

**22503 ECOLOGICAL SERVICES FRAMEWORK CONTRACT 3
PROJECT FORM**

Part 1 – to be completed by Contracting Authority Project Manager

Project title: Church Wilne Fish Passage

Bravo project ref (if applicable): project_30921

Date: 13/10/2020

Contracting Authority (Environment Agency; Natural England; Defra etc)	Environment Agency		
Project Manager:	██████████	Phone number:	██████████
Budget holder:	FCRM and Environment Programme	Cost code:	ENV0002028C
Procurement Contact (if applicable):	██████████	Email:	██████████
Project Start Date	20/11/2020		
Project Completion Date	31/01/2021		
For any projects over £10k, full competition is required (i.e. all suppliers on the Lot invited to quote). Please tick	Direct Award	<input type="checkbox"/>	Mini-comp <input checked="" type="checkbox"/>
Call off from Lot number (please tick)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>
Proposal return date: (no less than 10 working days from current date)	05/11/2020		

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 contractor.
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Evaluation criteria:		
Contractors: 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 <ul style="list-style-type: none"> Outline method of how you propose to deliver the services How key project risks/issues will be managed. Your proposal should demonstrate and identify how you propose to organise your resources to maximize efficiencies in your service delivery. 		50

<p>Proposed Staff (inc CV's)</p> <ul style="list-style-type: none"> • An organogram providing details of the team dedicated to this project. • Provide clear evidence to demonstrate that appropriate resources are allocated to this project to meet the programme and that the staff you have proposed have the necessary capacity, skills and experience to deliver effective support to the project throughout the contract period. • Please detail your staff resilience plans, to ensure continuity of service, in the event of staff absence or change within the consultant project team. 		40
<p>Project Management (including project plan)</p> <ul style="list-style-type: none"> • A programme or project plan demonstrating how the services will be delivered within the contract timeframes. • Provide clear evidence to demonstrate that the project will be managed effectively to deliver the services in accordance with the programme. 		10

Specification
Please detail the Contractor's required Limitation of Liability. If no sum is stated, the Contract Price for the Services performed or to be performed under the Contract or five million pounds whichever is the greater will apply.
1. Description of work required – overall purpose & scope
<p>Project Background: The Environment Agency is reviewing options to remove or modify a weir at Church Wilne (NR SK 43800 31600) to improve fish passage and improve the natural function of the River Derwent. The weir is currently redundant operationally due to a new acoustic gauge recently constructed downstream. The weir is a 27m wide Flat V gauging weir with approximately 1m head drop at low flows.</p> <p>This call off contract is to deliver Phase 1 of the works which will take the project through to Outline Business Case (OBC) completion. Phase 2 will then follow on from Phase 1 with a new call off contract to take the project through to detailed design and FBC completion. This includes the handover of all Phase 1 deliverables in accordance to the BIM Execution Plan to enable Phase 2 to commence.</p> <p>The preferred option will need to be determined through a high level cost assessment of the existing short list of options with removal being the optimal fish passage solution. An outline design is to be produced of the preferred option.</p> <p>The successful Contractor will be required to work alongside a construction contractor appointed by the EA for Early Supplier Engagement (ESE) that will assist with the costs assessment and buildability of the preferred option.</p> <p>There are key risks that require establishing. These include a gas pipeline, electricity pylon and a Severn Trent Water abstraction point upstream. The geomorphological impacts for the preferred option also need to be investigated.</p> <p>The desired outcomes of the project are:</p> <ol style="list-style-type: none"> 1. To have a preferred option that enables fish passage and, as far as is feasible, improves natural geomorphological processes in order to support a healthier aquatic ecosystem. The preferred option is to be technically and economically feasible, and to maximise the ecological benefits. The economic feasibility shall be determined by the Environment Agency. The preferred option shall include an Outline Design with

the necessary supporting information that can be used by the Environment Agency for the development of the Detailed Design.

2. To minimise risks and costs of future maintenance. The most preferable option to the Environment Agency would be to decommission the asset, which includes the weir and its associated structures, if that is feasible once the risks have been established and assessed. This would allow for the responsibilities and any associated costs with future maintenance to be removed from the Environment Agency and would potentially maximise the geomorphological and ecological function and health of the water body.
3. Understand the risks and benefits associated with the options assessed; to minimise / remove / mitigate the risks; to maximise the benefits.

Description of the works - Phase 1 Requirements:

Objective:

The overall objective of this commission is supporting the production of the OBC. This includes confirmation of the Preferred Option for fish passage at the redundant weir and subsequent production of the Outline Design.

