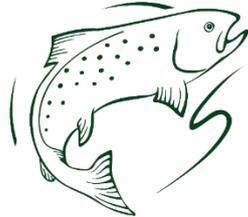


**Specifications and Tender Document**  
**River Witham Flood Bank Removal Project**



**WILD TROUT TRUST**  
wildtrout.org

**Location: land off Belton Lane, Manthorpe, Lincs, NG31 9FW**



## Contents

Invitation to tender for the River Witham Flood Bank Removal Project.....	3
1. Description of Work .....	3
2. Definitions .....	4
3. Specifications of required works .....	6
3.1. Preliminaries .....	6
3.2. Health and safety .....	6
3.3. Specification.....	7
4. Environmental Considerations .....	8
5. Utilities searches.....	9
6. Flood Risk Measures .....	9
7. Information and instructions for tendering .....	9
8. Timescale.....	10
9. Full Contact Details .....	11
10. Tender Evaluation and process.....	11
11. Basis of Tender.....	11
12. Sub-contracting.....	12
13. Award of Contract .....	12
14. Health and Safety.....	12
15. Obligations & Accuracy .....	12
16. Confidentiality.....	12
17. Canvassing .....	13
18. Appendices .....	13

# Invitation to tender for the River Witham Flood Bank Removal Project.

Wild Trout Trust Postal Address: FREEPOST Wild Trout Trust

Phone: 023 9257 0985

E-mail: [rmungovan@wildtrout.org](mailto:rmungovan@wildtrout.org) Web: [www.wildtrout.org](http://www.wildtrout.org). Nominated Officer: Rob Mungovan (tel. 07876 257058). Technical enquiries: Rob Mungovan

Status: fourth issue

Date: 26/08/2021

Project Title: River Witham Flood Bank Removal Project

Author: Rob Mungovan

## 1. Description of Work

### Background information

The site is on the River Witham off Belton Lane, Manthorpe (cover picture). The site is within private ownership; the right bank (the working bank) is controlled by a single party and constitutes meadow land; the left bank is bordered by land in private ownership with residential land abutting the river.

The primary aim of the project is to improve floodplain connectivity by removing ~150m of the Environment Agency's flood bank. The associated floodplain shall be lowered by 0.3m, within which a number of shallow ponds and scrapes will be dug. The spoil is to be retained on site, and deposited outside of the floodplain in a pre-determined area, avoiding archaeological interests.

The River Witham shall have specific habitat enhancement measures delivered through the placement of gravel. The design drawings are presented in Appendix 1.

### The project has three main deliverables to it:

- 1) The placement of gravel to create new river habitats.
- 2) The lowering of the floodplain incorporating scrapes and ponds.
- 3) The removal of a flood bank.

The logical approach to the project's delivery is to undertake in-river works first, avoiding the need to track machines and materials over excavations. The excavation of the floodplain would then take place with the protection of the flood bank still in place. Lastly, the flood bank would be removed. The Contractor has the final say on the delivery of the works.

The works will be supervised by the Designer who will ensure that the gravel features will be set at the correct height within the river.

There is a risk that high water levels may make in-river works undeliverable. **As such this tender seeks a breakdown of costs associated with the three main deliverables.** Additionally, if the nominated officer decides that adverse weather or ground conditions are making delivery unsatisfactory then the work or a phase of it may be terminated. **This tender also needs to include a cost for site**

**demobilisation.** If work is terminated early, it is expected that it will recommence again in April/May 2022 as soon as ground conditions become suitable.

Advance tree works have been undertaken to reduce tree coverage. It is possible that some minor tree work may still be needed to gain full access.

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 WTT on behalf of the partnership.

The project site is not located within any international or national nature conservation designations, nor any non-statutory local conservation designations.

The site has no public access, yet informal access by nearby residents does take place. The Contractor will be tasked with ensuring that the public is protected from accessing the construction site during the works. Site access is off Belton Lane, Manthorpe, which is a residential area. It will be the Contractor's role to ensure that vehicles access from the residential area is managed safely and with minimum disturbance to the local community. A private track, Willow Drive, will be used to access the meadow land from Belton Lane. It will be the role of the Contractor to ensure that Willow Drive is not blocked during the delivery of the project, and that the drive is left in the same condition as it was before the 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' (WTT) shall mean Wild Trout Trust (Registered Charity 1077041 & Charitable Company 03345901), Registered office Unit 4, Broadfield Court, Sheffield S8 0XF. Tel. 023 9257 0985.

