



Department
for Environment
Food & Rural Affairs

CONTRACT CHANGE NOTE

Contract Change Note Number	One
Contract Reference Number and Title	ECM 43456 The Management of Sediment Removal and Fen Creation Works at Hoveton Great Broad
Variation Title	Contract Extension
Number of Pages	9

Whereas **NETICS** and the **Authority** entered into a Contract for the provision of **The Management of Sediment Removal and Fen Creation Works at Hoveton Great Broad** dated 24 Mar 2016 (the "Original Contract") and now wish to amend the Original Contract.

It is agreed as follows:

1. With effect from 01 June 2018 the Original Contract shall be amended as set out in this Contract Change Note:

Change Requestor / Originator	[REDACTED]	
Summary of Change	Contract amendment for additional works and extension of contract term to allow successful project completion	
Reason for Change	<p>To cover additional works/costs as per:</p> <p>Additional assignment undertaken under original contract dated 24 Mar 2016 – see Appendix 1</p> <p>Work already undertaken and proposed works, for period 1 Nov 2018 to 31 Dec 2019 – see Appendix 2</p> <p>Cost of updating the tender design document – see Appendix 2</p>	
Revised Contract Price	Original Contract Value	£101,810.60
	Previous Contract Changes	£0
	Contract Change Note One	
	Additional assignments up to 1 Nov 2018	£34,011.89
	Works for period 1 Nov 2018 to 31 Dec 2019	£15,842.00
	Update of Tender Design Document	£1,608
	New Contract Value	£153,272.59
Revised Payment Schedule	On approval of invoices submitted for approval of works completed	

Revised Specification (see Annex A)	See below original specification, supplemented by works undertaken/proposed works and additional costs as detailed in Appendices 1 and 2
Revised Contract Period	22 Mar 2016 to 31 Dec 2019
Change in Contract Manager(s)	[REDACTED]
Other Changes	Contract reference changed from 22767 to ECM 43456. Section 3.3 (c) of the original contract dated 24 Mar 2016 is amended as per below section 2.

2. Section 3.3 (c) of the Original Contract is hereby amended as follows:

(c) include VAT at the prevailing rate as a separate sum or a statement that the supplier is not registered for VAT or other appropriate reverse charge statement. In the event that reverse charge VAT arrangement is no longer applicable then the Supplier may include VAT for works undertaken from the point applicability ended.

3. Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect.

Execution of the Contract Change Note is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority's electronic contract management system ("Bravo").

Specification from contract dated 24 Mar 2016**Schedule 1****SPECIFICATION OF REQUIREMENTS**

Project Title: Hoveton Wetlands Restoration Project - Management of Sediment Removal and Fen Creation Works

1. Requirements of the work within this tender

The first phase of the lake restoration works will involve the removal of approximately 65,000 m³ of sediment from Hoveton Great Broad/Hudson's Bay to achieve greater depth in both lakes. The sediment removed will be used to create new areas of fen within Hoveton Great Broad. This will be achieved by geotubes to create bunded areas, behind which more sediment can be disposed of. Fen vegetation will then be used to 'cap' the bunds and it is expected that fen vegetation will spread from this material out across the back-fill of sediment. To achieve this, it is important that the correct sediment height is achieved. Works will take place over two winter periods; Oct 16 – Mar 17 and Oct 17 – Mar 18. Please see the appended report for further details.

NETICS have been engaged as a specialist engineering contractor to:

1. Finalise the design of the sediment disposal areas;
2. Prepare a specification for the sediment removal and re-use works and advise Natural England in the tender assessment and award process;
3. Monitor and manage the day-to-day delivery of the capital works; October 2016 – March 2017 and October 2017 – March 2018;
4. Advise and implement any changes that need to be made over the course of the works to ensure the successful removal of sediment and the creation of the new fen areas;
5. Continue to monitor the areas of fen for 18 months beyond the end of the capital works to ensure that the desired fen height is achieved.

The additional work, for the works to remove and dispose of sediment from the dyke network of the adjacent Hoveton marshes. Approximately 4,000 m³ of sediment is to be removed from extant dykes to facilitate the creation of a canoe trail through the marshes will be subject to a separate quotation exercise based on the rates supplied in the tender

2 Lake Restoration Management deliverable elements**2.1 Refine the designs of the sediment disposal areas within Hoveton Great Broad**

The designs of the areas to which sediment from the lakes will be disposed needs to be finalised to ensure that the final lake restoration activity delivers the desired outcomes in the most effective and efficient manner.

