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31st August 2022

By Email

Dear Jonathan,

Re: Habitat Management Advice/Plan – Ivybridge Parks and Longtimber/Pithall Woodlands

Further to our recent conversation, please find enclosed our tender for the above works which I hope you will find satisfactory.

I have provided a quote for a visit to the site to assess the value of the current habitats and species present on site. Following on from this there are several options for the provision of advice. These include: verbal advice, a short habitat management report detailing important habitats and potential species together with brief recommendations on appropriate management and the enhancement of habitats; or, the production of a comprehensive management plan report detailing our advice including a schedule of the proposed management regime.

Throughout the project we will liaise with you regarding the proposed land management to ensure the report corresponds with your requirements.

I would like to take this opportunity to thank you for considering DWC for this project. If you have any queries regarding the quote please don't hesitate to contact me by telephone on: 01392 455930 or by e-mail: [REDACTED]

Yours sincerely,
For & On Behalf of Devon Wildlife Consultants



James Woodin BSc. (Hons)
Assistant Ecologist



Tender to: [REDACTED]

Regards: Habitat Management Advice/Plan – Ivybridge Parks and Longtimber/
Pithall Woodlands

Consultant: Devon Wildlife Consultants, Unit 2, Aldens Business Court, Chudleigh
Road, Exeter EX2 8TS

Devon Wildlife Consultants

DWC provides a wide range of ecological services and gift aids its profits to support the Wildlife Trust's charitable work. It works with a wide range of clients from developers, statutory agencies and local authorities through to schools, community groups and private individuals.

DWC staff are professional ecologists and are bound by the code of conduct of the Chartered Institute of Ecology and Environmental Management (CIEEM). DWC is, therefore, obliged to offer an independent and objective opinion on the likely impact of a proposed development. The contract will be undertaken in compliance with all national and appropriate international legislation applicable during the work programme.

This tender is based on our perception of the project as laid out in the clients' invitation to tender. This tender will remain valid for a period of 90 days from the date shown above, subject to the client keeping to the original tender specifications.

If, in the light of receiving this and other tenders, the client realises that the project has been misconceived or details were not included in the original tender, DWC wish to be re-approached to submit a new tender.

Brief outline of project

In accordance with the requirements of the client as outlined during conversation on 26th August 2022, the following needs to be undertaken:

Habitat Management Plan

Site Visit

A site visit will be undertaken to record and assess the habitats and species currently present within the site.

Report

Subsequent potential options for the provision of advice are presented below:

a) *Verbal Advice*

Subject to client availability, the site visit can be combined with a meeting to discuss the requirements of the site, with a brief summary of recommendations provided via email.

b) *Habitat Management Report*

A short report can be compiled based on the site visit. This would include a summary of the species, habitats and potential for wildlife within the survey area, together with ideas on enhancing current habitats for wildlife, the potential for creating additional habitats and managing the habitats for wildlife, including management techniques and timings.

c) *Habitat Management Plan*

A detailed Habitat Management Plan can be compiled which would utilise the information collected during the site visit to create detailed prescriptions and schedules regarding the current and proposed habitats and ecological features within the site. The status and current management of the habitats present within the site will be considered and recommendations will be made in order to enhance the habitats for a range of wildlife. Detailed recommendations could also be provided for the creation of additional habitats. An initial draft of the Habitat Creation & Management Plan will be provided to the client for comment.

The project will be undertaken by a suitably qualified, and where necessary licensed, in-house ecologist.

It is assumed that the client will arrange access to all parts of the survey area as required by DWC and will supply maps of an appropriate scale for the project. Dates for completion will be agreed with the client on acceptance of the quote.

Fee Proposal T/4069.01: Habitat Management Advice/Plan – Ivybridge Parks and Longtimber/Pithall Woodlands

The cost shall remain fixed unless the client requires additional work and/or meetings. This quote is inclusive of travel time and mileage. Costs for reporting include production of a single draft. Additional costs will be provided if further revisions are required.

Option	Item	Cost £
a)	Site visit, verbal advice and follow up email correspondence	430.00
b)	Site visit and Habitat Management Report	615.00
c)	Site visit and Habitat Management Plan	990.00

Cost excludes VAT which will be charged at the standard rate.

