

C21744 ECOLOGICAL SERVICES FRAMEWORK 4 (EcoSF4)
PROJECT FORM AND CONFIRMATION OF INSTRUCTIONS
PART 1
PROJECT DETAILS, SPECIFICATION AND EVALUATION CRITERIA

To be completed by Contracting Authority Project Manager

Project title: **Elvington Sluice/ Fish Pass Project**

Atamis project ref (if applicable):

Date: **22/05/25**

Name of Contracting Authority (Environment Agency; Natural England)	[REDACTED]		
Project Manager:	[REDACTED]	Project manager's phone number:	[REDACTED]
Budget holder:	[REDACTED]	Cost code:	[REDACTED]
Commercial Contact (if applicable):	[REDACTED]	Project manager's email:	[REDACTED]
Project Start Date	3/6/25		
Project Completion Date	19/7/25		
For any projects over £10k, full competition is required (i.e. all suppliers on the appropriate Lot invited to quote).	Direct Award	<input checked="" type="checkbox"/>	Mini-comp
Call off from Lot number (please tick)	1	2	3 4 <input checked="" type="checkbox"/>
Proposal return date: (no less than 10 working days from current date)	[REDACTED]		

Evaluation criteria: (for work over £10k project managers need to prepare and complete an evaluation model on receipt of tender submissions). Please note price and quality weightings are flexible within the following range: Quality 70% - 30% and Price 30% - 70%, and you may alter the quality sub-criteria weightings. Optional: If a minimum score threshold is set for any criteria this must be stated in the table. If not used, please delete the wording.

Contractors: Failure to meet the minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.

Price	Weighting	30% - 70%
Quality	Weighting	70% - 30%
Quality Sub-Criteria Weightings: (Indicative only)		
Approach & Methodology (minimum score threshold X will apply (if applicable))	These criteria should ask the contractor to set out in detail each element of the methodology and how this will be carried out, including the approach, design, analytical strategy	[REDACTED]

	Any input required from the Authority should be outlined, as well as the approach to dissemination and review of the findings.	
Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations. <i>(minimum score threshold X will apply (if applicable))</i>	Contractor should be asked to provide details of the proposed project team and team structure that they intend to use to deliver this project, including any sub-contractors and/or associates. CVs for all staff should be submitted to support the response and include a table showing the staff days expected to be spent on the project per task, this table should match the staff days in the cost proposal	
Project Management (including project plan) <i>(minimum score threshold X will apply (if applicable))</i>	Contractor should be asked to proposed project management arrangements including day to day working for the project, the proposed timetable for the project, risk log and mitigation actions and A Gantt chart presenting milestones, deliverables, timelines and inter-dependencies	
Health & Safety	Optional include weightings if applicable	N/A
Sustainability Considerations (e.g. Travel management, reduction of carbon footprint, bio-security etc.)		N/A
Quality Assurance		N/A

Specification (Details to be provided by the Contracting Authority Project Manager)
*You should set out the information/details you require the Contractor to return in their Proposal for each section. *Page limits should consider the amount of information being requested and be enough for the Contractor to provide the level of detail you need to undertake a comprehensive evaluation.*

Please detail the Contractor's required Limitation of Liability. If no sum is stated, the Contract Price for the Services performed or to be performed under the Contract or five million pounds whichever is the greater will apply.

1. Description of work required – overall purpose & scope (including reporting requirements)

Elvington Sluice consists of two counter-balanced concave steel gates set in a concrete superstructure spanning the River Derwent. The structure is owned and operated by the [redacted] and is used in part to enable an abstraction by Yorkshire Water around 1 km upstream.

