

## REQUEST FOR QUOTES

Kilkenny County Council is seeking a Request for Quotes from suitably qualified professional/s to carry out a survey of holy wells (phase 2) in County Kilkenny

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Kilkenny County Council  
Comhairle Chontae Chill Chainnigh

## **INVITATION TO SUBMIT A PROPOSAL FOR THE PROVISION OF SERVICES TO CARRY OUT A SURVEY OF HOLY WELLS (Phase 2) IN COUNTY KILKENNY.**

Kilkenny County Council invites proposals from suitably qualified professionals to carry out a survey of holy wells (Phase 2) in the county. The project is co-funded by the Heritage Council, under the County Heritage Plan Programme.

### **1. INTRODUCTION**

Holy wells are sacred places in the local landscape and are held dear by local people. They are of cultural, archaeological, ecological, folkloric, spiritual, religious, geological and hydrological significance. This project will collect data and raise awareness about the holy wells of Kilkenny, and the traditions and practices associated with this often less known aspect of our cultural heritage, with a view to helping to ensure their care and protection.

The traditions, oral heritage and customs surrounding holy wells are recognised as being part of our intangible cultural heritage, and in danger of being lost as older generations pass on. In 2019, for example, the tradition of holy well visitation was added to the National Inventory of Intangible Cultural Heritage. This project aims to capture data and knowledge relating to a valuable aspect of our heritage to inform future scholarship and forward planning. This project is the first systematic collation of data on the heritage aspects of Kilkenny's holy wells.

#### **1.1 Project Aims**

- Raise awareness of holy wells in County Kilkenny and their archaeological heritage significance
- Gather folklore and record cultural traditions associated with holy wells
- Identify the location of 'missing' holy wells in County Kilkenny
- Produce a photographic record of, and field-recording sheet and site sketch for, each holy well site surveyed
- Assess the material heritage and record the current condition of a selection of known holy wells
- Establish a searchable database of heritage information on holy wells surveyed in consultation with Kilkenny County Council
- Produce a report that outlines the survey findings and provides material for the interpretation and promotion of holy wells in the county (including the text and illustrations for a web page on 'The Heritage of Holy Wells in County Kilkenny')
- The Kilkenny Holy Well survey will add to the corpus of knowledge gathered from other county audits undertaken by Heritage Officers in Clare, Monaghan, Galway, Donegal etc. It will be informed by the successful methods undertaken in other counties.

#### **1.2 Phase One Project Outcomes**

- Phase 1 of the project comprised a desk study audit and site visits to 116 of the holy wells in the County. According to the Record of Monuments and Places there are 159 holy wells in Co. Kilkenny.
- The desktop audit included investigation of historical primary and secondary national and local sources; interrogation of the Record of Monuments & Places/Sites & Monuments Record; consultation with archaeological, historical and heritage organisations and societies around Co. Kilkenny along with local informants.
- Participation from members of the public is vital to the success of this project. Members of the public were invited to share information, stories and photos about wells in their area.

- A searchable database, agreed by the Heritage Officer and GIS Officer, was established for the survey of selected holy wells and included information such as a twelve-figure National Grid Reference (using GPS); photography of each holy well, its landscape context and associated features; its dedication to a saint; information on its pattern day and/or saint's feast day/pattern day; folklore and cultural traditions associated with each holy well; folk legend of the foundation of the holy well; information on the turas and pattern activity associated with the holy well; and an assessment of its material heritage value and current condition including any perceived threats.

### **1.3 Phase 2 Project Objectives**

- Conduct further study on 43 unlocated holy wells and survey where possible
- Establish any unrecorded holy wells as RMPs in their own right
- Undertake community engagement to gather folk memory and tradition and to find unlocated holy wells including: social media; call to action on local radio/newspaper; Community events x 3 (including Heritage Week event)
- Contribute to video about Holy Wells in Kilkenny
- Photogrammetry at 5 holy wells
- Update Holy Wells Survey Phase 1 Report with findings of Phase 2

### **1.4 Expected duration of the contract:**

The work will be carried out over an estimated six-month period between May and the end of October 2024. A draft report must be provided by mid-October for review by the Heritage Officer.

