

# Request for Quotation

Nutrient Neutrality – Pre-feasibility assessment of the potential for development of constructed wetlands at 5 sites within the River Wensum and Yare catchments, Norfolk

**February 2023**

# Request for Quotation

## Pre-feasibility assessment of the potential for development of constructed wetlands at 5 sites within the River Wensum and Yare catchments, Norfolk.

You are invited to submit a quotation for the requirement described in the specification below.

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

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

Email: [mark.jones@naturalengland.org.uk](mailto:mark.jones@naturalengland.org.uk)

Date: 21<sup>st</sup> February 2023

Time: 5pm

Ensure you state the words 'Final Submission' in the subject field to make it clear that it is your response.

## Contact Details and Timeline

Mark Jones 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, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

Action	Date
Date of issue of RFQ	8 <sup>th</sup> February 2023
Deadline for clarification questions	17 <sup>th</sup> February 2023
Deadline for receipt of Quotation	21 <sup>st</sup> February 2023
Intended date of Contract Award	22 <sup>nd</sup> February 2023
Intended Contract Start Date	23 <sup>rd</sup> February 2023
Intended Delivery Date	31 <sup>st</sup> March 2023

## Glossary

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

Words/Expression	Meaning
“Authority”	Means the Department for Environment, Food and Rural Affairs acting as part of Natural England.
“Contract”	Means the contract to be entered into by the Authority and the successful supplier
“RFQ”	Means this Request for Quotation and all related documents published by the Authority and made available to suppliers

## Conditions applying to the RFQ

You should examine your quotation response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

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

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

## Acceptance of Quotations

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

## **Costs**

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

## **Mandatory Requirements**

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

## **Clarifications**

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

## **Amendments**

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

## **Conditions of Contract**

The terms and conditions [are available online](#) and will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

# Specification

## Background to Natural England

Natural England (NE) is the Government's advisor on the natural environment. It provides practical advice, grounded in science, on how best to safeguard England's natural wealth for the benefit of everyone. Natural England's remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England's rich natural environment can adapt and survive intact for future generations to enjoy.

Further information about the Authority can be found at: [Natural England](#).

## Background to Nutrient Neutrality

Investing in nature generates prosperity. A healthy environment and a vibrant economy must go hand in hand - our economic prosperity and well-being depends upon doing so. Through Nutrient Neutrality Natural England and Government are working with local planning authorities to enable the homes the country needs to be built while cleaning up our waterways.

Nutrient pollution is an urgent problem for freshwater habitats and estuaries which provide a home to wetland birds, fish, and insects. Increased levels of nutrients like nitrogen and phosphorus can speed up the growth of certain plants, disrupting natural processes and devastating wildlife. The impacts for people are also significant, with dirty waterways spoiling enjoyment of the outdoors.

While the government has taken substantial steps to tackle the issue, this scheme will fast track progress in hotspot areas alongside existing approaches including nutrient credit trading schemes, Local Planning Authority (LPA)-led mitigation schemes and onsite mitigation solutions integrated into the design of housing developments to unlock homebuilding across the country.

Defra and DLUHC will invest £30 million pounds to fund the Natural England scheme which will complement and not replace or compete with existing mitigation schemes.

It will provide additional mitigation where it is needed and can work in combination with schemes that are currently in place or under development.

To this end Natural England is working with landowners and partners in order to establish constructed wetlands in appropriate locations within priority catchments in order to generate nutrient credits that property developers will be able to purchase in order to fulfil planning requirements.

**The key deliverables for this contract will be:**

Five pre-feasibility assessments for holdings in the and Yare Wensum River catchments area of Norfolk.

1. Each pre-feasibility study will require a visit from a constructed wetland engineer, probably commencing with the landowner (or representative) providing them with an overview of the land and associated hydraulic pathways through the site, enabling them to focus on the areas with the greatest potential in terms of both credit nutrient yield and business objectives for the land. Depending on proximity to known water sampling points, it is also possible that water samples would be taken.

Suppliers interested in bidding for the work should contact Mark Jones ([mark.jones@naturalengland.org.uk](mailto:mark.jones@naturalengland.org.uk)) or Joe Forster ([joseph.forster@naturalengland.org.uk](mailto:joseph.forster@naturalengland.org.uk)) for further details regarding the 5 sites.

The output for each site would be a very brief report (expected max 2 to 4 sides A4) including:

- a map of the holding and the area(s) of interest.
  - a description of the potential of the site, including barriers or potential 'show-stoppers' to the development of a constructed wetland.
  - an initial broad assessment of the potential nutrient credit yield range (ie the likely scale of the financial opportunity).
2. On completion of the site visits the supplier will rank the 5 sites in order of suitability in terms of both complexity/ease of delivery and likely nutrient yield.
  3. Review of Constructed Wetland modelled GIS targeting data – Following the site visits we would ask the supplier to briefly review and reflect on natural England targeting data for the sites visited. – Brief report (ie 2 to 4 sides A4)

## Specification of Requirements

This section sets out the contract requirements. Suppliers must explain how they will deliver the required outputs within the specified timeframe and to budget. They must further demonstrate that they have the required skills and experience. Information on how this will be evaluated can be found below under Quotation Submission.

## Purpose of this Contract

To support the delivery of Natural England's nutrient Mitigation Scheme in Norfolk.

## Aim of the Pre-Feasibility Studies

To provide adequate information for Natural England and the landowner to understand the potential for delivery of constructed wetlands within land holdings. The work will also assist Natural England in determining delivery priorities and provide feedback to improve modelled target areas for constructed wetland.

