Cure
22503 ECOLOGICAL SERVICES FRAMEWORK CONTRACT 3 PROJECT FORM
Part 1 – to be completed by Environment Agency Project Manager

Project title: Rede Bridge Gauging Weir Fish Passage and Bedburn Gauging Weir Fish Passage

Bravo project ref (if applicable): [redacted]

Date: 27/01/2021

Contracting Authority	Environment Agency (EA)		
Environment Agency Project Manager	[redacted]	**Phone number**	[redacted]
Budget holder	[redacted]	**Cost code**	[redacted]
Procurement Contact	[redacted]	**Email**	[redacted]
Project Start Date	15/03/2021		
Project Completion Date	~~31/12/2021~~ 22/10/2021		
For any projects over £10k, full competition is required (i.e. all suppliers on the Lot invited to quote). Please tick	**Direct Award**		**Mini-comp** ×
Lot number 1/2/3/4	1	2	3	4 ×
Proposal return date	Wednesday, 17th February 2021		

Notes	Any extensions, or amendments to existing orders need to be discussed with the contract manager first and the table in section 6 completed to authorise the change to the Supplier. A **Prior Rights Schedule** to record data being shared between parties and a **GDPR Schedule** (if personal data is being handled as part of the project) must be completed with the successful Supplier at contract start up and updated throughout the project and held as part of the contract record.

Evaluation criteria		
Consultants: Failure to meet the minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
Price	**Weighting**	**50%**
Quality	**Weighting**	**50%**
Quality Sub-Criteria Weightings:		
Approach & Methodology		**50**
Proposed Staff (inc Pen Portraits) and Supplier's experience/accreditations.		**30**
Project Management including project plan		**20**

Specification

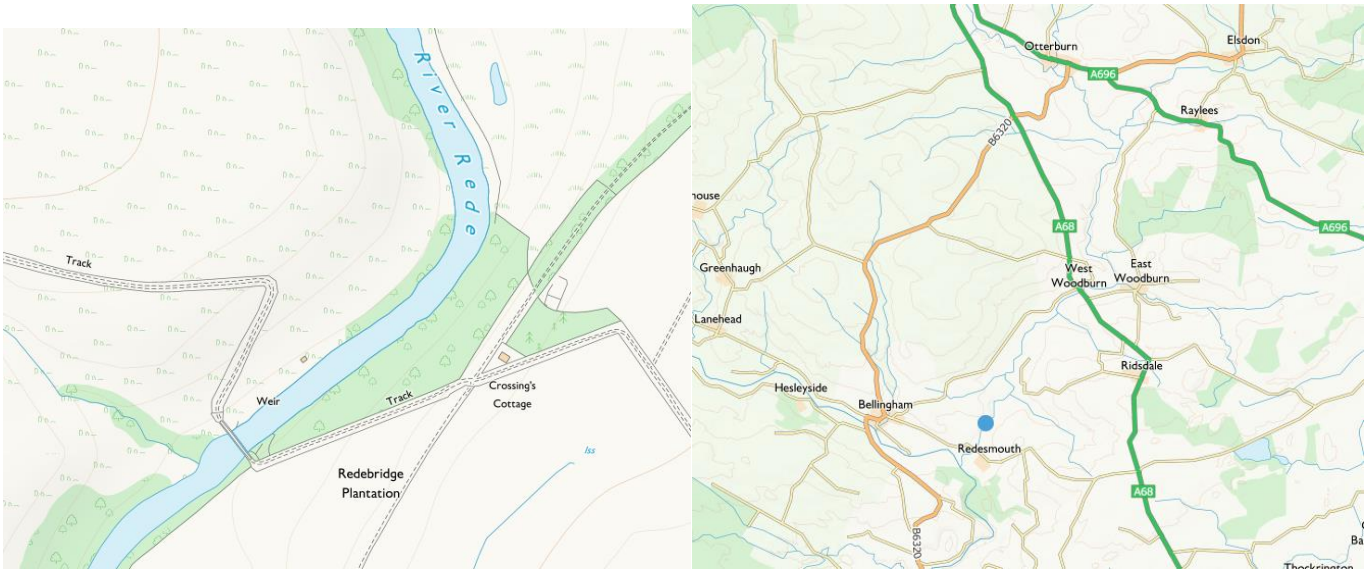
The Supplier's required Limitation of Liability is five million pounds.

