Coastal Riverscapes

The role of habitat migration corridors in adaptation to sea level rise

Date: December 2023

Version: XXXXXX/R (project code number / if required)



Request for Quotation

Coastal Riverscapes – the role of habitat migration corridors in adaptation to sea level rise

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

**Email:** [**Louise.Denning@naturalengland.org.uk**](mailto:Louise.Denning@naturalengland.org.uk)

**Date:** 18 December 2023

**Time: 12:00 GMT**

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

Contact Details and Timetable

Louise Denning will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | **5 December 2023** at 12:00GMT |

|  |  |
| --- | --- |
| Deadline for clarifications questions | 14 December 2023 at 12:00GMT |
| Deadline for receipt of Quotation | 18 December 2023 at 12:00GMT |
| Intended date of Contract Award | 8th January 2023 |
| Intended Contract Start Date | 9th January 2023 |
| Intended Delivery Date / Contract Duration | 9th January 2023 to 31st March 2024 |

Section 1: General Information

Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

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|  |  |
| “Authority” | means Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

Conditions of Contract

The Authority’s Standard Good and Services Terms & Conditions (used for purchases under £50k)can be located on the [Natural England website](https://www.gov.uk/government/publications/natural-england-terms-and-conditions-for-goods-and-services) and will be applicable to any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

Prices must be submitted in £ sterling, exclusive of VAT.

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

**Sustainable Procurement**

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf.

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition.

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification of Requirements

Background to Natural England

Natural England is the Government’s adviser for the natural environment in England. We help protect and restore our natural world. Our job is to help create the conditions for nature to thrive and in turn, people can too. A healthy environment and a vibrant economy must go hand in hand - our economic prosperity and well-being depends upon doing so.By working together to restore our depleted natural world we can secure the building blocks of clean water, food security and biodiversity, that the economy needs to prosper in the long term. At the same time, we can unlock the Nature-Based Solutions, (NBS), reduce and mitigate the impacts of climate change. We will be maximising the contribution that NBS makes to our net zero ambitions, tackling the climate change challenge and wider environmental hazards and threats with a particular emphasis on developing Nature Recovery Networks and improving the resilience of our protected sites through SSSI reform.

Our approach is to work at scale, collaborating with a diverse range of delivery partners. We will provide our expertise, evidence and partnership-building skills, working within communities, recovering nature together.

**Coastal Riverscapes – the role of habitat migration corridors in adaptation to sea level rise.**

Background to the specific work area relevant to this purchase

Coastal wetland ecosystems are expected to migrate landwards in response to rising seas. However, due to differences in topography and coastal urbanisation, estuaries and wider catchments vary in their ability to accommodate migration. Low-lying urban areas and flood prevention measures can constrain migration and lead to wetland loss (i.e. coastal squeeze), especially where existing wetlands cannot keep pace with rising seas by vertical adjustments. Consequently, there is a need to identify the most suitable landward migration corridors and better quantify the potential for landward migration and adaptation to sea level rise (Borchert et al, 2018).

Several types of low-lying coastal habitats, but notably coastal grazing marsh, saline lagoons and saltmarsh are likely to be adversely affected by inundation. Saltwater flooding poses a significant threat to these habitats as many of their associated flora and fauna tolerate a finite range in salinity or flooding conditions (Olff et al., 1988; Boorman, 1992). The morphology of estuaries is likely to alter substantially, particularly in the south-east of England (Mitchell et al 2007) where they are most at risk from the combined effects of isostatic adjustment and rising sea levels (Davidson et al., 1991).

As the rate of sea level rise accelerates in response to climate change, coastal wetland resources could be lost in areas that lack space for landward migration. Migration corridors are particularly important in highly constrained estuaries where, due to low-lying coastal development, there is not space for wetlands to move and adapt to sea level rise. Future-focused landscape conservation plans that incorporate the protection of wetland migration corridors offer the potential to both increase the adaptive capacity of these ecosystems and reduce the vulnerability of coastal communities to increased flood risk (Borchert et al, 2018).

