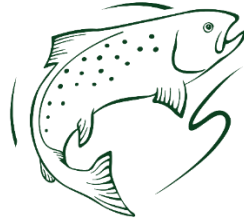


Specifications and Tender Document
Conjure Alders Fish Passage Improvement Project



WILD TROUT TRUST
wildtrout.org

Location: River Meden/Maun, near Perlethorpe, Nottinghamshire

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Invitation to tender for the Conjure Alders Fish Passage Improvement Project

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Status: First Draft

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Project Title: Conjure Alders Fish Passage Improvement Project

Author: Tim Jacklin

1. Description of work

Background information

The site is on private land on the River Meden/Maun at Conjure Alders, near Perlethorpe, Notts. (nearest postcode DN22 8DP, National Grid Reference SK6602472123). There are three public footpaths crossing or adjacent to the site, including the Robin Hood Way long distance route.

The scope of the tender is to improve fish passage at an existing weir by construction of a concrete ramp, baffles and eel tiles as per the detailed design in Appendix 1.

The project is being carried out by a partnership between Wild Trout Trust (WTT) and the Environment Agency (EA). The project is being project managed by the Wild Trout Trust on behalf of the partnership. The Wild Trout Trust have agreed access to the site with the landowner and secured the EA Flood Risk Activity Permit.

The project site is not located within any international or national nature conservation designations, nor any non-statutory local conservation designations, but good environmental practices are a high priority for this project.

2. Definitions

The following terms have the meaning described below unless otherwise stated in the document, or required by the context:

‘Wild Trout Trust’ shall mean Wild Trout Trust (Registered Charity 1077041), PO Box 120, Waterlooville PO8 0WZ, Tel. 023 9257 0985.

‘Nominated officer’ shall mean Tim Jacklin of Wild Trout Trust or such other officer as Wild Trout Trust may nominate.

‘Project Site’ shall mean the River Meden/Maun upstream and downstream of Conjure Alders weir and adjacent land, including where the site compound is to be located, as identified in the maps in Appendix 1.

'Tenderer' shall mean the person submitting a Tender and where a Tenderer consists of more than one person, obligations and submissions shall be deemed to have been made jointly and severally and the masculine gender shall include all other genders.

'Contractor' shall mean the successful Tenderer.

'Method statement' shall mean the method statement forming part of the tender.

'Works' shall mean the work to be undertaken and the services to be provided as described in the Tender Documentation for the construction of the fish passage improvement and associated structures, together with any alteration and amendments that are made in accordance with these conditions.

'Landowner' shall mean Mr. John Woodcock, George Woodcock & Son, Houghton Park House Bothamsall, Nottinghamshire DN22 8DQ.

3. Description of works

The construction of a fish pass at Conjure Alders weir according to the detailed design, buildability statement and designer's risk assessment provided in the Appendices, including:

- Offsite pre-fabrication/sourcing of standard Low Cost Baffles (LCBs).
- Formation of RC slab to form 20% slope for LCBs and HDPE eel tiles.
- Localised & shallow breakout of existing concrete channel to allow HDPE eel tiles to meet the riverbed.
- Formation of RC concrete slope leading up to existing step.

A ground investigation has been carried out and is provided in Appendix 4.

It is anticipated that the works would be completed within 3-4 weeks of the start date. The works must be completed by 31st March 2022.

All technical enquiries regarding the Works can be directed to Tim Jacklin on 07876 525457.

4. Specifications of required works

4.1. Preliminaries

It is essential that there is no waste of materials, the Tenderer will be expected to manage operations to minimise waste.

The Project Site is unsecured with access possible from the public highway. Equipment and fuel left unattended or remaining at the Delivery Site overnight is left so at the Tenderer's risk. Tenderers are responsible for sourcing appropriate locations to accommodate their equipment and operatives whilst the Works are not being undertaken.

All fuels or flammable substances, which are to remain at the Project Site while the Works are not being undertaken, must be adequately secured to prevent accidental fires.

The contractor must hold and provide evidence of Employers and Public liability insurance to the value of £5,000,000. Copies of these must be submitted with this tender.

