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Request for Quotation

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Ref: NNRH@R08

Title: Morden Bog NNR Overnight Shelter Management Options Appraisal and Design Contract

You are invited to submit a quotation for the requirement described in the specification below. Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Your response (quotation) should be returned to the following email address by:

Email: steve.hall@naturalengland.org.uk

Date: 27-01-2023

Time: 16:00 GMT

Ensure you state the reference number and 'Final Submission' in the subject field to make it clear that it is your response.

Contact Details and Timeline

Steve Hall 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, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Action	Date
Date of issue of RFQ	06-01-2023 at 16:00 GMT
Deadline for clarifications questions	18-01-2023 at 16:00 GMT
Deadline for receipt of Quotation	27-01-2023 at 16:00 GMT
Intended date of Contract Award	01-02-2023 TBC
Intended Contract Start Date	13-02-2023 TBC
Intended Delivery Date / Contract Duration	17-03-2023TBC

Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

"Authority"	Means the Department for Environment, Food and Rural Affairs acting as part of Natural England
"RFQ"	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers
"Contract"	Means the contract to be entered into by the Authority and the successful supplier.

Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation fully and accurately and that prices quoted are arithmetically correct for the units stated.

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RFQ may result in the supplier's exclusion from this procurement.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

The terms and conditions attached- appropriate terms at [Procurement at Natural England - Natural England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/procurement/procurement-at-natural-england) - will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

Specification

The Authority is Natural England. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable,

healthy and secure food supply. Further information about the Authority can be found at: [Natural England](#).

1) Background: Morden Bog National Nature Reserve (NNR)

Morden Bog, north of Wareham in Dorset, is one of the largest valley mire habitats in England, with the dry heath slopes in the north of the reserve containing some of the oldest heather plants to be found in Dorset. The lowland heathland supports insects, reptiles and birds that are rarely found elsewhere and many specialised plants and animals. The majority of this NNR is also designated as Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC), Special Area of Conservation (SPA) and Ramsar.

