



Department
for Environment
Food & Rural Affairs

Bidder Pack

**Project Title: Wensum Nature-based Solutions
(NbS) Monitoring Trials**

ITT Number: C20965

September 2023

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Section 1: The Invitation

Defra group Commercial on behalf of Defra group and its Arm's Length Bodies invite you to bid in this competition.

The Bidder Pack comes in two parts.

This first part, **The Core Requirements**, provides details of the General Requirements, Government Transparency Agenda and Government Priorities.

The second part, **The Procurement Specific Requirements**, provides details of the Specification Requirements, Terms and Conditions of Contract, Evaluation Methodology, Procurement Timetable and Definitions.

The Definitions that apply to both parts can be found in Section 7.

The tendering process seeks to determine the Most Economically Advantageous Tender (MEAT). The Authority will evaluate the Tenders using the tender evaluation criteria and weightings listed in Section 4, Evaluation Methodology.

The Opportunity

This opportunity is advertised by Defra group Commercial on behalf of the Environment Agency (EA).

Within England the Environment Agency are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website:

<https://www.gov.uk/government/organisations/environment-agency/about>

Quotation Submission

Details of the Qualification, Technical and Commercial requirements can be located through the Atamis e-tendering portal (<https://defra-family.force.com/s/Welcome>).

Procurement Plan and Timetable

The timetable below is subject to change from time to time as notified by the Authority. All Tenderers will be informed via the Authority's <https://defra-family.force.com/s/Welcome>.

Procurement Activity	Anticipated Date	
Finalise Contracts Finder Notice and Bidder Pack (ITT)	10 th September 2023	
Publish Contracts Finder Notice and Bidder Pack	12 th September 2023	
Clarification deadline	Date	Time
	02/10/2023	14:00 GMT
Bidder Pack / ITT response date	Date	Time
	09/10/2023	12:00 GMT
Compliance Checks	09/10/2023	
Evaluation	09/10/2023 – 12/10/2023	
Moderation Meeting	13/10/2023	
Produce Contract Award Report and Draft Letters	18/10/2023	
Approval of Contract Award Report	19/10/2023	
Issue Notification of Intention to Award letters	20/10/2023	
Discretionary Standstill Period	N/A	
Self-Declaration Due Diligence	TBC	
Finalise Contract and obtain approvals (if required)	20/10/2023	
Contract award / contract issued	20/10/2023	
Contract Start Date	20/10/2023	
Publish Contract Award Notice and Redacted Contract	20/10/2023	
Handover	20/10/2023	
Service Commencement Date	20/10/2023	
Contract End Date	31/03/2025	

All timescales are set using a 24-hour clock and when referring to “days” it means calendar days unless otherwise specified (for example, working days).

Variant Tenders

The Authority shall not accept variant Tenders.

For the avoidance of doubt, if the Authority has reserved a right to waive a requirement in this Bidder Pack and chooses to exercise such discretion, the Tender will not be considered a variant Tender.

Abnormally Low Tenders or Pricing Anomalies

If the Authority considers your Tender to appear abnormally low, an initial assessment will be undertaken using a comparative analysis of the pricing proposals received from all Tenderers and the Authority’s valuation of the procurement. If that assessment indicates that your Tender is abnormally low the Authority will request a written explanation of your Tender, or of those parts of your Tender which the Authority considers contribute to your Tender being abnormally low. The Authority reserves the right to reject your Tender if the response does not satisfactorily account for the low level of price or costs proposed.

The assessment of abnormally low tenders will be undertaken strictly in accordance with Regulation 69 of the Public Contracts Regulations 2015, which outlines how abnormally low tenders must be assessed and the circumstances in which the contracting authority can reject the tender.

Pricing Anomalies

If in the opinion of the Authority your Tender contains any pricing anomalies (for example apparent discrepancies between the financial submission and other parts of your response) the Authority may seek clarification. If the clarification response indicates that the pricing anomaly was the result of a clear and obvious error, in the interest of fairness the resulting change will be taken into consideration. If the clarification response results in a change to the initial tendered Commercial Response and price, it will not be taken into account.

Section 2: The Specification of Requirements

The Authority's Priorities

The Environment Agency (EA) and Water Resource East (WRE) wish to commission a project for the siting and monitoring of nature-based solution (NbS) runoff attenuation features in the upper Wensum catchment in Norfolk. This is to enable the delivery of an NbS monitoring programme which aims to provide further evidence of the benefits of NbS measures and allow the ground truthing of the EA's NbS for water availability mapping and modelling conducted in 2022-2023 for the Wensum catchment.

Overview of Requirement

The Environment Agency (EA) wish to support the creation of a national evidence base for chalk catchments, for use in Water Industry National Environment Programme (WINEP) and other water resource considerations. The EA and Water Resources East (WRE) also wish to explore whether Nature-based Solutions (NbS) can be used to increase water availability, to improve groundwater recharge and support low flows in rivers.

Modelling and mapping have already taken place in the chalk river catchments of the Test, Cam, Wensum, and Bure to identify the types of locations which best enable recharge. More specifically in the Wensum, modelling showed that interventions such as soil improvements and run-off attenuation features at scale could improve low flows from 5% – 15% in the catchment. A project is now being developed to evaluate these outputs in the Wensum catchment, via a comprehensive monitoring programme, which may run for several years.

Project Drivers

The outputs from this work will help the Environment Agency and Water Resource East to deliver other pieces of work, which include:

Plan, projects, and strategies

- Linking to the WRE's Norfolk Water Strategy Programme on nature-based solutions, which is a collaboration with The Nature Conservancy, the Norfolk councils, and Anglian Water,
- Aligning to the objectives of the Defra 25 Year Environment Plan - Primarily 'Clean and plentiful water' and mitigation of the impacts of climate change, 'Thriving plants and wildlife' and 'Reducing risks of harm from environmental hazards' (floods and drought),

- Catchment licensing strategies by 2027 and Commitments in River Basin Management Plans (RBMPs) to support implementation of the Water Environment (Water Framework Directive) (England and Wales) Regulations 2017,
- Contributing towards catchment measures as part of the Water Industry National Environment Programme (WINEP),
- Evidence to support the new Environmental Land Management Schemes (ELMS),
- Evidence to support the production of Local Nature Recovery Strategies,
- Support the National FCRM Strategy.
- Contributing towards achievement of the CaBA Chalk Stream Strategy, and the Environment Agency's chalk streams programme.

Environmental outcomes

- Providing groundwater that is more resilient to the impacts of climate change, droughts and mitigating the impacts of abstraction,
- Assess water quality benefits including increased baseflow values (valuable from a water quality discharge perspective) and reduced sediment deposition,
- Potential biodiversity benefits arising from the temporary storage of water in the landscape.

