

MULTIDISCIPLINARY TECHNICAL SERVICES FRAMEWORK
OJEU Ref 2018/S 127-289621
APPOINTMENT OF CONSULTANT

INSTRUCTION
National Borehole Decommissioning Project DN569146

Date	24/12/2021	Environment Agency	Contract Reference Number [REDACTED] To be quoted on all correspondence relating to this Instruction
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The Consultant entered into a contract dated 24/04/2019 with the Agency whereby it was appointed as a consultant on the Multidisciplinary Panel (the "Framework Contract").

Environment Agency is a Public Sector Body under the Framework Contract.

The Public Sector Body and the Consultant acknowledge and agree that this document is to be treated as an "Instruction" from the Public Sector Body under and for the purposes of the Framework Contract.

The Consultant agrees to supply to the Public Sector Body the Services specified below on and subject to the terms and conditions of this Instruction and the Framework Contract.

Unless otherwise defined in this Instruction, terms used in this Instruction shall have the meaning given to them in the Framework Contract.

The Employer

Environment Agency is the Public Sector Body.

In so far as they relate to the appointment of the Consultant to provide the Services all references to the Agency in the Framework Contract shall also be deemed to be references to the Public Sector Body for the purposes of the Instructions and the Framework Contract.

PUBLIC SECTOR BODY DETAILS

Public Sector Body	Environment Agency
Public Sector Body's Address	Horizon House, Deanery Road, Bristol BS1 5AF
Invoice Address	<p>[REDACTED]</p> <p>Invoices that are submitted electronically need to adhere to the following to avoid issues with processing:</p> <ul style="list-style-type: none"> • Email size must not exceed 4mb • All files/invoices must be in PDF format attached directly to the email (no folders) • One PDF per invoice – all supporting documentation must be included within the single PDF. Do not attach additional/separate supporting documentation as a separate file • Multiple invoices can be attached to one email but each invoice must be in a separate PDF (with no additional supporting files as described above) • If you are a supplier invoicing multiple operational units across Defra, please ensure you use the correct operational unit email address as communicated. • Invoices must be sent to one "Accounts-payable.XXX" email address only – do not copy in to multiple addresses • "PASSWORD PROTECTED" files cannot be processed. <p>Or post to;</p> <p>[REDACTED]</p>
Contact:	<p>Name: [REDACTED]</p> <p>Address: [REDACTED]</p> <p>Phone: [REDACTED]</p> <p>e-mail: [REDACTED]</p>

CONSULTANT DETAILS

Consultant	Tetra Tech Ltd ("Consultant")
Consultant's Address	
Contact:	Name: Address: Phone: e-mail:

1. INSTRUCTION PERIOD

(1.1) Commencement Date

This Instruction shall commence on: 24/12/2021

(1.2) Instruction Period

Initial Term: 3 years

24/12/2021 – 23/12/2024

A break clause is included to allow the Agency to terminate the contract should further funding not become available after each financial period (end of March). The actual number of surveys and associated works that the Agency is able to complete will depend on the budget allocated for each period. Prior to each new financial period, the Agency will confirm the available budget and instruct Tetra Tech, so as to agree the specific programme of works for that period.

Extension Period:

24/12/2024 – 23/12/2026

The contract includes the option to extend for a further two 12 month periods, which will allow the full five year period to be taken. The decision to extend must be communicated with the Contractor prior to the end of the previous financial period and with enough notice that re-tendering can occur if that is deemed the most appropriate course of action. This decision will be based on budget availability, the ongoing needs of the Agency, value for money and supplier performance.

2. SERVICES REQUIREMENTS

The following Services shall be provided:

1. THE PROJECT SCOPE OF WORK

The scope of work is to continue populating the MIRS using field data collected via field surveys and to urgently remediate and/or decommission any high-risk boreholes that are located. A redacted version of the MIRS has been supplied to you (minus asset names, landowner names and contact details) for tendering purposes and has been partially populated by a desk-based survey. The outputs of the desk-based survey have helped provide information to support the field-based surveys like NGR checks, level of risk presented by the redundant boreholes, landowner contact details, etc. The aim of the field-based work is to continue populating the MIRS once the redundant borehole has been surveyed on the ground. Careful and accurate record keeping to the MIRS is very important for this project as it is the basis of future work, funding and an amount of effort.

The successful bidder is expected to continue this survey work across the country and to urgently

make safe, remediate and/or decommission any high-risk boreholes that are located to a prompt timescale. An internal project group is already set-up and a list of EA GW Representatives and direct contact details will be provided to the successful bidder. Examples of project outputs including field survey reports, PSRA reports and the redacted MIRS have been supplied with the tender documents to help you understand what work has been performed previously (Section 5).

