

Our Ref: ENVWLB00619R
Your Ref:

Date: 28 December 2023

Dear Sirs

Contract Ref: ENVWLB00619R
Contract Title: **Wensum Nature-based Solutions (NbS) Monitoring Trials Phase 1**

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

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by midday 25th January 2024 – please include “Wensum NbS Monitoring Trials Phase 1” within the subject title.

E-mail: sam.phillips1@environment-agency.gov.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

Sam Phillips
Catchment Co-ordinator for Chalk Streams – East Anglia Area

E-mail: sam.phillips1@environment-agency.gov.uk
Mobile: 07788 949 375

Environment Agency | Dragonfly House, 2 Gilders Way, Norwich, NR3 1UB

Request for Quotation

Ref: ENVWLB00619R

Title: Wensum Nature-based Solutions (NbS) Monitoring Trials Phase 1

Section 1

Who is the Environment Agency?

We 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>

What do we spend our money on?

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

- Flood and Coastal Risk Management (design, construction and maintenance)
- ICT and Telecommunications
- Vehicles and Plant
- Environmental Consultancy and Monitoring
- Temporary Staff and Contractors
- Facilities Management, Energy and Utilities
- Flood Management and Water Related Services

What do we need from our suppliers?

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

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

Government changes and collaboration

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW). Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

Further information

For further information and to see our commitments to Diversity and Equality, please visit our website.

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

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

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact -

<https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>

Section 2**The Customer****Summary**

The Contract will be managed as follows:

Project Sponsor Lou Mayer, Environment Programme - Programme Manager (East Anglian Area)

Project Executive Mark Whiteman, Senior Advisor – Groundwater Resources, Environment and Business Directorate, Groundwater team

Project Manager Sam Phillips, Catchment Co-ordinator for Chalk Streams – East Anglia Area

Contract Manager Sam Phillips, Catchment Co-ordinator for Chalk Streams – East Anglia Area

The E&B Groundwater Team is responsible for delivering clean and sustainable groundwater as part of a healthy, rich, and diverse environment

for present and future generations. The Groundwater Team leads on groundwater quality and groundwater resources across England.

Contract Length

It is anticipated that this contract will be delivered by 31st March 2025, however subject to funding an extension to 31st March 2028 may be possible. Prices will remain fixed for the duration of the contract award period.

The Environment Agency Conditions of Contract for Services (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Environment Agency by Sam Phillips.

Contact Details and Timeline

Sam Phillips will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

Contact details are:

E-mail: sam.phillips1@environment-agency.gov.uk

Mobile: 07788 949 375

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

Activity	Due Date
Supplier responses for Request for Quote	25 th January 2024 (midday)
Evaluation of Request for Quote submissions	31st January 2024
Award of contract	1 st February 2024
Delivery date of all final project products	31st March 2025
Project/Contract end date	31st March 2025*

*subject to funding an extension to 31st March 2028 may be possible.

It should be noted that these timescales and activities may be subject to change.

Section 3

Evaluation Criteria

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

- Price – 60% Please also include any discounts that are available in Appendix A.

- Quality – 40% - The following quality criteria are weighted in accordance with the importance and relevance attached to each one:

3.1 Methodology - Technical weighting 40%

Max. 4 pages A4, Font Arial 12

Assessment of sub-criteria: 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.

Please provide the following:

Your methodology for delivering the Scope of works, which should include the areas listed below:

- 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 the proposed approach will deliver best value and efficiency for the project tasks
- Outline any innovative approaches you could offer within the scope of work
- How key risks/issues associated with this contract will be managed
- What permits and permissions do you think maybe required

3.2 Project Team including experience (& capability) - Technical weighting 20%

Max. 2 pages A4, Font Arial 6+CVs of the key staff (1 A4 page each):

Assessment of sub-criteria: 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.

Please provide the following:

- 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 why. Please provide details of the key sub-consultants in the following table within your response:

Sub-consultant name	Services to be delivered	Procurement approach (incl. T&C's, pricing option, etc.)	Relevant previous experience

- d. A summary of the number of hours contributed to each stage and task by all individuals working on the project.
- e. CVs for the six key staff working on the project, 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.
- 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.

3.3 Previous experience of nature-based solutions and monitoring work - Technical weighting 15%

Max 2 pages A4, Font Arial 12

Assessment of sub-criteria: the proposal demonstrates that the previous experience relating to similar projects and schemes.

