ERDF SUNRISE Project

European Union
European Regional Development Fund

Invitation to Tender for:
River Realignment Works on the River Trent, Leek Road Campus of Staffordshire University, Stoke-on-Trent, Staffordshire.

SUNRISE 04 2019-2020: River Realignment, Staffordshire University Campus, Stoke-on-Trent

Tender Return Date:
5PM, FRIDAY 13TH DECEMBER 2019

Nominated Officer, and contact for any tender queries:

Richard Guy, ERDF SUNRISE Project Manager
r.guy@staffs-wildlife.org.uk
01889 880129
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Do not send tender returns directly to the above email address, see submission details in the tender document – Section 6.

Site Visits: All Contractors will be expected to visit the site before submitting a tender.

Wednesday 4th and Thursday 5th December have been set aside as days when the nominated officer will be available to show prospective contractors the site. Contractors should contact the Nominated Officer to book a visiting time on those days.

If a contractor is unavailable to visit the site on one of these dates, they should speak to the nominated officer about alternative arrangements, but there will be no guarantee of any visit outside of those dates being accompanied by a member of the project team.

During these visits, site parking charges will apply to all visitors.

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Staffordshire Wildlife Trust

European Union
European Regional Development Fund

SUNRISE 04 2019-2020:
River Realignment, Staffordshire University Campus, Stoke-on-Trent

Tender Contents:

Appendices included in the Invitation to Tender Document:

Appendices made available as separate documents:

Appendix A: Detailed Design, AquaUoS
Appendix B: Feasibility Report, AquaUoS
Appendix C: AquaUoS Risk Register
Appendix D: Western Power Distribution, Services Information
Appendix E: Cadent, Services Information
Appendix F: Environment Agency Permit
Appendix G: Risk Assessment (From EA Permit Application)
Appendix H: Management System (From EA Permit Application)

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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 and ecological connectivity between 16 sites in 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 delivery in September 2018 and funding will extend to the end of September 2021.

The majority of sites are local authority owned, but a few are owned privately by stakeholders supportive of the project goals. One of those private landowners is Staffordshire University who have agreed for improvements to be undertaken on their Leek Road Campus in Stoke-on-Trent. The Trent and its tributaries are a key feature in the planning of the SUNRISE Project sites, forming the back bone of the 'green corridors' which connect many of the sites together. The River Trent flows through the Leek Road campus, including a nature reserve area (not formally designated) owned and managed by the University.

Within the University campus the river has been straightened and its banks armoured, limiting opportunity for hydrological, geomorphological or biological diversity and dynamism. As such the range of habitat provision for riparian and other associated species is very poor compared to that typically found along a river of this type. The SUNRISE Project, as part of its objective to undertake river restoration and wetland enhancements along the river Trent corridor, has worked with the University to agree an ambitious river realignment / restoration design to significantly improve this stretch of the river. This tender seeks to appoint a contractor to undertake this work.

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CONTRACT OBJECTIVES, SPECIFICATIONS & CONDITIONS (SECTION 1)

1. Contract Objectives
   a. The primary objective of this contract is to follow the provided designs to facilitate a channel realignment and diversification with linked habitat improvement works along the River Trent corridor within the Leek Road Campus of Staffordshire University, Stoke-on-Trent, Staffordshire.
      i. The proposed design (Image 1 below; full design documents included as Appendix A) will increase hydrological and geomorphological diversity within the site, leading to improved potential for habitat and biological diversity with added benefits for flood water attenuation and water quality.
      ii. The Trust is seeking a contractor experienced in river / wetland restoration projects of a similar scale, operating in similarly sensitive conditions and utilising well proven methods and equipment, including and especially environmental protection measures.
   b. The target delivery period for the works is January and February 2020, full details of the delivery period are set out in Section 1.2.
      i. This timing places the work in Salmonid spawning season. Robust and comprehensive silt control measures will be a crucial element of the successful tender submission, and all such measures will be reviewed by the Environment Agency prior to final work approval. See Section 1.7 and referenced appendices for additional information on EA requirements and compliance.
      ii. Due to the potential for extreme weather and / or high water events occurring during the delivery period, this may be extended into March if required by factors outside the control of the contractor.
   c. Throughout the works the contractor will be required to maintain regular communication with the Nominated Officer and other Trust and / or Project Partnership representatives as requested to track project progress.
      i. The nominated officer will be Richard Guy, ERDF SUNRISE Project Manager.
   d. The work is to take place on the estate of Staffordshire University. Close liaison with University staff (coordinated through the Trusts Nominated Officer) will be required throughout the contract to ensure University requirements are complied with (see Appendix 2), that the welfare of University students, staff and visitors is considered at every stage of the works, and that the end result is satisfactory to all stakeholders.
   e. The appointed contractor will be required to fulfil the role of Principal Contractor under CDM (2015) regulations. See Section 1.6 for additional details.
   f. The work is subject to an Environmental Permit issued by the Environment Agency as the statutory body responsible for rivers. See Section 1.7 for details of contract requirements to ensure compliance with the permit.

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Image 1: River Realignment Design as produced for SWT by AquaUoS. Full design document included as Appendix A.

2. Delivery Period:
   a. **Works Commencement:** Works delivery should commence in January 2020.
      i. A formal commencement date will be agreed in a pre-works meeting between the Trust, the successful Contractor and the Land Owner (Staffordshire University) once the contract has been awarded.
      ii. It is the aim of the trust to inform the successful contractor of their appointment before the end of December 2019.
      iii. Works commencement is conditional upon approval of submitted methods by Environment Agency in line with the provisional granted permit – see Section 1.7.
   b. **Works Completion:** Works delivery should conclude by the end of February 2020**.**
      i. In the event of extreme weather conditions, high water levels or other factors outside the control of the contractor which prevent works from taking place, this required completion date may be extended into March in consultation with the Trust and the Land Owner.
   c. **Works Programme:** All tender submissions should include a provisional work schedule detailing:
      i. The contractor's availability to begin works in line with the commencement date listed above,
      ii. Anticipated duration of work,
      iii. Anticipated completion date complying with the completion date above,
      iv. Estimated milestones within the work programme,
      v. Any working time contingency allocated to account for the possibility of a work delay due to factors outside the control of any of the contract parties; e.g. high water levels or extreme weather events.
   d. **Restricted Dates / Times:** The work site forms part of the campus of Staffordshire University, an active higher education establishment. The University has requested that the following working periods are observed to restrict the potential for disturbance to students, staff and other site users.
      i. While the work is taking place at some distance from most University buildings, those closest to the work site are accommodation blocks. The work on site should be undertaken within normal working hours (9am – 5pm) to ensure that disturbance to resident students is kept to a minimum.
      ii. The University frequently hosts events on weekends. In order to prevent disturbance to these events and their guests, weekend working will not be permitted as a general rule. Exceptions may be made to this for specific circumstances but must be agreed between the contractor, the Trust and the Land Owner in advance.
      iii. It is not expected that the works will interfere with the normal operation of the University outside of these considerations. However, during sensitive activities, i.e. exam periods, the contractor must remain open to consultation with University staff regarding potential noise disturbance and how to limit or avoid it.
      iv. The Trust will endeavour to make the contractor aware of any days or periods where exams or other sensitive activities are taking place, before the start of works, or with as much notice as is possible for activities organised at short notice.
   e. **Defects Period:** A 12 month defects liability period will be required as a condition of the contract. This will require the contractor to return and rectify any failure or defect resulting from poor workmanship or faulty materials installed or used.
      i. Due to the nature of the proposed work, including the limited use of or reliance on materials or products in the final work result such defects are considered to be unlikely but such cover is required to protect the land owner, a third party to this contract.
      ii. To further mitigate against the potential for future rectification, periodic work supervision and checking by the Principle Designer, and other project team members has been arranged to ensure works are proceeding in accordance with approved designs. The Principle Designer will also be available for consultation should unforeseen circumstances require modification to the original design.
   f. Please review Appendix 2 for Staffordshire University Requirements, Terms & Conditions for contractors undertaking works on its estate. These include further information about working times and related considerations.

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3. Work Site – General Information and Considerations.
   a. The work site is within the Leek Road Campus of Staffordshire University in Stoke-on-Trent, Staffordshire.
      i. Campus Postcode: ST4 2BP
   b. See Site Map, Appendix 4 for spatial reference on all items listed below.
   c. The work spans approx. 400m of the river Trent which flows south-west through the Campus.
      i. OS Grid Reference of North Eastern (upstream) extent of works: SJ 88719 45791
      ii. OS Grid Reference of South Western (downstream) extent of works: SJ 88450 45526
      iii. See maps included in the full River Realignment design documents provided as Appendix A.
   d. At the north-eastern (upstream) extent of the work site a clear span footbridge crosses the river. Works will begin immediately down stream of this feature.
      i. The bridge must not be damaged or negatively affected in any way during the works.
      ii. The bridge is for pedestrian traffic only.
      iii. The bridge is part of a permissive right of way connecting footpaths on both sides of the river; if the contractor wishes to close the bridge to pedestrian users for part or all of the work delivery period the University must be consulted, advanced notice given to site users and signs indicating an alternative route provided throughout the closure.
   e. At the south-western (downstream) extent of the site the works are in closest proximity to University buildings, specifically a Student Information Hub and one of the Universities Halls of Residence.
      i. Information on the work (e.g. the proposed outcomes, general methods, possible disturbance or disruption and approximate duration of the work) will be distributed in advance by the Trust and University to students in the accommodation block and via information boards within the Student Hub.
      ii. This is the area of work most likely to result in disturbance to students or other University users. Contractors should consider this in planning work in this area.
   f. A permissive footpath follows the route of the river along its western bank throughout the work area. The new course of the river will cut across the current route of the path.
      i. The path will need to be closed during the works and re-routed following works completion.
      ii. The path is unsurfaced, and is currently maintained as a mown path through the otherwise unmanaged buffer strip between the river and the playing fields. A similarly maintained path will be created and maintained following completion of the works and an appropriate re-vegetation period by the University Estates team.
      iii. The contractor will not be required to identify or establish a new path or the route of a new path as part of this contract.
      iv. The alternative route for path users during the period of closure will be to cross the playing fields outside of the controlled works zone. Signs should be erected informing path users of this option.
   g. Another permissive footpath allows access the closest access option to the river on the eastern bank.
      i. The route of this path should not be permanently affected by the works taking place.
      ii. This path will require closing in part during some phases of the work, as the path is the only option for machinery access to the river bank.
      iii. Where path closures are required, alternative routes should be signposted.
      iv. This path is unsurfaced along the whole section which will be required to allow access to the river for machinery. Reinstatement of the path at the conclusion of the works must be undertaken to allow continued use of the route by other site users.
      v. Contractors may wish to consider ground protection measures when working on or in the vicinity of the path to limit damage caused by vehicle movements, and reduce the level of reinstatement required following work completion.
   h. The work site is immediately adjacent to the Universities playing fields.
      i. The playing fields will continue to be used during the works period – no element of the work should interfere with the boundaries of the playing fields as currently laid out.
      ii. No vehicle movements across the playing fields will be allowed.
   i. Proximity of Services

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i. Overhead power lines cross the work site via a series of pylons (see Site Map). While considered to be at a height which will not prevent work taking place, the contractor should put in place appropriate precautions and risk management measures required to work safely in proximity to high voltage power lines. Information provided by the Utility Company responsible for the power lines, Western Power Distribution, has been provided in Appendix D.
ii. The University has provided information showing that to their knowledge, no other major services are present within, or in the immediate vicinity of, the work site.
iii. The Trust has also undertaken a Services check which has not identified any services to be present within the boundary of the work site.
iv. However, a gas pipe line was identified within a buffer zone of the work site. The Trust has communicated with Cadent, the organisation responsible for the pipe line to explain the nature of the work. The response from Cadent has been provided as Appendix E. As the pipeline is outside of the work zone it is not considered that any specific considerations will need to be put in place as a response, but the contractor must review the information and provide for the proximity in their method statements as they see fit.
v. The provided information does not remove the responsibility of the Contractor to satisfy themselves through additional checks or other measures prior to works commencement to confirm the above findings, and facilitate the production of methods statements and risk assessments associated with the works programme.

j. Tree Protection
   i. Trees which are not required to be removed during the course of the works should be protected in situ to ensure disturbance is kept to a minimum.
   ii. Tree protection measures should comply with the current version of British Standard BS 5837, Trees in Relation to Construction where ever possible. Where compliance with these standards are not possible due to the proximity of the works this should be identified with the Nominated Officer prior to works starting.
   iii. Bat boxes have recently been installed in a small cluster of trees near to the footbridge as a mitigation measure for demolition work elsewhere on the University Estate. These trees must not be disturbed or damaged by or during the work. Their location will be pointed out during site visits.
   iv. The Trust will oversee replanting efforts to replace lost trees separately to this contract.
   v. For information relating to trees and other vegetation known to require removal during the course of the works please see Section 1.5.
k. Protected Species
   i. SWT will undertake final checks for protected species, i.e. Badger Sett's, Otter Holt's or resting areas, in the vicinity of the works site or access routes prior to the commencement of works.
   ii. If any such areas are identified they will be cordoned off to avoid disturbance during the works.
l. Biosecurity and Invasive Species
   i. Himalayan Balsam (*Impatiens glandulifera*) is abundant in the work area. A recent invasive species survey did not identify Japanese Knotweed (*Fallopia japonica*) in the work area, but it has been present on other areas of the site recently.
   ii. Signal Crayfish (*Pacifastacus leniusculus*) are known to be present in the Trent in the area of the works.
   iii. The contractor should put in place thorough cleaning regimes for all machinery, especially tracks and / or wheels prior to leaving site to prevent the spread of plant material or pathogens.
   iv. All equipment used for 'wet working' should be disinfected using Virkon Aquatic before leaving the site.