The Project

Scope

The EA/WRE wish to commission the following pieces of work. The EA and WRE are also happy with the use of sub-contractors to support this work as this project does include a wide skillset and background knowledge. We are currently programming this work to complete in March 2026 but are actively searching for additional funds to continue through to March 2028.

The overall long-term (FY2023 - 2026) objectives of this monitoring equipment are to assess runoff attenuation features (RAFs) for:

- A. Changes in seepage, groundwater recharge and evaporation processes to support water resources throughout the monitoring period,
- B. The identification of any changes in surface water flow regimes from sub-headwater catchments to support water resources throughout the monitoring period.

Project Objectives

- By March 2024 we will have designed the detail of a multi-year NbS for water availability monitoring programme in the Wensum.
- March 2024 – March 2025 we will have generated baseline data on soils, infiltration, and river flow to support the monitoring programme and understand the validity of the assumptions made in the NbS modelling.
- By October 2024 we will have designed and delivered one runoff attenuation feature to meet the requirements of WWF's funding.
- By March 2025 we will have undertaken engagement with landowners and partners in the Wensum to understand the benefits, challenges and risks to them and the project with regards to securing land specifically for the use of nature-based solutions for water availability.
- By March 2025 we aim to have delivered more than one runoff attenuation feature in the Wensum and tested the process and ease (or not) of delivering NbS for the benefit of infiltration /water availability. We will record the learning in a lessons learnt report covering legal, engagement, technical and financial activities.
- March 2025 – Jan 2026 we aim to have completed a monitoring programme that can provide ground-truthing of the Environment Agency's modelling of nature-based solutions in the Wensum River catchment and easily lend itself to other locations.
- By March 2026 we aim to have generated chalk landscape field evidence to support the decisions and activities of the water companies in using nature-based solutions in AMP8 and WINEP.
- By March 2026, we aim this project will have generated evidence to support the business case for the Norfolk Water Fund (attracting private investment into nature-based solutions) with decisions on whether a Water Fund that focuses on infiltration and water availability will be feasible and attractive to funders or not.

Geographic area of Study

The project will be undertaken in the catchment of the River Wensum, Norfolk.

Project Support

The authority can provide the following support.

- The project will be supported by a project team including representatives from the Environment Agency and Water Resources East.

Requirements

The following considerations are important throughout this project:

1. All mapping layers, model/tool output and data that is produced should be open access so that it can be shared on public-facing platforms,
2. Any mapping and models are preferred at the finest mapping resolution possible,
3. Suitable time periods to be built into the project timescales and the Gantt chart. For example, allowing ten working days for each review period by the EA and WRE.

Outputs/Project Milestone Timetable

Deliverables and milestones

Project deliverables are:

- A. Site Identification for runoff attenuation features** - Identify areas where runoff attenuation features can be installed across the Wensum catchment where these features will be representative of the rest of the glacial till areas of the Wensum catchment (*FYI – This work is complete*),
- B. Landowner engagement** – Engagement with short-listed landowners based on local experience of the best areas to target.
- C. Design of runoff attenuation features** - Design runoff attenuation features for the Wensum catchment where these features will represent the glacial till areas of the Wensum catchment,
- D. Permissions and permits for monitoring equipment** - Support with permits and permissions to help install the monitoring equipment before the end of this FY and the runoff attenuation features later in the project.
- E. Monitoring Plan to assess runoff attenuation features** - Develop a monitoring plan including the full cost of the monitoring equipment from three different monitoring suppliers and identify where monitoring equipment will be installed on the ground around the RAFs to assess the following two project objectives:
 - a.** Changes in seepage, groundwater recharge and evaporation processes to support water resources throughout the monitoring period,

- b. The identification of any changes in surface water flow regimes from sub-headwater catchments to support water resources throughout the monitoring period.
- F. **Purchase of monitoring equipment** – Purchase of monitoring equipment to assess the long-term aims identified above (Section E),
- G. **Installation of monitoring equipment** – Set-up the monitoring equipment out on the ground ready for baseline installation prior to the introduction of the runoff attenuation features,
- H. **Three-month data review** – Monitor the first three-months of data to ensure the datasets being collected are showing accurate data and that all monitoring equipment is collecting data as expected,
- I. **Early RAF delivery for first location** - Construction of at least one RAF according to agreed designs (Section C),
- J. **RAF Delivery at remaining sites** - Construction of remaining number of RAFs according to funding available and agreed designs (Section C),
- K. **NbS Monitoring** – Regular collection of datasets, analysis, and presentation of the datasets at meetings and in the reports,
- L. **Lesson learned log and risk register** – Collection of data to ensure these logs are kept up to date.

Tasks and Deliverables

This is not an exhaustive list and other sections can be added as needed by the contractor. A potential breakdown of stages, timescales, suggested main tasks and deliverables are as follows:

Stage 1	Start-up Meeting
Timescales	2.0-hour Teams start-up meeting to be held in Oct 2023
Suggested Main Tasks	Main contractor to run through project proposal to receive initial feedback and comments from the project group. This should also include key technical advisors and any subcontractors.
Deliverables	Circulation of draft agenda, meeting minutes and any changes in your submission.

Stage 2		Site Identification for RAF features (Project Deliverable A)
Timescales		Work already completed so do not tender.
Suggested Tasks	Main	<ul style="list-style-type: none"> • Use the previous studies of the chalk and nature-based solutions work and hydrological and hydrogeological understanding to identify appropriate sites where RAFs can be installed across the Wensum catchment, • Ensure the installed RAFs are representative of the remainder of the glacial till areas across the Wensum catchment considering the topography, soils, catchment area, geology, drainage, rainfall, aerial photographs, and other factors that you feel are important, • Identify sites that: <ul style="list-style-type: none"> A. Are hydrological and hydrogeological representatives of the headwaters of the River Wensum, B. Have good prospects for permeability and infiltration, C. Minimise the number of planning and permitting constraints required for example by avoiding areas with multiple designations, utilities, and services such as gas pipelines and anything else that you feel is important, D. Appear accessible for transportation of equipment from the access road to the site and are available to monitor all year round, E. Minimise the risks of pollution entering groundwater through discharge into the ground of poor-quality water. F. Avoid risks to important habitats. G. Potential indication of marginal land (reducing cost to landowners) <p>The final RAFs site will be selected by the EA & WRE Staff with support from the consultant. Please include a one-day site visit during this selection process.</p>