2.2 Produce the specification for the sediment removal capital works (lakes and dykes) and advise Natural England in the tender assessment and award process

Ensure that the specifications and tendering process are fit for purpose and completed in a timely manner in order to enable Natural England to engage contractors in time for sediment removal to commence on the 1st October 2016. It is intended that one contract will be awarded for both the lake works and the dyke works.

2.3 Management of day-to-day sediment removal works

In accordance with the defined project timescales, manage the day-to-day sediment removal and disposal works to ensure that:

1. the specified deliverables of the project are delivered to the required fen height.
2. the specified deliverables of the project are delivered within the strict working timescales of the project, as described in the gantt chart in Schedule 1..
3. the activity is delivered within budgetary limits through good contract management, working alongside the Project Manager to ensure that the project stays on track.
4. that all planning restrictions are adhered to and regulations or conditions are satisfied as necessary

2.4 Monitoring

Monitor the consolidation and settlement of the geotubes and back-fill sediment to ensure that the designed fen height is achieved. Make recommendations for the modification of the works if the desired outcomes are not being achieved. Similarly, monitor the settlement lagoons to ensure they are performing as intended. Such monitoring and plans of action to modify works are to be agreed in advance with the Natural England Project Manager. All monitoring should be carried out as described in your Tender.

2.5 The key milestones and review dates are identified below:

- Contract start – March 2016
- **Start-up meeting.** - To be held as soon as possible after award of Contract (likely venue to be Dragonfly House, Norwich)
- **Inspection of progress.** – Regular reviews and discussion with Natural England's Project Manager and Senior Reserve Manager will be required throughout the project's life cycle to ensure continued progress. The frequency of these meetings will be agreed at the start-up meeting but it is anticipated that these will initially need to be weekly.
- **1st progress report.** – A progress report shall be submitted by 30th April 2017, reporting on the outcomes of the first period of sediment removal and disposal,

highlighting any risks or issues identified during the first period of works and any recommendations as to how to mitigate these during the second period of works.

- **2nd Progress report.** A second progress report shall be submitted by the 31st May 2018, demonstrating that the works have successfully been completed, identifying any outstanding risk and issues and recommendations for any further works that may be needed to remedy these.
- **Final report** – A final report, demonstrating that the fen areas have been successfully established, shall be submitted by the 30th September 2019.

2.5.1 Key Aims of the overarching project

- Remove ~65,000 m³ of sediment from Hoveton great Broad /Hudson's bay
- Use the sediment removed from the lakes to create approximately 3 ha of fen
- Remove ~4,000 m³ of sediment from the Hoveton Marshes dyke system to facilitate the creation of a canoe route.
- Successfully de-water the sediment from the marsh dykes, so that it can be spread on neighbouring land.

2.5.2 Style and Format of Reports

Final versions of all reports shall be provided in both hard and electronic format. All photographs and maps should be in colour with clear annotations and commentary.

Contractors shall make no financial investment in the project and, therefore, shall not benefit from any intellectual property rights arising from the project. Natural England will retain intellectual property rights of any output from the contract.

The report should be formatted following Natural England's commissioned reports formatting guidelines which can be found here:

<http://publications.naturalengland.org.uk/publication/5848259016785920?category=10006>

The reports may be published on the NE website as an NE commissioned report. The reports therefore need to include:

- The following standardised wording:
"The Hoveton Wetlands Restoration project aims to deliver the restoration of Hoveton Great Broad and Hudson's Bay. This will be achieved through a combination of sediment removal and biomanipulation, restoring them to Favourable Condition / Good Ecological Status. The project will also improve the existing access to and on the site, create new access through the adjacent Hoveton Marshes and host a number of activities and events for volunteers, local people, visitors and lake restoration specialists. Its aim is to enable more people to visit the site, become actively involved in its management and learn about the project and the importance of lake restoration.

This project is part of the Bure LIFE Project (LIFE14 NAT/UK/000054) which is financially supported by LIFE, a financial instrument of the European Community. It is also supported by the National Lottery through the Heritage Lottery Fund."

