

Matt Ritchie  
FCS Archaeologist  
Forest Enterprise Scotland Head Office  
1 Highlander Way  
Inverness  
IV2 7GB  
tel: 01463252635

[matthew.ritchie@forestry.gsi.gov.uk](mailto:matthew.ritchie@forestry.gsi.gov.uk)

15<sup>th</sup> May 2012

Dear Sir/Madam,

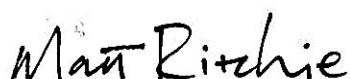
**Invitation to Tender: Archaeological Evaluation of Pickan's Dyke.**

You are hereby invited to provide a detailed quotation and supporting short **Archaeological Project Design** in order to undertake and report on an archaeological evaluation of the monument known as Pickin's Dyke near Dalmellington. Your quotation should be in accordance with the attached **Brief for Archaeological Evaluation**.

- Project Designs and tenders must arrive at the address above by 12 noon on the 8<sup>th</sup> June 2012 clearly marked **TENDER MR/2012/05**.
- A sum of up to **£500** is available in order to write the Project Design, payable within 31 days of receipt of an invoice. Project Designs may be used within a published case study and will be considered Crown copyright.
- Fieldwork must be planned and undertaken between the 20<sup>th</sup> August and 7<sup>th</sup> September 2012; the interim report received by the 28<sup>th</sup> September; and any agreed post excavation analysis completed by the 1<sup>st</sup> March 2013.
- Only tenders in the format requested (marked sealed letter or email) will be considered.
- Tenders by telephone or received after the closing date will not be considered.
- Please make sure that figures are clear and that the submission is both signed and dated.
- The Forestry Commission is not bound to accept the lowest or any tender.

The tenders will be assessed using the following criteria (in no particular order): the most economically advantageous; the methodology and specifications supplied (Project Design); the relevant recent project experience of the proposed project team (although the project could be used as a mentored CPD opportunity); and the quality of previous work (please submit details of any relevant examples). FCS reserves the right not to award any contract as a result of this exercise.

Yours faithfully,



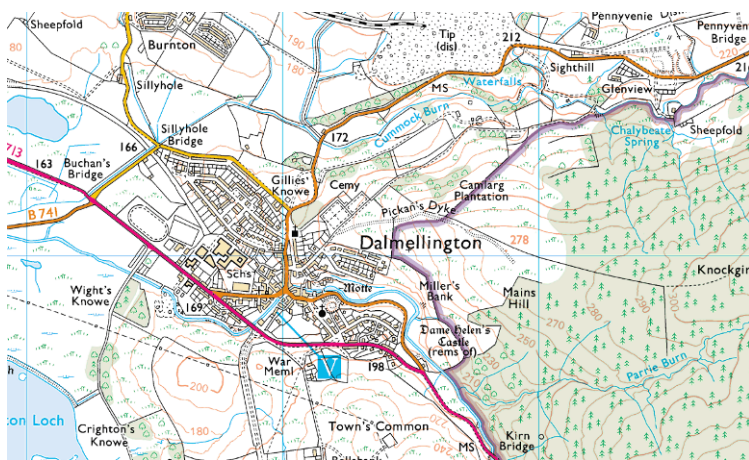
Matt Ritchie  
FCS Archaeologist

# Brief for Archaeological Evaluation

**Project:** [Pickan's Dyke](#)  
**Grid reference:** NS 485 061  
**Forest District:** Galloway  
**Brief prepared by:** Matt Ritchie

## Site Location and Description

In 1954 the Ordnance Survey recorded that the dyke comprised "a slender turf bank, very low and considerably mutilated, up to 0.7m in height and 4.5m in width. The ditch... is only visible for part of its length."



In 2004 CFA Archaeology noted that "Pickan's Dyke is shown on the OS 1<sup>st</sup> Edition map running from NS 4821 0608 to 4890 0598. Field survey located the eroded remains of this feature, which comprises an earth and stone bank up to 4m across and between 0.2-0.8m high. There is a ditch up to 2.5m wide and 0.4m deep on the S side of the bank. The bank fades out in peaty heather moorland on the top of Mains Hill" (Environmental Statement for the Kyle Windfarm, CFA Archaeology Ltd, 2004).

*General location*

*(Crown copyright FC 100025498 2012)*

The proximity of the named dyke to the early medieval Dalmellington motte and 'site of Dame Helen's Castle' is suggestive - and the possibility that the features are associated cannot be discounted.

Prior to a programme of path upgrades, an archaeological evaluation is required in order to clarify the nature, age and extent of any buried archaeological deposits present within and around the dyke (on the national forest estate). Rather than simply an evaluation to enable the path - one small trench at the crossing - a more ambitious project is required in order to investigate the age and nature of the dyke at the same time and present the investigation to local schools and the public. Archaeologists would then have a better chance to recover some dateable material - and an interesting excavation with which to host an open day for the local community.