Requirement

A quotation is being sought for the development of a geospatial layer informed by analysis and modelling of environmental parameters to identify potential coastal freshwater wetland habitat migration corridors. Opportunities to accommodate both lateral and upstream expansion of the current tidal zone in response to climate driven sea level rise.

This is to include the application of field measurements, GIS and simulation modelling to predict the effects of increasing saline influence upon estuaries and tidally influenced ecosystems to identify potential migration corridors and develop strategies for habitat adaptation to climate driven SLR.

The model should build upon existing decision-making tools and modelling around habitat sensitivity to saline inundation and relative restorability. Case studies will be developed for sites where environmental data recording responses to saline incursion are being collected and are available to calibrate/inform modelling for each catchment. Case studies should focus on Coastal Plain estuaries and rivers as their low-lying topography confers greatest potential for coast-wide tidal extension. Sites for consideration: Test (Hampshire), Adur, Arun and Cuckmere in Sussex.

Model simulations should be based upon Intergovernmental Panel Climate Change (IPCC) mean and maximum projections of sea level rise (SLR) for 2050 and 2100 respectively. The model should also take into consideration other environmental variables e.g. geomorphological data and potential for vertical accretion as well as learning from existing models developed e.g. SLAMM (Sea Level Rise Affecting Marshes Model) <https://toolkit.climate.gov/tool/sea-level-affecting-marshes-model-slamm>

It is evident from projected sea level rises that in an unconstrained situation, where there is no defence against inundation, that there will be significant losses of freshwater habitat and species because the coastal fringe landform will not accommodate displacement and relocation as the current freshwater wetlands become estuarine or saltmarsh in character. This conclusion is reflected in previous assessments such as the EN Living with the Sea (ChaMPs) studies, although these only considered EU designated habitats and species and did not explore the wider implications for Priority Habitats or the potential scope for habitat and species migration beyond the coastal fringe and its river valleys.

With climate change, saltwater is shifting landward into regions that previously have not experienced or adapted to salinity, leading to novel transitions in biogeochemistry, ecology, and human land uses. Relatively few studies have addressed the complex ecosystem responses or considered how wetland salinisation will affect habitats at the landscape scale.

This study will combine modelling and empirical data to develop an approach for understanding transitions resulting from saltwater intrusion and how to manage them in the interests of promoting coastal resilience.

This work is required to establish:

1. How coastal freshwater wetland habitats respond to saline intrusion and what ecosystem changes can we expect? Where will tidal extension be most evident?
2. What environmental parameters should be monitored as the best means of quantifying the spatial scale and rate of change? What are the tipping points? How do we measure these and calibrate for site specific nuances?
3. Methods for estimating pace and direction of change to inform planning for adaptation and transition.
4. Where replacement habitat should and should not be located to be certain of success.

For the wider project we are interested in understanding:

* How tidal incursion and ecosystem/change function at the catchment level.
* Enable predictions of the impacts of SLR and help to balance losses and gains over a landscape scale.
* Implications for riparian land use in estuaries and tidally affected rivers focusing on upstream migration of tidal freshwater wetlands.
* Inform the development of guidance on where land and river conservation and management efforts will have the greatest benefit at the landscape scale.
* Inform the Flood Risk Management Authorities of the implications for their plans -Lead Local Flood Authorities, Internal Drainage Boards (IDBs), Water Companies and Environment Agency (EA).
* Inform the development of Local Nature Recovery Strategy (LNRS).

**Tasks & Required Outputs**

Depending on the scope (and what is possible within the time and budget) the model will initially be developed as a detailed pilot focusing on one or two catchments where evidence of saline intrusion is supported by existing empirical data.

Develop a selection of suitable site characteristics (site-based criteria), which can be applied in the identification of locations offering opportunity/potential for sustainable large-scale relocation or re-alignment of coastal freshwater wetland habitats along the coast or inland.