I confirm that I have read and agree to be bound by the Terms and Conditions and instruct DWC to proceed in accordance with the brief as provided on 31st August 2022.

Signed Print Name

Date.....Position

Company

.....

Address

.....

.....

Contact details 1) Tel.....

2) Mobile

3) E-mail

Invoicing:

Company (*if different from Company as named above*)

.....

Address

.....

.....

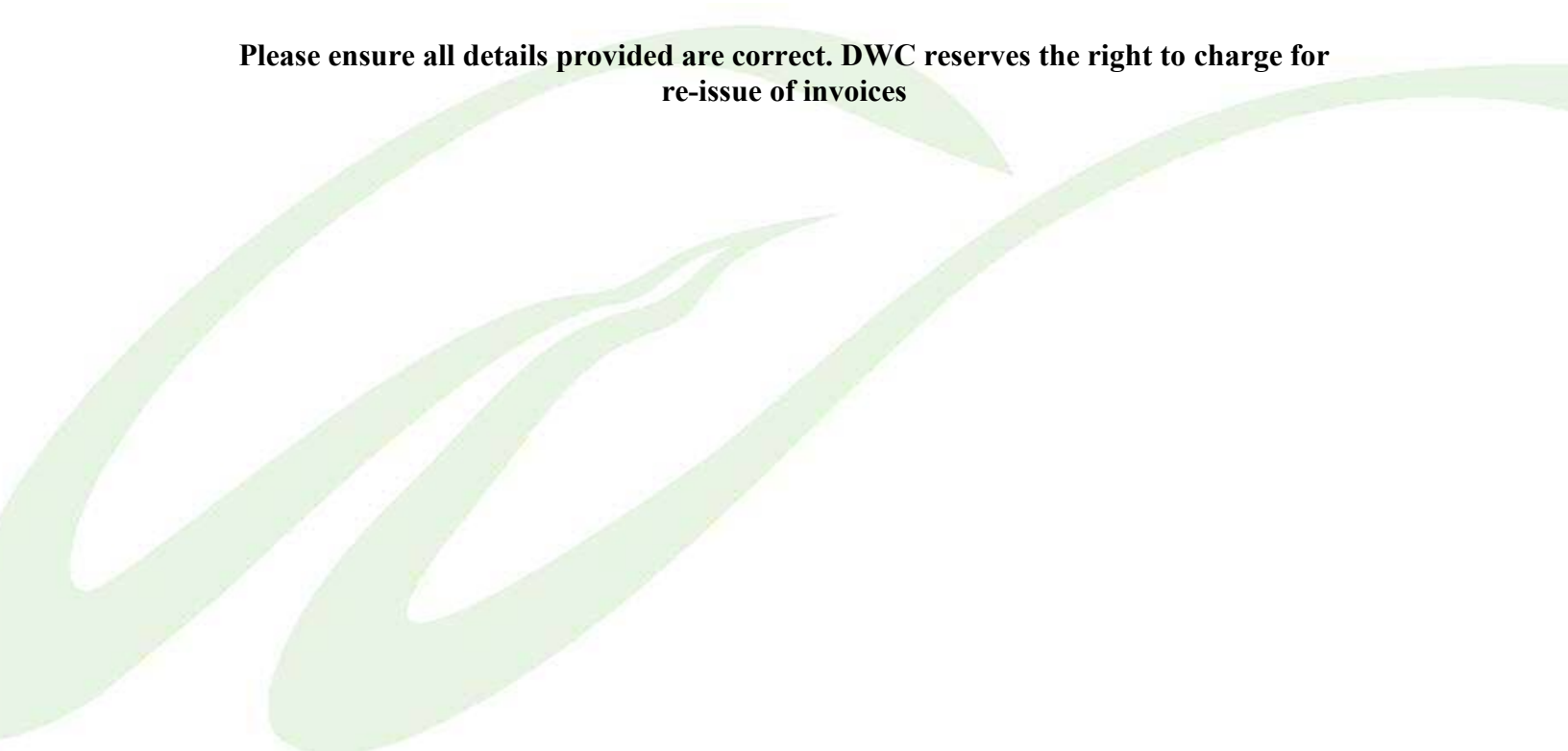
Accounts Department Contact & Tel No

.....