'Nominated Officer' shall mean Rob Mungovan of WTT or such other officer as WTT may nominate.

'Site' shall mean the River Witham off Belton Lane, Manthorpe, as identified in the Design Drawings appended to this tender.

'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 project, together with any alteration and amendments that are made in accordance with these conditions.

'Landowner' shall mean the relevant landowner. The successful tenderer will be provided with the details of key landowners upon appointment.

'Designer' shall mean an organisation or individual whose business involves preparing or modifying the Designs Drawings for the works, or arranging for, or instructing, others to do so. Designs include all drawings, design details, specifications, bills of quantity and design calculations.

The project shall deliver:

- Placement of gravel to create new river habitats
- Excavation in the floodplain
- Removal of flood bank

~540T of mixed grade gravel/limestone (10-40mm) will be brought into Site via the Willow Tree Drive off Belton Lane and will be temporarily stock piled. The gravel will need to be moved to the river to where it is to be placed.

The floodplain grassland will be lowered by 0.3m with 2 small ponds created and 3 shallow scrape features added.

The work will see the removal of ~150m of flood bank to the right bank of the River Witham. The removed bank will allow the river to flood on to low-lying grassland, enabling floodplain connection once again.

The floodplain grassland will be lowered by 0.3m with 2 small ponds created and 3 shallow scrape features added.

All excavated spoil will be removed out of the floodplain and deposited on Site, on low value grassland where it will be spread to raise the land level no more than 0.5m. The bare earth will be seeded with an appropriate wildflower meadow mix to ensure it returns to grazing land.

Detailed design drawings are provided in Appendix 1, Appendix 2 is the Bill of Quantities and Appendix 3 is the designer's Outline Method Statement.

The designer will supervise the works on Site to:

- Define Site tracking routes in accordance with the design drawing to avoid archaeology.
- Ensure gravel features are set to the correct design level.

The Contractor will:

- Establish a Site compound.
- Carry out tree works for access. (The nominated officer is likely to be able to assist on this issue, especially riverside trees which may be useable for habitat improvements).
- Install silt control measures to limit downstream movement of fine material (which must be removed during elevated river flows and at the weekend).
- Establish Site tracking routes in accordance with the design drawing to avoid archaeology.
- Install adequate tracking mats to protect Site access and underground services.
- Undertake works in accordance with the Design Drawings, Outline Method Statement and Bill of Quantities.
- Retain identified vegetation (turfs) for later use in ground vegetation establishment.
- Remove Site compound and make good the access route including restoration (gate reinstatement and possible planting) of Willow Drive access area.

It is anticipated that the works will be completed within 4 weeks of the start date. The works must be completed by 29<sup>th</sup> October 2021, though ground and/or river conditions may force demobilisation from Site and completion of some phases of work in Spring 2022, as described above.

All technical enquiries regarding the Works can be directed to Rob Mungovan on 07876 257058.

### 3. Specifications of required works

#### 3.1. Preliminaries

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

The Site is partially secured with access possible from houses off Belton Lane and via a broken fence to the side of a nearby sewage pumping station (near to the access to Belton House). Contractor must ensure adequate Site security to ensure public safety and ensure that unauthorised people cannot come into contact with plant machinery and materials. Equipment and fuel left unattended or remaining at the 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 Site while the Works are not being undertaken, must be adequately secured to prevent accidental fires and/or pollution to land and water.

The contractor must hold and provide evidence of Employers and Public liability insurance to the value of £10,000,000. Copies of these must be submitted with this tender.

Certificates of competence and appropriate construction insurances must 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 tender.

All waste (not including the excavated spoil) resulting from the Works is the responsibility of the Tenderer. This waste must be collected and removed from the Site and disposed of appropriately off Site. This is to ensure that no waste material remains on the Site when the Works are completed.

