



Request for Quotation for consultancy in respect of project 'Wise Use of Water for the North Kent Marshes'

Issue Date: **Friday 02 May 2025**

Closing Date: **Friday 06 June 2025**

Lower Medway Internal Drainage Board
Unit 13 Conqueror Court
Vellum Drive
Sittingbourne
ME10 5BH

01795 468000
enquiries@lmidb.co.uk

Note: All required documents listed in the Consultant Submission Checklist must be included in your quotation. Incomplete submissions may not be considered.

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Preamble

Invitation to Quote

Quotations are invited for consultancy services to deliver Phase 1 of the *Wise Use of Water* project on the North Kent Marshes.

This project seeks to develop a robust evidence base to guide sustainable water management across the Hoo Peninsula. It will combine technical assessment with early stakeholder engagement to identify opportunity areas for water retention, environmental enhancement, and agricultural resilience.

The appointed consultant will be expected to deliver services as described in the accompanying Scope of Work.

The contract will be let under the **NEC3 Professional Services Short Contract (PSSC)**.

Project Context

The North Kent Marshes face growing pressures on water resources from climate change, abstraction reform, and competing land use demands. This study forms part of a longer-term strategy to improve catchment-based water planning in the area.

The successful consultant will bring expertise in:

- Hydrological and spatial assessment.
- Climate adaptation in lowland drainage landscapes.
- Stakeholder engagement.
- Data analysis and interpretation.

The aim is to generate practical insights that support both local decision-making and national water policy goals, while laying the groundwork for potential future modelling and collaboration.

Submission of Quotation


Quotations must be submitted by email no later than **23:59 Friday 06 June 2025**


Any clarification queries should be submitted electronically to **enquiries@lmidb.co.uk** no later than **Friday 23 May 2025**.

Contact for enquiries:

Priscilla Haselhurst

Clerk/Engineer

 enquiries@lmidb.co.uk

 01795 468000

Lower Medway Internal Drainage Board

Unit 13 Conqueror Court

Vellum Drive

Sittingbourne

ME10 5BH

Submission Requirements

The Consultant's attention is drawn to the quotation return deadline. Late submissions will not be considered.

When submitting your quotation, please ensure the following:

- All requested documentation is completed and included.
- The quotation is submitted by the stated deadline.
- Your quotation remains valid for a minimum of 90 calendar days from the submission deadline to allow for evaluation and award.

Procurement Timetable

This procurement is intended to follow the timeline below:

1 Request for Quotation Issued	Friday 02 May 2025
3 Last date for clarifications	Friday 23 May 2025
4 Response to clarifications provided	Tuesday 27 May 2025
5 Deadline for Quotation Responses	Friday 06 June 2025
6 Quotation Evaluation	Friday 13 June 2025
8 Contract Awarded	Monday 30 June 2025
9 Initial Project Meeting	July 2025

Evaluation

The Board is not obliged to accept the lowest quotation or any quotation received. It also reserves the right to accept the whole or part of any quotation.

All quotations will be checked for compliance with the submission requirements. The Board may seek clarifications from any or all tenderers during the evaluation period, either by email or through clarification meetings. If interviews or presentations are required, tenderers will be notified in due course.

Quotations will be assessed on a **quality and price basis**, using the following weightings:

- **Quality – 75%**
- **Price – 25%**

As part of your submission, please provide:

- Written responses to the quality questions, demonstrating your methodology, relevant experience, stakeholder approach, and delivery plan.
- A pricing schedule showing total cost, expenses, and any optional day rates.

The Board will select the quotation that represents the best overall value for money, taking into account both the quality of the proposed approach and the price.

This procurement process aligns with public sector best practice and DEFRA expectations for competitive tendering under the relevant thresholds.

Price (25%)

Price will account for **25% of the total evaluation score**.

The quotation with the lowest total cost will receive the full 25 points. Other quotations will receive a proportionally lower score based on the percentage difference from the lowest price.

For example, if a quotation is 10% more expensive than the lowest-priced submission, it will receive 10% fewer price points (i.e. 22.5 out of 25).

Quality

Quality will account for **75% of the total evaluation score**, with a maximum of 60 points available for the quality section.

Each submission will be assessed by a panel against the published quality criteria. The quotation with the highest quality score will receive the full 60 points. All other submissions will receive a proportionate score based on how their quality score compares to the highest-scoring submission.

For example, a quotation that scores 10% lower on quality than the top submission would receive 54 out of 60 points.

These quality scores will then be weighted to reflect 75% of the total evaluation.

Please note that, depending on how closely matched the quality scores are, price may or may not be the deciding factor. The Board reserves the right to award the contract to the most economically advantageous tender, based on the combined quality and price scores.

