

Reference number: Humber/Invert/01



[www.gov.uk/naturalengland](http://www.gov.uk/naturalengland)

# Request for Quotation

## Request for Quotation: Invertebrate Survey of Barton and Barrow Clay Pits, North Lincolnshire, within Humber Estuary Site of Special Scientific Interest

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: [morwenna.christian@naturalengland.org.uk](mailto:morwenna.christian@naturalengland.org.uk)

Date: 24 March 2023

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

### Contact Details and Timeline

Morwenna Christian 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 March 2023
Deadline for receipt of Quotation	24 March 2023
Intended date of Contract Award	w/c 3 April 2023
Intended date of inception meeting	w/c 3 or 10 April 2023
Intended Contract Start Date	w/c 3 April 2023
Contract Duration	12 months
Draft Report to be submitted to project officer	15 January 2024

Draft Report to be Submitted to Contractor with Natural England Comments	15 February 2024
Final report submission date	15 March 2024

## **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):

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

## **Conditions applying to the RFQ**

You should examine your 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.

## **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**

Natural England's general Terms and Condition can be found [here](#).

# Specification

The Authority is Natural England. The Authority's priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](#)

## 1. Background

The Humber Estuary Site of Special Scientific Interest (SSSI) is notified for its outstanding invertebrate assemblages (amongst many other features). The current condition of these is not well known. Natural England is commissioning this survey to confirm what the assemblages are and determine their current condition.

The invertebrate surveys will focus on the Barton and Barrow Clay Pits, located on the south bank of the Humber Estuary. This is a complex of 25 former clay pits covering an area of 220ha, within a distance of 10 miles. The habitats are freshwater and brackish lakes with associated reedbed and willow scrub. There is saline influence from the estuary, and there is a freshwater artesian blow well, giving a variation in salinities throughout the site.

There are invertebrate records from the time of SSSI notification, but a full invertebrate survey in line with Common Standards Monitoring has not been undertaken previously on the Humber Estuary.

Surveys will focus on the best quality areas, which are within 11 SSSI units. 2 early season visits and 2 late season visits will be made between mid-April and mid-August 2023. A minimum of 8 sample locations are specified.

There are sensitive areas for breeding birds, including Schedule 1 species, and instructions must be followed to avoid disturbance.

## 2. Aims

To survey the invertebrates associated with key habitats (freshwater/brackish lakes, springs/seepage, marginal vegetation, reedbed and willow scrub) within the Barton and Barrow Clay Pits, using standard sampling protocols.

To characterise the invertebrate assemblages and assess their quality and condition, using Pantheon, a database tool developed by Natural England and the Centre for Ecology & Hydrology.

To record brief habitat data, including salinity of the water, to aid understanding of the habitat requirements of the assemblages.

To provide habitat management recommendations for the invertebrate assemblages.

To provide a baseline for future Common Standards Monitoring.

## 3. Description of the invertebrate interest:

The invertebrate interest is described on the SSSI citation as follows:  
'Assemblages of terrestrial and aquatic invertebrates are well represented across the Humber Estuary and its hinterlands. These include many scarce and threatened species across a range of taxa, especially the Coleoptera and Lepidoptera. For example, the sand

dunes at Spurn support the ground beetle *Amara lucida*, the white colon moth *Sideridis albicolon* and the shore wainscot moth *Mythimna litoralis*. Saltmarshes such as those at Welwick provide foraging grounds for the solitary bee *Colletes halophilus*, which is closely associated with the flowers of sea aster *tripolium*. Sea aster is also the larval food plant for the starwort moth *Cucullia asteris*. **Further upstream, brackish and freshwater reedbeds support the reed-beetle *Donacia clavipes* and the silky wainscot moth *Chilodes maritimus*, both of which are associated with common reed. Areas of willow *Salix* spp. scrub within reedbeds are also important and are the larval food plant of the cream-bordered green-pea moth *Earias clorana*. Fully aquatic species include the water beetles *Agabus conspersus* and *Helophorus fulgidicollis*.**

The wording relevant to the Barton and Barrow claypits is highlighted in bold. The assemblages in that area can be broadly grouped into the biotopes in table 1.

Table 1

<b>Biotope</b>	<b>Description</b>
Coastal (saltmarsh and brackish pools and ditches)	Nationally important invertebrate assemblages associated with saltmarsh and with brackish pools/lakes and ditches such as the rare beetles <i>Agabus conspersus</i> and <i>Macrolea mutica</i> .
Wetland (marshland)	Nationally important invertebrate assemblages, associated with freshwater lakes, ditches, reed, fen and swamp. Mainly comprised of water beetles, including rare species such as <i>Scarodytes halensis</i> and crawling water beetle <i>Halipus mucronatus</i> .
Wetland (running water)	Nationally important invertebrate assemblages, associated with streams and spring-fed seepages, and associated exposed sediments. Includes rare species such as the beetles <i>Bembidion lunulatum</i> , <i>Bledius occidentalis</i> and <i>Limnichus pygmaeus</i> , and a specialised bryozoan, the crystal moss animal <i>Lophopus crystallinus</i>
Wetland (peatland)	Nationally important invertebrate assemblages, associated with permanent wetland such as reed, fen and swamp, including well-vegetated margins of open water bodies. Includes rare species such as the beetles <i>Paradromius longiceps</i> and <i>Demetrius monostigma</i> , and the whirligig beetle <i>Gyrinus paykulli</i> , and moths such as silky wainscot <i>Chilodes maritima</i> .

### Specific Assemblage Types

The indicative BATs and SATs are listed in Table 2. This information was obtained by inputting to Pantheon the list of 75 key species (mostly beetles and moths) that formed the baseline for the SSSI notification in 2004. The highest scoring species plus others mentioned on the SSSI citation, which are relevant to the clay pits, are listed in Annex 3.

