

**Charnwood Forest
Landscape Partnership Scheme**

**Brief for the Delivery of Phase 2 of a
Natural Flood Management Project along the
Wood Brook in Charnwood Forest**

**Commissioned by the National Forest Company
As part of the delivery of a Landscape Partnership Scheme
for Charnwood Forest**



Background

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

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 buried in the debris, capture the first moments of complex animal 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 celebrates Charnwood Forest's internationally important geological 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 Phase 2 of the natural flood management project is to install 15 NFM interventions along the Wood Brook in Charnwood Forest. These include river restoration, wetland creation and bank protection measures and are outlined in the Charnwood NFM Phase 1 final report (see Appendix 3). 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.

During Phase 1, which was carried out between December 2020 and May 2021, a feasibility study was undertaken to lay the foundations for the capital works (Phase 2). Phase 1 included:

- A review of 30 potential interventions and prioritisation of 15 to be taken forward to Phase 2.
- site visits and topographical surveys.
- an ecological survey (including newt checks).
- service checks.

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- landowner liaison to develop detailed designs and secure in principle agreements for each intervention.
- detailed designs and costing for 15 interventions.
- an outline capital works plan.
- post-installation monitoring options.
- preparation of supporting documentation e.g., for drainage consents and permissions.

Following the completion of the above, we are now ready to begin Phase 2: the capital works/installation phase. This will be delivered over the next c.18 months (September 2021 – March 2023).

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, 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 stages to the capital works:

Stage 1: Review of the Final Report and Designs 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 designs and modify these in the light of any subsequent information received since the feasibility report was completed in May 2021. Modified designs should also be reviewed with the landowner to ensure that they are still happy with the work that is being proposed.

Stage 2: Interim Report (including results of any additional surveys, permissions and consents)

- Completion of any required additional surveys identified either in the feasibility report or through the Stage 1 review above e.g. specific ecological surveys.
- Secure all formal landowners' consents in writing.
- Submit all permissions and consents for interventions requiring them. These may include but are not limited to ecology, archaeology, drainage and planning permission.

Stage 3: Capital Works 1 (Financial Year 2021/22)

- Complete capital works scheduled for 2021/22 (cross-slope planting, online ponds, leaky barriers, wetland).
- Devise an appropriate monitoring and maintenance plan for each intervention with the Project Board and with the landowner.

Stage 4: Capital Works 2 (Financial Year 2022/23)

- Complete capital works scheduled for 2022/23 (offline ponds, bunds, paleochannel interventions, wetland meadow).

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- Devise an appropriate monitoring and maintenance plan for each intervention with the Project Board and with the landowner.

The budget for Phase 2 of the NFM project is £60,000 inclusive of VAT. This includes site supervision, project management, contractor costs, fencing and all materials.

Any processing and/or administrative fees associated with obtaining formal consents and permissions, e.g. planning application fees, drainage consent fees will be met directly by the Landscape Partnership Scheme. Any costs associated with monitoring post-installation of the interventions will also fall outside of the scope of this budget.

Outputs

The main outputs will be:

- 1) a full capital works plan including final designs.
- 2) a short interim report detailing the results of any additional surveys completed, copies of all permissions and consents and an agreed monitoring plan.
- 3) 15 NFM interventions installed on the ground and a maintenance and monitoring plan for each intervention in place.

Deliverable	Date of completion:
Final designs and full capital works plan.	30 th October 2021
Short interim report including results of any additional surveys completed. Final permissions and consents. Agreed monitoring plan for the interventions.	31 st December 2021
Installation of interventions programmed for 2021/22. Maintenance and monitoring plan for the installed interventions	31 st March 2022
Installation of interventions programmed for 2022/23. Maintenance and monitoring plan for the installed interventions	31 st March 2023

Project timescale

We anticipate that the contract will commence on 13th September 2021. **The project is to be completed by 31st March 2023.**

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 deliver the capital works. A timetable should be included showing key milestones and deliverables.

The Charnwood Forest Landscape Partnership Scheme is a publicly funded project. Contractors should also consider how they can support the LPS Delivery Team to explain the NFM project to the public in an engaging way to help them to understand the value of working with natural processes.

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.

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 £60,000 inclusive of VAT. This must include project management costs and all costs of the installation, including site supervision, project management, contractor costs, fencing and all materials such as seeds, piping etc. Additional fees associated with obtaining consents and permissions will be borne by the Charnwood Forest LPS and are outside of the scope of this budget. Costs associated with post-installation monitoring are also outside of the scope of this budget.

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 13th September 2021 with EA and the Charnwood Forest Programme Manager. A short, written update from the contractor will be expected by email monthly. Review meetings will be held with EA following the completion of each stage of work/key deliverable so that feedback can be given prior to embarking on the next stage of work.

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 Charnwood Forest NFM Phase 1 Final Report

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 3rd September 2021**.

Please send to Angela Beech, Director of Corporate Services, *(in a sealed envelope marked 'Proposal in Confidence – NFM 2')*

The National Forest Company

Bath Yard
Moirs
Swadlincote
Derbyshire
DE12 6BA

Or email to abeech@nationalforest.org with the subject header 'CONFIDENTIAL - Proposal – NFM 2'