Outcome Specification:

The Contractor shall review information provided by the Environment Agency by undertaking a gap analysis to understand the works required to complete the OBC. The Contractor shall determine a preferred option and assist in compiling the OBC.

The Contractor shall produce the Strategic, Economic, and Financial Cases of the OBC with the support of the Environment Agency.

The Contractor shall produce an Outline Design of the preferred option which includes technical drawings that are able to be costed by the Environment Agency and/or a competent contractor, and supporting design information. The reports provided by the Contractor, with the support of the Environment Agency appointed ESE construction contractor where necessary, shall contain but not be limited to the following:

- 1) Buildability statement
- 2) Risks, benefits and constraints, including benefits for natural ecological function (fish passage and natural river processes)
- 3) H&S statement
- 4) Indicative Project and Construction costs
- 5) Construction methods (the Contractor shall consider the risks and cost savings associated with working in both wet and dry conditions for delivering the preferred option. Working in the wet has been undertaken elsewhere and can potentially reduce temporary works costs significantly).
- 6) Access requirements
- 7) Project Programme
- 8) BIM Execution Plan

The Contractor shall attend site to identify access requirements, physical constraints, required working areas and potential compound areas.

The Contractor shall provide technical support to the Environment Agency for stakeholder engagement meetings and compile relevant information from the Stakeholders to help determine the preferred option and understand the risks.

Contractor Project Management (PM):

The Contractor shall undertake PM activities that includes, but not limited to, the following:

The Contractor will manage the appraisal and produce an OBC, liaising with the Environment Agency and other Contractors (including any sub-contractors as necessary) in order to complete the Services in line with the conditions of contract and best practice procedures.

The Contractor shall attend fortnightly telecons with the Environment Agency Project Manager.

The Contractor shall produce a monthly progress report to document progress against programme and deliver this electronically to the Environment Agency Project Manager. The progress report is to include an updated monthly programme.

The Contractor shall attend an online Start-up meeting after contract award with the Environment Agency to discuss the Gap Analysis and Scope of works. The Contractor shall allow ½ a day for the Start-up meeting.

The Contractor shall produce a BIM Execution Plan to be accepted by the Environment Agency and upload files onto the Asite portal in accordance with the accepted BIM Execution Plan.

The Contractor shall attend a Phase 1 handover meeting.

Management of the works:

Co-operate with the Environment Agency in the role of the BIM information manager.

Ensure that project deliverables such as model files, survey data or anything of a personal nature such as questionnaires or address data is returned to the Environment Agency in an encrypted format using WinZip 128 bit encryption.

Deliver a copy of survey data undertaken and collected for the appraisal, and supporting detailed technical reports. The Contractor will take the risk of the adequacy of existing data quality and quantity. Copies of reports should be issued in digital format to the Environment Agency.

The Contractor is to use the Environment Agency's web based project collaboration tool (Fast Draft). The Environment Agency will grant access to Fast Draft on Contract Award. Whenever practical, all project and contract communications and records are to be distributed and stored using this project collaboration tool.

Previous Studies:

Report	Date	Format	Comments
Church Wilne Site Photos.zip	n/a	Will be sent digitally	Site Photos taken at Church Wilne in 2013 and 2014.
Church Wilne Site Plan.pdf	n/a	Will be sent digitally	Site Plan showing Church Wilne Gauging Weir and associated structures.
Church Wilne Fish Pass Feasibility.pdf	April 2011	Will be sent digitally	Fish Pass Feasibility Study undertaken at Church Wilne by Halcrow.
Church Wilne_Topographic Survey_Iss1.zip	Oct 2011	Will be sent digitally	Topographic Survey at Church Wilne undertaken by Tower Surveys.
Church Wilne sediment data (raw and re-issued).zip	Feb 2019	Will be sent digitally	Raw Sediment Data collected for Church Wilne by Jacobs.
F19200021 Church Wilne short form SOC FINAL.docx	Apr 2019	Will be sent digitally	The Strategic Outline Business Case for Church Wilne.
Church Wilne River Gauging Option Assessment - Baseline Assessment - phase 1.docx	June 2019	Will be sent digitally	Church Wilne Options Assessment – Phase 1 undertaken by Jacobs (part of a two-phased assessment looking at the preferred option).
Church Wilne Modelling Files	April 2020	Will be sent digitally at Contract Award	Church Wilne Hydraulic Model files undertaken by Jacobs (details can be seen in the Hydraulic Report).
Church Wilne Line Search.zip	July 2020	Will be sent digitally	Line search and associated files for Church Wilne.
Church Wilne Fish Passage.pdf	July 2020	Will be sent digitally	High level fish pass feasibility study - giving an independent

