



**CHICHESTER  
HARBOUR  
CONSERVANCY**

## **CHICHESTER HARBOUR CONSERVANCY**

### **Tender Specification: Invitation to Quote**

#### **TO PREPARE AND PUBLISH A DETAILED DESIGN FOR THE PROPOSED HABITAT CREATION PROJECT AT APULDRAM MEADOW, FISHBOURNE, CHICHESTER HARBOUR.**

Thereafter, and on behalf of the clients, to also apply for the necessary permissions, licences, and consents.

**Closing Date: 30 August 2024, 12 noon.**

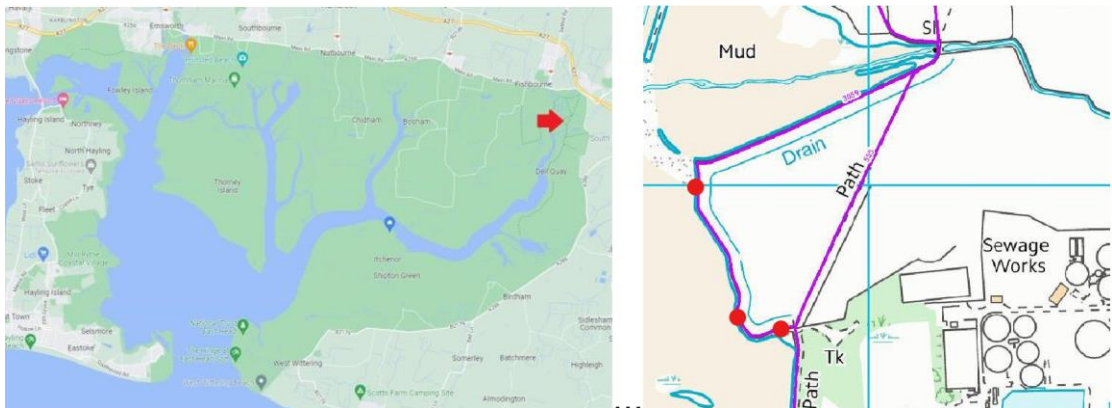
### **1.0 Introduction**

- 1.1 At 74km<sup>2</sup>, Chichester Harbour is the largest natural estuary in southeast England, straddling the boundary between Hampshire and West Sussex. It was designated as an Area of Outstanding Natural Beauty (AONB) in 1964, which in 2023, was rebranded as one of the nation's 'National Landscapes'.
- 1.2 There are several other complementary designations in Chichester Harbour, including a Site of Special Scientific Interest (SSSI), a RAMSAR site, and a Special Protection Area (SPA). It is also part of the Solent Maritime Special Area of Conservation (SAC), and there are a range of Local Nature Reserves, Sites of Importance for Nature Conservation (in Hampshire), Sites of Nature Conservation Importance (in West Sussex), and sites of historical importance.
- 1.3 Natural England published a Condition Review of the SSSI on 23 February 2021 (NERR090).  
<http://publications.naturalengland.org.uk/publication/5535304204419072>
- 1.4 The Review concluded that the state of the SSSI was deteriorating and therefore most of the main water body of Chichester Harbour was moved to 'Unfavourable Declining' condition. One reason for the decline was due to coastal squeeze – the damage that hard sea defences were having on the natural coastline.
- 1.5 Prior to the publication of the Condition Review, Chichester Harbour Conservancy established the CHaProN partnership (the Chichester Harbour Protection & Recovery of Nature). It is a partnership of the Chichester Harbour Conservancy, Natural England, the Environment Agency, Coastal Partners, Southern Water, the RSPB, and the Sussex Inland Fisheries & Conservation Authorities (IFCA). The CHaProN partnership is overseeing the restoration of the SSSI in the context of Defra's Environmental Improvement Plan.  
<https://www.gov.uk/government/publications/environmental-improvement-plan>
- 1.6 On 18 February 2022, Storm Eunice struck southeast England, with gusts reported of 122 miles per hour. The Storm resulted in extensive damage at Chichester Harbour, affecting multiple sea defences, buildings, and infrastructure.