- A link to the Project webpage.

The front cover must include:

- The following standardised wording:
“The Hoveton Wetlands Restoration project aims to deliver the restoration of Hoveton Great Broad and Hudson’s Bay. This will be achieved through a combination of sediment removal and biomanipulation, restoring them to Favourable Condition / Good Ecological Status. The project will also improve the existing access to and on the site, create new access through the adjacent Hoveton Marshes and host a number of activities and events for volunteers, local people, visitors and lake restoration specialists. Its aim is to enable more people to visit the site, become actively involved in its management and learn about the project and the importance of lake restoration.

This project is part of the Bure LIFE Project (LIFE14 NAT/UK/000054) which is financially supported by LIFE, a financial instrument of the European Community. It is also supported by the National Lottery through the Heritage Lottery Fund.”

- Display the Natural England, Natura 2000, LIFE and HLF logos. The [LIFE and N2K logos](#) are available from the [European Commission’s LIFE toolkit](#) – guidance on how to use these logos can be obtained from the website. The HLF logo and guidance on how to use it can be found here: <http://www.hlf.org.uk/running-your-project/logos-acknowledgment/where-use-logo>
- © Natural England and the date of creation

2.5.3 Access to Sites

All access to the site must be arranged through the Project Manager.

2.5.4 Payment Schedule

Payment will be made upon receipt of appropriate invoices, quoting the project purchase order number and Life Funding Reference – LIFE 14 NAT UK 000054. It is expected that payment will be made in monthly intervals against work completed.

2.5.5 Key Contacts

[REDACTED]

[REDACTED]

Natural England

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NR3 1UB

[REDACTED]

[REDACTED]



Procurement Team

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Peterborough

PE1 1NG



Appendix 1

Additional assignments under contract dated 24 Mar 2016

Additional assignments to contract, total £34,011.89. For each piece of work NETICS was commissioned separately, consisting of the following;

- Additional survey of the Broad
- New alternative design and volume calculations
- Feasibility study for re-using sediment in Hoveton Marshes
- Evaluation of the tender proposals
- Marking trajectory with GPS and placing outlining poles, hire GPS and Boat
- Review of Methodology document LAWS for execution works
- Review of Health and Safety Plan
- Environmental monitoring of water quality including hiring sensors and deployment
- Monitoring plan and report
- New designs and volume calculations Eastern Area including GPS coordinates and marking
- Sediment sampling of Larkbush Dyke and calculation of Larkbush volumes
- Contract negotiations LAWS
- Investigation of new construction methods (connection tube, filling, equipment etc)
- Writing specification of filling backfill and use of equipment, contact Ten Cate
- Review of work methodology LAWS second phase
- New updated designs of the tube areas with volume calculations.

This additional work was needed for increasing the production speed of LAWS and also the quality of the work.

Appendix 2

Work for Period 1 Nov 2018 to 31 Dec 2019

Item of work/task	Deliverables	Hours	Importance	Total Cost
Step 1 Assistance with tendering process for new contractor	Review of work specification, new design options for western area, estimation of sediment volumes, advise with work methods, review of proposals contractor	■	Strongly advised	■
Step 2 Principal designer role during construction works (monthly site visit, gives a total of 3 site visits)	Checks design during capital works, answers to contractor/project team, design adjustments if needed, project team meeting, communication	■	Strongly needed	■
Step 3 Monitoring and measurements (combined with step 2, addition of one project visit proposed)	Monitoring settlements, sediment volumes, GPS measurements, monitoring western area, final measurements	■	Strictly needed	■
Step 4 Production of final report and as-built drawings	Processing data, brief final progress report with results, as built drawings	■	Advised	■
Total				■

Deliverables	Hours	Hourly Rate	Total Cost
Update of the Tender Design Document	■	■	■

Summary:

Category	Details	Total Cost
Original Contract	See Schedule 2 of Contract dated 24 Mar 2016	£101,810.60
Additional Assignments	See Appendix 1	£34,011.89
New contract work	See above work for period 1 Nov 2018 to 31 Dec 2019	£15,842.00
Additional work	See above Update of the Tender Design Document	£1,602.00

Grand Total	£153,272.49
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