

Our Ref: ENV6003037R

Your Ref:

Date: 5th November 2018

Dear Sir/Madam,

**Contract Ref: ENV6003037R**

**Contract Title:** Cole Valley Catchment Landscape Vision

You are invited to quote for the above in accordance with the enclosed documents.

Instructions on what information we require you to provide is in Section 4 of the following Request for Quotation document.

Your response should be returned to the following email address by 5pm Monday 19th November 2018:

amelia.russell@environment-agency.gov.uk

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Amelia Russell CMLI

Principal Environmental Project Manager

E-mail: amelia.russell@environment-agency.gov.uk

Telephone: 07717 665826

**The Environment Agency**, Sapphire East, 550 Streetsbrook Road, Solihull, B91 1QT

**Request for Quotation**

**Ref:** ENV6003037R

**Title:** Cole Valley Catchment Landscape Vision

**Section 1**

**Who is the Environment Agency?**

We are an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. Our principal aims are to protect and improve the environment, and to promote sustainable development.

Further information on our responsibilities, Corporate Plan and how we are structured can be found on our Website.

<https://www.gov.uk/government/organisations/environment-agency/about>

**What do we spend our money on?**

We are a major procurer of goods and services within the UK, spending circa £600M per annum, our major spend areas are:

* Flood and Coastal Risk Management (design, construction and maintenance)
* ICT and Telecommunications
* Vehicles and Plant
* Environmental Consultancy and Monitoring
* Temporary Staff and Contractors
* Facilities Management, Energy and Utilities
* Flood Management and Water Related Services

**What do we need from our suppliers?**

Suppliers are vital in supporting the delivery of our corporate plan. We aim to support the economy and society whilst delivering more environmental outcomes for every pound we spend. In many areas we are leading the way on environmental and technical developments. It is our role to ensure that suppliers clearly understand our corporate aims and objectives and know that we are committed to delivering the best value most sustainable solutions, taking into account the whole life cost of our procurement decisions. We promote diversity and equality and treat all of our suppliers fairly.

Our procurement strategy may be of interest to you as a potential supplier. It sets out our priorities and key commitments in a range of areas such as delivering our corporate plan, Government policy, supplier management and sustainable procurement:

<https://www.gov.uk/government/organisations/environment-agency/about/procurement#procurement-strategy>

**Government changes and collaboration**

Since 1 April 2013, the Environment Agency is no longer responsible for delivering the environmental priorities of Wales. This is now the remit of Natural Resources Wales (NRW).Further information can be found here:

<http://naturalresources.wales/splash?orig=/>

By bidding for this requirement, you may also be approached by other members of the Defra network, NRW or other government departments that are specifically named in the tender document.

**Further information**

For further information and to see our commitments to Diversity and Equality, please visit our website.

<https://www.gov.uk/government/organisations/environment-agency/about/procurement>

https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity

Also, are you up to date on environmental legislation? See links below for further information.

Waste and Environmental Impact - <https://www.gov.uk/browse/business/waste-environment>

Environmental Regulations - <https://www.gov.uk/browse/business/waste-environment/environmental-regulations>’

**Section 2**

**The Customer**

**Summary**

The Environment Agency (EA) and the Tame Valley Wetlands Landscape Partnership (TVWLP) are jointly requesting tenders from suitable Landscape Architecture consultants for the production of a detailed landscape vision and masterplan for the River Cole Catchment in the West Midlands.

The River Cole is situated within a significant area of green infrastructure between East Birmingham, North Solihull and North Warwickshire. The area contains major transport infrastructure with the existing motorway network and future HS2 route passing through the river valley. The Cole Valley also forms part of the Tame Valley Wetlands Nature Improvement Area (NIA) designated in 2017, and the Birmingham and Black Country NIA designated in 2012.

The purpose of the landscape vision is to provide a common vision for the future of the river valley which is agreed by stakeholders and can act as an aspirational brochure for investment decisions and improvement in the area. The resulting document will be used to guide development, assist with engagement, and secure funding for the delivery of blue green infrastructure over the next ten years.

This contract is being let by the Cole Valley Visioning project team from the Environment Agency working together with Tame Valley Wetlands Landscape Partnership.

## Contract Length

It is anticipated that this contract will be awarded to one supplier for a period of 7 months to end no later than 30/06/19. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition. Any amendment to contract prices for the extensions are to be by negotiation.

