

22503 ECOLOGICAL SERVICES FRAMEWORK CONTRACT 3 PROJECT FORM

Part 1 – to be completed by Environment Agency Project Manager

Project title:

EcoSF3 River Thames Scheme – Residual Ecological Surveys (Reptiles, Breeding Birds, Terrestrial Invertebrates)

Bravo Ref. 31418

Date: 7 December 2020

Environment Agency Project Manager:		Phone number:	
Budget holder:		Cost code:	
Procurement Contact (if over £50k):		Phone number:	
Project Start Date	01 February 2021		
Project Completion Date	31 January 2022		
For any projects over £10k, full competition is required (i.e. all suppliers on the Lot invited to quote). Please tick	Direct Award	No	Mini-comp X
Lot number 1/2/3/4	3		
Proposal return date: (no less than 10 working days from current date)	8 January 2021 17:00		

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 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:		
<p>Please demonstrate how you will deliver the works detailed within the Specification. This should include, but not be limited to:</p> <p>Approach & Methodology</p> <ul style="list-style-type: none"> How you will ensure the agreed methodology meets the requirements of the specification for each survey and will be managed effectively. This should include a summary of the level of resource (which should be consistent with the cost breakdown in the Tender Pricing Model spreadsheet provided) to successfully deliver the proposed approach. <p><i>(minimum score threshold 4 will apply)</i></p>		25

<p>Health & Safety</p> <ul style="list-style-type: none"> - The key health & safety risks associated with the works (including working near water and lone working) and how this will be managed and mitigated effectively (minimum score threshold 4 will apply) <p>Quality Assurance, Quality Control</p> <ul style="list-style-type: none"> - How you will ensure that high quality outputs are provided for each survey within the timescales specified and how do you ensure monitoring and control (minimum score threshold 4 will apply) 		20
<p>Proposed Staff, Qualification and Experience (in Pen portraits)</p> <ul style="list-style-type: none"> - Please demonstrate that your proposed staff have the relevant skills, experience and qualifications to deliver the works, meeting the required skills / experience in section 2 (minimum score threshold 4 will apply) 		20
<p>Project Management (including outlined programme and communication), Sustainability Considerations (Travel management & reduction of carbon footprint)</p> <p>Please demonstrate your approach to project managing this requirement, and how it will add value and ensure effective and efficient delivery. Your response shall demonstrate how and when your objectives will be achieved including monitoring and controlling, risk/issue management, programme and communication.</p> <p>Please also demonstrate how sustainability shall be maximised in delivering this work, including achievable innovations for travel management and carbon footprint reduction. (minimum score threshold 4 will apply)</p>		15

Specification (Details to be provided by the Environment Agency project manager. **Note – the contractor’s proposal will be limited to 8 pages per survey (excluding costs) unless otherwise indicated in your specification.**

1. Description of work required – overall purpose, scope & cost

River Thames Scheme Background

The River Thames Scheme (RTS) is a major FCRM scheme that will protect homes and businesses including significant local infrastructure such as roads, sewerage networks and power supplies near to the River Thames. The project is aimed to reduce the flood risk to parts of the lower Thames region and the current plan is for the Environment Agency to build a new flood channel alongside the River Thames in two sections. This would create hydraulic connections between several water bodies (lakes and watercourses) and the River Thames.

The new channel will pass through a number of artificial lakes (gravel pits), undisturbed grounds (semi-natural habitats including woodland), landfill sites (filled gravel pits) and intersects a number of existing River Thames tributaries before reconnecting with the River Thames. It will also pass through, or close to, several designations notably Water Framework Directive waterbodies, Special Protection Areas and supporting lakes, Sites of Special Scientific Interest and locally designated sites including Sites of Nature Conservation Importance and LNR. Many of the lakes are notable amenity sites for angling or water sports.

Ecological appraisals, including background data searches for historic species records and Phase 1 habitat mapping, identified the need for further targeted ecological surveys and assessment in respect of Reptiles, Breeding Birds and Terrestrial Invertebrates. Collection of survey data is required in order to inform the environmental impact assessment (EIA) including avoidance, mitigation and compensation requirements in line with legislative and policy drivers.

Due to the noted complexity and sensitivity of the scheme, expertise in the scoping and collection of the required survey data is thus being sought, as per this invitation to tender, with the Contractor required to help assess and define risks in light of the proposals and the granting of required permissions.