**Table 2**  
**Indicative habitats and Specific Assemblage Types**

<b>Habitat (previously called ISIS Broad Assemblage Type)</b>	<b>Specific Assemblage Type (SAT)</b>
C21 saltmarsh	M311 Saltmarsh and Transitional Brackish Marsh <a href="https://pantheon.brc.ac.uk/lexicon/saltmarsh-transitional-brackish-marsh">https://pantheon.brc.ac.uk/lexicon/saltmarsh-transitional-brackish-marsh</a> (NB species may overlap with W211)

W24 marshland	W211 open water on disturbed mineral sediments <a href="https://pantheon.brc.ac.uk/lexicon/open-water-disturbed-mineral-sediments">https://pantheon.brc.ac.uk/lexicon/open-water-disturbed-mineral-sediments</a>
	W221 undisturbed fluctuating marsh <a href="https://pantheon.brc.ac.uk/lexicon/undisturbed-fluctuating-marsh">https://pantheon.brc.ac.uk/lexicon/undisturbed-fluctuating-marsh</a>
W23 running water	W122 riparian sand and W124 soft rock seepage <a href="https://pantheon.brc.ac.uk/lexicon/riparian-sand-0">https://pantheon.brc.ac.uk/lexicon/riparian-sand-0</a>
	W126 seepage <a href="https://pantheon.brc.ac.uk/lexicon/seepage">https://pantheon.brc.ac.uk/lexicon/seepage</a>
W25 peatland	W313 moss and tussock fen <a href="https://pantheon.brc.ac.uk/lexicon/moss-tussock-fen">https://pantheon.brc.ac.uk/lexicon/moss-tussock-fen</a>
	W314 reed-fen and pools <a href="https://pantheon.brc.ac.uk/lexicon/reed-fen-pools">https://pantheon.brc.ac.uk/lexicon/reed-fen-pools</a>

## 4. Methodology

### 4.1 Field Work

**Four survey visits** must be made to each sample location between mid-April and mid-August 2023. Two visits must be made early in the season (mid-April to early June), and 2 visits later in the season (mid-June to mid-August). Precise timings to be decided by contractor in relation to progress of season. The visits must be at least 4 weeks apart unless a sudden change in weather warrants visits closer together. Each visit should be completed in the daytime. Setting and collecting of passive traps should not count as survey visits (unless field survey work is carried out on that day).

Care must be taken to avoid disturbing Schedule 1 breeding birds, and guidance from the reserve manager must be followed regarding any 'no go' areas.

To minimise disturbance surveyors must keep close together, with a maximum of 2 people working in each unit each day, unless agreed otherwise with the reserve manager.

There must be no visits in windy conditions (Beaufort scale greater than 5), poor visibility or if the site is subject to unusually high levels of disturbance. Visits are to be ideally made on warm, sunny days to increase the chance of invertebrate activity.

If the contractor believes the visits have resulted in sub-optimal data collection (e.g. due to poor weather conditions) one further visit can be undertaken. Please ensure a quotation is provided for this.

All sample locations must have a brief written description of them. General notes on the habitat should be made, recording the dominant plant species present and the Phase I habitat (a full species list is not required). Record the estimated extent of the related habitat and comment on the quality for invertebrates.

All sample locations must be clearly mapped, with GPS coordinates recorded.

Record the salinity of the water at each sample location, on each survey occasion, using a hand-held salinity meter. The salinity meter must be calibrated with fresh calibration solution prior to first use.

Record the location of important or rare species.

Photographs must be taken of all sample locations and surrounding habitat.

Record the date, start and finish times, observer name and weather conditions for each survey visit, and time taken to survey each sample location.

Please ensure the site unit is noted when commenting on management or making recommendations.

## 4.2 Detailed methodology

There must be a **minimum of 8 sample locations, located to encompass the following key habitats**: open water, reedbed, tussocky fen/marginal habitat, springs/seepage, willow scrub. This is to encompass the range of SATs that are likely to be found. See 4.3 and Annex I for location.

Within each sample location, standard sampling protocols are to be used which are a combination of standardised methods, passive trapping and free-ranging searches. This must include: ground searching, pond netting, spot sweeping, sweep netting, pitfall traps. There must also be a specific search for the bryozoan *Lophopus crystallinus*.

Do not include moth trapping or malaise trapping. Do not include power/suction sampling (because of noise disturbance).

**Pitfall traps**: At each sample location place at least one set of pitfall traps (usually a 3 x 3 grid) in the target habitat, or a line of 9 across a habitat transition. Pitfall traps must be set on 2 occasions: during the early season and during the late season. They should be in place for 6 or 7 nights. Traps should include a protective cover to prevent small mammals from entering them. A record must be kept of the precise locations of the traps, their size and design and the preservative used. Setting and collecting of these traps should not count as survey visits (unless field survey work is carried out on that day).

**Survey for *Lophopus crystallinus***: There must be a specific search for the bryozoan *Lophopus crystallinus* on submerged debris in the freshwater blow well at Far Ings NNR (unit 144). This should be done during the 'growing season' once phytoplankton or other suspended food is available. Notes should be made on number of colonies and numbers of individuals in each colony, and attachment sites. The precise location must be recorded to aid re-survey.

The standard sampling protocol describes a number of "capture events", so might consist of a timed sweeping set and a hand searching set. The time period protocol for sweeping should be doubled from that given in Drake et al. 2007 with appropriate adjustments of sampling periods to ensure better ground coverage. This would give a 20-minute sweeping window, sub-divided into 5 equal periods of 4 minutes. This 20-minute capture event is then repeated 3 more times to give the standard 4 samples. A timer should be used to define the end the sweeping periods. A record must be kept of the methods used at each location.

Samples should be kept separate from each other, being clearly labelled with SSSI name, sub-site name/ unit number, sample collection date, habitat zone the sample was taken from, and the collector's name.

Principal taxa to be surveyed are: Coleoptera, Diptera, Heteroptera, Homoptera, Hymenoptera, Lepidoptera, Mollusca, Neuroptera, Odonata, Trichoptera, Spiders.

A 'proxy' habitat assessment must also be undertaken at each sample location, as described in 4.4.



More information about recommended survey methods for each SAT can be found in the Glossary on Pantheon.

### 4.3 Location

A minimum of 8 sample locations will be located as follows:

4 sample locations within Far Ings National Nature Reserve (units 146, 145, 143, 142, 141, 144).

4 sample locations in each of Pioneer Pit (unit 131), Barrow Haven Reedbed (unit 121), Fairfield Pit (unit 113), and Dawsons Clay Pit (unit 104). Pasture Wharf (unit 130) can also be used as a sample location if it is considered to add any additional information. (see Annex I and Annex II for location maps.) All these areas are managed by Lincolnshire Wildlife Trust and are considered to support the highest quality habitat within the clay pits complex.

