	Subject	Question	Answer
1.	Site Visits	Are accompanied site visits available with someone from the procurement or client team as part of the tendering process? If not, are the sites discussed within the brief publicly accessible?	There will not be accompanied site visits as part of the tendering process. Whilst Hanging Hill Farm is not publicly accessible, you are welcome to visit the site unaccompanied. Please let us know when you plan to visit and we can advise our Estates team that you will be on site. Please provide 48 hours' notice if possible.
2.	Documents	Could you advise if there are any further bid documents available beyond invitation to tender document and the visions and principals document that are hyperlinked in the ITT document.	There are no further bid documents beyond the ITT.
3.	Submission documents	Is there a submission document that you can provide to submit our proposal? If there isn't, could we know if you have any page/word counts please?	See response to question 7 below.
4.	Documents	Could you please share the full tender pack or provide access details?	The relevant tender document can be downloaded from the following page on Find a Tender: https://www.find-tender.service.gov.uk/Notice/059644-2025
5.	Budget	Can you please confirm that the stated figure (£65,000 excl. VAT) represents the total maximum consultancy fee allocation across both phases?	That is correct.
6.	Team Composition	Would you expect the core team to primarily comprise landscape architects and landscape planners, with potential support from a planning consultant, cost consultant, and perhaps a building architect to provide light conceptual input regarding built form and site fit?	Having the right expertise to develop the strategic rationale with ourselves and in consultation with stakeholders is essential as this will inform the scope for Phase 2 (if there is a strong rationale). For Phase 2 we value the views of consultants on the expertise required for the core team to meet the deliverables in the ITT.
7.	Submission requirements incl. word limit	Is there a more detailed specification of what is required e.g. a page or word limit for specific questions, a common format (e.g. A4 landscape) and similarly a pricing schedule to be filled out. The questions would also typically have a percentage assigned e.g. the cvs might be X% and the methodology Y%. Whilst this is partially done in the following evaluation section it's not clear exactly how the "Information included" section maps to this.	We have chosen to allow consultants to consider the most appropriate response to the ITT. This should be in Microsoft Word or PDF format and we will accept landscape or portrait. We have now mapped the details requested in the information to be included section against the evaluation criteria (see attached). In terms of pricing schedule we would request that this is separated by Phase 1 and Phase 2, to include itemised costs clearly stating if VAT is not applicable. We did not include a pricing schedule because we would like the consultants to identify which costs need to be itemised based on the methodology. The pricing should also clearly identify number of days of each project team member and day rates. In terms of word count we are looking for concise proposals, as a **guide only** - for the methodology section we would not expect this to be any longer than 3-sides of A4 text i.e. 1200 - 1500 words, but this is not a fixed word count.
8.	Contract t's and c's	Can you provide a draft form of contract? Including things like Professional Indemnity, Public Liability and Employers insurance, requirements. If not can you advise of any key contract requirements e.g. insurances.	See attached our standard Services Contract terms and conditions.
9	Specification	Does NFC have any guidance on target ROI, payback periods, or types of income generation models they are prioritising, or is that open to consultant recommendations?	NFC is open to consultant recommendations and will be keen to work with the successful consultant to refine this through the process depending on the outcome of Phase 1.
10.	Preferred site details	The ITT references the main site being considered as being the Feanedock complex on the opposite of Rawdon Road to Conkers. The site plans on Annex A show Feanedock to the north of the Hanging Hill Farm site and yet the zoomed in plan is of Hanging Hill Farm only. Please can we verify that the anticipated proposed site is the Hanging Hill Farm site (ie. the zoomed in site plan). Does the site include the area labelled Feanedock further to the north?	The zoomed out map in Annex A is to show the land owned by NFC adjacent to Hanging Hill Farm. We often refer to anything to the east of Rawdon Road as the Feanedock complex. Much of this is already planted with trees and therefore would be out of scope for development. The zoomed in map of the farm building and surrounding fields is the area of interest for potential development, but would need to connect and compliment the wider landscape and work within site and planning constraints.
11.	Site images	We would welcome any photos of the proposed site if you are able to provide these, including the panoramic view from the highest point of the site referenced.	We will post images on the portal shortly.
12.	Methodology	We expect that the 'methodology' element of the tender submission is intentionally open to interpretation, however if there are any specific requirements that you would like to see as part of our response to this part of the submission, we welcome any more detail on this.	We are looking for consultants to help advise the NFC on the details of the methodology to meet the high-level deliverables and deliver the best outcome within the resources available. We recognise we have not been prescriptive in the methodology. Thinking around the Forest Hub is at the early stages, hence Phase 1 will be an essential piece of work. This is a feasibility piece and as such the Outline Business Case will inform the level of future resource and investment allocated to developing a more detailed business case with detailed designs etc.
13	Word count		In terms of word count we are looking for concise proposals, as a guide only - for the methodology section we would not expect this to be any longer than 3-sides of A4 text i.e. 1200 - 1500 words, but this is not a fixed word count.
14	Planning	Do you require preparation of pre-planning application material, to support the deliverables?	We do not require preparation of a pre-planning application as we have internal expertise for that, but where possible we would like outputs from this work to support any application.