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4. Work Site - Access and facilities
    a. Contractor Access to the University Campus
        i. All vehicle access to the University Campus, whether for day-to-day staff access, or for equipment and material delivery prior to, during and at the conclusion of the works period will be via one of two access points:
            1. The main University access road off Leek Road (A52) opposite Cauldon Road, ST4 2BT; primary access point and for all access relating to work to the west of the river.
            2. Via Lordship Lane off Leek Road (A52), ST4 2DH; specifically, for equipment or material deliveries relating to work to the east of the river.
    b. Parking and Vehicle Access
        i. Parking on the campus is in limited supply and on a first come, first served basis. Another construction operation elsewhere on site which will run concurrent to this works package has removed one car park from active operation further exacerbating the parking shortage.
        ii. The University campus parking system is maintained by a third party organisation operating an ANPR (Automatic Number Plate Recognition) "Pay by phone" System. At present, this requirement to pay for onsite parking will apply to all contractor staff vehicles accessing the site.
            1. It may be possible to add official contractor vehicles to a permitted list of vehicle exempt from payment, but this cannot be confirmed until after contract award.
            2. In no event will private vehicles of contractor staff be considered for exemption.
            3. The current parking charges are £6 for 8 hours, and £12 for 24 hours.
        iii. For the above reasons it is recommended that contractor staff consolidate travel arrangements where possible and travel in as few vehicles as practical both to reduce burden on the car park availability and to reduce the cost of parking over the course of the works.
    c. Sign in procedures
        i. A representative of the Contractor will be required to sign all contractor team members who will be present on site into and out of the University estate at the main Site office in the Cadman building (see Appendix 5 for University Campus Map) at the start and end respectively of each working week.
        ii. In addition, the contractor must keep a daily sign in / out record for the work site specifically, covering all staff and visitors on site to corroborate the weekly sign in information.
        iii. A copy of the sign in record should be made available to the University team if / as required.
    d. Storage Compound(s)
        i. The Contractor will be granted access to the existing secure compound used by the University Estate maintenance team adjacent to the main University car park and accessed via the main University entrance (indicated on the Site Map – Appendix 4) for vehicle and equipment storage during the works. Approximately 65 sq. m. of hard standing can be made available for primary vehicle storage within the existing compound.
        ii. Keys to the compound will be made available to the contractor during the works; any keys issued must be signed for, and returned immediately upon conclusion of the works.
        iii. If more space for vehicle / equipment / materials storage is required, an overflow compound may be set up. An overflow storage area is indicated on the Site Map (Appendix 4). Any overflow compound would need to fenced and secured by the contractor.
        iv. If a second compound or vehicle storage area is deemed necessary by the contractor for vehicle(s) on the eastern side of the river, the University must be consulted as to where this could be sited and for what proportion of the works period.
        v. The cost of any additional compounds / storage facilities must be stated in Section 4: Itemised Costs.
        vi. All storage of materials, equipment or vehicles will be at the risk of the contractor.
    e. Welfare Facilities
        i. Welfare facilities are available on campus which will be available for the use of contractor staff. This should offset the need for the contractor to provide standalone welfare facilities for their staff.

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ii. The Contractor will need to satisfy themselves that the facilities made available are compliant with CDM regulation requirements to provide welfare facilities.
iii. If the contractor wishes to provide their own welfare facilities or any other self-contained unit as a site office or for any other purpose, they will first need to seek approval from the University for its siting and installation.

f. Access route to Work Area, western bank (Primary access route)
   i. The primary access for machinery to the work site will be through the storage compound identified above.
   ii. The route will follow the extreme boundary of the University playing fields until it reaches the buffer strip along the river. The route will then follow the buffer strip until inside the work area.
   iii. Use of this route must avoid all playing fields as currently laid out by the University. Initial surveys deem this to be easily achieved. If the contractor believes after visiting site that this is not possible they should raise that concern in their tender submission to allow alternative routes to be considered.
   iv. Given the nature of the work, the site conditions and the time of year that the works will take place, it is strongly recommended that low ground pressure equipment is used to limit damage to the access route and work areas.
   v. The Site Map, Appendix 4 shows the described route.
g. Access Route to Work Area, eastern bank (Secondary access route)
   i. Access for machinery required on the eastern bank will be via Lordship Lane and / or the car park at the Clarice Cliff Halls of Residence.
   ii. Given the nature of the work, the site conditions and the time of year that the works will take place, it is strongly recommended that low ground pressure equipment is used to limit damage to the access route and work areas
   iii. Machinery, equipment and materials movements on this side of the river should be limited as much as is possible due to considerations over secure storage, ease of access and proximity of access route to the accommodation block with the increased possibility of disturbance to students.
   iv. The preferred access route is described below. If this is deemed to be unsuitable there is one alternative that might be possible depending on machinery size, but would be more problematic, details of this route are also provided. The contractor must detail which they intend to use based on their knowledge of the machinery proposed for use, including dimensions, weights, ground pressure, manoeuvrability, etc. The Site Map, Appendix 4 shows the preferred route. The alternative can be viewed during an arranged site visit if the first option is not deemed suitable.
      1. Preferred option - Via the Clarice Cliff Car Park:
         a. Vehicles would need to be tracked across the grass verge between the accommodation block and a boundary hedge. The width of this verge is restricted by trees in a few locations. The narrowest point is approximately 4m wide.
         b. Some trimming of overhead branches may be required to enable easy access.
         c. At the far end of the accommodation block the access route would follow an existing path into the grassland area behind the block. The vegetation on either side of the path may need to be cut back to provide clear access for machinery.
         d. Once within the grassland area vehicles would be tracked along the field margins to the far side of the grassland area where an existing opening in the hedge may need to be widened to allow room for vehicles to pass through.
         e. It is not anticipated that any replanting would need to be undertaken as a result of any trimming or widening work on the access points in the hedgerows.
         f. Any damage to the grass verge adjacent to the accommodation block would require levelling and re-seeding following the conclusion of the work.
         g. If damage to the grassland area margins is significant, it would need to be rectified and reseeded following final use of the route. Reasonable levels of disturbance resulting from its use which will readily regrow would be acceptable. The need for

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reinstatement will be discussed with the Trust and the University prior to the conclusion of works when the conditions can be seen and reviewed together.

h. Some parking restrictions may need to be instigated to ensure the access point remains clear. This should be kept to a minimum to limit the impact on the already limited parking on campus.

2. Via Lordship Lane:
    a. After the entrance for the Clarice Cliff car park, Lordship Lane is closed to general traffic and continues as a bridleway / sustainable transport route. It has recently been developed including new access furniture allowing bridleway users only and a new bonded resin surface.
    b. As part of this redevelopment a locked barrier has been installed which provides access for vehicle movements when required. The barrier is positioned at an angle to the main path making it awkward for access with larger vehicles. It is also narrow, the maximum width of vehicles admitted by the barrier is approx. 2.8m.
    c. This route is a public right of way owned and maintained by the council. As such in order for this route to be used the council Rights of Way and / or Highways Department would have to approve the use of the right of way for vehicular movements, including any required closure. Any liaison required to negotiate this use would be the responsibility of the contractor.
    d. It is anticipated that if the Council were to allow use of the lane, that protection measures would be required to prevent damage to the brand new path surface.
    e. This access route would require at least 100 m of the lane to be traversed before turning left onto the University owned grassland at a suitable point. From there as with other route options, machinery would need to be tracked along the field margins to the access point in the hedge on the far side.
    f. Some overhanging trees may require trimming to allow access for tall vehicles such as excavators along the required section of the Lordship Lane bridleway. Permission for this trimming would also need to come from the Council.
    g. Any damage to the path resulting from its use would require reinstatement to the standard required by the Council. Again, responsibility for negotiating the required standard of reinstatement would be the responsibility of the contractor.
    h. As vehicle access to this gate is rarely required, parked cars frequently block this access gate. This parking would need to be managed during the works to ensure that contractor vehicle movements were not impeded by parked vehicles. As the parking in question is on a public highway any formal parking control or management measures would again require council approval.

h. Site Logistics Plan
    i. Following the contract award but prior to works commencement, the successful contractor will be required to submit to the Trust and the University a proposed Logistics Plan detailing all anticipated vehicle movements onto the University grounds.
    ii. This plan should take account of and aim to avoid where possible busy periods of traffic on the University Estate with regards to HGV deliveries. The University can provide further information on typical high traffic periods.
    iii. See Appendix 2 for specific requirements set by the University with regards to traffic movements and deliveries on site during the course of the contract.

i. Reinstatement following works
    i. For clarity, the contractor should plan on undertaking reinstatement of all damage resulting from the use of access routes in the course of this contract.
    ii. The University and the Trust are aware that given the time of year, and the site conditions some damage is unavoidable, but it is expected that appropriate and proportionate steps will be taken to limit the damage as much as is practical.

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iii. The Trust will take a series of photographs prior to work starting to use as an existing condition reference. These will be shared with the contractor and the University and will form the reference point against which discussions will be held to decide the level of reinstatement required prior to the completion of works.
iv. Reinstatement will be proportionate to the circumstances, but contractors should consider in costing this provision that due to the nature of the site as an active campus for fee paying students a high standard of reinstatement will be required, particularly where access routes are in well used, highly visible areas of the campus.

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5. Detailed Work Requirements, Methods and Considerations
    a. **Excavation and Machinery:** The detailed design (see Appendix A) requires extensive excavation and earth movements adjacent to and within the existing channel to create an alternative route for the main river channel.
        i. The design cross sections include calculated levels and gradients for final bed and bank conditions which must be adhered to in order to ensure an appropriate flow regime is created for the new river channel.
        ii. To ensure this level of accuracy is attained the Trust would prefer the proposed method to include the use of programmable excavating machinery. While not specifically a requirement of the contract other techniques would need to be justified as comparably accurate for consideration.
        iii. It is assumed that in order to efficiently complete the designed works that machinery access to both sides of the river will be necessary, and therefore more than one excavator will be required on site. Also, to facilitate large scale movements of excavated material that dumper trucks or similar will be required. Contractors should include in their method statement details on machinery types, sizes, numbers, and how work will be shared between multiple machines through the delivery of works.
    b. **Works Phasing**: The Trust would like to see the delivery split into distinct phases if practical.
        i. Phasing brings benefits to the University in reducing the area of the site which is access restricted i.e. that smaller sections will be restricted for shorter periods rather than a large area restricted for a long period; also in being able to track potential for disturbance to University staff, students and other users i.e. during those phases which are closest to buildings.
        ii. Regardless of wider work considerations, phased installation of sediment management measures, targeted specifically to address the specific issues identified for each phase of the work will be a requirement. Single interventions to manage the whole works will not be considered sufficient, however a 'catch all' intervention to capture any material not captured by the initial sediment management measures will also be required. More information on Environment Agency requirements and compliance in Section 1.7.
        iii. Contractors should demonstrate their phasing strategy in their tender return, with a plan showing proposed phase areas, and linked to the Work Programme / Work Schedule.
        iv. If a contractor does not wish to phase the work they must provide justification for not doing so and demonstrate that the potential benefits described can be achieved in other ways.
    c. **Managing Access to site:** The contractor should include in their method statements their intentions for managing access to the active work site during the course of the works through fencing or other exclusion measures.
        i. It is not deemed necessary to completely restrict other site users from the access routes providing that appropriate measures are taken to protect other site users from risk associated with vehicle or machinery movements along those routes.
        ii. All proposals will need to be compliant with the contractor's responsibilities under CDM regulations (see Section 1.6 for more information), including specific recommendations made within the EA Permit application relating to appropriate working practices in proximity to a water course (see Appendix H).
        iii. As the work site is in a flood zone, all proposals to use temporary fencing will need to be reviewed and approved by the Environment Agency prior to works commencement. If fencing is proposed a site plan showing approximate installation locations, durations, and fencing specification should be provided with the tender submission for review.
    d. **Site Clearance:** Some clearance of trees, scrub and other vegetation will be required to facilitate the works.
        i. Cleared woody material should be chipped where possible.
            1. Chipped material can be spread under existing vegetation. It should not be left in large piles, or spread so thickly that is smothers ground flora.