Deliverables	<p>Draft documentation (20-pages excluding figures) sent to the EA and WRE for review including:</p> <ul style="list-style-type: none"> • Factors which define hydrological and hydrogeological representative study sites for the upper Wensum, • Data sources used for the study, • Table showing the screening outputs and the sites chosen to go forward, which are prioritized identifying the ranking of best to worst monitoring sites across the Wensum catchment, • GIS map and files of candidate sites. <p>This document to be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.</p>
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Stage 3	Landowner engagement (Project Deliverable B)
Timescales	Securing permission to work on-site and landowner advice throughout the project.
Suggested main tasks	<ul style="list-style-type: none"> • Open engagement routes with the short list of landowners i.e., via written and verbal communication introducing the project. • Identify landowners who are willing to support the project. • Identify challenges and opportunities for the landowners of engaging in the project
Deliverables	<p>Draft documentation (20-pages excluding figures) sent to the EA and WRE for review including:</p> <ul style="list-style-type: none"> • Head of terms with landowners to enable site access and begin baseline testing. • Formal legal agreement ahead of installation of RAFs. • Report explaining the challenges and opportunities for projects and landowner considering working with nature-based solutions for water availability. <p>This document to be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.</p>

Stage 4		Design of runoff attenuation features (RAF)s (Project Deliverable C)
Timescales		November 2023
Suggested Tasks	Main	<ul style="list-style-type: none"> • Design the necessary number of RAFs across the Wensum catchment to ensure the two project objectives outlined in the Scope are assessed using the final sites identified in Stage Two, • Ensure these RAFs are designed safely and that they hold all the available runoff water without causing any additional risks, • Check the multiple designations, Construction Design Management (CDM) regulations, utilities, and services such as gas pipelines and anything else that you feel is important, • Mark these RAFs out on the ground (with flags, spray, etc.) in the Wensum catchment to ensure that the monitoring equipment will monitor these features correctly, • Site visits to show members of the project team where these RAFs will be installed and to discuss through the RAFs. • High level indication of the monitoring needed to link this work to the project objectives in the Scope, • Estimate the carbon footprint for the RAFs that will be developed for this project.
Deliverables		Draft documentation (30-pages excluding figures, photographs, cross-sections, and schematics) sent to the EA and WRE for review. This should be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.

Stage 5		Monitoring Plan to assess RAFs (Project Deliverable D)
Timescales		December 2023 (to be carried out to overlap /follow on from with Stage 3)
Suggested Tasks	Main	<ul style="list-style-type: none"> • Develop a monitoring plan for all the RAFs across the Wensum catchment installed in March 2025 using previous information from the project and other information to ensure that the two long-term project objectives outlined in the Scope are assessed, • Please also include Water Quality monitoring for temperature, pH, Dissolved Oxygen and Electrical Conductivity, • Develop a more simplistic monitoring plan for the single RAF to be installed in the Wensum catchment in Sept 2024 using previous information from the project and other information that the long-term project objectives outlined in the Scope (<i>Project Objective A only</i>) are assessed (FYI – No Water Quality assessment), • Please ensure that accurate and robust baseline data is collected, and that the temporal monitoring resolution is accurate to monitor high and low surface water flows as well as summer rainfall/flow events, • Please estimate the required baseline period that is required to ensure this dataset is accurate and robust, • Clearly identify how the project objectives will be assessed by the monitoring data, • What Quality Assurance will be performed on the data to ensure it is robust, • How will the data be feedback to project group, • What telemetry system will be used and how will data errors be observed and rectified, • Show the project team where this monitoring equipment will be installed and the carbon footprint of implementation of monitoring. • Site visits as required.
Deliverables		Draft documentation (30-pages excluding figures) sent to the EA and WRE for review. This should be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.

Stage 6		Permissions and permits for monitoring equipment and the installation of runoff attenuation features (Project Deliverable E)
Timescales		Support throughout the project
Suggested Tasks	Main	<ul style="list-style-type: none"> To investigate, speak to and fill in all relevant forms for the relevant organisations to ensure these runoff attenuation features, and monitoring equipment will be installed with all the correct permits and permissions in place, Consult with landowners where necessary to keep them fully informed of the future RAFs works and planned monitoring.
Deliverables		Draft documentation (30-pages excluding figures) sent to the EA and WRE for review. This should be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.

Stage 7		Purchase of monitoring equipment (Project Deliverable F)
Timescales		January/February 2024

Suggested Tasks	<p>Main</p> <ul style="list-style-type: none"> • To receive three quotes from different equipment suppliers that monitor the two project objectives outlined in the Scope, • To ensure all equipment is accurate enough to collect the required data to assess all the project objectives through discussions with the project group and the local Hydrometry & Telemetry, • Please ensure this equipment is linked to telemetry and Web Portal and can be accessed on-line where data can be downloaded and the datasets can be reviewed, • Please also ensure: <ul style="list-style-type: none"> A. Longevity - We would expect this equipment to last for 10+ years, B. Waterproof - We want to ensure the equipment is waterproof, C. Supplier's back-up - We would like to maintain access to ask questions and supply replacement equipment in the future, D. Modular - Is the equipment straight out of the box or do we need your continued support to install this monitoring equipment in other locations, E. Transferability - Is it easy to remove this equipment to another project or do we need additional support to move equipment. • To purchase the monitoring equipment on behalf of the project.
Deliverables	Draft documentation (20-pages including quotes) sent to the EA and WRE for review. This should be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.

Stage 8	Installation of monitoring equipment (Project Deliverable G)
Timescales	March 2024

Suggested Tasks	Main	<ul style="list-style-type: none"> • To install the monitoring equipment in the areas identified in the monitoring plan around the RAFs using information from Stage 4, • Record any datum points that are necessary for this work and re-check, if necessary, • Ensure the monitoring equipment is protected from cattle and other impacts, • What maintenance on the monitoring equipment will be performed during the monitoring period, • Ensure all equipment is operating correctly, monitoring within the accuracies required and delivering data via telemetry to the web portal.
Deliverables		Draft documentation (20-pages excluding figures and graphs) sent to the EA and WRE for review. This should be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.

Stage 9		Three-month data review (Project Deliverable H)
Timescales		April 2024 – June 2024
Suggested Tasks	Main	<ul style="list-style-type: none"> • To Quality Assure/review three months of data to ensure it looks accurate, robust, and showing what is expected of the data, • Is the correct temporal logging resolution right across all the monitoring equipment or does this need to be increased/decreased, • Is the data accurate and robust, and that the temporal monitoring resolution is accurate to monitor high and low surface water flows as well as summer rainfall/flow events, • Will the project objectives be assessed using the monitoring data, • Are Quality Assurance processes working or do they need to be rectified, • Is the telemetry system working and are data errors being observed and being rectified, • Develop Spreadsheets that perform the data analysis and produce graphs.