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

#### 3.2. 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 stages of the contract.

The expected CDM hierarchy is:

- Environment Agency is the Client.
- Dynamic Rivers (who supersede AquaUoS) is the Principal Designer.
- WTT is the Principal Contractor.

- The successful Tenderer will become the Contractor.

Copies of Site Risk Assessments for the 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. Particular regard must be given to the fact that working downstream of an urban area can bring hazards such as sharps (needles, metal and glass). All staff must be suitably protected from contact with sharps.

Emergency plans and procedures will be expected to be put in place by contractor. 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. Any visitors to the Site must undergo an induction and sign the visitor book.

The Tenderer will be required to ensure that the equipment is fully maintained and serviced. The use of biodegradable hydraulic oils is expected. 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 access to the Site is via **residential roads with many parked cars**. A traffic management plan should be provided with the tender to ensure vehicles accessing the Site (cars /vans/plant/delivery lorries) are kept separate from people and to minimise disturbance to local residents - e.g. timing of deliveries and commuter / school times.

The Site has been identified as **medium risk for containing unexplored ordnance (UXO)**. A detailed UXO risk assessment has been undertaken by Fellows (Nov 2019) and the full report will be made available to the appointed Contractor. The primary UXO risk is assessed as medium from air service munitions and Other (land service ammunition/historic (Home Guard)/Military Training). There is also a medium risk for British anti-aircraft munitions.

The first approach to managing this risk will be to appoint Fellows to undertake a pre-works UXO Awareness Training Briefing (on-Site) to all staff attending Site. Fellows will produce a UXO Emergency Response Plan for inclusion in the Health and Safety file. Fellows will provide an 'on-call' service to the Client and Contractor if requested. Between the hours of 0800 and 1800 a senior member of the Fellows team will be able to answer UXO related calls and queries. A Fellows UXO Engineer can be mobilised to site as and when required. The Contractor will have to comply with any instruction given regarding UXO.

### 3.3. Specification

The nominated officer will identify the Site so that the Tenderer can visit the Site and satisfy himself on the location and requirements, before a tender is submitted (see Appendix 1).

Neither the invitation to tender nor an acceptance constitutes a permission or consent to undertake the works. A Flood Risk Activity Permit has been obtained for the project by the EA. The Works are being delivered for the EA by the Principal Contractor under the EA's Permitted Development Rights (Town and Country Planning Act 1990).

Access to the Site has been provisionally agreed with the landowners. No conditions of access are imposed by either landowner but the Contractor will be expected to leave access tracks in the same condition as they were found. The WTT nominated officer will be responsible for deciding if the access track has been left in an acceptable condition.

The Tenderer agrees to comply with and abide by any reasonable conditions or instructions that may be imposed or required by the nominated officer during the works.

The works must be completed by 29<sup>th</sup> October 2021, unless terminated by the nominated officer in which case the Contractor will be expected to return in Spring 2022 to complete the Works.

#### 4. Environmental Considerations

Certain inspections by the nominated officer (a suitably qualified ecologist) are required immediately prior to the commencement of works. These include:

- Inspection of trees for late nesting birds and roosting bats prior to tree works.
- Check upon the disused badger sett, and a check for any active holes within the wider Site.

In-river works should be completed outside of the period 31<sup>st</sup> October to 1<sup>st</sup> May to reduce impact upon brown trout and white-clawed crayfish spawning seasons, and to adhere to Flood Risk Activity Permit conditions. Flood bank and floodplain works (within the dry working area) may run into fish spawning periods, but the Contractor must liaise with the WTT nominated officer to ensure working practices which avoid damage.

Ground excavations will result in the lifting of established vegetation (turfs). Those turfs provide vegetation that will allow rapid colonisation of bare ground. As far as is practical, the nominated officer will work with the Contractor to identify the most ecologically valuable turfs, and a temporary position where they can be stored before being placed onto bare ground at the end of the Works. Top soil should be held separate from sub soil to aid Site restoration where needed; if not needed it will be spread in the spoil spread area.

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 Site must be left clean and tidy at all times.

Dogs are not permitted on the Site.