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ii. Where trunks or limbs which are too large to allow chipping are removed, they should be left in large sections, and placed within the wooded sections of the site as dead wood provision. The precise location can be determined with Trust and University staff during the course of the work.
iii. Some vegetation clearance may be required to allow access, i.e. widening gaps in hedges, trimming overhead branches.
    1. Where widening or trimming is required to allow vehicle passage it should be strictly limited to what is necessary to allow passage.
    2. All cuts should be cleanly made.
    3. Trimmed material should be chipped with other cleared vegetation.
    4. Any accidentally broken or damage branches, trees or shrubs should be trimmed or cut cleanly before works completion to ensure work site is left in a neat manner.
iv. If chainsaws or other similar tools are proposed for use in this clearance, the staff using such tools should be appropriately qualified and competent. Copies of qualifications will be requested prior to works commencement.
v. Turf removed from work areas prior to excavation may be retained where possible to assist in the landscaping / revegetation of the completed works. This is not a contract requirement if retention of this material is problematic to manage.

e. Cut & Fill Quantities, and Spoil Management

i. Anticipated volumes of excavated material – **See Table 5.1 below**.
ii. Anticipated volumes of infill material for channel features – **See Table 5.2 below**.
iii. Excess Spoil: It is anticipated that approx. **4,775m^3** of excavated floodplain sediment will remain after back filling works are completed. In accordance with the Spoil Management Plan (Appendix 6) that material should be:
    1. Spread in identified area within the University site, but outside of the flood plain limits.
    2. If any additional spoil remains after the above locations have reached capacity, excess material must be stored in temporary but stable mounds at locations to be identified by the University in the event that excess is identified. This material will be used by the University in other, unrelated projects in the near future.
    3. During works temporary spoil storage (i.e. between excavation of material and removal to final storage location) must be secured to prevent misuse or unauthorised access. Temporary spoil piles must not be so positioned as to create additional flooding risk by forming bunds and / or impeding floodwater from returning to the main channel following inundation of the flood plain.

f. **Sediment Management**: For details on requirements regarding the management of sediment release into the river, please see Section 1.7 – Compliance with Environment Agency Permit Requirements.
g. **Protection of existing features, habitats and species:** Care must be taken during works not to damage the adjacent habitats or features which are to remain alongside the completed river restoration scheme.
    i. Trees not identified for removal will be expected to be clearly cordoned off and protected, see Section 1.3j for more detailed information.
    ii. There is a linear pond parallel to the river which will remain in situ, vehicle movements should avoid damaging the existing habitat in and around the pond as much as is practicable during the work.
    iii. The contractor should put in place provision to carry out fish rescues when dewatering any section of the river channel. Training will be provided to all contractor staff at the beginning of works to ensure these rescues are appropriately thorough.
h. **Waste Management**: Due to the urban nature of the river, it is expected that during the works items of rubbish and waste will be extracted which are not appropriate for replacing back into the environment such as tyres, trolleys, push bikes etc.
    i. Disposal of these items will be the responsibility of the contractor. It is recommended that a skip is provided for collection of these materials as they are extracted from the river.
i. **Material Supply:** The supply of all materials required for the completion of the described works will be the responsibility of the contractor**.**

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i. Supply costs to be listed in Section 4, Itemised Costs.
ii. Supplied materials will be subject to checks to ensure they meet the requested specification before installation.

j. **Material Storage:** Contractors should supply a materials storage plan for all imported gravels or other bulk materials indicating how they intend to receive delivery of and store all materials required, and anticipated durations between delivery and installation.
   i. If bulk materials are to be stored loose in piles, the location, footprint, height, and measures to protect them from misuse must be approved by the University and the Trust prior to delivery.
   ii. All materials deliveries should be accounted for in the Delivery / Logistics Plan, to be provided by the successful contractor as described in Section 1.4.h.

Table 5.1: Anticipated volumes of excavated material

Feature(s)	Excavation Volume (m^3)	Material Type / Comments
New channel cutting / excavation (includes in-channel berms and Inset Berm 1)	2,150	Excavated floodplain sediment
Pool excavation x 1	10	Excavated gravels to be riddled / sieved and re-used for creation of riffles
Inset berms x 1 (Inset berm 2)	125	Excavated floodplain sediment
Backswamp channels and ponds	3,000	Excavated floodplain sediment
Total Excavated Material	**5,285**	

Table 5.2: Anticipated volumes of infill material required for channel features as designed

Feature(s)	Infill Volume (m^3)	Material Type / Comments
Riffles x 4	170	Washed river gravels: 20% 80-100mm 30% 60-80mm 30% 40-60mm 20% 10-40mm
Point Bar x 1	65	Washed river gravels: 20% 80-100mm 30% 60-80mm 30% 40-60mm 20% 10-40mm
Channel Blocking	500	Use of excavated floodplain sediment from channel / backswamp cutting
Seeding of new channel bed with gravels (200mm depth)	500	Washed river gravels: 30% 60-80mm 50% 40-60mm 20% 10-40mm

Anticipated excess spoil remaining after required backfill	**Approx. 4,775 m^3**

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6. CDM 2015 Regulation Compliance
   a. CDM Roles: For the purposes of this contract the roles will be as follows:

Role	Organisation	Nominated Officer	Contact Details
Client	Staffordshire Wildlife Trust	Richard Guy ERDF SUNRISE Project Manager	01889 880129 07498 601399 r.guy@staffs-wildlife.org.uk
Principle Designer	AquaUoS	George Heritage / Seb Bentley	Supplied on contract award
Principle Contractor	Successful Contractor		
Land Owner	Staffordshire University	Nav Biran	Supplied on contract award

   b. Notification: Based on estimated work requirements and the anticipated delivery period, the Trust does not anticipate that the works are of a scale that requires formally notifying the HSE.
      i. If the contractor deems as part of their works preparation and scheduling that notification is required, they should state this is in their tender submission.
   c. The successful contractor should be experienced in, and will be required to fulfil all roles required under CDM (2015) regulations as published by the HSE for the Principle Contractor, including but not limited to:
      i. Production of a Construction Phase Plan (in liaison with the Principle Designer where required).
      ii. Contributing to the production of a Health and Safety File at the conclusion of the works (in association with the Client and Principle Designer where required).
      iii. Primary responsibility for Health and Safety management and reporting on the works site during the work delivery, including management of all / any sub-contractors using the site.
      iv. Primary responsibility for preventing unauthorised access to the active work site.
   d. Please see Appendix H: “Management System” for further detailed information regarding the anticipated roles, responsibilities and requirements for fulfilling CDM regulations in the specific context of river restoration projects. Produced by the Wild Trout Trust as part of the Environment Agency Permit application, this document should be cross referenced back to the original HSE legislation if in any doubt as to the balance of responsibility.

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7. Compliance with Environment Agency Permit requirements
   a. The river Trent is designated as a main river at the point of the works, therefore all works tendered for are subject to the issuing of an Environmental Permit issued by the Environment Agency.
   b. Due to delivery constraints the current proposed delivery period falls within Salmonid spawning season. The Trent is confirmed as a spawning river for Salmonid species, particularly Brown Trout (*Salmo trutta*).
   c. A Permit has been provisional granted for the works to take place (provided as Appendix F) with in the proposed time frame, on condition of the provision, review and approval of:
      i. Detailed Method Statements supplied by the contractor relating to all aspects of the work which affect the river channel and adjacent floodplain. These can be the RAMS provided for the works; but the contractor should ensure that the Method Statements provided satisfy the dual purpose of informing both the Trust **AND** the Environment Agency of safe and appropriate working practice.
      ii. Plans regarding measures to protection the river environment from concerns related to the works, including but not limited to pollution, sediment release, trapped fish etc.
      iii. While the Environment Agency Permitting team have provisionally accepting the timing of the operation, they will require extremely thorough and robust methods to be put in place to mitigate against the potential for negative impacts in order to approve these works in what is normally a closed working season.
   d. The contractor should call upon prior experience in undertaking river restoration in sensitive sites or conditions to detail and plan measures which demonstrate appropriate levels of protection to the river environment to provide confidence to the EA permitting team that the works will not have a negative impact on downstream habitats or species. Some considerations and recommendations are listed below but these should not be considered as a list of requirements guaranteeing approval as these recommendations are not from the Environment Agency permitting team:
      i. Surveys of the habitat present within the work site indicate very poor spawning habitat for fish. However, trout are known to pass through the work site, as such ongoing monitoring throughout the work should be undertaken to identify trapped fish. The management plan should incorporate details of monitoring efforts, and means for addressing identified issues.
      ii. Due to the poor habitat onsite the primary concern relates to release of pollutants, sediments or other harmful substances into the water affecting downstream habitats and species.
         1. Detailed plans for robust and comprehensive measures managing the risk or potential for the release of harmful substances will be essential.
         2. Detailed plans for capture of released materials including but not limited to fuels, oils, detergents and sediments, will be required, describing the intended methods, materials or products for use with a primary and back up provision identified, and the criteria for the deployment of back up measures identified.
         3. A monitoring and assessment regime will be required to ensure all deployed methods are achieving the desired results. Regular maintenance or replacement off materials or products should be planned to ensure the protection function is not compromised or lost.
         4. If the identified provision is determined during works to be insufficient, additional measures must be identified in the plan and available on site in advance in readiness for deployment.
      iii. The plans must consider weather and water level variables, and list action plans and criteria for implementing those plans in changing or extreme conditions.
      iv. It is recommended that the works are undertaken in phases as practicable, with risks and mitigations identified and implemented for each phase.
      v. It is recommended that 'catch all' measures are implemented in channel within the site boundary as a final back up in addition to all measures installed in the proximity of the works. This should also be considered in the monitoring and maintenance of the installed measures.
      vi. The contractor should include in their plan reasoning for choices made; for example, including details such as benefits of identified options compared to alternatives, previous experience of

using the suggested methods, materials or products successfully, site and / or work specific considerations which make the selected options appropriate etc.

vii. The contractor should identify in their plan the species and habitat features which are at risk from the activity and why the selected mitigation options are appropriate to address those specific risk.

viii. Set out an emergency plan covering potential harmful events, and the response including what authorities to inform of the incident.

ix. The contractor should consider identifying options for additional specialist support, and when or if such support would be necessary during any aspect of the works.

e. The Project team has provided for regular supervision throughout the works period from 1) the Principle Designer (AquaUoS), 2) Wild Trout Trust (WTT) representatives and 3) other project partners experienced in river restoration schemes. The contractors will work with these supervisory staff to ensure that at all times the works are compliant with the conditions of the EA permit.

f. At the outset of the works training will be offered to all contractor staff to ensure that all staff are conversant with the appropriate response to likely situations:

i. Staff from WTT will provide training on how to limit / avoid risk to salmonid spawning risk receptors.

ii. Trained from the Project Team will also cover appropriate fish rescue techniques to be implemented when de-watering any section of the channel.

g. All other best practice requirements of working in a flood plain will remain essential, and should be described in the submitted method statements.

i. Considerations should include, but are not limited to: vehicle storage and refuelling locations to be outside of flood zone, controlled refuelling processes described, availability of spill kits, etc.

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8. Budget
    a. The budget allocated for these works is **£80,000 (Exc. VAT)**.
        i. VAT may be applied to this price.
    b. The SUNRISE Project has a fixed budget allocated for works delivery. Submitted prices above the stated budget will not be considered unless no acceptable tender returns are submitted within the budget. In these circumstances:
        i. The project team will review what options may be available to allow the work, or a part thereof, to go ahead.
        ii. All contractors who have submitted otherwise acceptable tender packs will be given the opportunity to revise or adjust prices based on the revised or reduced designs.
    c. Total Cost and cost effectiveness will be considered as part of the tender evaluation, but will not be the only criteria. See Section 3 for Tender Evaluation Criteria.

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9. Additional Conditions or Requirements
    a. Please review Appendix 1 for Staffordshire Wildlife Trust Standard Terms & Conditions which must be adhered to, and considered in association with the requirements listed herein.
        i. **Provision of insurance for these works should apply to the following minimum cover:**
            1. Public Liability Cover - Minimum £5,000,000 (Five million)
            2. Employer Liability Cover – Minimum £5,000,000 (Five million)
            3. Professional Indemnity Cover – Minimum £5,000,000 (Five million)
    b. Please also review Appendix 2 for additional Requirements from Staffordshire University as Land Owner. These must be considered in association with all the information contained herein, and with Appendix 1 to form the complete view of the requirements which contractors need to adhere to.
    c. All requirements listed and referred to in Section 1.7 relating to Compliance with Environment Agency permit conditions must be strictly adhered to.
    d. Stand Down Provision: Given the identified delivery window falling in winter months, it is considered highly likely that during the works there may be periods where access to the work site or undertaking the works may be limited by conditions, impractical due to high water levels or other extreme weather conditions, or even unsafe in extreme circumstances.
        i. Contractors should factor up to 3 working days of stand down time into the provided costs to cover short notice or short term requirements to stop work for any reason including but not limited to:
            1. at the request of University representatives,
            2. as required by Project Team members,
            3. as instructed by EA officials
            4. as determined by high water levels or extreme weather events.
        ii. Contractors should make proposals as requested in Section 2: Technical Questions regarding stand down procedures and plans.
        iii. The successful contractor as part of their CDM and general H&S responsibilities will be expected to keep abreast of weather forecast and conditions, including EA flood warnings.