Deliverables	<p>A meeting with the project group and technical advisors at three-months to review the datasets to ensure all the data that is being collected is accurate, robust, and answering the project objectives,</p> <p>Draft documentation (30-pages excluding figures and photographs) sent to the EA and WRE for review. This should be discussed and presented to a wider group during an end of stage meeting organised by the contractor.</p>
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Stage 10		Early RAF delivery for first location (Project Deliverable I)
Timescales		September 2024
Suggested Main Tasks		<ul style="list-style-type: none"> • Design one RAF to ensure that Scope – Project Objective A is assessed, • Construction of at least one RAF according to design and in line with current CDM Requirements and Health and Safety regulations • Ensure this RAF is designed safely and that it holds all the available runoff water without causing any additional risks, • Check the multiple designations, Construction Design Management (CDM) regulations, utilities, and services such as gas pipelines and anything else that you feel is important, • Follow the markings on the ground (with flags, etc.) in the Wensum catchment to ensure that the monitoring equipment will monitor these features correctly, • Identify lessons learned from this first installation to use on following RAF installations.
Deliverables		<ul style="list-style-type: none"> • One runoff attenuation feature delivered which is representative of that part area of the Wensum catchment, • Documentation (30-pages excluding figures and photographs) to be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.

Stage 11		RAF Delivery - remaining sites (Project Deliverable J)
Timescales		March 2025 (TBC)
Suggested Tasks	Main	<ul style="list-style-type: none"> • Construction of remaining number of RAFs according to funding available and agreed designs. • Construction to follow design and in line with current CDM Requirements and Health and Safety regulations. • Design these RAFs to ensure the two project objectives outlined in the Scope are assessed, • Ensure the RAFs are designed safely and that they hold all the available runoff water without causing any additional risks, • Check the multiple designations, Construction Design Management (CDM) regulations, utilities, and services such as gas pipelines and anything else that you feel is important, • Follow the markings on the ground (with flags, etc.) in the Wensum catchment to ensure that the monitoring equipment will monitor these features correctly, • Identify lessons learned, • Site visits as required.
Deliverables		<ul style="list-style-type: none"> • A number (TBC) of RAFs delivered which are representative of the Wensum catchment, • Documentation (30-pages excluding figures) to be discussed during an end of stage meeting organised by the contractor. This should provide recommendations for the remainder of the project.

Stage 12		NbS Monitoring (Project Deliverable K)
Timescales		June 2024 - Jan 2026 (TBC – Could be later funding permitting)
Suggested Tasks	Main	<ul style="list-style-type: none"> • Regular collection of data, • Quality Assure/review of data to ensure it looks accurate, robust, and showing what is expected of the data, • Calibration is being performed, • Is the data accurate and robust, and that the temporal monitoring resolution is accurate to monitor high and low surface water flows as well as summer rainfall/flow events, • Will the project objectives be assessed using this monitoring data, • Are Quality Assurance processes still working and identifying data problems, • Is the telemetry system working and are data errors being observed and being rectified, • Develop Spreadsheets that perform data analysis and produce graphs to support the project and answer the project objectives.
Deliverables		<p>Six-monthly data meetings to review the datasets with the project team to ensure all the data that is being collected is accurate, robust, and answering the project objectives,</p> <p>Draft documentation (50-pages max excluding figures and graphs) sent to the EA and WRE for review. This should be discussed and presented to a wider group during an end of project meeting organised by the contractor.</p>

Stage 13		Lesson learned report (Project Deliverable L)
Timescales		Throughout the project and before the end of March 2026
Suggested Tasks	Main	<p>To review on a three-monthly basis:</p> <ul style="list-style-type: none"> • Landowner negotiations and challenges, • Costs and quality, • Technical aspects, • Lessons Learned log and Risk Register.
Deliverables		Six-monthly reports produced and reviewed.

Stage 14		Handover and exit strategy (to be scheduled for any changes in supplier and at project end)
Timescales		1-day face-to-face meeting to be held at end of March 2026
Suggested	Main	Final reporting and close-out meeting.
Deliverables		<ul style="list-style-type: none"> • A final project report incorporating all previous draft reports (Stages 2 - 13) and meeting minutes in the appendix, • Handover of all project information and project documentation including GIS projects, draft reports, final reports, data, mapping, etc. • Close-out meeting where all the outputs are presented to the project group. • Exit strategy (updated as project progresses)

Timetable: Key deliverables within the project

This project proposed milestones and deliverables dates are given below:

Project will include the following milestones and payment stages:

Deliverable / Milestone	Dates	Payment Schedule
Milestone - Inception	W/C 16/10-2023	
Milestone 1 - Inception meeting minutes	W/C 16/10/2023	tbc%
Milestone 2 - landowner engagement draft documentation	TBC at inception meeting	20%
Milestone 3 – design of runoff attenuation features (RAFTs)	W/C 27/11/2023	30%
Milestone 4 – draft monitoring plan	W/C 18/12/2023	
Milestone 5 - draft documentation on permissions and permits for monitoring equipment and installation of RAFTs	TBC at inception meeting	30%
Milestone 6 - Purchase of monitoring equipment	W/C 26/02/24	10%

Milestone 7 - installation of monitoring equipment	W/C 25/03/2024	
Milestone 8 – three month data review	W/C 24/06/2024	
Milestone 9 – Early RAF delivery for first location	W/C 23/09/2024	
Milestone 10 – RAF delivery – remaining sites	31/03/2025 (TBC)	
Milestone 11 – NbS monitoring	June 2024 – Jan 2026 (TBC)	
Milestone 12 – Lessons learned report	March 2026	
Milestone 13 – handover and exit strategy	March 2026	

Payment

Payment will be by monthly invoicing for progress of tasks in line with project milestones agreed with the successful bidder following award of the contract.

Reporting requirements

The delegated lead at the Environment Agency will liaise closely with the project lead to report progress against milestones. Due to the tight timeframe, it will be important to do this regularly, to manage any blockers and address them as early as possible as not to hinder progress.

Quality Assurance

Evidence used in preparing the final report has been collected, processed and published with rigour and that appropriate quality assurance (QA) processes are in place, and embedded, within the contracting organisation. The Contractor will provide the EA with relevant assurances around QA procedures and/or certifications from recognised standards providers (e.g. ISO).

Travel and subsistence

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy. Claims should always be supported by valid receipts for audit purposes and must not

exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys

Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motorcycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g., on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

16.3. UK Subsistence

Location	Rate
London (Bed and Breakfast)	£130 per night

Rates for specific cities (Bed and Breakfast)	<p>Bristol £100 per night Weybridge £100 per night</p> <p>Warrington £90 per night Reading £85 per night</p>
UK Other (Bed and Breakfast)	£75 per night for all other locations

Section 3: Terms and Conditions of Contract

The Terms and Conditions of Contract for this procurement are DgC standard conditions of contract for research and development.

The Terms and Conditions are split into Core Terms and Contracting Authority Terms within the Annexes / Schedules, and details of the legal priority are similarly within the contract's Annexes/Schedules.

The contract will run until the end of the current funding (**31 March 2025**) to allow time for more funding for the contract to run until 31 March 2026, as well as a review to further extend to 2028.