## Objectives of the Pre-Feasibility Studies

To enable Natural England to prioritise sites for the development of constructed wetlands for phosphate within the River Wensum Catchment in Norfolk by:

- Early determination of the potential for constructed wetlands on each of the 5 sites
- Ranking the sites to enable Natural England to prioritise engagement with landowners as it develops a delivery pipeline.
- Providing feedback, based on ground truthing, regarding the efficacy of Natural England's constructed wetland targeting GIS model.

## Timetable

Project Milestone	Detail	Date
Project inception meeting and agreement of methodology	Meeting to discuss the proposed approach to the project.  The bidder should confirm that there will be availability to attend a project inception meeting during the week highlighted in the next column.	24 <sup>th</sup> February 2023
Project Plan	A brief project plan is required to be sent to the NE Project Officer, following the Inception Meeting. This will set out the methodology, key tasks, dependencies and project timeline.	Within 1 weeks of the inception meeting on 24 <sup>th</sup> February 2023
<b>Deliverables</b> Project report	Draft reports together with presentation to NE on the findings.	29 <sup>th</sup> March 2023
	Final Reports	31 <sup>st</sup> March 2023

## Contract Management

This contract shall be managed on behalf of the Authority by Mark Jones ([mark.jones@naturalengland.org.uk](mailto:mark.jones@naturalengland.org.uk)).

The outputs of the contract are included in the specification above. Fortnightly check-ins with the Project Officer via a Teams call or email, to discuss progress and/or any issues, will be required from January 2022 onwards, for the duration of the contract.

The project outputs are to be produced in a written final report in Word and pdf formats, as well as any accompanying visuals/graphics, spreadsheets and models. All reports will be clearly presented, concise, written in plain English with a target audience of an educated lay person. Reports will be supplied by email in Microsoft Word 97-2003 and pdf formats.

It is NE's expectation that all final project reports are published, NE however reserves the right to determine if and how results should be published.

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

Payment can be made in two instalments, with 25% to be invoiced upon receipt of the inception note, and the remaining 75% to be invoiced upon agreement of the final deliverables.

## Prices

Prices must be submitted in £ sterling, inclusive of VAT. Prices must be submitted in an Excel spreadsheet. Bidders should note that as a guide the anticipated budget is £12k - £24K inclusive of VAT. This should be used as a guide to give an indication of the depth and breadth of the study and the resources required to complete the work.

It is anticipated that this contract will be awarded for a period of 5 weeks, to end no later than 31/03/2023. Prices will remain fixed for the duration of the contract award period.

## Quotation Submission

Completed submissions should include the following items:

- evidence that you meet the quality criteria set out in the specification;
- your proposed pricing structure (to include name of staff, grade, day rate and total number of days allocated to each task and deliverable) ;
- your proposed workplan for the project



Submissions will be reviewed and then evaluated as set out below:

- each criteria will be given a score from 0 to 100;
- the criteria scores will be weighted to create a final submission score;
- all of the final submission scores will be ranked;
- the field date will be confirmed;
- the agency with the highest weighted score for the chosen field date will be awarded the contract - subject to the terms and conditions within the RFQ.

If the start date of the contract should substantially change, then agencies will be asked for their availability in the order of ranked final submission score. We will award this contract in line with the most economically advantageous tender. Suppliers will be scored on price and quality:

- Price – 50%
- Quality – 50%

A detailed breakdown of how the quality criteria will be assessed is included in the table below:

Question Number	Question	Maximum Available Score	Weighting %	Maximum length
E01	<b>Understanding of Natural England's requirement</b>  Outline your understanding of Natural England requirements in this specification.	100	15%	500 words
E02	Outline the <b>approaches</b> you will use to deliver this contract, giving justification for the methods proposed.  Please include a provisional project plan, including details of how the project will meet the key deliverables.  We would also ask that you allocate the number of days to the delivery of each task and deliverable.  Include a short assessment of risks and dependencies affecting the project	100	45%	800 words

	<p>including input required from Natural England, and your proposals for how these will be managed and mitigated.</p> <p>Provide a brief description of how the work will be quality assured.</p>			
E03	<p><b>Experience of the project team</b></p> <p>Provide details of the project team and the key personnel, with their seniority, who will be involved in delivering the project. You should demonstrate the team's skills and experience in:</p> <ul style="list-style-type: none"> <li>• Constructed Wetland Design and Build</li> <li>• Delivering contracts for public sector clients, particularly contracts with an environmental focus.</li> </ul> <p>Please indicate a CV and the number of days each member of the team has allocated on this project as well as who will lead on each task.</p> <p>In addition, please provide two (2) examples of your current or previous work within government departments, wider public sector, or equivalent that are similar in subject matter or scope to this requirement.</p>	100	40%	800 words (N.B. CVs will be excluded from this word count)
<b>Total</b>			<b>100%</b>	

<b>Score</b>	<b>Justification</b>
--------------	----------------------

For a score of hundred (100):	Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
For a score of seventy (70):	Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
For a score of fifty (50):	Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
For a score of twenty (20):	Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.
For a score of zero (0):	Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

## Disclosure

All Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

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

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

## Disclaimers

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

The Authority does not:

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

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

## Protection of Personal Data

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

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

## General Data Protection Regulations 2018

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

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

a contract it will be retained for the duration of the contract and destroyed within **seven years** of the contract's expiry.

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

## Further information

Contact Mark Jones or Joe Forster for further details in respect of sites.

© Crown Copyright and database rights 2023. Ordnance Survey 100022021