1. Description of work required – overall purpose & scope

Rede Bridge Gauging Weir Fish Passage

Background and Objectives

The River Rede gauging weir at Rede Bridge is situated in the lower reaches of the River Rede and is used to inform flood forecasting and abstraction. The location is shown below at national grid reference NY8680083200. It is currently an impediment to fish passage and this contract aims to complete the options development and outline business case for a fish passage solution. The site supports migratory fish and eels, freshwater pearl mussel and native crayfish are present. Fish Passage improvements may allow passage of signal crayfish which should be avoided on the River Rede.
The gauging station comprises a 24.3m flat-vee weir, with 1:2 upstream and downstream slopes and lies in a very remote rural area. The left bank is heavily vegetated and rises steeply. The gauging kiosk is on the right bank, which is gently sloping rough grassland. The weir is 1.5km from the nearest road, with access gained along rough unsurfaced tracks.

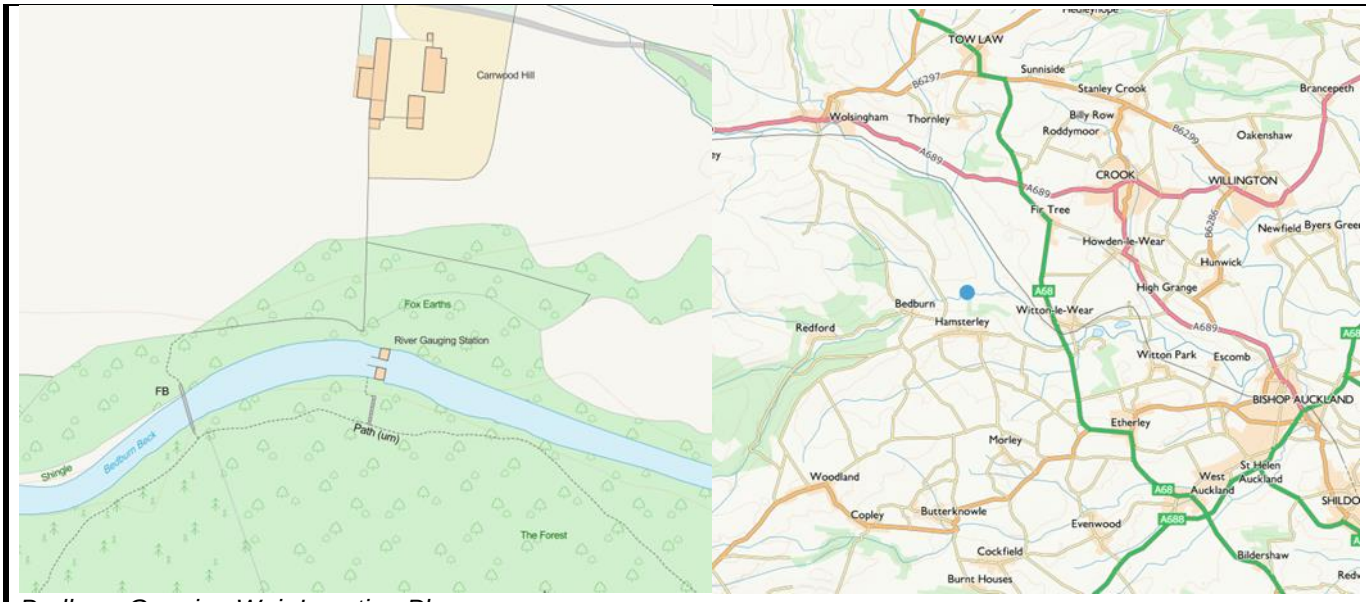


Rede Bridge Gauging Weir Location Plan

Bedburn Gauging Weir Fish Passage

Background and Objectives

The Bedburn gauging weir is used to inform flood forecasting and abstraction. The location is shown below at national grid reference NZ1179932192. It is currently an impediment to fish passage and this contract aims to complete the options development and outline business case for a fish passage solution. The site supports migratory fish and eels. The gauging station comprises a compound Crump weir, total width 10.3m with a central low flow Crump, 2.4m wide, and two flanking Crumps with elevated crests, see photograph of Bedburn Gauging Weir. The downstream slope of the Crump weirs are 20%. The weir lies in a remote rural location in a deep rock-sided gorge. The site is heavily wooded and access can only be made on foot. Access to the right bank gauging kiosk involves a long walk through dense woodland. The left bank is also heavily wooded with the top of the very steep, rocky bank several metres above the weir.
Vehicle or plant access to the weir is judged difficult, particularly to the right bank. Access to the left bank could be undertaken, but it is likely that significant tree removal would be required to gain access. The original 1950's construction access was presumably through the now mature trees.