Contractors are to use their own professional judgement (taking into account the location of Schedule 1 breeding birds), to determine the total number and exact location of sample locations that represent and capture variation across the site.

Any sample locations that were not fully visited because of time constraints, weather problems, access issues etc must be recorded, and Natural England must be informed as soon as possible.

Units	Unit names	Minimum number of sample locations
	Far Ings NNR:	
146	Target Lake	4
145	Ness Pit	
143	Hotel Pit	
142	Pursuit Pit	
141	Barton Reedbed	
144	Far Ings blow wells	
130	Pasture Wharf	
131	Pioneer Pit	1
121	Barrow Haven reedbed	1
113	Fairfield Pit	1
104	Dawson's City Clay Pit	1

### 4.4 Proxy assemblage habitat monitoring assessment

Contractors will be required to carry out rapid habitat assessments at each sample location. This will involve completing a proxy assemblage habitat monitoring survey, which consists of recording the surrounding habitat mosaic within a 6-metre radius by identifying the different surface types present e.g. bare ground, very short vegetation, longer or tussocky vegetation, low shrubs, trees. This will give an idea of how intricate and varied the habitat mosaic is. Data collection will take approximately 5 minutes per assessment and a form will be provided for your convenience. Further guidance on how to complete and record a proxy assemblage monitoring assessment will be provided to the successful contractor at the start up meeting.

## **4.5 Pantheon**

The invertebrate species list must be entered into Pantheon and the assemblage scores gained reported on (<https://www.brc.ac.uk/pantheon/>). Sample data should be input at the highest resolution, but combined, where necessary to arrive at assemblage summaries for the key sample locations. The survey results must, as a minimum, confirm (or otherwise) that the assemblage types are present and meet or exceed their threshold scores.

## **5. Further information**

### **5.1 Reconnaissance visit**

Pre-survey reconnaissance of the indicative survey locations should be carried out to determine the general nature and extent of the habitats and to confirm suitable survey sample locations. It is estimated that a preliminary walk-over assessment of all the proposed survey locations would take a maximum of 1 day.

Following the reconnaissance visit, and information about 'no go' areas for Schedule 1 breeding birds, contractors may propose changes to the location of samples to be agreed with Natural England.

### **5.2 GPS data formats**

It is important to be able to geolocate the survey effort so that geospatial cross-referencing with other data sources can take place.

The location of all sample locations should be provided in ten figure 'x' and 'y' co-ordinates format, entered in an Excel spreadsheet.

In addition, the location of any rare or special invertebrate species should be provided using the same ten figure x:y co-ordinates format, entered in an Excel spreadsheet.

Once agreed with Natural England, a map showing the sample locations should be provided as part of the contract outputs. Indicative mapped routes can be provided as part of the tender process, but it is at the discretion of the contractor.

### **5.3. Access to land**

Natural England will initially obtain landowner/manager permission in advance of the surveys. Land manager contact details will be provided at the start of the contract by Natural England. The contractor will then liaise directly with landowners and occupiers to arrange specific dates and times for access. Permissions must be obtained at least 48 hours prior to monitoring. Any refusals or other issues should be notified to the Natural England project officer within 3 working days.

## **6. Analysis and Reporting**

The outputs, unless agreed otherwise in writing by the Project Officer, will be as detailed in this section.

## 6.1. Reporting and presentation of data

A report will be produced to include introduction, methods and results together with maps and photographs showing the sample locations and full list of recorded species. Please include the photographs in an appendix. The images can also be accepted in a separate document.

As described in the data format section above, an Excel spreadsheet should be included showing the ten-figure x:y co-ordinates of the sample locations. This spreadsheet must only contain binomials in the main species column; if more detailed trinomial, sub-specific, or sensu lato, sensu strictu ascriptions are required then these should be in an "other name" column.

General description of the habitat should be included, with clear and concise recommendations for management to benefit the assemblage.

## 6.2. Outputs

It is important to record the survey logistics for all parts of the site sampled, in order to document survey effort and aid future sampling exercises.

The written survey report (word and pdf) must include:

- Basic site details.
- The accurate position(s) of the sample locations on a suitably scaled map (GPS-Derived map references are compulsory and required for obtaining quality data)
- Method(s) used
- Time spent and date.
- Results:
  - Species listing (all species including those in the assemblages and others recorded) in an Excel spreadsheet,
  - Grid refs and maps for each sample location.
  - Salinity: Include a table of results and the range of salinity recorded at each sample location. Note the salinity meter make and model.
  - Summary of species of conservation value, with a map of key areas.
  - Tabulated Pantheon scores for assemblages found, including BAT data.
  - Phase I habitats for each sample location.
  - Proxy assemblage monitoring assessment results
- Characterisation of the SATs.
- The assessor's professional opinion of the site for the species assemblage e.g. structure of the site, any negative indicators and a view on site condition. This should be reported on a unit basis, to allow feedback to the site managers.

- Management recommendations to improve the site unit for invertebrates, if applicable.
- The site species lists should form an annex in electronic spreadsheet form.
- Digital photographs should be included, either embedded within the report or as an appendix.
- References

### 6.3. Maps

Provide maps showing the location of each assemblage and provide separate x:y grid references in an excel spreadsheet or provide locations in a GIS file compatible with ArcMap.

Provide maps showing the location of any transects, point counts and survey routes in the report and in a GIS file compatible with ArcMap.

The following maps should be provided:

- Maps showing sample locations with notes on survey method (e.g. pitfall traps, sweep netting)
- Maps showing location of rare or special species recorded.

