

REQUEST FOR PROPOSAL TO PROVIDE INDIVIDUAL CONSULTANT SERVICES

Title: Consultant **Geologist**
Number of Consultants: One
Location: Department of Communications, Marine and Natural Resources
Geological Survey of Ireland
Beggars Bush
Haddington Road
Ballsbridge
Dublin 4.

Contract: It is planned that the work will commence on 1st July, or as soon as is practicable. The contract will be full-time and carried out over the period up to December 31st 2009.

1. INVITATION TO SUBMIT A PROPOSAL FOR THE PROVISION OF CONSULTANT SERVICES

1.1 Outline

This invitation to submit a proposal is in respect of **Individual Consultant Services** for the collection and data entry of all relevant data to aid in the production of depth-to-bedrock and permeability maps and to assist in the locating and clearing of drilling sites.

1.2 Query Handling

Any queries concerning this document should be addressed to:

**Monica Lee,
Groundwater Section,
Geological Survey of Ireland,
Beggars Bush,
Haddington Rd.,
Dublin 4,
Ireland.**

Telephone: +353-1-678 2784 (direct line)

Fax: +353-1-678 2569

e-mail: monica.lee@gsi.ie

1.3 Closing Date for Receipt of Proposals

The closing date for receipt of Proposals is:

17.00 on Friday 6th July 2007

1.4 Address for Proposals

Three (3) copies of the Proposal should be enclosed in a sealed envelope, marked "**Proposal for Consultant Geologist**" and addressed to:

**Eibhlín Doyle
Geological Survey of Ireland
Department of Communications, Marine and Natural Resources
Beggars Bush
Haddington Road
Dublin 4.**

1.5 Language of Proposal

The proposal must be completed in the English language.

1.6 Financial Arrangements

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.

2. INTRODUCTION AND BACKGROUND

2.1 Background

One of the main on-going functions of the Groundwater Section is to provide county-based Groundwater Protection Schemes (GWPS), including Source Protection Maps. The Schemes have been undertaken in conjunction with the specific county councils, on a county-by-county basis, over the past two decades. To date, there are ten digital GWPS available, with two more due for completion this year.

GWPS Maps are based on the integration of four components:

1. vulnerability maps;
2. aquifer maps;
3. source protection area maps;
4. groundwater protection responses, which take account of risk posed by a particular potentially polluting activity and set out recommended planning and development controls.

For further information please read **Groundwater Protection Schemes** (DEHLG/EPA/GSI, 1999). This report is available in pdf-format via the GSI website http://www.gsi.ie/workgsi/groundwater/protectionschemes/schms_txt.htm.

Another important area of work has been the input to, and support of, the Water Framework Directive (WFD). The Groundwater Section's contribution has responded to the needs of the WFD, and at present is focused on contributing to the River Basin District (RBD) steering groups and a number of the technical working groups for different programmes of measures.

The GWPS enable the county councils to make informed planning decisions and therefore are an important dataset to facilitate sustainable development. Although compiling these data on a county basis has been adequate for this purpose, several layers from the GWPS – principally the permeability and vulnerability layers – are now used in the RBD risk assessment, and are therefore required nationally.

2.2 Brief Description of the Work Required

The main objective of this consultancy is the collation of all relevant data to aid in the production of depth-to-bedrock and permeability maps at national level.

2.3 Principal tasks to be undertaken in the performance of the work

The principal tasks are as follows:

- To formulate a detailed work programme for the project in conjunction with the GSI.
- To identify sources of data (e.g. from specific consultancies and county councils).
- To collect all available data.
- To enter these data into an appropriate database.
- To assist with subsoil drilling programme, including locating and clearing of sites.

There may be a requirement to undertake other Groundwater Section work at the discretion of the Head of Section.

2.4 Working Environment

The Consultant will be based in the Groundwater Section at the offices of the Geological Survey of Ireland. Fieldwork will be undertaken within the limit of the budget assigned to this work.

2.5 Equipment and Facilities

All necessary equipment, training and facilities will be provided by the GSI.

2.6 Working Relationships

The Consultant Geologist will report to the Head of the Groundwater Section in the GSI.

3. EVALUATION OF PROPOSALS AND AWARD CRITERIA

The following process will be applied in evaluating the proposals and in awarding a contract for the services required.

1. All Proposals will be examined to determine if they qualify for further evaluation. A Proposal determined to qualify for further evaluation will be termed a **Qualifying Proposal**. Qualification Criteria are given in Section 3.1. All Qualifying Proposals will be assumed to be capable of carrying out the services requested in these documents.
2. Qualifying Proposals will be further evaluated according to the **Award Criteria** given in Section 3.2.
3. The Qualifying Proposal that best meets the Award Criteria will be invited to enter into discussions with a view to being awarded a contract to provide the services requested in these documents.