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- 1.7 One of the sites affected was the seawall adjacent to Footpath 3059, to the south of Fishbourne Parish. There are now three locations (red dots) where the outer concrete shell of the embankment has collapsed, exposing the clay and earth core to erosion



- 1.8 Footpath 3059, which is c. 420 metres, has been temporarily closed by West Sussex County Council, as the Highways Authority, with walkers directed to use Footpath 555 instead, which cuts across Apuldrum Meadow.
- 1.9 A wastewater treatment works is located close to this site. A gas pipeline runs underneath Chichester Channel and the site.
- 1.10 In 2023, Chichester Harbour Conservancy and the Environment Agency commissioned Royal Haskoning DHV to prepare a Feasibility Study to assess the future options for this site.  
<https://www.conservancy.co.uk/fishbourne-footpath-3059-feasibility-study/>
- 1.11 From this report, the CHaPRoN partnership resolved to work towards a saltmarsh creation project at Apuldrum Meadow with the managed realignment of the coastal path.
- 1.12 Footpath 555 will be left in-situ until such time as it is inaccessible, at which point it will be extinguished.

## **2.0 Audiences for the Detailed Design Phase**

- 2.1 The primary 'customers' for this project will be Chichester Harbour Conservancy and the Environment Agency. The contract will be with Chichester Harbour Conservancy.
- 2.2 The CHaPRoN partnership will also be updated with progress.
- 2.3 The Detailed Design Phase will result in a planning application. It is at this juncture that the public will have the opportunity to engage with the plans.
- 2.4 Chichester Harbour Conservancy will continue to brief Fishbourne Parish Council on the project.

## **3.0 Chichester Harbour Conservancy & Chichester Harbour Trust**

- 3.1 Chichester Harbour Conservancy is appointed by the Local Authorities as the Joint Advisory Committee (JAC) for Chichester Harbour National Landscape (designated in 1964). National Landscapes in England have a primary purpose:

- **To conserve and enhance natural beauty.**

**In pursuit of these purposes, account should be taken of the needs of agriculture, forestry, other rural industries and the economic and social needs of local communities.**

- 3.2 Chichester Harbour Conservancy was established by the Chichester Harbour Conservancy Act of 1971. The Act recognised the single geographical entity of the Harbour and brought together responsibility for managing the National Landscape and the Harbour, as the Statutory Harbour Authority. The Conservancy has two functions:

**"It shall be the function of the Conservancy, subject to the provisions of this Act, to take such steps from time to time as to them seem meet for the conservancy, maintenance and improvement of –**

- a) The harbour, for the use of pleasure craft and such other vessels as may seek to use the same.**
- b) The amenity area, for the occupation of leisure and recreation and the conservation of nature.**

**and the facilities (including, in relation to the harbour, navigational facilities) afforded respectively therein or in connection therewith.**

**In the fulfilment of the function ... the Conservancy shall have regard to the desirability of conserving the natural beauty and amenity of the countryside and of avoiding interference with fisheries."**

- 3.3 Chichester Harbour Trust, as the landowner of this site, is an independent organisation dedicated to the protection of the National Landscape. Chichester Harbour Conservancy and Chichester Harbour Trust work in partnership.

<https://www.chichesterharbourtrust.co.uk/>

#### **4.0 Project Specification**

- 4.1 The successful consultant will research and prepare a report in plain English with an Executive Summary, and structured logical sections as would be expected in a Detailed Design. There are essentially two aspects to the brief:

- Removal of the seawall.
- Realignment of the coastal Footpath 3059.

- 4.2 Consultants will need to budget for:

##### Overall

- a) Designing a plan for the site to enable saltmarsh creation and the realignment of the coastal path, Footpath 3059.
- b) Professional drawings required to support a planning application.
- c) Locations of benches, interpretation panels, and other enhancements, for example landscaping and screening.
- d) Preparing and submitting the planning application on-behalf of the clients, and any other consents and licences, by 31 March 2025.
- e) Considerations of the project constraints and mitigating measures.
- f) Artistic impressions of the site for use with stakeholder engagement, for 2030, 2050 and 2075.