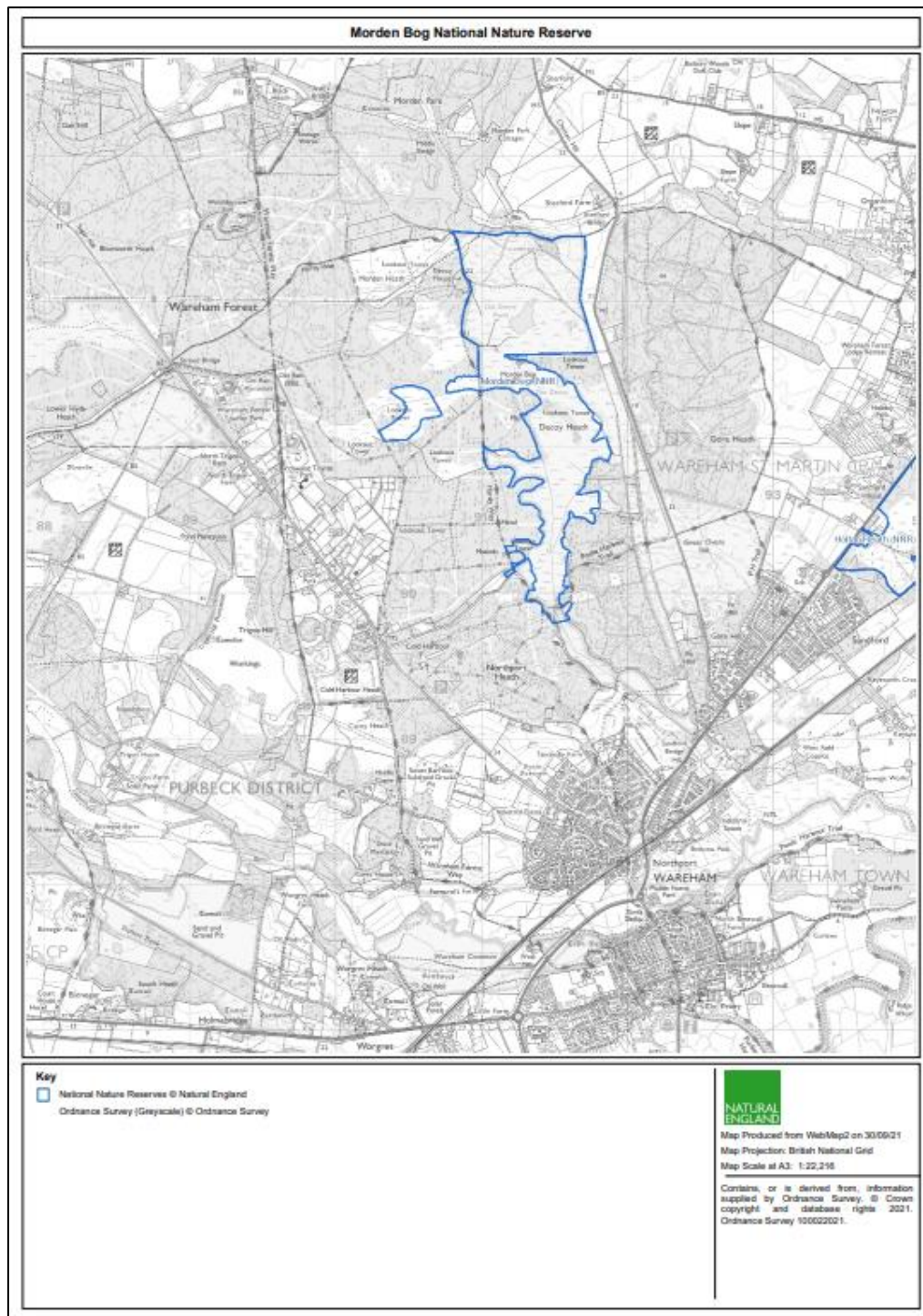


Figure 1: Morden Bog National Nature Reserve

The dry heath in the north of the Reserve contains some of the oldest heather in Dorset. Dominated by ling, there is a magnificent carpet of pink and purple during the summer, with splashes of yellow from the flowering dwarf gorse. Here the site supports birds such as woodlark and nightjar, and reptiles such as smooth snake and sand lizard. This dry heath slopes southwards and as the ground becomes wetter, cross-leaved heath abounds, its pink haze of flowers and grey leaves provide the perfect backdrop for other colourful plants.

The wet heath in turn develops into the largest valley bog in Dorset, which forms the majority of the National Nature Reserve. The mire is dominated by purple moor grass speckled with pockets

of other plants such as the aromatic shrub bog myrtle, white cotton grass and bright yellow clumps of bog asphodel. There are many dragonfly species, and the plant life includes the rare marsh clubmoss and brown beak sedge. Also found are carnivorous plants such as the common sundew and bladderwort.

2) Decoy Pond and Overnight Shelter on Decoy Heath.

The decoy pond on Decoy Heath, part of Morden Bog NNR, is one of only two known examples in Dorset along with Abbotsbury Decoy, and the pond and associated overnight shelter is a designated Scheduled Monument (1016916):

[Decoy pond and associated overnight shelter on Decoy Heath, Wareham St. Martin - 1016916 | Historic England](#)