Please provide the following:

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 successfully and drives added value for the EA and WRE.

3.4 Project Management (including Programme, Risk Management, Quality Assurance process and Contract Management arrangements) - Technical Weighting 15%

Max. 2 pages A4, Font Arial 12 + Gantt Chart + Risk Register

Assessment of sub-criteria: 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.

Please provide the following:

A programme is to be attached as an appendix and a table of supplier held risks as an appendix. No other appendices are to be included in this section.

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:

- 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, with justification to time estimates for tasks, to be included as an appendix. No other appendices shall be included in this section,
- 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,
- Details of the proposed approach to management of the contract, to ensure it is delivered on time and to budget.

3.5 Sustainability /Social Value and Achieving Net Zero - Technical Weighting 10%

Max. 1 page A4, Font Arial 12

Assessment of sub-criteria: 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.

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.](#)

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.

Please provide the following:

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.

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.

Non-Price Criteria	Weighting
Methodology	40
Project Team including experience (& capability)	20
Previous experience of nature-based solutions and monitoring work	15
Project Management (including Programme, Risk Management, Quality Assurance process and Contract Management arrangements)	15
Sustainability /Social Value and Achieving Net Zero	10

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 Agency 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 Agency 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 Agency 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 Agency 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 Agency low confidence that the requirements will be met.	2
Nil: No response or provides a response that gives the Agency no confidence that the requirements will be met.	0

Section 4

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

- completed Pricing Schedule (Appendix A);
- completed Prior Rights Schedule (Appendix B);
- confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later).

Within the submission you will need to include your responses to the non-price criteria listed above.

Section 5

Specification

5.1 Background to Requirement

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.

The Environment Agency wishes 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/WRE also wish to explore whether 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.

This tender is attached to a much larger project, which has been divided into three separate pieces of work (Section 5.8). This tender only relates to the landowner engagement and permissions for the installation of Runoff

Attenuation Features (RAFTs) for this part of the project (Phase 1). Installation and design of RAFTs (Phase 2) and monitoring and data analysis (Phase 3) will be delivered by other environmental groups/consultants. We do expect that all three phases (1 – 3) will work together to deliver the timescales outlined in Section 5.8 and the overall aims of this project.

5.2 Project drivers

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

5.2.1 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 for the new Environmental Land Management Schemes (ELMS),
- Evidence to support the production of Local Nature Recovery Strategies,
- Feeding into the CaBA approach and the WR Priority Catchment Groups,
- Support the National FCRM Strategy.

5.2.2 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.

5.2.3 Specific Objectives/Deliverables

Environment Agency Point of Contact
Sam Phillips

Catchment Co-ordinator for Chalk Streams
Environment Agency

E-mail: sam.phillips1@environment-agency.gov.uk
Mobile: 07788 949 375

5.3 Project Objectives

This landowner engagement and permissions section of work will support the following objectives:

A. This tender:

- 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 will have obtained all the necessary long-term permits and permissions to be able to undertake the wider project including the installation of the Runoff Attenuation Features, baseline monitoring and long-term monitoring,

B. To support wider work outlined in Section 5.8 (including phases 2 & 3):

- 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 aim to have delivered ten runoff attenuation features 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.
- By March 2025 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.
- 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.
- We aim for 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.

5.4 Project Deliverables

Phase 1 – Landowner engagement and permissions

Project deliverables for the landowner engagement and permissions sections (Phase 1) 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 – Please see Wensum NBS Site Selection Report - Redacted*),
- B. **Landowner engagement** – Engagement with short-listed landowners based on local experience of the best areas to target,
- C. **Permissions and permits for monitoring equipment** - Support with permits and permissions to help install the monitoring equipment and the runoff attenuation features later in the project,
- D. **Lesson learned log and risk register** – Collection of data to ensure these logs are kept up to date.

5.5 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:

Phase 1 - Landowner engagement and permissions

Stage 1	Start-up Meeting
Timescales	2.0-hour Teams start-up meeting to be held in Winter 2024
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. Please see document - Wensum NBS Site Selection Report – Redacted.