Using the data and derived site-based criteria, explore and capture geospatially the scope inland for replacement sites.

Develop a spatial look at what habitats will be impacted by sea level rise (*i.e.* losses and gains) and what is available to compensate/restore/replace lowland and coastal freshwater wetland habitats, looking at adjacent land and up catchment.

For the purposes of developing this model consider projections of sea level rise and isostatic adjustment based on the IPCC mean and maximum projections of sea level rise (SLR) for 2050 and 2100.

It is suggested that the exercise is completed for all the affected coastal fringe and land behind for the case study catchments. It should include consideration of the implications of the statutory framework and how the designated sites network needs to evolve to accommodate these changes within and beyond existing site boundaries.

Develop, capture, and describe the process to enable replication across other sites identifying data required, decisions needed and constraints/barriers to develop the model/ methodology which could then be rolled out on a national (England) scale.

Using environmental data collected from the case study sites to:

* Calibrate the model.
* Test/monitor change from non-tidal to tidal freshwater hydrology in an “unmodified” “natural” estuary and those constrained by flood defences/coastal development/in channel barriers.
* Identify what climate/environmental data is required to inform our understanding of climate driven change to sites.
* What indicators should we expect to start to see to confirm whether such a change is happening.

Requirements of the geospatial mapping tool:

* Identifies zones of transition and natural migration corridors for coastal freshwater wetland habitats in response to increasing saline influence, where intertidal habitats will expand into at the expense of existing freshwater/lowland habitats due to saline intrusion.
* Identifies opportunities for habitat creation/restoration to replace, relocate and realign lowland freshwater habitats inland.
* Enables tracking/ estimation of pace of change taking into consideration variables such as freshwater flushing, abstractions, instream barriers, flood defences and vertical accretion.
* Identifies the optimal indicators of responses to change in response to fluctuating salinity.
* Build upon and be synergistic with the EA Restoration Prioritisation mapping.

We require the quotation to cover:

* Review and analysis of existing data to identify resources available that can be used to inform the model.
* Working with case study sites (and staff) to co available environmental field data to inform the model.
* Development of model and geospatial layer.

Spatial data must be in ESRI Shapefile or Geodatabase (v10.2.2 with a .lyr file) format and must have been through the [Esri Check Geometry](https://desktop.arcgis.com/en/arcmap/10.7/tools/data-management-toolbox/check-geometry.htm) tool.

Reports or documentsthat give more detailed information on the creation of the dataset or how to use the data should be in Word or PDF format.

A metadata file with must be included with the output so it is possible to understand the lineage (what information products have been used in the output) and ensure the correct licensing and copyright attributions are applied.

Metadata template – [Natural England Publishing Metadata Template EXTERNAL Guidance.DOCX (sharepoint.com)](https://defra.sharepoint.com/:w:/r/teams/Team2571/_layouts/15/Doc.aspx?sourcedoc=%7B8C68831C-AA2F-4848-807E-69D85A7A66EB%7D&file=Natural%20England%20Publishing%20Metadata%20Template%20EXTERNAL%20Guidance.DOCX&action=default&mobileredirect=true)

All data, media of any nature containing information and data or other material belonging to Natural England or relating to the Services shall be delivered promptly.

A suitable approach/method should be suggested by the contractor but could include a combination of methods if considered appropriate.

* Once all data has been collected and analysed, a separate written report providing description of methods/approach taken, constraints, limitations recommendations for further development and interpretation of the data is to be provided. Natural England requires the opportunity to comment on draft Final Reports. A draft report in MS Word should be received by mid-March in order for comments to be made. Final report and geospatial data will be due by the end of March, incorporating all comments. Tenderers should be aware that Natural England and Defra may publish reports. Reports should be in in NE commissioned report template <https://publications.naturalengland.org.uk/publication/5790636781600768>

All travel costs.

Key staff to work on this contract must be detailed with experience in the methodologies suggested clearly identified.