## **2. PROCUREMENT**

Proposals for this project are sought from suitably-qualified and experienced professionals. The successful applicant/s will be expected to have the necessary qualifications and skills to bring the project to completion within the scheduled timeframe. It is required that this project be completed by 25th October 2024.

Closing date for receipt of Proposals is: 16:00, 3 May 2024.

It is the responsibility of the tenderer to ensure that the proposals are received on time and late proposals, however transmitted, will not be considered.

### **2.1 Required Skills and Expertise**

#### *Essential*

- Proven professional experience of archaeological survey work, with a good understanding of the issues relating to sites of pilgrimage.
- Proven experience in relating to stakeholders i.e. owners and the public in relation to heritage issues.
- Experience of generating public awareness and gathering information from the public on aspects of heritage.
- Full driving licence and access to a vehicle suitable for the carrying out of this project.
- Experience of writing clear reports and working to strict deadlines.

#### *Desirable*

- Experience, knowledge and understanding of the archaeology and cultural heritage of County Kilkenny.

- Experience in recording oral history and tradition.

## 2.2 Response to the Brief

Proposals in response to this brief should set out in detail how the study will be approached, methodology, and any other relevant matters. The project design should include:

**Required Skills and Experience:** Proposals should contain clear details of the skills and experience of the researcher(s), including the range of relevant professional skills which would be brought to bear, and the CV(s) of the researcher(s). Details should also be given of the relevant experience of the researcher(s) proposed including examples of previous relevant field survey work.

**Method Statement and Detailed Timetable:** Must including reference material to be used, selected survey methodology and fieldwork, consultation planned, data analysis, report preparation and a detailed timetable.

**Consultation with Key Stakeholders:** It is important that consultation take place with key stakeholders and that a knowledge of the relevant key stakeholders is demonstrated in the methodology. Public appeals seeking information about Holy Wells, practices and cures should be central to any methodology.

**Resource Plan:** showing the breakdown of person hours for each stage in the survey.

**Breakdown of Costs:** A detailed breakdown of the estimated costs of carrying out all elements of the survey.

**Insurance:** Extent of professional indemnity and public liability cover

**Tax:** The consultant(s) should be tax compliant

## 2.3 Evaluation of Proposals

Evaluation of proposals will be based on the ability of the person(s) to deliver the skills and outputs detailed above and on the value for money of the proposed work. Kilkenny County Council is not bound to accept the lowest or any quote, and no person making a submission will be remunerated for any trouble or expense incurred in preparing a submission.

## 2.4 Award Criteria

The contract will be awarded on the basis of the most economically advantageous and relevant tender by applying the following award criteria and sub-criteria, scored out of a total of 100 marks. The tenderer whose Proposal is deemed to meet the qualification criteria and be the most suitable will be invited to enter into discussions with a view to being awarded a contract to provide the services requested in these documents.

Criterion Weighting Minimum required	
Methodology and management for delivery of work	25
Expertise and experience	25
Ability to communicate with owners and audience	25
Cost structure	15
Quality of proposal	10
<b>Total</b>	<b>100</b>

### **3. PROJECT DELIVERABLES**

**The following output will be required:**

- Further study conducted on 43 'lost holy wells'.
- Community outreach including: social media engagement; call to action in local media; 3 outreach events, one to take place during Heritage Week. The successful candidate should liaise with the Kilkenny Heritage Officer regarding these events.
- A draft report should be provided to the Heritage Officer by mid-October. This report should be provided in digital format and should include key information on survey results and any recommendations for future work.
- All unrecorded wells reported to the National Monuments Service
- Final Updated Report in pdf format, with the logos of Kilkenny County Council and the Heritage Council to be shown on the front cover and should contain the text 'An action of the Kilkenny Heritage Plan'. The format of the report should comply with guidelines set out by the Heritage Council: [https://www.heritagecouncil.ie/content/files/publications\\_styles\\_for\\_reports.pdf](https://www.heritagecouncil.ie/content/files/publications_styles_for_reports.pdf)
- Figures and plates should also saved as separate jpeg images, with specific captions (images should be at least 300dpi).
- All sites appropriately georeferenced; ITM co-ordinate system to be used
- Photogrammetry conducted at 5 holy wells

### **4. GENERAL ISSUES**

#### **4.1 Copyright**

All documents prepared by the consultants on foot of this appointment and submitted to the contracting Authority will be considered the property of the contracting authority. The person(s) appointed will be required to assign their copyright to Kilkenny County Council and the Heritage Council. The contracting authority reserves the right to use said materials at any time, including for use in other projects, without the prior approval of the consultants. Copyright for any third-party illustrations or other material used should be cleared by the lead consultant. The consultants will be duly credited in any reports, publications or works that may emanate from this tender.