Certificates of competence and appropriate construction insurances should also be supplied.

The contractor must be SIPP accredited (SAFE Contractor, CHAS, Worksafe/SMAS).

A pre-construction phase plan including method statement, risk assessments, CoSSH assessment and waste management must be provided with the application.

All waste resulting from the Works is the responsibility of the Tenderer. This waste must be collected and removed from the delivery Site and disposed of appropriately off site. This is to ensure that no waste material remains on the Delivery Site when the Works are completed.

All/any hazardous waste must be handled in accordance with the Hazardous Waste Regulations 2005.

4.2. Health and safety

The Tenderer will be responsible for the health and safety implications of all operations to complete the Works. A Method Statement, including information referring to Construction (Design and Management) Regulations 2015, to cover all of the operations including operational risk assessments must be included with the tender, detailing safe working practices, training requirements and health and safety procedures, that will be used at all states of the contract.

Copies of Site Risk Assessments for the Project Site will be required prior to commencement of the Works.

Failure to adhere to the agreed Method Statement will result in termination of the contract.

The Tenderer must take the lead in ensuring the health and safety of all those involved in the contract, including the use of correct PPE by all operatives or others involved in the contract.

The Tenderer must have a plan in place to safely remove an injured colleague from the site in the event of an accident. The Nominated Officer will need to see evidence of this.

The tenderer must maintain an accident book and will report all accidents to the Nominated Officer. The Tenderer is responsible for reporting incidents to the Health and Safety Executive (HSE) in respect of RIDDOR reportable incidents/accidents.

The Tenderer will be required to ensure that the equipment is fully maintained and serviced. The Tenderer is required to keep all equipment operational and to pay for all repairs during the period of the contract.

The Tenderer must be aware that there is **public access to the Project Site** and as such, they may encounter members of the public at any time. Public safety is paramount and a plan to safely manage public access during the works must be provided as part of the tender submission.

4.3. Specification

The Nominated officer will identify the Project Site so that the Tenderer can visit the site and satisfy himself on the location and requirements, before a Tender is submitted (see Appendices).

Neither the invitation to tender nor an acceptance constitutes a permission or consent to construct the fish passage improvements and associated structures. The Flood Risk Activity Permit (FRAP) has been obtained for the project by WTT (Appendix 5), however the Contractor will be responsible for meeting the conditions of that permit as set out in the FRAP Management System (Appendix 6).

Access to the site has been provisionally agreed with the landowner, with access via tracks from the public highway to the north of the site. The contractor must liaise with the landowner via the WTT nominated officer regarding access arrangements.

The Tenderer agrees to comply with and abide by any conditions or instructions that may be imposed or required by such consents.

The works must be completed by 31st March, 2022.

5. Environmental Considerations

Some inspections are required immediately prior to the commencement of and during the works. These include:

- Inspection of trees for nesting birds and roosting bats prior to tree works (if required) by a suitably qualified ecologist.
- A watching brief to check the working area every hour for signs of pollution and during all operations regarded as high risk of potential harm to the environment. If there are any signs of dead/or distressed fish, works should cease immediately and the incident hotline should be called (0800 80 70 60).
- Inform, by email, the local EA Asset Performance team (contact for AP North is Nathan Sutton, nathan.sutton@environment-agency.gov.uk) or Operational Field team (contact is Nik Jarvis, nik.jarvis@environment-agency.gov.uk) when the adjacent sluice is to be closed and reopened after works are complete.

Works must be undertaken outside of the relevant fish breeding season, i.e. outside of the Midlands closed season for Brown Trout (8th October – 17th March). If works have started but run into this period, the contractor must liaise with the WTT nominated officer to ensure working practices which avoid damage.

All substances subject to the Control of Substances Hazardous to Health Regulations 1992 (COSHH) will need to fully comply with these regulations, evidence of this will be included as part of the Tender.

All fuel storage must comply with the Control of Pollution (Oil Storage) Regulations 2001.

Plants and animals protected under the Schedules of the Wildlife and Countryside Act 1981 and other Acts are not to be harmed or their habitat damaged.