Suggested Changes to Conditions of Contract

Tenderers may raise clarification questions relating to the amendment of contract terms during the clarification period only, as specified in the Timetable, if it can be demonstrated that there is a legal or statutory reason why they cannot be accepted. Where a legal or statutory reason cannot be substantiated the Authority has the right to reject the proposed changed.

Such requests must follow the Clarifications Sought by the Tenderer process set out in the Core Requirements element of this Bidder Pack.

Section 4: Evaluation Methodology

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority's overall objectives and the criteria set out below.

Evaluation of Tenders comprise of the stages set out in the table below.

The Authority will carry out its evaluations of the **Technical (70%)** and **Commercial (30%)** elements according to the criteria, sub-criteria and weightings set out in the table below and **Appendix C**. The detailed questions and guidance are set out in the Authority's Atamis eSourcing:

Evaluation of Responses

Evaluation of Responses will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Responses applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.

During the consensus meeting, the decision may be taken that a Response will not be carried forward to the next evaluation stage if the consensus view is that the Tenderer has failed to meet any minimum or mandatory requirements, and/or provided a non-compliant response.

Stage	Section Reference	Evaluation Criteria	Question Scoring/ Weighting (%)
Stage 1	Form of Tender	This stage is not scored but if you do not upload a complete, signed and dated Form of Tender in accordance with the instructions in Atamis, your Tender will be rejected as non-compliant.	Pass/Fail
Stage 2	Selection Stage:	<p>This stage is designed to select those Tenderers who are suitable to deliver the Authority's requirements and will be evaluated in accordance with the criteria set out in Sections 1 to 5 of the response form in Atamis and Part 1 of this Section 2 below (in respect of economic and financial standing and technical and professional ability).</p> <p>Failure to meet the stated selection criteria will result in a Response being</p>	Pass/Fail

		rejected at this stage and no further assessment of the remainder of the Response (including the Tender) pursuant to the remaining stages below will be undertaken by the Authority.	
Stage 3	Technical & Professional Ability – Project Specific Requirements(Technical Questionnaire)	<p>This stage will be evaluated in accordance with the criteria set out in the Technical Questionnaire.</p> <p>Some requirements are mandatory and if you cannot provide them your Tender may be rejected.</p> <p>Scored as 70% weighting of the total available score, consisting of the following breakdown of questions:</p>	<p>Scored</p> <p>F01 - Sustainability Weighting= Pass/ Fail</p> <p>F02 - Health and Safety Weighting= Pass/ Fail</p> <p>E01 - methodology Weighting = 40%</p> <p>E02 – Project Team including Experience (& Capability) Weighting = 20%</p> <p>E03 – Previous experience of nature-based solutions and monitoring work Weighting = 15%</p> <p>E04 - Project Management (including Programme, Risk Management, Quality Assurance process and Contract Management arrangements) Weighting = 15%</p> <p>E05 - Sustainability /Social Value and Achieving Net Zero</p>

			Weighting = 10%
Stage 4	Pricing Schedule	Prices will be evaluated in accordance with criteria set out in the Pricing Schedule on the ITT and Atamis.	Scored weighting 30%
Stage 5	Final score / Award	<p>A Response which passes stage 1 and 2 will proceed to evaluation of Tenders in accordance with stages 3 to 5</p> <p>The final score is calculated as follows:</p> <p>Total Technical Quality Requirements will make up to a maximum of 70% of total score. (Stage 3)</p> <p>Total Price Requirements will make up to a maximum of 30% of total score. (Stage 4)</p> <p>The most economically advantageous Tender will be the Tender with the highest final score.</p>	

- 1.1 Tenders will be evaluated on quality and price using the evaluation criteria set out in Atamis to determine which Tender is the most economically advantageous. The Authority will award the Contract to the Tenderer which submits the most economically advantageous tender which will be the highest scoring Tender after the weightings in clause 1.3 are applied.
- 1.2 Each question will be scored separately, and no reference will be made between the questions.
- 1.3 To ensure that the relative importance of both sets of criteria is correctly reflected in the overall score, a weighting system will be applied to the evaluation:
 - the total quality scores awarded will form **70%** of the final score;
 - The score awarded for price will form **30%** of the final score.
- 1.4 Each scoring question in the quality evaluation is given a weighting to indicate the relative importance of that question in the overall quality score. Weightings for quality scores are provided with the evaluation criteria and are detailed on Atamis for each question in the response form. The evaluation criteria for price are set out in the Pricing Schedule.

- 1.5 Evaluation of Tenders will be undertaken by a panel appointed by the Authority. Each panel member will first undertake an independent evaluation of the Tenders applying the relevant evaluation criteria for each question. Then, a moderation meeting will be held at which the evaluation panel will reach a consensus on the marking of each question.
- 1.6 Questions asked by the Authority to evaluate submission's Technical Quality can be found on Atamis. These are repeated as Appendix C of this ITT for information purposes.
- 1.7 The method for scoring price can be found on Atamis.
- 1.8 The submissions against the Technical Quality questions E01 – E03 will be evaluated using the following scoring criteria:

For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full.

For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.

For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

If a Tenderer receives a 'Fail' in either question F01 or F02 they will be eliminated from the procurement. If a score of twenty (20) or less is awarded to a Tenderer's response to any scored question (E01 – E05) the Authority may choose to reject the Tender.

The commercial evaluation will be based on a total price and bidders will be required to provide a full price breakdown of the work package, and matched against milestones in the commercial workbook

Tenderers must provide a financial proposal, including rates and hours for each participating team member and costing analysed by work stages. The project is for a fixed cost. A breakdown of costs against each objective and against each key personnel including a detailed breakdown for equipment, consumables; overheads and travel costs are required. The Authority is keen to receive competitive Day Rates which must be set out in the

“Commercial Workbook” (provided in the ITT pack); “Staff Costs” worksheet and ensure the details entered in the “Milestone” worksheet are that of the deliverables detailed in the specification.

The above is required to be uploaded to the ‘Commercial Envelope’ of Atamis.

Where subcontractors or joint contractors are used, a separate breakdown for each should be provided in addition to the overall project costs.

Day rates for all staff should be provided along with a general description of duties.

Tenderers will be required to submit a total fixed cost for completion of the project and include a breakdown of costs against each objective and against key personnel. Costs will need to be reasonable and competitive and offer value for money.

Commercial Evaluation

The calculation used is the following:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$$

For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:

$$\text{Tenderer A Score} = \frac{£3000}{£3000} \times 30\% \text{ (Maximum available marks)} = 30\%$$

$$\text{Tenderer B Score} = \frac{£3000}{£5000} \times 30\% \text{ (Maximum available marks)} = 18\%$$

$$\text{Tenderer C Score} = \frac{£3000}{£6000} \times 30\% \text{ (Maximum available marks)} = 15\%$$

Commercial Pricing Breakdown applicable to this ITT is on Atamis. This should be downloaded; completed and attached to the commercial envelope.

