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Request for Quotation

WADER Project- Design of wetland / sustainable drainage solution

Northumberland and Tweed Catchment

May 2023



LIFE WADER (LIFE20 NAT/UK/000277) is financially supported by LIFE, a financial instrument of the European Commission.

Request for Quotation

DESIGN OF WETLAND TO REDUCE NUTRIENT AND SEDIMENT RUNOFF

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: 17:00, **21-06-2023**

Email: Robert.brown@naturalengland.org.uk

Date: 21-06-2023

Time: 17:00

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

Robert Brown 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 | 26-05-2023 at 17:00 BST / GMT |
| Deadline for clarifications questions | 09-06-2023 at 17:00 BST / GMT |
| Deadline for receipt of Quotation | 21-06-2023 at 17:00 BST / GMT |
| Intended date of Contract Award | 03-07-2023 |
| Intended Contract Start Date | 10-07-2023 |
| Intended Delivery Date / Contract Duration | 10/07/2023 – 30.05.2024 Please note – dates are indicative at this stage. Upon contract award full timeframe to be agreed. |

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 |
| “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. 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 attached Condensed Terms and Conditions 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

| Summary | |
|----------|---|
| Activity | 3 x Wetland system Design Reports |
| Location | Northumberland/Tweed Catchment These farms are likely to be based around Budle Bay and Wooler . |

For the full detailed specification, see the *design brief document*.

Overview

To design wetland or sustainable drainage feature(s), on three farms within the River Tweed & Berwickshire & North Northumberland Coast SAC catchment, that will help to reduce excess nutrient (Nitrate and Phosphate) and sediment load from entering the watercourse. This is a pilot of a bigger project in which more activities may be tendered for in the future. The awardee will provide guidance on the suitable placement, design, construction plan, management and cost of a specific farm wetland or a sustainable drainage feature(s). This could be associated with field, track and yard run off and/or movement of pollutants via water channel(s) on farm. The outcome will be a report containing this advice and the production of the detailed designs and cost for construction.

It is anticipated that the appointed contractor will fulfil the role of Principal Designer throughout both the design and construction phase.

Budget

The indicative budget for both the design and the subsequent construction works (out of scope for this requirement) is in the range of £10,000 to 25,000.

The awardee is to produce/provide the following outputs/deliverables:

This is not an exhaustive list and other outputs may be required to meet the aim of the brief (e.g., survey needs may differ between sites). Exact details will be discussed and confirmed for each site at the inception meeting.

Feasibility

- Site visits by soil/water specialist will assess and review the proposed location of the intervention and provide a topographic survey, hydrological survey, flood risk assessment, environmental feasibility assessment for each site.
- Desk based assessment to consider LiDAR and water pathway modelling to identify run-off/pollution pathways and consider potential locations and options available to provide most benefits for reducing water pollution.
- Identify required services and constraints.
- Identify required permissions and consents.
- Discuss specific options to treat the pollution with the WADER Project Officers and the farmer/landowner. Include in discussions advantages and disadvantages of the options; likely cost; any farm subsidy and loss of productive land related issues; the maintenance requirement of options. Agree upon the final options for the design. If suitable, several options can be incorporated into the design so that it is comprehensive and can be implemented in different stages (e.g. a sediment trap may feed into a wetland system but could be built as a cheaper stand-alone option if required).

Design

- Design the proposals considering the environmental sensitivities of the sites, and involving key environmental specialists, including Environment Agency specialists, where required.
- A detailed plan specifying the details of the created ecological features' requirements, water depth and retention time. The report should also show existing and proposed levels at each site, identifying land forming and water penning / water management structures. Where appropriate, include planting plans, planting schedules, tree and vegetation protection plans within landscape drawings.
- Consider and inform of any consenting and planning issues/requirements.
- Ensure the design meets Construction Design and Management (CDM) regulations 2015.
- Produce final report compiling all the **advice given**, explaining the reason for the chosen **wetland options**, and the **detailed design** including drawings and specifications for construction of works, and **detailed costings** (sufficient for a contractor to set out and construct the works).
- Costings should include a section that points to any relevant grants available for maintenance payments e.g. Countryside Stewardship.

Please note, any further work outside of this contract will be tendered separately including any additional site designs and construction elements. The requested costings for construction are for information purposes only.

Specific skills/ knowledge requirements for all deliverers:

- Experience in the design and construction of water holding features and constructed wetlands for reducing diffuse water pollution.

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- Knowledge of hydrology and experience of managing surface water run-off from fields and yards using practical actions to slow or divert water movement to capture pollutants.
- BASIS Soil & Water or equivalent soil related qualification e.g. diploma, NVQ, HND or degree in soils or with soils as a significant part of the course.
- Working knowledge of required permit processes and government schemes (e.g. Countryside Stewardship, particularly options relevant to Water Holding Structures).
- Experience in principle designer role under CDM regulations 2015.

Prices

Prices must be submitted in £ sterling, inclusive of VAT.

It is anticipated that this contract will be awarded for a period of 12 months to end no later than 30.05.2024. 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.

Quotation Submission

Please provide your rate card for the work detailed above and for any other work that may arise.

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

Price – 50%

Quality – 50%

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

| Criteria | Weighting % | To include |
|----------------------------------|-------------|---|
| Staff Experience Profiles | 60 | <ul style="list-style-type: none">• Please highlight the key personnel who will be directly involved with this contract and what they will be responsible for delivering.• Please submit a maximum of 300 words for each proposed deliverer providing evidence for the 'Specific skills/ knowledge requirements for all deliverers' detailed in the specification requirements.• Please also submit relevant work history and qualifications for each deliverer (deliverers must show a minimum of 2 |

| | | |
|---|----|--|
| | | years' experience delivering similar projects). |
| Methodology and Project Management | 40 | <p>Please submit an outline method of how you propose to deliver the services. Please include:</p> <p>Method Overview</p> <ul style="list-style-type: none"> • What steps/approach will be used to determine the most effective wetland options and inform the final design plans. • Examples of previous similar work. <p>Communication</p> <ul style="list-style-type: none"> • Identify within your organisation who will be the main individuals involved in the management of this contract to ensure effective delivery. <p>Quality</p> <ul style="list-style-type: none"> • How will you ensure that the required quality of activities, as described in the request for quotation template and specifications, is delivered? <p>Sustainability</p> <ul style="list-style-type: none"> • Highlight how your environmental policies/accreditation will ensure that sustainability is pursued in your operations and work delivery. <p>Risk Assessment & Health and Safety</p> <ul style="list-style-type: none"> • Provide an overview of the potential risks you have identified associated with the delivery of this work, and how you will manage these risks throughout to ensure that milestones are met, and delivery is completed to the required standard in a safe manner. |

| Score | Justification |
|--|---|
| 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. |

Contract Management

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](https://www.naturalengland.org.uk).

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

Robert Brown

Email: robert.brown@naturalengland.org.uk

Tel: 07826905180

On award of the contract, we will plan an **Inception Meeting** at a mutually convenient location (or online using Microsoft Teams) whereby further details can be discussed and agreed upon. During this meeting we will provide the exact locations of the sites and any other background information on the site. We will arrange details such as:

- More detail on the chosen sites and a discussion to clarify which surveys may or may not be needed to feed into the design.
- Proposed dates for visits to take place.
- Communications schedule and method to track project progress (the frequency and method of contact between the supplier and Natural England Project Team). As this is a pilot scheme, WADER project officers may request to accompany design visits.
- Dates for review meetings and project milestones
- Style and format of reports
- Where reports and survey results will be sent/uploaded.
- Quality control process
- Invoicing schedule

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

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- 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.