A copy of maps should be provided in jpg or pdf format and as GIS layers, in or compatible with ESRI ArcGIS format. Information and guidance on requesting baseline digital geographical data from Natural England can be found on our website at [Geographical Information for contractors and partners.](#)

### References.

1. JNCC (2008) Common Standards Monitoring Guidance for Terrestrial and Freshwater Invertebrates. <https://hub.jncc.gov.uk/assets/80873e1e-63eb-44a0-925c-b5edec5fa3fd>
2. C.M. Drake, D.A. Lott, K.N.A. Alexander & J. Webb (2007) Surveying terrestrial and freshwater invertebrates for conservation evaluation. Natural England Research Report NERR005. ISSN 1754-1956. <http://publications.naturalengland.org.uk/publication/36002>
3. Handbook for Phase I habitat survey <https://hub.jncc.gov.uk/assets/9578d07b-e018-4c66-9c1b-47110f14df2a>
3. Webb, J., Heaven, D., Lott, D., Dean, H.J., van Breda, J., Curson, J., Harvey, M.C., Gurney, M., Roy, D.B., van Breda, A., Drake, M., Alexander, K.N.A. and Foster, G. (2018). **Pantheon - database version 3.7.6** <https://pantheon.brc.ac.uk/>
4. Humber Estuary SSSI citation <https://designatedsites.naturalengland.org.uk/PDFsForWeb/Citation/2000480.pdf>

## **Health & Safety / Known hazards & risks**

Risks associated with field-based work need to be considered. The Health and Safety at Work Act 1974 is to be fully complied with at all times.

Please provide a clear and structured proposal to demonstrate your intended approach to health and safety on this project and how you ensure the requirements of legislation are met.

**You do not need to submit a site-specific risk assessment with your tender response, if successful you will be expected to do so before commencing any work.**

If any incidents occur on site, these should be reported to the Project Officer within 3 working days.

Your quotation for the work should be accompanied by the following Health and Safety documentation required by Natural England:

- Risk assessment: this must take the hazards identified above into account.
- Valid certificates (if appropriate) to be made available on request:
- Employers Liability Compulsory Insurance
- Public Liability Insurance – provide description of level taken out
- Professional Indemnity Insurance – provide description of level taken out

Work shall not commence without Natural England being in possession of appropriate documentation and an agreed safe method of working.

## **Sustainability**

Please provide details of your company's sustainability policy/procedures. Companies who are located closer to the survey sites will score higher (see Evaluation Criteria below).

## **Prices**

- i. Prices must be submitted in £ sterling, exclusive of VAT. Please provide quotation for both four and five survey visit scenarios.
- ii. Please price against the work described in this specification and annexes and complete the pricing template in Annex 4.
- iii. The tenderer should demonstrate how they will cover the survey area and how the visits will be organised in terms of personnel and timescales.
- iv. Day rates and numbers of days for key staff should be provided. Costs should be broken down to show the time allocated to each part of the project. Please itemise other costs including material / equipment costs. Please detail any assumptions made when pricing for any aspects of this tender.

It is anticipated that this contract will be awarded for a period of 8 months to end no later than 24/11/2023. 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.

Suppliers should email invoices to [APinvoices-NEG-U@gov.sscl.com](mailto:APinvoices-NEG-U@gov.sscl.com) or post them to:

Shared Services Connected Limited  
Natural England

PO Box 793  
Newport  
NP10 8FZ

Please ensure that the Purchase Order number is included on the invoice.

### Quotation Submission

#### Your tender should include the following information

- i. Pricing Template (Annex 4)
- ii. Your proposal outlining how you will meet Natural England's Requirements.
- iii. Methodology including a proposed outline schedule or timetable of works, including a rationale for the estimate of the number of days required for field survey work, how you will cover the survey area, and how the visits will be organised in terms of personnel and timescales.
- iv. Insurance certificates.
- v. Health and Safety Policy.
- vi. Risk Assessment including that for Coronavirus.
- vii. Acceptance of terms and conditions.

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

### Evaluation Criteria

The contract will be awarded to the tender which best fits the profile of requirements. This will be assessed by the Project Officer in consultation with relevant colleagues using the evaluation criteria detailed below.

As part of the evaluation process a quality threshold will be placed on each scoring criterion identified below. If your tender falls below the threshold then your bid will not be considered.

Your tender should include the following information and supporting evidence.

Evaluation Criteria	Weighting (%)	Threshold score out of 10	Tender Information
<b>Technical expertise and experience –</b> Please provide details of your experience in undertaking: <ul style="list-style-type: none"><li>Invertebrate surveys using the methods outlined in this specification.</li></ul> Please provide details of your experience in: <ul style="list-style-type: none"><li>Invertebrate surveys generally.</li><li>Analysis, presentation and reporting of</li></ul>	25	7	<p>Previous contracts for undertaking Invertebrate surveys for site evaluations and Site Condition Monitoring on SSSI sites.</p> <p>Qualifications, technical merit and experience of key staff engaged on the contract e.g. CVs, previous invertebrate survey / contracts, technical qualifications. Particular reference should be made to experience of invertebrate surveying of the previously mentioned target habitat/assemblage.</p>

data generated from surveys.			
<b>Fit with Specification and methodology –</b>  Availability: Please provide full details as requested under Tender Information.  Capability for full delivery of expectation: Please provide full details as requested under Tender Information.	10	7	Include details of availability given the timescales page 1/2 and a proposed outline schedule or timetable of works.  Include details of capability for field survey work with a clear rationale for the estimated number of days for field work. Please include details of how the survey area will be covered and how the visits will be organised in terms of personnel and timescales.
<b>Project and risk management, and resources allocated –</b> Please provide full details as requested under Tender Information	10	6	Details of organisational and project management skills to deliver all aspects of the requirement in full. This must include an assessment of the risks to project delivery and mitigation (including contingency in the event of delays).
<b>Sustainability</b>	5	6	Company sustainability policy/procedures. Distance from the SSSIs, local suppliers will score more highly.
<b>Financial (value for money)</b>	50	No threshold	Include all costs and VAT clearly itemised.

The scoring quality criteria are listed in Annex 5.

### Contract Management

This contract shall be managed on behalf of the Authority by:

Morwenna Christian – Nature Recovery Senior Adviser – Natural England

Please send all correspondence to [morwenna.christian@naturalengland.org.uk](mailto:morwenna.christian@naturalengland.org.uk).

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

Suppliers will be required to invoice after each contract milestone. An invoice schedule will be agreed after the contract is awarded.