Please find below additional information relating to the three main categories of project work under this commission:

1. Field-based surveys (assume 100% of the work):

For every borehole to be surveyed, the tasks below will need to be performed and documentation sent across to the EA PM two weeks beforehand. The field-surveyors will also need to carry a copy of the documentation during the field-surveys:

- EA and supplier access letter;
- Confirmation that land access has been granted by the landowner and a Privacy Notice being posted or e-mailed,
- Confirmation that the sites are not within the vicinity of a Hostile Site as recorded on the EA Hostile Sites Database,
- Site Specific RAMS;
- Dynamic Risk Assessment form;
- Weils disease information card;
- A copy of suppliers Employers & Public Liability insurance,
- Staff identification cards,
- Any other Operational Instructions that your company has for this type of survey work.

To date, we have been using GIS Survey (123) and we shall continue using this survey app for consistency. The Agency will provide the winning bidder access to the App at contract award stage.

The field-surveys should be performed by two people for H&S reasons. One of the two surveyors should have a background in hydrogeology and must be able to properly assess the risks presented by redundant boreholes. The maximum amount of search time allowed for each field-survey is 45-minutes. The field-surveys have adopted a risk-based approach with wide-diameter boreholes (>200mm) being the main focus of the field-based surveys to date.

2. Borehole remediation work (assume approximately 25% of the 2075 sites may require remediation work):

Some boreholes identified through the Public Safety Risk Assessment (PSRA) scheme will need to be made safe and we require the supplier to consider how best to achieve this as part of the field-survey work. We envisage this type of remediation work to be the spraying and sealing of standpipes, removing cabinets and the securing of loose borehole covers. You will need to gain all of the permissions and organise all of the paperwork, H&S and CDM Procedures that will be required for this type of work. Where a borehole is located on privately owned land, the Environment Agency will provide guidance on how to proceed.

3. For borehole decommissioning work (assume approximately 5% of 2075 sites may require

decommissioning):

High risk boreholes identified through the Public Safety Risk Assessment (PSRA) scheme will need to be urgently made temporarily safe and then decommissioned (within two months of the survey) to ensure they are safe to the public and don't create any environmental problems. You will need to gain all of the permissions and organise all of the paperwork, H&S and CDM Procedures that will be required to perform this type of work. Where a borehole is located on privately owned land, the Environment Agency will provide guidance on how to proceed.

3. DELIVERABLES

The following outcomes will be delivered:

Suggested Main Tasks	Introductory meeting / teleconference with the EA Project Group and then regular monthly teleconferences (assumed to be 2-hours and organised by the supplier) with the supplier project group to feedback progress and any issues encountered. What constitutes a high-risk site should be discussed at the introductory meeting. Monthly meetings should also include discussion on any sites requiring remediation work. For high-risk sites - urgent teleconferences will need to be organised (by the supplier) to discuss the temporary remediation and urgent decommissioning work required.
Deliverables	<ul style="list-style-type: none">• A start-up meeting / teleconference, organised by the supplier, to discuss the methodology,• All the required documentation listed in Section 3.1 to be sent to the EA PM prior to the surveys commencing,• Regular monthly 2-hour progress teleconferences organised by the supplier,• Urgent meetings organised by the supplier to discuss any high-risk boreholes located,• Annual draft reports (approximately 100 pages) circulated for review including the methodology used, comments and future recommendations, progress of populating the Information Request Spreadsheets, all field-based survey reports, etc.,• Quarterly batches of PSRA documents to be sent across in draft format and then finalised after internal EA review for upload onto EA systems,• Final draft report of all findings and work delivered at the end of the five-year period,• Circulation of draft meeting minutes for comment and then finalised to be included as an appendix in the final reporting,• A close out meeting held at the end of the contract, organised by the supplier, to discuss through the task to date and any recommendations for future work,• Delivery of all information including field-survey reports and photographs, updated master Information Request Spreadsheets (and a master sheet sub-divided into the 14 EA GW Areas) and associated GIS mapping output outlining the current locations of EA redundant boreholes that have been identified to date,• Circulation of the final report including any meeting minutes as an appendix before the end of the contract.

5. PROGRAMME

The Services will be delivered in accordance with the programme attached at Annex C and based on the instructions given by the Environment Agency to the Consultant prior to the start of each financial period.

Key milestone decision points are as follows:

Year 1 – End of March/ April 2022 (when budget is approved) – Agency to instruct or terminate accordingly

Year 2 – End of March/ April 2023 (when budget is approved) – Agency to instruct or terminate accordingly

Year 3 – 9 months prior to contract end (March/ April 2023), Agency to decide if the contract will be extended for the next 12 or 24 month period, to allow sufficient time for re-tendering if required.

Year 4 – End of March/ April (when budget is approved) – Agency to instruct or terminate accordingly

Year 5 – Contract ends December 2026

6. FEE

(6.1) LUMP SUM FIXED

The maximum contract value is £1,063,261.75. This value is based on the total number of surveys to be completed over the life of the contract (2075) x the average cost per survey [REDACTED] + cost B [REDACTED] + cost c [REDACTED].

The value instructed for the first contract period – 24/12/21 – 31st March 2022 is [REDACTED]
This is based on the average price per survey [REDACTED] and the number of surveys we are likely to compete within this period (136).

