

22503 ECOLOGICAL SERVICES FRAMEWORK CONTRACT 3 PROJECT FORM
Part 1 – to be completed by Environment Agency Project Manager

Project title: Ash canopy surveys on National Nature Reserves

Date: 16 July 2020

Environment Agency Project Manager:	██████████ (Natural England)	Phone number:	██████████
Budget holder:	██████████ (Natural England)	Cost code:	██████████
Procurement Contact (if over £50k):		Phone number:	
Project Start Date	1/08/2020		
Project Completion Date	30/09/2020		
For any projects over £10k, full competition is required (i.e. all suppliers on the Lot invited to quote). Please tick	Direct Award	STA received	Mini-comp
Lot number 1/2/3/4	3		
Proposal return date: (no less than 10 working days from current date)	23 July 2020		

Notes	<p>Any extensions, or amendments to existing orders need to be discussed with the contract manager first and the table in section 6 completed to authorise the change to the contractor.</p> <p>A Prior Rights Schedule to record data being shared between parties and a GDPR Schedule (if personal data is being handled as part of the project) must be completed with the successful contractor at contract start up and updated throughout the project and held as part of the contract record.</p>
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Evaluation criteria: (for work over £10k project managers need to prepare and complete an evaluation model on receipt of tender submissions – see [Ecosf pages](#) on Easinet for for template). Please note price and quality weightings are fixed (although 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.

Consultants: 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	50%
Quality	Weighting	50%
Quality Sub-Criteria Weightings:		
Approach & Methodology <i>(minimum score threshold 20 will apply (if applicable))</i>		30
Proposed Staff (inc CV's) <i>(minimum score threshold 20 will apply (if applicable))</i>		20

Project Management (including project plan) <i>(minimum score threshold 20 will apply (if applicable))</i>		30
Sustainability Considerations (<i>Travel management & reduction of carbon footprint</i>)	Optional include weightings if applicable	5
Health & Safety (<i>including CV-19 precautions</i>)		5

Specification (Details to be provided by the Environment Agency project manager. **Note** – the contractor's proposal will be limited to 3 pages (excluding cvs and costs) unless otherwise indicated in your specification. **Please also detail the Contractor's required Limitation of Liability.**

1. Description of work required – overall purpose & scope

As part of Natural England's strategy for ash dieback management on the National Nature Reserves (NNRs) managed by the organisation, we require an assessment of dieback in ash canopy to help us decide where and when interventions may be required.

The survey required is a canopy health classification of ash trees along PROWs, roadsides and other high risk targets of 30 NNRs across England.

The survey methodology is to classify the average degree of canopy dieback in semi-mature, mature, over-mature and veteran ash trees within striking distance of the target feature in 50m sections along the length of each route. Classification will be in accordance with a standard Tree Council approach.

An approximate count of the combined number of semi-mature, mature, over-mature and veteran ash tree stems within striking distance of the target feature will be recorded for each section.

Additionally, if any individual trees have no signs of dieback, indicating possible tolerance to the disease, then a note will be appended to the record for that section.

The results will be presented in a spreadsheet format and include the name of the National Nature Reserve, GPS coordinates for each section, the canopy health class rating for the section, the approximate count of ash stems in the section and any notes. Reports will be in electronic format; hard copy is not required.

2. Required skills / experience from the Framework contractor

Experience of tree survey is preferable but the methodology does not require a high degree of expertise. Use of mobile tech is desirable in order to make the field work and transfer of data into the report as efficient as possible.

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3. Proposed programme of work and payment table (Detailing specific tasks, deliverables & completion date where appropriate) Payment schedule should detail the % amount that will be paid after delivery of each task (*We always hold back a minimum of 30% until the project is complete*)

Task no.	Task and deliverable	Completion date	Payment schedule
1.	Canopy surveys	31/08/2020	
2.	Preliminary report	15/09/2020	
3.	Final report	30/09/2020	

**ECOLOGICAL SERVICES FRAMEWORK CONTRACT 2 (EAAA-9BEDDK)
TASK QUOTATION SHEET
Part 2 – to be completed by Framework Consultant Project Manager**

Framework Consultancy name		The Environment Partnership	
Consultant Project Manager name		[REDACTED]	
Consultant project manager phone number:	[REDACTED]	Consultant project manager e-mail address:	[REDACTED]

Part 2 - Consultant Proposal (details to be provided by the Contractor)
(to include methodology, work programme, staff details (including relevant cvs) Limit to 3 sides of A4, excluding CVs and Costs (unless otherwise indicated in Environment Agency project client's specification)

1. Approach & Methodology
As detailed in the proposal dated 22 nd July 20
2. Project Management (inc Project plan)
As detailed in the proposal dated 22 nd July 20
3. Proposed Staff who will do the work and briefly state previous relevant experience
As detailed in the proposal dated 22 nd July 20

4. Proposal cost*Please use day rates, including any applicable discounts, as agreed under the framework contract.*As detailed in the proposal dated 22nd July 20

Task No.	Consultant name	Framework grade	Day rate	No. of Days or part thereof	Cost
Total staff costs					
Expenses (please detail type ie travel, accommodation etc)					
Total overall cost					

5.-Terms & Conditions

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

Notes

You must have a purchase order number from the EA project manager before you start any work in connection with this proposal.

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.

Contractor Project Manager:

[REDACTED]

Signature:

[REDACTED]

Date:

24/07/2020

6. Change Control

All amendments to scope, timetable or costs must be submitted to and approved by the PM Prior to implementing the change.

Change Details	Revised completion date (if applicable)	Revised Cost (if applicable)	Approved by EA PM / Date