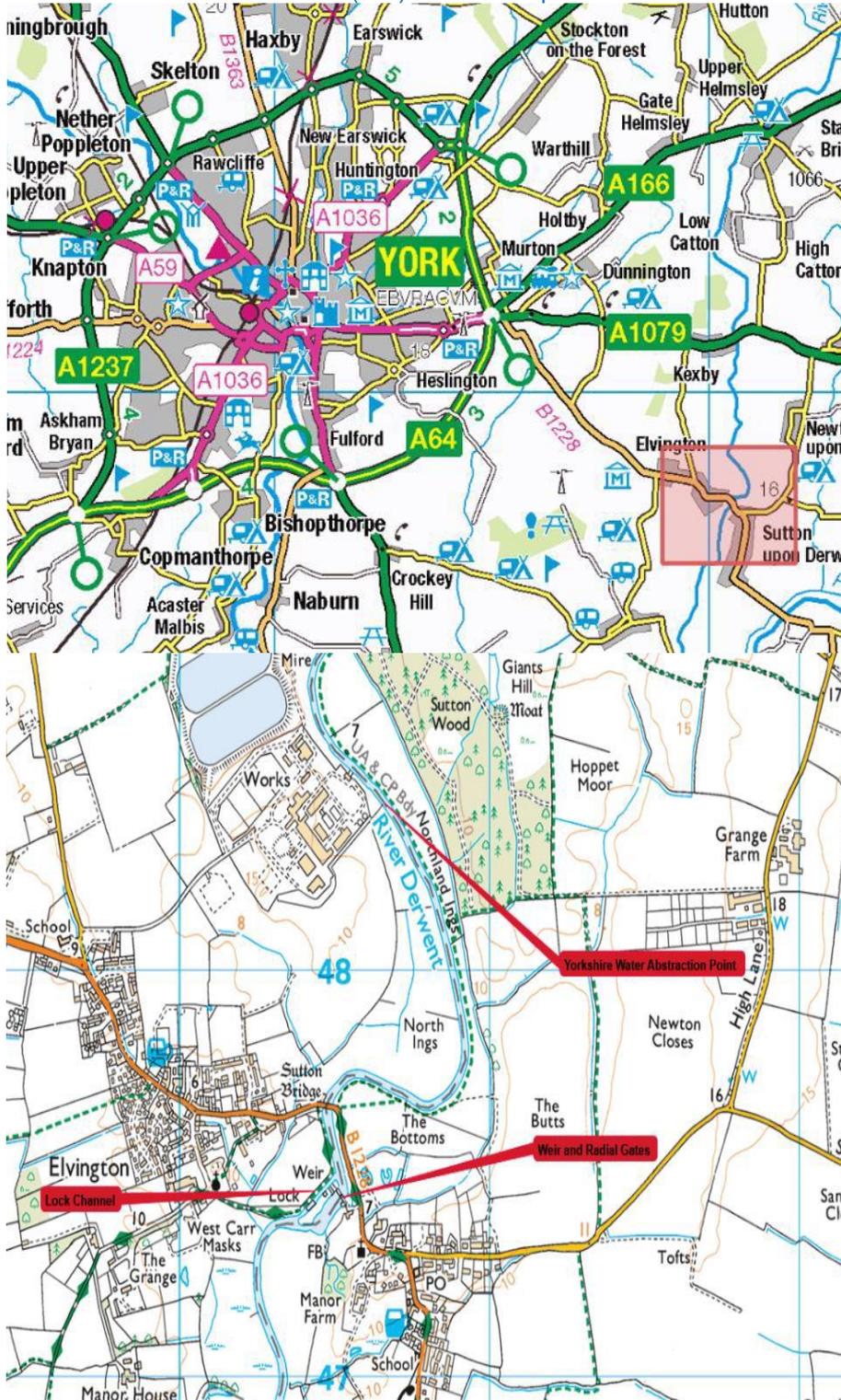
The structure is beyond its working life, and assessments have highlighted issues around the integrity of the steelwork and concrete. Whilst it is not thought that imminent catastrophic failure is likely, this cannot be ruled out.

This project seeks to improve the reliability of the Sluice structure at Elvington, whilst maintaining the current water levels to allow Yorkshire Water to abstract. As well as replacing or modifying the existing asset, we are also seeking to make some environmental improvements such as the installation of a new fish pass, to meet our obligations under the River Derwent SSSI Restoration Plan.

Adjacent to the sluice on an island formed between the sluice and a now unused navigation lock is a pool and weir style fish pass that does at least partially function to facilitate fish passage. However, there are concerns regarding its efficiency and the frequency of blockages forming at the upstream exit. Current work undertaken within the project has proposed a new fish pass using and expanding a mill race on the left bank to install the new fish pass

consisting of 29 weirs (the proposal is currently unseen by Fishtek). [REDACTED] have determined this design to be prohibitively expensive and therefore unfeasible.

The map extract below shows the location of Elvington Sluice in relation to York, and the detailed map shows the location of the Yorkshire Water (YW) abstraction point in relation to the sluice.