The Environment Agency Conditions of Contract for Services (Appendix C) shall apply to this contract.

This contract shall be managed on behalf of the Agency by **Amelia Russell – Principal Environmental Project Manager (Email: Amelia.russell@environment-agency.gov.uk)**

## Contact Details and Timeline

Amelia Russell will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that both the question and the response will be circulated to all tenderers.

Email: [Amelia.russell@environment-agency.gov.uk](mailto:Amelia.russell@environment-agency.gov.uk)

Key elements of the process have been reviewed. Anticipated dates for planned activities are below:

|  |  |
| --- | --- |
| **Activity** | **Due Date** |
| Supplier responses to Request for Quotation | 5pm Monday 19th November 2018 |
| Evaluation of Request for Quote submissions | Friday 30th November 2018 |
| Award of contract | Monday 3rd December 2018 |
| Project/Contract end date | June 2019 |

It should be noted that these timescales and activities may be subject to change.

**Section 3**

## Evaluation Criteria

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

* Price – 70%
* Quality – 30%

The following quality criteria are weighted in accordance with the importance and relevance attached to each one.

* Proposed key personnel – 35%
* Proposed methodology – 40%
* Ability to meet deadlines – 5%
* Previous experience – 20%

The criteria listed above will be assessed on a 0 to 10 basis and will reflect the following judgements:

|  |  |
| --- | --- |
| **Rating of Response**  **The tenderer provides a response which in the opinion of the evaluators is:** | **Score** |
| **Excellent:** Addresses all of the requirements and provides a response with relevant supporting information which does not contain any weaknesses, giving the Agency complete confidence that the requirements will be met. | 10 |
| **Very Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains very minor weaknesses, giving the Agency high confidence that the requirements will be met. | 8 |
| **Good:** Addresses all of the requirements and provides a response with relevant supporting information, which contains minor weaknesses, giving the Agency reasonable confidence that the requirements will be met. | 6 |
| **Satisfactory:** Substantially addresses the requirements and provides a response with relevant supporting information which may contain moderate weaknesses, but gives the Agency some confidence that the requirements will be met. | 4 |
| **Weak:** Partially addresses the requirements, or provides supporting information that is of limited relevance or contains significant weaknesses, and therefore gives the Agency low confidence that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency no confidence that the requirements will be met. | 0 |

**Section 4**

**Information to be returned**

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

Please complete and return the following information:

* completed Pricing Schedule (Appendix A);
* completed Prior Rights Schedule (Appendix B);
* confirmation that terms and conditions are accepted (Appendix C. Please note that the terms cannot be amended later).
* details of the personnel you are proposing to carry out the service, including CV’s of your key personnel; (Max 4 pages A4)
* details of proposed methodology (Max 4 pages A4)
* details of how you will measure your success in meeting deadlines for each of the deliverables. (Max 1 page A4)
* detail your recent experience of carrying out similar contracts. (Max 1 page A4)

**Section 5**

**Specification**

# Background to the Requirement

5.1.1 Introduction

The Environment Agency (EA) and the Tame Valley Wetlands Landscape Partnership (TVWLP) are jointly requesting tenders from suitable Landscape Architecture consultants for the production of a detailed landscape vision and masterplan for the River Cole Catchment in the West Midlands.

The River Cole is situated within a significant area of green infrastructure between East Birmingham, North Solihull and North Warwickshire. The area contains major transport infrastructure with the existing motorway network and future HS2 route passing through the river valley. The Cole Valley also forms part of the Tame Valley Wetlands Nature Improvement Area (NIA) designated in 2017, and the Birmingham and Black Country NIA designated in 2012.

The purpose of the landscape vision is to provide a common vision for the future of the river valley which is agreed by stakeholders and can act as an aspirational brochure for investment decisions and improvement in the area. The resulting document will be used to guide development, assist with engagement, and secure funding for the delivery of blue green infrastructure over the next ten years.

The three key aims of the project are:

* Create a high quality blue/green corridor along the River Cole through East Birmingham and North Solihull leading into North Warwickshire.
* Enhance the natural environment improving biodiversity and water quality, reducing flood risk and highlighting the opportunities for natural capital and environmental net gain.
* Re-connect local communities and businesses with their local public open space improving wellbeing and resilience.

