

## **CONTRACT FOR**

**Allonby Bay HPMA intertidal survey: features extent  
and seabed character assessment**

**REF: CB/23-001**

**DATED: 15/08/2023**

**THIS CONTRACT** is dated

**BETWEEN**

- (1) **NATURAL ENGLAND** of 4th Floor, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX (the “**Authority**”); and

**Seastar Survey Ltd.** of C/o Roches Chartered Accountants, 1 Manor Court, Barnes Wallis Road, Segensworth, Fareham, PO15 5TH

- (2) (the “**Supplier**”)

(each a “**Party**” and together the “**Parties**”).

**BACKGROUND**

- a) The Authority requires the services set out in Schedule 1.
- b) The Authority has awarded this contract for the services to the Supplier and the Supplier agrees to provide the services in accordance with the terms of the contract.

**AGREED TERMS**

**1 Definitions and Interpretation**

- 1.1 In the Contract, unless the context requires otherwise, the following terms shall have the meanings given to them below:

‘**Approval**’: the prior written consent of the Authority.

‘**Authority Website**’: [www.gov.uk/government/organisations/natural-england](http://www.gov.uk/government/organisations/natural-england)

‘**Contract Term**’: the period from the Commencement Date to the Expiry Date.

‘**Contracting Authority**’: an organisation defined as a contracting authority in Regulation 3 of the Public Contract Regulations 2006.

‘**Default**’: a breach by the Supplier or Staff of its obligations under the Contract or any other default, negligence or negligent statement in connection with the Contract.

‘**Dispute Resolution Procedure**’: the dispute resolution procedure set out in Clause 20.

‘**Force Majeure**’: any cause affecting the performance by a Party of its obligations under the Contract arising from acts, events, omissions or non-events beyond its reasonable control, including acts of God, riots, war, acts of terrorism, fire, flood, storm or earthquake and any disaster, but excluding any industrial dispute relating to the Supplier, its Staff or any other failure in the Supplier’s supply chain.

‘**Fraud**’: any offence under laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud the Authority or any other Contracting Authority.

**‘Good Industry Practice’:** standards, practices, methods and procedures conforming to the law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under similar circumstances.

**‘Goods’:** all products, documents, and materials developed by the Supplier or its agents, Sub-contractors, consultants, suppliers and Staff in relation to the Services in any form, including computer programs, data, reports and specifications (including drafts).

**‘Intellectual Property Rights’:** any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, utility models, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, goodwill, copyright and rights in the nature of copyright, design rights, rights in databases, moral rights, know-how and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the “look and feel” of any websites.

**‘IP Materials’:** all Intellectual Property Rights which are:

- (a) furnished to or made available to the Supplier by or on behalf of the Authority; or
- (b) created by the Supplier or Staff in the course of providing the Services or exclusively for the purpose of providing the Services.

**‘Price’:** the price for the Services set out in Schedule 2.

**‘Replacement Supplier’:** any third party supplier of services appointed by the Authority to replace the Supplier.

**‘Staff’:** all employees, staff, other workers, agents and consultants of the Supplier and of any Sub-contractors who are engaged in providing the Services from time to time.

**‘Sub-contract’:** any contract between the Supplier and a third party pursuant to which the Supplier agrees to source the provision of any of the Services from that third party.

**‘Sub-contractor’:** third parties which enter into a Sub-contract with the Supplier.

**‘Valid Invoice’:** an invoice containing the information set out in Clause 3.3.

**‘VAT’:** Value Added Tax.

**‘Working Day’:** Monday to Friday excluding any public holidays in England and Wales.

1.2 The interpretation and construction of the Contract is subject to the following provisions:

- (a) words importing the singular meaning include where the context so admits the plural meaning and vice versa;
- (b) words importing the masculine include the feminine and the neuter;

- (c) reference to any statutory provision, enactment, order, regulation or other similar instrument are construed as a reference to the statutory provision enactment, order regulation or instrument (including any instrument of the European Union) as amended, replaced, consolidated or re-enacted from time to time, and include any orders, regulations, codes of practice, instruments or other subordinate legislation made under it;
- (d) reference to any person includes natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- (e) the headings are inserted for ease of reference only and do not affect the interpretation or construction of the Contract;
- (f) references to the Services include references to the Goods;
- (g) references to Clauses and Schedules are to clauses and schedules of the Contract; and
- (h) the Schedules form part of the Contract and have affect as if set out in full in the body of the Contract and any reference to the Contract includes the Schedules.

## **2 Contract and Contract Term**

- 2.1 The Supplier shall provide the Authority with the services set out in Schedule 1 (the “**Services**”) in accordance with the terms and conditions of the Contract.
- 2.2 The Contract is effective on 14<sup>th</sup> August 2023 (the “**Commencement Date**”) and ends on 31st January 2024 (the “**Expiry Date**”) unless terminated early or extended in accordance with the Contract.