15	Methodology	Can you give us a detailed breakdown of what you expect from the 'methodology' deliverable?	High level deliverables are outlined on page 9 of the ITT, we are seeking consultant expertise to help provide a more detailed breakdown within their submissions, and within the available resources.
16	Building design	Is there an expectation for a design for a building, or is this calling purely for strategic responses?	We are not expecting detailed designs of a building. In Phase 2 what we will be looking for is site plans which show building footprint/s and supporting facilities e.g. car parking and recommended access points. We may require some illustrative designs for the prospectus / brochure document if the outline business case supports further development work for the Hub.
17	Consortium members	Can we include a specific list of consortium members or sub-consultants (e.g. structural engineers, MEP consultants) within our submission?	We do not envisage a requirement for structural engineers or MEP consultants for this commission. Consortia submissions are welcome.

	Subject	Question	Answer
18	Deliverty team	Is it acceptable to propose additional partnerships, such as sustainability or forestry specialists, as part of our delivery team?	It is for bidders to identify the best skills, expertise and team to deliver this commission. However we do have forestry specialists within the NFC who will be able to advise. We have purposefully called the working title Forest Enterprise Hub as opposed to Forestry Enterprise Hub as we are interested in the multiple benefits that forests can provide.
19	Project value	Could you provide us with more clarity on the overall project value, consultant fees, and construction budget?	Please see the ITT for project value and consultant fees, we do not have a construction budget currently - the scale of any future development will be informed by this commission.
20	Questions	When and how will responses to clarification questions be circulated?	We are circulating them via email and posting on the Find a Tender Portal.
21	Surveys	In order to help deliver the Phase 1 - Strategic Rationale, a thorough understanding of the existing site will be essential. Are existing topographical, arboricultural, ecological, archaeological surveys, etc. available? If not, will the commissioning of such surveys be arranged and funded by the NFC directly (with the appointed teams assistance), or will tendering teams need to consider the costs and commissioning of surveys within the c. £65K budget?	We do not feel this level of detail is essential for Phase 1 - the strategic rationale - at this point it is the concept that requires development and is less site specific. For stage 2 we do have a topographical survey (albeit slightly dated) but it should be sufficient for this purpose. In terms of other surveys deemed necessary, we would look to discuss this with the preferred supplier following Phase 1 to assess whether we would like these undertaken as part of phase 2. Therefore, for the purpose of submitting a tender we are content for these costs not to be included.
22	Stakeholder interviews	The programme to deliver Phase 1 is tight, given the need to consult with c.25 stakeholders, to help inform the strategic rationale. Has early contact already been made with key stakeholders, to 'warm them up' to the desire to engage with them before the Christmas period and shut-down?	We have c. 20 people currently on our stakeholder list and they are all known to us, and / or we currently work in partnership with them, so we are confident that this is achieveable. We did include a buffer because we know that others will likely be identified during the process.
23	Brochure	For the Phase 2 prospectus/brochure - what audience is this primarily for? (Funders, partners, planning authorities?)	It is intended to be an advocacy document for potential funders, partners, local authorities and givernment depts - but the need for the document will also be informed by the outcomes, recommendations of the commission.
24	Design detail	What level of design detail is expected in Phase 2? (Concept only, or developed design with technical information?)	We are not expecting detailed designs with technical information. In Phase 2 what we will be looking for is concept designs to meet the required functions identified through Phase 1 and supporting facilities e.g. car parking and recommended access points.
25	Cost planning	Is there an expectation of cost planning/QS input in Phase 2, or just order-of-magnitude estimates?	We are looking for order-of-magnitude at this point, enough to give confidence to the feasibility or not. A full detailed business case, detailed designs etc. would be done at a later stage if the case is strong enough and subject to resources.
26	Contract t's and c's	We have also reviewed the terms and conditions uploaded to the notice and we would like to request some minor amendments: Clause 14.7 doesn't yet specify the levels at which the Supplier's liability will be capped at. We would like to request that 14.7(a) and 14.7(b) are capped at reasonable insurance levels, such as £1M, and that 14.7(c) is capped at an amount in line with the contract price and the low-risk consultancy services being provided, such as £100,000. Would the National Forest Company also be willing to: - Confirm the required levels of insurance, as clause 10 is also in draft format? - Cap clause 9.3(b) (IPR indemnity) at the same level specified at 14.7(b)? - Limit clause 16.2(a) (Survival) to a period of six years after termination or expiry of the agreement? - Reword clause 9.3(b) so that the Supplier isn't responsible for indirect or consequential losses, or loss of profit and reputation, in line with clause 14.10? - Incorporate additional wording intended to protect the Supplier's pre-existing IPR? - Grant the Supplier a licence to use the Deliverable IPR in its business? - At clause 7.8, limit set-off to this contract?	The terms and conditions attached is our standard template provided as a guide to tenderers. In terms of clause 14.7 we would look to negotiate capping liability costs to reasonable insurance levels, for 14.7(c) this would normally capped at 2 x contract value. In terms of professional indemnity and personal liability we typically seek £5m for each of these. However, if the preferred supplier has a lower limits we can discuss this with them on a case by case basis. On the remainder of the questions we would need to seek legal input that we do not have in house and would incur additional costs prior to having a preferred supplier, which we are not in a position to do.