**Fortnightly updates during the first month then monthly updates thereafter, an e-mail summary of work progress should be sent to the project officer monthly.**

### 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.

## **Annexes**

Annex 1: Map showing site location and SSSI units

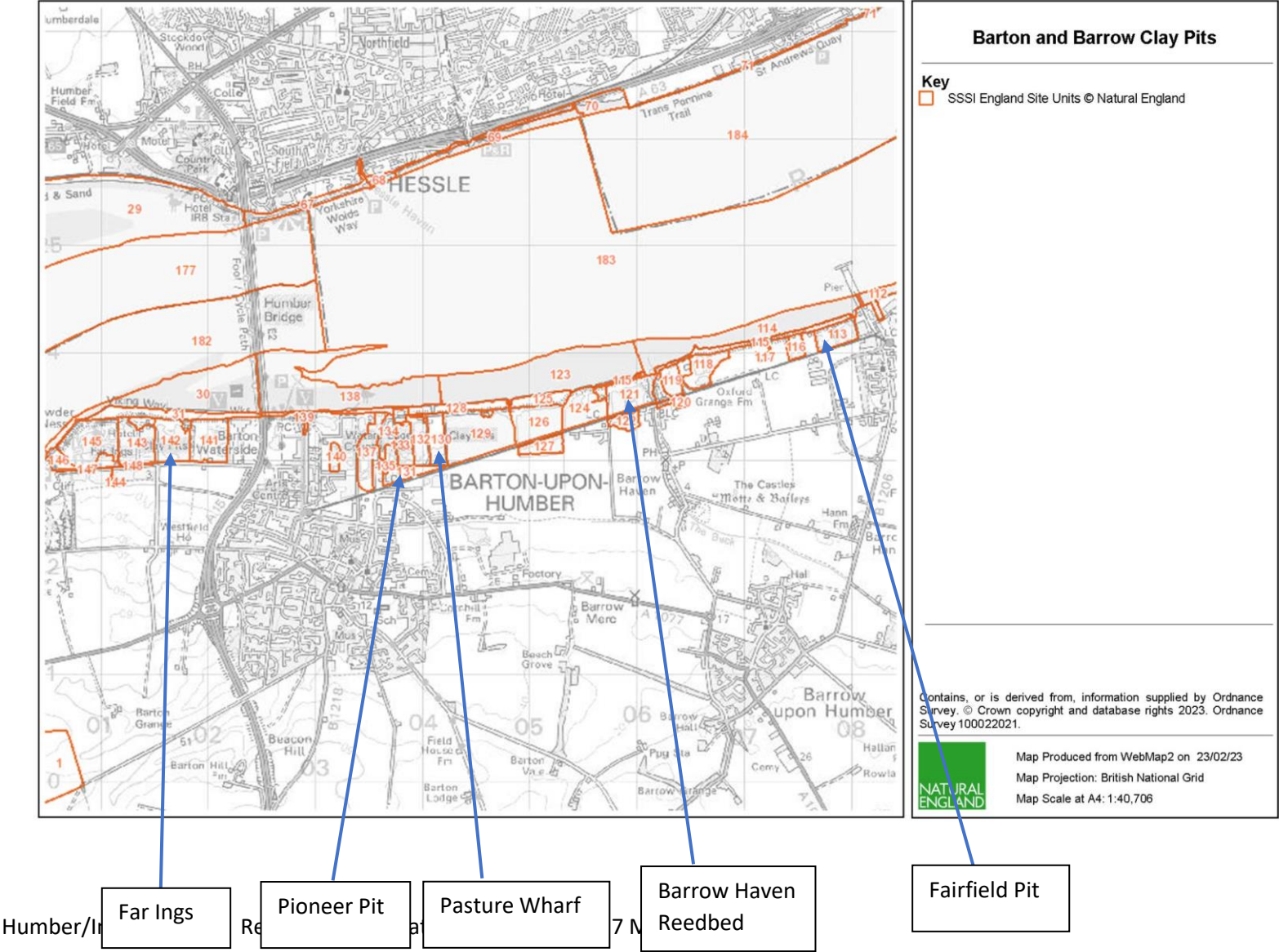
Annex 2: Detailed maps of units