The Cost Schedule attached at Annex A is from the Consultant response to the Public Sector Body's brief. This relates to the specific work items set out in the Public Sector Body's brief.

(6.2) FEE PROPOSAL

The Day rates inserted from the Consultant response to the Public Sector Body's brief are included at Annex A. This will be the agreed Framework Contract panel rates and will be used for all of the works instructed or works instructed in addition to those covered in the Lump Sum Fee.

7. INVOICING AND PAYMENT

Invoices in respect of the Instruction will only be processed for payment by the Public Sector Body where:

- (a) they are for the current Instruction;
- (b) the current Environment Agency Purchase Order Reference Number are quoted on the invoice; and
- (c) invoiced in accordance with Schedule 2 of the Framework Contract
- (d) the invoice is addressed to Environment Agency

Payment will be made to the Consultant by Environment Agency.

Monthly invoicing will be accepted for this project, based on the number of surveys completed and the remediation/ decommissioning work completed at each site. Management and reporting costs should be built into these monthly invoices to allow for an even distribution of cost, relative to the work completed.

8. SPECIAL CONDITIONS

(7.1) Clause 32 Limit of Liability shall be amended as follows:-

The Consultant's total liability to the Public Sector Body for all matters arising under or in connection with this instruction, other than the unlimited matters referred to in clause 36 of the Framework Contract, is limited to £1 million in the aggregate, save in respect of claims relating to contamination, pollution, data recognition and asbestos, which with respect to Professional Indemnity shall be limited to £5 million in aggregate.

(7.2) Any other special requirements of the Public Sector Body.

The contract is expected to commence in January 2021 and end in December 2026. The Agency will award the contract for the initial 27 month period with the option to extend for an additional two twelve month periods. Each extension period will be awarded based on the supplier's performance in the previous contract period and the Environment Agency's ongoing requirements.

A break clause is included to allow the Agency to terminate after each financial period (at the end of March) should further EA project funding not become available.

BY SIGNING AND RETURNING THIS INSTRUCTION THE CONSULTANT AGREES it is entering into a legally binding contract for the Consultant’s appointment (the “Consultant Appointment Contract”) with the Public Sector Body to provide the Services. The Consultant Appointment Contract incorporates and is subject to all of the terms and conditions contained in the Framework Contract as may be varied and/or amended by the other provisions of this Instruction. If there is any inconsistency between any of the provisions of this Instruction and the provisions of the Framework Contract, the provisions of this Instruction shall prevail).

The Consultant and the Public Sector Body hereby acknowledge and agree that they have read this Instruction and the Framework Contract and by signing below agree to be bound by the terms of this Consultant Appointment Contract from the date appearing at the start of this Instruction.

For and on behalf of the Consultant:

Name and Title	<div></div>
Signature	<div></div>

For and on behalf of the Public Sector Body:

Name and Title	<div></div>
Signature	<div></div>

Annex A – Pricing Schedule

Item		Unit	Price
1.000		1.000	1.000
2.000		2.000	2.000
3.000		3.000	3.000
4.000		4.000	4.000
5.000		5.000	5.000
6.000		6.000	6.000
7.000		7.000	7.000
8.000		8.000	8.000
9.000		9.000	9.000
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Annex B – Environment Agency Brief

Commission Requirements

1. Commission Background

1.1 Executive Summary

The Environment Agency (EA) Groundwater Area Implementation Group (GWAIG) have adopted a strategic approach to borehole decommissioning by initiating the National Borehole Decommissioning Project (NBDP). The NBDP currently requires external technical support over the next five-years to survey redundant boreholes and urgently remediate or decommission any high-risk boreholes that are located across the country.

1.2 Background

The EA GW Level Monitoring Network (GWLMN) comprises of approximately 5,000 active boreholes of our own and other private boreholes. The GWLMN has evolved over a long period of time from regional groundwater level monitoring networks that were first established by the water authorities. This network of GWLMN boreholes and wells is now used by the Environment Agency (EA) to assess the condition of water resources, support drought management decisions, assist in flood forecasting, evaluate WFD compliance, etc.

The EA GW Teams constantly review the validity of the GWLMN and if a borehole is judged as being redundant it is now transferred across to the NBDP. To date, 2,496 redundant boreholes have been identified on a Master Information Request Spreadsheet (MIRS) as assets for further investigation.

The aim of this commission is to provide technical support to identify and survey a catalogue of redundant boreholes that has been compiled during a comprehensive desk-based survey. Currently, 421 redundant boreholes have been surveyed, leaving an outstanding number of 2,075 redundant boreholes to be surveyed. This commission builds on previous work performed since 2017.

The ambition is to survey all of the outstanding boreholes within the next five-year contract period. The winning bidder is required to confirm that they will be able to deliver this ambitious programme of work. The actual volume and value of work which will be commissioned over the next five years, will be dependent on budget allocation to the project from the Environment Agency on a yearly basis and bidders should be aware of this funding restriction when submitting their proposal. The full list of outstanding sites including their geographical location will be made available to the winning bidder. We are unable to publish the full list at this point, as it contains personal information, which requires redaction. If you need further information to support your proposal, please contact the Environment Agency via ProContract with your request.