5.1.2 The Landscape

The Cole Valley is located between Birmingham, Solihull and to the north of Coleshill in North Warwickshire. The River Cole is 34 km’s in length, this study will focus on the lower 24 km’s of the river specifically the two waterbodies illustrated on the ‘River Cole – Lower Cole Waterbodies’ plan (Appendix D). These two water body boundaries will form the study area for the purpose of this contract.

The Cole Valley falls predominantly within the National Character Area Arden (NCA 97). The area is heavily influenced by human activity and has seen many changes, such as floodplains being drained, woodland cleared and the river engineered and polluted. The valley is a hidden landscape, a ‘green and blue lung’ in an area of the country otherwise dominated by transport routes and development.

Despite the historical damage the river is now trying to recover and offers the potential to be an attractive natural asset for the community to use and be proud of.

5.1.3 The Study Area

The study area lies to the south and east of the greater Birmingham conurbation, through Solihull and North Warwickshire, within the Tame Valley Wetlands Nature Improvement Area (NIA) and the Birmingham and Black Country NIA. The lower two waterbody boundaries illustrated on the ‘River Cole – Lower Cole Waterbodies’ plan (Appendix D) will form the study area for the purpose of this contract.

The downstream section of the river corridor, to the east of the M6, is within the Green Belt and is relatively flat and open forming a portion of the valley of the River Cole. The area is predominantly agricultural in nature but there is a strong influence of the urban fringe in some areas, fragmented by the motorway network (M6, M6 Toll, M42) and trunk roads (A446). The area will be dissected by HS2.

The natural fabric of the area is however strong with numerous mature hedgerow trees (predominantly oak) with the hedges themselves (mainly hawthorn) being kept in a semi tidy state i.e: not over cut. There is also a legacy of substantial tree planting as a part of the landscaping associated with the M42 and M6 motorways. The PROW network is extensive although accessing it is more difficult due to the severance effects caused by the road and rail network.

The middle section of the river corridor runs through North Solihull, the corridor is wide and is designated as Local Wildlife Site and under local authority control. Solihull Metropolitan Borough Council are currently delivering two ERDF projects in this area: Wildlife Ways and the Solihull Habitat and Nature Improvement Project. These are contributing to an improved environment and connected communities.

The upstream end of the river corridor is heavily urbanised, running through Stechford, Tyseley and Sparkhill. The pressures of urbanisation is most noticeable here including fly tipping, pollution, and a degraded environment. However, the river valley is in a wide green corridor, much of which is designated as Local Wildlife Site and under local authority control, including Shire Country Park, and Kingfisher Country Park.

5.1.4 HS2

Within the site, the Birmingham spur of HS2 will join the routes to the north and south. This will create a triangle of lines (located just to the south of Water Orton and just to the west of Coleshill) and necessitate the construction of a flyover and two box tunnels under the M42. Local roads will also require alternation and the course of the River Cole diverted. The effect will be to further compartmentalise the site and increase the severance of the site from the surrounding population still further. In all likelihood it may reduce the viability of the remaining agricultural businesses as large construction compounds are proposed for this locality and the duration the construction period will disrupt their operation. There will also be loss of landscape features and habitat loss. As a result of these changes substantial areas of water storage and habitat creation should be a key priority for HS2 Ltd.

The route of HS2 is illustrated on the ‘River Cole – Lower Cole Waterbodies’ plan (Appendix D)

5.1.5 Key Stakeholders

* Members of the TVWLP, in particular the Environment Agency, Natural England, North Warwickshire Borough Council, RSPB, Solihull Metropolitan Borough Council, Warwickshire County Council and Warwickshire Wildlife Trust.
* DEFRA family, including the Forestry Commission
* Severn Trent Water – Tame Anker Mease catchment partnership host
* Birmingham City Council and the Wildlife Trust for Birmingham & the Black Country.
* Birmingham City University (Professor Kathryn Moore).
* Potential funders / developers including HS2 Ltd and their JVs.
* Local Enterprise Partnerships and Local Nature Partnerships.
* West Midland Combined Authority and the HS2 Environment and Landscape Work Stream Board.