Bedburn Gauging Weir Location Plan

Photograph of Bedburn Gauging Weir

Activities required for both Rede Bridge Gauging Weir Fish Passage and Bedburn Gauging Weir Fish Passage

The Supplier will:

1. Familiarise themselves with available data both held by the Environment Agency and publically available in order to help them appraise options. They will also undertake a site visit to each location in order to gain an understanding of the sites, their surroundings and accessibility.

2. Produce a Preliminary Environmental Information Report (PEIR) for each location using existing publicly available environmental information and identifying the need for further ecological surveys/assessments prior to construction. Provide a scope of work to undertake ecological surveys required in order to determine impact on any features present and to inform the design.

3. They will undertake an appraisal of options to provide improved fish passage including removal of the structures. This will include developing a long list, revising this to a short list and developing a preferred option for a range of fish species. This should include an assessment of the current pass ability of the structure to target fish species – salmon, both migratory and non-migratory trout, eel and lamprey, as well as coarse fish species present (Dace) and also evaluate the suitability of each option for the fish species concerned. [NB Species-specific solutions may well be required for Eel, Lamprey and coarse fish passage over the weir]. An assessment of the effects of the various fish passage solutions on the wider ecology, in particular White Clawed Crayfish and Fresh Water Pearl Mussel. Geomorphology of the river should form part of the options appraisal. An assessment will be required on the potential likelihood of signal crayfish passage upstream as a result of different design options and risk.

4. A workshop will be held with the Environment Agency and their selected stakeholders to agree the preferred option for each location. The Supplier will conclude this process by compiling an options appraisal report for each location. The preferred option for each fish passage will need to minimise the impact on the performance of the gauging stations for gauging purposes. The option of maintaining the gauging station flow monitoring capability if the weir is removed is to be investigated by the supplier.

5. All fish passage options will need to ensure that the sites will continue to operate as gauging stations. It is essential that the impacts of each option in terms of accuracy of gauge at all flows, maintenance and operational requirements are quantified. All fish passage options will also need to consider future maintenance and public safety requirements.

6. Provide a scope of work for each site to undertake topographic, structural and ground investigation surveys required to develop the preferred option and be sufficient to undertake detailed design. These surveys should consider any defects on the gauging weir as a whole, such as erosion and damage to the structure. The Supplier will report whether they believe the structure will require any further improvements/repair in order to extend its life by 50 years. This will be summarised in the report with recommendations for any further work required. The design of any additional work to ensure the integrity of the weirs, not associated with fish passage will be considered to be an additional item and will be treated as a variation to the contract.

7. The Environment Agency will determine how to procure any survey work and any time implications on the project delivery date (this and the subsequent interpretation of results will be considered as an additional item). The Supplier would then interpret the factual outputs of investigation work and incorporate it into the design process.

8. Prepare an Outline Business Case (OBC) for each location, in line with Government and Environment Agency Guidance with input for submission and acceptance by the Project Board (This will include representatives from Hydrology and Telemetry, Fisheries Biodiversity and Geomorphology, Environment Programme). The Supplier will allow for any amendments needed following feedback from the Board. A previously completed Strategic Outline Case will be provided to the supplier at the start of the projects to build upon.