Please also include the following information:

* Proposed methodology and timeframes for achieving the specification
* Recent experience of carrying out similar contracts
* Risk Assessments
* Health & Safety Policies/Certificates
* VAT registration number
* Sustainable Procurement Practices
* Completed Mandatory Requirements (Annex 1)
* Completed Acceptance of Terms and Conditions (Annex 2)

Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 Year Environmental Plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project.

Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| 1 | Start-up meeting between project officer and supplier | Natural England | Either 2/3rd Jan or 8th Jan 2024 |
| 2 | Data collection, review analysis & model development. Optional site visit to case study sites. | Supplier | Jan/Feb 2024 |
| 3 | Draft geospatial layer run through call | Supplier | 29th Feb 2024 |
| 4 | Ground truthing model | Supplier & NE | Comments on digital model by Monday 11th March |
| 5 | Draft written report due in digital format via e-mail | Supplier | 18th March 2024  Return comments to contractor by 22nd March |
| 6 | Final report & geospatial layer digital format via e-mail | Supplier | 28th March 2024 |
| 7 | End contract |  | 31st March 2024 |

Payment

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. Suppliers may invoice after the project milestones have been completed. Please provide an invoice schedule with the submission, noting that the final invoice needs to be received and processed by the 31st March 2024.

It is anticipated that this contract will be awarded for a period of three months to end no later than 31st March 2024. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Technical – 60**%**

Commercial – 40**%**

Evaluation criteria

Evaluation weightings are 60% technical and 40% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Proposal | Methodology | Please provide details of the methodology and approaches proposed to deliver the requirements of this project.  Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  30% of technical score available  2) Be a clear, practical, achievable (within the available timeframe), and cost-effective methodology to deliver these requirements.  30% of technical score available  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project.  30% of technical score available |
| Key Personnel | Key personnel who will be directly involved in this contract and recent experience of carrying out similar projects.  10% of technical score available |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | Ability to deliver within budget & contract period.  100% of commercial score available |

Technical (**60**%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Tenderers should provide answers that meet the criteria of each technical question.

Commercial (**40**%)

The Contract is to be awarded as a 'fixed price' which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 40% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 60% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned:

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email**.** The successful supplier will be issued the contract via a Purchase Order.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3**

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Olff, H., Bakker, J.P. and Fresco, L.F.M. (1988) The effect of fluctuations in tidal inundation frequency on a salt-marsh vegetation. Plant Ecology 78:13-19

Prandle, D., Lane, A. 2015. Sensitivity of estuaries to sea level rise: vulnerability indices. Estuarine & Coastal Shelf Science 160, 60-68

Tully, K. *et al*. The Invisible Flood: the Chemistry, Ecology & Social Implications of Coastal Saltwater Intrusion. Bioscience. May 2019 Vol. 69. No 5 368-378.

**Annex 4**

**Data to Support this Work**

**Reports:**

ENRR 332 Targeting areas for the restoration and re-creation of coastal and floodplain grazing marsh March 1999

CHaMPs (NE Living with the Sea 2002)

Coastal Squeeze & the Maintenance of Wetland – Pilot Study (White Young Green 2006)

Methods to Assess, Model and Map the Environmental Consequences of Flooding: Literature review (June 2008) Science Report – SC060062

Developing Tools to Evaluate the Consequences for Biodiversity of Options for Coastal Zone Adaptation to Climate Change (Entec 2011)

Coastal Vulnerability of BAP Habitats report – Sarah Taylor & Michael Knight

Water & Wetlands TBG 2016: Review of the Priority Habitat “Coastal & Floodplain Grazing Marsh (CFGM)” as a component of functional floodplain ecosystems (in prep)