5.1.6 Current Plans & Initiatives to consider

* North Warwickshire Borough Council’s Local Plan, Green Infrastructure Strategy and cycleway project.
* North Warwickshire Destination Plan.
* Solihull MBC ‘Greening the Grey’ project, Local Plan and Green Infrastructure Strategy.
* Warwickshire County Council’s cycleway improvements.
* Natural England’s National Character Area document (NCA97 – Arden).
* West Midlands National Park Vision by Professor Kathryn Moore / Birmingham City University (2018).
* TVWLP ‘Tame Valley Wetlands: Developing our future vision’ advocacy document (2017).
* Tame Valley Landscape Vision Development by Professor Kathryn Moore, commissioned by the TVWLP (2016).
* TVWLP Landscape Conservation Action Plan (2013).
* RSPB Tame and Trent Futurescape and The Wildlife Trust’s Tame and Trent Living Landscape.
* Nature’s Place for Water (The Wildlife Trusts).
* Making Space for Nature Review and The Natural Environment White Paper (2011) and Nature Improvement Areas.
* The Water Framework Directive and most up-to-date water quality status information.
* Defra’s 25 Year Environment Plan.
* Tame Anker Mease Catchment Management Plan (CaBA) and the Humber River Basin Management Plan.
* HS2 plans including plans for Birmingham Interchange, UK Central and the Delta Junction.
* UK and LBAP Biodiversity Action Plans.
* Warwickshire Mineral Plan.
* CEEP Ecosystem Services Assessment Report for Warwickshire and a case study on the Tame Valley Wetlands, commissioned by Warwickshire Wildlife Trust/TVWLP.
* WMCA Strategic Economic Plan
* Severn Trent Urban Demonstrator, Tyseley – sustainable, surface water management scheme
* Environment Agency River Cole opportunities report
* Water Framework Directive
* Birmingham Development Plan 2031

# Specific Objectives/Deliverables

5.2.1 Project Objectives

* To prepare and produce a detailed landscape vision to 2030 for the River Cole Catchment (Lower waterbodies), West Midlands. The vision should focus on the opportunities for the future transformation of the river and riparian area;
* The vision will identify where investing in blue / green infrastructure can deliver a reduction in flood risk, and improve water quality and biodiversity, including greening the grey.
* The vision will seek to improve the biodiversity of the Cole catchment and reconnect local communities to their local environment resulting in social and economic benefits.
* Key stakeholder engagement and consultation to understand the needs, issues and aspirations of the local community, business, authorities, and third sector organisations.
* The vision will identify and assess the major infrastructure improvements crossing or adjacent to the river (for example: HS2, Midlands Metro, Local Development Plans etc.) and assess their impacts and potential mitigation.
* The vision will address the socio-economic and environmental issues in the catchment to improve it for existing and future communities, economic regeneration and the environment.
* The vision will identify natural ways for access improvements, and a suite of interventions to deliver the transformation of the river and riparian area.
* The vision will seek to identify opportunities for new environmental technologies.
* The vision will build on the strategic Tame Valley Landscape Vision document produced by Professor Kathryn Moore in 2016.

5.2.2 Scope of Work

The scope of work for this contract includes the following:

* All preparation time, research, consultation with the steering group and key stakeholders including partner organisations, travel, expenses, site visits and report writing.
* Delivery of the products identified in section 6.2 below, including draft and sketch interim versions for progress meetings.
* All steering group progress meetings (4 no.) and final presentation (1 no.).

5.2.3 Deliverables

The deliverables for this contract are:

* A series of strategic plans for the catchment illustrating allocated development sites, existing green infrastructure, floodplain extents, deprivation indices, existing and proposed transport routes, access and connections, local landscape character, biodiversity value (utilising existing Phase 1 Habitat survey data). These plans should be presented in a way that depicts the current ecosystem services baseline for the catchment.
* A masterplan vision for the catchment that identifies the opportunities to meet the project objectives identified in section 5.0 of this document. The masterplan should be presented in such a way that the potential for improved ecosystem services and how the vision will contribute to the 25 Year Environment Plan targets is illustrated in a visual manner. The vision should also highlight opportunities for meeting the aims of the WMCA Strategic Economic Plan including improving the environment and the quality of life of people, particularly in disconnected, and deprived areas.
* A series of more detailed concept designs and visualisations for up to three focus sites within the study area for engagement purposes on quick win projects. It is likely that these focus sites will include Cole End Park, Warwickshire; Meriden Park/Cole Bank Park, North Solihull; and The Ackers, adjacent to the Tyseley Environment Enterprise District, Birmingham. A summary of estimated costs for implementation and maintenance of each focus site concept design shall be provided.
* Final Output: A Landscape Vision Report for the Cole Valley to 2030 to include strategic plans, a masterplan(s) and focus site concept designs as detailed above.