We have approached Fishtek to review fish passage options at Elvington Sluice provided by [REDACTED]

Fishtek have been approached to review the existing fish pass, the proposed fish pass design and provide an options appraisal for fish passage options at Elvington sluice, with potential scope to provide the design requirements on determination of the preferred option. The River Derwent is an SAC, with river lamprey (*Lampetra fluviatilis*) being a primary reason for selection of the site, and thus passage for this species is essential with any fish pass option.

WORKS REQUIRED

For the assessment described, Fishtek have suggested the required works can be divided into the following phases:

1. Site visit to obtain essential additional information about the site.
2. Production of a feasibility study assessment including:
 - Efficacy of the existing fish pass for the target fish species based on current guidance.
 - Review of the existing fish pass designs produced by Arup.
 - Optioneering to identify whether alternative fish passage solutions are applicable, including high-level cost estimates and a prioritisation matrix to identify a preferred option (which may be as per the existing fish pass design)

1.1. Site visit

The data that needs to be collected at the site (including whether additional surveys are required)

- Any specific site constraints to the development of a particular solution(s) at the site
- Potential options that can be immediately ruled out at a site
- The likely optimal solution for improving fish passage at the site.

Given the existing fish pass is believed to have been built in the 1930's Fishtek have said where possible and safe to obtain, measurements will be taken within the pass (including key levels) to enable the pass to be assessed based on current fish passage guidance.

1.2. Production of feasibility study assessment and estimation of costs

A previous study has considered the barrier at Elvington Sluice, the existing fish pass and identified a potential option to improve fish passage; however, given the concerns of the EA re. the potentially prohibitively large and costly proposed fish pass it is proposed that a review into the previous work is carried out and an options appraisal undertaken to identify (and / or confirm) the best fish passage option at each site to pass the target species.

Fishtek we understand have regularly been commissioned to carry out reviews of existing fish passage assessments undertaken by others, as well as undertaking numerous fish passage options assessments, applying our significant experience to ensure the optimal solutions for improving fish passage are identified at a particular site. Fishtek's review of existing options appraisals has focussed on independently identifying the optimal solution, regardless of the previous advice proposed. Fishtek undertake the assessments in a semi-quantitative scoring matrix, comparing shortlisted fish passage solutions, to identify a preferred option in a justifiable and unbiased manner. This has considered factors such as the following:

- Aesthetics: Particularly relevant at sites where there are domestic properties or historical features nearby.
- Heritage: Most relevant at barriers that are listed or which form part of a larger listed structure. Based on a search carried out as part of this tender response, it was established that none of the structures within this project are listed, however heritage issues may still be a factor.
- Buildability: This is a critical component. The preferred option should be buildable within the site constraints and limitations. For example, specific features of the structure being mitigated may prevent some solutions being constructed or may make them overly expensive relative to other solutions that would deliver a similar fish passage gain. This element will consider many of the site conditions, including GI (if available), access, findings from any relevant ecology surveys undertaken, and utility searches (if no utilities searches have already been undertaken, Fishtek will undertake a freely available high level online assessment).
- Environmental impact: The proposed solution should not have a negative environmental impact.
- Impact on existing structures: The preferred option should not have a detrimental impact on existing structures, such as bridges, walls, or the barrier itself (if it is to be retained).
- Maintenance: It is a requirement that fish passes, and fish passage easements are maintained in order that they continue to operate. Given this, an important consideration is the degree of maintenance that a solution may require, particularly with regards to blocking by debris. A structure that has a high risk of debris blockage may not be the appropriate solution at a site that will be rarely visited, even if the fish pass improvement is the greatest (in its clear, unblocked state).
- Cost: How much is the solution going to cost to design, consent and build and is this cost proportional to the benefit to be gained.

- H&S and CDM: The proposed solution must be safe to build and maintain (including consideration of requirements).

DELIVERABLES

On completion of the proposed works Fishtek will deliver to the client a report outlining:

- A review of options available to modify the existing fish pass to improve the passage efficiency and reduce ongoing maintenance requirements.
- A review of the new fish pass design presented to the EA by Arup and any modifications that could improve both the passability and reduce the projected costs to make the design feasible (if deemed possible).
- A review of any other fish pass options that may be suitable for the site, and provision of a shortlist of potential options.
- Budgetary cost estimates associated with each shortlisted fish passage option.
- A semi-quantitative appraisal matrix to score each shortlisted fish passage option, and identify a preferred option based on a variety of scored factors.
- Future steps to be undertaken to progress the final preferred option for the site including survey requirements, and consents

2. Information to be returned by the Contractor and the section of Part 2 the information should be provided in.

Approach and Methodology (including Health & Safety, Sustainability and Quality Assurance unless being evaluated separately):

See Contractors data part 2 point 1

Project Management (including programme plan):

See Contractors data part 2 point 2

(Delete the following if information is to be included in Approach & Methodology section)

Health and Safety

See Contractors data part 2 point 4

Sustainability

See Contractors data part 2 point 5

Quality Assurance

See Contractors data part 2 point 6

2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work. Please provide details for any sub-contractors being used.