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TECHNICAL QUESTIONS (SECTION 2)

Documents requested elsewhere, but which may form part of, or be referred to in answering the following questions:

- Works Schedule and Programme
- Detailed RAMS covering all aspects of the work
  - Including Sediment Management Provisions
- Materials Storage Plan (Provisional)
- Environmental Mitigation and Protection Plan
- Temporary Fencing Plan

The responses to the following questions will be assessed by the SUNRISE Project Team as a component of the Tender Evaluation, as described in Section 3. The responses to these questions will account for 50% of the total evaluation criteria following the 'Pass / Fail' criteria. The percentage weighting of each individual questions is indicated.

1. (10%) Please detail anticipated staff, machinery and storage requirements for the full programme of work. Provided answers should include as a minimum:
   a. Numbers of staff, and their specific role(s).
   b. Description of necessary qualifications and competencies relating to the roles identified.
   c. Size, Type and Specification of all vehicles proposed for use, with specific reference to their low ground pressure characteristics and suitability / compatibility with semi-automated excavation capabilities.
   d. Requirements for any additional storage compound(s) over and above what is already available for use, including provision for the security of materials storage.

2. (10%) Please describe how access route(s) and work site conditions will be managed to minimise damage, disturbance or the need for extensive reinstatement following the completion of works.
   a. For example, use of low ground pressure vehicles, installation of ground protection measures, proposed vehicle / material movement plan demonstrating measures to minimise required vehicle movements etc.

3. (20%) Please describe the measures that will be implemented to manage the risk posed by the work to the river habitat. Including but not limited to:
   a. Sediment Management measures
   b. Pollution control processes and provision for emergencies
   c. Monitoring systems, and planned responses to identified issues

4. (10%) Please detail proposals for "Stand Down" procedures and plans in the event of extreme and / or dangerous working conditions caused by high water levels or other extreme weather events. Details should include proposals for:
   a. Managing extended periods of limited or no access to the works site. For example, by identifying any potential for staff to work elsewhere on other projects during extended site closures; identifying aspects of the works which can be undertaken safely offline of the main channel even during high water events.
   b. A "Site Evacuation" and / or "All Work Stop" plan, with identified thresholds for triggering the implementation of such plans. Proposed thresholds may be provisional until contract award.

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c. Monitoring of water levels and other site conditions which may pose a hazard to staff or equipment in extreme weather conditions and establishing a threshold which, when reached, will trigger an evacuation and / or 'ALL STOP' procedure on the works site.

d. These proposals will be reviewed, discussed and finalised during pre-commencement meetings between the successful contractor and the Trust.

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TENDER EVALUATION CRITERIA (SECTION 3)

1. Tender Evaluation Criteria
    a. **'Pass / Fail' Criteria:** The following criteria are required; any tender return which does not satisfy the following requirements cannot be considered. In their submission in addition to the information requested in Section 2: Technical Questions, the contractor must confirm and / or demonstrate their:
        i. Possession of appropriate insurance cover (see Section 1.9.a.i), qualifications and licences required to carry out the works by the methods proposed (evidence of all to be provided by the successful contractor following provisional award).
        ii. Ability to deliver the described work within the time frame detailed in Section 1.2. To be assessed through the Works Schedule and Programme provided with the tender submission.
        iii. Ability to deliver the required works within the budget stated in Section 1.8. To be assessed through the submitted price including Section 4, Itemised Costs.
        iv. Ability to comply and experience of successfully complying previously with all Health & Safety Requirements. To be assessed through the submitted RAMS, and the evidence of experience requested in Section 3.1.iv below. H&S requirements to include:
            1. Fulfilling the role of Principle Contractor as required in CDM (2015) regulations.
            2. Adequately addressing environmental risk as required and identify in documents related to the Environmental Permit issued by the Environment Agency – See Section 1.7.
            3. Adhering to all Staffordshire Wildlife Trust Terms and Conditions as described in Appendix 1.
            4. Adhering to all Staffordshire University Requirements as described in Appendix 2.
        v. Experience of delivering comparable works to a high standard. To be assessed via evidence provided by the contractor in the form of references, testimonials or case studies; previous work undertaken for the Trust (if applicable) may also be taken into account, the contractor should identify projects undertaken on behalf of the trust as part of this submission of evidence.
        vi. Ability to undertake the works in full compliance with the stated conditions of the Environment Agency Permit, and to put in place robust and comprehensive measures to protect the river environment from risk associated with the works, with particular reference to the potential threats to spawning Salmonids, or their habitats downstream.

    b. **Weighted Criteria:** Tenders which demonstrate compliance with the above will then be scored based on the following criteria and weighting.

No.	Description	Assessed by:	Weighting:
1	Responses to Technical Questions (see Section 2)	Evaluation of responses by SUNRISE Project team	50%
2	Tender Price	Prices submitted in Tender (see Section 4: Itemised Costs).	50%

    c. The technical responses will be evaluated using the following matrix:
        i. Score 5 marks – if all requirements are met and response provided is excellent.
        ii. Score 4 marks - if most requirements are met and response provided is good.
        iii. Score 3 marks - if some requirements are met and response is average.
        iv. Score 2 marks - if answer provided is not comprehensive and below average.
        v. Score 1 mark – if answer provided is poor.
        vi. Score 0 marks - if no information provided.

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ITEMISED COSTS (SECTION 4)

PART A: WORK PRELIMINARIES	

Administrative Preliminaries, including but not limited to:
• Provision / Evidence of Insurance Cover:
  ○ Public Liability Cover - Minimum £5,000,000 (Five million)
  ○ Employer Liability Cover – Minimum £5,000,000 (Five million)
  ○ Professional Indemnity Cover – Minimum £5,000,000 (Five million)
• Provision of Detailed Risk Assessments & Method Statements for all aspects of work
• Provision / evidence of all licences, qualifications and competencies required to undertake the contract.
• Production of Construction Phase Plan as required under CDM (2015).
	Cost for all Administrative Preliminaries (Exc VAT)

Please list other administrative preliminary work required:	
Logistical Preliminaries, including but not limited to: • Vehicle and Equipment relocation, including delivery to site and removal from site at works conclusion. • Installation of ground protection measures (where proposed and / or required) • Installation, ongoing security and de-construction of overflow or secondary compound(s) as identified by the contractor's proposals.	Cost for all Logistical Preliminaries (Exc VAT)
Please list other logistical preliminary work required:	
PART A: TOTAL COST, ALL PRELIMINARY WORK (EXC VAT)	£

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PART B: MATERIAL SUPPLY			
Material Supply: Please itemise the supply costs of all materials and products required for the works in accordance with the required specification. Expected items include but are not limited to all required gravel and sediment management products.			
Item Description	Unit Cost	Required Units	Total Cost (Exc VAT)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Expand this section as required			
PART B: TOTAL COST, ALL MATERIAL SUPPLY (EXC VAT):			£

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PART C: WORK DELIVERY			
Works Delivery: Please itemise delivery costs below, to include all work components not already identified in Part A or B. Provisions costed below expected to include, but are not limited to excavator operations, spoil movements, installation of gravels, site clearance, installation of ground protection measures if identified in RAMS, sediment management installation, maintenance and removal, any reinstatement work. Identified costs will be compared to the submitted RAMS.			
Item Description	Unit Cost	Required Units	Total Cost (Exc VAT)
e.g. 2 x 13 tonnes excavators	***£600 per day***	***30 working days***	***£18,000***
e.g. Installation, monitoring, maintenance and removal of sediment management measures per phase of work	***£1000***	***6 phases of work***	***£6,000***
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Expand this section as required			
PART C: TOTAL COST, ALL WORKS DELIVERY (EXC VAT)			£

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ITEMISED COST SUMMARY	
Part A: Total Cost (Exc VAT)	£
Part B: Total Cost (Exc VAT)	£
Part C: Total Cost (Exc VAT)	£
Overall: Total Cost (Exc VAT)	£

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FORM OF TENDER (SECTION 5)

(To be completed by the Tenderer)

RELATING TO RIVER REALIGNMENT, STAFFORDSHIRE UNIVERSITY (SUNRISE 04).
We offer to undertake works as described in your Invitation to Tender for:

Total Price Exc VAT: [£]

1. We confirm that we have not communicated and will not communicate to any person under any agreement or arrangement, the amount of this Tender and that the amount of this Tender has not been adjusted under any agreement or arrangement with any person.
2. Having examined the Tender Documentation, we offer to undertake the river realignment on the Staffordshire University Leek Road Campus for the Total Price set out above and in the Itemised Costs.
3. We undertake to deliver the described works within the time stated in the Invitation to Tender.
4. Unless and until the Agreement is prepared, executed and completed we agree that any Purchase Order (which shall incorporate the Invitation to Tender and the Form of Tender) shall constitute a binding contract between us;
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Name of Contractor:…….

Of:……..

……..
(if a Limited Company, please state address of Registered Office).

The Tender should be submitted by post or email (see Section 6 for additional details) by 5pm, Friday 13th December 2019.

Signature…… (for and on behalf of the Tenderer)

Print Name……

Position……..

Date…….

SUB-CONTRACTORS

- The Tenderer must indicate the names and addresses of those firms to whom he proposes to sub-contract any portion of these works.
- The Tenderer will be responsible for providing copies of all relevant insurance certificates for those sub-contractors listed below.

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- All risk assessments and method statements supplied by the Tenderer will be binding upon any sub-contractor.
- No sub-contractors may be used without the written consent of the Trust and compliance with its requirements.
- The Trust reserves the right to reject any proposed sub-contractor.

IF NO SUB-CONTRACTING IS TO BE UNDERTAKEN STATE NONE BELOW; IF MORE THAN ONE IS INTENDED FOR USE PLEASE REPLICATE THIS TABLE FOR EACH SUB-CONTRACTOR.

Sub-contractor Name:	
Sub-contractor Contact Address:	
Portion of works to be sub-let:	

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INSTRUCTIONS FOR SUBMITTING A TENDER (SECTION 6)

Tenders should be submitted in accordance with the following instructions.

1) **Invitation to Tender:** The Trust is seeking tenders from suitably competent, experienced, qualified and equipped contractors to undertake the river restoration work detailed herein.
2) **Tender Award Process:** Tenders are being invited on an open award procedure.
3) **Scope:** Tenders are being invited on the basis of undertaking the river restoration work as set out in the Invitation to Tender. The Trust reserves the right to split the award of the Supply into packages if deemed appropriate or necessary within project or budgetary considerations.
4) **Contract Period:** Tenders are invited for works commencing in January 2020 with anticipated completion before end of February 2020, but with the opportunity to extend into March 2020 if circumstances outside the control of the Trust or the Contractor require it and an extension is agreed by all contract parties in advance.
5) **Tendering procedure**
   a) THE DEADLINE FOR RECEIPT OF TENDERS IS THE TENDER RETURN DATE STATED IN THE TENDER DETAILS.
   b) No tender received after the specified time shall be considered. Any such tender shall be returned to the Tenderer by the Nominated Officer. Such tenders will be opened only to ascertain the name and address of the Tenderer.
   c) The Form of Tender must be signed, where the Tenderer is an individual, by that individual; where the Tenderer is a partnership, by an authorised partner; where the Tenderer is a company, by an authorised company representative i.e. a director.
   d) Postal returns:
      i) should be sent or delivered in an envelope which bears no name or mark indicating the Tenderer.
      ii) should be delivered on weekdays between 9am and 5pm, addressed to the Financial Manager as follows:
      TENDER RETURN: SUNRISE 04 River Realignment, Staffordshire University
      FAO: Financial Manager
      Staffordshire Wildlife Trust,
      The Wolseley Centre,
      Wolseley Bridge,
      Stafford,
      ST17 0WT
      iii) If a delivery's is made in person to the Wolseley Centre, a receipt can be requested from front desk staff.
   e) Email Returns:
      i) Tender returns sent by email should be sent to s.turner@staffs-wildlife.org.uk.
      ii) Tenderers should ensure that attachment size does not prevent its receipt. If the requested documents result in large file sizes, supplementary information should be made available via digital file sharing or cloud storage options. Please clearly state in your Tender submission email how supplementary information provided separately can be accessed.
6) **Basis of Tender:**
   a) The Tender shall show the Price for the Delivery and Supply, and the VAT separately.
   b) The Price must include all associated costs for undertaking the full scope of the requested works.
   c) The value of the Contract, based on the Price supplied will be confirmed in writing prior to the date of Delivery by way of a purchase order.
7) **Sub-contracting:**
   a) When submitting its Tender, the Tenderer must notify the Trust of any parts of the Supply that it proposes to sub-contract. Failure to do so may invalidate any such Tender.
   b) The Trust may require documentation or other evidence of the sub contractor's relevant experience to undertake the assigned portion of work, and other relevant information.