Annex 3: List of key species

Annex 4: Pricing schedule

Annex 5: Scoring Criteria

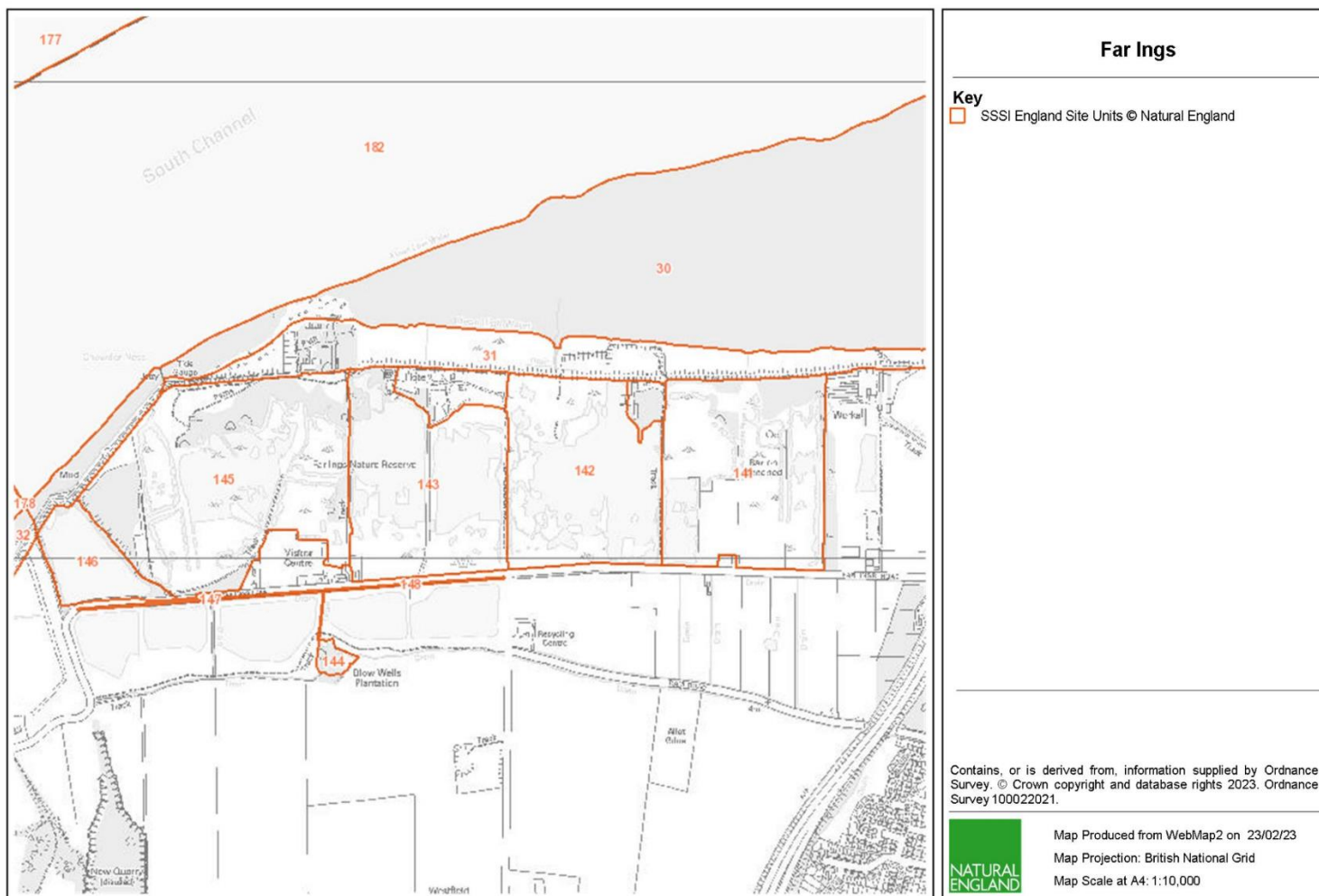
Annex 1      Location



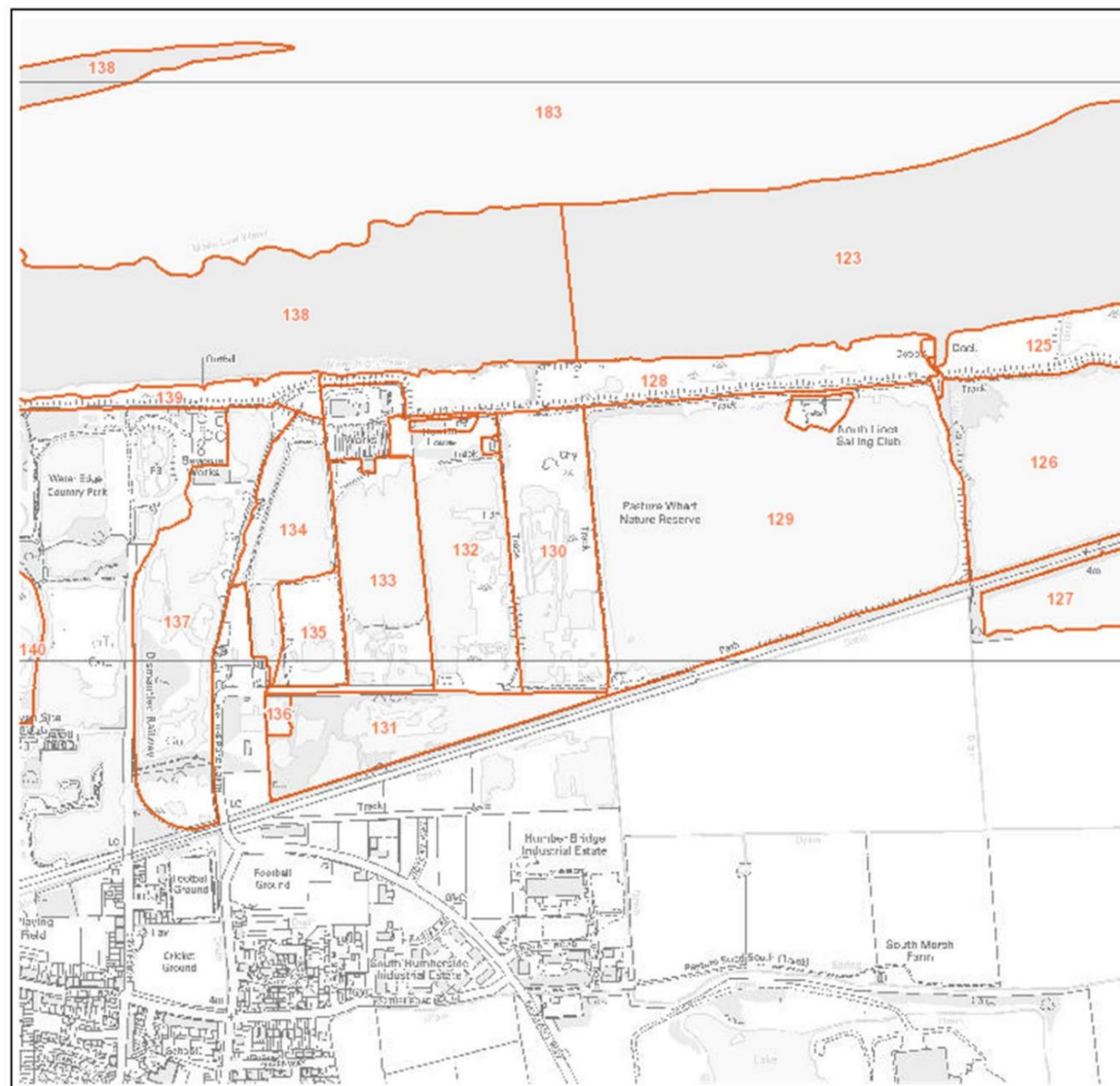


## Humber/Invert/01

Request for Quotation. Version dated 7 March 2023







## Pioneer Pit and Pasture Wharf

### Key

SSSI England Site Units © Natural England

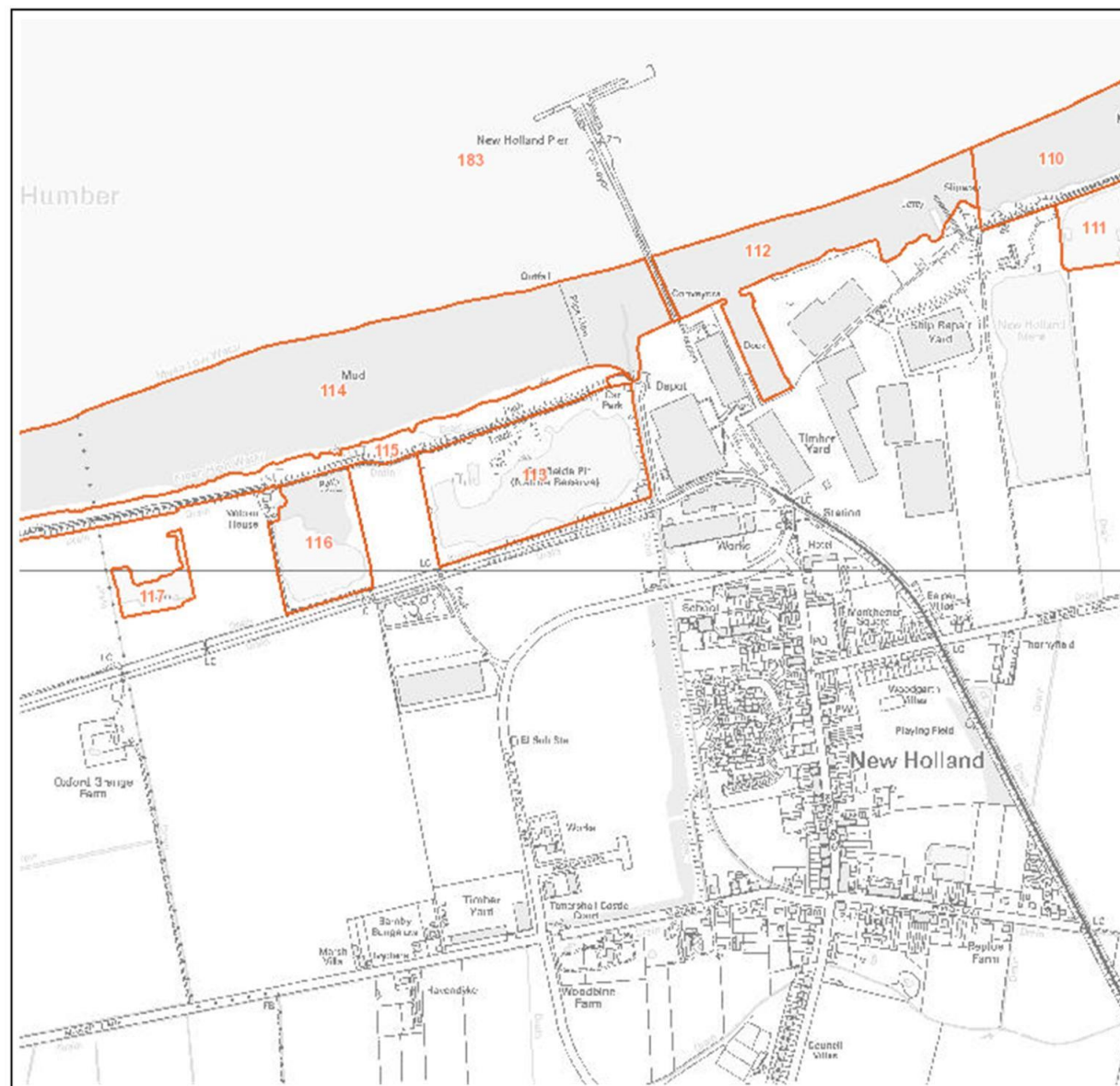