Significant experience in fish ecology and geomorphology, the assessment, optioneering, design and construction of fish passes. Experience in working with a wide variety of sites including weirs (fixed, hinged and inflatable), sluice gates, locks etc. Delivery of fish pass options appraisals and determination of the preferred option.

Experience in assessing the specific fish passage solution that is most appropriate, cost-benefit exercises and prioritisation studies, aimed at identifying the optimal solution for improving fish passage at a catchment / wider scale. Fishtek have indicated their experience costing fish passage improvements is extensive and they act as consultants, designers and a contractor. They have indicated they have previously designed and built a large number of fish and eel passage improvements, including gravity and pumped eel passes, a variety of fish passes

(including rock, ramps, Larinier passes, and pool and traverse passes) and fish passage easements. As a result, we are very well placed to determine the potential cost of the optimal solution at Elvington Sluice.

Information to be returned by the Contractor in Part 2 Section 3

Note: The following information is managed at framework level and should not be repeated unless there are specific requirements that relate to your project. General requirements should be covered in Section 1 and be included in the Contractors reply to the Approach and Methodology section unless you are using the optional evaluation criteria. Delete sections if not required.

4. Health and Safety Requirements

Note: Only include if high risk activities being undertaken e.g. working at height, near or over water). Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.

Information to be returned by the Contractor in Part 2 Section 4

5. Sustainability Considerations

Note: Only include if project has high risk/impact sustainability considerations e.g.travel, carbon footprint, specific bio-security risks etc. that need to be managed.

Information to be returned by the Contractor in Part 2 Section 5

6. Quality Assurance

Note: Only use if there are specific QA requirements that need to be evidenced e.g. specific UKAS accreditations, chain of custody, reporting protocols etc. Do not request details of standard ISO accreditations.

Information to be returned by the Contractor in Part 2 Section 6

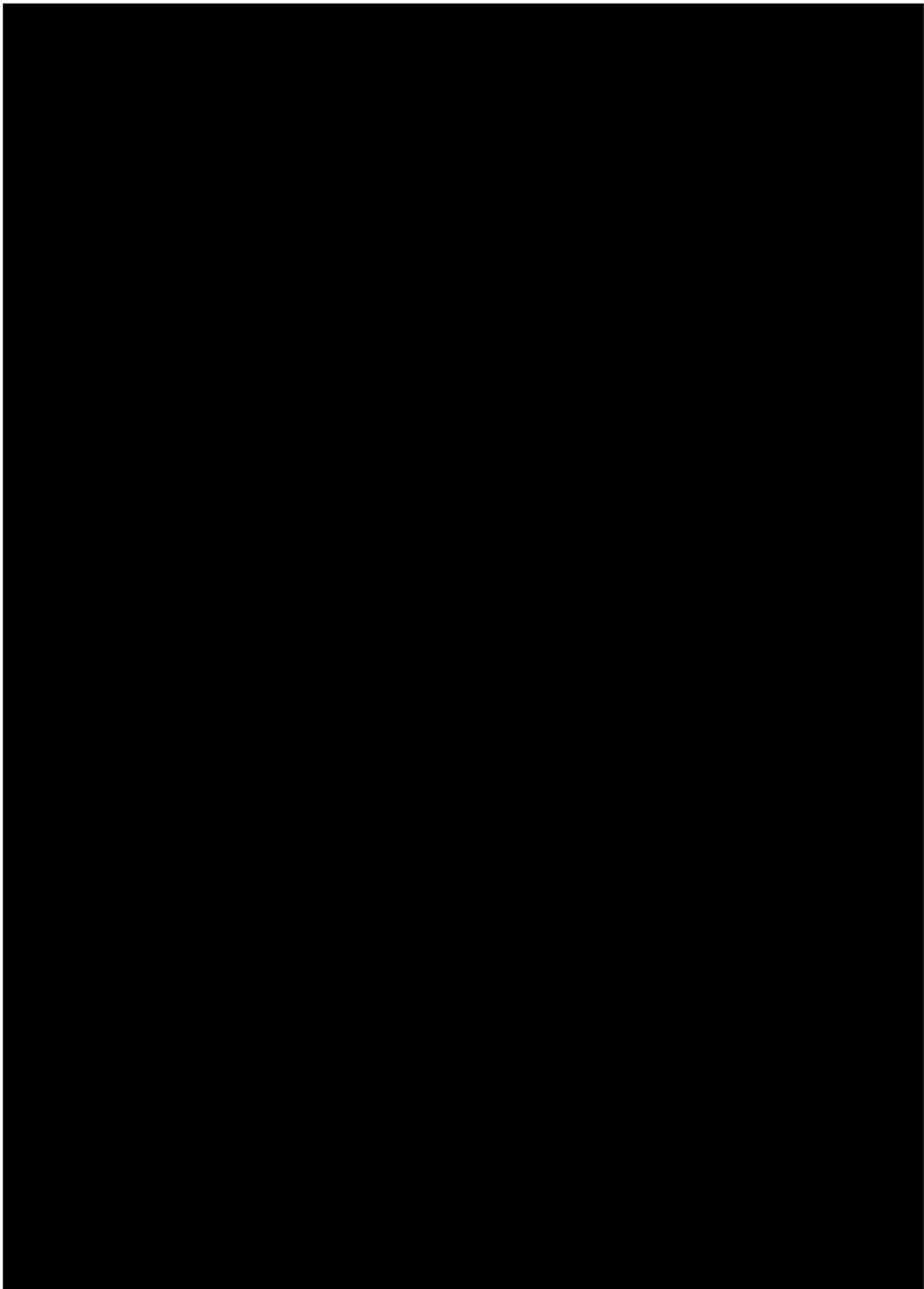
**C21744 ECOLOGICAL SERVICES FRAMEWORK 4 (EcoSF4)
SCHEDULE B PROJECT FORM AND CONFIRMATION OF INSTRUCTIONS**