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8) **Tenderers to visit:** The Trust has made available two days on which prospective contractors can visit the site with the Nominated Officer, Wednesday 4th and Thursday 5th December.
   a) Contractors should contact the nominated officer to indicate their intention to visit the site on one of these days and arrange a time to do so.
   b) The University parking charges and restrictions will apply to all visitors – please see parking charge information provided in Section 1.4b.
   c) If a contractor is not able to visit on one of the indicated dates they should contact the Nominated officer about alternative arrangements. Contractors will be able to visit the site outside of these days, but there is no guarantee that the Nominated Officer will be available to accompany them.
9) **Tender queries:** Tenderers are advised to study the Tender Documentation and all other documentation provided by the Trust. These documents should be read and their true intent and meaning ascertained before submitting a Tender. Tenderers should seek to clarify any points of doubt or difficulty (including any apparent ambiguities, errors and omissions in the Tender Documentation) with the Trust through its Nominated Officer prior to submitting a Tender. All clarifications or additional information provided will be shared with other Tenderers.
10) **Errors in completed tenders**
   a) The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its Price and Itemised Costs.
   b) Where examination of a Tender reveals arithmetical errors these will be corrected on the basis that the rates entered into the Price and the Itemised Costs are correct and the Tenderer will be afforded the opportunity of confirming the revised totals (in writing) or withdrawing its Tender within 7 days.
11) **Sufficiency of Tender**
   a) The Tenderer shall be deemed to have undertaken all inspections, examinations and all other enquiries reasonable or necessary in connection with the terms and subject matter of the Tender. The Tenderer acknowledges and confirms that it has the requisite expertise, experience and equipment to perform its obligations under the Contract.
   b) The Trust will not accept and shall not be liable for any claims that are based upon a Contractor's failure to obtain or have due regard for any information necessary to prepare a fully compliant and complete tender.
12) **Period of Validity:** Tenderers are required to keep their tenders valid for acceptance for a period of 3 months from the Tender Return Date.
13) **Tender evaluation**
   a) The Trust will conduct a full financial and technical evaluation of all tenders.
   b) An Evaluation Criteria shall be provided in each Tender to identify the evaluation priorities for required supply / works. All tenders will be objectively scored in line with the supplied criteria.
   c) The Trust does not undertake to accept the lowest or any tender/ rates.
14) **Award of Contract**
   a) The Trust anticipates (but does not guarantee) to award a Contract within 30 working days of the Tender Return Date. No reliance should be placed by a Tenderer on this timescale.
   b) The successful Tenderer will be required to promptly execute and return to the Trust the Contract in the form attached. Until execution and completion of the Contract any Purchase Order (which shall incorporate the Tender Documentation) shall constitute a binding contract.
15) **Accuracy:** Information supplied to Tenderers by the Trust (whether in these documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Trust for any inaccurate information obtained by Tenderers.
16) **Confidentiality:** All information supplied by the Trust in connection with this Invitation to Tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of preparing the Tender.
17) **Canvassing:** Tenderers face automatic disqualification if they canvass any Member or Officer of the Trust with a view to gaining more favourable consideration of their tender. Tenderers should state whether Members or Officers of the Trust have any direct or indirect interests in their organisation.

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TENDER SUBMISSION CHECKLIST

Tenderers should ensure they have provided all the following items to ensure their submission can be accepted and considered:

- ☐ Responses to all Technical Questions (Section 3) including:
  - ☐ Evidence of competence / experience in comparable schemes; i.e. case studies, testimonials.
  - ☐ Detailed Risk Assessments and Method Statements (RAMS) covering all aspects of works detailed in the tender document.
  - ☐ Detailed Works Schedule and Programme
    - Specifically including detailed proposals for phasing of works
- ☐ Completed Itemised Costs (Section 4)
- ☐ Signed Form of Tender (Section 5)
- ☐ Detailed Environmental Mitigation and Protection Plan covering all details relating to protection of the riparian habitat during the works, in compliance with Environment Agency Requirements (See Section 1.7).
- ☐ Temporary Fencing Plan or justification for another method of restricting access to active work site.
- ☐ Provisional Materials Storage Plan.

The successful tenderer will be required to provide the following on contract award:

- ☐ Evidence of all required Insurance
- ☐ Evidence of all / any required qualifications / licences / competencies required to undertake the work

Following award of contract but prior to the commencement of on the ground work, the successful contractor must provide:

- ☐ Logistics Plan
- ☐ Construction Phase Plan

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APPENDIX 1: Standard Contract Terms and Conditions
Staffordshire Wildlife Trust

Nominated Officer

a) The rights, obligations and powers conferred on the Trust under this Contract shall be exercised by the Nominated Officer.
b) The Trust shall have the right to change the Nominated Officer at any time and shall notify the Contractor of such change within a reasonable period.
c) The Nominated Officer shall have the right at any time to interview any member of the Contractors staff in connection with the performance of the contract.
d) The Nominated Officer shall be entitled to request any information relating to the performance of the Contract. Requested information shall be supplied by the Contractor forthwith.

Contractors Obligation

a) The contractor shall subject to the provisions of the contract, diligently and in a professional manner, carry out and complete the works to the reasonable satisfaction of the Trust.
b) The contractor shall comply with all statutes, orders, regulations or bye-laws applicable to the performance of the works.
c) The Contractor shall not employ, or cause to be employed in the performance of the contract, any person without the necessary qualifications, skill and experience to perform the duties they that are employed to perform.
d) The Contractor at all times shall be responsible for the appropriate licencing, insurance, maintenance, and compliance with all relevant regulation and legislation relating to the use, operation or ownership of vehicles, tools and equipment used in the pursuance of its responsibilities under the Contract.
e) The contractor shall take all reasonable precautions to prevent a nuisance or inconvenience to the owners, tenants or occupiers of other properties and to the public generally.

Communication

a) The Contractor shall notify the Nominated Officer with no less than 48 hours' notice of its intention to begin works, and access the works site to allow the Nominated Officer to inform the land owner(s) of the commencement of works.
b) The Contractor shall notify the Nominated Officer without delay if the Contractor is unable to Supply and / or Deliver any part of its obligations under the Contract, including an inability to complete works within the completion date
c) If stated within the Contract, the Contractor shall supply Project Progress Reports promptly on the dates agreed and notified to the contractor by the Nominated Officer.

Employer Instructions

a) The Trust may by such instruction order any variation in the quality or quantity of the works, in writing, which may be reasonably necessary for the completion of the works.
b) Any additional cost required as a result of instruction from the Trust which adds to or alters the original specification or requirements of the Contract, shall be agreed in writing, and confirmed by purchase order before the Contractor incurs such additional costs.

Sub-contracting

a) The contractor shall not sub-contract any part of the works without written consent of the Trust.

Environmental Provisions

a) All chemicals used in connection with the Contract must fully comply with the Control of Substances Hazardous to Health Regulations 1992 (COSHH).
b) Plants and Animals protected under the Schedules of the Wildlife and Countryside Act 1981 and other statutes are not to be harmed or their habitat damaged.
c) Sites must be left clean and tidy at all times.
d) The Contractor shall take all precautions to ensure that no pollution or contamination results from the delivery of the works. The Contractor shall indemnify the Trust against any cost, damages or claims related to this liability.
e) At the conclusion of works all waste or excess materials must be removed from the site. Such waste shall remain at all times the responsibility of the Contractor. Disposal of waste must comply with all relevant legislation.

Health and Safety

a) The contractor will accept full responsibility for compliance with the Health and Safety at Work Act of 1974 and all other relevant statutory provisions in respect of the work included in the contract taking place on the Trust property, access routes or other Trust premises, or on sites otherwise owned but being worked on in behalf of the Trust.
b) The Contractor shall supply Risk Assessments and Method Statements (RAMS) covering the work requested under the Contract prior to the commencement of works. If such RAMS are generic, the Trust may require site specific RAMS be produced and provided after award of contract, but before the works commencement date.
c) All Contractor staff, including any sub-contracted staff, must comply with the provided Risk Assessments and Method Statements (RAMS) at all times. Non-compliance with supplied RAMS may result in termination of contract.
d) The Contractor is responsible for recording any accidents in the Contractor's accident book, in accordance with the Health and Safety at Work Act 1974 (HSW).
e) The Contractor is responsible for reporting any notifiable incidents to the Health and Safety Executive, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
f) All records produced must be forwarded to the Nominated Officer within 24 hours of completion.

Insurance/Liability

a) The contractor shall insure against and shall indemnify the Trust in respect of any liability, loss, claim, expense or proceedings arising out of or caused by the performance of the works:
    i. In respect of personal injury or death to any person.
    ii. Damage whatsoever to any real or personal property up to an amount of £5 million for any one occurrence
b) The works and all unfixed materials intended for the works shall be the sole risk of the contractor.
c) The Trust may reasonably require the contractor to produce evidence that insurance is in force during the performance of the works.

Termination

a) If the contractor commits a serious breach of any of the specifications, terms or conditions of this contract, the Trust have the right by written notice to require the contractor to remedy the matter within 14 days. If the works are not completed to the Trust's satisfaction within the 14 days' remedy period, the Trust are entitled to terminate the contract upon written notice. Any termination shall be without prejudice to the Trusts other rights or remedies under the contract.
b) If the works are not completed to the Trust's satisfaction (to the specifications, terms and conditions outlined in the contract) within the contract period or any extended period (agreed by the Trust), the Trust are entitled to seek immediate remedy or receive damages from the contractor for breach of contract and any real loss incurred.

Confidentiality

a) Each Party will ensure that all Confidential Information which may already have come into the possession or control of it, or which may at any time hereafter come into possession or control of, relating to the other Party, its operation or management, shall strictly not be used for any purpose other than the performance of the Contract.
b) Such Confidential Information should not be shared, by either Party, with any Third Party individual or body during the Contract period or after termination thereof, saving that Confidential Information has been placed in the public domain under the authorisation of the Party to whom the Confidential Information belongs.

Completion period

a) When the works have been completed the contractor shall issue the Trust with a written statement to that effect and completion of the works will be deemed to have taken place on the day named in the statement.

Payment

a) The Trust shall pay the contractor the agreed amount stated in the contractor's statement as specified within 28 days of the date of the statement.

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APPENDIX 2: STAFFORDSHIRE UNIVERSITY – CONTRACTOR REQUIREMENTS
RIVER TRENT RESTORATION – LEEK ROAD CAMPUS

Terms used:

'the Project' –	ERDF SUNRISE Project
'the Project team' –	Staffordshire Wildlife Trust (SWT), the Wild Trout Trust (WTT), Stoke-on-Trent City Council (SoTCC) and the contractor(s) and consultant(s) appointed by the Project Management team to undertake the proposed work.
'the University' -	Staffordshire University

1. MANAGEMENT OF THE WORKS

GENERALLY

100 ACCESS ARRANGEMENTS

- All matters concerning the access to the site for all Project related organisations and individuals (hereafter referred to collectively as 'the Project team') shall be agreed with the University prior to commencing the Works.
- Local Authority and Highways Authority requirements shall be complied with in all respects.

101 DELAPIDATION PHOTOGRAPHS

- The Project team shall undertake a condition survey and produce photographic records for all areas of the site and adjoining boundaries that relate to the Works, including the access route to the Works as agreed with the University and any other relevant parties.
- The photographic records shall be issued to the University in digital format prior to the commencement of the works with a clear key identifying the location that each photograph is taken from, and its direction of view.
- The photographic record shall be reviewed on site by the Project team, the University and any other relevant parties upon the completion of the works to ascertain and agree damage for reinstatement by the Project to match pre-work conditions or to an agreed specification.

102 USE OF THE SITE and ADJACENT LAND

- The Project shall not use any portion of the University land for any purpose other than that connected with the Works.
- All Project team parking on site will be subject to the same rules as all other University site users, i.e. in the absence of a valid permit, will be required to pay for parking. Instructions for payment can be found on campus.
- The Project team shall protect and shall ensure the safety and continued operation of:
  - adjacent buildings and structures,
  - sports facilities (internal and external),
  - parking provision,
  - above and below ground services and drainage,
  - paved surfaces and roadways adjacent and on the route to the Works
- The Project Team shall make good immediately any damage resulting directly or indirectly from the operations without cost to the University.

103 PUBLICITY

- Any article which the Project may wish to publish regarding any contract with the University shall be submitted to the University for vetting and approval allowing such time as may be necessary. The University reserves the right to insist on any alteration or amendment deemed necessary to allow publication. The Project Team shall obtain University approval to publish before so doing and shall allow a reasonable time for the University to review the content prior to issuing such approval.

104 WORKS NOT FORMING PART OF THE CONTRACT

- Provide the University the right to enter into separate contracts with other contractors for work requisite on the wider University site which may proceed concurrently with, but not as part of, this contract.
- Make a reasonable allowance for liaising with other University contractors as necessary.
- Provide access for persons employed by the University carrying out any such separate contracts and for any other persons engaged to execute work not forming part of this contract so long as those other contractors, fulfilling at all times the obligations as required by the Principal Contractor under the CDM Regulations.

