**Contractor’s Brief for Netherton Park Bank Reprofiling Project**

**1. Introduction**

Severn Rivers Trust (SRT) is looking to appoint a contractor on behalf of the Black Country Blue Network Project (BCBN) to undertake a reach of bank reprofiling and online and offline features along the lyn brook that runs through Netherton Park.

The primary aim is improving the riparian corridor for associated species of this small brook and improving the bank full capacity of the watercourse to help reduce localised flooding.

Objective: Undertake bank reprofiling in line with the map within the appendix document. And creating a back water and ephemeral pool.

Outcome: Improve the site for the local community through this scheduled management and to make sure the sites access is left in a pre-project state.

It is anticipated that this will be completed by the end of 2022.

You are invited to submit a proposal and cost through a formal tendering process in order to deliver this project as part of the SRT scheme.

**2. Description of Netherton Park Bank Reprofiling project**To undertake a bank reprofiling of the true right bank of the Lyn brook within he confines of Netherton Park. The extent and range of the works is outlined within the Appendix document. The aims of the project are to make the brook more accessible to the local community and wildlife. This will increase the flood water holding capacity of the brook and reduce maintenance costs post flooding.

Planting of the reprofiled bank to improve species diversity, improvement of aesthetics’ of the site for the community and service users of the park. The project aims to improve the flora diversity of the reach by introducing species diverse coir mats and planting propagules of locally sourced species to enrich the bankside margins.

**3. Project Definition and Requirements**

In summary, the successful contractor will be required to carry out the following as part of the contract.

At the moment we are anticipating that the project should take no longer than 4 working days to mobilise and complete the below objectives as we need to close the PRoW for the length of the project:

1. Reprofile the true right hand bank for the lyn brook inline with the agreed profile outlined within the appendix document to create a 2 stage channel circa 90m in length.
2. Remove spoil to the highlighted location on the map within the appendix document and cap off with imported topsoil, this will need to be seeded with wildflower seed mix, post works.
3. Creation of online and offline features outlined within the appendix document, such as a back Eddie, and ephemeral pool creation.
4. Instillation of coir mats with riparian species and individual plugs. These coir mats will need additional ground pegging to make them more resilient to vandalism.
5. Works area will need to be heras fenced off to keep the works compound secure throughout capital delivery and whilst plant machinery is onsite.
6. Access routes will need to be reinstated to pre project conditions.
7. Pre commencement checks will need to be undertaken due to protected species been present onsite (Badgers)

**4. Supporting Documents**

The documents listed below are available from the SRT project officer and should be used in conjunction with this Brief to inform the tender submitted:

* Netherton Park Appendix document

**5. Procurement Process**

This contract is being tendered via Severn Rivers Trust and this standard brief has been issued to a select list of suitably qualified contractors and advertised on our website for open invitation responses. Our approved contractors which we have previously utilised for project delivery have received an “Invitation to Quote”. The select list has been chosen based on perceived suitability for the piece of work. New delivery partners will need to fill out and return our contractors questionnaire to be added to the approved contractors list.

All contractors interested in submitting a tender may contact the Project Officer to seek clarification on any points within this Brief prior to submitting their tender. One site visit per contractor may be arranged upon request, although this is subject to COVID protocols and risk, as well as government advice at the time. Contractors must not directly discuss this project with any other member of staff from Severn Rivers Trust.

The successful contractor will be selected on the basis of their written response to the brief. Submissions will be assessed on the basis set out in the following sections.

Below is an indicative timetable for the appointment of the contractor and the completion of the works (please note that this may be subject to change due to the ongoing COVID pandemic):

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Brief issued | 8th September 2022 |
| Deadline for submission of quotes / tenders | 18th October 2022 |
| Appointment of contractor | 21st October 2022 |
| Submission of documents including signed contracts | 28th October 2022 |
| Commencement of works | Early November 2022 |
| Completion of works | End 2022 |

**6. Submission Requirements**

Contractors wishing to quote for this work are asked to provide the following:

* Quality Assessment. The format of this document is left to the discretion of the contractor but it should be no longer than 20 A4 pages and should include the following:
	+ A description of the suggested approach to the works, highlighting key issues, proposed methodology and risks.
	+ Health and Safety Policies – to cover all aspects of work, as set out above.
	+ The contractor’s head or regional office location.
	+ A breakdown of the programme of works – its key stages and an indicative timetable for completing the work (including the length of time the work is expected to take) and the earliest point at which this work could begin.
	+ A statement on the relevance and skills of their organisation to the delivery of this work including evidence of any relevant experience.

Please note that the contract, including all works must be completed by the end of December 2022 at the latest.