## **3 Price and Payment**

- 3.1 In consideration of the Supplier providing the Services in accordance with the Contract, the Authority shall pay the Price to the Supplier.
- 3.2 The Authority shall:
  - (a) provide the Supplier with a purchase order number (“**PO Number**”); and
  - (b) pay all undisputed sums due to the Supplier within 30 days of receipt of a Valid Invoice.
- 3.3 A Valid Invoice shall:
  - (a) contain the correct PO Number;
  - (b) express the sum invoiced in sterling; and
  - (c) include VAT at the prevailing rate as a separate sum or a statement that the Supplier is not registered for VAT.

3.4 The Supplier shall submit invoices after completion of field work (with a field report to evidence the work is complete) and the remaining up after completion and submission of the final outputs and report to the Authority at the following addresses:

- (a) APinvoices-NEG-U@gov.sscl.com or
- (b) SSCL Finance, Room 211, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX.

3.5 The Supplier acknowledges that:

- (a) if the Supplier does not include VAT on an invoice or does not include VAT at the correct rate, the Authority will not be liable to pay the Supplier any additional VAT;
- (b) invoices which do not include the information set out in Clause 3.3 will be rejected.

3.6 Any late payment by the Authority of an undisputed Valid Invoice will be subject to interest at the rate of 3% above the base rate from time to time of Barclays Bank plc.

3.7 The Supplier shall not suspend provision of the Services if any payment is overdue.

3.8 The Supplier indemnifies the Authority on a continuing basis against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on the Authority at any time in respect of the Supplier's failure to account for or to pay any VAT relating to payments made to the Supplier under the Contract.

#### **4 Extension of the Contract**

4.1 The Authority may, by written notice to the Supplier, extend the Contract for a further period up to two years.

#### **5 Warranties and Representations**

5.1 The Supplier warrants and represents for the Contract Term that:

- (a) it has full capacity and authority and all necessary consents and regulatory approvals to enter into the Contract and to provide the Services;
- (b) the Contract is executed by a duly authorised representative of the Supplier;
- (c) in entering the Contract it has not committed any Fraud;
- (d) as at the Commencement Date, all information contained in its tender or other offer made by the Supplier to the Authority remains true, accurate and not misleading, save as may have been specifically disclosed in writing to the Authority prior to execution of the Contract and that it will advise the Authority of any fact, matter or circumstance of which it may become aware which would render such information false or misleading;
- (e) no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or any of its assets which will or might have a material adverse effect on its ability to perform its obligations under the Contract;

- (f) it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to provide the Services;
- (g) no proceedings or other steps have been taken and not discharged (or, to the best of its knowledge, are threatened) for the winding up of the Supplier or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar in relation to any of the Supplier's assets or revenue;
- (h) it owns, or has obtained or is able to obtain valid licences for, all Intellectual Property Rights that are necessary to provide the Services; and
- (i) Staff shall be engaged on terms which do not entitle them to any Intellectual Property Right in any IP Materials;
- (j) it will comply with its obligations under the Immigration, Asylum and Nationality Act 2006.

5.2 The Supplier warrants and represents that in the 3 years prior to the date of the Contract:

- (a) it has conducted all financial accounting and reporting activities in compliance with generally accepted accounting principles and has complied with relevant securities;
- (b) it has not done or omitted to do anything which could have a material adverse effect on its assets, financial condition or position as a going concern or its ability to provide the Services; and
- (c) it has complied with all relevant tax laws and regulations and no tax return submitted to a relevant tax authority has been found to be incorrect under any anti-abuse rules.

## **6 Service Standards**

- 6.1 The Supplier shall provide the Services or procure that they are provided with reasonable skill and care, in accordance with Good Industry Practice prevailing from time to time and with Staff who are appropriately trained and qualified.
- 6.2 If the Services do not meet the Specification, the Supplier shall at its own expense re-schedule and carry out the Services in accordance with the Specification within such reasonable time as may be specified by the Authority.
- 6.3 The Authority may by written notice to the Supplier reject any of the Goods which fail to conform to the approved sample or fail to meet the Specification. Such notice shall be given within a reasonable time after delivery to the Authority of the Goods. If the Authority rejects any of the Goods it may (without prejudice to its other rights and remedies) either:
  - (a) have the Goods promptly either repaired by the Supplier or replaced by the Supplier with Goods which conform in all respects with the approved sample or with the Specification and due delivery shall not be deemed to have taken place until the repair or replacement has occurred; or
  - (b) treat the Contract as discharged by the Supplier's breach and obtain a refund (if the Goods have already been paid for) from the Supplier in respect of the Goods concerned together with payment of any additional expenditure reasonably incurred by the Authority in obtaining replacements.

- 6.4 The Authority will be deemed to have accepted the Goods if it expressly states the same in writing or fails to reject the Goods in accordance with Clause 6.3.
- 6.5 If the Authority issues a receipt note for delivery of the Goods it shall not constitute any acknowledgement of the condition, quantity or nature of those Goods or the Authority's acceptance of them.
- 6.6 The Supplier hereby guarantees the Goods against faulty materials or workmanship for such period as may be specified in the Specification or, if no period is so specified, for 3 years from the date of acceptance. If the Authority shall within such guarantee period or within 30 Working Days thereafter give notice in writing to the Supplier of any defect in any of the Goods as may have arisen during such guarantee period under proper and normal use, the Supplier shall (without prejudice to any other rights and remedies which the Authority may have) promptly remedy such defects (whether by repair or replacement as the Authority shall choose) free of charge.
- 6.7 Any Goods rejected or returned by the Authority pursuant to this Clause 6 shall be returned to the Supplier at the Supplier's risk and expense.