Nesting birds are not to be disturbed and are to be reported immediately to the Nominated Officer. It is a criminal offence to recklessly destroy a bird's nest.

Any public complaints must be immediately reported to the Nominated Officer.

The Project Site must be left clean and tidy at all times.

Dogs are not permitted on the Project Site.

All gates to be closed on the Project Site where necessary to ensure security.

6. Utilities searches

Utilities searches were carried out in June 2020 and are included within the Ground Investigations document supplied. It is the contractor's responsibility to ensure the utility searches are complete and up to date, and to make provision for safe working practices in the vicinity of services and document such in the method statement.

7. Flood Risk Measures

The contractor must comply with the conditions set out in the Environment Agency Flood Risk Activity Permit EPR_AB3356SA and associated Management System (Appendices 5 & 6), including (but not restricted to):

The operator shall sign up to receive flood alerts from the Environment Agency. Upon receipt of alert the works shall cease and temporary works removed within 2 hours to allow the river to flow at full capacity.

The contractor will specify a nominated person to received such alerts and a procedure for removing temporary works (coffer dams) within their method statement.

8. Information and instructions for tendering

- Tenders must be submitted in accordance with the following instructions. Any tenders not complying with these instructions may be rejected by Wild Trout Trust whose decision is final.
- Wild Trout Trust is inviting tenders from suitably experienced contractors and those who can demonstrate an ability to professionally undertake the construction of the works.
- Tenders are being invited on the basis of undertaking the whole of the works
- Tenders are invited for a period of a single task. All works must be completed before 31st March, 2022. All invoices must be delivered to the Wild Trout Trust, PO Box 120 Waterlooville, Hants, PO8 0WZ before 31st March 2022.
- Tenderers are invited to visit the Delivery Site to establish all relevant conditions and to thoroughly appraise the extent and nature of the proposed Works. If you require a site visit, please contact the Nominated officer who will arrange access to the site.
- Tenderers are advised to study all documentation provided by Wild Trout Trust and their true intent and meaning ascertained before submitting a tender. Tenderers should seek to clarify any points of doubt, including any ambiguities, errors and omissions in the tender documents with Wild Trout Trust through its Nominated Officer prior to submitting a tender. Please contact the Nominated Officer on: 07876 525457
- Where examination of a tender reveals arithmetical errors these will be corrected and the Tenderer will be afforded the opportunity of confirming the revised totals (in writing) or withdrawing its tender within 7 days.
- Tenderers are required to keep Tenders valid for acceptance for a period of 30 working days from the closing date for receipt of tenders.
- Tenderers are required to submit a written proposal by the deadline. All proposals should include the following:

- Organisation and Method of Working, including Method Statements, risk assessments and CDM information.
 - Costings – including breakdown and a separate costing for contingency works based on the structural engineering risk assessment.
 - A plan for maintaining safe public access at the site during the works
 - Inclusion of flood risk procedures within the method statement (as per section 7 above).
 - An estimation of timescale and outline programme
 - Capability Statement and/or previous experience including biodiversity and river work in the last 2 years and name of contact for whom the work was carried out; details of proposed sub-contractors (if needed); copies of all Insurance Certificates, for the supplier and any sub-contractors
- Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents should be included.
 - The Tender must be signed, where the Tenderer is an individual, by that individual. Where the Tenderer is a partnership, by two duly authorised partners. Where the Tenderer is a company, by two directors or by a director and a company secretary, such persons to be duly authorised for the purpose. To nominate another individual please confirm with the Nominated Officer.
 - Tenders must be sent to the address detailed below in ‘Full Contact Details’ or via email to tjacklin@wildtrout.org .
 - The deadline for receipt of tenders is midnight on 23rd August 2021.
 - All queries must be made my email or telephone.
 - Late tenders, received after the closing date and time stated above will not be considered unless by prior arrangement.
 - Proof of posting will not be accepted as proof of delivery if the tender fails to arrive at the stipulated address before the specified time.

9. Timescale

All physical works must be completed before the end of March 2022.