			perspective on a preferred option.
Church Wilne Hydraulic Modelling Report Oct 2020_Final.pdf	Oct 2020	Will be sent digitally	Church Wilne Hydraulic Modelling Report produced by Jacobs.
CW Hydraulic Report_Outstanding Queries Oct 2020.docx	Oct 2020	Will be sent digitally	Outstanding Queries from the Hydraulic Modelling Report – Phase 2 undertaken by Jacobs
Church Wilne Gauging Weir Options Assessment Phase 2_October 2020_Final.pdf	Oct 2020	Will be sent digitally	Church Wilne Options Assessment – Phase 2 undertaken by Jacobs (part of a two-phased assessment looking at the preferred option).
CW Options Assessment_Outstanding Queries Oct 2020.docx	Oct 2020	Will be sent digitally	Outstanding Queries from the Options Assessment – Phase 2 undertaken by Jacobs
Church Wilne NEAS Screening	Oct 2020	Will be sent digitally when available	Internal Environment Assessment at a project level.
201009_Risk Register_ChurchWilne_Draft.xlsx	Oct 2020	Will be sent digitally	Draft Risk Register including known key risks. To be updated by the Contractor.
Safety, Health, Environment and Wellbeing (SHEW) Code of Practice (CoP)	May 2018	Will be sent digitally at Contract Award	Managing Safety and the Environment during design and construction.
LIT 13258 - Minimum technical requirements.docx	Mar 2020	Will be sent digitally at Contract Award	The Minimum Technical Requirements set out the minimum standards specifications required for all Flood & Coastal Erosion Risk Management (FCERM) and other Environment Agency projects.

The Environment Agency will provide the Contractor the relevant files through a sharefile link [here](#) (This link will expire 30 days from the data uploaded).

Services and other works:

1. Site Meeting

As part of this commission the Contractor shall undertake a site visit with key members of the team to gain an understanding of the site conditions and requirements.

2. Site Investigations

The Contractor shall recommend any surveys required to complete the production of the OBC to the Environment Agency once the gap analysis has been undertaken. The Environment Agency will determine whether to proceed with any recommendations provided by the Contractor or to undertake them for the following Detailed Design phase (Phase 2). Any surveys determined necessary to produce the OBC will be managed as a compensation event to this contract.

3. Services search

The Contractor shall obtain services data from utility companies where this has not already been obtained by the Environment Agency and provided. This shall include direct costs of obtaining data and be incorporated into the OBC, including preparation of plans.

Economics Appraisal:

An economic appraisal is required to be undertaken in order to produce a cost benefit analysis that will be used to determine the selection of a preferred option.

The Contractor shall review how to reduce / remove future maintenance costs.

Costs will be an estimate of the whole life expenditure including, design, investigation, construction, third party costs incurred as a result of construction, operation, and maintenance. The Contractor will lead the development of the cost estimate with support from the ESE construction contractor and the Environment Agency.

The Contractor shall organise and attend a Risk Workshop that arrives at a risk allowance. The risk allowance will be calculated using a recognised method, such as a Monte Carlo analysis, with input into a risk register provided by the whole project team.

The selection of the preferred option should be based on the cost effectiveness analysis and technical viability of the option.

The assessment shall include sensitivity tests to look at the effects of any changes to key parameters and to demonstrate the robustness of any key assumptions made.

Specifications of Standards to be used:

1. Health and safety

Health and safety is the number one priority of the Environment Agency. The Contractor will promote and adopt safe working methods and shall strive to deliver solutions that provide optimum safety to all.

Programme

The commission shall commence on 20/11/2020. Key milestones are outlined below:

Outline Business Case (OBC) and Outline Design Completion: 31 January 2021.

The Contractor shall provide a programme in Microsoft Project format and shared as a PDF.

The Contractor shall produce an outline design programme for the preferred option, highlighting any constraints or efficiencies that could be made.

Services and other things provided by the Agency:

1. Data and information management and intellectual property rights

All of the data listed as being supplied to the Contractor as part of this study remains the Intellectual Property (IP) of the Environment Agency.

2. Data custodianship

The data custodian for project deliverables from this commission will be the FBG team.