## **7 Termination**

- 7.1 The Authority may terminate the Contract at any time by giving 30 days written notice to the Supplier.
- 7.2 The Authority may terminate the Contract in whole or in part by notice to the Supplier with immediate effect and without compensation to the Supplier if:
- (a) being an individual, the Supplier is the subject of a bankruptcy order; has made a composition or arrangement with his creditors; dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983;
  - (b) being a company, the Supplier goes into compulsory winding up, or passes a resolution for voluntary winding up, or suffers an administrator, administrative receiver or receiver and manager to be appointed or to take possession over the whole or any part of its assets, is dissolved; or has entered into a voluntary arrangement with its creditors under the Insolvency Act 1986, or has proposed or entered into any scheme of arrangement or composition with its creditors under section 425 of the Companies Act 1985; or has been dissolved;
  - (c) being a partnership, limited liability partnership or unregistered company, the Supplier or an individual member of it goes into compulsory winding up; is dissolved; suffers an administrator or receiver or manager to be appointed over the whole or any part of its assets; or has entered into a composition or voluntary arrangement with its creditors;
  - (d) the Supplier is in any case affected by any similar occurrence to any of the above in any jurisdiction;
  - (e) subject to Clause 7.3, the Supplier commits a Default;
  - (f) there is a change of control of the Supplier; or
  - (g) the Supplier or Staff commits Fraud in relation to the Contract or any other contract with the Crown (including the Authority).

- 7.3 If the Supplier commits a Default which is capable of being remedied, the Authority may terminate the Contract pursuant to Clause 7.2(e) only if the Supplier has failed to remedy the Default within 20 Working Days of being notified of the Default by the Authority.

## **8 Consequences of Expiry or Termination**

- 8.1 If the Authority terminates the Contract under Clause 7.2:
- (a) and then makes other arrangements for the supply of the Services, the Authority may recover from the Supplier the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Authority throughout the remainder of the Contract Term; and
  - (b) no further payments shall be payable by the Authority to the Supplier (for the Services supplied by the Supplier prior to termination and in accordance with the Contract but where the payment has yet to be made by the Authority), until the Authority has established the final cost of making the other arrangements envisaged under Clause 8.1(a).
- 8.2 On expiry or termination of the Contract the Supplier shall:
- (a) co-operate fully with the Authority to ensure an orderly migration of the Services to the Authority or, at the Authority's request, a Replacement Supplier; and
  - (b) procure that all data and other material belonging to the Authority (and all media of any nature containing information and data belonging to the Authority or relating to the Services) shall be delivered promptly to the Authority.
- 8.3 Save as otherwise expressly provided in the Contract:
- (a) termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and
  - (b) termination of the Contract shall not affect the continuing rights, remedies or obligations of the Authority or the Supplier under Clauses 3, 8 to 13, 17, 26 and 28.

## **9 Liability, Indemnity and Insurance**

- 9.1 Notwithstanding any other provision in the Contract, neither Party excludes or limits liability to the other Party for:
- (a) death or personal injury caused by its negligence;
  - (b) Fraud or fraudulent misrepresentation; or
  - (c) any breach of any obligations implied by section 12 of the Sale of Goods Act 1979 or Parts I and II of the Supply of Goods and Services Act 1982.
- 9.2 The Supplier shall indemnify and keep indemnified the Authority against all claims, proceedings, demands, actions, damages, costs, breach of statutory duty, expenses



and any other liabilities which arise in tort (including negligence) default or breach of the Contract to the extent that any such loss or claim is due to the breach of contract, negligence, wilful default or Fraud of itself or of Staff or Sub-contractors save to the extent that the same is directly caused by the negligence, breach of the Contract or applicable law by the Authority.

- 9.3 The Supplier shall not exclude liability for additional operational, administrative costs and/or expenses or wasted expenditure resulting from the direct Default of the Supplier.
- 9.4 Subject to Clause 9.1:
- (a) neither Party is liable to the other for any:
    - (i) loss of profits, business, revenue or goodwill;
    - (ii) loss of savings (whether anticipated or otherwise); and/or
    - (iii) indirect or consequential loss or damage
  - (b) each Party's total aggregate liability in respect of all claims, losses damages, whether arising from tort (including negligence), breach of contract or otherwise under or in connection with the Contract, shall not exceed £1,000,000 (one million pounds) or 10x the value of the Contract whichever is the lower amount.
- 9.5 The Supplier shall, with effect from the Commencement Date and for such period as necessary to enable the Supplier to comply with its obligations under the Contract, take out and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Supplier, arising out of the Supplier's performance of its obligations under the Contract, including employer's liability, death or personal injury, loss of or damage to property or any other loss, including financial loss arising from any advice given or omitted to be given by the Supplier. Such insurance shall be maintained for the Contract Term and for a minimum of 6 years following the end of the Contract.
- 9.6 The Supplier shall give the Authority, on request, copies of all insurance policies referred to in this Clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
- 9.7 If the Supplier fails to comply with Clauses 9.5 and 9.6 the Authority may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Supplier.
- 9.8 The provisions of any insurance or the amount of cover shall not relieve the Supplier of any liabilities under the Contract.
- 9.9 The Supplier shall not take any action or fail to take any reasonable action, or (to the extent that it is reasonably within its power) permit anything to occur in relation to the Supplier, which would entitle any insurer to refuse to pay any claim under any insurance policy in which the Supplier is an insured, a co-insured or additional insured person.