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105 ISSUE OF INFORMATION

- The Project team shall provide the University with a copy of any revisions made to issued drawings, specifications and schedules associated with the project.

MANAGEMENT & DESIGN OF THE WORKS

110 DESIGN

The Project team shall:

- Execute all design using all skill, care and diligence to be expected of a qualified and experienced professional undertaking the on works similar in scope and character working in a live education environment open to the public involving a significant water course.
- Allow and provide for a competent, suitably qualified and experienced staff as may be required to provide such supervision of the design.
- Ensure collaboration and coordinate between all Designers in respect of all health and safety matters in accordance with the CDM Regulations 2015.
- Not progress the design or construction until such times as agreement with the University has been reached on the design proposals.

111 SUPERVISION

- The Project team shall accept full responsibility for coordination, supervision and administration of the Works, including subcontracts, suppliers, local authority and statutory undertakers.

112 PROJECT EXECUTION PLAN

- Prior to starting work the Project team shall provide the University with a Works Plan which includes:
  - Organizational chart(s) showing the lines of reporting and responsibility of all key individuals from all organisations within the Project team.
  - Contact details of those identified in the Organizational chart including mobile telephone numbers and email, and which of these contacts are the emergency contacts in the case of emergency outside of normal working periods.
  - Methods of managing works on site is a safe manner.
  - Responsibility for investigating accidents and near misses on site.

113 TRAFFIC CONTROL

- The Project team shall provide, erect and maintain all necessary traffic signs and barriers as may be necessary to guide and warn traffic and pedestrians and to prevent danger thereto during vehicle movements and deliveries as required by the works.
- Agree size and position of all such signs and the wording thereon with the University before erection. The signs shall be reflective or adequately illuminated if required to remain in place during the hours of darkness.
- Comply with the University's traffic signage and speed restrictions.

114 FREIGHT VEHICLE SAFETY REQUIREMENTS

- Prior to the works commencing, the Project team shall visit the site and undertake an assessment of the vehicle types suitable for deliveries to site and moving materials around site.
- Ensure that all vehicle types are agreed with the University prior to any deliveries to site or use of vehicles on site. The University must be given reasonable notice of all deliveries and pickups involving LGV's. Agreement with the University does not remove the responsibility of the Project team to ensure all vehicle types and movements are conducted safely and in accordance with statutory road safety legislation.
- Ensure that use of LGV's does not interfere with the day to day operation of the University and any special events including, but not limited to, examinations, open days, conferences and graduations (dates of such special events to be provided by the University prior to the commencement of the works).
- All drivers must hold a current valid driving license and a current certificate of competence for the vehicle used, and be trained on vulnerable road user safety through an approved course.
- When manoeuvring (pulling out, reversing, tight turns around blind corners) on or close to the site where students might foreseeably be present or there is a foreseeable risk of people stepping out in front of a vehicle, the Project team shall provide an experienced banksman.

115 USE OF MOBILE PHONES and RADIOS

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- Use of mobile phones and radios while operating machinery, driving vehicles or using powered equipment is strictly forbidden.
- There shall be no use mobile phones or radios in any location within or close to occupied buildings which could foreseeable cause disturbance to the activities within those spaces.

PROGRAMME/ PROGRESS

120 PROGRAMME
- The Project team shall agree with and provide the University with a work programme to minimise the impact of the Works to the day to day operation of the University and mitigate the impact to the student experience.
- The Project team should liaise with the University throughout the Works period, providing updates on Works progression in line with the programme.

121 COMMENCEMENT OF THE WORKS
The Project team shall:
- Give reasonable notice to the University before commencement of the works on site, including the setting up of hoardings, site cabins or any other site infrastructure.
- Provide in advance of Works commencement information on proposed site layout, arrangements and logistics for the review and approval of the University.
- Give reasonable advanced notice to the University of any works required outside of the agreed working areas unless works can be demonstrated to be unforeseen or reactive in nature when notice will be given as soon as possible.

122 SITE MEETINGS
- The Project team shall hold regular Site Progress Meetings to review progress and other matters arising from administration of the contract.

123 PROGRESS REPORTS
- The Project team shall submit a progress report weekly to support the Site Progress Meetings which shall include a progress statement by reference to the programme for the Works, details of any matters materially affecting the regular progress of the Works, activities undertaken since the last meeting and next steps of the project.
- This report should also identify:
  - Any activities which might foreseeably be noisy and disruptive to the day to day running of the University including dates for activity, locations, durations and mitigations measures that will be put in place if applicable.
  - All LGV or large machinery deliveries expected to site in the next week including dates, times, durations and mitigations measures that will be put in place to minimize disruption and ensure safety of the neighbours around to the Works if applicable.
  - Any health and safety issues including near misses and accidents.

124 PHOTOGRAPHS
- The Project team shall take photographs of the work areas at regular intervals, and shall provide copies to the University digitally including information enabling easy identification of the location and sequence of the photographs.

125 NOTICE OF COMPLETION
- The Project team shall give reasonable notice of the anticipated dates of completion of the whole or parts of the Works.

2. QUALITY STANDARDS / CONTROL

STANDARDS OF PRODUCTS & EXECUTIONS

200 INSURANCES
- Prior to commencement of work or site set up, the Project team must submit written, current and valid documentary evidence of all required insurances to the levels required by the University prior to starting works on site including, but not limited to, Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance.
- Ensure when required insurance policies are renewed that written, current and valid documentary evidence of all renewals to the appropriate amounts are submitted to the University upon each renewal.

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201 WORKMANSHIP SKILLS

- All operatives must be appropriately skilled, competent and experienced for the type and quality of work required.
- Operatives must produce evidence of skills/ qualifications when requested.

202 WATER, GAS and ELECTRICITY FOR THE WORKS

- It is not anticipated that mains supply of services will be required for the works in question. If access to mains services is required by the Project team the University must be consulted as to how or if this access can be provided.
- Basic welfare facilities on the University Campus will be made available to the Project team for the duration of the works. This will not relieve the Project Team of their obligations as Principal Contractor and Client under the Construction (Design Management) Regulations 2015 to ensure that the available facilities are suitable.

SERVICES GENERALLY

210 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

211 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

SUPERVISION / INSPECTION / DEFECTIVE WORK

220 SUPERVISION

- Ensure constant management and supervision of the Works by the Project team; all team members with supervisory responsibility such as Contractor Foreman, Project Manager or other Project Officers to be identified in the required organisational charts.
- Provide details in advance of any change in supervisory staff due to holiday cover or other reason, providing full contact details of the interim supervisor.

221 PROJECT TEAM CONDUCT

- No alcohol will be permitted on site.
- The Project team workforce, including all sub-contractors and sub-consultants, are to be professional, courteous and considerate of all staff, students and members of the public at all times. They shall have the highest standards of behaviour whether on site, travelling to site or outside the site.
- The Project team shall ensure that all staff, including sub-contractors and sub-consultants:
  - Do not cause offence to students, staff or members of the public including, but not limited to, making offensive or lewd remarks, noises, gestures, movements or other activities that could be considered to be racially or sexually offensive.
  - Are restricted from taking their breaks and consuming food/drink to the work site or the Principal Contractor's welfare facilities within the University site.
  - Must wear appropriate PPE at all times.
- The Project team shall enforce adherence to this amongst the workforce. Where this is contravened, either witnessed by the Project team management / supervisory staff or raised by the University, then the Project team shall have the individuals removed and prevented from working further on the site.

222 QUALITY CONTROL

- The Project team shall establish and maintain quality control at all times to ensure that the Works comply with specified and statutory requirements plus any statutory approvals.
- Ensure that all each completed section of work is inspected by the supervisory staff and recorded as appropriately complete and in accordance with the project documents.
- Records: Maintain records of quality / completion inspections. Copies to be submitted to the University with the works completion information or on request.

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WORK AT OR AFTER COMPLETION

230 MAKING GOOD DEFECTS

- Arrange access for remedial work with the University giving reasonable notice.
- Provide and agree Risk Assessments and Method Statements (RAMS) for works to make good defects including start and finish times, any equipment and vehicles to be used, attendance required, access routes and working areas with the University prior to arranging for the remedial work to be undertaken.
- Notify when remedial works have been completed.
- Ensure that all working areas are left clean and tidy upon completion with all materials, equipment, waste and debris removed.

231 RECORD DRAWINGS / HEALTH & SAFETY FILES

- Maintain during the progress of the Works records of all variations and amendments encountered or otherwise instructed to the details in the contract.
- At practical completion provide details of any variation from the design.
- At practical completion provide the University with copies of the H&S File.

3. NOISE POLUTION & CONTROL

300 The Project team shall familiarise themselves with the University term dates and any examination periods and ensure the Works are programmed accordingly to minimise any impact during such times. These shall be reviewed by the Project team from time to time and the Works programme updated accordingly.

301 The Project team shall ensure that the Works do not disturb, disrupt or prohibit the use of adjacent areas and buildings. The Project team shall comply with all legislative and statutory requirements pertaining to noise pollution as applicable.

302 The Project team shall give advanced notice to the University of proposed foreseeably noisy works for approval before commencing with any exceptional noisy works.

- If deemed necessary, the Project team will arrange with the University testing of the forthcoming activities in a controlled manner using the planned equipment and working methods to agree what is acceptable and what is not in the adjacent occupied buildings to agree what are noisy works.
- Where there is reasonable concern that the risk of nuisance or safety issues from noise is high the Project team shall agree with the University the timetable for when each activity can take place and adhere to the agreed timetable of construction activity.

303 The Project team shall take all reasonable precautions during the progress of the Works to prevent or reduce nuisance or inconvenience caused by dust to occupiers of adjacent properties and to the general public. The Project team shall be required to operate a “good neighbour” policy and in organising the Work, in particular dusty operations, shall take into account the interests of adjacent and nearby building users.

304 Notwithstanding any of the above, the Project team shall include provision for whatever reason stoppage of work at any time for a period of up to three hours for a maximum of six occasions as and when required by the University without any extension of time being awarded or at any additional cost to the University.

305 No use of radios or other audio equipment in ways or at times which may cause nuisance. Absolutely no music on site at any time. No use of headphones at any time.

4. SECURITY/ SAFETY/ PROTECTION

400 CONSTRUCTION PHASE HEALTH & SAFETY PLAN

- Do not start construction work until the University has confirmed that the Construction Phase Health & Safety Plan is acceptable.
- Any communication from the University confirming acceptability does not remove the obligations of the respective organisations within the Project Team as Client / Principle Designer / Principle Contractor respectively in respect of the Construction Phase H&S Plan under the Construction (Design Management) Regulations 2015.

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401 SITE SAFETY

The Project team must:

- comply with weekly signing in requirements as required by the University.
- keep a record of project staff on site at all times.
- Undertake appropriate site inductions for all operatives and visitors to the site.
- Ensure that all site visitors and workers wear appropriate and adequate personal protective equipment (PPE) as deemed necessary in the Construction Phase Health & Safety Plan or the specific work activity Risk Assessments and Method Statements (RAMS) at all times.

402 RISK ASSESSMENTS & METHOD STATEMENTS

- The Project team shall provide RAMS for the works to University in advance and shall provide contact details, including a mobile telephone number, for the manager(s) responsible for the works. Comments on RAMs do not remove the obligations of the Project team in respect of the Construction Phase H&S Plan under the Construction (Design Management) Regulations 2015.

403 SECURITY

- Safeguard the site, the Works, equipment, products, materials, and any existing buildings affected by the Works from damage and theft.
- Take all precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Ensure that any escape routes / emergency access routes are maintained, safe and clear of debris/equipment/materials.

<u>PROTECT AGAINST THE FOLLOWING</u>

410 GENERATORS, FUEL and FLAMABLE MATERIALS

- The Project team shall make every effort to site external generators to minimise disturbance to adjacent occupied spaces, mindful of the negative impact of noise, vibration and fumes.
- No fuels shall be stored in the buildings or within 50m of any building.
- Take every care to minimise the risk posed to any buildings and structures from flammable materials.

411 EXPLOSIVES

- Use: Not permitted

412 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

413 NUISANCE

- Prevent nuisance from water, vibration, smoke, dust, rubbish, vermin and other causes which might foreseeable affect the day to day operation of the University or be an issue to neighbouring properties or adjacent users outside of the secured Works including adjacent spaces, buildings and external areas.
- Prevent hazardous build-up on site of surface water in excavations and to surrounding areas, roads and including adjacent spaces, buildings and external areas.

414 DANGEROUS OR HAZARDOUS SUBSTANCES

- Report immediately suspected materials discovered during execution of the Works. Do not disturb. Agree methods for safe removal or remediation.

415 ANTIQUITIES

- Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.

416 SMOKING ON SITE

- Not permitted.

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417 BURNING ON SITE

- Not permitted.