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Map Produced from WebMap2 on 23/02/23

Map Projection: British National Grid

Map Scale at A4: 1:10,000



## Fairfield's Pit

### Key

□ SSSI England Site Units © Natural England

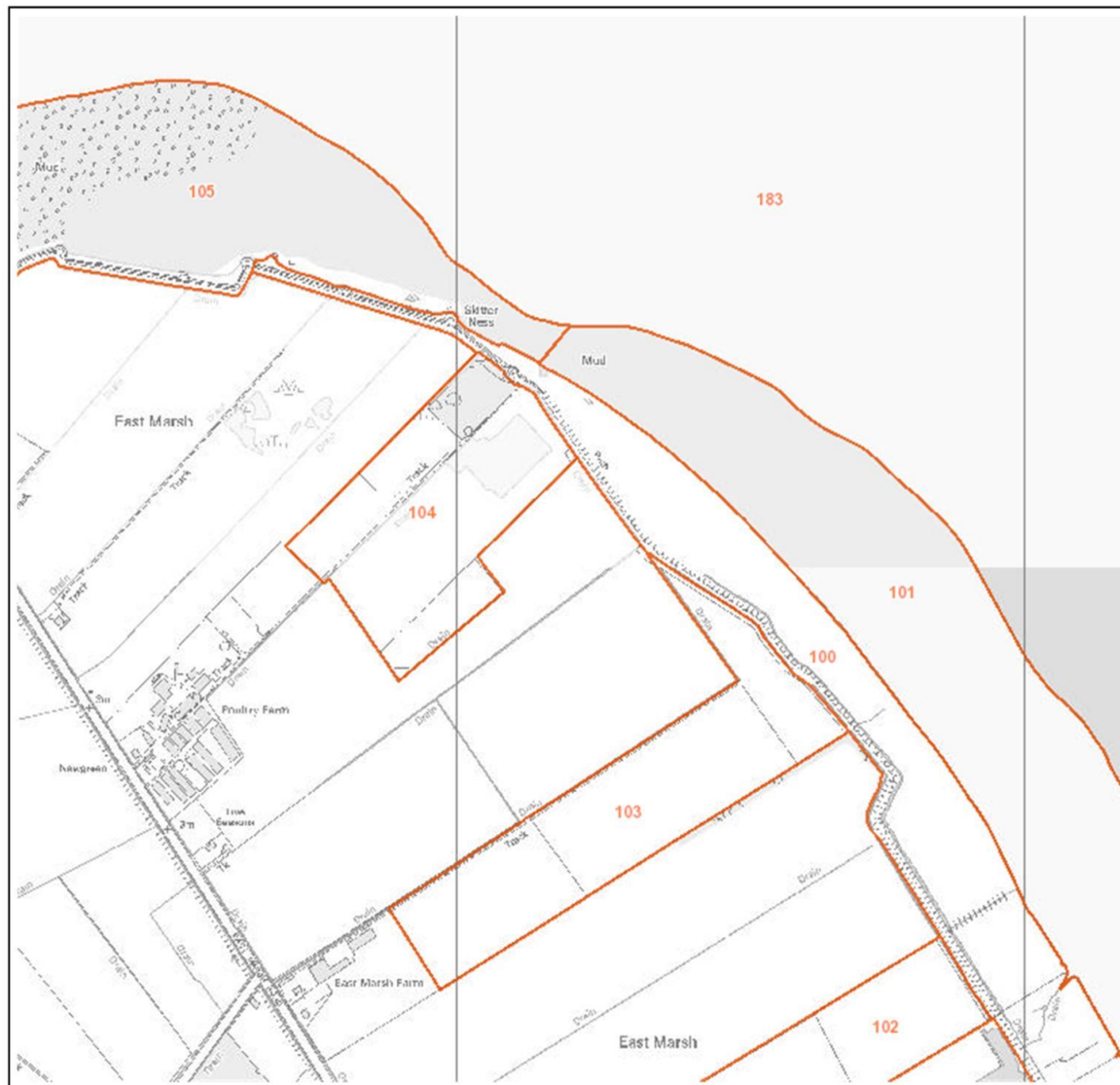
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Map Produced from WebMap2 on 23/02/23