Suggested Main Tasks	<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>

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. • Monthly meeting to review progress and spend (1 hour, MS Teams)
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	Permissions and permits for monitoring equipment and the installation of runoff attenuation features (Project Deliverable C)
Timescales	Support throughout the project
Suggested Main Tasks	<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 throughout the project, • 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 5	Lesson learned report and Risk Register (Project Deliverable D)
Timescales	Throughout the project and delivered before the end of March 2025

Suggested Main Tasks	To review on a three-monthly basis: <ul style="list-style-type: none"> • Landowner negotiations and challenges, • Costs and quality, • Technical aspects, • Lessons Learned log and Risk Register.
Deliverables	Three-monthly reports produced and reviewed.

Stage 6	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 2025
Suggested Main Tasks	Final reporting and close-out meeting.
Deliverables	<ul style="list-style-type: none"> • A final project report incorporating all previous draft reports (Stages 3 - 5) 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)

5.6 Other project needs

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.

5.7 Risk Register

Table 1. Project risks, impacts and mitigation measures.

Key Risks	Owner (PM, Sponsor)	Mitigation	Likelihood / impact post mitigation
WRE / EA Data delays	WRE/EA PM	Mitigated using experienced staff, open data, and close collaboration	Low
EA / WRE staff not engaging or meeting deadlines	WRE/EA PM	Hold regular catch-up calls and highlight any issues early.	Med
Delays whilst replacing staff	Consultant	Residual risk mitigated through documenting work thoroughly	Low
WRE /EA Funding is cut or reduced	WRE/EA PM	Mitigate by re-applying for funds in following FYs or other funding pots	High
Software Compatibility	Consultant	Mitigated by discussions during the project to ensure compatible outputs	Med
Data security, transfer, and licensing	Consultant	Mitigated by engaging with the team throughout the course of the project.	Low
Ability to identify appropriate sites	Consultant	WRE have brought forward the site selection desktop study from their funding to give a head start	High
Legal risks related to landowner agreement	Consultant WRE/EA PM	Seek legal advice for agreement development	Med
Permissions	Consultant	Seek to identify lower risk sites e.g. exclude designated sites	Low

5.8 Timescales/Deadlines

The three separate pieces of work and the outline of timescales are shown in the table below.

Phase 1 – Landowner engagement and permissions (This tender)		
Stage	Task	Timescales
1	Start-Up Meeting	Winter 2024
2	Site Identification for runoff attenuation features	Already Complete
3	Landowner engagement	Throughout the project
4	Permissions and permits for monitoring equipment	Throughout the project

5	Lesson learned log and risk register	Throughout the project
6	Handover and exit strategy	March 2025

Phase 2 – Design and Installations

Stage	Task	Timescales
1	Start-Up Meeting	Winter 2024
2	Design of runoff attenuation features (RAF)s	Spring/Summer 2024
3	Early RAF delivery of one RAF	Sept 2024
4	RAF Delivery – Ten RAFs	March 2025
5	Lesson learned report and Risk Register	Throughout the project
6	Handover and exit strategy	March 2025

Phase 3 – Monitoring and equipment purchase

Stage	Task	Timescales
1	Start-Up Meeting	Winter 2024
2	Monitoring Plan to assess the 11 RAFs	Spring/Summer 2024
3	Purchase of monitoring equipment	Summer 2024
4	Installation of monitoring equipment	End of Summer 2024
5	Three-month data review	Autumn 2024
6	Long-term monitoring	Summer 2024 - March 2025
7	Lesson learned report and Risk Register	Throughout the project
8	Handover and exit strategy	March 2025

The whole project as currently funded must be completed by 31 March 2025, however there is an option to extend the contract by 12 months at a time up to three years (March 2028).

5.9 The use of Subcontractors

We are happy for companies to work together to supply this requirement. We would request that we deal with one main company for the tendering exercise and for the Purchase Order number.

Section 6

Contract Management

This contract shall be managed on behalf of the Agency by Sam Phillips

Contact details are:

E-mail: sam.phillips1@environment-agency.gov.uk

Mobile: 07788 949 375

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The frequency of payment is to be agreed subject to reporting to the EA and WRE of progress made against the project tasks outlined in Sections 5.5 and 5.8 of this document.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number enabling it to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

Section 7

Sustainability Considerations

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

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

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

- Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post consumer waste and printed double sided.
- Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
- Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
- Efficient Energy and Water Use.
- Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on site facilities officer.
- Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

Diversity and Equal Opportunities

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities. As a public body, we publish regular information about what our equality objectives are and how we're meeting them.