418 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- Minimize production of waste and prevent accumulations. Keep the site and Works clean and tidy.
- Keep all combustible storage, waste bins and skips at least 20m away from buildings in a safe and secure area within the Works area.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off-site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Remove rubbish, dirt and residues in voids and cavities in the construction before closing in.
- Retain on site waste transfer documentation.

PROTECT THE FOLLOWING

420 EXISTING SERVICES

- Undertake independent survey of all areas of dig to ascertain any underground or over ground existing services.
- Inspect the site and where it is foreseeable that hidden services are present from the physical features take all necessary measures to operate safely and protect existing services.
- Notify all service authorities, statutory undertakers and / or adjacent owners of proposed works not less than one week before commencing site operations.
- Before starting work, thoroughly check and mark positions of utilities / services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's / statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
  - Brief all operatives working in the vicinity of the presence and location of the services
- Identifying services:
  - Below ground: Use signboards at regular intervals giving type and depth. Agree with the University any additional marking of location on site in an appropriate manner;
  - Overhead: Use headroom markers made from insulating materials at positions recommended by the service authority / statutory undertaker with signboards.
- Do not cut, isolate or otherwise interrupt any existing services without prior approval.
- Uphold and protect all pipes, ducts, sewers, service mains, overhead cables, and statutory undertaker's apparatus.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker and the University.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker/ University or other owner as appropriate.
  - Indemnify the University from any direct costs, consequential costs or claims which arise from the damage to the services.
  - Any measures taken to deal with an emergency will not affect the extent of the Project team's liability.
- Replace, if disturbed during site operations, all marker tapes or protective covers to service authority's/ statutory undertaker's recommendations.

421 ROADS and FOOTPATHS

- Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. All damage caused by site traffic or otherwise consequent upon the Works to be made good to the satisfaction of the University, Local Authority or other owner at no extra cost.

422 EXISTING FEATURES

- Protection and prevent damage to existing buildings, fences, gates, walls, roads, paved areas, street furniture, signs and other site features which are to remain in position during execution of the Works, providing all necessary protection and prevent damage to enable the Works to be executed.

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- Ensure that the protection is suitable, adequate and regularly maintained. Review suitability and integrity as work progresses, changing and repairing as necessary.
- Where damage does occur, remove the minimum amount necessary and repair; any replacement work must match existing. Undertake repair / reinstatement works as soon as possible at no extra cost.

423 EXISTING STRUCTURES

- Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
- Monitor adjacent structures and immediately report excessive movement.

SPECIFIC LIMITATIONS ON METHOD / SEQUENCE / TIMING

430 WORKING HOURS

- Normal working hours are deemed to apply, 09:00 to 17:00 Monday to Friday.
- The University will have open days on a monthly basis to be held on Saturdays. At no extra cost to the University during open days the Project team are to ensure the following:
  - Compound, site and secured working areas are clean and tidy, with all materials and equipment in an orderly manner and out of site as far as possible.
  - All refuse skips and waste bins emptied prior to the event and the area immediately adjacent and around the skips is clean and tidy.
  - Ensure that all site hoardings and access points are secured, tidy and free from damage, marks and graffiti.
  - All roadways and footpaths to and from the site swept clear of debris, mud and materials prior to the event.
  - All fire escape signs are in place and working.
  - No vehicle movements and no parking on site outside agreed compound areas.
  - Absolutely no demolition or excavation works, no use of heavy plant and equipment within the site compounds or secured working areas.
  - No use of the external electrical generators.
  - Absolutely no working outside the site or in the Works.
  - No site operatives to use University catering facilities.

5. FACILITIES / TEMPORARY WORK / SERVICES

GENERALLY

500 SPOIL HEAPS, TEMPORARY WORKS and SERVICES

- Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary.
- Ensure no nuisance is caused by unsecured materials or spoil.
- Remove when no longer required and make good all vegetation.

ACCOMMODATION

510 TEMPORARY ACCOMMODATION (IF APPLICABLE)

- Submit proposals for temporary accommodation and storage for the Works prior to starting on site for University approval. Provide details of type of accommodation and storage, its siting and the programme for site installation and removal.
- Ensure that temporary accommodation does not interfere with the use of adjacent University buildings or site.
- Ensure that the temporary buildings, site compound, materials storage and skips do not represent a fire risk to adjacent structures, trees or buildings.
- Provide for making good to any landscape, hardstanding, kerbs, fencing, street furniture and existing external features damaged or affected by the site set up and temporary accommodation.

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TEMPORARY WORKS

520 TEMPORARY WORKS – HERAS FENCING

- Heras fencing only to be allowed on site with the express prior permission of the University to secure working areas which are transitory in nature.
- Ensure that the Heras fencing is secure around the whole perimeter.
- Provide suitable bracing to the heras fencing to allow the University to install full height and full width wind mesh securely fixed top and bottom. Provide the University the opportunity to maintain the wind mesh from time to time and the ability to retrieve the mesh prior to the moving or removal of the fencing.
- Maintain the exit and traffic routes required by the University.
- Provide for making good to any landscape, hardstanding, kerbs, fencing, street furniture and existing external features damaged or affected by the fencing.

521 TEMPORARY PROTECTION TO EXISTING TREES / VEGETATION

- Provide temporary protection to existing trees before starting work. The current version of British Standard BS 5837, Trees in Relation to Construction, shall be complied with during the Works.
- Tree protection measures to be provided to the University for agreement prior to the commencement of the works. Agreement does not remove the responsibility of the Project team to ensure the protection of the trees during the works.
- Maintain integrity of protection for the duration of the Works.
- Remove on completion of the works and make good disturbed areas.
- In the event that trees are damaged during the works by any form of construction work or activity related to the construction replace the trees on a like for like species basis.

522 NAME BOARDS / ADVERTISEMENTS

- Name boards permitted. Submit all proposals to the University for approval prior to erection. Advertisements not permitted.

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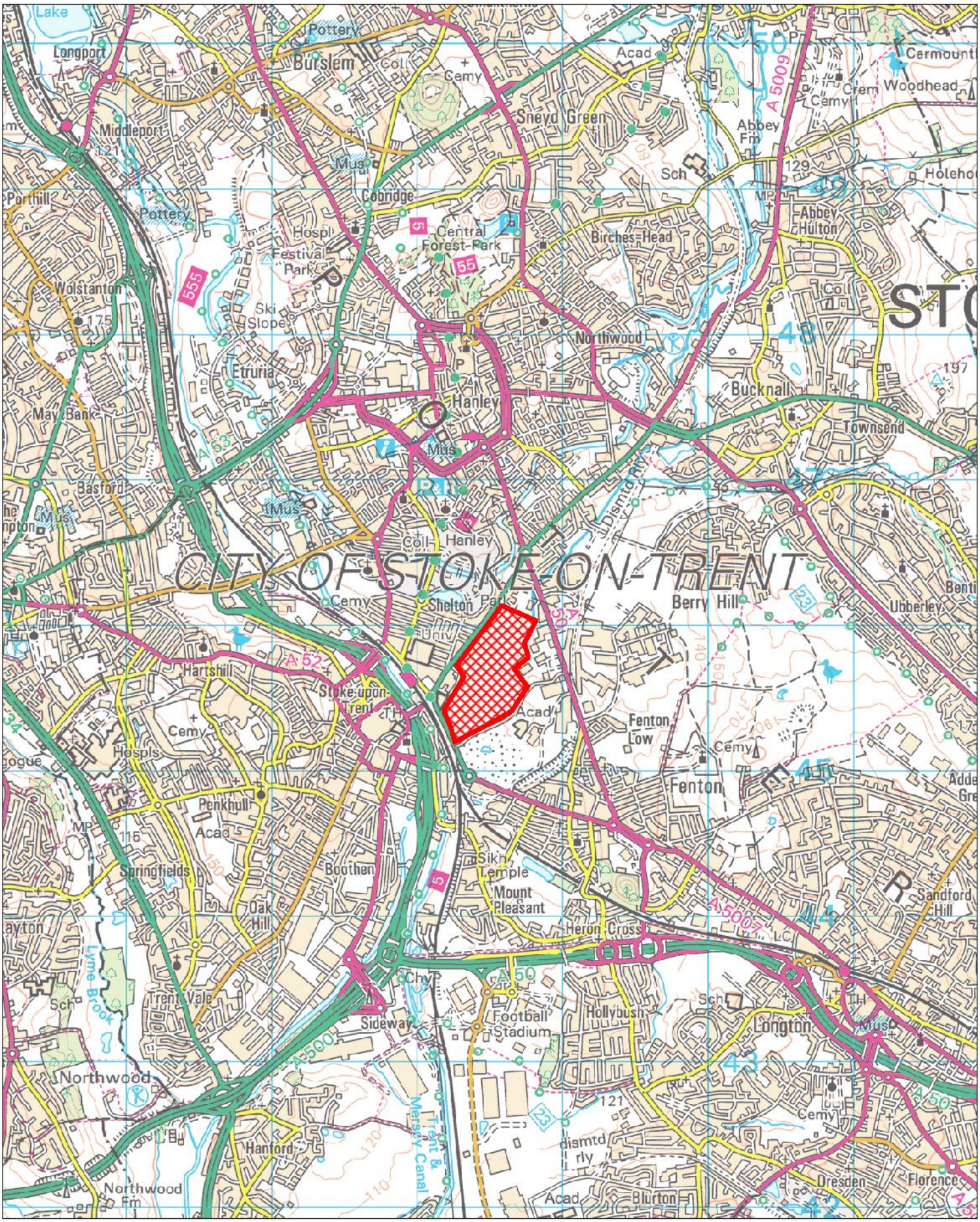
Staffordshire Wildlife Trust
The Wolseley Centre, Wolseley Bridge,
Stafford. ST17 0WT
Tel: 01889 880100 Fax: 01889 880101
Email: info@staffs-wildlife.org.uk
Registered Charity No. 259558
Limited Company No. 959609

Appendix 3: Site Location Map

Staffordshire University Leek Road Campus, Stoke-on-Trent

European Union
European Regional Development Fund



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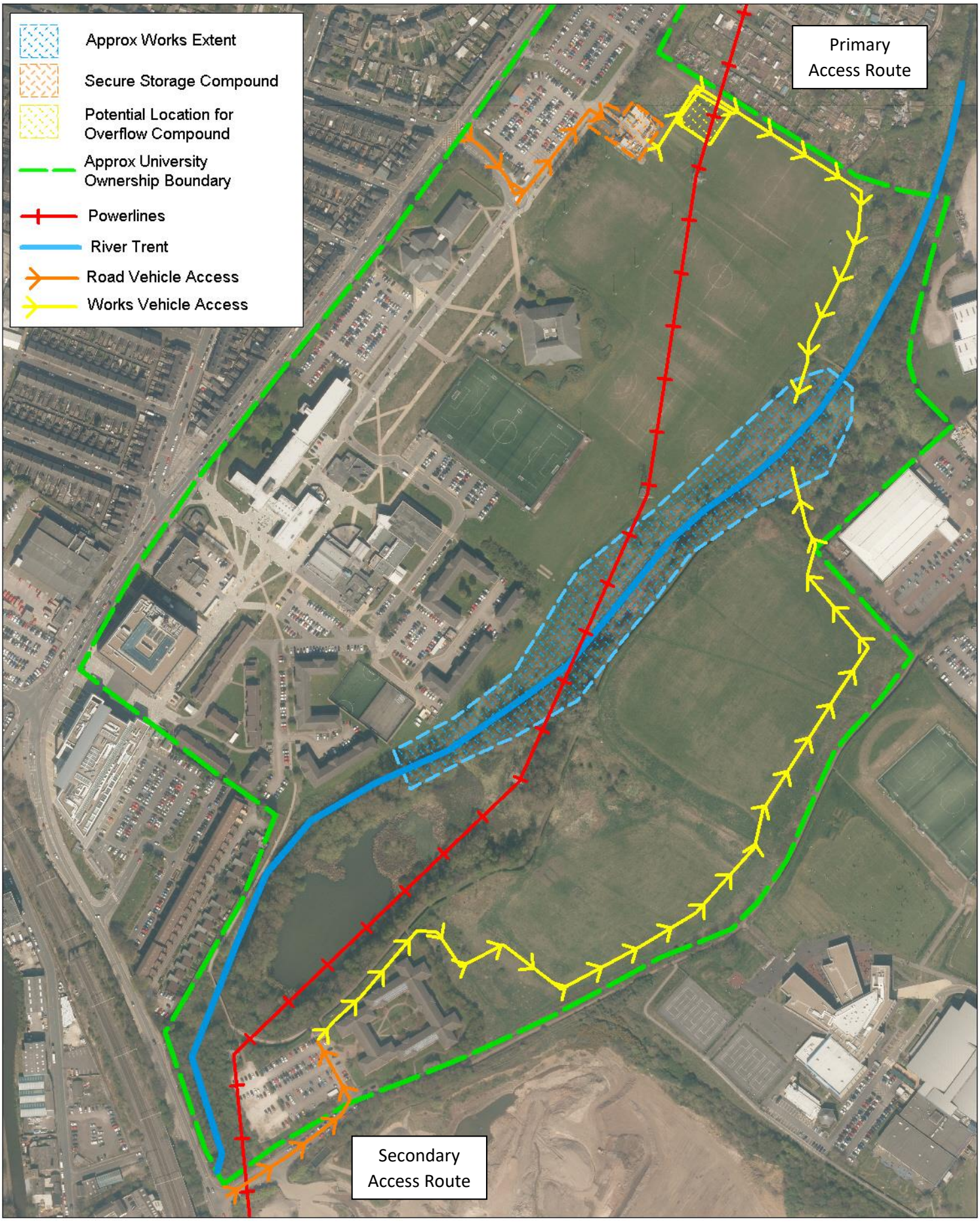
Printed CurrentDate