Overall Objective

The priority is for the collection of timely and robust survey data for the scheme so as to appropriately assess the impacts on the specified receptors in order to inform and support the EIA submission programmed for 2023. Please note that due to the size, location and complexity of the scheme, the project is anticipated to require a Development Consent Order (and associated cross examination) and therefore sufficient and robust data collection, collation and assessment is essential.

Survey costs should be provided separately for each survey as outlined in the cost section below.

Specific Objective:

1. Collect full and robust survey information to current best practice on the presence / absence and/or distribution / status of Reptiles, Breeding Birds, Terrestrial Invertebrates within the study area
2. Production and approval of RAMS document for the works will need to precede surveys with Method Statement, Risk Assessment, Biosecurity Statement and delivery plan included along with any other required supporting information / documentation;
3. Collation and assessment, to industry best practice, of the data against the most up to date scheme design
4. Survey outputs and reporting to industry standards, including a summary report for each survey, to support and inform the scheme's EIA

Tasks (All surveys)

The Contractor shall undertake ecological survey and reporting to industry best practice for the receptors as identified in the objectives section of this document and within an appropriate study area / zone of influence. The principal tasks are therefore:

- Comprehensive baseline of reptile, breeding birds and terrestrial invertebrates activity along the route of the proposed flood channel areas is required to understand the risk of impact from the Scheme
- All surveys will need to follow published best practice guidelines applicable to each survey as stated below
- To work with the Environment Agency to agree the methods to be used to undertake the surveys. It is expected that this will be a formalisation of methods proposed at the tender stage
- To secure approvals, from appropriate statutory consultees, of all proposed survey methodology
- To plan and complete delivery of identified survey work by suitably qualified, and experienced personnel to inform and support the ecology chapter of the EIA. Provide an outlined programme for the proposed work at the tender stage. More detailed programme will be requested upon award of the work
- Site access. The relevant permissions required at each site in order to undertake survey visits, as required, will be sought by the Environment Agency's Land Agent, and will not be the responsibility of the Contractor. However, the Contractor is expected to provide necessary information (including programme and method statements) at least four weeks prior to surveys start in order for the land access to be organised and permissions to be granted.
- To provide reporting to industry best practice to inform and support the planning submission and the ecology chapter of the EIA. This includes interpretation of survey data and submission of raw data sets in electronic format as agreed by the Environment Agency

The Contractor will be expected to maintain at least weekly regular communication with the Environment Agency's Project Manager, providing regular progress updates, including programme (preferably in MS Project) by email etc., throughout the duration of the contract. The Environment Agency's Project Manager and / or other local Environment Agency staff associated with the RTS may visit sites with the Contractor, to observe survey methods in practice and must be accommodated as far as is practicable (following Covid-19 guidelines).

SURVEYS

Reptiles Surveys

Reptile surveys were previously completed in 2017 and 2019. The surveys concluded that low populations of reptile are present with only grass snake identified. However, under the specified criteria of the Key Reptile Site Register, no sites were determined to be an 'important' reptile site due to a lack of species and individuals per hectare. The study area, however, does contain optimal habitat for reptiles. Six sites with suitable reptile habitat on the RTS channel alignments are required to be re-surveyed in 2021.

Methodology / Survey Work

The surveys will need to be conducted following the standard methodology given within Froglife¹ Advice Sheet 10 (Froglife 1999), whereby the two following complementary methods of observation need to be used

¹ Froglife (1999). Reptile survey; an introduction to planning, conducting and interpreting surveys for snake and lizard conservation. Froglife Advice Sheet 10. Froglife, Halesworth

- Artificial refuge survey
- Direct observation of basking/moving reptiles

The refugia need to be laid out in March 2021 and allowed at least two weeks to bed in. They need to be distributed across the six survey sites comprising a combination of corrugated metal-based roofing material sheets and roofing felt (measuring approximately 0.5 x 0.5 m). These must be placed in sunny locations near to cover, such as the edge of scrub and woodland patches, grassy banks and south facing areas that contains suitable habitat.

The guidelines state that ten refugia per hectare is required as a minimum for reptile surveys. Depending on the size of the sites and where there is good quality habitat, this may be increased, and decisions made based on a site by site basis. The Contractor is requested to provide cost based on the above minimum requirement (ten refugia per hectare). Any recommendations for an increased amount of refugia will need to be agreed and instructed at the Environment Agency's discretion as a Variation to the Contract under Clause 10.2.