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

Health and Safety

Contractors 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.

IEM2020:

Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

Supply chain

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

Section 8

Additional Information

Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, 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 Environment Agency 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.

Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor 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 the Environment Agency.

References

The Environment Agency 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 Contractor must agree to the following:

- You must only process the personal data in strict accordance with instructions from the Environment Agency.
- 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

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.

Please note you are asked to provide a fixed cost for some tasks (Task 1 start-up meeting, Task 5 Lesson learned log and risk register, Task 6 – handover and exit strategy), and to provide daily (7 hour) rates for other tasks (Task 3: landowner engagement, Task 4 Permissions and permits for monitoring equipment). All tasks must be completed within the total project ceiling cost of £45,000.

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)

Please detail your task costs in the table below.

Work Package 1: Fixed costs

Cost Proposal (To be completed by Supplier)			
Staff Name	Daily Rate	No of Days	Cost
Task 1 – Start-Up Meeting			
Subtotal for Task 1			
Task 2 – Site Identification for runoff attenuation features – already complete			
Subtotal for Task 2			
Task 5 – Lesson learned log and risk register			
Subtotal for Task 5			
Task 6 – Handover and exit strategy			
Subtotal for Task 6			
Total Staff Cost			

Work Package 2: Variable costs

Cost Proposal (To be completed by Supplier)			
Staff Name	Daily Rate	No of Days	Cost
Task 3 – Landowner engagement			
Subtotal for Task 3			
Task 4 – Permissions and permits for monitoring equipment			
Subtotal for Task 4			
Total Staff Cost			

Other costs

Please state any other costs that will need to be taken into consideration.

Work package 1: Fixed Costs

Expenses and Other Costs (To be completed by Supplier)	
Description	Cost
Task 1 - Start-Up Meeting	
Subtotal for Task 1	
Task 5 – Lesson learned log and risk register	
Subtotal for Task 5	
Task 6 – Handover and exit strategy	
Subtotal for Task 6	
Total Expenses and Other Costs	

Work Package 2: Variable costs

Expenses and Other Costs (To be completed by Supplier)
--

Description	Cost
Task 3 – Landowner engagement	
Subtotal for Task 3	
Task 4 – Permissions and permits for monitoring equipment	
Subtotal for Task 4	
Total Expenses and Other Costs	

Discounts, rebates and reductions

Please detail below any discounts, rebates and other reductions you are prepared to offer and the basis of those incentives

Discounts, Rebates and Reductions (To be completed by Supplier)	
Description	Rebate
Total Discounts, Rebates and Reductions	

Total Overall Cost

Please detail the total fixed cost for the project

Total Overall Cost (To be completed by Supplier)	
Total Staff Costs (fixed costs)	
Total Staff Costs (variable costs)	
Total Expenses and Other Costs (fixed costs)	
Total Expenses and Other Costs (variable costs)	
Total Discounts, Rebates and Reductions	
Total Overall Cost	

The following limits will be applicable to all claims for travel and subsistence under this contract:

- a. Travel by rail: standard class should be used at all times
- b. Travel by car: 45 pence/mile

Hotel bookings should be made through the Environment Agency's corporate travel contract. Details of this contract are available from the Corporate Contracting Team.

When making reservations you should state that you are a contractor working on Environment Agency business.

Hotel charges must not exceed a maximum limit per night bed and breakfast (VAT included) of: £140 in London; £100 in Bristol; £90 in Warrington; £85 in Reading; £75 in Aberdeen, Birmingham, Belfast, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Sheffield and York; and £70 in all other destinations. Please note that these hotel ceiling rates are subject to change throughout the life of the contract.

Expenditure on dinner during an overnight stay must not exceed a maximum limit of £25, including a drink.

Receipts for all rail travel, hotel and food expenses will be required as proof of expenditure and will be reimbursed at cost. No profit or additional cost shall be applied by the contractor to such personal expenses.

APPENDIX B - PRIOR RIGHTS SCHEDULE

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract

Held by the Environment Agency

Name and description of Prior Rights	Extent of proposed use in the Project	Proprietary owner of the Prior Rights

Held by the Contractor

Name and description of Prior Rights	Extent of proposed use in the Project	Proprietary owner of the Prior Rights

Explanation of Contractor's Prior Rights

All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project, or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

Company _____
Name

Signature _____

Print Name _____

Position _____

Date _____