Staffordshire Wildlife Trust
The Wolseley Centre, Wolseley Bridge,
Stafford. ST17 0WT
Tel: 01889 880100 Fax: 01889 880101
Email: info@staffs-wildlife.org.uk
Registered Charity No. 259558
Limited Company No. 959609

Appendix 4: Site Map

Staffordshire University Leek Road Campus, Stoke-on-Trent

European Union
European Regional Development Fund



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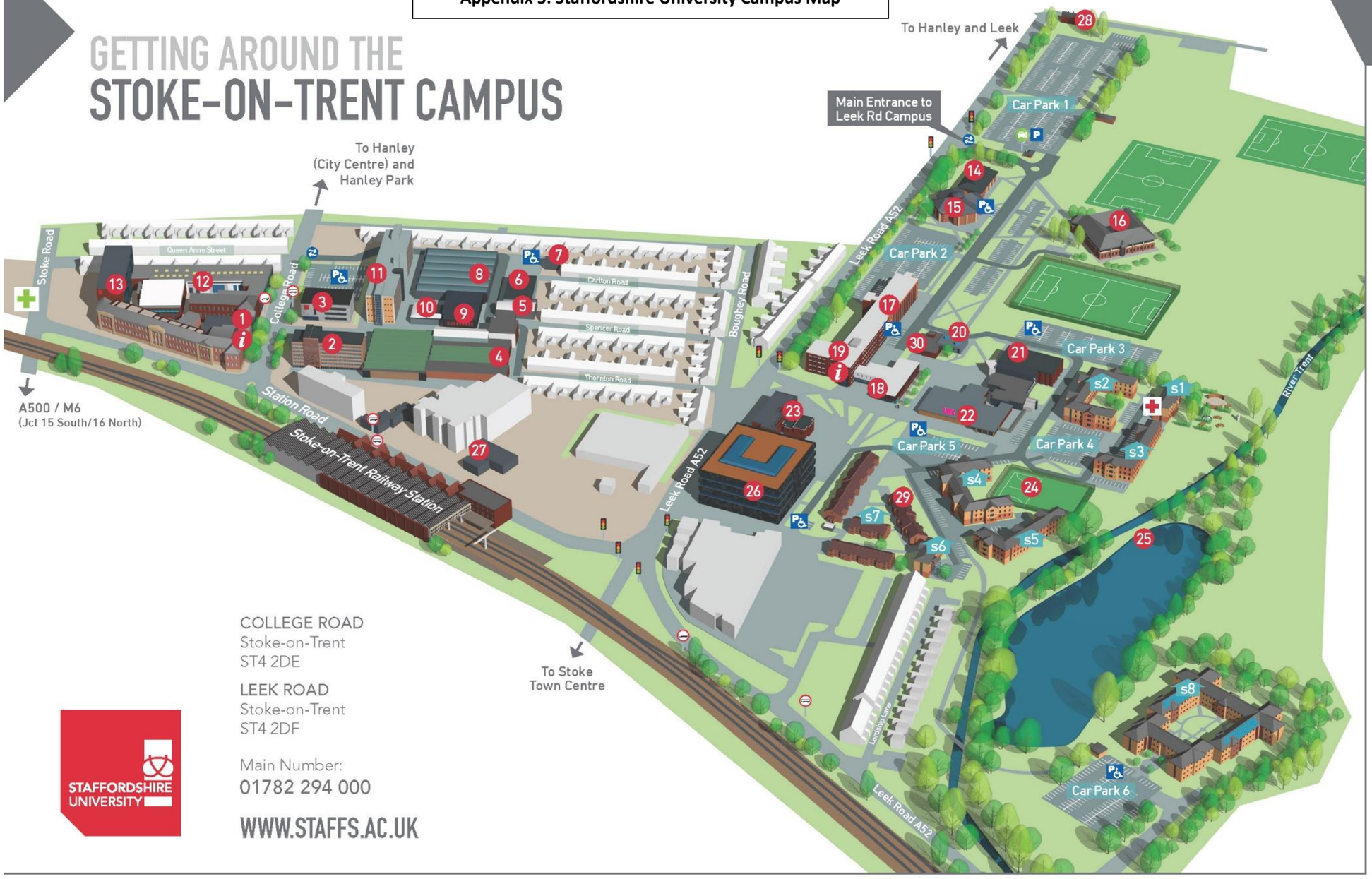
GETTING AROUND THE STOKE-ON-TRENT CAMPUS



COLLEGE ROAD
Stoke-on-Trent
ST4 2DE

LEEK ROAD
Stoke-on-Trent
ST4 2DF

Main Number:
01782 294 000

WWW.STAFFS.AC.UK

MAP KEY

COLLEGE ROAD

1. Cadman Building: Thompson Library, Careers Network / Unitemps, Café Cadman, International Student Support, Student Enabling Centre / Counselling Service, Campus Control Centre
2. **Information Point**
3. Flaxman Building / Film Theatre
4. Beacon Building / Pavilion Café
5. Henrion Building
6. Studio One Drama Studio
7. Performance Centre
8. Campus Building
9. Dwight Building / Automotive
10. Ember Lounge (Ground floor) / Students' Union Reception, Offices and Advice Centre (First floor)
11. Students' Union Shop / Squeeze Box
12. Mellor Building
13. Cadman Studios / G Room Lecture Theatres
14. Blackstone Building (Access through Cadman Building)

LEEK ROAD

14. Ashley Business School
15. Ashley Lecture Theatres
16. Law School
17. Brindley Building
18. Brindley Food Court / Brindley Outpost
19. Brindley Building Entrance/
    Information Point
20. Launderette
21. Sir Stanley Matthews Sports Centre
22. LRV (Leek Road Venue) / The Verve / Students' Union Shop
23. Trent Building
24. All Weather Sports Pitches
25. Staffordshire University Nature Reserve
26. Science Centre / Campus Life Helpdesk
27. Childcare Service (Nursery)
28. Crime Scene House
29. Faculty of Health Sciences – Community House
30. University House

STUDENT ACCOMMODATION

- s1 COALPORT (ST4 2YJ)
  - Multi-faith Chaplaincy
  - On-Campus Police Officer
  - ResLife Help Desk
  - Post Room
  - Student Health Service
  - Community Garden
- s2 WEDGWOOD (ST4 2YJ)
- s3 SPODE (ST4 2YJ)
- s4 ROYAL DOULTON (ST4 2YJ)
- s5 AYNSLEY (ST4 2YJ)
- s6 MINTON (ST4 2YJ)
- s7 LEEK ROAD HOUSES (ST4 2XQ)
- s8 CLARICE CLIFF COURT (ST4 2TQ)

M9122

KEY

- Pharmacy
- Doctors
- Bus Stop
- Parking
- Disabled Parking
- Entrance/Exits

BUS ROUTES

Bus Routes from College Road/Stoke Station
Hanley: 9 / 23 / 23A / 25
Newcastle: 25

Bus Routes from Leek Road (by 6th Form College)
Hanley: 9 / 23 / 23A / 25
Newcastle: 25

Bus Routes from Stoke-on-Trent Station
Hanley: 9 / 23 / 23A / 25
Newcastle: 25

www.plusbus.info | www.stokebus.info

SUPERMARKETS

Sainsburys (1 mile)
London Road
Stoke-on-Trent ST4 7QD

Lidl (1 mile)
London Road
Stoke-on-Trent ST4 7SG

Iceland (1 mile)
London Road
Stoke-on-Trent ST4 7SG

Poundstretcher (1 mile)
Hide Street
Stoke-on-Trent ST4 1NF

Aldi (1.5 miles)
Victoria Road
Fenton ST4 2HX

Asda (1.5 miles)
Victoria Road
Fenton ST4 2HE

Please note that distances are are approximate.

ON-CAMPUS ROOM ABBREVIATIONS

Each room number has a letter in front. This indicates in which building the room is located. E.G. S200 is on the second floor of the Mellor Building. BG021 is on the ground floor of the Brindley Building.

Cadman/Blackstone/G Block	A, B, C, D, E, F, G
Flaxman	L
Mellor	S
Dwight	K
Henrion	H
Brindley	BG or B
Science Centre	R
Ashley	LT
Law School	LW
Performance Centre	P
Beacon	T

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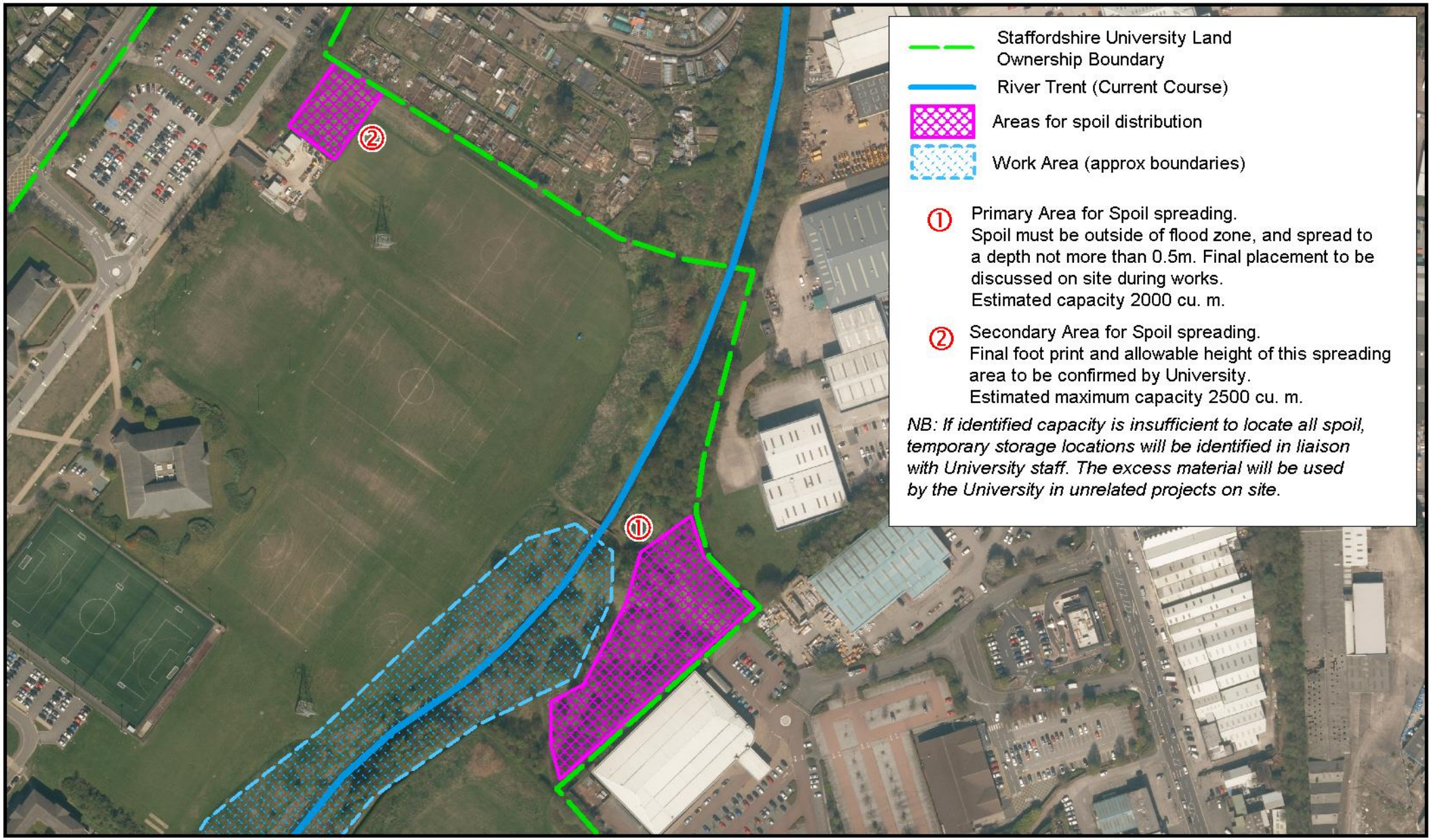
Appendix 6: Spoil Management Plan
River Restoration, Staffordshire University Campus
ERDF SUNRISE Project

European Union
European Regional Development Fund

The Wildlife Trusts Staffordshire



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