## **10 Confidentiality and Data Protection**

- 10.1 Subject to Clause 10.2, unless agreed otherwise in writing, the Supplier shall, and shall procure that Staff shall, keep confidential all matters relating to the Contract.
- 10.2 Clause 10.1 shall not apply to any disclosure of information:
- (a) required by any applicable law;
  - (b) that is reasonably required by persons engaged by the Supplier in performing the Supplier's obligations under the Contract;
  - (c) where the Supplier can demonstrate that such information is already generally available and in the public domain other than as a result of a breach of Clause 10.1; or
  - (d) which is already lawfully in the Supplier's possession prior to its disclosure by the Authority.
- 10.3 The Supplier shall, and shall procure that Staff shall, comply with any notification requirements under the Data Protection Act 1998 ("**DPA**") and shall observe its obligations under the DPA which arise in connection with the Contract.
- 10.4 Notwithstanding the general obligations in Clause 10.3, where the Supplier is processing Personal Data as a Data Processor (as those terms are defined in the DPA) for the Authority, the Supplier shall ensure that it has in place appropriate technical and contractual measures to ensure the security of the Personal Data (and to prevent unauthorised or unlawful processing of the Personal Data), as required under the Seventh Data Protection Principle in Schedule 1 of the DPA.
- 10.5 The Supplier shall:
- a) promptly notify the Authority of any breach of the security measures required to be put in place pursuant to Clause 10.4;
  - b) not knowingly or negligently do or omit to do anything which places the Authority in breach of its obligations under the DPA; and
  - c) provide the Authority with such information as it may reasonably require to satisfy itself that the Supplier is complying with its obligations under the DPA.

## **11 Freedom of Information**

- 11.1 The Supplier acknowledges that the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (the "**Information Acts**") and may be required to disclose certain information to third parties including information relating to this Contract pursuant to the Information Acts.
- 11.2 If the Authority receives a request for information relating to the Contract pursuant to either of the Information Acts, the Authority may disclose such information as necessary in order to comply with its duties under the Information Acts.

## **12 Intellectual Property Rights**

- 12.1 The IP Materials shall vest in the Authority and the Supplier shall not, and shall procure that Staff shall not, use or disclose any IP Materials without Approval save to the extent necessary for the Supplier to provide the Services.
- 12.2 The Supplier shall indemnify and keep indemnified the Authority and the Crown against all actions, claims, demands, losses, damages, costs and expenses and other liabilities which the Authority or the Crown may suffer or incur arising from any infringement or alleged infringement of any Intellectual Property Rights by the availability of the Services except to the extent that they have been caused by or contributed to by the Authority's acts or omissions.

### **13 Prevention of Corruption and Fraud**

- 13.1 The Supplier shall act within the provisions of the Bribery Act 2010.
- 13.2 The Supplier shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud by Staff and the Supplier (including its shareholders, members and directors) in connection with the receipt of money from the Authority.
- 13.3 The Supplier shall notify the Authority immediately if it has reason to suspect that Fraud has occurred, is occurring or is likely to occur.

### **14 Discrimination**

- 14.1 The Supplier shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination in employment.
- 14.2 The Supplier shall notify the Authority immediately in writing as soon as it becomes aware of any legal proceedings threatened or issued against it by Staff on the grounds of discrimination arising in connection with the Services.

### **15 Environmental and Ethical Policies**

- 15.1 The Supplier shall provide the Services in accordance with the Authority's policies on the environment, sustainable and ethical procurement and timber and wood derived products, details of which are available on the Authority Website.

### **16 Health and Safety**

- 16.1 Each Party will promptly notify the other Party of any health and safety hazards which may arise in connection with the Services.
- 16.2 While on the Authority's premises, the Supplier shall comply with the Authority's health and safety policies.
- 16.3 The Supplier shall notify the Authority immediately if any incident occurs in providing the Services on the Authority's premises which causes or may cause personal injury.
- 16.4 The Supplier shall comply with the requirements of the Health and Safety at Work etc Act 1976, and with any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Staff and other persons working on the Authority's premises when providing the Services.
- 16.5 The Supplier's health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) shall be made available to the Authority on request.

## **17 Monitoring and Audit**

- 17.1 The Authority may monitor the provision of the Services and the Supplier shall co-operate, and shall procure that Staff and any Sub-contractors co-operate, with the Authority in carrying out the monitoring at no additional charge to the Authority.
- 17.2 The Supplier shall keep and maintain until 6 years after the end of the Contract Term full and accurate records of the Contract including the Services supplied under it and all payments made by the Authority. The Supplier shall allow the Authority, the National Audit Office and the Comptroller and Auditor General reasonable access to those records and on such terms as they may request.
- 17.3 The Supplier agrees to provide, free of charge, whenever requested, copies of audit reports obtained by the Supplier in relation to the Services.