The quality element of the quotation will be scored out of **60 marks**, forming **75%** of the total evaluation. The following quality criteria and weightings will apply:

a) Relevant Experience (10%)

Please describe your experience in delivering consultancy projects of a similar nature, particularly in water management, hydrological assessment, and/or environmental planning. Highlight outcomes achieved and any key challenges overcome.

b) References (5%)

Provide details for at least two relevant client references, including a brief description of the projects delivered and contact information.

c) Method Statement (50%)

Describe your approach to delivering this contract, including:

- Data collection and analysis.
- Use and interpretation of existing hydrological data and/or modelling.
- Stakeholder input integration.
- How your outputs will be structured to inform future phases.

d) Stakeholder engagement (10%)

Outline your stakeholder engagement strategy, including:

1. Identification and involvement of key stakeholders (e.g. landowners, public bodies).
2. Communication and collaboration methods.
3. Examples from previous projects, including challenges and solutions.

e) Project plan (20%)

Provide a detailed project plan showing:

- Key milestones and deliverables.
- Timeline for delivery.
- Resource allocation.
- Risk identification and mitigation.
- Any proposed Client input (e.g., for review meetings and stakeholder engagement).

f) Sustainability (5%)

Explain how your approach will minimise environmental impact and align with wider sustainability goals. Include:

1. Specific low-carbon delivery measures (e.g. travel, resource use).
2. Alignment with goals such as biodiversity, water quality, or climate resilience.
3. Examples of environmentally innovative practice from previous work.

The quality element of supplier's quotations will be scored using the following scale of awarding marks between 1 and 10:

0-3	Unsatisfactory – fails to meet the minimum standard; significant gaps in response
4	Weak – meets some requirements but has notable shortcomings
5-6	Acceptable – meets requirements but lacks detail or clarity in places
7-8	Good – fully meets requirements with clear and appropriate detail
9-10	Excellent – exceeds requirements with robust, well-evidenced and deliverable proposals

Note: If a score of 3 or below is awarded for any part of the method statement, the quotation will be considered non-compliant and excluded from further evaluation, including the price assessment.

Specification

The full specification for this commission is set out in the accompanying document:

Appendix A – Scope of Work: Wise Use of Water

This Scope forms part of the contract under the NEC3 Professional Services Short Contract (PSSC). Tenderers should review the Scope carefully and respond in line with the requirements set out.

The Board reserves the right to adjust the final scope of work within the stated budget range depending on value for money, technical submissions, and market response. Any such adjustment will be made transparently prior to contract award and applied equally to all tenderers. This flexibility is intended to ensure the project delivers maximum benefit within public sector funding constraints.

Pricing Schedule

Prices should be submitted in **Pounds Sterling, excluding VAT**, and should cover all activities required to deliver the full Scope of Work.

Please provide a **clear breakdown of your total cost**, showing:

- Total lump sum for delivery.
- Breakdown by key components or workstreams (e.g. project management, stakeholder engagement, reporting).
- Confirmation of whether expenses are included.
- Any optional day rates (if applicable).

No additional costs will be accepted unless clearly stated in your quotation.

Please confirm you agree to a **12-month fixed price period** from the date of contract award:

☐ Yes

☐ No

Consultant Checklist

Cover Letter including lead contact details	<input type="checkbox"/>
Responses to quality questions covering	
• Relevant experience	<input type="checkbox"/>
• References	<input type="checkbox"/>
• Methodology	<input type="checkbox"/>
• Stakeholder engagement	<input type="checkbox"/>
• Project Plan	<input type="checkbox"/>
• Sustainability	<input type="checkbox"/>
Pricing Schedule including:	
• Lump sum	<input type="checkbox"/>
• Confirmation of whether expenses are included	<input type="checkbox"/>
CV's of key personnel	<input type="checkbox"/>
Signed declaration form	<input type="checkbox"/>

Declaration

By signing this form, the tenderer confirms that:

- The information provided in this submission is accurate and complete.
- The quotation is valid for **a minimum of 90 days** from the deadline for submission.
- The tenderer has **no conflicts of interest** in relation to this commission or has disclosed any potential conflicts.
- The tenderer has **not engaged in collusive or anti-competitive behaviour** in preparing this quotation.
- The tenderer agrees to the use of the **NEC3 Professional Services Short Contract** for this work.
- The tenderer holds or will obtain appropriate insurance cover (e.g. public liability, professional indemnity) if required.
- The tenderer is not aware of any legal or regulatory matters that would prevent their participation in this contract.

Company Name:

Company Registration Number:

VAT Number:

Main contact:

Email:

Phone:

Signature:

Print Name:

Date:

Important notice

This Invitation to Quote has been issued to allow interested consultants to prepare a quotation for the Wise Use of Water Study, and for no other purpose. All documentation provided remains the property of the Board and must be treated as confidential.

Tenderers must not share or publicise any part of this quotation process, or refer to the Board in any publicity, without prior written permission.

While the information provided in this RFQ is given in good faith, the Board makes no warranty as to its accuracy or completeness and accepts no liability for any errors or omissions.

The Board reserves the right to cancel or amend the process at any time and will not be liable for any costs incurred by tenderers.

This RFQ does not create any obligation on the Board to award a contract.

Consultants must hold appropriate insurance for the duration of the contract. The successful tenderer will be required to evidence Public Liability and Professional Indemnity Insurance prior to contract award.