

**A number of questions have been raised by prospective Tenderers. These are listed below with our response to these questions in blue text.**

1. Please can you confirm whether the £40k contract value stated on the contract finder website is for the total framework or individual work packages.

The £40k contract value stated is the anticipated minimum fees for the work packages identified. The ultimate contract value is difficult to assess as it will be largely down to delivery success on a site by site basis but could potentially rise to an anticipated £70K ultimately.

#### Invitation to Tender

2. Please can you confirm on what basis you are going to evaluate tenders and award the framework contract. If we understand correctly the selection procedure listed in ITT13 - Evaluation Procedure is for the Time Charge and Work Order Packages and not for the overall framework.

The selection procedure listed in the ITT13 will be used for the evaluation of the Framework submissions and also, following award of contract, the Time Charge / Work Order package submissions as they arise.

3. ITT – Annex 2: Please can you confirm what evidence of personnel competence and qualification will be acceptable. Will a CV containing relevant project experience suffice?

It is anticipated that this will largely comprise CV's but could also include examples of completed projects, client references or examples of training and research undertaken.

#### Contract Data

4. Please can you confirm the version of the NEC that the framework and the subsequent Time Charge and Work Orders will be awarded under. The Contract Data states the framework contract will be NEC4 but the Short Form contract will be NEC 3 – is this correct?

Yes, this is correct.

#### Standard Questionnaire

5. Please confirm whether questions 8.2a. – c. and 8.3a.-c. need to be completed as the framework does not appear to meet the thresholds or criteria for these to be included.

Sections of 8.2 and 8.3 of the SSQ do not need to be completed.

#### Project Information

6. Will the ecological assessments undertaken by WRT be limited to habitat and species surveys only (with framework contractors providing any other ecological input into the design) or will WRT provide all ecological services?

All ecological requirements will be provided by WRT.

7. Please confirm who will act as the Principal Designer under the CDM regulations.

It is anticipated that WRT will be the Principal Designer.

## Contract Data

8. The delay damages appear to be unlimited. Can the delay damages be removed or capped (perhaps to a percentage of the associated work package value)?  
The delay damages are £100 per day per time charge / work orders for every day of non-completion after the agreed completion date. Please refer to page 5 of contract data.
9. The consultant's liability of £2m seems disproportionately high for the expected work package values. Can you confirm whether the £2m covers the full framework or is for individual work packages. If the latter can it be reduced?  
The £2m cover is for each individual work package and is our standard requirement. Unfortunately, this cannot be reduced.
10. Clause Z2.1 states "A reason for not accepting the Subcontractor..." and implies that the Client can reject a subconsultant for any reason rather than just the one specified in that clause. Can the wording be changed to "The reason..."?  
This clause will be changed as detailed above.

## Price List

11. To enable us to provide you with a realistic price please can you provide a more detailed scope for each of the items to be priced on the price list. For example, do you have a standard specification for the topographical surveys, does concept design include any optioneering (or has these already been completed), what information is already available on which to base the designs and should we include for filling any gaps ( eg ground investigation) etc etc.  
A generic specification for a topographic survey is provided below. With regard to optioneering, please include an additional item 03a - Fish Passage Mitigation Options Appraisal; this vital stage in the process will have been undertaken on some sites but will be required on others.  
  
Specific additional requirements, such as GI, would be a one-off cost submitted at the work package stage but you should include for filling any gaps where possible and you can provide details of your generic approach in a method statement that outlines your approach to each of the stages necessary for the delivery of the fish easements. It is anticipated that consultant's will bring their skills and experience to bear in this regard and are free to adjust or add to the price list as they see fit.
12. We have assumed the Framework is for fish passage assessment and design only (not construction, that is not a design and build framework), is this correct? Under RIBA, there is no Stage 5 identified in the ITT, so as mentioned we have assumed NOT design and build.  
This is not a Design & Build Framework, it is for assessment and design work. It is anticipated that RIBA work stages 5 and beyond will be undertaken by WRT.
13. Assist with the delivery of the sites (as part of the scope), what do you mean by this?  
The appointed contractor's will assist with the delivery of the sites by undertaking the RIBA work stages requested for the site in question.