## **18 Transfer and Sub-Contracting**

- 18.1 The Supplier shall not transfer, charge, assign, sub-contract or in any other way dispose of the Contract or any part of it without Approval.
- 18.2 If the Supplier enters into any Sub-contract in connection with the Contract it shall:
  - (a) remain responsible to the Authority for the performance of its obligations under the Contract;
  - (b) be responsible for the acts and/or omissions of its Sub-contractors as though they are its own;
  - (c) impose obligations on its Sub-contractors in the same terms as those imposed on it pursuant to the Contract and shall procure that the Sub-Supplier complies with such terms;
  - (d) pay its Sub-contractors' undisputed invoices within 30 days of receipt.
- 18.3 The Authority may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:
  - (a) any Contracting Authority or any other body established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Authority; or
  - (b) any private sector body which performs substantially any of the functions of the Authority.
- 18.4 Any change in the legal status of the Authority such that it ceases to be a Contracting Authority shall not affect the validity of the Contract. In such circumstances the Contract shall bind and inure to the benefit of any successor body to the Authority.

## **19 Variation**

- 19.1 Subject to the provisions of this Clause 19, the Authority may change the Specification provided that such change is not a material change to the Specification (a "**Variation**").
- 19.2 The Authority may request a Variation by notifying the Supplier with sufficient information to assess the extent of the Variation and consider whether any change to

the Price is required in order to implement it. Variations agreed by the Parties shall be made in writing.

19.3 If the Supplier is unable to accept the Variation or where the Parties are unable to agree a change to the Price, the Authority may:

(a) allow the Supplier to fulfil its obligations under the Contract without the Variation;  
or

(b) refer the request to be dealt with under the Dispute Resolution Procedure.

## **20 Dispute Resolution**

20.1 The Parties shall attempt in good faith to resolve any dispute between them arising out of the Contract within 10 Working Days of either Party notifying the other of the dispute and such efforts shall include the escalation of the dispute to the Supplier's representative and the Authority's commercial director or equivalent.

20.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

20.3 If the dispute cannot be resolved by the Parties pursuant to Clause 20.1 the Parties shall refer it to mediation pursuant to the procedure set out in Clauses 20.5 to 20.10.

20.4 The obligations of the Parties under the Contract shall not cease, or be suspended or delayed by the reference of a dispute to mediation and the Supplier and Staff shall comply fully with the requirements of the Contract at all times.

20.5 A neutral adviser or mediator (the "**Mediator**") shall be chosen by agreement between the Parties or, if they are unable to agree a Mediator within 10 Working Days after a request by one Party or if the chosen Mediator is unable to act, either Party shall within 10 Working Days from the date of the proposal to appoint a Mediator or within 10 Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution to appoint a Mediator.

20.6 The Parties shall, within 10 Working Days of the appointment of the Mediator, meet the Mediator to agree a programme for the disclosure of information and the structure to be adopted for negotiations. The Parties may at any stage seek assistance from the Centre for Effective Dispute Resolution to provide guidance on a suitable procedure.

20.7 Unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings.

20.8 If the Parties reach agreement on the resolution of the dispute, the agreement shall be recorded in writing and shall be binding on the Parties once it is signed by their duly authorised representatives.

20.9 Failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative written opinion. Such opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties.

- 20.10 If the Parties fail to reach agreement within 60 Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then the dispute may be referred to the Courts.
- 20.11 Subject to Clause 20.2, the Parties shall not institute court proceedings until the procedures set out in Clauses 20.1 and 20.5 to 20.10 have been completed.

## **21 Supplier's Status**

- 21.1 Nothing in the Contract shall be construed as constituting a partnership between the Parties or as constituting either Party as the agent for the other for any purposes except as specified by the terms of the Contract.
- 21.2 The Supplier shall not (and shall ensure that Staff shall not) say or do anything that might lead any person to believe that the Supplier is acting as the agent, partner or employee of the Authority.

## **22 Notices**

- 22.1 Notices shall be in writing and in English and shall be deemed given if signed by or on behalf of a duly authorised officer of the Party giving the notice and if left at, or sent by first class mail to the address of the receiving Party as specified in the Contract (or as amended from time to time by notice in writing to the other Party).

## **23 Entire Agreement**

- 23.1 The Contract constitutes the entire agreement between the Parties relating to the subject matter of the Contract. The Contract supersedes all prior negotiations, representations, arrangements and undertakings.

## **24 Third Party Rights**

- 24.1 No term of the Contract is intended to confer a benefit on, or be enforceable by, any person who is not a Party other than the Crown.

## **25 Waiver**

- 25.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.
- 25.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing.
- 25.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

## **26 Publicity**

- 26.1 The Supplier shall not without Approval:
- (a) make any press announcements or publicise the Contract or its contents in any way; or

(b) use the Authority's name or logo in any promotion or marketing or announcement.

- 26.2 The Authority may publish the Contract on the Authority Website or another website at its discretion.

