

Charnwood Forest Landscape Partnership Scheme

Brief for the Delivery of Phase 1 of a Natural Flood Management Project along the Black and Wood Brooks in Charnwood Forest

Commissioned by the National Forest Company

**As part of the development of a
Landscape Partnership Scheme for Charnwood Forest**

Charnwood Forest Landscape Partnership Scheme: Natural Flood Management

Background

The National Forest Company, acting on behalf of the Charnwood Forest Regional Park partnership, invites tenders from suitably qualified and experienced contractors to identify and deliver the first phase of Natural Flood Management (NFM) interventions along the Black and Wood Brooks within the Charnwood Forest Landscape Partnership Scheme (LPS) area. These interventions will reduce flood flows downstream, mitigate diffuse rural pollution and provide increased biodiversity.

Phase 1 involves the detailed preparations for the capital works programme and will finalise landowner agreements, produce detailed designs and apply for relevant permissions to allow Phase 2, the capital works, to be carried out next financial year (2021/22). Phase 2, the capital works, will be tendered for separately following the completion of Phase 1.

The Charnwood Forest Landscape Partnership Scheme Summary

600 million years ago, a volcano erupted in the ocean near the South Pole. The fossilised remains of the mysterious creatures it buried, capture the first moments of complex life on earth and are found in only two places world-wide: Charnwood Forest and Newfoundland. Since then, Charnwood's ancient rocks have created a mosaic of wildlife-rich habitats and distinctive landscapes, shaped across the centuries by its communities. Today much of this remarkable heritage is hidden from all but the most inquisitive and is increasingly at serious risk of diminishing to the point that it is lost.

The Charnwood Forest Landscape Partnership Scheme will celebrate Charnwood Forest's internationally important volcanic legacy. Eighteen projects will inspire people to explore its rich landscape, understand its diverse heritage, and develop skills to care for it. It will enable the partnership to coordinate management at landscape scale and finally secure the future of this extraordinary place.

Following a successful bid to the National Lottery Heritage Fund, the Charnwood Forest Landscape Partnership Scheme is now underway. The projects within this Scheme are being delivered under three themes: '**Explore Charnwood**', '**Understand Charnwood**' and '**Care for Charnwood**'. Natural Flood Management is part of the 'Coherent Wildlife Network' project, one of nine projects within the '**Care for Charnwood**' theme (see Appendix 1).

The Brief

The purpose of the natural flood management project is to refine and implement recommendations made in an NFM opportunities scoping study, including river restoration, buffer wetland creation and bank protection measures in the Wood and Black Brooks in Charnwood. We believe that by working together with our partners in the Charnwood Forest Regional Park, the Environment Agency, the Soar Catchment Partnership, and landowners in the area, we will be able to bring about improvements in flood risk management, water quality and biodiversity.

The scoping study (see Appendix 3) reviewed the existing knowledge in the catchment (including catchment walkovers and Environment Agency Natural Flood Management opportunity maps), collated local and expert knowledge to identify suitable landholdings within the project boundary, carried out initial site visits where there are opportunities for capital investments and produced a detailed report which reviewed the feasibility of potential options, prioritised them, and provided roughly costed plans for implementing the most favourable interventions. 30 possible interventions were identified and we would like to

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implement 15 of them. For information, this is likely to include more than one intervention within a single landholding (e.g. a site containing cross-slope planting, a leaky dam and an area of wetland creation would be considered as 3 interventions). Some of the landowners were approached to gauge their willingness to participate and this was factored into the prioritisation of sites in the scoping study.

This project is being carried out in partnership with the Environment Agency and as part of the National Lottery-funded Landscape Partnership Scheme. The contractor will therefore be expected to work closely with the Environment Agency and the LPS Programme Manager and other staff based at the National Forest Company to ensure maximum benefits for biodiversity, landscape and communities.