3.1 Qualification Criteria

Proposals will be initially evaluated by reference to the following qualification criteria. The Proposer must:

- Hold a recognised first or second class honours degree in Geology, Earth Science or equivalent.
- Possess a full valid driving licence.
- Possess, own or have access to vehicular transport with appropriate insurance.
- Provide a statement that he/she is able to carry out **all** the work requested in this proposal, in the stated timeframe (2.5 years).

3.2 Award Criteria

A contract will be awarded from the **Qualifying Proposals** on the basis of:

The Most Economically Advantageous Proposal

A scoring approach will be adopted in determining the Most Economically Advantageous Proposal. Scoring will be made based upon the proposal and an interview. The following **Award Criteria**, with the maximum scores provided in brackets, will be applied to determine which Proposal is the most economically advantageous:

- Experience in geological/environmental work. (20 marks).
- A knowledge and understanding of Geoscience/Environmental databases and Geographic Information Systems (in particular ArcGIS). (20 marks).
- Good communication, both written and oral, and presentation skills. (20 marks).
- The cost of the proposal based on a full-time 2.5-year contract on the services that you will provide, exclusive of VAT (40 marks).

The first 3 criteria will be assessed by your *Curriculum Vitae* and at the interview.

The Proposal that is deemed to be **The Most Economically Advantageous** will be invited to enter into discussions with a view to being awarded a contract to provide the services requested in these documents.

4. REQUIRED INFORMATION

You are required to provide the following information in the format indicated below. Failure to do so may result in your Proposal not being considered.

4.1 Personal Information

You are required to provide the following.

- Name
- Address
- Telephone number
- Fax number (if any)
- E-mail address and
- Website address (if any)

of the person submitting the Proposal and who will carry out the work for the services requested in these documents.

4.2 Curriculum Vitae

You are required to provide an up-to-date *Curriculum Vitae*.

4.3 Other information

You are required to provide:

- Evidence that you hold a recognised first or second class honours degree in Geology, Earth Science or equivalent.
- Evidence that you possess a full valid driving licence (Photocopies of the relevant documents will suffice).
- Evidence that you possess your own or have access to vehicular transport with appropriate insurance, road tax and national car test, if appropriate (Photocopies of the relevant documents will suffice).
- The information requested in Section 3.2 of this document to enable assessment of your proposal.

- Confirmation of acceptance by the Consultant of the Conditions described in Section 5 of this Request for a Proposal.
- Confirmation of your availability for the stated timeframe for this project.
- A statement that he/she is able to carry out **all** the work requested, which is specified in Section 2.4 of this document in the stated timeframe (full-time for 2.5 years).

4.4 References

You are required to provide the names and contact details of two people who are acquainted with your work.

5. CONDITIONS

This following conditions will apply to all Proposals.

1. Information provided by Consultant will be treated as contractually binding. However, the GSI reserve the right to seek clarification or verification of any such information.
2. Before a contract is awarded the successful Consultant will be required to produce a copy of their Tax Clearance Certificate.
3. All payments made to the Consultant will be liable to the deduction of withholding tax. The current rate is the standard rate of income tax - 20%.
4. The GSI will not be liable in respect of any costs incurred by proposers in the preparation of Proposals or any associated work effort.
5. Proposals that are delivered late will not be considered. All Proposals must be delivered to the above address not later than **17.00 on Friday 6 July 2007**.
6. Evidence of Public Liability and, Professional Indemnity Insurance for the Consultant will be required.
7. Any conflicts of interest involving a Consultant must be fully disclosed to the Minister for Communications, Marine and Natural Resources, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Consultant.
8. Any registerable interest involving the Consultant and the Minister for Communications, Marine and Natural Resources, members of the Government, members of the Oireachtas or employees of the Department of Communications, Marine and Natural Resources or their relatives must be fully disclosed in the response to this Request for a Proposal or should be communicated to the Department of Communications, Marine and Natural Resources immediately upon such information becoming known to the Consultant, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act, 1994.
9. A statement from the Consultant that none of the excluding circumstances (a), (b), (c), (e) and (f) listed in Paragraph 1 of Article 20 of EU Council Directive

93/36/EEC (co-ordinating procedures for the award of public supply contracts) applies to them (listed in Appendix A to this Document).

10. Any work carried out in the performance of this contract shall be carried out at a location to be decided by the Head of Section.
11. Copyright of all foresight knowledge data and information, as well as all derivatives created by this consultancy in its entirety will be vested in the Geological Survey of Ireland as representative body on behalf of the Minister for Communications, Marine and Natural Resources

APPENDIX A

Extract from Article 20, Paragraph 1 of EU Council Directive 93/36/EEC

of 14th June 1993

co-ordinating procedures for the award of public supply contracts:

1. Any supplier may be excluded from participation in the contract who:
 - (a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who 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 for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
 - (c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of *res judicata*;
 - (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
 - (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 those of the country of the contracting authority;
 - (g) is guilty of serious misrepresentation in supplying the information required under this Chapter.