## Archaeological evaluation

The evaluation will enhance the historic environment record and enable the planned path upgrade. Access for the archaeological work and all liaison in regards to public engagement (alongside supporting risk assessments etc) will be planned in accordance with Galloway Forest District Ranger Lyndy Renwick (direct dial number: 0141 555 5827; mobile: 07818 016963; [lyndy.renwick@forestry.gsi.gov.uk](mailto:lyndy.renwick@forestry.gsi.gov.uk)). The project is envisaged as two distinct stages:

- **Stage One:** fieldwork and interim reporting; and
- **Stage Two:** post-excavation, analysis and final reporting (*outwith this tender*).

The aims and objectives of **Stage One** archaeological work are to determine the character, extent and date of any archaeological site that may be encountered by:

- excavating a number of hand dug trenches to evaluate extent and preservation of in situ deposits. Although the exact dimensions will be subject to the approved Project Design, for the purposes of this tender they should be assumed to be three trenches over the bank and ditch (each c. 8m x 2m) at locations along the dyke (including where the path crosses) within the national forest estate.
- developing and promoting one public open day during archaeological works.

Following the completion of the fieldwork (and stable re-profiling / and consolidation of the site), a summary report will be submitted for comment, completing **Stage One**. This interim report will detail the results of the fieldwork and include recommendations for any appropriate post-excavation, analysis and reporting (a post-excavation research design). The design will identify any materials recovered and the types of analysis that can be pursued. It will also identify the costs associated with any work required and indicate a proposed timetable. **Stage Two** must be agreed in advance by the FCS Archaeologist.

Five paper copies of the interim report should be sent to the FCS Archaeologist alongside a digital copy of the interim report with finished plans and DES entry on CD/DVD (in .pdf and .doc formats). The interim report must also be submitted to the OASIS database (for dissemination to the National Collection of RCAHMS and the Local Authority Historic Environment Record). A summary report should also be arranged to be sent for inclusion to **Discovery & Excavation in Scotland**.

#### **Stage One in summary:**

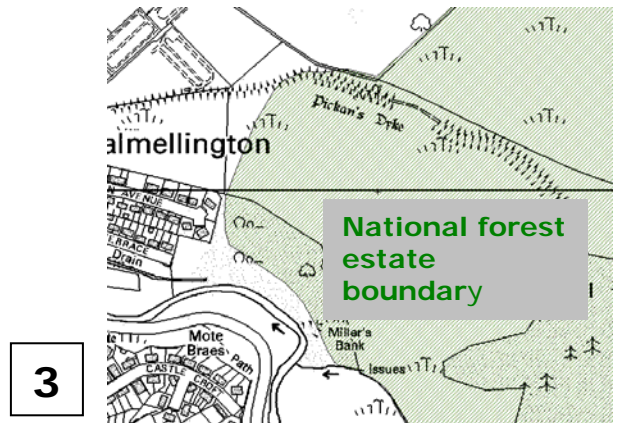
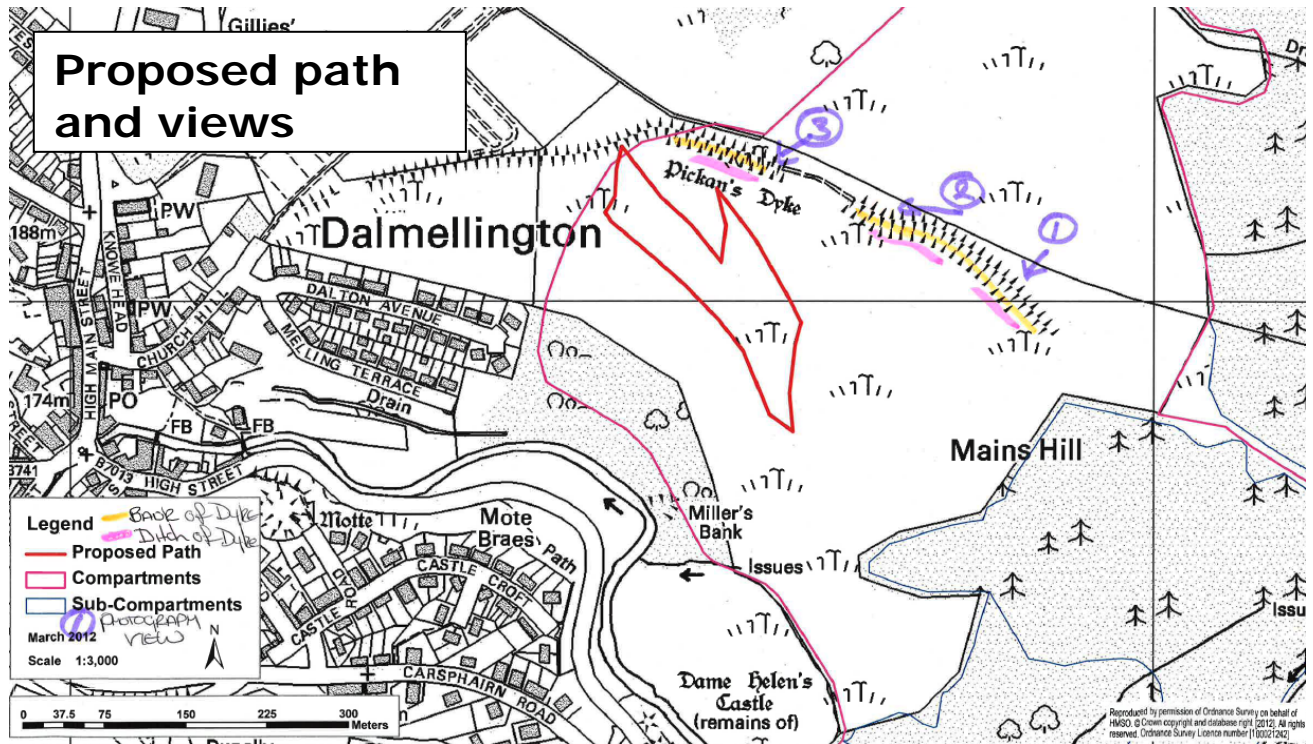
- Archaeological fieldwork and outreach
- Short interim report and DES entry
- Costed and timetabled Post Excavation Research Design