Other services required

a) The Supplier shall attend contract start-up meeting (via Microsoft Teams or Zoom) with the Environment Agency Project Manager (EA PM) to discuss the project scope and deliverables as well as any innovative ideas that could lead to efficiencies.
b) The Supplier will attend progress meetings every two weeks and produce and issue the minutes of the meetings. They will also produce and issue a progress note in advance of these meetings including details of work completed, risks to delivery and a forecast of likely contract payments until completion.
c) The Supplier will support the Environment Agency in engagement with stakeholders however this will be led by the Environment Agency.
d) The Supplier will actively seek efficient solutions and report back to the EA PM.
e) The Supplier will also actively seek low carbon solutions and will complete the Agency's Carbon Calculator for any preferred options identified.
f) The Supplier will undertake the role of Designer and Principal Designer under the Construction Design and Management Regulations (2015) and will adhere to the Environment Agency SHEW code of practise.
g) The Supplier shall be responsible for complying with copyright, including the procuring of any licences required, relating to the use 3rd party data for the project.
h) The Supplier will be responsible for arranging any access required to undertake site visits in the study areas.

i) All meetings will be conducted in accordance with any Covid-19 restrictions on working practices.

j) Both projects will be awarded under one contract and therefore the Supplier must include in their tender submission how they are going to deliver them in the most efficient way.

Other potential additional scope (possible contract variation)

To maintain consistency throughout the fish passage programme of works, there is an opportunity for further projects planned in the area. Depending on performance, as well as should the term of the service need to be extended to accommodate additional work, the Environment Agency will instruct as a variation to this contract and manage in line with the EcoSF3 framework agreement. The additional potential work includes the following projects but it is not limited to:

- Skerne South Park Gauging Weir
- Chester-Le-Street Gauging Weir
- Broken Scar Gauging Weir
- Harwood Beck Gauging Weir
- Shilmoor Gauging Weir
- Kielder Gauging Weir
- Rutherford Bridge Gauging Weir'

The Client re-emphasises that the above mentioned does not form part of this scope that the Supplier is required to price for, nor is it guaranteed that the additional works will be instructed.

2. Required skills / experience from the Framework Supplier for both projects

- Experience of fish pass development and design, preferably on gauging weirs
- Experience in long term river gauging methods
- Completing Successful Outline Business Case
- Experience in producing scope of work for topographic, structural and ground investigation surveys

3. Proposed programme of work and payment table (Detailing specific tasks, deliverables & completion date where appropriate) Payment schedule should detail the % amount that will be paid after delivery of each task

Task no.	Task and deliverable	Completion date	Payment schedule
1	Completion of PIER and survey requirements scope documents for both projects	May	[redacted]
2	Option long list to short list workshop for both projects	June	[redacted]
3	Interpret survey results, develop the preferred option, complete carbon calculations and develop construction and detailed design cost and programme taking into account ecological constraints for both projects	October	[redacted]
4	After submission of OBC and options appraisal report for both projects	November	[redacted]

The Supplier should estimate and include within their tender submission any savings being made by combining the delivery of both projects in one contract.

ECOLOGICAL SERVICES FRAMEWORK CONTRACT 2 (EAAA-9BEDDK)
TASK QUOTATION SHEET
Part 2 – to be completed by Framework Consultant Project Manager

Framework Consultancy name	APEM
Consultant Project Manager name	[redacted]

Consultant project manager phone number:	[redacted]	**Consultant project manager e-mail address:**	[redacted]

Part 2 - Consultant Proposal (details to be provided by the Supplier)
(to include methodology, work programme, staff details, Limit to 4 sides of A4, (excluding staff pen portraits and Costs) Full CV's are not required.
Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.

1. Approach & Methodology (including Health and Safety, Sustainability and Quality Assurance)

Introduction

APEM are well positioned to deliver this interesting project. Our proposed team has proven expertise in gauging station fish passage appraisal and design, geomorphological studies, ecological and environmental reporting and surveys and the production of compelling option appraisal and business case reports. Crucially, our proposed project lead, [redacted], has prior experience of both sites, having visited and appraised them in the joint [redacted] 2011 YNE Fish Pass Prioritisation study ([redacted] who worked for [redacted] at the time, actually took the Bedburn photograph and wrote the site descriptions that feature in this scope). We understand the challenges that influence fish pass selection at gauging stations and recognise that early identification of constraints and stakeholder liaison (particularly EA fisheries and hydrometry staff) is vital to success. Keeping the EA and their internal teams well informed throughout the appraisal process and allowing them opportunity to comment and contribute at key milestones is of crucial importance and these two factors are integral to our proposed project approach. From our existing knowledge of these specific weirs, we are aware that space and access for construction, particularly at Bedburn, will also be critical to the appraisal process and this is supported by the fact that our project lead has extensive experience in supervising the construction of fish and eel passes at EA gauging stations. Our project approach is detailed below and is supported by a draft programme and staff pen portraits.