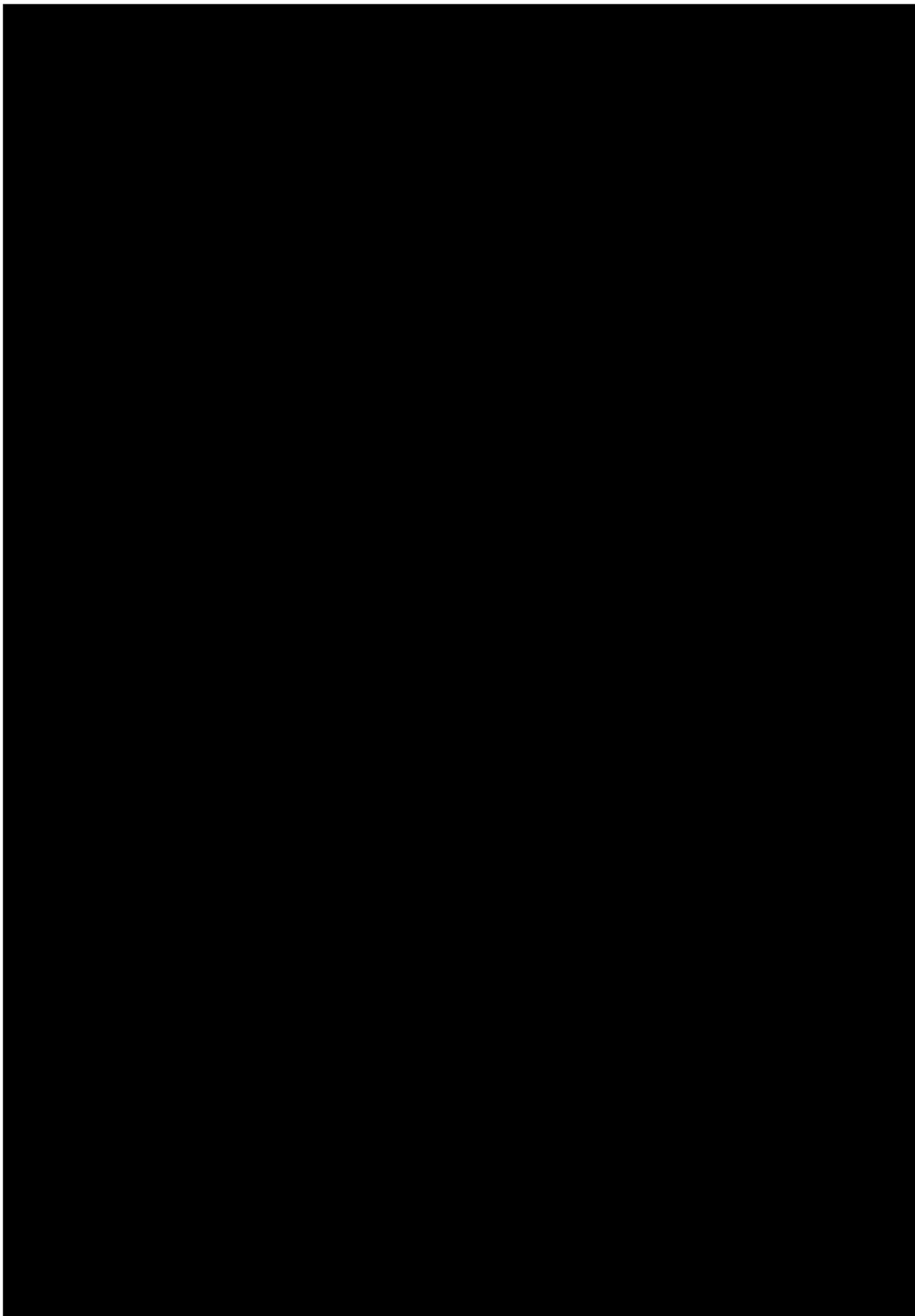
**PART 2
TASK QUOTATION SHEET**

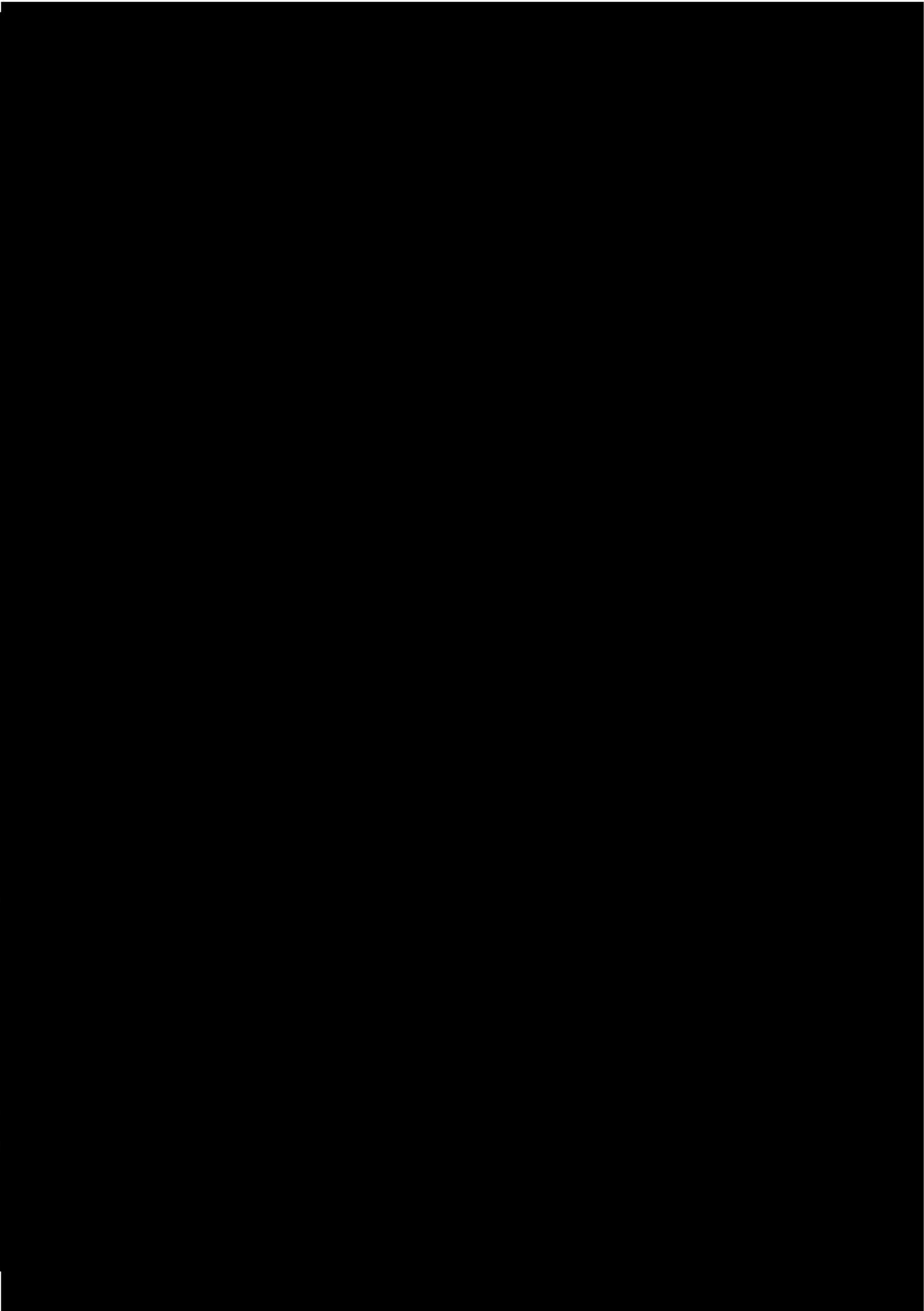
To be completed by Framework Contractor