## **Archaeological Project Design**

The short Archaeological Project Design should include options, methodologies and costings for excavation, likely post excavation analysis and publication. It should contain the following elements (in two parts):

- **non-technical summary;**
- **introduction**, including site location and description;
- **background** archaeological context;
- **objectives**, including the general and specific aims of investigation;
- **strategy**, including Stage One fieldwork methodology (proposed excavation and recording, artefact collection, public engagement strategy and indicative timetable etc);
- **initial reporting** strategy;
- **analysis and publication** methodology (indicative Stage Two post-excavation methodology and report preparation);
- **archive deposition**; and
- **Health and Safety** considerations.
- Stage One project **costs**
- **Organisational and staffing profiles**; and
- **Indicative** Stage Two **costs** (ie typical post-excavation analysis that may be required).





## Specifications for Archaeological Evaluation

[to be supplied by the archaeological contractor]

**Project:** [Pickan's Dyke](#)  
**Grid reference:** NS 485 061  
**Forest District:** Galloway

### Specification:

The specification, outlining the proposed methodologies for the investigative techniques listed in the Brief for Archaeological Evaluation must be validated by the FCS Archaeologist. A projected timetable must also be agreed for the various stages of work, so that provision can be made for monitoring. Staff structure, including specialist sub-contractors, must be agreed, through a list of key project staff with qualifications and experience. The work must be carried out by a professional archaeological organisation (membership of the *Institute for Archaeologists* is not a prerequisite although FCS require professional archaeological organisations to adhere to the IfA's principal Codes of Conduct ensuring competence and good operating practice). Health and Safety matters must be primarily a matter for the contractor. However, in the name of general responsibility, it is reasonable for FCS to require evidence of conformity to the Health and Safety at Work Act. The archaeological contractor's staff, sub-contractors and monitors must comply with any FCS requirements for reporting entering and leaving site. The specification should confirm details of the insurance cover held by the archaeological contractor. The specification will need to verify that agreement has taken place over the ownership of the archive and the copyright procedures for the documentary element.

### Price:

All prices for the Services shall reflect the actual cost to FCS for the Services supplied to the Purchaser.

Price schedules should be described in as much detail as possible.

All prices and rates shall be quoted in Pounds Sterling.

Value Added Tax (VAT) shall not be included in the Tender price but shall be shown separately on invoices. Your Proposal shall highlight any elements of the price where standard rate VAT would not apply.

Any price shall be fixed and valid for 30 days; and notwithstanding the provisions of the FCS Conditions of Contract, shall then remain fixed from the date of execution of any resulting Contract.

All prices and rates shall be binding from the date of execution of the Contract.

All prices shall include all fees, expenses, outlays and charges whatsoever incurred by the Supplier in carrying out the Services. For the avoidance of doubt, this includes but is not limited to: all liaison with third parties, meetings, all travel and subsistence, Health & Safety Plan, copies of all/any materials produced, telecommunications, photocopying, postage, printing and related preparatory documentation costs.

### Tender Declaration:

A declaration that the Tender is genuine should be supplied, signed and dated.