Start-up meeting and site visit

After discussing the EA team's aims and aspirations at the start-up meeting (attended by [redacted] we will submit a comprehensive data request to the EA and obtain other relevant publicly available information (costs included for; service searches at Rede Bridge weir/access track and Bedburn weir; and local biodiversity record centre data for a 2km radius at each site). We will then schedule a visit to both sites in low flow conditions. [redacted] (principal engineer with extensive fish and eel pass appraisal and design experience) will visit both sites, along with [redacted] (senior geomorphologist). Subject to rigorous Covid procedures we encourage EA staff attendance at this visit to actively discuss constraints and opportunities. Given the known challenges with access/buildability at these remote sites, attendance by the EA's ECI contractor at the visit and ongoing liaison with them will be imperative to inform the options appraisal process. We understand from the scope that the environmental information review and PEIR reporting is to be a desk-based activity, but we would be happy to discuss adding the attendance of one of our experienced ecologists to the site visit, if appropriate.

[redacted] will make a visual inspection of the condition of the weirs, which will inform the scoping of additional structural surveys. Recognising the potential impacts of any major defects on option viability, we will summarise our observations in a note to the EA, issued in advance of the formal options appraisal report, for early discussion. The nature and layout of the weirs will be inspected, along with the flow gauging infrastructure at the site. All factors relevant to appraising future fish passage works or surveys will be identified. APEM are in the unique position of being able to draw on our knowledge from the existing 2011 site appraisals, along with developments and improved knowledge of fish passage approaches in the intervening years, to help with efficient identification of the options long-list. The potential viability of low-cost, low-carbon or low-disruption solutions will be considered, along with site access and land use and how these may influence options, including buildability, maintenance and public safety.

Modification or removal of the weirs could alter processes of sediment erosion, transport and deposition both upstream and downstream of the weirs, with potential consequences for channel stability and habitat features. Complete removal of the weir would increase water surface slope, possibly leading to erosion and resultant bank instability. Options that improve fish passage without removing the structures could alter local flow hydraulics, leading to changes in patterns of erosion and deposition that may have impacts on physical habitat features. To minimise associated risks and maximise any opportunities, consideration of geomorphology will be integral to our options appraisal. During the visit [redacted] will characterise the current geomorphological form and function of the two river reaches, including the impounded reach upstream of each structure and up to 250 m downstream. During the walkover, qualitative observations regarding the key physical attributes of the channel will be made, including the nature of the channel bed and banks (e.g. grain size composition, the presence of bedrock, the height and angle of channel banks) and the presence of erosional (e.g. undercut banks) and depositional (e.g. in-channel bars) features.

The field observations will be documented for inclusion in the appraisal reports and interpreted in the context of likely channel sensitivity to weir modification or removal. Specifically, the possible geomorphological evolution of the rivers following changes to the structures will be discussed based on the observed characteristics of each reach. This understanding of future evolution is particularly important given the requirement to maintain gauging operations at each site and the potential option to replace the weirs with non-intrusive gauging technologies. The geomorphology assessment will be used to inform the subsequent option appraisals, with Tim contributing to the assessment process.

Flow conditions permitting, we will undertake a wading-based Sniffer WFD111 assessment of both weirs. This method uses site measurements (head loss and flow velocities in a range of locations) to quantify barrier passability to fish species. This process will best meet the specific requirements of the EA scope, but if this level of detail is not required (i.e. a visual assessment or EA knowledge confirms the weirs are barriers) or the weir cannot be safely accessed during the visit then we would seek agreement to remove this from the scope via a CE and replace it with more qualitative assessment of passability.