To establish presence or absence of reptiles, seven visits in suitable weather conditions need take place between March and September. All refugia need to be checked and any reptile species will be recorded.

The use of artificial refugia is the most commonly used method for locating reptiles. All reptiles tend to use certain materials that warm up in the sun and the use of artificial refugia exploits this tendency by providing a suitable basking site, as well as an area to avoid predation.

Suitable habitat to be visually inspected for evidence of reptile activity, including dead/alive reptiles and shed skins. This must be undertaken at the same time as the artificial refugia checks. Potential basking spots should be targeted, including the edge of hardstanding areas, pathways, short grassland habitats and drain sides.

Proposed Survey Locations

The six sites to be surveyed are listed below and shown in the shapefile provided:

1. Royal Hythe, including area for the proposed Royal Hythe Landscape Enhancement Area (LEA)
2. Area south of Thorpe Hay Meadow
3. Abbey Meads
4. Area south of Sheepwalk Lakes
5. Manor Farm, including area for Manor Farm LEA
6. Area west of Ferry Lane Lake

Additional locations (1-14 sites) for Habitat Creation Areas (HCA) will be confirmed upon award of this work.

Skills Required

Appropriately qualified and licenced ecologists will be required to complete this work; all surveys near water will need to be undertaken by two people for health and safety reasons.

Key deliverables

Following on from the conclusion of the field surveys, a reptile report, to industry best practice, will need to be produced for the project area. This report will need to include survey results, survey maps and any recommendations for further survey or mitigation, as required.

Timescale

The surveys are required to start in March 2021 with refugia laid out with two weeks allowance to bed in followed by at least seven visits between late March and September 2021 to check the refugia and record any reptile species. The Contractor shall allow at least four weeks for organising land access. The relevant permissions required at each site in order to undertake survey visits, as required, will be sought by the Environment Agency's Land Agent, and will not be the responsibility of the Contractor. However, the Contractor is expected to provide necessary information (including programme and method statements) at least four weeks prior to surveys start in order for the land access to be organised and permissions to be granted.

The final survey report needs to be completed by October 2021.

Biological Records Centre data for reptiles will be provided by the Environment Agency at the time of issuing the tender document.

Breeding Birds

Surveys for breeding birds have previously been completed intermittently between 2013 and 2019. In the surveys, a series of 'Target Areas' were identified that contained habitats associated with target birds and were within the channel corridor working areas. Targeted birds are breeding birds that are considered notable, such as Schedule

1 birds² birds listed under Section 41 of the NERC Act³, birds that are listed in the guidelines for the selection of SSSI's for bird species associated with open waters and wetland habitats and birds listed on the RSPB birds of conservation concern⁴. Twelve Target Areas are required to be re-surveyed in 2021.

Methodology / Survey Work

The survey methodology will need to follow the methods from Gilbert et al; (2012)⁵ which maps out territories of breeding birds. The following will be required:

- Three visits in total to each target area with one visit per month in April, May and June with those visits spaced evenly apart
- Surveys are required to be carried out in the morning when bird territorial and feeding behaviour is at a peak
- All birds observed or heard need to be recorded
- Bird observations to be recorded on a map of the site with the BTO two letter species codes being used to show the location of all birds along with codes to denote the behaviour of the bird, the sex or age etc. The number of birds is also to be recorded. If any bird is observed in flight a directional arrow is drawn across the species code to show the direction of flight and the take-off and landing point (if within the survey site)
- A route to be walked around the site to ensure that the observer approaches within 50m of every point within the site. The route for each site must be developed prior to the first visit. Maps and aerial photographs shall be used to develop the route and the exact route should be determined by the surveyor on site during the first survey. Notice needs to be taken of any specific restrictions set by the landowner
- The duration of a survey visit will depend upon the size and complexity in shape of each site
- Surveys must not be conducted in periods of high wind or rain as these conditions may lead to reduced bird activity. Weather conditions to be recorded for each survey

Proposed Survey Locations

The twelve Target Areas (TAs) to be surveyed are listed below and shown in the shapefile provided:

1. TA 1 – Thorpe Hay Meadow (Royal Hythe LEA)
2. TA 2 – Thorpe Hay Meadow Corridor
3. TA 3 – Lake South of Norlands 1
4. TA 4 – St Ann's Lake
5. TA 5 – Abbey Lake
6. TA 6 – Abbey Meads
7. TA 7 – South of Abbey Meads
8. TA 8 – Littleton North
9. TA 9 – Manor Farm LEA
10. TA 10 – Area south of Manor Farm LEA
11. TA 11 – Ferry Lane Lake
12. TA 12 – Desborough Island potential HCA

Additional locations (1-14 sites) for Habitat Creation Areas (HCA) will be confirmed upon award of this work.