2. Objectives

The project objectives are to:

1. Continue performing field-based surveys following the current risk-based approach to locate redundant boreholes listed on the MIRS and to gather the required on-site information to populate the field-based survey reports, PSRA documentation and the MIRS,
2. Carry out remediation work on redundant boreholes when required to ensure they are safe to members of the public and do not create any environmental problems,
3. Temporarily make safe and then urgently decommission (within two months of the survey) any high-risk boreholes that are located as part of the field surveys to ensure they are safe to members of the public and do not create any environmental problems.

2.1 Project drivers

The NBDP has many project drivers:

1. Performing checks on existing redundant boreholes,
2. Identifying redundant boreholes located within Source Protection Zones as these present a greater risk to public water supplies,
3. Reducing the risk of open or unsealed boreholes to act as pollution pathways to aquifers,
4. Eliminating the risk of mixing groundwaters of variable quality from different aquifers,
5. Ensuring that the unnecessary loss of groundwater from our aquifers is prevented, by stopping the flow from uncapped boreholes,
6. **Adhering to** Public Safety Risk Assessment (PSRA) duties which mitigates H&S risks to members of the general public and wildlife,
7. Implementing a resource and cost-effective method of delivering this project whilst taking into account the ongoing work pressures of the 14 Area Groundwater teams,
8. Reconciliation of the EA Fixed Asset Register.

3 The Services

3.1 THE PROJECT SCOPE OF WORK

The scope of work is to continue populating the MIRS using field data collected via field surveys and to urgently remediate and/or decommission any high-risk boreholes that are located. A redacted version of the MIRS has been supplied to you (minus asset names, landowner names and contact details) for tendering purposes and has been partially populated by a desk-based survey. The outputs of the desk-based survey have helped provide information to support the field-based surveys like NGR checks, level of risk presented by the redundant boreholes, landowner contact details, etc. The aim of the field-based work is to continue populating the MIRS once the redundant borehole has been surveyed on the ground. Careful and accurate record keeping to the MIRS is very important for this project as it is the basis of future work, funding and an amount of effort.

The Consultant is expected to continue this survey work across the country and to urgently make safe, remediate and/or decommission any high-risk boreholes that are located to a prompt timescale. An internal project group is already set-up and a list of EA GW Representatives and direct contact details will be provided to the successful bidder. Examples of project outputs including field survey reports, PSRA reports and the redacted MIRS have been supplied with the tender documents to help you understand what work has been performed previously (Section 5).

Please find below additional information relating to the three main categories of project work under this commission:

1. Field-based surveys (assume 100% of the work):

For every borehole to be surveyed, the tasks below will need to be performed and documentation sent across to the EA PM two weeks beforehand. The field-surveyors will also need to carry a copy of the documentation during the field-surveys:

- EA and supplier access letter;
- Confirmation that land access has been granted by the landowner and a Privacy Notice being posted or e-mailed,
- Confirmation that the sites are not within the vicinity of a Hostile Site as recorded on the EA Hostile Sites Database,
- Site Specific RAMS;
- Dynamic Risk Assessment form;
- Weils disease information card;
- A copy of suppliers Employers & Public Liability insurance,
- Staff identification cards,
- Any other Operational Instructions that your company has for this type of survey work.

To date, we have been using GIS Survey (123) and we shall continue using this survey app for consistency. The Agency will provide the winning bidder access to the App at contract award stage.

The field-surveys should be performed by two people for H&S reasons. One of the two surveyors should have a background in hydrogeology and must be able to properly assess the risks presented by redundant boreholes. The maximum amount of search time allowed for each field-survey is 45-minutes. The field-surveys have adopted a risk-based approach with wide-diameter boreholes (>200mm) being the main focus of the field-based surveys to date.

2. Borehole remediation work (assume approximately 25% of the 2075 sites may require remediation work):

Some boreholes identified through the Public Safety Risk Assessment (PSRA) scheme will need to be made safe and we require the supplier to consider how best to achieve this as part of the field-survey work. We envisage this type of remediation work to be the spraying and sealing of standpipes, removing cabinets and the securing of loose borehole covers. You will need to gain all of the permissions and organise all of the paperwork, H&S and CDM Procedures that will be required for this type of work. Where a borehole is located on privately owned land, the Environment Agency will provide guidance on how to proceed.

3. For borehole decommissioning work (assume approximately 5% of 2075 sites may require decommissioning):

High risk boreholes identified through the Public Safety Risk Assessment (PSRA) scheme will need to be urgently made temporarily safe and then decommissioned (within two months of the survey) to ensure they are safe to the public and don't create any environmental problems. You will need to gain all of the permissions and organise all of the paperwork, H&S and CDM Procedures that will be required to perform this type of work. Where a borehole is located on privately owned land, the Environment Agency will provide guidance on how to proceed.