PEIR reporting, survey scopes and confirm short-list

Building on site knowledge gained during the visit our experienced ecological team (lead by [redacted] will complete a desk study of the available environmental information, incorporating feedback and observations from the site visits. This process will identify key ecological constraints (including, but not limited to protected species such as freshwater pearl mussel, white-clawed crayfish and bats, valuable habitats such as mature trees and potential disturbance to these caused by the main works, access and site compound). This will culminate in a draft PEIR report for each site, tailored to meet the needs of and be proportionate to the study. The PEIR report, which we will issue in draft for comment, will identify environmental constraints crucial to informing the optioneering, as well as identifying data gaps where additional surveys may be required to ultimately achieve construction of the preferred option. Building on the site visit, geomorphological and environmental information review we will develop site-specific long-lists. Our in-depth experience of fish passage and flow gauging requirements will enable a full range of options to be considered, including weir removal with alternative gauging, low cost baffles, non-technical passes (e.g. pre-barrages, bypasses, eel tile passes) and technical passes (e.g. Larinier pass to BS ISO 26906). We will undertake a high-level review of the long-list, summarising their key advantages and disadvantages in an appraisal summary table, prior to issuing to the EA and discussing further. We are aware that the 2011 study highlighted (at a very high level) that an LCBs/pre-barrage and pre-barrage solution could be viable at Bedburn and Rede Bridge weirs, respectively, in conjunction with dedicated eel passes. It is likely that these options will feature on the long and short-lists, but we will also ensure that full consideration is given to the range of options in recognition that knowledge and Environment Agency experience of fish and eel passage solutions has evolved in the last ten years.

At Workshop 1, which APEM will lead, (see programme) we will discuss the Draft PEIR reports and review long-list options alongside the EA, before confirming the short-list options and additional survey requirements for each site. Combining these tasks into one workshop will maximise efficiency and reduce costs by ensuring only those additional surveys relevant to the appraisal or construction of the short-list options are carried forward to scoping.

Survey scopes for structural inspections, ground investigations and topographic surveys will be produced by [redacted] has a wealth of experience scoping surveys on a variety of in-river projects (routinely commissioning topo surveys and ground/structural investigations, plus also experience of scoping and supervising dive surveys of gauging weirs) and he has also produced structural inspection reports for gauging weirs across the Midlands. Importantly, [redacted] routinely utilises survey outputs in his design work, so understands the importance of producing survey scopes that ensure all necessary information is captured on site and documented clearly for future users. Our environmental team will produce a document for each site, specifying the surveys required, including their location, a method summary, optimal timing, equipment required and any significant heath and safety or access considerations. Once scoping is complete, the EA will procure and commission the surveys. APEM have the capability to undertake environmental surveys in-house and we would be happy to discuss this further, if helpful.

Short-list options appraisal & selection of preferred option

A detailed and robust short-list appraisal will be key to the successful delivery of this scheme. Utilising our improved site knowledge we will undertake a detailed assessment of the short-list options, drawing out their advantages, disadvantages and risks and communicating these to the EA and, as required, supporting the EA with external stakeholder discussion. We will use 'at-a-glance' appraisal summary tables to concisely and effectively summarise the appraisal. We will ensure that the appraisal methods used align with the objectives and critical success factors identified in the EA SOC to maximise efficiency when drawing together the final OBC business cases.

The continuation of suitably accurate flow gauging and provision of passage for the full range of species present will be of primary importance. Our team have extensive experience of balancing fisheries and hydrometric requirements, with [redacted] having previously lead similar schemes across numerous EA gauging sites in the Midlands. [redacted]'s fish pass design and construction supervision experience will also ensure that options can be appraised with consideration given to buildability, maintenance requirements and the risks posed to the public, or the those

constructing, maintaining, or using the assets. These skills, coupled with [redacted]'s existing knowledge of the Rede/Bedburn sites will also enable maximum use to be made of the EA's appointed ECI contractor; in particular at Bedburn weir, where construction access is likely to be extremely challenging and simple to install, low-disruption measures, such as low cost baffles may have advantages.

Weir removal (plus alternative gauging) is likely to be short-listed and we will consider the viability of alternative non-invasive flow measurement in the reaches. The geomorphological character and risks associated with freshwater peal mussel (FPM) and crayfish populations may influence the viability of this, and other, options. Our assessment of these key risks for all options will be undertaken by [redacted] (who holds an FPM license and has lead catchment-wide FPM restoration projects) and [redacted] (who has extensive knowledge on invasive crayfish, crayfish biology and ecology, holds NRW/NE licenses and has published 14 papers on the subject). We recognise that the FPM and crayfish risks are of great importance in this study and will, therefore, rigorously consider these during the optioneering stage, with our in-house expertise on both species a valuable asset to the project team.