3. Licensing information

Access to LiDAR Data, Ordnance Survey mapping, model, survey, hydrometric and historical data that is the responsibility of the Environment Agency will be provided to the Contractor upon award of this commission alongside any necessary licences or authorisations.

4. Data management and metadata

The Contractor populates a metadata database called the information asset register (IAR). It is a requirement that all information produced by modelling work is appropriately tagged with metadata. The Environment Agency will supply an IAR spreadsheet (and any supplementary local metadata requirements if appropriate) where all relevant metadata can be recorded and handed over on project completion.

5. Data security

All model and survey information will be provided to the Contractor in an encrypted format (using WinZip 128 bit encryption) according to Agency data security policy. It is expected that once the commission is completed, all the original data sent to the Contractor, which is classed as commercially sensitive, is returned in an encrypted format using WinZip 128 bit encryption.

Project deliverables such as model files, survey data or anything of a personal nature such as questionnaires or address data must also be returned in an encrypted format using WinZip 128 bit encryption.

Further details regarding security measures will be discussed at the Start-up meeting for this commission

6. Agency's Advisors

The Environment Agency has a number of advisory departments. Instructions will only be deemed enacted from them when they are confirmed by a Confirmation of Instruction from the Environment Agency Project Manager. These departments include but not limited to Asset Performance, Partnership and Strategic Overview team, Fisheries Biodiversity and Geomorphology team, Field Team, NEAS.

Appendix 1 BIM Protocol – Information Production and Delivery Table:

The Contractor will be given access to the Church Wilne BIM2 workspace on the Asite portal.

2. Required skills / experience from the Framework contractor

Geomorphological services and advice
Design and feasibility of fish passage
Modelling / Hydraulics
Economics and Cost Analysis
Appraisal
Business Case Development/Writing
Stakeholder Engagement

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	Start-up Meeting	20 th Nov 2020	1%
2	Gap Analysis - Review information provided and determine work required to confirm the preferred option to support the production of the Outline Business Case (from the 5 Case Business Model). This could include but not exclusive to additional model work and surveys if required.	30 th Dec 2020	10%
3	To work alongside a construction contractor appointed by the Environment Agency for Early Supplier Engagement (ESE) as necessary	31 st Jan 2021	5%
4	Produce an Outline Design of the Preferred Option thereby allowing a detailed design to be produced in Phase 2.	31 st Jan 2021	40%
5	Risk and Constraints - Key risks investigated and assessed in order to confirm the preferred option and produce an Outline Design include: Geomorphological, Aquatic, Angling Concerns, Severn Trent Water Abstraction Point, Gas Pipeline, Ultrasonic Gauge. Other key risks to be identified by the Contractor. This will include stakeholder engagement with key stakeholders.	31 st Dec 2020	10%
6	Attend Bi-weekly telecons meetings and produce minutes for acceptance by the Environment Agency	31 st Jan 2021	5%
7	The preferred option will need to be determined through a high level cost assessment of the existing short list of options with weir removal being the desired solution.	31 st Jan 2021	10%
8	Draft the Strategic, Economic and Financial Cases of the Outline Business Case for Environment Agency review and finalisation.	31 st Jan 2021	10%
9	Review and update the live Risk Register	31 st Jan 2021	4%
10	Create and update a Programme of work	31 st Jan 2021	5%

22503 ECOLOGICAL SERVICES FRAMEWORK CONTRACT 3
 PROJECT FORM
 TASK QUOTATION SHEET
Part 2 – to be completed by Framework Contractor Project Manager

Framework Consultancy name		AECOM	
Contractor Project Manager name		[REDACTED]	
Contractor project manager phone number:		Contractor project manager e-mail address:	[REDACTED]

Part 2 - Contractor Proposal (details to be provided by the Contractor)

(to include methodology, work programme, staff details (including relevant pen portraits). Limit to 6 sides of A4 plus the Costs Proposal in Section 4 (unless otherwise indicated in project Agency's specification). A full cost schedule can be provided to support the costs in Section 4 as an attachment.

1. Approach & Methodology

[Redacted text block containing the main body of the 'Approach & Methodology' section, including a bulleted list of three items.]