* Health and Safety Assessment.
	+ The Trust’s Health and Safety Policy and procedures shall always be adhered to by the Tenderer whilst undertaking the Works. Copies of the Policy and Handbook of any Tenderer are available to the Client on request. The Tenderer shall exceed or at least adhere to the Trust’s requirements, duties and responsibilities.
	+ The Tenderer shall be responsible for the health and safety implications of all operations to complete the required Works.
	+ The Tenderer must be aware that there is always potential public access and as such the Tenderer may be approached by the public at any time during any site visits.
	+ The Tenderer must prepare a site risk assessment to cover site visits, engagement with the public and safeguards against spreading of any potential COVID 19 infection.
* Price Assessment. The contractor must include a breakdown of all fees and costs (and whether costs are including or excluding VAT)

**The tender documents should be submitted by 16:30 on 18th October 2022 (via email or post).** No late submissions will be accepted.

**Please submit your documents to:**

Severn Rivers Trust FAO: Thomas Hartland Smith

Postal Address:

**Severn Rivers Trust**

Unit 1,

Hope House Farm Barns,

Hope House Lane,

Martley,

Worcestershire,

WR6 6QF.

Mobile: 07874 859 491

Email: tom.hartland-smith@severnriverstrust.com

**7. Assessment**

This contract will be awarded based on the price and the quality criteria indicated below.

**The contractor’s quality and price submissions will be scored and those scores weighted in the ratio 30:70 (quality: price).** The contractor with the highest aggregate score will be considered for the work.

The price assessment will be marked out of 100 points. The lowest price quote will be awarded 100 marks. The other submissions will have one mark deducted for each percentage point by which the cost is above that of the lowest (e.g. a contractor tendering at a total of 20% above the lowest price will receive 80 marks).

The quality assessment will be marked out of 100 points allocated against weighted criteria as described below. The assessment will judge submissions based wholly on the contents of the information provided using a common evaluation method. The highest quality score calculated will be awarded 100 marks. Other quality scores will have one mark deducted for each percentage point by which the total is below that of the highest (e.g. a total of 20% below the best quality score will receive 80 marks). The assessors will keep in mind three key questions when reviewing submissions:

Confidence: Does the proposed contractor give reassurance that they are likely to achieve the needs and objectives of the Brief?

Value: Do the proposals provide best value?

Risk: Has the submission identified all the risks presented by the proposal?

The Assessment Criteria (quality):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Item | Marks (out of 5)(a) | Weighting(b) | Total(a x b) |
| 1. | Proposed methodology for undertaking the work identified within the brief. |  | 5 |  |
| 2. | Understanding of the key issues identified within the brief, including Health & Safety. |  | 5 |  |
| 3. | Evidence of previous experience of similar projects (individual or contractor team). |  | 5 |  |
| 4. | The indicated breakdown of the key stages, areas of work and the indicative timetable. |  | 5 |  |

Below is an indication of how submissions will be scored (quality):

|  |  |  |
| --- | --- | --- |
| 1.  | Proposed methodology for undertaking the work identified within the briefIs there a clear and structured approach to the work required?  | 5. Have demonstrated a comprehensive approach to the work that goes beyond all the key work identified in the brief.4. Have demonstrated a comprehensive approach to the work that includes all the key work identified in the brief. 3. Have demonstrated a good approach to the work that includes all the key work identified in the brief.2. Have demonstrated a good approach that includes some of the key work identified in the brief.1. Have demonstrated an adequate approach to some or all of the key work identified in the brief. 0. Have not provided a satisfactory methodology.  |
| 2. | Understanding of the key issues identified within the brief, including Health & SafetyIs there a clear understanding of the key issues set out in the brief? | 5. Have demonstrated a comprehensive understanding of the issues that goes beyond all those identified in the brief.4. Have demonstrated a comprehensive understanding of the issues that includes all those identified in the brief. 3. Have demonstrated a good understanding of the issues that includes all those identified in the brief.2. Have demonstrated an understanding of the issues that includes all those identified in the brief.1. Have demonstrated an adequate understanding of some or all of those identified in the brief. 0. Have not provided a satisfactory methodology. |
| 3. | Evidence of previous experience of similar projects (individual or contractor team) | 5. Are able to provide three directly relevant and comparable examples of previous pieces of work. 4. Are able to provide two directly relevant and comparable examples of previous pieces of work.3. Are able to provide one directly relevant and comparable examples of previous pieces of work.0. Are not able to provide any relevant and comparable examples of previous projects.  |
| 4. | The indicated breakdown of the key stages, areas of work and the indicative timetable | 5. Have demonstrated a comprehensive approach to the work that goes beyond that identified in the brief.4. Have demonstrated a comprehensive approach to the work that includes everything identified in the brief. 3. Have demonstrated a good approach to the work that includes everything identified in the brief.2. Have demonstrated a good approach that includes everything identified in the brief.1. Have demonstrated an adequate approach to some or all identified in the brief. 0. Have not provided a satisfactory approach. |
| Any applicant scoring less than “acceptable – 3 marks” in two or more categories or any scores of “not acceptable” will be disqualified. Contractors will also be disqualified from the tendering process if the works cannot be delivered by the end of 2022. |

End of Document.