Through regular contact with the EA throughout the scheme (including fortnightly telephone/online progress meetings) we will keep the EA team updated and aim for a 'no surprises' culture when delivering the two options appraisal reports. Draft versions will be issued to the EA in advance of Workshop 2 (see programme). Given the knowledgeable readership of the report, we will aim to streamline the reports to both document the option appraisal process and provide a concise summary of all knowledge gained (fisheries/hydrometry technical, location-specific and environmental). To maximise efficiency the report will feature appraisal summary tables and simple schematic diagrams, photographs and GIS plans (as required) to concisely communicate options (including to external stakeholders, if needed). The design of options will be considered on a high-level basis only. Carbon and cost estimates for short-listed options will be derived, appropriate for use in the business case, using the respective EA tools. Recognising that construction access and buildability could have a significant impact on costs at these remote sites, we propose that a teleconference is held between the EA, the ECI contractor and APEM to jointly discuss whether adjustments or uplifts to the costs from the costing tool may be appropriate. At Workshop 2 the draft appraisal reports will be discussed and options will be appraised in detail with the EA. The workshop will culminate in the confirmation of a mutually confirmed preferred option.

Production of OBC reports and preferred option development

Incorporating feedback from Workshop 2, we will update the options appraisal reports for final issue. As detailed in the Clarification Log (Ref 13 & 14) we understand that; additional development of the preferred option is then required; that complex designs (such as weir removal and alternative gauging) cannot be priced at tender stage; and that low cost baffles (LCBs) may represent the likely scale of the solution. We will therefore produce a single concept design drawing for each site, outlining the preferred option in greater detail. Subject to adequate topographic survey, this will be in the form of a CAD drawing. This will assist both stakeholder liaison and the progression towards FBC and detailed design. The design will be based on a simple solution (such as LCBs or a pre-barrage) and it is recognised that further detailed design development will be appropriate in the future (detailed design is specifically excluded from the scope). The concept design will be accompanied by a CDM Designer's Risk Assessment to document any significant risks and the concept design will be used to estimate detailed design costs and programme for inclusion in the OBC. A final version of the Options Appraisal Report will then be issued, incorporating the concept design and associated information.

A concise and compelling OBC report will be produced for each site using the EA short form template and building on the existing EA SOCs. As detailed above, we will make producing the OBC as efficient as possible by ensuring the options appraisal process considers the requirements of the OBC process from the outset. [redacted] will use his experience of producing Business Cases under the Five Case Model to enable us to produce concise and compelling OBCs for each site. A draft version of the OBC will be issued and we have allowed for incorporating comments from the EA and the EA Project Board and re-issuing a final version of the OBCs.

Costs, Programme and deliverables

A breakdown of our project costs accompanies this tender. Packaging the two sites into a single tender provides a more streamlined and efficient process, reducing project management time and meetings, enabling combined site visits and adding efficiency by sharing knowledge/techniques/report templates etc. and balancing resources between the sites. We estimate that this packaging has reduced our tendered cost by approximately £2500.

Our accompanying programme has been designed to deliver the project in line with (and slightly ahead of) the EA dates in Part 1, Section 3 above. Our programme is shaped around these EA dates and allows procuring additional survey work in advance of the short-list options appraisal. We feel, with suitable discussion of risks and with EA approval, there is opportunity to both shorten the duration of some tasks and adjust the timing of tasks relative to the surveys to enable earlier delivery of the OBC. We would welcome discussion on this early in the project. Shortening the programme this way would improve efficiency by reducing costs associated with PM work and progress meetings, as well as minimising loss of project momentum during any survey periods.

Our anticipated formal deliverables at each site are summarised as follows (reports marked with an asterisk will be issued in Draft and then Final formats, following EA review):

- Weir condition summary note
- WFD111 passability note
- PEIR report*
- Scopes for additional surveys (structural inspection, topo surveys and environmental surveys)
- Options appraisal report* (summarising data obtained, appraisal process, carbon/cost estimates for short-listed options and culminating in a developed concept design, accompanying CDM Design Risk Assessment and construction programme for the preferred option)
- OBC*.