14. If providing Time Charge Rates (Page 10 of the NEC4), do we still need to fill out the Work Orders (Page 13/14 of the NEC4)?

No, but it will be assumed that rates specified for one will apply to both elements unless stated otherwise.

15. What is the approximate value of the framework?

Please refer to item 1 above.

16. Is the client able to guarantee the awarding of a minimum work value to any single consultant appointed onto the framework?

Unfortunately not, please refer to item 1 above.

17. Will single projects be split between framework contractors based on itemised costs in the tender?

The works will be let on a Time Charge basis when the scope of works is difficult to fully identify or through Work Orders where the scope of work is well defined; it is anticipated that the majority of the work will be awarded on a Work Order basis.

When an item of work is required, on either basis, the two successful Framework Contractors will be asked to submit a costed proposal. The Framework Contractor submitting the proposal that offers the best value for money, as assessed using the procedure detailed, will be appointed to undertake the work.

18. Annex 2 of the ITT identifies that the tender response should include 'Evidence of personal competence/qualification'. Please confirm the following:

- a. how tenderers are to provide this information;
- b. whether there is a word/page limit.

Please refer to item 3 above. There is no word/page limit for this element but submissions should only include relevant information and be as concise as possible.

19. Annex 2 of the ITT identifies that the tender response should include 'Examples of relevant experience'. Please confirm the following:

- a. if this information is to be provided in Sec 6.1 of the SQQ only;
- b. if there is a word/page limit?

This information should be included only once either as part of the SSQ or general Supplier Response. Either way, it would be useful if your submission stated where this information is included. There is no word/page limit for this element but submissions should only include relevant information and be as concise as possible.

20. Sec 11.2 of the ITT identifies that 'all prices stated will be used for assessment purposes' yet it is not clear how the different metrics (of fixed price and hourly rate) will be used in the tender evaluation process. Please provide further clarification on how these different pricing approaches will be used in accordance with the method outlined in Sec 13.2 of the ITT.

These two pricing elements will be evaluated separately, using the method detailed in the section 13 of the ITT. The two evaluation scores will be averaged to provide an overall Price score. We anticipate that contractors will often use time charge rates to calculate work

package rates. We will look at time charge and work order rates in detail and seek clarification should rates and/or lump sums submitted appear abnormally low.

21. What information is the tenderer required to provide in the upper half of the price list table (with column headings Item number, Description, etc) on pg 11 of the Contract Data document.

None as stated in highlighted text at the top of page 11. This list relates to the Work Orders not Time Charge Orders and should be completed on page 14 for Work Orders. Please also see item 11 above.

22. Most of the items in the price list are not clearly defined in terms of the potential resources required to deliver. For example development of a hydraulic model from scratch will require substantially more resources than taking an existing model and adapting for purpose. Please provide clarity on the following:

- a. whether the client is accepting of caveats relating to the pricing of these items;
- b. if so, where in the response documentation should the caveats be listed.

Caveats and clarifications on the Work Items is welcomed. Caveats/additions can be added directly to the NEC Contract as this has been supplied as an editable word document. Other caveats should be supplied as a separate 'Caveat' document as part of your supplier response cross referenced to other documents supplied where possible.

## **Topographic Survey**

You are tendering for the design of a fish pass/easements and as such you will be required to provide an adequate topographic survey of the weir/obstruction and surrounding area in order to provide all necessary information for effective design options and statutory permissions at this location. The topographic survey should include enough information for altering any structures, construction of any structures and all statutory permissions including (but not restricted to) Flood Risk Assessment, Environmental Permit, Planning Consent and National Fish Pass Panel approval. The detailed scope of the topographic survey is for you to determine as adequate information to provide construction phase detailed design drawings and should be costed accordingly.

The topographic survey must comply with all relevant best practice, include all structures, trees and fences and provide a benchmark for use during construction. Topographical outputs are to be supplied in a current AutoCAD format in 2D.