4 Key Deliverables

The suggested main tasks listed in the table below is not an exhaustive list. Please include within your methodology and costings any other tasks that you feel would be beneficial to the successful delivery of this project. A potential breakdown of suggested main tasks and deliverables are as follows:

Suggested Main Tasks	<p>Introductory meeting / teleconference with the EA Project Group and then regular monthly teleconferences (assumed to be 2-hours and organised by the supplier) with the supplier project group to feedback progress and any issues encountered. What constitutes a high-risk site should be discussed at the introductory meeting. Monthly meetings should also include discussion on any sites requiring remediation work.</p> <p>For high-risk sites - urgent teleconferences will need to be organised (by the supplier) to discuss the temporary remediation and urgent decommissioning work required.</p>
Deliverables	<ul style="list-style-type: none"> • A start-up meeting / teleconference, organised by the supplier, to discuss the methodology, • All the required documentation listed in Section 3.1 to be sent to the EA PM prior to the surveys commencing, • Regular monthly 2-hour progress teleconferences organised by the supplier, • Urgent meetings organised by the supplier to discuss any high-risk boreholes located, • Annual draft reports (approximately 100 pages) circulated for review including the methodology used, comments and future recommendations, progress of populating the Information Request Spreadsheets, all field-based survey reports, etc., • Quarterly batches of PSRA documents to be sent across in draft format and then finalised after internal EA review for upload onto EA systems, • Final draft report of all findings and work delivered at the end of the five-year period, • Circulation of draft meeting minutes for comment and then finalised to be included as an appendix in the final reporting, • A close out meeting held at the end of the contract, organised by the supplier, to discuss through the task to date and any recommendations for future work, • Delivery of all information including field-survey reports and photographs, updated master Information Request Spreadsheets (and a master sheet sub-divided into the 14 EA GW Areas) and associated GIS mapping output outlining the current locations of EA redundant boreholes that have been identified to date, • Circulation of the final report including any meeting minutes as an appendix before the end of the contract.

5 Indicative Programme

Suppliers should note the indicative programme dates when preparing their Programme information in the Response Form.

Key Delivery Milestones	Anticipated Date
Commencement Date	24/12/2021
The sequencing of the survey work will be determined by the Contractor, to ensure they can offer the Agency maximum value and minimise negative environmental impacts associated with the work.	To be established through the tender period and agreed with the winning bidder.
Completion Date (Initial Contract Period)	06/12/2024
Maximum Contract End Date (including two 12-month extensions)	06/12/2026

6 Management

The Environment Agency Project Officer will manage the Supplier day to day and is responsible for providing any further instructions to the supplier.

The Environment Agency (EA) Groundwater Area Implementation Group (GWAIG) is a group of Borehole Network Managers and the Contractor will be required to communicate with them directly for boreholes within their area.

Meeting Requirements:

An introductory meeting / teleconference with the EA Project Group is required.

Beyond this, regular monthly teleconferences (assumed to be 2-hours and organised by the supplier) will be required with the supplier project group, to feedback progress and any issues encountered. Monthly meetings should also include discussion on any sites requiring remediation work.

What constitutes a high-risk site will be discussed and agreed at the introductory meeting. For high-risk sites - urgent teleconferences will need to be organised (by the supplier) to discuss the temporary remediation and urgent decommissioning work required.

The Supplier's reporting requirements are outlined in the deliverables section above.

Poor Performance

Regular communication will be maintained between the Supplier and the Agency so any drop in performance can be quickly highlighted, managed, and rectified as early as possible, to ensure the project is not negatively impacted.

7 Key staff

All staff required to complete this commission, must be outlined in the Resource and Pricing Schedule, including their role and responsibilities under each task. This should include any potential subcontractors involved in delivering the contract.

8 Health and Safety

The successful supplier must be able to demonstrate they have appropriate Health & Safety, Risk Assessment & Public Safety Risk Assessment qualifications and accreditations to meet all the project requirements outlined in the scope of works.

Annex C – Consultants Proposal



EA National Borehole Decommissioning

Tender Submission



TETRA TECH

November 11, 2021

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1. TECHNICAL MERIT OF PROPOSAL

1. Describe your methodology for each outcome so the project will be successfully delivered before the 23rd March 2026. Please also include a brief description of your proposed tasks.
2. Confirm the annual number of surveys you will be able to deliver under this contract.
3. Detail what EA and third party data will be required to support your methodology. What is the associated cost of any third party data? How will you manage this risk if the data is not available? Can you please identify any associated licensing issues?
4. Please identify how your methodology and project outputs support the project objectives listed in the Project Specification.
5. Can you please demonstrate how you will ensure value for money is delivered for each task and the deliverables that you are offering? (the technical response should exclude commercial information)
6. Describe how you will manage any personal data which is processed through the project, to ensure your practices are in line with GDPR and the Data Protection Act.

PAGE LIMIT: Maximum 6 A4 pages, 11-point Corbel font

RESPONSE:

See overleaf for detail.

