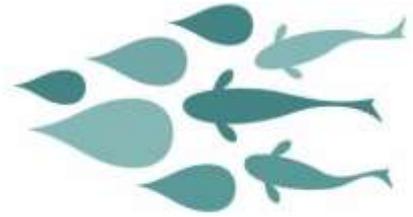


# WATER FOR GROWTH



## Project Information

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### Proposed Weir Removal Keybridge Weir

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25 June 2020

Westcountry Rivers Trust  
Rain-Charms House  
Kyl Cober Park  
Stoke Climsland  
PL17 8PH

25 June 2020

Dear Sirs

**Water for Growth  
Assessment and Project Development for Weir Removal, Keybridge Weir**

You are invited to submit a Tender Proposal to undertake the above through an Open Tender procedure.

Details of the requirements and information with regard to making a submission for the work are provided below. Please read these documents carefully and be aware of the requirements with regard to the level of insurance cover necessary. We have completed the client information sections of the NEC3 Contract, as recommended by NEC. Please complete 'The Consultant's Offer' and 'Price List' information and return it to us to submit your proposal for the works.

Please provide your proposal and quotation to us by 5pm on the 10 July 2020.

Please contact us should you require any further information. We look forward to receiving your submission in due course.

Yours sincerely

**Westcountry Rivers**

Encs. NEC3 Professional Services Short Contract  
Keybridge Weir Information Sheet  
Keybridge Weir Photo Record  
WRT Biosecurity Protocol

## **Project Information**

The De Lank River is one of the River Camel's main tributaries and is part of the River Camel Valley and Tributaries SSSI and the River Camel Special Area of Conservation.

Keybridge Weir lies approximately 650m upstream of the confluence with the River Camel, NG SX08818 73751. The De Lank River is significantly impacted by historic quarrying activities with the site of the main quarrying operations located approximately 2.3km upstream of the weir. These operations have affected geomorphology and fish populations although both juvenile trout and salmon were present below the quarrying area when last surveyed.

Keybridge Weir is surrounded by agricultural pasture on the right bank and woodland on the left bank with the grade II listed Keybridge located approximately 140m upstream.

The Weir itself dates from the late nineteenth century and was constructed to either power ram pumps for the nearby Tregaddick House or purely as an ornamental feature. It appears to be constructed from rounded boulders with angular, roughly rectangular stones forming the crest which are tied together with cast iron staples. The banks are protected both up and downstream with stonework which appears to extend downstream for approximately 60m.

Westcountry Rivers Trust are in discussion with the adjoining landowners and stakeholders with the aim of removing the weir as soon as possible. It is anticipated that the removal of the weir would be the first phase of re-naturalisation at this location with a second phase, including the removal of the downstream revetment, at a later date.



*Fig. 1: Keybridge Weir viewed from downstream*

### **Available Information**

These are supplied as separate documents and comprise NEC3 Professional Services Short Contract, Keybridge Weir Information Sheet and Keybridge Weir Photo Record.

A topographical survey of the weir and its surroundings will be available shortly as will a Preliminary Ecological Assessment and Heritage Impact Assessment.

### **Proposed Scope of Work**

- *Site and Structural Assessment* - The weir and its surroundings are to be fully investigated to inform the subsequent stages of the project, identify risks and assess the potential scope of this phase of removal/re-naturalisation. The site assessment will identify potential risks during and following the proposed removal. The site assessment will include a site visit and shall identify all risks associated with the proposed removal and all receptors likely to be impacted so these can be considered as detailed proposals for the removal are developed.

The structural assessment is to identify the probable construction techniques used to form the weir, to inform the scope of ground investigation (GI) required and the detailed proposals for removal.

- *Ground Investigation (GI)* – It is expected that extensive ground investigation will be required including both desk based and site sampling work. With regard to the site sampling work, it is anticipated that a range of intrusive sampling up and downstream of the riverbed and banks will be required. Although the precise GI requirements may not be known until the site and structural assessment are complete, please provide details of what you consider likely will be necessary in this regard.
- *Soil and sediment testing* – It is anticipated that it will be necessary for laboratory testing of samples to determine geotechnical characteristics and chemical composition. The testing needs to identify contamination or weak ground in order that these can be mitigated prior to the removal of the weir.
- *Hydrological and Geomorphological Assessment* - To inform the demolition methodology and enable all necessary consenting, a hydrological and geomorphological assessment is required to model flood and scour risk and to identify any potential structural implications to adjoining elements.
- *Services Search* - The services search must cover the area on and around the site that may be affected by the proposed works. Underground and overhead services must be included comprising – electricity, gas, water (supply and drainage), gas and telecoms.
- *Assessment of Demolition Options* – This element is to be broadly in line with the RIBA/Landscape Institute Plan of work stage 2, Concept Design, including optioneering and budget estimates for the costs of the removal. A Designers Risk Assessment will be required for the preferred demolition option.

It is anticipated that the above will be sufficient for stakeholder consultation and the development of detailed proposals and consenting, all of which will be undertaken as a second phase.

- *Development of Preferred Demolition Option* - This element is to be broadly in line with the RIBA/Landscape Institute Plan of work stage 3, Developed Design, including detailed layout drawings and sections.
- *Technical Demolition Proposals* – This element is to be broadly in line with the RIBA/Landscape Institute Plan of work stage 4, Technical Design, including working drawings and specification suitable to seek tender proposals from suitably qualified contractors for the weir’s removal. This element is also to include a detailed dry works plan including any phasing of work required.