We are open to suggestion but envisage four broad phases to the work:

Stage 1: Review of the Scoping Study with EA, NFC and the LPS Programme Manager

- Liaison with others working in the catchment such as the Environment Agency, the National Forest Company and Leicestershire & Rutland Wildlife Trust to review recommendations and outline designs proposed in the scoping study in the light of subsequent site visits carried out by EA and the LPS Programme Manager and determine which interventions to prioritise

Stage 2: Field Visits and Proposals

- Use the existing NFM scoping study as a basis for contacting farmers/landowners to determine levels of interest
- Arrange and complete site visits
- Finalise proposals in consultation with the Environment Agency and the LPS Programme Manager and produce an interim report

Stage 3: Landowners Agreements and Permissions

- Develop detailed designs for each intervention
- Negotiate and secure formal written landowner agreements
- Submit applications for all necessary permissions to carry out the capital works at each site

Stage 4: Produce Feasibility Report, including fully costed, detailed designs

- Finalise detailed designs and fully cost the 15 interventions
- Produce the final feasibility report which should include a capital works programme for 2021-2022 and the detailed designs and costs for all 15 interventions

The budget for Phase 1 of the NFM project is £15,000 inclusive of VAT. Any processing and/or administrative fees associated with obtaining formal consents and permissions, e.g. planning application fees, will be met directly by the Landscape Partnership Scheme.

For guidance, the budget for Phase 2 (the implementation of the natural flood management interventions) will be £50,000.

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Outputs

The main outputs will be 1) a feasibility report containing detailed, fully-costed designs for 15 priority Natural Flood Management interventions along the Wood and Black Brooks, and 2) a set of formal landowner agreements in writing and evidence of submission of applications for all necessary permissions.

We would expect to see an interim feasibility report by the end of March, i.e. two months prior to the completion of the project.

Deliverable	Date of completion:
Interim feasibility report	31 st March 2021
Final feasibility report	31 st May 2021
Formal written landowner agreements for each site and submission of all relevant applications for permissions	31 st May 2021

Project timescale

We anticipate that the contract will commence on 1st February 2021. **The project is to be completed by 31st May 2021.**

Tender assessment criteria:

The tender will be assessed based on the following criteria:

1. Value for money (20%)
2. Capacity and ability to deliver to a high standard and within the timescale (30%)
3. Quality of the tender submission (20%)
4. Relevant prior experience and networks (30%)

Requirements of the tender:

Experience and project personnel

Examples of recent comparable projects undertaken by the tenderer are to be supplied.

Summary CVs of consultants proposed for employment on the project are to be supplied.

Methodology

Consultants are expected to outline their methodology in the submission. This should include details of how they will secure the necessary agreements and permissions and how and when they will involve partner organisations and key stakeholders.

Costs and expenses

Costs should include a breakdown of personnel day rates with the number of days allocated by each salary grade to each of the key tasks.

All mileage expenses, personal disbursements and document reproduction costs to be detailed.

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Any third-party costs for obtaining relevant information should be detailed separately.

All prices to be provided exclusive of VAT. Please indicate whether or not VAT is chargeable in your costs and itemise this separately.

The budget for this piece of work is £15,000 inclusive of VAT.

Project management

Partnership liaison and project management is to be the responsibility of the successful tenderer.

Site access arrangements are to be made by the successful tenderer with the relevant landowner as appropriate.

The National Forest Company's nominated officer for the management of this contract is Julie Attard, Charnwood Forest Programme Manager.

There will be an inception meeting during the week beginning 1st February 2021 with EA and the Charnwood Forest Programme Manager. Brief updates from the contractor will be expected by email or telephone on a fortnightly basis. A review meeting in early April will follow the submission of the interim report so that feedback can be given prior to the production of the final report.

Terms and conditions

This contract will be subject to the National Forest Company terms and conditions (Appendix 2).

Appendix list:

Appendix 1 Copy of Sections 2-4 of the Round 2 bid to the Heritage Lottery Fund

Appendix 2 National Forest Company Terms and Conditions of Contract

Appendix 3 NFM Scoping Study

Proposal submission

Proposals providing the information and quotes requested as outlined above should be received at the NFC offices by 12 noon on the closing date of **Friday 22nd January 2021**.

Please send to Angela Beech, Head of Corporate Services, *(in a sealed envelope marked 'Proposal in Confidence - NFM')*

The National Forest Company

Enterprise Glade
Bath Yard
Moiria
Swadlincote
Derbyshire
DE12 6BA

Or email to abeech@nationalforest.org with the subject header 'CONFIDENTIAL - Proposal - NFM'