All deliverables are to be made available to the client as high and low resolution pdf documents. (low res. document to be no greater than 10MB for electronic transfer purposes).

### Timescales/Deadlines

An outline programme for the contract is provided below:

|  |  |
| --- | --- |
| Activity | Date |
| Tender distribution | November 2018 |
| Tender return and evaluation | November 2018 |
| Contract Award | December 2018 |
| Start-up meeting (1), site visit & steering group formation | December 2018 |
| First invoice submitted | December 2018 |
| Interim progress meeting with steering group (2) | January 2019 |
| Interim progress meeting with steering group (3) | February 2019 |
| Second invoice submitted | March 2019 |
| Interim progress meeting with steering group (4) | April 2019 |
| Presentation to steering group & HS2 Environment Board | May 2019 |
| Final Report completed and final invoice | June 2019 |

### Skills of Personnel Required

The Consultant would benefit from having the following skills and experience:

* Working with partnerships and consultation with local stakeholders;
* Engaging with and consulting a wide range of stakeholders including those from the public, private and third sector;
* Master planning for projects at a site and landscape-scale, with an understanding of landscape-scale conservation and connectivity for people and wildlife;
* Organisational, reporting and communication skills;
* Knowledge of the Cole Valley and surrounding area;
* Landscape architecture and design, including graphic design and GIS;
* Awareness and understanding of the processes, opportunities and threats related to hydrology, ecosystems and landscapes.
* Knowledge of the strategic priorities for the West Midlands Combined Authority and GBS LEP.

**Section 6**

**Contract Management**

This contract shall be managed on behalf of the Agency by **Amelia Russell – Principal Environmental Project Manager**

The contract will be managed through regular steering group/progress meetings and regular progress updates. We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award. There will be three invoice dates during the duration of the contract, the first in December 2018, followed by invoices in March and June 2019.

Before the invoice is issued, a fee note must be emailed in advance to the contract manager for approval. All invoices must quote the purchase order number in order to be processed. A file copy invoice must be provided to the contract manager, on request. The timescale for payment of invoices will be up to 30 days after we have received a valid invoice.

**Section 7**

**Sustainability Considerations**

We are committed to continually improving our sustainability performance. The Environment Agency has set itself tough objectives as a clear commitment and contribution to sustainable development throughout England. The Agency recognises that this can only be achieved through commitment from all sectors of society and it is intent on raising awareness amongst industry and commerce.

Contractors must adopt a sound proactive environmental approach, designed to minimise harm to the environment.

Environmental criteria should be considered as part of your tender submission with credit given for innovation. Factors to be considered could include areas such as:

* + - Paper use: All documents and reports prepared by consultants and contractors are produced wherever possible on recycled paper containing at least 100% post consumer waste and printed double sided.
    - Travel: use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links.
    - Packaging: should be kept to a minimum. Re-use and disposal issues must be considered.
    - Efficient Energy and Water Use.
    - Disposal of Waste: Whilst on site the contractor is responsible for the disposal of their own waste and can only use client facilities with express permission from the on site facilities officer.
    - Whilst on site, contractors should comply with the local environmental policy statement which will be made available to you in advance or on arrival.

**Diversity and Equal Opportunities**

We are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.  As a public body, we publish regular information about what our equality objectives are and how we’re meeting them.

<https://www.gov.uk/government/organisations/environment-agency/about/equality-and-diversity>

**Health and Safety**

Contractors will be responsible for making sure all required health and safety aspects including risk assessments are undertaken and required management measures are in place to protect worker exposure. This includes management of all partners, consortium members and subcontractors.

**IEM2020:**

## Sustainability Objectives

As the Environment Agency, our overarching aim is to protect and improve the environment for people and wildlife. Over the last 10 years we have achieved significant reductions in our environmental impacts that occur through our everyday operations. This included a 40% reduction in our carbon emissions and a 37% reduction in the number of miles we travel. This year we have launched our new Internal Environmental Management strategy to take us through to 2020, building on these successes and widening our ambition.

**Supply chain**

Our 2020 approach will have a very strong emphasis on the indirect impacts of our supply chain.

Our supply chain accounts for over 70% of our total environmental impacts.

Working with our supply chain we want to be world class in the area of environmental management. The environmental impacts of our work and that delivered by and through our supply chain must be reduced; environmental risks must be effectively managed and opportunities for enhancements investigated.