Invitation to Tender (ITT) released: 2nd August 2021

Tender submission deadline: midnight on 23rd August 2021

Contractor appointment: 31st August 2021

31st March 2022: Works to be completed and all operators off the Project Site

10. Full Contact Details

Tenders must be delivered either by email or to the following address:

Contact name: Tim Jacklin

Email address: tjacklin@wildtrout.org

Full address: Freepost WILD TROUT TRUST

Telephone: 07876 525457

11. Tender Evaluation and process

Wild Trout Trust will be conducting a full financial and technical evaluation of all tenders as well as evaluating the ability to commence and complete the Works to the timescale.

Tenders will be evaluated on a 50% cost 50% quality basis

Tenders will be evaluated in accordance with the following:

- Due consideration is given to public access and safety.
- Products and services shall be competitively priced, readily available and fit for their intended purposes, bearing in mind health and safety or other legislative requirements.
- When purchasing products or services, preference will be given to those: a) from suppliers with accredited environmental practices; b) that are produced and distributed using resources responsibly, with a minimum of hazardous substances; c) that minimise waste, energy consumption or other adverse environmental impacts in their use and disposal.

In the evaluation of tenders the following will apply: a) Method Statements and Resources b) Other Items c) Written technical and financial references may be requested and considered as a part of the evaluation procedure.

Wild Trout Trust may also seek clarification in respect of the Method Statement and other documentation in various ways including but not limited to: a) Site visits b) Interviews with key personnel who would be assigned to the Contract and appropriate Senior Managers of the Company.

12. Basis of Tender

The tenderer shall show the Tender sum for the actual Works and the VAT separately.

The Tender must include value of all the Works and must cover all costs and expenses which may be incurred in order to complete the Works in accordance with the Conditions, the Specification and all other documents forming part of the Tender documentation.

The Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the correctness and sufficiency of its rates and prices.

13. Sub-contracting

When submitting its Tender, the Tenderer must notify Wild Trout Trust of any parts of the Works that it proposes to sub-contract. Failure to do so will invalidate any such tender.

Wild Trout Trust's prior written approval must be obtained before any part of the Work is sub-contracted. Wild Trout Trust reserves the right to refuse such approval as its absolute discretion.

An approved sub-contractor must give a direct warranty and undertaking to Wild Trout Trust but the Tenderer will remain primarily liable for carrying out and completing the Works.

14. Award of Contract

Wild Trout Trust expects to award the Contract within 10 working days of accepting a tender but reserves the right to delay awarding the Contract to a later date for any reason.

The successful Tenderer will be required to execute a formal contract incorporating the Conditions and until such execution, the successful Tender together with Wild Trout Trust's written acceptance shall constitute the contract.

15. Health and Safety

Tenderers will be required to comply with the Health and Safety at Work Act 1974 and all other regulations made under and after the Act, in addition to all other relevant legislation and regulations.

16. Obligations & Accuracy

Tenderers submitting a Tender must be familiar with the nature and extent of their obligations if their tender is accepted. Information supplied by Wild Trout Trust in this tender document, and all other sources, is supplied for general guidance for tender preparation. The tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by Wild Trout Trust for any inaccurate information obtained by Tenderers.

17. Confidentiality

By submitting a tender, you are committing to an understanding of the requirements of the work and have sufficiently addressed all aspects of the tender. All information you have provided has been checked to be correct and as intended.

All information supplied by Wild Trout Trust in connection with this tender to date, and any further information supplied during the tender process shall be regarded as confidential and must not be shared with any other organisation without written permission of Wild Trout Trust.

18. Canvassing

Tenderers face automatic disqualification if they canvass for the Contract by approaching Wild Trout Trust with a view to gaining more favourable consideration of their Tender.

19. Appendices

Appendix 1 – Detailed design drawings and specifications

Appendix 2 – CDM Designer's Risk Assessment

Appendix 3 – Buildability Statement

Appendix 4 – Ground investigation report and utilities searches

Appendix 5 – Environment Agency Flood Risk Activity Permit (FRAP)

Appendix 6 – FRAP Management System