Skills Required

Appropriately qualified and experienced ornithologists will be required to complete this work; all surveys near water will need to be undertaken by two people for health and safety reasons.

Key deliverables

Following on from the conclusion of the field surveys, a breeding bird report, to industry best practice, will need to be produced for the project area. This report will need to include survey results, survey maps and any recommendations for further survey or mitigation, as required.

Timescale

The survey window for this work is between April and June 2021. Three visits in total are required to be made to each target area with one visit per month in April, May and June with those visits spaced evenly apart. The Contractor shall allow at least four weeks for organising land access. The relevant permissions required at each site in order to undertake survey visits, as required, will be sought by the Environment Agency's Land Agent, and will not be the responsibility of the Contractor. However, the Contractor is expected to provide necessary

² Wildlife and Countryside Act 1981. Schedule 1 birds protected from noise and disturbance whilst breeding

³ Bird species listed under Section 41 on the Natural Environment and Rural Communities Act (NERC) 2006

⁴ Eaton, M.A., Aebischer, N.J., Brown, A., Hearn, R.D., L., ockL., Musgrove, A.J., Noble, D.G., Stroud, D.A., & Gregory, R.D. (2015). Birds of Conservation Concern 4: the population status of birds in the UK, Channel Islands and Isle of Man. *British Birds*, 108: 708-746.

⁵ Gilbert, G., Gibbons, D.W. and Evans, J. (2012). *Bird monitoring methods, a manual for techniques for key UK species*. RSPB in association with the BTO, WWT, JNCC, ITE and The Seabird Group. First published in 1998, reprinted in 2012 without revisions. Pelagic Publishing, Exeter.

information (including programme and method statements) at least four weeks prior to surveys start in order for the land access to be organised and permissions to be granted.

The final survey report needs to be completed by August 2021.

Biological Records Centre data for birds will be provided by the Environment Agency at the time of issuing the tender document.

Terrestrial Invertebrates

Surveys for terrestrial invertebrates were previously completed in 2017 and 2019. A series of sub-sites were identified from initial walkover surveys and using desktop data and records. Sub-sites were also selected based on their nature conservation value and based on the presence of semi-natural habitats such as unimproved and semi-improved grassland, woodland and wetland vegetation such as swamp communities and areas that contained a mosaic of habitats, including bare ground and sites with varying substrates which could support a range of invertebrate species. Thirteen sub-sites are required to be re-surveyed in 2021.

The requirements for stag beetle surveys had been scoped out in 2019 following consultation and initial work with a specialist. It was concluded that the habitats within the Project area have very limited potential to support stag beetles and further survey work would therefore not be required.

Methodology / Survey Work

Recording of species should use various methods, such as sweep netting, sieving dead wood/leaf litter and pitfall traps as per published guidelines⁶. Identification, where possible, should take place in the field, however, if this is not possible, identification should take place following the completion of the field work using microscopes within a lab.

Proposed Survey Locations

The thirteen sub-sites spread across the Project area are required to be completed in 2021. Survey locations are listed below and shown in the shapefile provided:

1. Royal Hythe LEA
2. Thorpe Meadows
3. Abbey North
4. Abbey Lake West
5. Abbey Lake East
6. M3 North
7. M3 South
8. Littleton
9. Sheepwalk (Manor Farm LEA)
10. Ferry Lane West
11. Sunbury Weir
12. Molesey Weir
13. Teddington Weir

Additional locations (1-14 sites) for Habitat Creation Areas (HCA) will be confirmed upon award of this work.

Skills Required

Experienced entomologists will be required to complete these surveys; all surveys near water will need to be undertaken by two people for health and safety reasons. The Environment Agency requires the Contractor to demonstrate that they have an appropriate level of survey and analytical quality control in place to ensure data quality;

Key Deliverables

Following on from the conclusion of the field surveys and lab analysis, a terrestrial invertebrate report, to industry best practice, will need to be produced for the project area. This report will need to include survey results, survey maps and any recommendations for further survey or mitigation, as required.