[Redacted text block]

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2.Project Management (inc Project plan)

[Redacted text block]

[Redacted text block]

- [Redacted list item 1]
- [Redacted list item 2]
- [Redacted list item 3]

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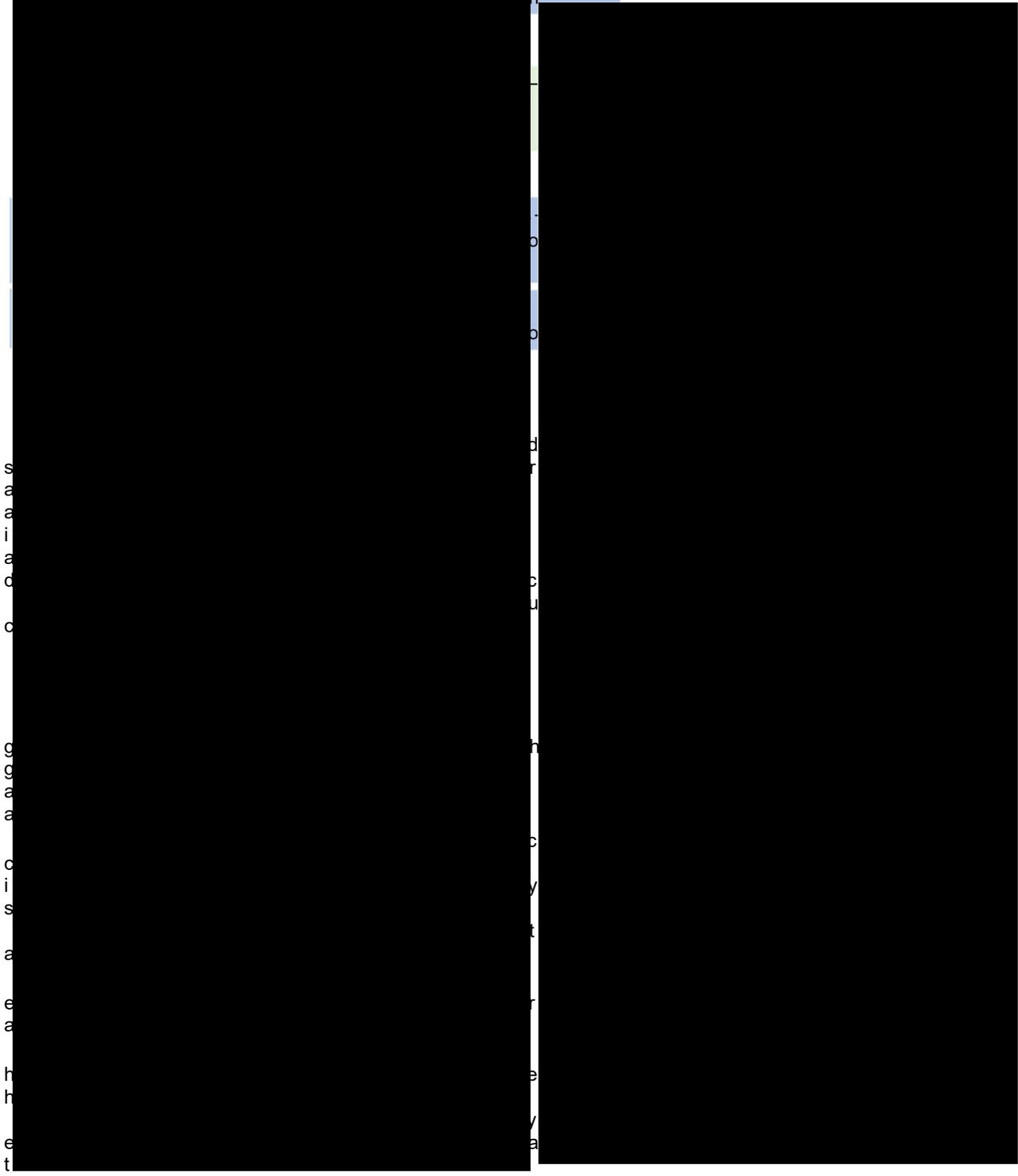
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3. Proposed Staff who will do the work and briefly state previous relevant experience

[Redacted text block]



<p>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.</p>	
Contractor Project Director:	[REDACTED]
Signature:	[REDACTED]
Date:	20-11-20

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	Signature	Date
Contract Project Manager	[REDACTED]	[REDACTED]	24/11/2020
Authorised Contracting Authority Signature	[REDACTED]	[REDACTED]	24/11/2020
DgC Authorised Signature (if required)	[REDACTED]	[REDACTED]	24/11/2020
Commission Code	EcoSF3/20/37		
Bravo ECM Ref (if applicable)	ecm_59749		

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 (Contracting Authority's PM) / Date