As an organisation, our environmental management system (EMS) is accredited to ISO14001 and EMAS standards. Our procurement activities form part of this system; driving environmental performance improvements across the value chain.

## Section 8

### Additional Information

### Copyright and confidentiality

Unless otherwise indicated, the copyright in all of the documentation belongs to the Environment Agency, and the documentation is to be returned to us with your tender. The contents of the documentation must be held in confidence by you and not disclosed to any third party other than is strictly necessary for the purposes of submitting your quote. You must also ensure that a similar obligation of confidentiality is placed upon any third party to whom you may need to disclose any of the documentation for the purposes of the tender.

### Accuracy of documentation

You should check all documentation; should any part be found to be missing or unclear you should immediately contact us at the address given in the covering letter. No liability will be accepted by the Environment Agency for any omission or errors in the documentation which could have been identified by you.

### Amendments to documentation

Prior to the date for return of tenders, we may clarify, amend or add to the documentation. A copy of each instruction will be issued to every Tenderer and shall form part of the documentation. No amendment shall be made to the documentation unless it is the subject of an instruction. The Tenderer shall promptly acknowledge receipt of such instructions.

### Alternative Offers

Alternative offers may be considered if they constitute a fully priced alternative and are submitted in addition to a quotation complying with the requirements of the Invitation to Quote Documents. If, for any reason you wish to submit an alternative offer without a fully compliant tender please contact us in accordance with the details in the covering letter.

## Continuity of personnel

The Contractor shall employ sufficient staff to ensure that the Services are provided at all times and in all respects to the Project Standard. It shall be the duty of the Contractor to ensure that a sufficient reserve of staff is available to ensure project delivery in the event of staff holidays, sickness or voluntary absence

The Environment Agency will be notified immediately of any changes to personnel associated with the project. The Contractor will ensure that every effort is made to replace outgoing staff with personnel of equal calibre and expertise. All new members of staff undertaking work for the Project will need to be agreed by the Environment Agency prior to commencement.

At all times, the Contractor shall only employ in the execution and superintendence of the Contract persons who are suitable and appropriately skilled and experienced.

## Intellectual property rights

All results, including material and tools produced, developed or paid for under this contract shall be the property of the Environment Agency.

## References

The Environment Agency may request recent and relevant references prior to the award of the project.

**Contract award**

This Request for Quote is issued in good faith but we reserve the right not to award any or all of this work.

### DATA PROTECTION ACT ADDENDUM TO SPECIFICATION

## Protection of personal data

In order to comply with the Data Protection Act 1998 the Contractor must agree to the following:

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

# APPENDIX A - PRICING SCHEDULE

ALL COSTS QUOTED MUST BE EXCLUSIVE OF VAT

All costs must be quoted on this schedule. Any costs not detailed will not be paid.

Please detail your task costs in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Proposal (To be completed by Supplier)** | | | |
| **Tasks** | **Hourly Rate** | **No of Hours** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Staff Costs | | |  |
| **Expenses (please detail type, i.e. travel etc)** | | |  |
| **Discounts applied (please detail)** | | |  |
| **Total Overall Cost** | | |  |

**Other costs**

Please state any other costs that will need to be taken into consideration.

|  |  |
| --- | --- |
| **DESCRIPTION** | **COST** £ |
| **1. Other costs (please detail)** |  |
| **2. Other costs (please detail)** |  |
| **3. Other costs (please detail)** |  |
| **TOTAL** |  |

**Discounts, rebates and reductions**

Please detail below any discounts, rebates and other reductions you are prepared to offer and the basis of those incentives

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT**  £ |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**Total Overall Cost**

Please detail the total **fixed cost** for the project

|  |  |
| --- | --- |
| **ITEM** | **TOTAL AMOUNT**  £ |
| **Staff Costs** |  |
| **Other Costs** |  |
| **Discounts/reductions** |  |
| **TOTAL Overall Cost** |  |

The following limits will be applicable to all claims for travel and subsistence under this contract:

1. Travel by rail: standard class should be used at all times
2. Travel by car: 45 pence/mile

Hotel bookings should be made through the Environment Agency’s corporate travel contract. Details of this contract are available from the Corporate Contracting Team.

When making reservations you should state that you are a contractor working on Environment Agency business.