##### Project Description

- g) Explanation of the ambition and opportunity of the site. The rarity and importance of the mosaic / gradation of freshwater, brackish and saltwater habitat set against the challenges facing Chichester Harbour SSSI. Bird roosting islands in-between managed breaches. How to use site as a demonstration area and engage public.
- h) Time-lined explanation of flood risk to farmland, dwellings, the road, the wastewater treatment works, and utilities and mitigation options.
- i) Identifying any areas for grazing marsh compensation within the locality.
- j) Explanation of flood risk mitigation to farmland, dwellings, the road, and the wastewater treatment works and electricity subsection. Option to remove or open flapped outfall – impact on flows / erosion.
- k) Ground and topographical surveys as required.
- l) Assessment of the proximity impact on the saltmarsh habitat creation plans (farmland and wastewater treatment works).



### Access

- m) Decommissioning the failed sea wall, the costs and logistics of removing the concrete face (the clay/earth core remains in-situ), costs/income from disposal of the hardcore rubble, with the environmental constraints.
- n) The quantity and source of proposed imported materials (i.e. earth), including access arrangements, for the realigned Footpath 3059. The new footpath is to be raised to a level of 3 mOD where the present ground is lower.
- o) Laying the realigned Footpath 3059 from south of the sluice to the southern corner, across the high ground. This will be the realigned Footpath 3059.

### Finance

- p) To develop a proposal to understand and quantify the overall carbon sequestration and storage potential at the project site. Obtaining scientific data to understand the rate of carbon accumulating at the site as it transitions to saltmarsh, the carbon emitted during the construction and the net carbon potential.
- q) Countryside Stewardship options, covenants, how to secure Habitat Regional Compensation.