Map Projection: British National Grid

Map Scale at A4: 1:10,000



## Dawsons City Clay Pit

### Key

SSSI England Site Units © Natural England

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Map Projection: British National Grid

Map Scale at A4: 1:10,000



### Annex 3

#### Highest scoring species plus others mentioned on the SSSI citation, which are relevant to the clay pits

Latin name	English name	Type	Status	Notes (mainly from Pantheon. Also <a href="http://www.ukmoths.org.uk">www.ukmoths.org.uk</a> )	Habitat (Pantheon)
<i>Lophopus crystallinus</i>	crystal moss animal	Bryozoan	S.41 RDB rare	Found in the freshwater blow well at Far Ings (unit 144). It attaches to submerged twigs and branches in areas with water flow. It was last found in Oct 2012 on sticks near the inflow to the second pond (TA0112 2282): 'a couple of colonies each of 50+ individuals, although one set looked rather dead.' Attachment sites are important, which can be provided artificially through traffic cones/ plastic pipes. Only recorded from 4 sites in the UK in the last 30 years.	-
<i>Aphodius subterraneus</i>		Dung beetle	CR, NR	Feeds on dung and carrion in open habitats.	Tall sward and scrub
<i>Macrolea mutica</i>		Beetle	EN, NR	An aquatic leaf beetle found in brackish pools and ditches, and saltmarsh. Associated with pondweed <i>Potamogeton</i> , and tassel weed <i>Ruppia</i>	Brackish pools and ditches, saltmarsh
<i>Orthoperus brunnipes</i>		Beetle	RDB3	No info on Pantheon.	-
<i>Globia algae</i>	rush wainscot	Moth	RDB3	Flight period August and September. Larvae feed inside the stems of common club-rush ( <i>Scirpus lacustris</i> ), reed-mace ( <i>Typha</i> spp.) and yellow iris ( <i>Iris pseudacorus</i> ).	Wetland
<i>Bledius occidentalis</i>		Beetle	RDB K	Unshaded seepage.	Running water
<i>Limnichus pygmaeus</i>		Beetle	NR		Running water
<i>Sphaerophoria loewi</i>		Hoverfly	NR, NT	Saltmarsh and tidally inundated reedbeds.	Saltmarsh
<i>Donacia clavipes</i>	reed-beetle	Beetle	-	On citation. Reedbeds.	Lake/peatland

<i>Chilodes maritima</i>	silky wainscot	Moth	-	On citation. Found at Far Ings. On the wing June to August. Larvae are partially carnivorous, feeding on insects, including pupae of other wainscots, internally within the stems of common reed ( <i>Phragmites australis</i> ).	Peatland
<i>Earias clorana</i>	cream-bordered green-pea moth	Moth	-	On citation. Found at Far Ings and Blacktoft. Inhabits fens, marshes and damp woodland. Flying mainly in May and June, sometimes there is a second generation in August. The larvae feed on various willows ( <i>Salix</i> spp.), including osier ( <i>S. viminalis</i> ), so willow within reedbed is important.	Arboreal
<i>Agabus conspersus</i>		Water beetle	NS	On citation.	Brackish pools and ditches, saline lagoon, saltmarsh
<i>Helophorus fulgidicollis</i>		Water beetle	NS	On citation.	Brackish pools and ditches, saltmarsh
<i>Scarodytes halensis</i>		Water beetle	NS	Sparsely vegetated, shallow freshwater ponds.	Marshland
<i>Halplus mucronatus</i>		Crawling water beetle	NS	Sparsely vegetated, shallow freshwater ponds.	Marshland
<i>Paradromius longiceps</i>		beetle	NS	Deep litter, peatland.	Peatland
<i>Gyrinus paykulli</i>		Whirligig beetle	NS	Well vegetated, shallow freshwater ponds.	Peatland
<i>Bembidion lunulatum</i>		Beetle	NS	Riparian sand.	Running water
<i>Demetrius monostigma</i>		Beetle	NS		Peatland
<i>Stenus carbonarius</i>		Beetle	Nb		Peatland/wet woodland/shaded woodland floor

<i>Cryptorhynchus lapathi</i>		Beetle	Nb		Arboreal.
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#### Annex 4: Pricing schedule

Item of work/task	Grade of Staff	Day Rate	Number of days	Total Cost
Start-up meeting with Natural England (online)				
Project management meetings				
Pre-survey reconnaissance visit				
Invertebrate surveys (4 visits)				
Additional invertebrate survey visit (in case of bad weather)				
Visits to service pitfall traps				
Collation and analysis of results				
Reporting				
Other costs including materials / equipment				
Final project meeting with Natural England (online)				
T&S				
Total excl. VAT				

## Annex 5: Scoring Criteria

Scoring - Quality Criteria	
Rating of Response	Score
<u>Very Good or Fully Compliant Submission:</u> meeting all requirements and is fully explained in comprehensive detail.	9 - 10
<u>Good or Fully Compliant Submission:</u> meeting all the requirements and is explained in reasonable detail.	7 - 8
<u>Satisfactory or Compliant Submission:</u> meeting the essential requirements and is explained in adequate detail.	5 - 6
<u>Weak or Partially Compliant (Minor issues) Submission:</u> falls short of requirements in some areas and is poorly explained.	3 - 4
<u>Unacceptable or Non-Compliant (Major issues) Submission:</u> fails to meet requirements and is not explained.	1 - 2