***Please Note:**

Tenderers must be aware that all bids are **submitted** in acceptance of agreed Environment Agency terms and conditions of contract. Any clarifications regarding terms and conditions must be discussed & agreed during the tender period. No discussion of terms and conditions of contract shall be held following tender submission. Failure to agree with the terms and conditions of contract post tender shall result in a bid being deemed non-compliant.

Selection Questionnaire - Financial standing

The Authority will review the economic information provided as part of the Selection Questionnaire response to evaluate a Tenderer's economic and financial standing. The Authority's evaluation will be based on all the information reviewed and will not be determined by a single indicator. If, based on its assessment of the information provided in a Response, the Authority decides that a Tenderer does not meet the Authority's required level of economic standing, the Authority may:

- ask for additional information, including information relating to the Tenderer's parent company, if applicable; and/or
- require a parent company guarantee or a performance bond.

If the Authority decides that a parent company guarantee or performance bond is required, the Authority will reject a Response if the Tenderer is unable to offer a commitment to make such provision. In addition to the information provided in a Response, the Authority may, at its discretion, consult Dun & Bradstreet reports and other credit rating or equivalent reports depending on where a Tenderer is located.

The Authority's assessment of economic and financial standing will consider financial strength and risk of business failure. Financial strength is based on tangible net worth and is rated on a scale of 5A (strongest) to H (weakest) obtained from Dun & Bradstreet. There are also classifications for negative net worth and net worth undetermined (insufficient information). Financial strength will be assessed relative to the estimated annual contract value.

The Authority will also consider annual turnover.

In the case of a joint venture or a consortium bid, the annual turnover is calculated by combining the turnover of the relevant organisations in each of the last two financial years.

Risk of Business Failure is rated on a scale of 1 (minimal) to 4 (significant) obtained from Dun & Bradstreet. There is also a classification of insufficient information. The Authority regards a score of 4 as indicating inadequate economic and financial standing for this procurement. The Authority will also calculate and evaluate the Tenderer's:

- operating performance: growth or reductions in sales, gross profit, operating profit, profit before tax and earnings before interest, tax, depreciation, amortisation, exceptional items and profit/loss on sale of businesses;
- liquidity: net current assets, movements in cash flow from operations, working capital and quick ratios, and average collection and payments periods; and
- financial structure: gearing ratios and interest cover.

Section 5: Performance Management Framework

1. Overview of the PMF

- 1.1. As part of the Authority's continuous drive to improve the performance of all Contractors, this PMF will be used to monitor, measure, and control all aspects of the Supplier's performance of contract responsibilities.
- 1.2. The PMF purpose is to set out the obligations on the successful Contractor, to outline how the successful Contractor's performance will be monitored, evaluated and rectified for performance.
- 1.3. The Authority may define any reasonable performance management indicators for the Contractor under the following categories:
 - Updates to Authority
 - Data Handling
 - Participatory Outputs
 - Reports
 - Presentations
- 1.4. The above categories are consistent with all Contract awards allowing the Authority to monitor Contractor' performance at both individual level and at the enterprise level with the individual Contractor.

2. Management of the PMF

- 2.1. Key Performance Indicators (KPI's) shall be monitored on a regular basis and shall form part of the contract performance review. Performance of KPI's will be reported by the Contractor to the Authority on monthly basis. The Contractor shall detail performance against KPI's in Monthly Reports and at quarterly Contract Meetings with the Authority, who will review this and make comments if any.
- 2.2. The Contractor shall maintain their own management reports, including a Risk and Issues Log and present these as requested by the Authority at any meeting requested by the Authority.
- 2.3. Any performance issues highlighted in these reports will be addressed by the Contractor, who shall be required to provide an improvement plan ("Remediation Plan") to address all issues highlighted within a week of the Authority request.

- 2.4. Key Performance Indicators (KPIs) are essential in order to align Contractor's performance with the requirements of the Authority and to do so in a fair and practical way. KPIs must be realistic and achievable; they also have to be met otherwise indicating that the service is failing to deliver. The successful Contractor will ensure that failure and non-performance is quickly rectified.
- 2.5. The Authority reserves the right to amend the existing KPI's detailed in section 6 below or add any new KPI's. Any changes to the KPI's shall be confirmed by way of a Contract Change Note.

Section 6: Key Performance Indicators (KPI's)

KPI and deliverables	Measurement	Fail	Acceptable
1. Updates to Authority	Regular, and ad hoc, verbal and written updates summarising progress and challenges	Updates are infrequent or lacking enough detail to assure the Authority of progress	Updates are timely and include enough detail to assure the Authority of progress
2. Data handling	Secure, accessible and organised collecting and storage of data/information relating to the project	Data, information and files are not kept up-to-date and are unavailable	All project data and information are up-to-date and accessible to the Authority
a. Evidence synthesis	Collection and storage of external and internal evidence sources, as well as any annotations / analysis	Evidence is only cited and not made available to the Authority	Evidence is gathered, stored and accessible to the Authority
b. Evaluation questions	Proportionate collection and secure storage of key informant views and secondary data underpinning evaluation questions	Inadequate range of views and information accessed and not stored	Key stakeholders consulted and their views and other information are gathered and stored securely
c. Baselines and data collection plan	Collection and storage of data used to develop and test counterfactuals and baselines	Data is inadequate to achieve deliverable	Data is adequate and available to the Authority
3. Reports	Draft iterations and final reports, including comment logs and requested changes	Reports are late, incomplete and do not adequately address feedback from the Authority or deliverables	Reports are on time, complete, incorporate comments and address all deliverables
4. Presentations	Presentation materials and delivery of key findings	Presentations do not take place	Presentations take place and convey key findings clearly

Section 7: ITT Glossary and Appendices

Definitions

Unless the context otherwise requires, the following words and expressions used within the Bidder Pack (except for Section 3: Terms and Conditions of Contract) shall have the following meanings to be interpreted in the singular or plural as the context requires.