**Data to Support this Work**

* [Climate, cryosphere and oceans - Met Office](https://www.metoffice.gov.uk/research/climate/cryosphere-oceans)
* EA/ NE Estuarine and Coastal Restoration Prioritisation mapping <https://data.catchmentbasedapproach.org/maps/432e71d9c0db44f6a3231cadfca30805/about>
* CEH habitat restoration potential mapping **(will this be available to contractors?)**
* PHI for Intertidal habitats – saltmarsh and mudflat – latest version <https://www.data.gov.uk/dataset/4b6ddab7-6c0f-4407-946e-d6499f19fcde/priority-habitats-inventory-england> published in July 23.
* PHI for Lowland freshwater habitats including current CFGM – latest version <https://www.data.gov.uk/dataset/4b6ddab7-6c0f-4407-946e-d6499f19fcde/priority-habitats-inventory-england> published in July 23.
* LiDAR (constraints to inland migration - DEMs) <https://www.data.gov.uk/dataset/f0db0249-f17b-4036-9e65-309148c97ce4/national-lidar-programme>
* Topographical data (constraints to inland migration) – OS Master Map Topography layer is available under OGL (Open data) NE licence
* EA [Asset Information and Maintenance Programme (data.gov.uk)](https://environment.data.gov.uk/asset-management/index.html) identify locations where overtopping may be frequent
* Shoreline Management Plans – new SMP Explorer likely to be published after this project but data is available in a less useful form through .gov website [Shoreline Management Plan Mapping - data.gov.uk](https://www.data.gov.uk/dataset/0c492f70-8d54-42d9-ba2c-23cd2e513737/shoreline-management-plan-mapping)
* NAFRA2 dataset **(expected Autumn 2024)**
* Land Cover maps 2015 – **can contractors have access to this? CEH data set – spreadsheet says share under TOU Licence**
* **Sea Level Rise Affecting Marshes Model (SLAMM)** [**https://toolkit.climate.gov/tool/sea-level-affecting-marshes-model-slamm**](https://toolkit.climate.gov/tool/sea-level-affecting-marshes-model-slamm)
* Solid Geology (ie for calcareous/ neutral grassland sites) British Geological Society – can contractors have access to this? Spreadsheet says no cannot be shared publicly – although data is viewable through [GeoIndex - British Geological Survey (bgs.ac.uk)](https://mapapps2.bgs.ac.uk/geoindex/home.html?layers=BGSBedrock625,BGSSuperficial625,BGSDykes625,BGSFaults625&_ga=2.67412051.374585469.1673974764-52150615.1673974764) 1:625,000 scale maps available to download
* EA saltmarsh extent & zonation - available through .gov web site [Saltmarsh Extent & Zonation - data.gov.uk](https://www.data.gov.uk/dataset/0e9982d3-1fef-47de-9af0-4b1398330d88/saltmarsh-extent-zonation)
* National Biodiversity Climate Change Vulnerability Data – [National Biodiversity Climate Change Vulnerability Assessment (England) - data.gov.uk](https://www.data.gov.uk/dataset/4754c2ba-ec60-4356-98ae-cbfaaa30a43e/national-biodiversity-climate-change-vulnerability-assessment-england)
* CABA data explorer has lots on river catchments and coast/ estuaries [Explore Data (catchmentbasedapproach.org)](https://data.catchmentbasedapproach.org/pages/explore-data)
* Channel Coastal Observatory <https://coastalmonitoring.org/>
* SCOPAC <https://southerncoastalgroup-scopac.org.uk/>
* Flood Risk 2/3 maps for short and medium levels of risk

<https://www.data.gov.uk/dataset/cf494c44-05cd-4060-a029-35937970c9c6/flood-map-for-planning-rivers-and-sea-flood-zone-2>

<https://www.data.gov.uk/dataset/bed63fc1-dd26-4685-b143-2941088923b3/flood-map-for-planning-rivers-and-sea-flood-zone-3>

* TR167-Enhanced UK Estuaries database: Development of estuary morphological models – HR Wallingford 2012

<https://eprints.hrwallingford.com/904/1/DDY0427-RT002-R02-00.pdf>

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