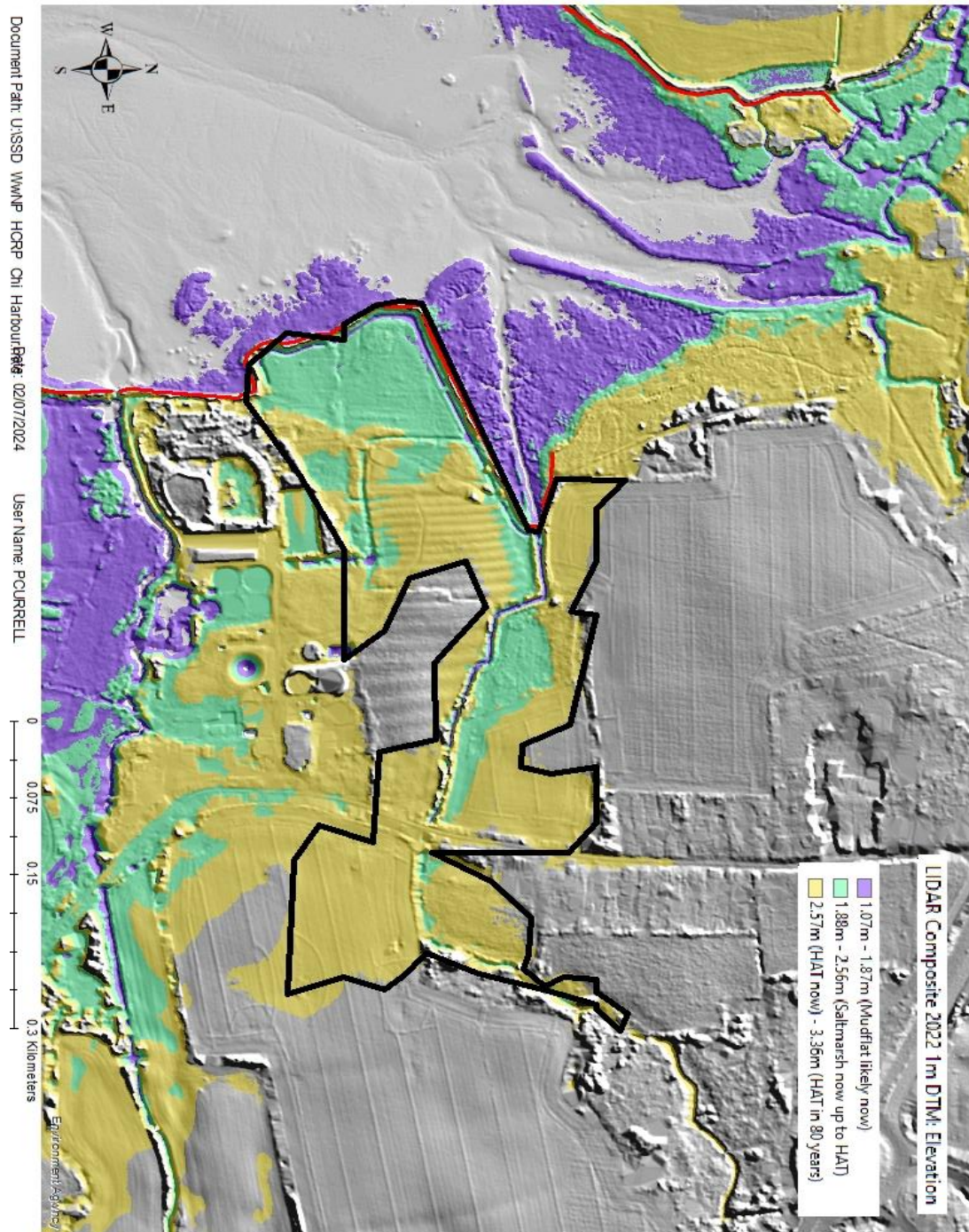
### Reporting

- r) Site visits as required.
- s) Co-ordinating regular progress meetings with Chichester Harbour Conservancy and the Environment Agency, mostly virtual.

### Post Project

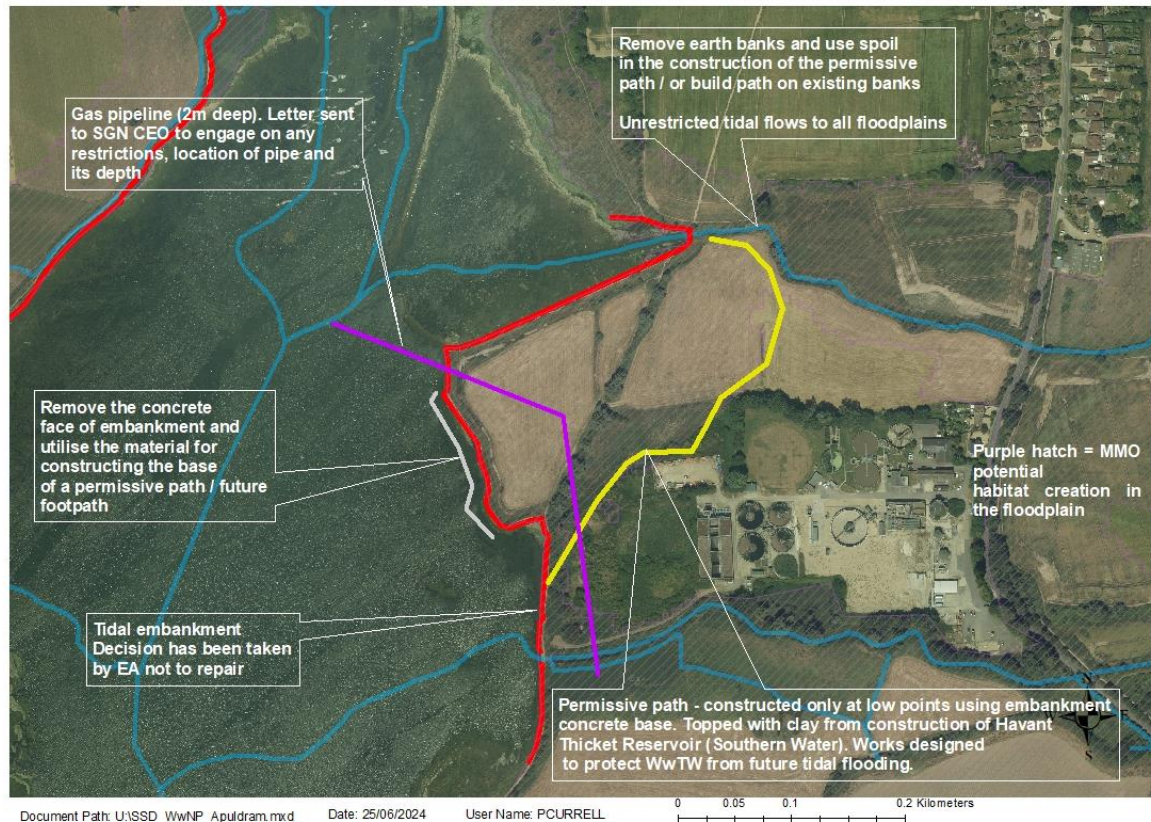
- t) Two virtual PowerPoint presentations on the Detailed Design Phase at dates to be agreed (both to be no later than 31 July 2025).