TERM	MEANING
“Authority”	Marine Management Organisation (MMO)
“Bidder Pack”	this invitation to tender and all related documents published by the Authority and made available to Tenderers.
“Contract”	the contract (set out in Appendix B) to be entered into by the Authority and the successful Tenderer.
“EIR”	the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to those Regulations.
“Atamis”	eSourcing system is the eSourcing system used by the Authority for conducting this procurement, which can be found at https://defra-family.force.com/s/Welcome
“FOIA”	the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under that Act together with any guidance and/or codes of practice issued by the Information Commissioner or any Government Department in relation to that legislation.
“Form of Tender”	means the form contained in Appendix B to the Procurement Specific section of the Bidder Pack which must be signed, scanned and uploaded into the Authority’s eSourcing System by the Tenderer to indicate that it understands the Tender and accepts the various terms and conditions and other requirements of participating in the exercise.
“Information”	means the information contained in the Bidder Pack or sent with it, and any information which has been made available to the Tenderer by the Authority, its employees, agents or advisers in connection with the procurement.
“Involved Person”	means any person who is either working for, or acting on behalf of, the Authority in connection with this procurement and/or the Contract including, without limitation, any officer, employee, advisor, agent, member, partner or consultant”.
“Pricing Schedule”	the form accessed via eSourcing system in which Tenderers are required to submit their pricing information as part of a Tender.
“Regulations”	the Public Contracts Regulations 2015.
“Relevant Body”	means any other organisation, body or government department that is working with or acting on behalf of the Authority in connection with this procurement and/or the Contract including,

		without limitation, its officers, employees, advisors, agents, members, partners or consultants.
“Response”		means the information submitted in response to the Bidder Pack via the online response forms on eSourcing system including the Tenderer’s formal Tender.
“Specification Requirements”	of	the Authority’s requirements set out in Section 2 of the Bidder Pack Procurement Specific Requirements.
“Tender”		the formal offer to provide the goods or services described in section 1.1 of part 1 of the Bidder Pack and comprising the responses to the questions in eSourcing system and the Pricing Schedule.
“Tenderer”		anyone responding to the Bidder Pack and, where the context requires, includes a potential tenderer.
“Timetable”		the procurement timetable set out in Section 1 of the Bidder Pack Procurement Specific Requirements.

APPENDIX A

FORM OF TENDER

To be returned by 12:00pm (GMT time) on 9th October 2023.

Victor Mpehla
Procurement Advisor
Department for Environment, Food and Rural Affairs
Procurement and Commercial Function

TENDER FOR THE: Wensum Nature-based Solutions (NbS) Monitoring Trials

Tender Ref: Project/ITT C20965.

-
1. We have examined the invitation to tender, and its schedules set out below (the **ITT**) and do hereby offer to provide the goods and/or services specified in the ITT and in accordance with the attached documents to the Authority commencing date **20/10/2023** for the period specified in the ITT.
 - Tender Particulars (Section 1)
 - Specification of Requirements (Section 2)
 - Form of Tender (Appendix A)
 - Authority's Conditions of Contract (Appendix B)
 2. If this tender is accepted, we will execute the Contract and any other documents required by the Authority within 10 days of being asked to do so.
 3. We agree that:
 - a. before executing the Contract substantially in the form set out in the ITT, the formal acceptance of this tender in writing by this Authority or such parts as may be specified, together with the documents attached shall comprise a binding contract between the Authority and us;
 - b. pursuant to EU Directive 1999/93/EC (Community Framework for Electronic Signatures) and the Electronic Communications Act 2000, the Contract may be executed electronically using the Authority's electronic tendering and contract management system, Atamis;
 - c. we are legally bound to comply with the confidentiality provisions set out in the ITT;

- d. any other terms or conditions or any general reservation which may be provided in any correspondence sent by the Authority in connection with this procurement shall not form part of this tender without the prior written consent of the Authority;
- e. this tender shall remain valid for 120 days from the closing date for tenders specified in the ITT; and
- f. the Authority may disclose our information and documents (submitted to the Authority during the procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

4. We confirm that:

- a. there are no circumstances affecting our organisation which could give rise to an actual or potential conflict of interest that would affect the integrity of the Authority's decision making in relation to the award of the Contract; or
- b. if there are or may be such circumstances giving rise to an actual or potential conflict of interest, we have disclosed this in full to the Authority.

5. We undertake and it shall be a condition of the Contract that:

- a. the amount of our tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our tender has not been communicated to any person until after the closing date for the submission of tenders and in any event not without the consent of the Authority;
- b. we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act; and
- c. made arrangements with any other party about whether or not they may submit a tender except for the purposes of forming a joint venture.

6. I warrant that I am authorised to sign this tender and confirm that we have complied with all the requirements of the ITT.

Signed

Date

In the capacity of

**Authorised to sign
Tender for and on
behalf of**

Postal Address

Post Code

Telephone No.

Email Address

APPENDIX B

AUTHORITY'S CONDITIONS OF CONTRACT

Upload on Atamis

APPENDIX C

TECHNICAL EVALUATION QUESTIONS

In line with DEFRA policy, we will be awarding a contract to the Most Economically Advantageous ITT response (MEAT).

The overall score is broken down as follows: **70%** of the overall score will be awarded for technical criteria and **30%** of the overall score will be awarded for commercial.

Please note responses will be assessed against demonstration of understanding of the Specification as attached above.

The technical evaluation criteria that will be used to assess responses are set out in the table below. The Technical criteria is weighted according to its significance to the project, and this will be applied using the following scoring methodology:

Scoring Criteria	<p>Scoring criteria</p> <p>E01 - E05 will be scored using the following scoring criteria:</p> <ul style="list-style-type: none">• For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a best-in-class thorough understanding of the requirement and provides details of how the requirement will be met in full• For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled• For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements• For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled• For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement <p>If you score 20 or less in respect of questions E01 - E05 then you may be eliminated from the procurement.</p>
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	If a Tenderer receives a 'Fail' in any of the questions on Sustainability and, Health and Safety Policy they will be eliminated from the procurement.		
Detailed technical criteria	Criteria	Weighting	Description
	F01 Sustainability	Pass/Fail	<p>The Authority has set itself challenging commitments and targets to improve the environmental and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</p> <p>Within this context, please explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organisation's approach.</p> <p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p> <p>A "Fail" will be allocated to a response that does not demonstrate any evidence of Sustainability policies.</p> <p>Your response should:</p> <ul style="list-style-type: none"> • demonstrate that the Tenderer has a sustainability policy in place; and • provide evidence as to how the Tenderer will reduce the environmental impacts of delivering this contract. <p>Please upload a document with the filename: F01 Your Company Name.</p>
	F02 Health and Safety	Pass/fail	<p>Your response must be a maximum of two sides of A4, font size 11 addressing the below questions. Any responses exceeding two sides of A4 will not be evaluated beyond the last page.</p>

			<p>A “Fail” will be allocated to a response that does not demonstrate any evidence of addressing health and safety.</p> <p>Tenderers should provide details of suitably robust procedures for health and safety, including how they will conduct measurements in a safe manner.</p> <p>Please upload a document with the filename: F02 Your Company Name.</p>
	E01 Methodology	40%	<p>Max. 8 pages A4, Font Arial 12</p> <p><i>Assessment of sub-criteria:</i> the proposal provides confidence in the tenderer’s methodology and approach. It demonstrates that the tenderer has a detailed understanding of the project and the technical skills required to deliver the services specified. The response provides confidence that the tenderer has a well-developed appropriate methodology and approach to delivering the outcomes in the Specification.</p> <p>Please provide the following:</p> <p>Your methodology for delivering the Scope of works, which should include the areas listed below:</p> <ul style="list-style-type: none"> • Understanding of project scope & requirements • A detailed methodology stating how you propose to deliver the required services outlined in the Specification • How do you plan to perform landowner engagement • How will the Runoff Attenuation Features be designed and how will they minimise any risks, • How the proposed approach will deliver best value and efficiency for the project tasks • How will the project objectives be

