complete work. CVs and evidence of relevant qualifications are required for the minimum skillset sought and should not exceed 2 pages per CV. Tenderers should also demonstrate how the proposed team can bring value added input to the project.		

in respect of all aspects of the contract award criteria as stated above. This will enable the awarding authority to assess fully the extent of their offers.

5.1 Methodology for Calculating the Cost Score

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

Lowest Cost from a Bona Fide Tender	A
Cost for the tender being evaluated	B
Maximum Points available for Cost	C
Formula employed	$\frac{A \times C}{B}$

5.2 Methodology for Calculating Scoring of Qualitative Criteria

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable and considered ineligible from further consideration		
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.
1 – 24%	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible.
0%	No response	Response completely fails to address the criterion under consideration. This is unacceptable and classified as inadmissible.

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

Note: where there is a tie-break, the economic operator with the highest quality score will be awarded the quotation. In a case where the overall qualitative scores are identical the economic operator with the highest score on the highest weighted qualitative criterion will be awarded the quotation.

All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the quotation process.