Timescale

The survey window for this work is between April and August 2021. Each of the 13 sub-sites need to be visited five times, with one visit per month spaced evenly apart. The Contractor shall allow at least four weeks for organising land access. The relevant permissions required at each site in order to undertake survey visits, as

⁶ Drake C.M., Lott, D.A., Alexander, K.N.A and Webb, J. (2007) Surveying Terrestrial and Freshwater Invertebrates for Conservation and Evaluation. Natural England Research Report NERR005

required, will be sought by the Environment Agency's Land Agent, and will not be the responsibility of the Contractor. However, the Contractor is expected to provide necessary information (including programme and method statements) at least four weeks prior to surveys start in order for the land access to be organised and permissions to be granted.

The final survey report needs to be completed by January 2022.

Biological Records Centre data for terrestrial invertebrates will be provided by the Environment Agency at the time of issuing the tender document.

Points to note

1. The Contractor will plan and organise their field programme so as to minimise travel and accommodation (if necessary) costs. This will be assessed in the tender evaluation under 'methodology'
2. The Contractor must have appropriate RAMS, Risk Register, Issue Register and management in place for field work, prior to the start of the contract, and these procedures must conform to the Environment Agency's own Health and Safety standards. Health and safety procedures specific to this project must be provided. In addition, specific details of ways of working around Covid-19 restrictions must be documented and approved by the EA Project Manager prior to work commencing, including appropriate PPE as necessary
3. The Environment Agency requires the Contractor to demonstrate at the tender stage that they have an appropriate level of survey and analytical quality control in place to ensure data quality
4. Invasive, non-native species – Contractors must take all necessary precautions to avoid the spread of invasive non-native species between survey sites. Evidence of biological control and decontamination procedures must be supplied / included within the required RAMS documentation
5. Where existing agreements are not in place, the Contractor will be responsible for checking for / identifying the need and obtaining any necessary permissions and licences required for working on designated conservation sites and surveying sensitive species.
6. The Contractor will be responsible for complying with current protected species / protected site legislation, with personnel appropriately qualified, experienced and licenced as required
7. The Contractor shall facilitate attendance by, and work with, the Environment Agency's project manager and local ecology staff in the field on occasion

Outputs

1. Copies of field records, including digital photographs (in electronic format), survey maps and any recommendations for further survey or mitigation as required to be provided to the Environment Agency's project manager
2. Raise weekly progress updates and "flagging" for potential delays to survey work and recommendations for amelioration of impact. This will be by telephone or teleconference
3. Raw survey data in an excel spreadsheet, in a format that can be edited, to be provided to the Environment Agency's project manager; and
4. Reporting (interim / final reporting), appropriate to support and inform an EIA, including interpretation of data, to industry best practice

Cost

The Contractor is requested to provide cost including surveys, project management, reporting (including recommendations and mitigations), site access, resources, expenses, accommodation and risk on a fixed price basis for all surveys outlined above. Any additional work required outside of the Specification in this form is to be instructed at the Agency's discretion as a Variation to the Contract. Date/hourly rates to apply in the event of such Variation. Should there be any reduction of the Specification and/or scope a reduction in the price is to be applied.

The Contractor shall complete the cost sections 6.i) and 6.ii) and the cost model spreadsheet provided by the Environment Agency as part of this tender pack.

The Contract will be awarded for tasks in Section 3. Any additional work required by the Environment Agency will be instructed at the Environment Agency's discretion as a Variation to the Contract under Clause 10.2.

Project management

The project will be monitored by the Environment Agency's Project Manager and the Ecological Services Framework Contract Manager. The Contractor shall demonstrate their approach to project managing this project including how and when the project objectives will be achieved, specifying resources responsible for quality assurance and quality control processes for field surveys and project management, monitoring and controlling of the project performance, risk/issue management (including Risk Register and Issue Register, programme management (preferably in MS Project) and level and frequency of communication.

Tender Responses Requirements

Tenderers should ensure their responses provide sufficient detail for the Environment Agency to make an assessment of their suitability to meet the requirement stated.

Even if you have previously, or are currently supplying services to the Environment Agency, you must not assume that the evaluation panel is aware of your organisation's abilities and therefore please ensure that you provide full and complete answers to all questions. The evaluation panel will only assess your organisation based on the information you provide in your submission and no prior information about your organisation will be considered.

Key Documents supplied by Environment Agency

1. Reptiles, Breeding Birds, Terrestrial Invertebrates shapefiles

Responses must be provided in the space provided within this form (in Word document) or clearly appended.