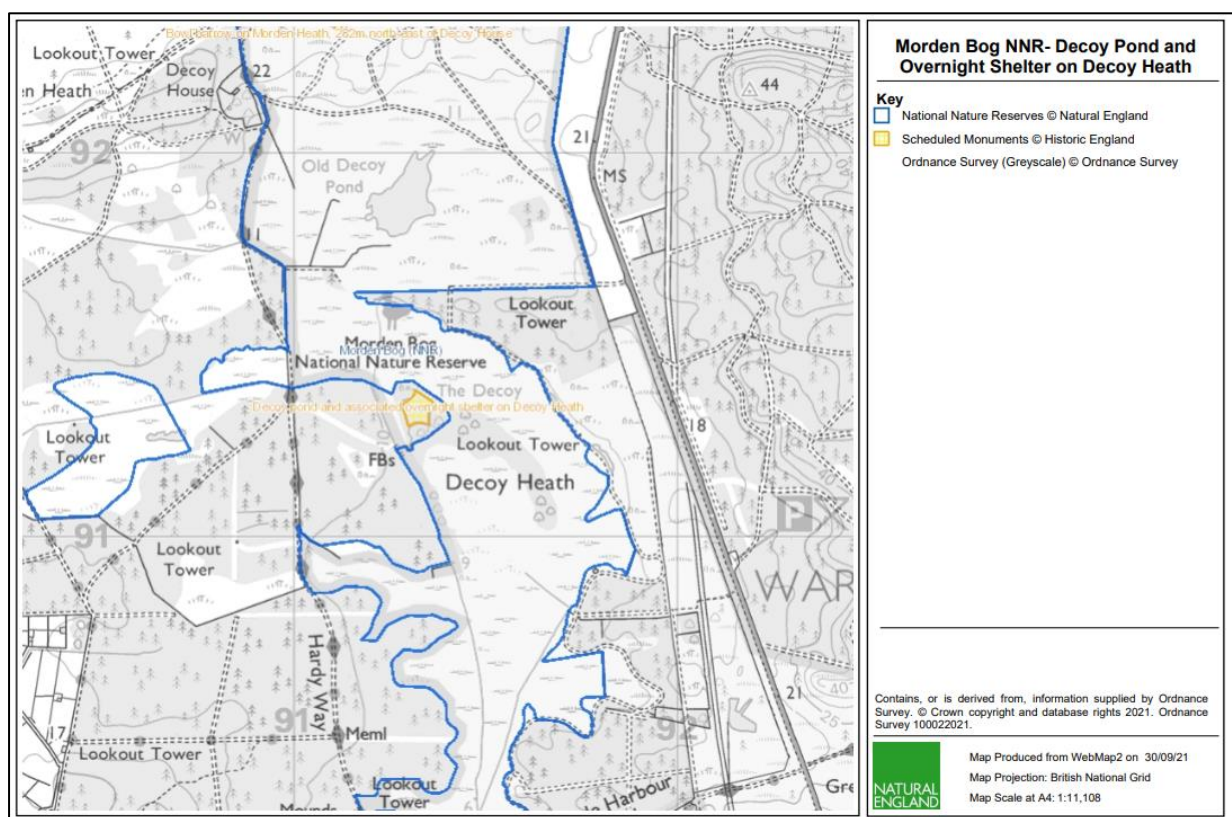


Figure 2: Decoy Pond and Overnight Shelter on Decoy Heath, Morden Bog NNR.

The decoy was recorded by Daniel Defoe as being under construction in 1724 and as well as the scheduled decoy pond and adjacent overnight shelter there is a larger pond to the north (referred to variously as The Old Decoy Pond or the Outside Decoy Pond) which was used to attract wildfowl to the vicinity, and the site of the former Decoy House to the north-west. The Decoy pond is star shaped with five pipes leading off the main water body and is spring fed. The surviving overnight shelter was originally a single room thatched structure and is a notable association. The decoy fell out of use from 1856 onwards when shooting rights were let in the vicinity resulting in excessive disturbance.

The decoy is of national significance through its survival as an intact feature including the association of the overnight shelter, the potential of palaeo-environmental evidence in the pond sediments and the surviving landscape of the entire complex. However, the decoy pond has

vegetated over and is now infilled with reed-swamp and fen, while the overnight shelter has deteriorated, and its upper walls and roof have collapsed. This decline in condition has led to the decoy being placed on the Historic England Heritage at Risk Register:

[Decoy pond and associated overnight shelter on Decoy Heath, Wareham St. Martin - Dorset \(UA\) | Historic England](#)



Figure 3: The overnight shelter at Morden Decoy, Morden Bog NNR (photo- S. Hall).

There is a need to undertake restoration of the decoy pond and the overnight shelter to prevent further deterioration and to ensure suitable management in the future, both to have the monument removed from the At-Risk Register in the immediate term and to conserve it in the longer term.

3) The Overnight Shelter

This section is based on the Repair and Restoration chapter in the Archaeological Survey and Condition Assessment of Morden Decoy Pond and Overnight Shelter undertaken for Natural England by Oxford Archaeology. This report included a Level 3 survey of the overnight shelter, and the full report will be made available to the successful contractor.

As a minimum, the shelter needs to be consolidated and stabilised, and its condition recorded incrementally so that it can be monitored. This will include careful removal of ivy and other vegetation from the stone and brick work ensuring that there is minimum impact to the building. The elevations need capping, and the stone and brick work need to be consolidated and repointed to ensure that it is stable. There is a considerable amount of debris inside and around the building, that could be left if a minimal approach is taken to the stabilisation of the shelter.

