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Northumberland Wildlife Trust

People taking action for wildlife



18 December 2017

INVITATION TO TENDER

Contract Title: River Rede Improvement Project

You are invited to quote for the above in accordance with the enclosed documents.

Information on what we require you to provide is held within the following and enclosed documents. Please note that this is an indicative description of works and we would like to see a methodology that has a strong focus on sediment reduction and habitat creation.

The contract awardee is expected to employ contractors where necessary and to ensure all proposed works are carried out with the correct permits, to a desired standard and in line with all applicable legislation covering health, safety and the environment.

Should you have any questions regarding this tender please address them to Lydia Speakman at lydia.speakman@naturalengland.org.uk and Patsy Ryan at patsy.ryan@environment-agency.gov.uk. Responses to questions will be returned to the applicant but will also be available on the Revitalising Redesdale website at www.revitalisingredesdale.org.uk.

Your response should be returned to the following email address by 5 February 2018 at 12:00noon
duncan.hutt@northwt.org.uk.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.
If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Duncan Hutt
Head of Land Management

Garden House, St Nicholas Park, Gosforth, Newcastle upon Tyne NE3 3XT

Chief Executive Mike Pratt **Patrons** Bill Oddie, Chris Packham, Conrad Dickinson, James Joicey
Registered Charity No. 221819 Registered Company No. 717813 Registered in England & Wales VAT No. 556 103265



Project Background

The Revitalising Redesdale Landscape Partnership is a Heritage Lottery Funded project which aims to protect and enhance the landscape of Redesdale, focusing on 4 main themes:

- Conserving and Restoring Redesdale's Heritage
- Strengthening Redesdale's Ecological Networks
- Exploring Hidden Redesdale
- People in the landscape

This project relates to 'Strengthening Redesdale's ecological networks' which involves restoring the River Rede by working with stakeholders to improve water quality and habitat availability for wildlife, particularly the Freshwater Pearl Mussel (FWPM). Reason being, the River Rede contains one of only two viable English populations of FWPM and one of the main aims is to strengthen the population through habitat improvement works. River improvement works have been identified which will focus on the greatest threats to the FWPM population on the River Rede; pollution, siltation and geomorphological pressures. The improvement works have been developed in partnership with the Environment Agency (EA), Natural England (NE) and Tyne Rivers Trust (TRT). The Northumberland Wildlife Trust (NWT) are the lead organisation. This tender aims to identify a contractor to put these improvements in place.

Please see the attached document titled 'Redesdale River Projects Pre-Construction Plan and Indicative Description of Works' for details of the works. This form has been created by TRT and will form the basis of the work. The aim will be to build on these plans. Communications between the contract awardee and Tyne Rivers Trust will be imperative for the successful completion of the project.

Please see attached document 'Redesdale River Projects Pre-Construction Plan and Indicative Description of Works' for works information

Project start date: 1st April 2018

Project completion date: 31st December 2022

Overall Objectives

The overall objective is to develop and deliver the suite of restoration and habitat improvements outlined in the River Redesdale Pre Construction Plan (see attached document).

The contract awardee shall complete the river improvement works at an affordable rate to the Landscape Partnership in accordance with the Heritage Lottery Fund requirements, with work to be phased over the 5 year programme. The design will ensure that the cost and quality of the construction work represents value for money and is affordable by the Landscape Partnership.

Working with the Northumberland Wildlife Trust as Lead Partner the contract awardee shall be responsible for ensuring the design is acceptable to the Revitalising Redesdale Landscape Partnership Board, gain planning approval where required and other associated approvals and be acceptable to statutory and key stakeholders.

Information to be returned

Please complete and return details on the following:

- 1. Proposed Methodology**
 - To include details of how you measure your success of the deliverables
 - To include pricing schedule
- 2. Health & Safety Management**
 - To include details on how H&S will be managed in accordance with The Construction (Design & Management) Regulations 2015 (CDM, 2015)
- 3. Staff & Resources**
 - To include details of skill and experience of staff. Skill set should include the ability to work collaboratively and share knowledge with others, have excellent communication skills (written and verbal) and have experience in similar projects.
- 4. Experience working with volunteers/landowners**
 - To include examples
- 5. Local knowledge/knowledge of working on similar landscapes**
 - To include examples

Output and deliverables

On awarding the contract, the awardee is to produce/provide the following outputs/deliverables. This is not an exhaustive list and other outputs may be required.