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2. STAFF AND OTHER RESOURCES

1. Please provide 1-page CVs (additional to the page limit) of all staff and sub-consultants who will be working on this project.
2. Please identify any specific benefits, skillset and expertise that your company holds, which will be particularly beneficial to the delivery of this project.
3. What staff resource can you commit to this project before the 23rd March 2022? Please confirm the number of surveys you will be able to complete in this first contract period and include a clear cost for this in the Resource and Pricing Schedule (excluding any remediation or decommissioning work).
4. Please provide a time estimate for each staff member for each stage and task and an overall breakdown of resources against tasks.
5. Please provide a summary of your equality and diversity policy. Please also provide a hyper link (preferred) or upload the full policy as a separate document, which will not contribute to the overall page limit for this section.
6. Describe how your equality and diversity policy has positively impacted the staff engaged on this project and describe how this will influence your project management approach and the project as a whole?

PAGE LIMIT: Maximum 4 A4 pages, 11-point Corbel font + CV's + equality and diversity policy

RESPONSE:

See overleaf for detail.

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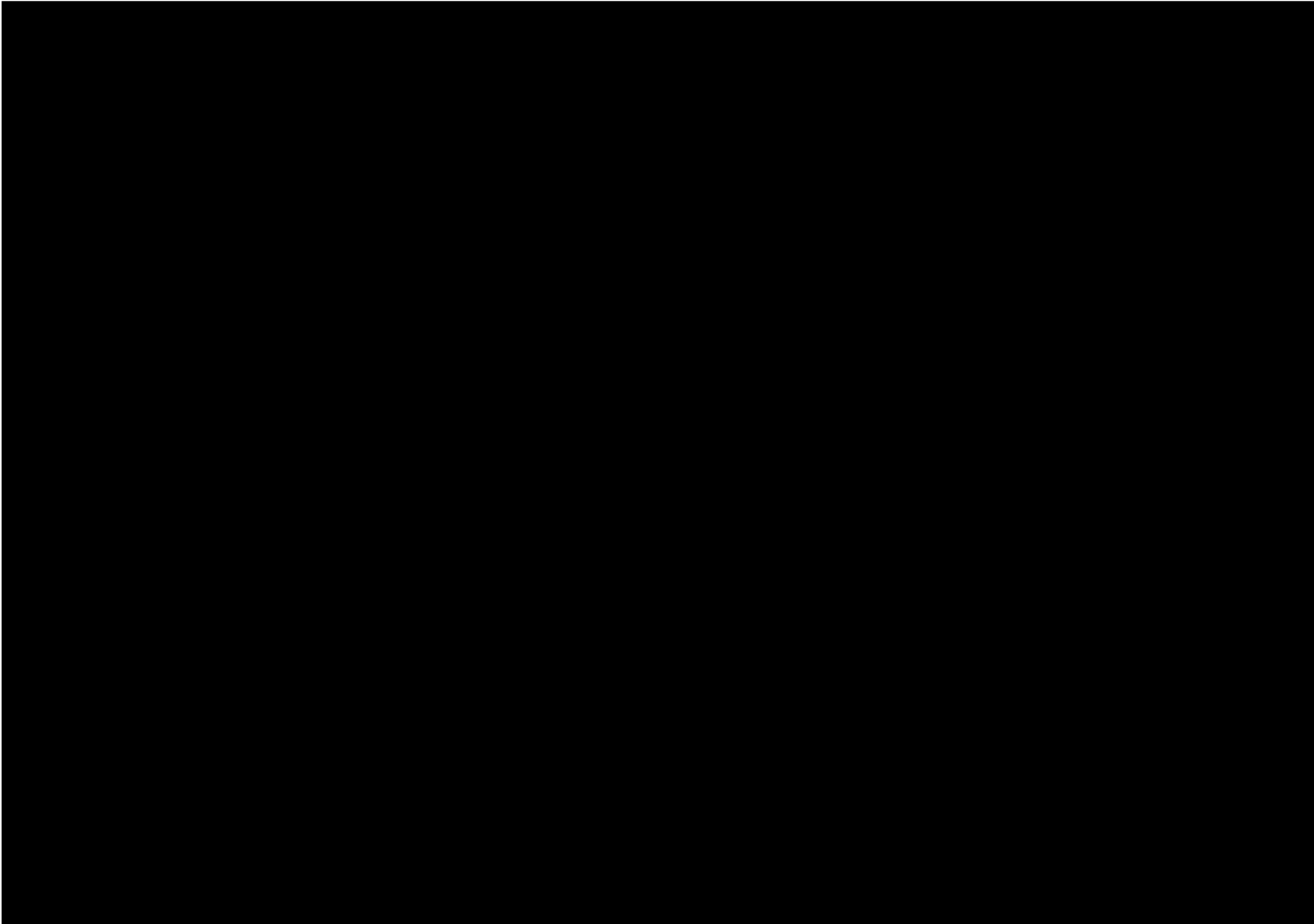
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3. MANAGEMENT AND COMMUNICATION