## **27 Force Majeure**

- 27.1 Except to the extent that the Supplier has not complied with any business continuity plan agreed with the Authority, neither Party shall be liable for any failure to perform its obligations under the Contract if, and to the extent, that the failure is caused by act of God, war, riots, acts of terrorism, fire, flood, storm or earthquake and any disaster but excluding any industrial dispute relating to the Supplier, Staff or Sub-contractors.
- 27.2 If there is an event of Force Majeure, the affected Party shall use all reasonable endeavours to mitigate the effect of the event of Force Majeure on the performance of its obligations.

## **28 Governing Law and Jurisdiction**

- 28.1 The Contract shall be governed by and interpreted in accordance with English law and shall be subject to the jurisdiction of the Courts of England and Wales.
- 28.2 The submission to such jurisdiction shall not limit the right of the Authority to take proceedings against the Supplier in any other court of competent jurisdiction and the taking of proceedings in any other court of competent jurisdiction shall not preclude the taking of proceedings in any other jurisdiction whether concurrently or not.

## SCHEDULE 1

### SPECIFICATION OF SERVICES

#### 2.1 Aims

**Natural England is commissioning ecological survey work in summer 2023 to understand the extent and distribution of intertidal broad-scale habitats in Allonby Bay candidate HPMA. This project will include Phase I and Phase II intertidal survey work during the Summer of 2023 (July to October) in order to gather robust evidence on the distribution, extent and quality of intertidal habitats and features of intertidal habitats (sediments, rock, biogenic reef).**

The survey design should achieve the following:

- I. Acquire high quality data to establish a baseline of the extent and distribution of the following habitats: Littoral rock and sediment habitats and biogenic reef.
- II. Acquire high quality data where the abundance of species present in the different biotopes is recorded.
- III. Acquire high quality biological data of suitable resolution to allow key attributes of condition to be assessed according to Common Standards Monitoring guidance for the intertidal habitats. This data should be sufficient as to provide detailed baseline information.
- IV. Specify how the survey work will be carried out, including equipment to be used, improvements to previous methodologies (Godsell & Fraser, 2013), and how challenging conditions that occur within Allonby Bay cHPMA will be accounted for.

This project will deliver a detailed map of features at a range of EUNIS levels. Natural England will interrogate and analyse the detailed evidence collected (as part of a separate exercise) to inform the baseline for which the recovery can be evaluated against during the duration of the HPMA pilot project. In addition, this data will provide the latest evidence on the extent and distribution of MCZ designated features which NE can use for MCZ condition assessment reporting in subsequent projects.

#### 2.2 Objectives

The main objectives for this contract are to, in collaboration with Natural England, plan, undertake and report on Phase I and Phase II intertidal survey work in the summer of 2023 collect baseline data and inform future assessment of the recovery of intertidal



habitats in Allonby Bay candidate HPMA. Surveys should determine the presence and extent of intertidal habitats both inside the HPMA boundary and north of the HPMA boundary (within Allonby Bay MCZ) to allow for comparison between condition inside and outside the HPMA which will be referred to as a control site. In addition, under this contract cores samples will be collected, and Particle Sample Analysis carried out to help characterise sediments and conduct contaminant testing.

Environmental indicators have been identified to measure change and assess recovery over time in HPMA's. Biotic and abiotic attributes are set out for each indicator and consider a whole-site management approach (Annex 1).

Primary indicators to monitor in this survey:

- Benthic habitats (extent and distribution)
- Benthic species (distribution, abundance, diversity)
- Invasive species
- Sediment biota (biomass)
- Secondary indicators to monitor:
- Shellfish

Under this specification the successful Contractor(s) must:

- i. Develop, agree and implement, in collaboration with Natural England, a survey plan to collect data suitable for undertaking assessment of the direction of ecological change within the communities/habitats identified under this specification, integrating and interrogating previously obtained relevant data in the analysis.
- ii. Where possible, ensure that newly collected data is compatible (analytically) with historical survey data, but at the very least will make reference to and utilise such historical data.
- iii. In agreement with Natural England, implement a statistically robust survey design to enable future collection of compatible data, permitting quantitative long-term analysis. This should seek to build on any previous work listed (please refer to section 1.2 above) and, where possible, enable temporal comparisons to be made with previous datasets overall objective is to provide an ecosystem asset map comprising the location and quality of intertidal habitats.
- iv. Ensure anthropogenic influences, potentially impacting intertidal features, are identified, and where possible quantified, allowing analysis to focus on

investigation of the potential impacts of these pressures (e.g. bait digging, fishing activities, coastal defence works, and damaging activities). These should be mapped where possible in accordance with the methods outlined in the CCW Phase I [Biotope Handbook](#) and should include damaging or potentially damaging activities.