#### **4.2 Archiving**

All materials should be archivally stable.

#### **4.3 Budget and Financial arrangements**

Tenderers should quote the cost of services excluding VAT and including all project costs, travel, and expenses.

Payment for all services will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful Consultant, following the award of the contract. Kilkenny County Council operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2002. The successful tenderer must accept payment of invoices by Electronic Funds Transfer to its nominated bank account.

#### **4.4 Communication and queries**

To ensure equality between applicants, Kilkenny County Council or their partners will not enter into any correspondence or discussions with the applicants or their agents during the preparation period for submissions, save for the clarification of issues relating to the tender brief only. Any such queries

should be submitted to the following email address: [regina.fitzpatrick@kilkennycoco.ie](mailto:regina.fitzpatrick@kilkennycoco.ie) clearly marked Query for Quotation for the provision of consultancy services to Kilkenny.

Queries should be raised as soon as possible and, in any case, at least 3 days before the closing date. For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

#### **4.5 Freedom of Information**

Kilkenny County Council is subject to the provisions of the Freedom of Information (FOI) Act 1997-2003. If tenderers consider that any of the information they have supplied is either commercially sensitive or confidential in nature, this should be highlighted and the reason for its sensitivity specified. In any such case, the relevant material will, in response to FOI requests, be examined in the light of the exemptions provided for in the FOI Act.

#### **4.6 Award to Runner up**

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, The Contracting Authority considers that the successful party has not met its obligations, The Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition.

This shall be without prejudice to the right of The Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

#### **4.7 Project Management**

The project will be managed largely by the Heritage Officer, but a project steering group may be set up which may include representatives of Kilkenny County Council, Kilkenny County Heritage Forum and/or the Heritage Council and the landowners. The project manager and/or representatives from the steering group will meet with the consultants on appointment to agree the work programme and dates for review points.

The client will be Kilkenny County Council on behalf of the project partners. The day to day contact will be with Regina Fitzpatrick, Heritage Officer.

#### **4.8 Termination of Appointment**

The Contracting Authority shall be entitled to terminate the appointment at any time without notice subject only to full payment being made for services performed up to date of termination.

#### **4.9 Insurance**

The person(s) to whom the contract is awarded must have public liability to the value of €6.5 million with a reputable insurance company. It is a condition of the award of this contract that the firm selected must produce evidence of such cover prior to the award. Evidence of Public Liability and Employer's Liability Insurance, if appropriate, for the Consultant/s, will be required before a Contract is awarded.

#### **4.10 Submissions**

Closing date for receipt of Proposals

The closing date for receipt of Proposals is: 16:00 on 3 May 2024

It is the responsibility of the tenderer to ensure that the Proposals are received on time.

Address for Proposals Proposal should be sent by email, with the subject marked "Proposal for a survey of holy wells in County Kilkenny" to: [Heritage@kilkennycoco.ie](mailto:Heritage@kilkennycoco.ie)

#### **4.11 Language of Proposal**

The Proposal must be completed in the English language.