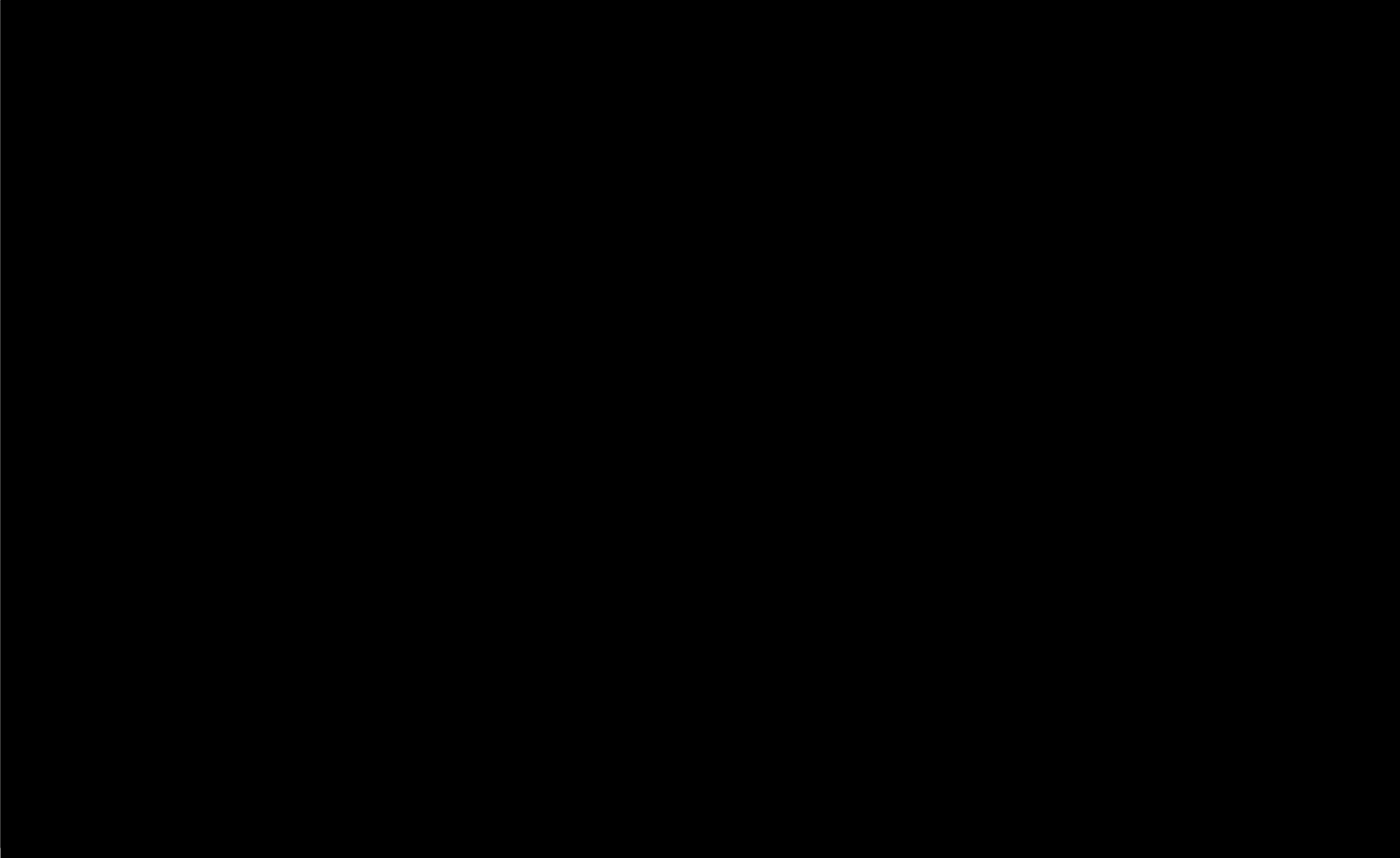
1. Please include details of the project organisation (organogram), management, quality review/assurance, staff and location for those working on the project.
2. Please describe how the project will be effectively managed and who will be the main point of contact for the EA Project Manager?
3. Describe the number and format of project meetings, who will attend those meetings and why?
4. Please describe your Health, Safety and wellbeing procedures and confirm how these will be implemented on this project and how they are in line with the EA requirements outlined in the Specification.

(Supported by relevant examples, where applicable, demonstrating how they are relevant to the approach proposed)

PAGE LIMIT: Maximum 3 pages, 11-point Corbel font

RESPONSE:

See overleaf for detail.