2.Project Management (inc Project plan)

APEM has clear project management systems in place to ensure timely delivery of projects to the high standard demanded by our clients. A number of key APEM project managers possess PRINCE2® (PRojects IN Controlled Environments) Practitioner accreditation, and the best practice principles underpinning this accreditation are applied to all projects. Our proposed APEM project manager, [redacted] has worked extensively with the EA for over 20 years, including Project Managing a wide range of projects and being seconded into the EA's NCPMS team.

A plan for implementation of the project will be created by [redacted] on award of contract and all team members responsible for inputs will be informed of the project and their involvement agreed according to the project plan, including (i) the scope of their task, (ii) the outputs required, and (iii) the deadline for the task. A key objective in this stage of the process will be to control the link between the PM and the project team by placing formal requirements on accepting, executing and delivering project work.

Best practice underlines the need for the active management of risk throughout the life of the project and continual communication to ensure that information related to threats and opportunities faced by the project will be communicated both within the project team and to the EA. APEM will be in regular communication with the Environment Agency project manager to monitor and report on the progress of the project, gain input from the EA as required and to ensure the project deliverables continue to meet or exceed expectations. APEM have extensive experience of completing appraisal, geomorphological and fish passage projects previously, both for the EA and other organisations, and have a proven track record in effective delivery.

We will keep our processes simple to maximise efficiency. We will keep the EA project team up to date with progress against deliverables throughout the course of the project, including the fortnightly progress meetings over the duration of the project programme. In addition, we have included allowance for discussion of key appraisal and design aspects with the EA project team and stakeholders during the two planned Workshop meetings.

APEM's quality system is accredited to ISO 9001 and includes a full check, review and approval process. This ensures our deliverables meet the required scope first time. We have included an allowance to address one round of EA review comments for each of the key deliverables.

APEM regularly review staff resourcing across all our projects, identifying and securing staff input to ongoing commitments, whilst also providing flexibility to allocate staff to new projects. We have reviewed our resource planner and are confident that our proposed team will have availability to work on this project, in line with the project programme, subject to successful award.

3. Proposed Staff who will do the work and briefly state previous relevant qualification/experience. Supplier's experience of undertaking similar projects and accreditations

Our experienced staff will be pivotal to the success of this project. Pen portraits are below and full CVs are available upon request.

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted].

4. Proposal cost

Please use day rates, including any applicable discounts, as agreed under the framework contract. A full cost schedule may be attached to support the costs summarised below.					
Task No.	**Consultant name**	**Framework grade**	**Day rate**	**No. of Days or part thereof**	**Cost**
					See accompanying breakdown for full details
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
				Total staff costs	**£24,987.50**
Expenses (please detail type ie travel, accommodation etc)		Site visit travel & subsistence. Service and ecology search data. CAD technician (subconsultant).			£2230
				Total overall cost	**£27,217.50**

5. Terms & Conditions

Note to Supplier – All call off contracts under the Ecological Services Framework are subject to the terms and conditions issued with the framework, including the Prior Rights Schedule and GDPR Schedule completed at award of the call-off contract.

Notes	You must have a purchase order number from the EA project manager before you start any work in connection with this proposal. **If you have carried out a protected species survey, data collected must be uploaded onto the NBN network. Please take account of this in your quote.**
Supplier Project Manager:	[redacted]
Signature :	[redacted]
Date:	17 Feb 2021

6. Proposal Acceptance

Notes	All agreed post submission amendments to scope, proposal, timetable or costs must be updated prior to accepting the proposal. A commission code must be obtained from Stephen Perriss prior to confirming award and must be quoted on your purchase order. A Bravo ECM reference should be obtained from Commercial if the project has been issued by Bravo and quoted on your purchase order.

Authorisation	**Name**		**Date**
Contract Project Manager	[redacted]	[redacted]	**03/03/2021**
Authorised Contracting Authority Signature	[redacted]		**03/03/2021**
DgC Authorised Signature (if required)	[redacted]		**03/03/2021**
Commission Code			

Bravo ECM Ref (if applicable)	[redacted]

7. Change Control **All amendments to scope, timetable or costs must be submitted to and approved by the PM Prior to implementing the change.**			
Change Details	**Revised completion date (if applicable)**	**Revised Cost (if applicable**	**Approved by EA PM / Date**