## Introduction & Overview

### A. Site Location



Fig. 2 : Keybridge Weir location, De Lank River, OS grid reference SX 08818 73751

Please contact WRT to book an appointment if you would like to be shown to site and/or discuss the project.

### B. Special Site Considerations

The weir is located within the River Camel Valley and Tributaries SSSI and the River Camel Special Area of Conservation.

The Weir is not listed but a number of nearby structures are. Keybridge and the nearby Sundial are grade II listed as are two stone crosses downstream on the left bank.

Measures regarding biosecurity must be undertaken whenever personnel are on site. These measures must comply fully with the WRT Biosecurity Policy and any other relevant best practice biosecurity guidelines.

All site visits will require an appropriate Risk Assessment and the implementation of relevant Health and Safety measures. The undertaking of the works must comply fully with the latest Government advice on Covid-19 at all times.

### **C. Timescale**

25 June 2020:	Invitation to Tender (ITT) released
2 July 2020:	Clarifications Deadline
10 July 2020, 5pm:	Quotation receipt deadline
17 July 2020:	Contract concluded with winning supplier
28 August 2020:	All works complete

## **1. Application Details**

All proposals should include the following:

- Capability statement outlining the skills and experience you intend to utilise to undertake the proposed works.
- Method Statement.
- Outline Delivery Programme.
- Completed NEC3 Professional Services Short Contract template.

You are expected to supply all required information, or clearly state the reason for not being unable to do so.

Any assumptions used in preparing responses should be clearly stated.

### **a. Full Contact Details**

**Email Address:** [W4Gfishpassage@wrt.org.uk](mailto:W4Gfishpassage@wrt.org.uk)

**Full Address:** Rain-Charm House  
Kyl Cober Parc  
Stoke Climsland  
Callington  
Cornwall  
PL17 8PH

**Office Telephone:** 01579 372140

## **2. Quotation Assessments: Evaluation and Process**

As detailed in the appendix 1 below.

## **3. Confidentiality**

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

All information supplied by WRT in this Invitation to Tender, and any further information supplied during the procurement process is confidential and must not be shared with any other organisations unless WRT give permission in writing. The confidentiality extends to all recipients of this information.

## **Appendix 1 – Quotation Process**

The process can be broken into the following stages:

1. Invitation to Tender (ITT) sent to suitably qualified and experienced consultants.
2. A reasonable timeframe for responses will be provided that reflects the complexity of the work required. The timeframe for this contract is 15 days.
3. Responses will be evaluated, and a supplier will be selected using the MEAT (Most Economically Advantageous Tender) principle as detailed below.

### **Invitation to Tender (ITT)**

This document, and all associated ITT documents, provide the detailed requirements of the assessment and project development work required including any associated services. Delivery timescales are also provided.

### **Response Timeframe**

Procurement guidelines require that a reasonable amount of time be provided for the Consultants to provide their proposals. Water for Growth timeframes require a quick turnaround due to the physical delivery requirements of the project. As such, out of necessity, the response timeframe is 15 days.

### **Evaluation of Responses**

Consultant responses will be assessed as detailed below.

### **Award of Contract**

All Consultants providing a Tender Proposal for the contract will be informed of the award decision. The successful Consultant will be asked to enter into a NEC3 contract for the delivery of the works.

### **Evaluation Response Criteria**

Stage 1: ITT responses will be checked to ensure that they are free of arithmetical errors, have been completed correctly and all necessary information has been provided.

Stage 2: Proposals will be assessed by the Evaluation Panel (minimum of 2) in accordance with the evaluation methodology set out below. The total score is out of a maximum 100 points based on 40% for Price and 60% for Quality.

#### **Price (40%)**

This is calculated as follows –

$\text{Lowest quotation price received} / \text{Quotation price received} \times 40 \text{ (weighting)} = \text{score}$

#### **Quality (60%)**

This element is subdivided as detailed below. These sub-sections will be assessed against the specific requirements of the site or work package in question using the information submitted at the ITT stage.

Ability to meet requirements (25%)

Delivery/Timescales (25%)

Staffing arrangements (10%)

These are calculated as follows using the criteria in the table on the page below -

$\text{Ability to meet requirements} = 100/50 \times \text{points scored} / 25 \text{ (weighting)} = \text{score}$

$\text{Delivery/Timescales} = 100/50 \times \text{points scored} / 25 \text{ (weighting)} = \text{score}$

$\text{Staffing arrangements} = 100/50 \times \text{points scored} / 10 \text{ (weighting)} = \text{score}$

The Final Score is the sum of the Price score and Quality score.

<b>Scoring Matrix for Technical and Quality Criteria</b>		
<b>Score</b>	<b>Judgement</b>	<b>Interpretation</b>
50	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works. Full evidence provided where required to support the response.
40	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works. Majority evidence provided to support the response.
30	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works, with some evidence to support the response.
20	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works, with little or no evidence to support the response.
10	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works,
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the services/supplies/works,

Moderation and application of award criteria weightings – The evaluation panel will meet to agree and moderate scores for each award criteria. Final scores will be obtained by applying the relevant weighting factors set out as part of the award.

The winning quotation response – The winning quotation response shall be the quotation response that represents the Most Economically Advantageous Tender (MEAT) based on the above valuation.