Please limit your proposal to 8 pages per survey (excl. cost sheet)

Responses for clarifications will be accepted until **4 January 2020 14:00**.

Past reports will be available to the successful contractor.

2. Required skills / experience from the Framework contractor

1. Extensive technical experience of undertaking protected / notable species surveys including licenced / accredited personnel as necessary
2. Proven record of similar project work experience will be assessed
3. All surveys must be undertaken by suitably experienced and licenced ecologists, ornithologists and entomologists and must be conducted throughout the optimum survey season
4. Demonstrable track record of working on large, complex schemes including, but not limited to, linear infrastructure schemes
5. Data must be collected within the framework of a suitable QA / QC procedure, (covering both survey, data identification and reporting). Details of this must be supplied at the tender stage and will cover QA of both survey work, surveyor competency / skills and reporting. The Contractor needs to demonstrate that they have an appropriate level of survey and analytical quality control in place to ensure data quality
6. Data handling, analysis and reporting – ability to work with large data sets to ensure data are accurately transposed from field data forms to the specified data format required by the Environment Agency
7. Sustainability – Supplier must work in a sustainable manner as far as is reasonably possible; and
8. Biosecurity risks must be identified and carefully managed as part of the project delivery.

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	<i>Reptile Surveys</i>	15 September 2021	Monthly invoices based on progress to date. 30% of total cost to be held until project completion.
1a	Data Analysis/Reporting	01 October 2021	
1b	EA Review	15 October 2021	
1c	Final Report	29 October 2021	
2	<i>Breeding Birds Surveys</i>	30 Jun 2021	
2a	Data Analysis/Reporting	30 July 2021	
2b	EA Review	17 August 2021	
2c	Final Report	31 August 2021	
3	<i>Terrestrial Invertebrates Surveys</i>	31 August 2021	
3a	Identification and reverification of samples in the lab	November 2021	
3b	Data Analysis/Reporting	31 December 2021	
3c	EA Review	14 January 2022	
3d	Final Report	31 January 2022	
4	Other Costs	31 January 2022	

6.i) Proposal cost: please provide fixed prices in the table below. Please complete the cost model spreadsheet for each survey provided by the Environment Agency as part of this tender pack.
(use date/hourly rates, including any applicable discounts, as agreed under the framework contract.)

Task No.	Task Description	Cost (£)
1	Reptile Surveys	
1a	Data Analysis/Reporting	
1b	EA Review	
1c	Final Report	
2	Breeding Birds Surveys	
2a	Data Analysis/Reporting	
2b	EA Review	
2c	Final Report	
3	Terrestrial Invertebrates Surveys	
3a	Identification and reverification of samples in the lab	
3b	Data Analysis/Reporting	
3c	EA Review	
3d	Final Report	
4	All other associated costs to deliver the Specification	
	Total Labour Cost	
	Labour Cost with 2% reduction due to fee level as per our Framework T&Cs	
4.1	Other direct costs (expenses)	
	Reptile (refugia, car hire, subsistence)	
	Breeding Bird Surveys (mileage, accommodation, subsistence)	
	Terrestrial Invertebrates (mileage)	
	Total Other Direct Costs	
	Total cost (Tasks No. 1 – 4 and expenses inclusive)	
4.2	Contingency 5 days for additional refugia checking	
	Contingency Travel 5 days expenses	
	Total cost (Tasks No. 1 – 4 and expenses and contingency inclusive)	

6.ii) Variation costs: Please use date/hourly rates, including any applicable discounts, as agreed under the framework contract.

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

7.-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.

Contractor's required Limitation of Liability:

Public Liability Min. Cover £5,000,000

Professional Indemnity Min. Cover £2,000,000

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:	
Signature:	
Date:	

8. Proposal Acceptance

Notes

All agreed post submission amendments to scope, proposal, timetable or costs must be updated prior to accepting the proposal.

A commission code must be obtained from Stephen Perriss prior to confirming award and must be quoted on your purchase order.

A Bravo ECM reference should be obtained from Commercial if the project has been issued by Bravo and quoted on your purchase order.

Post Tender Clarification

Authorisation	Name	Signature	Date
Contract Project Manager			
DgC Authorised Signature (if required)			
Programme Manger			

Commission Code	EcoSF3/21/54
Bravo ECM Ref (if applicable)	31418

9. 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 (Contracting Authority's PM) / Date