Hotel charges must not exceed a maximum limit per night bed and breakfast (VAT included) of: £140 in London; £100 in Bristol; £90 in Warrington; £85 in Reading; £75 in Aberdeen, Birmingham, Belfast, Cardiff, Coventry, Edinburgh, Glasgow, Harlow, Leeds, Manchester, Middlesbrough, Newcastle, Oxford, Portsmouth, Sheffield and York; and £70 in all other destinations. Please note that these hotel ceiling rates are subject to change throughout the life of the contract.

Expenditure on dinner during an overnight stay must not exceed a maximum limit of £25, including a drink.

Receipts for all rail travel, hotel and food expenses will be required as proof of expenditure and will be reimbursed at cost. No profit or additional cost shall be applied by the contractor to such personal expenses.

**APPENDIX B - PRIOR RIGHTS SCHEDULE**

Details of Prior Rights held by the Parties (To be updated as Rights are introduced during the period of the Contract)

Prior Rights owned or lawfully used by a Party, whether under licence or otherwise, which it introduces to the Project for the purposes of fulfilling its obligations under the Contract

Held by the Environment Agency

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project** | **Proprietary owner of the Prior Rights** |
| Phase 1 Habitat Survey Data | Used to inform strategic plans | Warwickshire Wildlife Trust |
|  |  |  |
|  |  |  |

Held by the Contractor

|  |  |  |
| --- | --- | --- |
| **Name and description of Prior Rights** | **Extent of proposed use in the Project** | **Proprietary owner of the Prior Rights** |
|  |  |  |
|  |  |  |
|  |  |  |

**Explanation of Contractor's Prior Rights**  
All Intellectual Property Rights owned by or lawfully used by the Contractor, whether under licence or otherwise before the date of this Contract. It can also mean any invention and know how or other intellectual property (whether or not patentable) owned by one of the parties prior to the commencement of the Project, or devised or discovered by one of them only in the course of other projects during the Project period and not arising directly from the Project.

**APPENDIX C – ACCEPTANCE OF TERMS AND CONDITIONS**

I/We accept in full the terms and conditions named in Section 2 and appended to this Request for Quote document.

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

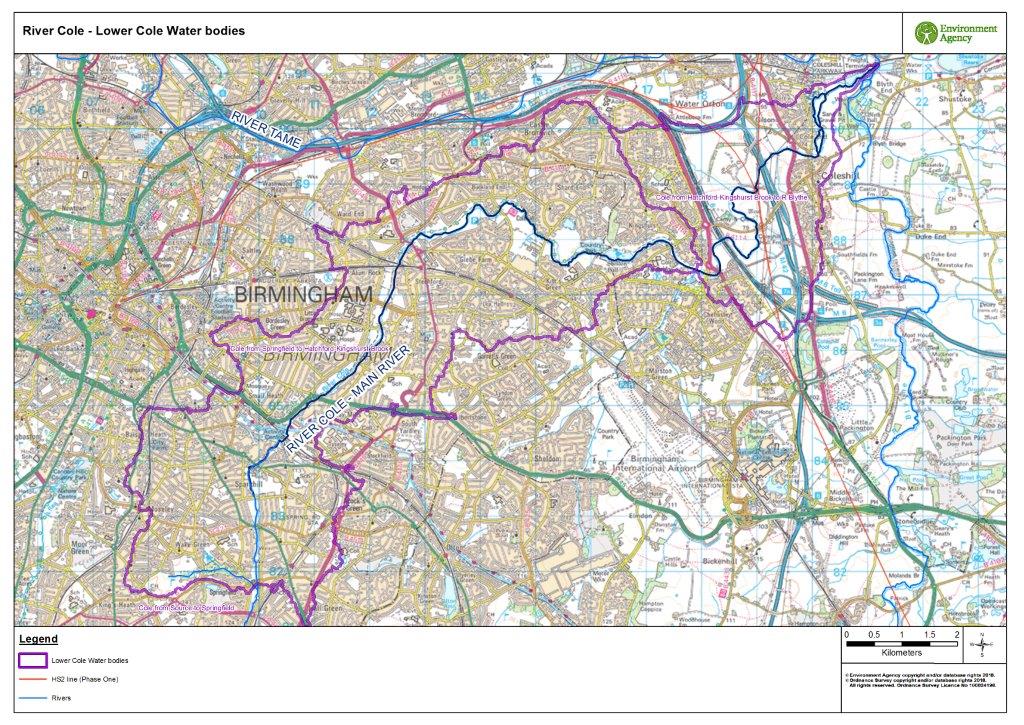
Name

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

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

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

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

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Appendix D