			<p>assessed through the monitoring data</p> <ul style="list-style-type: none"> • Provide details of pre-and post-processing visualisation tools and the types of graphs used to assess the project objectives, • Outline any innovative approaches you could offer within the scope of work • How key risks/issues associated with this contract will be managed • Have you got the skills (or sub-contractor) have the skills to install the monitoring kit including dipwells and surface water monitoring • What permits and permissions do you think maybe required
	E02 Project Team including experience (& capability)	20%	<p>Max. 4 pages A4, Font Arial 12+CVs of the key staff (1 A4 page each):</p> <p><i>Assessment of sub-criteria:</i> the proposal demonstrates that the project team includes staff with the relevant experience, appropriate technical expertise, qualifications and experience to add significant value and confidently deliver the project outcomes. The proposal demonstrates that the team structure has appropriately experienced and qualified staff to undertake the work, with sufficient supervision and resources.</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> a. A description of the proposed team, their relevant experience and the team structure shown in an organogram b. Describe how the team will bring their skill and experience to deliver best value and efficiency on this project c. A description of which services you envisage sub-contracting and the reason

			<p>why. Please provide details of the key sub-consultants:</p> <ul style="list-style-type: none"> - Sub-consultant name - Services to be delivered - Procurement approach (incl. T&Cs, pricing option, etc.) - Relevant previous experience <p>d. A summary of the number of hours contributed to each stage and task by all individuals working on the project.</p> <p>e. CVs for the twelve key staff working on the project including CDM staff, of no more than 1-page A4 per person are to be included as an appendix. No other appendices are to be included in this section.</p> <p>f. Confirm you have sufficient resource available to deliver the project on time and outline your contingency plans for unexpected absence or changes to key personnel to ensure there will be minimal impact on the project delivery. We would also like to hold the start-up meeting on Wednesday 20th October or Wednesday 23rd October 2023.</p>
	<p>E03 Previous experience of nature-based solutions and monitoring work</p>	<p>15%</p>	<p>Max 3 pages A4, Font Arial 12</p> <p><i>Assessment of sub-criteria:</i> the proposal demonstrates that the previous experience relating to similar projects and schemes.</p> <p>Please provide the following:</p> <p>Provide up to three examples of how you will use your previous experience of recently delivering similar schemes, on this project, to ensure the project is delivered</p>

			successfully and drives added value for the EA and WRE.
	E04 Project Management (including Programme, Risk Management, Quality Assurance process and Contract Management arrangements)	15%	<p>Max. 3 pages A4, Font Arial 12 + Gantt Chart + Risk Register</p> <p><i>Assessment of sub-criteria:</i> the proposal demonstrates that key risks associated with all aspects of work have been appropriately assessed and appropriate control measures have been identified. A pro-active approach is evident to monitoring and managing risk for the project lifecycle. The programme provides confidence that the approach is both realistic and flexible, allowing appropriate time for each element to be completed to meet the contract/project milestone dates.</p> <p>Please provide the following:</p> <p>A programme is to be attached as Appendix 1 and a table of supplier held risks as Appendix 2. No other appendices shall be included in this project/package proposal.</p> <p>Please outline how you will ensure that this project will be delivered on time, within budget and to the required quality. In addressing this question your response should include:</p> <ul style="list-style-type: none"> • What you perceive to be the main challenges and risks facing this requirement. Provide a comprehensive risk register as an attachment to this section, with mitigating actions, including pre and post mitigation scores, • Methodologies adopted by your organisation to mitigate such occurrences, • Outline programme in form of a Gantt chart, identifying stages and tasks, key milestones and critical path activities,

			<p>with justification to time estimates for tasks, to be included as an appendix. No other appendices shall be included in this section,</p> <ul style="list-style-type: none"> • Description of the Quality Assurance procedures which will be used in this contract, • Details as to how the proposed management team will bring their skill and experience to deliver the project to time and budget, <p>Details of the proposed approach to management of the contract, to ensure it is delivered on time and to budget.</p>
	E05 Sustainability /Social Value and Achieving Net Zero	10%	<p>Max. 2 pages A4, Font Arial 12</p> <p><i>Assessment of sub-criteria:</i> The Environment Agency would like to see what additional activities to support professional development and educational attainment relevant to this contract and your work towards Net Zero targets. Including training schemes that address skills gaps and/ or result in recognised qualifications, and/ or demonstrate actions to identify and tackle inequality in employment, skills and pay in the contract workforce.</p> <p>The Environment Agency has published its Net Zero Roadmap, an action plan which focuses on reducing the Environment Agency's emissions to get to organisational net zero by 2030 - Read the Net Zero Roadmap by clicking here.</p> <p>The EA's Groundwater Team has committed to working with our suppliers to ensure carbon reduction actions towards achieving net zero are captured in all contracts awarded by the Groundwater Team.</p> <p>Please provide the following:</p>

			<p>Please provide a link to your organisations net zero plan and describe how you are implementing and measuring the success of the plan, to achieve your goal.</p> <p>Demonstrate how you will create opportunities through the delivery of this contract. For example, influence staff, suppliers, customers and communities with regard to academic engagement, co-design/creation of education materials, training, education, partnering/collaborating and volunteering opportunities.</p>
Scoring and calculation method	<p>Evaluation</p> <p>The calculation used is the following:</p> $\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30\% \text{ Maximum available marks}$ <p>For example, if three Tender Responses are received and Tenderer A has quoted £3,000 as their total price, Tenderer B has quoted £5,000 and Tenderer C has quoted £6,000 then the calculation will be as follows:</p> <p>Tenderer A Score = $\frac{£3000}{£3000} \times 30\%$ (Maximum available marks) = 30%</p> <p>Tenderer B Score = $\frac{£3000}{£5000} \times 30\%$ (Maximum available marks) = 18%</p> <p>Tenderer C Score = $\frac{£3000}{£6000} \times 30\%$ (Maximum available marks) = 15%</p>		

APPENDIX D

Commercially Sensitive Information (Attached)
Please re-produce and upload as an attachment on Atamis if applicable

TENDERER'S COMMERCIALY SENSITIVE INFORMATION	POTENTIAL IMPLICATION OF DISCLOSURE	DURATION COMMERCIALY SENSITIVE INFORMATION OF

APPENDIX E

PRICING SCHEDULE

For Completion (Available on Atamis. Please upload to Atamis)

APPENDIX F

STAFF TIME IN DAYS TEMPLATE

For Completion (Available on Atamis. Please upload to Atamis)