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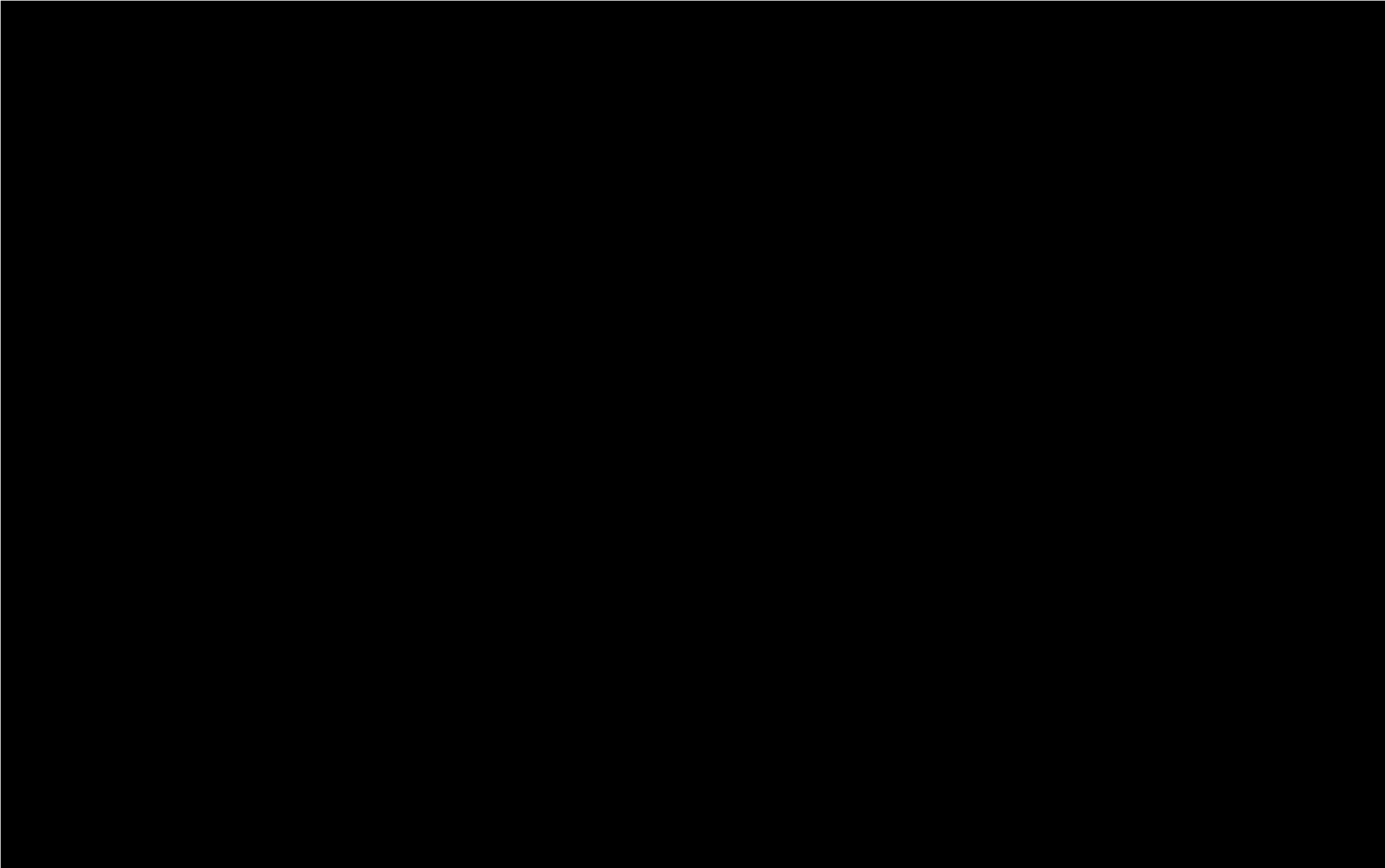
4. PROGRAMME

1. Please provide a detailed Gantt chart outlining when the commission will be completed and showing clear payment milestones.
2. Highlight when key milestones will be completed.
3. Confirm any programme dates we have given are achievable and if not describe what could be achieved.
4. Describe your mobilisation and exit procedures for the project

PAGE LIMIT: Maximum 3 A4 pages, 11-point Corbel font

RESPONSE:

See overleaf for detail.



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5. ENVIRONMENTAL

1. The Environment Agency has a commitment to achieve Net Zero by 2030. Please outline how you will deliver **this contract** in support of this ambition? [Environment Agency: reaching net zero by 2030 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/environment-agency-reaching-net-zero-by-2030)
2. Describe the programme for the required services and outline how this will deliver best Value to the Agency whilst minimising any negative environmental impacts associated with the work, including a description of how this would be measured throughout the lifetime of the contract.

PAGE LIMIT: Maximum 3 A4 pages, 11-point Corbel font

RESPONSE:

See response overleaf for detail.

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6. RISKS

- 1. Can you please describe the key risks for the project and outline how you plan to manage and mitigate these risks?
- 2. The table below provides some risks related to this project. Please complete the risk register and add in your perceived risks for the project.

PAGE LIMIT: Maximum 2 A4 pages, 11-point Corbel font

RESPONSE:

See overleaf for detail.

[illegible]

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Appendix 1: Relevant breakdowns of cost for each activity (as per resource and pricing schedule guidance)

See overleaf for detail.

Pricing Schedule

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Homes England Multidisciplinary Framework	
Further Competition Invitation to Tender - Resource and Pricing Schedule Assumptions	
Environment Agency National Borehole Decommissioning Project	