Detailed Design including drawings and specifications for construction of works

The contract awardee will be expected to complete a detailed design, sufficient for a contractor to set out and construct the works. The detailed design should include but is not be limited to:

1. Specifications
2. Design report, including asset schedule, buildability statement and maintenance plan
3. Environmental Outcomes
4. Designer's Risk Assessments
5. Public Safety Risk Assessments
6. Project plan to illustrate the timetabling of works including all major project milestones

The contract awardee shall discuss with the Revitalising Redesdale Landscape Partnership where environmental information, landscape details, archaeological information, methodologies or on site management deviate from that stated in the River Rede Pre Construction Plan.

The contract awardee will identify suitably qualified contractors, experienced in environmental or river projects, and will organise tendering for work and mobilisation of contractors to deliver the River Improvement projects

The contract awardee will liaise with the County Archaeologist to ensure that heritage and archaeological risks are identified and addressed and to determine if efficiencies can be made by joint working.

The contract awardee will undertake a topographical survey, where required, in sufficient detail and quality necessary for detailed design and construction. This should include accurate survey and plotting of tree/vegetation canopy sizes, spot heights at ground level at the base of the bole (trunk) of any significant trees, and a sufficient number of spot heights around the periphery of groupings of vegetation where individual specimens are too small or the vegetation too dense to make this practical. The Landscape Partnership will review and agree site risk assessments and method statements prior to works starting on site.

The contract awardee shall obtain services data from utility companies when ground works are required.

The contract awardee will undertake additional Ecological surveys consistent with current guidelines, where these are essential to securing permissions or are essential to achieving good environmental design. Utilise existing knowledge of the distribution of species and the current understanding of the factors governing their distribution.

Environmental considerations (Environmental Statement, Water Framework Directive compliance assessment etc)

The contract awardee will be expected to communicate plans with the local community and gain their input into the project.

The contract awardee will work with the Revitalising Redesdale Landscape Partnership to provide a suite of river improvement projects which,

1. Maximise the environmental outcomes for people and wildlife, in particular for the endangered freshwater pearl mussels and associated river wildlife;
2. Involve local people and organisations to assist in the process of developing the best outcomes;
3. Contribute to outcomes that meet the objectives of the Water Framework Directive (WFD) for the relevant water bodies.
4. Minimise adverse impacts on the environment and economic activity, such as tourism and recreation in Redesdale

In addition to the above, the contract awardee shall;

- 1 Design the scheme taking into account the environmental sensitivities of the sites, and involving key environmental specialists, including Environment Agency specialists, where required.
- 2 Ensure that collective projects deliver a joined up an integrated programme, which optimises the benefits for people and wildlife.
- 3 Justify innovation, for example, contributing to a unique sense of place, meeting WFD objectives, achieving spatial integration relating to the uses by people or wildlife.
- 4 Provide environmental information as required to support discussions with the Landscape Partnership's professional partners (e.g. Environment Agency, Natural England, Northumberland National park and Northumberland Wildlife Trust).
- 5 Produce planting plans and schedules for the construction phase.
- 6 Produce any licence applications and supporting information in consultation with appropriate experts for European Protected Species (EPS) licences.
- 7 Contribute to the Communications Plan for stakeholder engagement.
- 8 Include planting plans, planting schedules, tree and vegetation protection plans within landscape drawings
- 9 Organise progress review meetings to monitor project progress.

Evaluation Criteria

We will award this contract in line with the following criteria:

Evaluation criteria	Criteria weighting	Sub-criteria (quality)	Sub-criteria weighting
Quality	60%	Methodology Please detail your programme and methodology for the work and outline the resources that you intend to use.	10%
		Health and Safety Approach to H&S/CDM specific to THIS project.	20%
		Staff and resources (inc. experience in similar projects) Detail experience in similar projects and the experience and qualification of staff in key roles for the project.	10%
		Experience working with volunteers/landowners	10%
		Local knowledge/knowledge of working on similar landscapes	10%
Value for money	40%	N/A	N/A

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

Rating of Response The tenderer provides a response which in the opinion of the evaluators is:	Score
Excellent: Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Project Board complete confidence that the requirements will be met.	10
Very Good: Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Project Board high confidence that the requirements will be met.	8
Good: Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Project Board reasonable confidence that the requirements will be met.	6
Satisfactory: Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Project Board some confidence that the requirements will be met.	4
Weak: Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Project Board low confidence that the requirements will be met.	2
Nil: No response or provides a response that gives the Project Board no confidence that the requirements will be met.	0

Please note: In the event that we wish to interview applicants we kindly request that you keep February 08 2018 free for this purpose.