#### **4.12 Query handling**

Any queries concerning this document should be addressed to:

Regina Fitzpatrick; Email: [regina.fitzpatrick@kilkennycoco.ie](mailto:regina.fitzpatrick@kilkennycoco.ie); Ph: 056-7794923

### **5. CONDITIONS**

In addition to the points outlined above, the following conditions will apply to all Proposals:

1. A completed declaration as per Article 45 of Directive 2004/18/EC on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts. See appendix A.
2. Any conflicts of interest involving the Consultant/s must be fully disclosed to Kilkenny County Council, particularly where there is a conflict of interest in relation to any recommendations or Proposals put forward by the Consultant/s.
3. Before a contract is awarded the successful Consultant/s will be required to produce a current Tax Clearance Certificate.
4. All payments made to the Consultant/s will be liable to the deduction of Professional Services Withholding Tax. The current rate is the standard rate of income tax - 20%.
5. Kilkenny County Council will not be liable in respect of any costs incurred by proposers in the preparation of Proposals or any associated work effort.
6. Evidence of Public Liability and Employer's Liability Insurance, if appropriate, for the Consultant/s, will be required before a Contract is awarded.
7. Evidence of motor vehicle insurance that indemnifies Kilkenny County Council and will be required before a Contract is awarded.
8. Kilkenny County Council is subject to the provisions of the Freedom of Information (FOI) Act 1997-2003. If tenderers consider that any of the information they have supplied is either commercially sensitive or confidential in nature, this should be highlighted and the reason for its sensitivity specified. In any such case, the relevant material will, in response to FOI requests, be examined in the light of the exemptions provided for in the FOI Act.

### **APPENDIX A**

Article 45, of Directive 2004/18/EC co-ordinating procedures for the award of public supply contracts:

1. Any candidate or tenderer who has been the subject of a conviction by final judgment of which the contracting authority is aware for one or more of the reasons listed below shall be excluded from participation in a public contract:

(a) participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA (1);

(b) corruption, as defined in Article 3 of the Council Act of 26 May 1997 (2) and Article 3(1) of Council Joint Action 98/742/JHA (3) respectively;

(c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities (4);

(d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering (5). Member States shall specify, in accordance with their national law and having regard for Community law, the implementing conditions for this paragraph. They may provide for a derogation from the requirement referred to in the first subparagraph for overriding requirements in the general interest. For the purposes of this paragraph, the contracting authorities shall, where appropriate, ask candidates or tenderers to supply the documents referred to in paragraph 3 and may, where they have doubts concerning the personal situation of such candidates or tenderers, also apply to the competent authorities to obtain any information they consider necessary on the personal situation of the candidates or tenderers concerned. Where the information concerns a candidate or tenderer established in a State other than that of the contracting authority, the contracting authority may seek the cooperation of the competent authorities. Having regard for the national laws of the Member State where the candidates or tenderers are established, such requests shall relate to legal and/or natural persons, including, if appropriate, company directors and any person having powers of representation, decision or control in respect of the candidate or tenderer.

2. Any economic operator may be excluded from participation in a contract where that economic operator:

(a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

(d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;

(e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;



(f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information. Member States shall specify, in accordance with their national law and having regard for Community law, the implementing conditions for this paragraph..

3. Contracting authorities shall accept the following as sufficient evidence that none of the cases specified in paragraphs 1 or 2(a), (b), (c), (e) or (f) applies to the economic operator:

(a) as regards paragraphs 1 and 2(a), (b) and (c), the production of an extract from the 'judicial record' or, failing that, of an equivalent document issued by a competent judicial or administrative authority in the country of origin or the country whence that person comes showing that these requirements have been met;

(b) as regards paragraph 2(e) and (f), a certificate issued by the competent authority in the Member State concerned. Where the country in question does not issue such documents or certificates, or where these do not cover all the cases specified in paragraphs 1 and 2(a), (b) and (c), they may be replaced by a declaration on oath or, in Member States where there is no provision for declarations on oath, by a solemn declaration made by the person concerned before a competent judicial or administrative authority, a notary or a competent professional or trade body, in the country of origin or in the country whence that person comes.

4. Member States shall designate the authorities and bodies competent to issue the documents, certificates or declarations referred to in paragraph 3 and shall inform the Commission thereof. Such notification shall be without prejudice to data protection law.

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(1) OJ L 351, 29.12.1998, p. 1.

(2) OJ C 195, 25.6.1997, p. 1.

(3) OJ L 358, 31.12.1998, p.2.

(4) OJ C 316, 27.11.1995, p. 48.

(5) OJ L 166, 28.6.1991, p. 77. Directive as amended by Directive 2001/97/EC of the

European

Parliament and of the Council of 4 December 2001 (OJ L 344, 28.12.2001, p. 76