- v. Provide an evidence based preliminary assessment of the condition of intertidal benthic habitats in Allonby Bay candidate HPMA, clearly stating out how the assessment is supported by the analysis of data collected. This should note any difference in observed condition between similar communities which are subject to varying degrees of anthropogenic pressures to focus analysis on investigating particular impacts.
- vi. Provide fully detailed methodology for the work undertaken to ensure that methods can be repeated in the future.
- vii. **PSA and contaminant analysis will be undertaken as part of this contract.**
- viii. Infaunal analysis will be undertaken by a third-party contractor under a separate NE/EA framework (Infaunal sample analysis is therefore not required in the costing). However, the contractor will be expected to prepare samples for transport to the laboratory (e.g. sieve and fix samples in formaldehyde, package ready for transport in similar pots used by the EA's National Laboratory Service, and arrange courier). The successful Contractor(s) must liaise with the successful lab and ensure samples are couriered to the lab for analysis. Where Samples cannot be sent immediately; this must be stored by the Contractor in a safe refrigerated facility prior to postage.
- ix. Produce a concise field report.
- x. Provide all data to the relevant standards including GI and Marine Recorder data (see details below).

### 3.4 Field Survey

#### 3.4.1 Phase I Survey

Natural England envisages that the Phase I survey will cover 100% of the site. This survey should be planned in accordance with the methods detailed in the CSM guidance, JNCC Marine Monitoring Handbook (Davies et al., 2001) and the CCW Handbook for Marine Intertidal Phase I Survey and Mapping (Wyn et al., 2000).

#### 3.4.2 Phase II Survey

This broad-scale “walkover” style survey is to be supported by stratified targeted in-situ survey stations distributed along transects across the site. In-situ sampling at these stations is intended to quantify the species assemblages and corroborate biotope assessment made during the Phase I survey which will also provide in-situ

granulometry and faunal descriptions. This survey should be planned in accordance with the methods detailed in the CSM guidance, JNCC Marine Monitoring Handbook (Davies et al., 2001) and the CCW Handbook for Marine Intertidal Phase I Survey and Mapping (Wyn et al., 2000).

A robust sampling strategy for Phase II infaunal sampling of target intertidal habitats (e.g. coverage and other elements such as stoney/cobble reef, biogenic reef (*Mytilus* and/or *Sabellaria* and particular shellfish species (i.e. *Cerastoderma*) etc. should be implemented. The Phase II survey plan should be agreed following the results of the Phase I survey to ensure samples are taken from across representative and target habitats in accordance with the aims and objectives.

Sample locations should be:

- Geographically spread throughout the site
- Representative of the range of target habitats of interest (including a range of sediments for coring samples)
- Proportionate in their split to the overall coverage of the sediment of interest
- Randomly located within the broad intertidal habitat types identified through Phase I
- Distributed across the site as transects with stations at high, mid and low shore (where appropriate)
- If appropriate sampling can be stratified using the sectors described below

Natural England requests that the Contractor conducts phase II surveying along 16 transects within Allonby Bay (8 within the HPMA and 8 north of the HPMA boundary) spread across a range of sediment and rock habitat types. Natural England envisages approximately 64 sampling stations spread across the transects.

Along transects covering sediment single cores should be taken from each station (0.01m<sup>2</sup> - 15cm core, 0.5mm mesh sieve) for infaunal sampling (abundance). Triplicate samples should also be taken and stored separately at a subset of stations, 1 along each transect (be mindful of previous Water Environment Regulations (WER) samples in the water body and number of triplicates needed for WER monitoring requirements). However, unlike WER methodology, these triplicate samples should be treated as individual samples and not combined. A further 0.01m<sup>2</sup> core will be collected for PSA analysis at each station. Additionally, sample should be collected for contaminants analysis (1 at each transect). Each station should also have a redox and an interstitial

salinity measurement.

Along transects covering rock or biogenic reef quadrats will be taken at each station, paying particular attention to sabellaria reef and blue mussel bed. An indication of reefiness should be given and sufficient data collected on the quality of the reef features to enable change in ephemeral features to be detected, e.g. cast occupancy, size classes of mussel etc.

Faunal sampling should conform to standard methodology [ISO 16665:2014](#), and identification should be carried out in accordance to the [NMBAQC quality control guidelines following Standard Operation Procedure ES-04](#).

Survey work under the contract should be scheduled to be completed by the end of October 2023, however potential contractors should provide contingency dates should the planned survey be affected e.g. by weather downtime.

Surveys will be carried out in accordance with the technical specification provided above. Alternative approaches will be considered if they meet the aims and objectives of the contract, demonstrate efficiencies and are agreed with NE prior to survey commencing.

### **3.5 Data analysis**

PSA and contaminant sample analysis will be undertaken as part of this contract, including the use of laser diffraction for PSA analysis.

## **4. Survey outputs**

### **4.1 Reporting requirements**

The successful contractor should produce a field report and brief report outlining

- The survey methodology used,
- A timeline of events and actions
- Any difficulties encountered
- A brief discussion and interpretation of the data i.e. obvious features, areas of similar sediment type, areas of sediment change, identification of seabed features.

- Inclusion of infaunal and sediment data analysed by third party
- Maps of habitats identified at biotope level (level 4/5) where possible and higher.

Draft reports should be provided in electronic MS Office Word \*.DOCX format for comment. A template and guidance exists for writing Natural England commissioned reports and will be sent to the contractor upon award of the tender. All reports should retain a clear suggested citation stating that it is a 'Report to Natural England.'