More extensive consolidation of the shelter could include it being rebuilt to provide it with a roof and ensure it is wind and water-tight. This option would safeguard its long-term future and provide the opportunity to repurpose the building, for example as a bird hide; this will have public benefit and provide an incentive to ensure the site's long-term future. Interpretation could also be added to the site, dovetailing its historic and ecological significance.

If the shelter is repurposed a new roof would be required to ensure the shelter is wind and water-tight, and the elevations rebuilt. Any reconstruction should follow its primary built form, and the structural stability of the extant building will need to be assessed prior to works.

Source:

Oxford Archaeology (2022) *Morden Bog NNR Decoy Pond and Overnight Shelter: Archaeological Survey and Condition Assessment*. Unpublished report for Natural England.

4) Summary of Requirement

To undertake a management options appraisal of Morden Decoy Overnight Shelter to inform future management decisions and to provide recommendations for its conservation and management. This will identify and critically appraise potential management options and identify the most suitable option. To produce plans and specifications of the preferred option/ design including Rough Order of Magnitude (ROM) costs.

5) Requirement

There is a need to at least stabilise and consolidate the overnight shelter structure, and ideally to enhance and repurpose it, as a bird hide or interpretation point for example, to ensure it is conserved in the future. Along with appropriate interpretation this would enable the previous use and function of the decoy complex to be appreciated by visitors to the NNR and ensure its continued maintenance.

A management options appraisal for the Overnight Shelter is to be undertaken and recommendations and options for its conservation and management explored. This should identify and assess any potential management options and their likely impact on the archaeological remains. Due to the nature of the NNR and its ecological significance, the potential impact on the natural environment and the designated features of the site of possible management options should be considered.

The feasibility of the options would need to be carefully considered, taking into account, for example, the impacts on internal historic features such as the fireplace, whether the shelter would give adequate internal space, and the feasibility of getting building materials to the remote location.

The overall aim of removing the scheduled monument from the Historic England Heritage at Risk Register should be considered. The potential impacts of the different options should be taken into account, and a critical assessment undertaken to determine which are technically feasible and practically achievable. Recommendation should be made as to which approach is preferable, based on all considerations, and plans and specifications produced suitable for review by Historic England.

The following will be undertaken:

- 1) **To undertake a management options appraisal of Morden Decoy Overnight Shelter to inform future management decisions and to provide recommendations for its conservation and management. This will identify and critically appraise potential management options and identify the most suitable option.**
- 2) **To produce a report presenting the results of the management options appraisal and identifying the most suitable option.**
- 3) **Following interim discussion with Natural England to produce plans and specifications of the preferred option/ design including Rough Order of Magnitude (ROM) costs suitable for review by Historic England.**

The overnight shelter is situated within a fringing zone of fen around the decoy pond and accessing the site with ladders or lightweight scaffolding to view the upper walls and wall tops is difficult, and it may not be possible to find level and firm ground to mount such equipment. A site visit can be arranged if required to assess the site prior to submission of a quotation. If this is required contact the Project Officer who will either arrange this directly with potential contractors, or in liaison with the local site based Natural England staff.

All archaeological works and procedures proposed should be specified in accordance with the standards and guidance of the Chartered Institute for Archaeologists (CIfA).

The scheduled monument lies within Morden Bog and Hyde Heath SSSI, Dorset Heaths SAC and Dorset Heathlands SPA, and protected sites consent (SSSI consent) may be required for survey activities depending on their nature, in addition to Scheduled Monument Consent if this is appropriate. The successful contractor will be responsible for obtaining any necessary consents.

It is anticipated that this contract will be awarded for a period of 5 weeks to end no later than 17-03-2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

Prices

Prices must be submitted in £ sterling. The price quoted should be excluding VAT, should state the relevant VAT rate you will apply to your invoice (eg standard, outside scope, exempt, zero) and the separate VAT amount in £ GBP if appropriate.

Quotation Submission

Please provide:

A quote for the cost undertaking the surveys, assessments, and report production, including all labour, equipment and materials that may be required.

A site-specific risk assessment and method statement (RAMS) is **not** required at this stage but must be submitted by the successful contractor at least two weeks prior to the commencement of on-site works, to allow time for approval by Natural England. **No on-site works may commence prior to the RAMS submission and approval by Natural England.** Please see the section on Health and Safety below for details of this requirement.