# Solent and South Downs, Working with Natural Processes - Apuldram Saltmarsh





## Solent and South Downs, Working with Natural Processes - Apuldram Meadows proposals



Note: consultants are advised of a possible variation to the yellow footpath to the north since the habitat gains would be greater if the route crossed the stream. Discussions are ongoing with the landowner.

## 5.0 The Role of the Consultants

5.1 The consultants will be expected to carry out the tasks identified below:

- Advise Chichester Harbour Conservancy on their plan for the Detailed Design Phase and how they propose to go about undertaking the work.
- Produce a draft first report by 30 November 2024.
- Liaise with the Project Managers and other officers as required, including face-to-face and virtual meetings.
- Provide progress reports at regular intervals.
- Complete the brief by 31 March 2025 and apply for the necessary permissions, consents, and licences.

## 6.0 The Role of Chichester Harbour Conservancy and the Environment Agency

6.1 The following relevant documents are available for consideration on Chichester Harbour Conservancy's website.

- Chichester Harbour Management Plan (2024-2025)
- Landscape Character Assessment (2019)

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Please see [www.conservancy.co.uk](http://www.conservancy.co.uk) for details.

- 6.2 If required, Chichester Harbour Conservancy will supply the successful consultant with access to a vessel and coxswain, so that sea defences can be viewed from the water.
- 6.3 Chichester Harbour Conservancy and the Environment Agency will contribute ecological input/information, technical data and information, managing stakeholders, etc. Consultants should not include costs that can be borne by the appointing bodies.

## **7.0 Budget**

- 7.1 The total maximum budget for this Detailed Design phase is £120,000, exc. VAT. Bids must not exceed this amount.
- 7.2 Consultants are requested to submit an itemised breakdown of the budget as part of the bid process.

## **8.0 Structure of the Submissions**

- 8.1 Your proposal must detail the following, which will be weighted as indicated when assessed. There is not a template for submissions.
- 8.2 Submissions must not exceed 10 pages (20 sides) of A4 using Arial font size 11 (excluding CVs and references).
- **Section 1:** The reasons for your interest in the project, your track record in the field, with examples, and two appended references.
  - **Section 2:** The approach you propose to take in conducting the work, including a work schedule.
  - **Section 3:** Your CV and those of anyone else involved in the project, indicating who will be undertaking which roles.
  - **Section 4:** Overall price and how you have calculated that itemised sum.
  - **Section 5:** Any standard terms and conditions of your own.
- 8.3 Quotations should show an overall price, together with a day-rate indicating the number of consultancy staff required and estimates of how much time will be required to complete the various elements of the brief. Additional costs should also be detailed, including an introductory meeting, telephone calls, travel, site visits, overnight accommodation, presentations, and submission of the final report. Quotes are to exclude VAT.
- 8.4 It is expected that the appointed consultant will undertake the work and it will not be sub-let to a third party. Any variations from this expectation must be pre-approved by Chichester Harbour Conservancy and the Environment Agency.