## 4.2 Data requirements

Appropriate survey level metadata<sup>1</sup> should be supplied in a format acceptable for the corresponding MEDIN Data Archive Centre (DAC). All interpreted products following data analysis should accompany the draft report; these will include:

- All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS 10.2 and have attached metadata.
- All GIS files containing habitat data for each individual survey need to be produced to the [MESH translated habitat Data Exchange Format \(DEF\)](#) to the most detailed EUNIS habitat level possible. MNCR ([v15.03](#)) data should be added to the ORIG\_HAB column. The GUI provided by Natural England for each survey will be used, and as much information as possible (e.g. survey name, originally assigned feature/habitat name etc.) from the original dataset, as well as any documentation provided (where available) should be included in the resulting datasets to maintain a useful audit trail. As specified in the [MESH DEF](#), data files must be provided as ESRI Shapefiles or as a feature class data within a geodatabase using the WGS1984 geographic coordinate system and lat/long coordinates. If not included in the GIS data layers listed above all sampling locations, vessels tracks, and links to data obtained should also be included as a single GI layer.
- A MESH data confidence assessment for each habitat map should be calculated and provided in a 'MESH confidence scoresheet' \*.XLS file. The

confidence assessment process is described and a template provided in the following MESH resources [The MESH Confidence Assessment Scheme](#).

- Natural England are a member of the [UK Centre For Seabed Mapping](#) and also endorses the MEDIN initiative. Any data gathered/derived as part of this project must be submitted to Natural England in [MEDIN data standards](#) through Data Archive Centres (DACs) with metadata meeting the MEDIN metadata discovery standard ([MEDIN discovery metadata standard](#)). A MEDIN compliant metadata XML file must be provided for each survey.
- Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format
- Stills photographs to be provided in their raw format on CD/DVD or USB compliant external hard drives.

All sample data (e.g. grab sample analyses, video/still photography analyses, PSA analysis and biotope lists, biological taxon data) need to be entered into the latest version of [Marine Recorder](#). NBN data and an exported snapshot file of the data should be provided for QA. Natural England will provide licence keys for Marine Recorder. Natural England will supply a 'Marine Recorder guidance for contractors' document to successful contractors.

The Contractor must report any records of Invasive and Non-Native Species observed on site on Marine Recorder and to the Natural England project officer as part of the survey report. Any species currently listed as 'alert' species should be flagged immediately to the GB Non-Native Species Secretariat [Species alerts](#). More information and guidance including ID guides can be found at [GB non-native species secretariat](#).

Copies of the original data spreadsheets or databases are to be provided in the appropriate Microsoft Office format. However please be aware that using MEDIN marine biodiversity data guideline spreadsheets (available online under the marine biodiversity tab at [MEDIN data guidelines](#)) will ensure that biological taxon data is prepared correctly for entry into Marine Recorder and will facilitate the efficient entry

of data into this system and the data archiving process in general. Natural England welcomes and supports the provision of raw data spreadsheets in the MEDIN format and expects that all raw datasheets will contain the mandatory fields in the MEDIN guidelines, regardless of their format.

Standard survey imagery (stills and video) is to be provided in their raw format electronically or on USB compliant external hard drives (to be provided by the contractor).

High quality imagery which has been selected to form part of the image reference collection for the survey need to be labelled appropriately, including the habitat/species which is represented. These should be provided as a separate folder on the storage device to the standard survey imagery.

All data products and electronic files must be appropriately named so they sufficiently describe the contents and are not purely a numerical value. All products should be named appropriately so that they can be clearly linked to the report/project.

Any species lists submitted will be compliant with current taxonomic names and synonyms (e.g. [Marine Species of the British Isles and Adjacent Seas \(MSBIAS\)](#), World Register of Marine Species (WoRMS))

Video and still camera filenames must include the recording start date and time. Position data must be included within the overlay information.

Key personnel shall include the individuals detailed in the supplier's tender submission with relevant experience.



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#### Use of Confidential Information by the Authority

The Authority may disclose the Confidential Information of the Supplier:

- (a) on a confidential basis to any central Government body for any proper purpose of the Authority or of the relevant central Government body;
- (b) to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
- (c) to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
- (d) on a confidential basis to a professional adviser, consultant, supplier or other person engaged by the Authority for any purpose relating to or connected with this Agreement;
- (e) on a confidential basis for the purpose of the exercise of its rights under this Agreement; or
- (f) on a confidential basis to a proposed successor body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under this Agreement



## SCHEDULE 2

### PRICES

The total price quoted and accepted for this project is £37,335 (exc VAT), £44,802 (inc VAT).

REDACTED Under FOIA Section: 43 - Commercial Information

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(a) The Contract has been entered into on the date stated at the beginning of it.

SIGNED for and on behalf of the  
**AUTHORITY**

SIGNED for and on behalf of the  
**SUPPLIER**

SIGNATURE

REDACTED Under FOIA Section: 40 - Personal Information

SIGNATURE..

REDACTED Under FOIA Section: 40 - Personal Information

NAME: REDACTED Under FOIA Section: 40 - Personal Information

NAME... REDACTED Under FOIA Section: 40 - Personal Information .....

Position: REDACTED Under FOIA Section: 40 - Personal Information .....

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