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

## 5. Utilities searches

Utilities searches were carried out by the EA in July 2020 and are shown in “services check map covering Site entrance Grid ref centre of Site SK9231837642” in Appendix 4. 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.

## 6. Flood Risk Measures

The contractor must comply with the conditions set out in the Flood Risk Activity Permit EPR/BB3396JN issued by the Environment Agency (Appendix 5), including (but not restricted to):

- Excavations in the floodplain to create scrapes and shallow ponds shall be carried out before the removal of the flood bank takes place.
- No materials excavated in connection with the activity shall be left within the flood plain after completion of the works

It is advisable that the Contractor signs up to receive flood alerts from the Environment Agency, and monitors the long range weather forecast.

## 7. 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 WTT whose decision is final.

- WTT 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 the undertaking of the entire works, not parts of it. All works must be completed before 29<sup>th</sup> October 2021, unless the Work is terminated by the nominated officer. In such circumstances the Contractor will be expected to return in spring 2022 to complete the Works. All invoices must be delivered to the Wild Trout Trust, Freepost WILD TROUT TRUST before 15<sup>th</sup> February 2022, unless the Works are terminated by the nominated officer. In such circumstances, measures will be put in place to allow for delayed submission of invoices and subsequent payment.
- Tenderers are invited to visit the 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 WTT 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 WTT through its nominated officer prior to submitting a tender. Please contact the nominated officer on: 07876 257058.

- 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 the tender within 3 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 showing the three main deliverables and a separate costing for Site demobilisation should work have to cease due to bad weather.
  - A plan for ensuring the public are excluded from the Site during the works.
  - A plan for Site deliveries to minimise inconvenience to local residents, including a nominated point of contact and complaints procedure.
  - Inclusion of flood risk procedures within the method statement (as per section 6 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 via email to [rmungovan@wildtrout.org](mailto:rmungovan@wildtrout.org).
- The deadline for receipt of tenders is 5pm Monday 6<sup>th</sup> Sept 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.

## 8. Timescale

All physical works must be completed before 29<sup>th</sup> October 2021, unless the Work is terminated by the nominated officer. In such circumstances the Contractor will be expected to return to Site in Spring 2022 to complete the Works once ground conditions become suitable.

Invitation to tender (ITT) released:	27 <sup>th</sup> August 2021
Tender submission deadline:	5pm 6 <sup>th</sup> September 2021
Contractor appointment:	10 <sup>th</sup> September 2021

Site to be cleared of waste, materials and plant by 31<sup>st</sup> October 2021 and any necessary remediation work completed by 30<sup>th</sup> November 2021, unless a second phase of works in Spring 2022 is instigated by the nominated officer.

## 9. Full Contact Details

Tenders must be delivered to the following address:

Contact name: Rob Mungovan

Email address: [rmungovan@wildtrout.org](mailto:rmungovan@wildtrout.org)

Telephone: 07876 257058

## 10. Tender Evaluation and process

WTT 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 and in accordance with the following:

- Due consideration is given to the protection of the public and to Site safety, and to minimising impact of the works in a residential area.
- 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, b) demonstration of the resources to competently undertake the Work c) Examples of similar work undertaken by the Tenderer. Written technical and financial references may be requested and considered as a part of the evaluation procedure.

WTT 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.

## 11. Basis of Tender

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

The tender must include the 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.

## 12. Sub-contracting

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

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

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

## 13. Award of Contract

WTT expects to award the Contract within 4 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 WTT's written acceptance shall constitute the contract.

## 14. 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.

## 15. 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 WTT 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 WTT for any inaccurate information obtained by Tenderers.

## 16. 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 WTT 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 WTT.

## 17. Canvassing

Tenderers face automatic disqualification if they canvass for the Contract by approaching WTT with a view to gaining more favourable consideration of their tender.

## 18. Appendices

Appendix 1 – Design Drawings, River Witham Flood Bank Removal

Appendix 2 – Bill of Quantities, River Witham Flood Bank Removal

Appendix 3 – Outline Method Statement, River Witham Flood Bank Removal

Appendix 4 – Services check map covering Site entrance Grid ref centre of Site SK9231837642

Appendix 5 - FRA Permit EPRBB3396JN