



19 February 2019

To whom it may concern,

**Re: Quote Request – Quantity Surveyor, Technical advice services**

In the course of delivering the SUNRISE project, funded by the ERDF (European Regional Development Fund) Staffordshire Wildlife Trust is seeking quotes for the following services, and invites you to provide a quote for our consideration.

General Project Background:

The SUNRISE Project is an ERDF (European Regional Development Fund) funded partnership project. The aim of the project is to improve biodiversity on targeted sites, 16 in total, chosen for the opportunity to increase ecological connectivity through the urban landscape of Stoke-on-Trent and Newcastle-under-Lyme, Staffordshire. The project partnership includes, in addition to Staffordshire Wildlife Trust, Stoke-on-Trent City Council (accountable body for the project), Environment Agency, Newcastle-under-Lyme Borough Council, Groundwork West Midlands and The Wild Trout Trust. Staffordshire Wildlife Trust’s role in the project is as the works delivery body for 13 of the project sites. The project began in 2018 and funding will extend to the end of 2020.

Staffordshire Wildlife Trust are the lead delivery partner within the project providing habitat restoration and management expertise and project / contract management experience. The Victoria Ground component of the project delivery incorporates a scale and complexity of construction and engineering methods and processes that are outside the expertise of the Trust, which is the reason for the requested assistance.

Site Specific Project Description:

The Victoria Ground (Stoke City Football Club former stadium) has been derelict since the late 1990s. The River Trent runs through the site in a concrete channel and then passes over a series of weirs before flowing through to a more natural state. Through the SUNRISE Project funding has been secured to create a new river channel running through the eastern side of the site adjacent to the A500 for approx. 500m. As part of the work public access will be created alongside the river, linking in with the existing network of public rights of way across the city.

The site is owned by developer St Modwen Homes. The first phase of a two-phase housing development has already begun on land to the west of the current course of the River Trent. It is anticipated that a further phase of development will follow the river diversion works.

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Although this project has no direct links with that development, some of the works included within the planning application, or required before the works within the planning application can be undertaken, will be procured and delivered by St Modwen Homes as the landowner, for example, land remediation and site clearance.

The river diversion scheme and associated work is currently the subject of a planning application, which it is hoped will be considered at a planning committee meeting in March. All plans and designs for the works proposed under the planning application can be found by accessing Stoke-on-Trent City Councils Planning Portal at: <https://planning.stoke.gov.uk/online-applications/> and searching for Planning Reference Number **63232**. The plans can be found under the Documents tab and are all categorised as ‘Application Documents’.

It should be noted that in response to questions already raised during the consultation period over some aspects of the Flood Risk Model submitted with the planning application that a new Flood Risk Model is currently being commissioned – until the outcome of this new model is finalised it cannot be ruled out that revisions to the plans may be required. Any such changes will be communicated with the successful contractor at an initial meeting.

A map detailing the location and extent of the Victoria Ground site has been provided below, full plans detailing works specifications are available through the planning portal link described above.

<p><b>Description of services requested:</b></p>	<p>Staffordshire Wildlife Trust (SWT) requires an experienced and qualified Quantity Surveyor to provide technical advice to include the following tasks:</p> <ol style="list-style-type: none"> <li>1. Pre-procurement:             <ol style="list-style-type: none"> <li>a) Review all works proposals, designs and specifications related to SWT’s delivery responsibilities submitted during the planning application process.</li> <li>b) Produce anticipated works methods and specifications for all aspects of the work to be procured by Staffordshire Wildlife Trust to facilitate procurement in compliance with ERDF funding guidelines (link provided below).</li> <li>c) Work with SWT project staff to liaise with St Modwen Homes regarding the split of required works to ensure delivery and financial responsibility of works is appropriately accounted for, differentiated and documented.</li> <li>d) Ensure all necessary regulations are considered in the works proposals and procurement process; for example, CDM 2015.</li> </ol> </li> <li>2. Environmental Consent Application:             <ol style="list-style-type: none"> <li>a) Having reviewed the works required, produce indicative method statements relating to work requiring consent under the Environment Agency</li> </ol> </li> </ol>
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	Environmental Permit process i.e. all works directly affecting the 'live' river channel.  3. TBC – Post Procurement: a) TBC – If required, provide technical advice on or interpretation of tender responses for SWT staff involved in the procurement evaluation process.
Delivery Period:	1. Before end March 2019. 2. Before end March 2019. 3. TBC – most likely April / May 2019.
List of Supporting Documents:	a) ERDF Procurement compliance - <a href="#">link</a> b) Planning application with all documents – details provided above. c) Overview map showing location of the works site in question.
Requested Quote content:	SWT requests that interested parties supply: 1) A day rate for providing the requested services, 2) A justified estimate of days required (the final number of days required will be discussed with the successful contractor following the quote request process), 3) Examples / Case Studies / References of previous comparable work, 4) Confirmation that there is organisational capacity to meet the delivery time requirements of this request.

Considerations in awarding contract:	<p>Required:</p> <ol style="list-style-type: none"> <li>1. Prior experience of comparable work.</li> <li>2. Ability to provide services in required time period.</li> <li>3. Cost.</li> </ol> <p>Desirable:</p> <ol style="list-style-type: none"> <li>1. Prior experience of ERDF funded project.</li> <li>2. Prior experience of Environment Agency Permit applications.</li> </ol>
<i>If any element of the requested services is to be deemed of higher priority in evaluating the quotes received it will be indicated here. If no priority is listed it should be assumed that cost is the primary consideration.</i>	

Please note that this request to provide a quote does not constitute a guarantee that the work will be offered. Staffordshire Wildlife Trust will inform all quote providers of the status of their quote. The Trust reserves the right to appoint multiple suppliers / contractors selected from those who supply a response to this invitation, or none at all, as required by the circumstances of the project.

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**Staffordshire  
Wildlife Trust**



**European Union**  
European Regional  
Development Fund



The Trust reserves the right to appoint suppliers based on a range of relevant criteria including but not limited to the contractor's experience and ability to deliver the specific requirements of the works, the delivery timescales, internal and project-level procurement policies and cost.

Acceptance of any provided quote will be communicated to the successful service provider and confirmation of the instruction to provide the services requested will be confirmed by purchase order.

Thank you for taking the time to consider this request,

Kind Regards,

Richard Guy

ERDF SUNRISE Project Manager

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Working for a Living Landscape

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Location of River Diversion Works  
Victoria Ground, Stoke-on-Trent  
ERDF SUNRISE Project



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European Regional  
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