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

Price – 50%

Quality – 50%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one, and the evidence identified should be provided as part of your quotation package.

Criteria	Weighting (%)	Evidence required
1. Please demonstrate that you have the skills, knowledge, and experience to undertake this contract.	80	<p>Demonstrate accreditation, qualifications, skills, experience, and competence appropriate to the project:</p> <p>And</p> <p><i>Conservation Architect and/ or Historic Environment industry recognised memberships eg:</i></p> <ul style="list-style-type: none">• <i>Royal Institute of Chartered Surveyors (RICS)</i>• <i>Chartered Institute for Archaeologists (CIfA)</i> <p><i>Evidence should be provided for any sub-contractors that may be used.</i></p>
2. Please provide evidence of organisational Health and Safety management and certification.	20	<p>All construction contractors engaged by Natural England should hold a valid Safety Schemes In Procurement (SSIP) certification in the correct trade and scope.</p> <p>All other contractors should be able to demonstrate a H&S system to the equivalent of SSIP certification.</p>

Scoring criteria for items 2- 4 above used at evaluation of tenders:

Score	Justification
For a score of hundred (100):	Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
For a score of seventy (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 fifty (50):	Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
For a score of twenty (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 zero (0):	Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

Contract Management

This contract shall be managed on behalf of the Authority by:

Steve Hall
Steve.hall@naturalengland.org.uk
07920 727543

It is envisaged that there will be regular contact between the successful contractor and the project manager. The project manager is based in Devon, and the successful contractor may be required to liaise with the local NNR staff regarding site access etc. Natural England will inform the contractor as to this requirement if required.

Local Site Based NNR Staff

Tez Otter
Senior Reserve Manager
Natural England
07500 918 596

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. The contractor may submit partial invoices for the works at the following milestones if required:

Production of Management Options Appraisal report.

A second and final invoice can be submitted upon submission of the plans/ specifications.

Health and Safety

The successful contractor must ensure a site-specific Risk Assessment & Method Statement (RAMS) that covers all safety measures taken to safeguard their employees and the general public applicable to every hazard presented by the survey is presented to Natural England at least two weeks prior to the commencement of on-site works. Natural England will provide information about individual site hazards to inform contractor's risk assessments.

Your risk assessment must include appropriate measures to control risks from Covid-19. This should include emergency planning such as first aid provision or emergency evacuation from the site with reference to additional Covid-19 risks.

The RAMS package should also include any additional certificates/proof of training relevant to hazards present such as asbestos, working at height, first aid certification, and should cover all activities undertaken by any staff.

A practicing first-aider with current certification will be always present. The Contractor will provide all appropriate first-aid equipment. Because of the remote location and ground conditions of the site if the contractor is lone working they must always have in place a suitable lone working system. The Contractor will be responsible for immediately reporting any accidents or near hits involving either their personnel or the public as a result of their activities to the Natural England Project Manager.

Access

Access points and routes will be confirmed as part of the pre- construction information. This will include site entry points, and access routes to and between work sites. Vehicular access is limited to these routes; no vehicles, including ATV's, are to be taken beyond the defined routes.

All gates must be left closed and locked where required by Site Management staff.

General Worksite Requirements

The work site lies within Morden Bog NNR which is designated as open access land. Therefore, contractors must ensure that the work is executed in a manner which takes account of the possible presence of members of the public and adopt appropriate control measures, to be identified in their methodology and risk assessment.

Natural England's site management staff will be available to give advice on work throughout the contract and will advise on any decisions with regard to the program of work, ground conditions and adverse weather.

All work must be carried out in a professional manner and the site left in a tidy condition. The Contractor shall make good any damage to roads, tracks, fences, gates, gateposts, bridges and culverts and all other property of Natural England, its licensees, and adjacent landowners as arising from execution of this work.

Contract Requirements

The contractor is to provide all labour, all equipment, and any other items necessary for the work. The Contractor will provide all equipment, all fuel and maintain all equipment required for the completion of the project.

The Contractor will provide day-to-day supervision of the work and will maintain close contact with the Natural England Project Manager throughout the works.

Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

By submitting a quotation you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

- make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
- accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
- accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the contractor must agree to the following:

- You must only process any personal data in strict accordance with instructions from the Authority
- 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.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be **held and destroyed within two years** of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within **seven years** of the contract's expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.