8.5 In summary, the timetable for the project is as follows:

- Brief issued to potential consultants - week commencing 5 August 2024.
- Bid submissions to be returned by 12:00 noon Friday 30 August 2024.
- Contract for works to be awarded end-August 2024.
- Submission of first draft report by 30<sup>th</sup> November 2024.
- Submission of final report and all applications for permissions, licences, and consents, completed by 31<sup>st</sup> March 2025.
- Two virtual PowerPoint presentations on the Detailed Design Phase at dates to be agreed (both no later than 31<sup>st</sup> July 2025).

## 9.0 Assessment of Submissions

9.1 Upon the passing of the submission deadline, Chichester Harbour Conservancy will assess and score responses.

9.2 The score allocation and weighting upon the requested Criteria Categories is shown in Table 1 below:

**Table 1: Score Allocation and Weighting**

Criteria Category	Overall Weighting	Assessment Method
<b>Section 1</b> - The reasons for your interest in the project, your track record in the field, with examples, and two appended references	10%	0,1,2,3,4,5,6,7,8,9,10 (See Scoring Criteria in Table 2)
<b>Section 2</b> - The approach you propose to take in conducting the work, including a work schedule.	20%	0,1,2,3,4,5,6,7,8,9,10 (See Scoring Criteria in Table 2)
<b>Section 3</b> - Your CV and those of anyone else involved in the project, indicating who will be undertaking which roles.	20%	0,1,2,3,4,5,6,7,8,9,10 (See Scoring Criteria in Table 2)
<b>Section 4</b> - Overall price and how you have calculated that itemised sum.	50%	0,1,2,3,4,5,6,7,8,9,10 (See Scoring Criteria in Table 2)
<b>Section 5</b> - Any standard terms and conditions of your own.	N/A	Not Assessed
<b>Price and Overall Scoring</b>	Price : Quality Ratio	Assessed scores from (Sections 1- 4) and Price will be used to calculate Price : Quality Ratio Score

- 9.3 In relation to quality, the Conservancy will use the scoring criteria shown in Table 2 on the relevant evaluation categories:

**Table 2: Scoring Criteria**

Score	Guidance
<b>10 – Exceptional</b>	Exceed project requirement, potential for additional benefits.
<b>9 to 8 – Very Good</b>	Matched the requirements, excellent solution.
<b>7 to 6 – Good</b>	Matched the requirements.
<b>5 to 4 – Satisfactory</b>	Minimum criteria met.
<b>3 to 2 – Poor</b>	Significant shortcomings.
<b>1 to 0 – Unacceptable</b>	Fails to meet requirements.

- 9.4 Applications that score 3, 2, 1 or 0 for any of the criteria categories will be judged as non-compliant and **will not continue in the process**.
- 9.5 Following the completion of the assessment criteria scoring, the whole tender will be assed using a Price : Quality Ratio scoring technique. This calculation will be based on:

Section 1 + Section 2 + Section 3 + Section 4 = **Quality Score**

$$\text{Price : Quality Ratio} = \frac{\text{Quality Score}}{\text{Quotation Price Submission}} \times 100$$

- 9.6 The winning bidder will be calculated based on the highest price: quality ratio, demonstrating best value for money.
- 9.7 Each bid will be independently scored by three officers from Chichester Harbour Conservancy. The scores will be moderated, and an overall price: quality score ratio will then be calculated for each bid. Following this process, a consultant will be appointed.
- 9.8 In the event that two or more bids are too close to separate, please note that interviews may be conducted to determine the appointed consultant.
- 9.9 Bids that are judged as unfeasible, or with incomplete information, will be excluded from the scoring process.

## **10.0 Submission of the Quotes**

10.1 Submissions should be submitted by **12:00 noon on Friday 30 August 2024** in electronic format:

To: [tenders@conservancy.co.uk](mailto:tenders@conservancy.co.uk)

Please quote reference “**Apuldram Meadow: Detailed Design Phase**” in the email subject line.

10.2 The deadline for submitting clarification questions on this brief is 12:00 noon on 26 August 2024.

10.3 Richard Austin, Director of Chichester Harbour National Landscape, will be the lead contact for appointing a consultant to this project.

10.4 Ross Jones, National Landscape Operations Manager, will be lead contact for preparing the Detailed Design Phase.

**Ends**