Your Purchase Order Number (*if applicable*)

.....

Please ensure all details provided are correct. DWC reserves the right to charge for re-issue of invoices



STANDARD TERMS AND CONDITIONS OF CONTRACT

Applicable to all Contracts undertaken by Devon Wildlife Consultants

1. The quotation is valid for a total of ninety days from the date on the quotation unless otherwise detailed in a covering letter or any other communication from Devon Wildlife Consultants (DWC).
2. All ecological data gathered during survey work will, 6 months after completion of the project, be passed on to the Devon Biodiversity Records Centre (DBRC), or equivalent Local Records Centre for survey work outside Devon, unless the Client instructs otherwise in writing. DBRC and other record centres use ecological data to produce information and analysis of their area's habitats and species, and any data passed on will therefore subsequently be in the public domain.
3. The Client is responsible for providing Ordnance Survey maps or digital data at a suitable scale, together with licence details where appropriate. Should DWC need to provide this data the cost will be met by the client.
4. The client is responsible for arranging access to the site(s) with the relevant landowners unless otherwise agreed. Where access requires DWC staff to obtain keys for sites the client undertakes to arrange this in advance. Time spent by DWC staff in obtaining keys or otherwise engaged in securing access will be chargeable to the client at an hourly rate commensurate with the fees set out in the quotation.
5. If evidence is found of the presence of a species or habitat that may be a material consideration for a development, project or other activity other than the species for which DWC is contracted to survey and report, DWC has a professional obligation to report on the presence of these species and reserves the right to refer to these species in the same report as the species for which DWC was contracted to survey.
6. If evidence is found of harm to wildlife and wildlife habitat, whether accidental, deliberate or reckless, DWC reserves the right to consult with the statutory authorities. If Planning Conditions or other agreements are broken, whether accidental, deliberate or reckless, DWC reserves the right to consult with the Planning Authorities. If license agreements are broken, whether accidental, deliberate or reckless, DWC reserves the right to consult with the licensing authority. If any of the above is considered likely to occur, DWC reserves the right to consult in advance with the appropriate authority.
7. The fee payable to DWC by the Client for the Contract covers only the work which DWC undertakes to carry out in relation to the Contract in the letter from DWC to the Client setting out the basis on which the Contract is to be carried out. In the event of additional work being required by the Client this will be charged for as an extra. If additional expense is incurred by DWC in order to fulfil the Contract due to errors in plans, specifications or information provided by the Client at the time of tender request, then the Client will reimburse such additional expense to DWC.
8. Goods or materials which are supplied during the contract will remain the property of DWC until receipt of payment.
9. The Client agrees to pay invoices upon receipt of invoice unless otherwise agreed in writing prior to the issue of invoices.
10. For ongoing works, invoices will be issued on a monthly basis unless otherwise agreed in writing prior to commencing the contract.
11. DWC reserves the right to charge interest on overdue sums (over 30 days from date of invoice) in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 and Late Payment of Commercial Debts Regulations 2002.
12. Where recourse to legal process is required to recover monies due to DWC, solicitor's fees, court costs and other incurred expenses will also be claimed from the client.
13. The Contract is undertaken by DWC on the basis that the Client has disclosed to DWC any fact or circumstances known to the Client or which should be known to the Client, which would involve any officer, employee or Contractor of DWC involved or concerned with the Contract in any hazard or hazardous activity. The Client will ensure that any specific health and safety information or requirement relating to the area and work in question is passed to DWC. The Client shall indemnify DWC and its officers, employees and Contractors from and against any losses or damage arising by virtue of any such non-disclosure.
14. Copyright of all maps, plans, diagrams, illustrations, photographs and figures produced by DWC remains with DWC, unless agreed otherwise with the client in writing.



Wildlife Trust
Consultancies

Devon Wildlife Consultants is a trading style of Devon Wildlife Enterprises Limited

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Registered Office of the company: Cricklepit Mill, Commercial Road, Exeter, EX2 4AB

working for wildlife & business

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