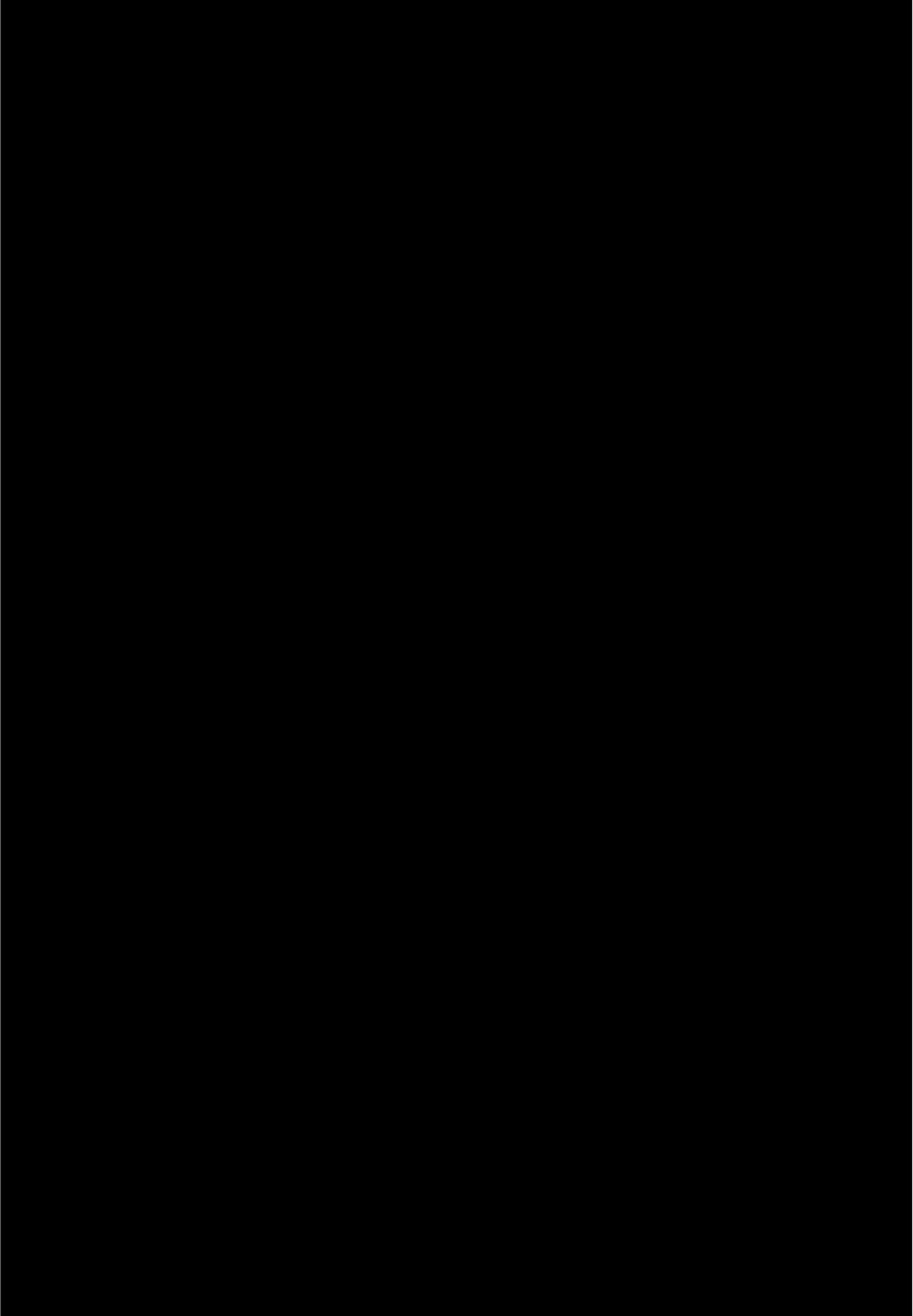
Note: Your proposal must not exceed 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project client's specification above). Attachments must not be included unless requested with the exception of a programme diagram and full cost schedule if you consider these would support your proposal.

Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.





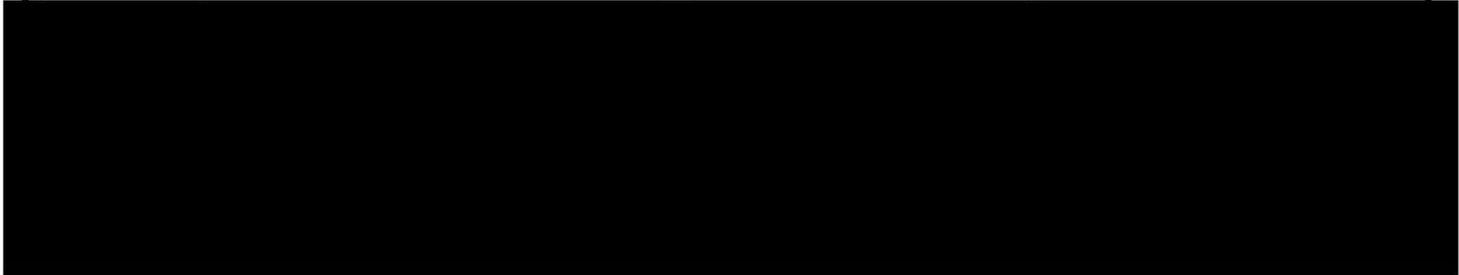




Note to contractor – All call off contracts under the Ecological Services Framework are subject to the terms and conditions agreed at framework award, including the Prior Rights Schedule and GDPR Schedule completed at award of the call-off contract.

Notes	<p>You must have a purchase order number from the Contracting Authority before you start any work in connection with this proposal.</p> <p>If you have carried out a protected species survey, data collected must be uploaded onto the NBN network. Please take account of this in your quote.</p>
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By signing this form (*Insert Contractors Name*) agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Ecological Services Framework 3 Agreement Terms and additional



9. Confirmation of Instructions (Contracting Authority Project Manager to complete)

Notes	<p>All agreed post submission amendments to scope, proposal, timetable or costs must be updated in the sections above prior to accepting the proposal.</p> <p>A commission code (also known as an approval reference number) must be obtained from the Framework Manager prior to confirming award and must be quoted on your purchase order.</p> <p>An Atamis reference should be obtained from Commercial if the project has been issued via Atamis, and quoted on your purchase order.</p>
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Commission Code (i.e. 'approval reference number')	
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Purchase order no.	
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Atamis Ref (if applicable)	
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The completed Project Form should be returned to the Contractor as authorisation to commence work. A copy must be provided to the named Commercial Lead if the award has been conducted via Atamis.

**C21744 ECOLOGICAL SERVICES FRAMEWORK 4 (EcoSF4)
SCHEDULE B PROJECT FORM AND CONFIRMATION OF INSTRUCTIONS**

**PART 3
CHANGE CONTROL SCHEDULE**

Notes

To be completed by Contracting Authority Project Manager
Any extensions, price changes or amendments to existing orders need to be discussed with the Framework Manager and Defra group Commercial before being agreed with the Contractor. Please remember to amend your Purchase Order in SOP if necessary.

The table below should be used to record and authorise the agreed changes throughout the project. A Change Control Notice (CCN) should be completed for substantial changes to the project and a summary provided in the table below.

Send a copy of the revised Project Form and CCN (if used) to the Contractor once the change has been agreed and approved. A copy should also be sent to your Commercial Lead if an Atamis reference has been provided.

10. Change Control

All amendments to project scope, timetable or costs must be submitted to and approved by the Contracting Authority PM prior to implementing the change.

Change Details	CCN Ref. (if applicable)	Revised completion date (if applicable)	Revised Project Cost (if applicable)	Approved by (Contracting Authority's PM) / Date