Break Clause

The contract will be let year by year and this will include a break clause.

Sustainability Considerations

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Health and Safety

Health and Safety is the number one priority. The contract awardee will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

The contract awardee must ensure they have an understanding of and implement measures to ensure compliance with CDM (2015). A CDM-Coordinator (CDMC) will be appointed for the construction aspects of the scheme. The contract awardee shall be responsible for supplying the CDMC with designer risk assessments, drawings and any other data requested by the CDMC for comment. The project CDMC will notify the HSE as required for projects under CDM regulations.

Biosecurity

Invasive Non Native Species (INNS) can have a devastating impact on our local plants, animals and ecosystems. They can displace native wildlife, spread disease and block waterways.

The contract awardee will assume all responsibility for biosecurity precautions. The contract awardee will assess the Biosecurity risks at the site(s) prior to any work. The contract awardee will take the necessary level of Biosecurity action according to the risks and sensitivities associated with the site and the type of project activities being carried out, applying the basic principles of CHECK, CLEAN, DRY of footwear, PPE, equipment and vehicles as appropriate to the Project. The contract awardee will assume biosecurity responsibility to include ensuring that all contractors have the relevant biosecurity requirements in place during all works.

Additional Information

Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Northumberland Wildlife Trust, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Northumberland Wildlife Trust for any omission or errors in the documentation which could have been identified by you.

Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

Continuity of personnel

The contract awardee shall employ sufficient staff to ensure that the services are provided at all times. It shall be the duty of the contract awardee to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence.

At all times, the contract awardee shall only employ in the execution and superintendence of the contract persons who are suitable and appropriately skilled and experienced.

Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of Northumberland Wildlife Trust.

References

Northumberland Wildlife Trust may request recent and relevant references prior to the award of the project.

Contract award

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

Protection of personal data

In order to comply with the Data Protection Act 1998 the contract awardee must agree to the following:

- You must only process the personal data in strict accordance with instructions from Northumberland Wildlife Trust.
- You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
- You must take reasonable steps to ensure the reliability of employees who have access to personal data.
- Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
- Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
- You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
- On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

APPENDIX A - PRICING SCHEDULE**ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT**

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

Costs

<u>DESCRIPTION</u>	COST £
1. Smoutel Ford and Riffles (Please detail)	
2. Durtrees Burn Roadsides (please detail)	
3. Redesdale Livestock Water (please detail)	
4. Redesdale Riparian Planting (Please detail)	
5. Redesdale Riverbank Erosion (Please detail)	
6. Redesdale Riverbank Exclusion (Please detail)	
7. Shittleheugh Fine Sediment (Please detail)	
8. Halls Hill Livestock Exclusion (Please detail)	
9. Dunns House Bypass (Please detail)	
10. Broomhope Gully Blocking (Please detail)	
11. Old Town Farm Wetland (Please detail)	
12. Old Town Farm Floodplain Scrape (Please detail)	
13. Brownchesters Backswamp (Please detail)	
14. Greenchesters Wetland (Please detail)	
15. Dargues Culvert (Please detail)	
VAT	
<u>TOTAL</u>	

Staff Costs

Please detail the day rates of your proposed personnel in the table below.
(Please also advise how many hours you constitute a working day)

Name	Title	Day Rate	No of Days
Total		£	

Total Overall Cost

Please detail the total fixed cost for the project

ITEM	TOTAL AMOUNT £
Staff Costs	
Other Costs	
TOTAL Overall Cost	

ACCEPTANCE OF TERMS AND CONDITIONS

I/We accept in full the terms and conditions named in Section 2

Company Name _____

Signature _____

Print Name _____

Position _____

Date _____